

City Administrator Report

City of Lake Forest Park

Date: July 11, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

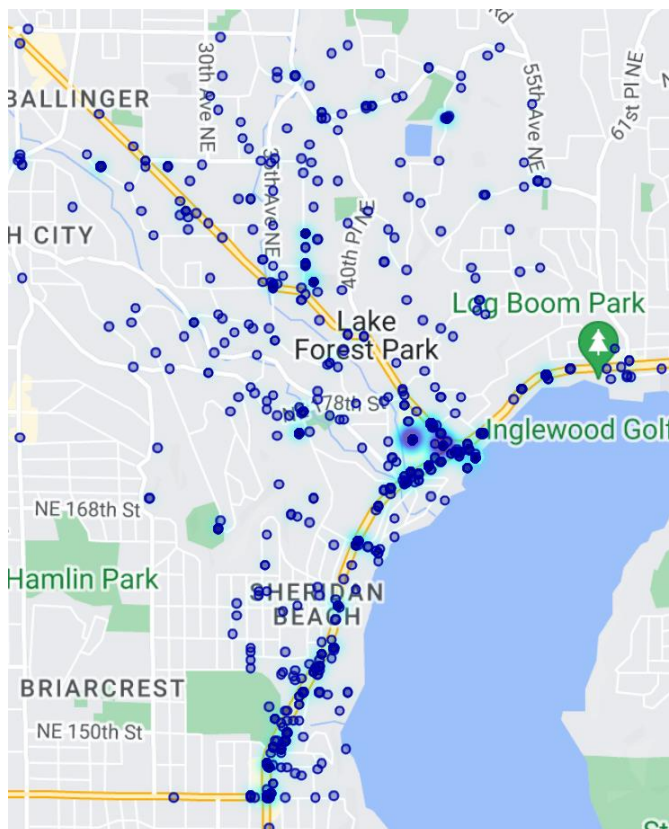
CC: Honorable Mayor Tom French
Leadership Team

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 June 2024:

Each blue dot is an incident generated by dispatch or an officer.
This map represents **899** Incidents in **June**.

Traffic Stop - General	366
Questionable Activity	60
Contact of a Person	43
E911	41
Alarm	25
LFPPD Warrants	23
Theft	20
Welfare Check	18
Traffic Accident	12
Hit & Run	7
Disturbance	6
Burglary	6
Mal Misch	5
Domestic	3
Drugs	2

Case Reports Taken for June 2024

Theft	9	Recovered Property	2
Warrant arrest	5	Property, found	1
Burglary	5	Warning, trespass	1
Domestic	4	Eluding police officer	1
DUI	3	Informational report	1
Trespass	3	APS	1
Behavioral Health	3	Welfare check	1
Malicious mischief	3	Surrendered Property	1
Assist outside agency	2	Park violation	1
Traffic offenses	2		

Total – 49

Notable Incidents

A vigilant patrol officer identified a suspect with an outstanding warrant. When the suspect saw the officer, he ran, but a second officer intercepted and detained him without using any force.

Concerned citizens alerted the police about a large group of juveniles, approximately 30 or 40, gathering on the 17000 block of Beach Drive NE. It was discovered that they were preparing to play a game of tag. No crime was committed.

Officers assisted Shoreline PD with a suspicious individual who was swinging a sledgehammer, talking to himself, and potentially threatening cars. The person eventually returned to his vehicle and left the scene.

Officers responded to a suspicious woman at the Sheridan Market who attempted to break into the garage. When confronted by employees, she became argumentative and threatening before leaving on foot. Officers searched the area but could not locate her.

Officers were challenged to a soccer match by six 12-year-old kids. The officers did their best but lost 2:1.

A distressed individual approached an officer during a traffic stop, claiming he was suffering from heat stroke and needed to go to the hospital. Firefighters assessed him, and Tri-Med transported him to Evergreen Hospital.

Officers responded to a one-vehicle rollover incident. Witnesses reported that the driver was speeding and lost control, resulting in the vehicle being completely destroyed. Although the driver was critically injured, he managed to exit the vehicle and was taken to the hospital. Preliminary indications suggested a possible suicide attempt.

Officers encountered a woman hiding in an alley behind the town center. She claimed to be a human trafficking victim from South Seattle and had taken a bus to Lake Forest Park. While waiting for the Seattle PD Human Trafficking Unit, she decided to leave with a "friend." The investigation is ongoing.

Officers responded to an overdose incident involving a 35-year-old male who was unconscious and not breathing. His father attempted CPR, but the man died before first responders arrived.

Officers responded to a theft in progress at Ross. Although the suspect had already fled, one officer intercepted him on NE 145th. When the officer activated his patrol lights, the suspect drove recklessly in the wrong lane, prompting the officer to terminate the pursuit.

A mentally ill individual with a small knife frightened Taco Bell employees. Though no threats were made, he expressed a need to return to the Lake City Way Library where he kept his belongings. Without sufficient cause for involuntary committal, he was transported to the library to retrieve his items.

A drug-impaired individual was banging on the windows of a residence in the middle of the night. Officers detained him, determining that no crime had been committed and no fire department evaluation was necessary. The individual requested transport to Lake City Way near Dick's Burgers.

Safety Fair

On Saturday, July 13th, 2024, between 10:00am and 3:00pm, the Lake Forest Park Police Department will host its 4th Annual "Safety Day for Kids."

This event is a fun-filled day of outdoor safety education for children featuring biking, hiking, and water activities. Children will have the opportunity to participate in a bicycle obstacle course to learn about traffic safety and considerate cycling. Our team of King County Search and Rescue representatives and Lake Forest Park Police Officers will discuss outdoor and water safety while giving away bicycle helmets and life jackets to children and adults with disabilities on a first-come, first-served basis. Shoreline Fire will offer tours of the fire truck and a Police K9 unit will also be in attendance. Children will receive free "safety bags" and we'll have even more to offer this year –like a bounce house, a cotton candy machine, a dunk tank, and several food vendors—as we move to the lower-level parking lot for greater visibility and more space.



II. Internal City Information

Human Resources

- **Recruitment & Staffing Updates:**
 - The part-time Court Clerk position has been filled with new hire Alisha Bhatti. Fun fact: Alisha was part of the recent graduating class from the Seattle FBI Citizens Academy that was attended by Chief Harden in June.
 - Lead Maintenance Worker, Keith Munro, retired after almost 20 years of service at the City. Public Works has hired Damany DeGrant to fill the Lead Maintenance Worker role. In addition, Seasonal Maintenance Worker Tanner Martinez was promoted to a regular status Maintenance Worker. A conditional offer has also been made to fill the remaining Maintenance Worker vacancy.
 - Municipal Services has hired Kate Guyon to fill the Records Management & Office Support Specialist position. She will begin in a few weeks, which will allow some crossover training prior to Caroline's retirement.
 - HR Director Moore completed phone interviews for the Receptionist/Office Clerk position. Selected candidates have been invited to in person interviews the week of July 8th.
 - A conditional offer has been made for the Sr. Planner vacancy.
- **Juneteenth Employee Event:** For a second year, HR Director Moore organized a small Juneteenth recognition event for staff. This included sharing information about the significance of Juneteenth and providing Strawberry soda (and strawberry sparkling water) to employees.

Municipal Services

Passport Services – June 2024

Passport services processed a total of 438 passport applications and took 261 passport photos. Total revenue for June 2024 is \$20,550. This is an increase of \$6,970 from June 2023 which saw 292 passport applications and 168 photos totaling \$13,580.

III. Council Information



Councilmember Goldman and City Administrator Hill had the pleasure of representing the city at the Regional Crisis Response Agency's one-year celebration.

IV. Response to Citizen and Council Comments

V. Contract Reporting

One agreement was administratively approved June 2024: AG-24-029 Avocette Technologies, Inc. / ServicePlus Operation Support Services for Accela.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

July 18, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[More Details](#)

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

July 22, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[More Details](#)

Parks and Recreation Advisory Board Meeting (hybrid meeting)

July 23, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

City Council Regular Meeting (hybrid meeting)

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

[More Details](#)