

City Administrator Report

City of Lake Forest Park

Date: April 24, 2025

TO: Honorable Vice Chair 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:

Disturbance

Patrol officers responded to a disturbance at a party held at a short-term rental house in the 3900 blk of NE 157th Pl. Officers from Bothell PD responded to assist. Officers learned an armed female suspect aimed a firearm at multiple people, threatening to kill them, and then attacked another female partygoer by holding her down, pistol whipping, and beating her. The suspect was arrested and booked into the King County Jail for Assault 1st Degree, Harassment (Felony – Threats to Kill), and Assault 4th Degree (DV). The firearm was recovered and booked into evidence.

Officers responded to a possible DV assault. Upon arrival, they discovered that this was actually a person who was experiencing a behavioral health crisis. He was transported to Connections for evaluation and care.

Theft

Officers responded to a theft in progress at the Subway store. The suspect left before the arrival of the officers.

Theft in progress at Ross. The suspect was caught by the officers, trespassed, and booked in the Lynnwood jail.

An attempted theft at Albertsons didn't go too well. The officers caught the suspect who was subsequently trespassed from the store.

Officers responded to several mail thefts calls in the area of the 4600 block of NE 201 PL. No leads at this time.

Prowl

MV prowl in the 17000 block of Beach Dr. NE. One expensive tool was stolen from the vehicle. No leads at this time.

Behavioral Health

The parents of a juvenile called the police regarding their son being out of control. He was breaking household items inside the house, and he had started to become verbal with his mother. Officers responded, and detained the juvenile until an ambulance transported him to the hospital for evaluation.

Officers were called at the NW Kidney Center regarding a naked subject who was masturbating in the bathroom. The subject appeared confused. Mental Health Professionals were called to assess the situation and assist the person in crisis.

Officers contacted three subjects who were walking on SR522 in the middle of the bus lane. They were warned about the behavior, and one was transported to the Kenmore Park & Ride.

Sex Crime

The parent of an eleven 11-year-old female called the police because her daughter had received explicit photos from another 11-year-old female who goes to the same school. The case was sent to detectives, and CPS was also advised of the incident.

Illegal Dumping

2 old couches were left at the intersection of NE 182nd St & NE Perkins Way. No suspect. Public Works was advised.

DOA

Officers responded to an unexpected death of a 66-year-old male. The preliminary investigation did not reveal any criminal act.

Missing Juvenile

Officers responded to a missing person incident where a 10-year-old male had decided to walk away from his afterschool program. As the officers started the search, they were advised that the juvenile was found safe at his parents' residence.

II. Internal City Information

Human Resources

- **Staffing Updates:** New Permit Technician Drew Scharnitzke and Stormwater Program Coordinator Chris Korwel started this month. A conditional offer has been made to fill the Public Works Administrative Assistant. Recruiting efforts continue for the Maintenance Worker, Court Clerk, Entry/Lateral Level Police Officer, and Building Official positions.
- **Negotiations:** Administration met with Teamsters, continuing negotiations. Dates have been scheduled to begin mediation in early June.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

The following contracts were administratively approved:

- **AG-25-023:** Municipal Research & Services Center (MRSC) – Small Works, Consultant & Vendor Rosters
- **AG-25-025:** Regional Motorcade, LLLP – operating permit for funeral processions

VI. Legislative Update

- With the adoption of the continuing funding resolution for the federal budget, the city's \$2.0M application for funding to support a Community Center at the future lake front park, was eliminated. The administration, working with the city's federal lobbyist, has reapplied as part of the 2026 federal budget process.

VII. Community Events

9th Annual Pack the Park Fun Run Returns May 10, 2025!

The beloved **Pack the Park Fun Run** is back for its 9th year on **May 10, 2025**, at **Animal Acres Park in Lake Forest Park**! What began as a **PTA partnership with Brookside and Lake Forest Park Elementary Schools** has flourished into a cherished community event, now proudly managed by **Kind + Co Events** as part of their community give-back initiatives. Kind + Co Events operates this event at no cost, with all staff and management donating their time to ensure its success.

This year's event promises to be bigger and better than ever, featuring **live music, a food truck, and snow cones** to bring the community together after the run. Attendees will enjoy a

performance by the **Lago Vista Social Club band**, creating a lively and celebratory atmosphere for all participants.

Event Details:



Date: May 10, 2025



Location: Animal Acres Park, Lake Forest Park



Registration: 8:00 AM



Step Off: 9:00 AM

Proceeds from this year's event will benefit two vital community programs:

- **Lake Forest Park Farmers Market Bucks**, which provides access to fresh, local produce for families in need.
- **Shoreline Schools Angel Fund**, which helps pay off school lunch debt for students, ensuring no child goes without a meal.

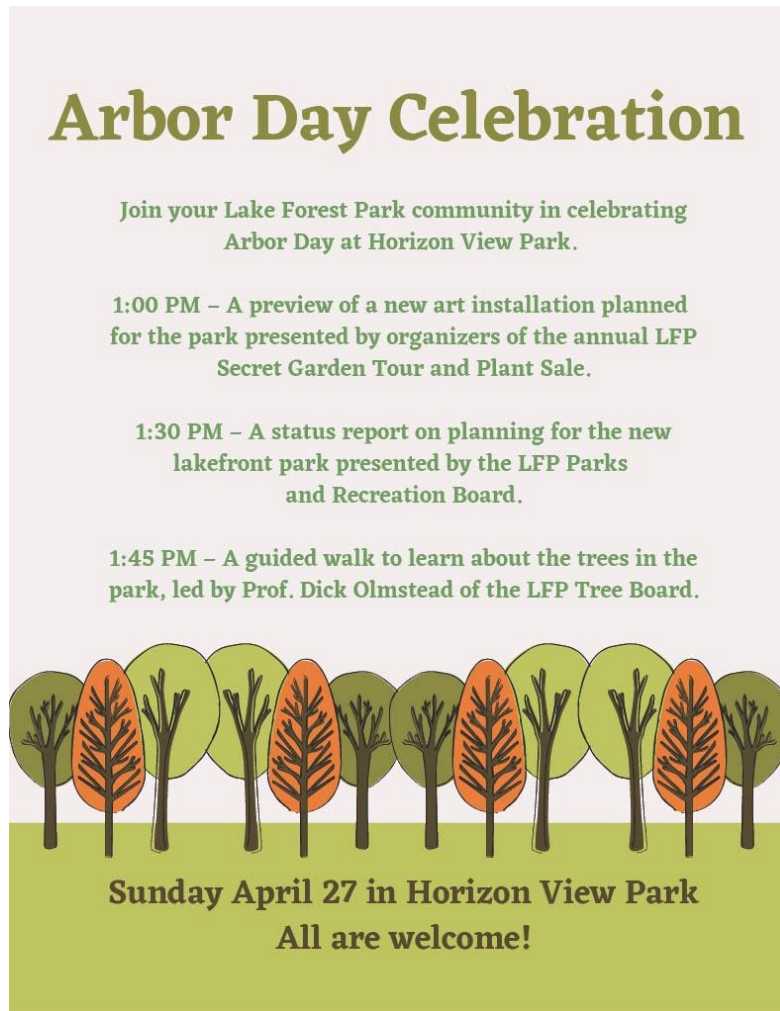
For those unable to attend, donations are encouraged. Every contribution directly supports local families and strengthens the community.

How to Get Involved

- [Register for the run and bring your family and friends!](#)
- [Sign-up to volunteer to help at the event.](#)
- [Become a sponsor to help make the event even more impactful.](#)

For more details, registration, and ways to contribute, [visit the website](#). Let's **Pack the Park** and make a difference together!

VIII. Upcoming City Sponsored Events



LFP Arbor Day Celebration at Horizon View Park! Sunday, April 27, 2025

Join us in celebrating Arbor Day at **Horizon View Park on April 27th, 2025**, starting at **1:00 PM**, hosted by the LFP Tree Board! Start the day with a preview and learn about the new art installation project for Horizon View, fundraised and organized by the LFP Secret Garden Tour and Plant & Garden Art Sale. Next, the LFP Parks and Recreation Advisory Board will share a status update on the new Lakefront Park. The afternoon will end with a guided walk to learn about the trees in the park, starting at 1:45 PM, led by Professor Dick Olmstead of the LFP Tree Board.

Bring your neighbors and friends, and enjoy a wonderful Arbor Day Sunday at Horizon View Park!

IX. Meetings Calendar

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

May 6, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

May 8, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom

[More Details](#)

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

May 8, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

May 13, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

May 14, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

May 15, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

May 19, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

May 22, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

May 27, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)