

City Administrator Report

City of Lake Forest Park

Date: January 23, 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

Domestic Violence

- Verbal DV: A husband yelled and threw items around during a verbal domestic dispute. He was not present when the officers arrived.
- Mental Health Concerns: A mentally ill individual, known to police, repeatedly called 911 to report domestic violence incidents in progress. However, evidence did not corroborate the claims.

Vehicle Prowls

- A vehicle was entered, and the ignition cover was removed, but nothing was stolen.
- A suspect smashed a driver's side window and stole a small purse containing coins.
- Another vehicle's driver-side window was smashed, but no items were taken.

Missing Juvenile

- An autistic 4-year-old boy left his house alone. Officer Carlsrud located the child wandering around the nearby Chevron station. Officers spoke with the parents.

Shoplifting and Behavioral Health

- Shoplifting at Ross: A suspect attempted to shoplift but left the store without any stolen merchandise after officers made their presence known.

- Shoplifting at Albertson's: Witnesses reported an erratic adult male following two juvenile females through several stores at the Town Center. It was determined he had shoplifted from Albertson's and was subsequently arrested.
- Behavioral Health Assistance: A female individual approached officers seeking help for a mental health crisis. Connections in Kirkland were contacted, and she was transported and admitted for care.

Community Alert

- A citizen at 12 Degrees North reported a "Flock" (plate reader) hit indicating a vehicle connected to a Seattle PD shooting incident had passed through the area. The officer gathered information for internal use and directed the citizen to contact Seattle PD.

Shots Fired

- Two vehicles were involved in an altercation between 40th PI NE/NE 197th and Horizon View Park. Occupants of one vehicle fired multiple bullets at the other. Both vehicles were last seen heading toward Kenmore. Shell casings were recovered, but neither vehicle was located, and the motive remains unknown. No injuries were reported.

National Law Enforcement Appreciation Day

January 9th was National Law Enforcement Appreciation Day. The nation celebrated and express gratitude to the incredible men and women who serve and protect our community. To show appreciation, we were pleasantly surprised when Chelsea and Kyle from Néκτηr Juice Bar from the Lake Forest Park location dropped off delicious acai bowls for our officers! 🍷❤️



Néκτηr, with their support of our police department, has been a consistent and thoughtful partner in showing how much they care about those who serve. Their kindness and generosity never go unnoticed. We are truly grateful for their continued support in making our community stronger! Thank you, Chelsea and Kyle, for your kindness and for brightening our day with those tasty and healthy treats! We appreciate you! 🙏

Drive Safe, Arrive Safe: New Speed Limits Coming to Lake Forest Park

Starting February 6, 2025, the city will introduce new speed limits across Lake Forest Park to ensure safer streets for everyone.

What's Changing?

Local Access Streets: New limit: 20 mph (map with blue streets)

Arterials/Collectors: New limit: 25 mph (map with green streets)

Why the Change?

To reduce accidents and protect pedestrians, bicyclists, and drivers.

To foster a more livable, walkable community where everyone can feel at ease.

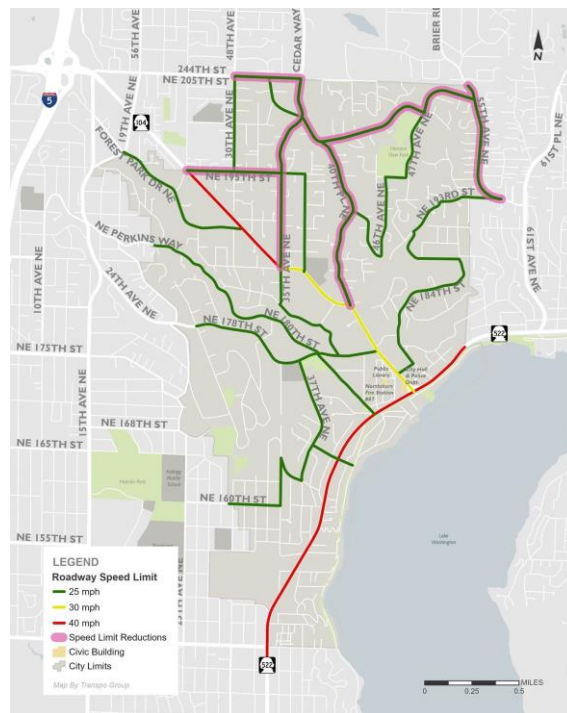
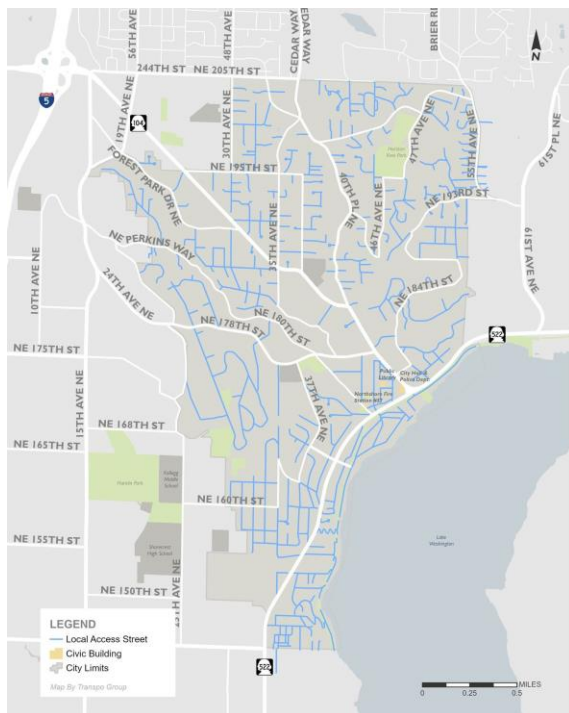
In response to community input and the latest research and safety studies.

Help Us Keep Our Community Safe!

- Follow the new speed limits.
- Stay alert and mindful of your speedometer.
- Encourage friends and neighbors to do the same.

By embracing these new speed limits, we're creating safer neighborhoods, protecting our families, and strengthening the sense of community pride that makes Lake Forest Park a wonderful place to call home.

**It is important to note that the arterial map shows the north end of Ballinger Way and the south end of Bothell Way NE at 40mph. Both sections have been lowered to 35mph by WSDOT since this map study was completed.*



II. Internal City Information

Human Resources

- **Staffing Updates:** HR has been extremely busy recruiting and hiring over the past year. In 2024, HR Director Moore filled 23 positions. Already in 2025, HR Director Moore has filled 6 positions, plus a conditional offer made for the Building Official position.
- **Supervisor Training:** New and current supervisors have been completing anti-Harassment training over the last few months, provided by WCIA. New supervisors have also been provided additional WCIA training such as “New Supervisor Bootcamp” to support them in their new supervisory role. These trainings are free for WCIA members.
- In December, a team comprised of members from Finance, HR, and Public Works attended a Pace scheduling demonstration. The police department currently uses Pace as their scheduling system. HR and Finance are exploring its ability to also support the City’s scheduling and reporting needs.
- **Negotiations** continue with both the Police Guild and Teamsters.
- **WCIA:** HR Director Moore, Public Works Superintendent Ell, and Lead Maintenance Worker DeGrant attended WCIA’s COMPACT training. The topic was Public Works Audit Training. The City’s upcoming annual audit in 2025 with WCIA will focus on Public Works. HR Director Moore also attended WCIA’s January Board Meeting.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

One contract was administratively approved during the reporting period: **AG-25-003**, James G. Murphy Co. for public auction services.

VI. Legislative Update

VII. Community Events

In September and October of 2024, a strong collaboration between the City, King County Master Gardeners, Lake Forest Park Rotary, and Interact Students and Counselor from Shorecrest Highschool embarked on creating a pollinator garden at the Pflugst Animal Acres Park located in Lake Forest Park. This new garden is an extension of the long-established Animal Acres Master Gardeners Demonstration Garden. The City of Lake Forest Park provided several yards of chips for the project, as well as assistance and guidance for pruning and design. The sequential photos will speak for the huge success!!

This space is ~900 sq feet and now provides space for over 100+ perennial plants that will support many species of native insect pollinators & bird species. Previously it was a space that was significantly overgrown with shrubs that did not have high pollinator value.

This project included the following steps: pruning of mature shrubs and trees, removal of weed fabric and grass, planting of perennials, mulching with wood chips and fallen leaves, & providing nesting habitat.





VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

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

[More Details](#)

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

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

[More Details](#)

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

February 5, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

February 11, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

February 13, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

[North King County Coalition on Homelessness](#)

February 20, 2025, 1:00 PM - 2:30 PM

[More Details](#)

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

February 20, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

February 24, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

February 25, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)