

City Administrator Report

City of Lake Forest Park

Date: September 26, 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

Notable Incidents

A well-known subject arrested again for trespassing. Several reports of this individual at Grace Cole Park. He had decided to park his vehicle in a private driveway.

Warrant Assist

Patrol Officers assisted a King County designated crisis responder with an involuntary treatment act warrant.

Traffic Collision

A single vehicle drove into a ditch NE 195th St & 55th Ave NE. The vehicle was onto its side and the driver was unable to get out. The driver was not observed to be under the influence and no injuries. First responders were able to get the driver safely out of his vehicle.

Graffiti



An unknown individual vandalized a pole, barrier, and bridge structure on the 17200 block of Bothell Way NE with graffiti. There is currently no description of the suspect.

Crisis Intervention

Patrol officers encountered an irate individual jumping in front of cars on the 17171 block of Bothell Way NE. The person expressed frustration with traffic and mentioned feeling hungry and thirsty.

Officers provided him with chips and water but determined that he did not meet the criteria for involuntary treatment.

Domestic Violence Incident

Officers responded to a domestic violence incident involving a knife. After assessing the situation, they determined that the female subject was the primary aggressor and took her into custody.

Crisis Intervention

A person in apparent crisis called the police, believing he was being followed by drones. Officers were able to engage with him and successfully deescalated the situation.

Assistance for Person with Dementia

A person with dementia left her home, prompting officers to assist her caregiver in returning her safely.

Inappropriate Conduct

Two half-naked individuals were found in a vehicle at the LFP Elementary parking lot, having a "romantic evening." Officers issued a warning and advised them to move to a more appropriate location.

Suspicious Behavior

A subject was observed loitering in front of Mr. Green Cannabis, possibly under the influence of drugs, and claiming to be an FBI special agent. The individual left before officers arrived.

Harassment Concern

A subject contacted a resident asking for "Anna" and left food for her, likely due to a behavioral health issue. Officers spoke with the individual by phone, warning him about harassment laws. He returned several times, prompting officers to advise the resident to seek a protection order.

Theft Prevention

Three individuals in Ross Stores attempted to steal merchandise but changed their minds upon seeing police officers.

Wildlife Report

A citizen called 911 about a large cat near a residence on the 15000 block of 37th Ave NE. Updates suggested it might be a large dog or even a cougar, but it was later determined to be a bobcat, which left before officers could respond.

Assault at Cannabis Store

Officers responded to an assault at Mr. Green Cannabis. Two customers (one male, one female) attempted to buy products without showing IDs. When an employee explained this was against policy, the male customer punched him in the face and threw a tape dispenser before fleeing with the female. The employee sustained significant injuries. Officers later located the suspects, arresting the male and issuing a trespass warning to the female.

Community Service

On September 18th, around 60 students from Brookside Elementary School toured the Lake Forest Park Police Station. Chief Harden, Lt. Zanella, Sgt. Gross, and Ofc. Coleman welcomed the students, parents, and teachers. The kids had the opportunity to explore the officers' gear and patrol cars. They asked many engaging questions, and it was clear that everyone enjoyed the visit. Each student left with police coloring books and stickers.

(Note: unable to post pictures – Need parents' consent)

Officers conducted a walk-through at Brookside Elementary School, focusing on the "Breakfast Club Kids" who come in for breakfast. Ofc. Alcean was a hit and made a significant impact on the students. We aim to do these visits regularly to foster positive connections with kids from diverse backgrounds and experiences. The Breakfast Club visits have proven to be a rewarding experience for both the officers and the children.

(Note: unable to post pictures – Need parents' consent)



On September 14th, the NEMCo Community Preparedness Fair was held at Third Place Commons. Each organization had the opportunity to give a 5-10 minute "TED Talk"-style presentation, covering essential preparedness topics. The event featured presentations, demonstrations, resource materials, and hands-on activities, including how to operate a fire extinguisher, shut off utilities, use a radio, and prepare your home, car, and office.



Lt. Adams, Sgt. Parrish, and Ofc. Alcean represented the LFPPD at their department's table and engaged with attendees. Approximately 75 people participated in this informative and enjoyable event!

II. Internal City Information

Human Resources

- The City held an all-staff meeting on September 17th. Topics included department updates and new hire introductions.
- Staffing & Recruitment Updates: Conditional offers were made for the Senior Planner and Public Works Superintendent positions. A Limited Term Employee has been hired in a Senior Planner capacity to help support department workload and operational needs.
- A Civil Service Commission meeting was held, certifying an updated entry-level police officer candidate list.

III. Council Information

- The Administration has begun Collective Bargaining negotiations with the Police Guild and Teamsters Local #117.

IV. Response to Citizen and Council Comments

V. Contract Reporting

Nothing new for the reporting period.

VI. Legislative Update

- The Community Development department and the Johnston Group hosted staff from Senator Cantwell's office to learn more about the lakefront park project and tour the site in support of the application for federal funding. The Johnston Group is working to schedule a visit with Senator Murray's staff in the coming month.
- The Legislative Steering Committee met with the Johnston Group to begin discussing the 2025 federal legislative agenda.

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

September 30, 2024, 6:00 PM - 8:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 1, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 2, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 8, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 10, 2024, 6:00 PM - 7:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 10, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

[Lakefront Park - Community Workshop!](#)

October 16, 2024, 5:30 PM - 7:30 PM @ City Hall

[More Details](#)

[North King County Coalition on Homelessness](#)

October 17, 2024, 1:00 PM - 2:30 PM

[More Details](#)

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

October 17, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

October 22, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

October 24, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)