

# City Administrator Report

## City of Lake Forest Park

Date: September 12, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

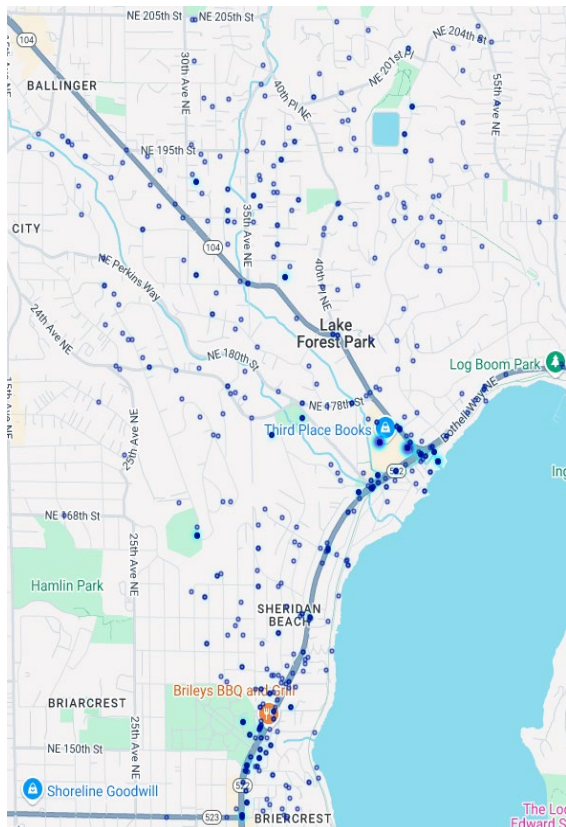
CC: Honorable Mayor Tom French  
Leadership Team

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 August 2024:

Each blue dot is an incident generated by dispatch or an officer.

This map represents **761** Call Incidents in **August**.

Traffic Stop - General	123
Questionable Activity	46
E911	42
Contact of a Person	32
LFPPD Warrants	28
Theft	26
E911	22
Welfare Check	21
Alarm	15
Disturbance	12
Traffic Accident	12
MV Prowl	9
Fraud	8
Trespass	7
Vehicle Theft	6

**Case Reports Taken for August 2024**

Theft	15	Traffic offenses	1
Trespass	14	CPS	1
MV prowl	6	Order Violation	1
Burglary	4	Informational report	1
APS	4	DUI	1
MV theft	3	Behavioral Health	1
Death investigation	2	Assault	1
Missing person	2	Disturbance	1
Fraud	2	Domestic	1
Warrant arrest	2	Harassment	1
Sexual assault	1	Indecent exposure	1
VUCSA	1		

**Total – 67**

**Notable Incidents:**

**Pursuit and Crash:** LFPPD officers assisted Bothell PD with a driver who fled from them and subsequently crashed. The suspect was located by a K9 unit and taken into custody.

**Missing Person:** A 78-year-old with dementia escaped from a family group home. An extensive search was conducted in collaboration with another department, but the individual was not found.

**Theft and Assistance:** A homeless individual was caught stealing from Albertsons and other stores. Rather than arresting him, officers provided assistance through RCR and issued a trespass notice.

**Domestic Violence Incident:** LFPPD officers aided Bothell PD in handling a domestic violence situation involving a weapon.

**Child Found:** A FedEx driver discovered a 3-year-old child wandering alone on the street. The child's father arrived just as patrol officers were on the scene.

**Unknown Situation:** Mark Goodwin visited the police station but was incoherent in his speech. Services were offered, but he declined.

**Suicide Crisis:** A citizen in crisis was thinking about suicide. RCR responded and took over the case.

**Juvenile Suicide Attempt:** Officers conducted a welfare check on a juvenile who had attempted suicide with pills. She was transported to Children’s Hospital.

**Vehicle Disturbance:** Officers investigated a report of a person passed out in a vehicle. The individual was found in the passenger seat, claimed she wasn’t driving, and said a friend was coming to pick her up.

**Fire Response:** Officers assisted the fire department with a small garbage container fire near a bus shelter. No suspects identified.

**Disturbance and Transport:** Officers responded to a disturbance involving a drunk individual on NE 182nd St. He was given a courtesy transport to his home.

**Domestic Violence Clarification:** Officers responded to a possible domestic violence call but found the victim had dementia and that no physical altercation occurred. RCR was called to assist.

**Motorcycle Crash:** A motorcyclist collided with a vehicle while passing it and was transported to the hospital with significant injuries.



**Naked Man Incident:** Officers responded to a report of a naked adult male at the Sheridan Beach Community Club. The investigation is ongoing. If you recognize this individual, please contact our police department.

**Vandalism:** A bollard on the trail was cut with a power tool. There are no suspects, and KCSO has been notified.

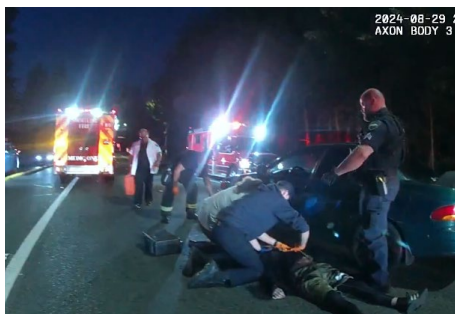
**License Suspended Arrest:** A subject was stopped by LFP officer for DWLS 3<sup>rd</sup> degree. He was informed that he could not drive. He drove anyway...and he got arrested.

**Residential Burglary:** Officers responded to a burglary in progress on the 19400 block of 49th PL NE. Bothell PD assisted, but the suspect had already fled.

**Garage Prowl:** A car prowler used a garage door opener found in a vehicle to steal items from a garage. No leads have been identified.

**Harassment Between Kids:** Officers addressed ongoing harassment between children. The victim's father chose not to press charges at this time.

**Roadway Disturbance:** A man was found in the middle of the roadway yelling at cars. He wasn't sure why he was yelling but wanted to go to the Seattle QFC. Although our officers are not Uber drivers, it appeared to be a good idea to bring him to the Seattle QFC.



**Overdose Rescue:** A subject overdosed inside his vehicle. Officers likely saved his life using Narcan and CPR. The subject refused to go with medical personnel, so he was arrested for DUI (Physical Control). A blood draw was performed (upon search warrant approval) at a nearby hospital.

**Car Prowl:** Car prowling in progress where the officers couldn't apprehend the suspect because he started to drive erratically at high rate of speed. Eventually the officers found and impounded the vehicle, which contained multiple stolen items.

**Summer In-Service Training:**



The summer in-service training for officers took place at Snoqualmie Range. The sessions covered Patrol Rifle Marksmanship, Dynamic Shooting, and Rifle Manipulations. Training exercises included various movements such as fast walking, transitioning between positions, kneeling, and prone shooting, as well as practicing in unconventional positions to simulate scenarios involving building or shield components. Additionally, there were breakout sessions for small teams to enhance their skills further.



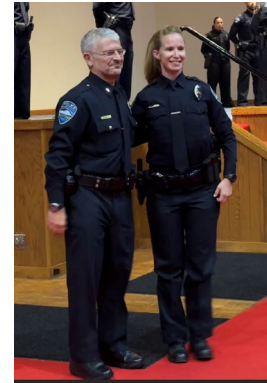
**New Police Officer Hire!**



The Police Department is excited to introduce its newest member, Officer Michael (Mike) Rizk! Mike was born and raised in Egypt until his teenage years. Coming to the states and earning an Associate of Arts degree, he worked as a Certified Nurse Assistant. He later graduated from Central Washington University, where he completed flight school and then obtained a bachelor's degree in law and justice. Mike served in the Washington State Army National Guard as an Aircraft Electrician until 2015. For the past nine years, he has worked as a Corrections Deputy with Snohomish County Corrections, where he became a Field Training Officer (FTO) and a Background Investigator. In 2023, he was awarded the Life Saving Medal for his actions in saving a Fentanyl overdose victim. Mike met his wife, Kristin, while they were both attending CWU, and they married in 2015. They have a 7-year-old daughter named Sophie. Mike is passionate about outdoor activities and enjoys taking his family fishing, crabbing in the Puget Sound, camping, and participating in group motorcycle rides. He is the first in his family to pursue a career in law enforcement, a profession he holds in high regard. Mike looks forward to a fulfilling career serving the Lake Forest Park community. If you see him around, please introduce yourself and say hi! He will be in the CJTC Basic Academy starting on September 17<sup>th</sup>, which is a huge improvement on wait times at the academy.

**Academy Graduate!**

We are pleased to announce that Recruit Johnson has successfully graduated from the Basic Law Enforcement Academy and is now Officer Johnson! Over the course of 720 hours, she navigated a challenging and rigorous program, meeting all required standards with commendable dedication. We are excited to see her apply her training during the upcoming four months of field training and look forward to her working hard for our community.



**New School Season 2024-25**



Just a friendly reminder: the new school term began on Tuesday, August 27th. Please be aware that school zone cameras will be active Monday through Friday during the hours of 7:30 am to 9:30 am and 2:30 pm to 4:30 pm. On Wednesdays with early release, the camera times will adjust to 7:30 am to 9:30 am and 1:00 pm to 2:30 pm. Half Day enforceable times are 7:30am to 9:30am and 11:00am to 12:30pm.

We kindly ask that you remain extra cautious when driving through school zones, keeping a sharp lookout for pedestrians and school buses. Be prepared for potential delays during drop-off and pick-up times.

We sincerely appreciate your patience and dedication to keeping our children safe. While we may not always be able to respond to social media posts, please don't hesitate to contact us at 206-364-8216 with any questions. Thank you.



**Chaplain Pancake Breakfast:**



We extend our heartfelt gratitude to Police Chaplains Eric and Andy for organizing an exceptional pancake breakfast for the police staff. The event featured a delectable assortment of pancakes, bacon, and a superb egg bake prepared by Eric's wife. The quality of the food was excellent, and the opportunity to engage with the staff made the occasion even more memorable.

Additionally, we wish to acknowledge the generous support of Nekter Juice Bar in Lake Forest Park. We appreciate Chelsea and Kyle for their contribution of refreshing beverages, further enhancing the breakfast experience. Their ongoing support for our police department and city staff is greatly valued.

A total of 14 attendees, plus the Chaplains, participated in the breakfast, resulting in a successful and enjoyable gathering. The Chaplains are scheduling a future breakfast to engage with the remaining members of the department and other fun events.



**National Night Out:**

National Night Out was another resounding success!

On August 6<sup>th</sup>, our dedicated officers, supervisors, RCR, and NEMCo volunteers actively participated in over 30 events across the city, engaging with more than 1,000 community members (964 registered). The night was blessed with perfect weather, creating an ideal setting for neighborhood festivities filled with BBQs, burgers, and potluck-style feasts.




Our police staff engaged in meaningful conversations about staffing, current policing strategies, mental health response with RCR, and traffic safety and calming. They patiently addressed numerous questions from community members. Mayor French and Councilmember Furutani joined Chief Harden in visiting several neighborhood parties, where the feedback was overwhelmingly positive. Many residents expressed their sense of security in Lake Forest Park and appreciated the open discussions regarding property crime, traffic concerns, and our ongoing commitment to their safety.

The kids were delighted with the gift bags and had a blast exploring our patrol vehicles. Overall, the event was exceptionally well-received, successfully achieving its goal of fostering connections among neighbors. We are all LFP! Thank you for another successful year (our 18th year)!



**Recruiting:**

**WANT TO LEARN MORE ABOUT BECOMING A POLICE OFFICER?**  
 Join us for this FREE event as we discuss the steps involved to become a police officer & answer your questions about a rewarding career in law enforcement.



On August 13th, Human Resources and the Police Department held a virtual Candidate Information Session to outline the process of becoming a police officer. The session covered the steps involved, details about the police department, benefits, and the selection process. A representative from Public Safety Testing provided an overview of the testing and selection procedures. HR also shared general resume and interview tips, and the panel addressed questions from participants.

## Exam Preparation



Review testing instructions at least one day prior

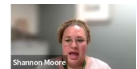
- Required documentation
- Equipment set-up for in-home testing
- Travel and parking plans
- Ensure you have allotted enough time!

Arrive early

- In-person: Check-in starts approximately 30 minutes before test
- Online: Zoom room opens 15 minutes prior to published start time

Be well-rested, bring a snack, drink water, wear comfortable clothes!

## Selection Process Overview – Entry Level



**Public Safety Testing (PST):**

[www.publicsafetytesting.com](http://www.publicsafetytesting.com)

**National Testing Network (NTN):**

[www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

**PST's Physical Agility Test (PAT):**

**PAT STANDARDS:** You must successfully complete the minimum number of correct repetitions for each PAT event (failing one event will constitute a failure of the PAT).

Washington		# of repetitions
Event #1	Push-Ups - 90 seconds	20
Event #2	Sit-Ups - 90 seconds	25
Event #3	Squat Thrusts - 3 minutes	35

**What does the test entail?**

- Written Exam (70% passing score)
- Personal History Questionnaire (PHQ) required within 7 days of passing your written exam.
- Scores are good for 12 months



## About Us

One station department in King County

The City of Lake Forest Park is located at the north-end of Lake Washington, just north of Seattle

20 sworn officers and 3 support staff

Over 9,000 Calls for Service in 2023

Service Area 3.52 sq. miles

Population Served – 13,620

Patrol Work Schedule:  
Rotation of 3 work-days on (12-hour shifts) and 3 days off.

Additional Patrol Duties:  
traffic, K9, gangs, graffiti, training, narcotics, and mutual aid response to neighboring jurisdictions





## **Community Preparedness Fair**

NEMCo is excited to sponsor the Community Emergency Preparedness Fair on Saturday, September 14, 2024. Join us at Third Place Commons in Lake Forest Park from 10:00 am to 2:00 pm for preparedness presentations, displays, resource materials, and hands-on demonstrations.

### Event Details:

Date: Saturday, September 14, 2024

Time: 10:00 am to 2:00 pm

Location: Third Place Commons, 17171 Bothell Way NE, Lake Forest Park, WA

At NEMCo, we're dedicated to ensuring our community is equipped to handle emergencies. Our team provides hands-on training to help you identify local hazards, practice using fire extinguishers, create a family emergency plan, and learn critical medical assistance techniques.

For more details, check out our flyer at [www.NorthshoreEMC.com](http://www.NorthshoreEMC.com)



**COMMUNITY PREPAREDNESS  
FAIR**

**Saturday, September 14, 2024**  
**Time: 10:00 am to 2:00 pm**  
**Location: Third Place Commons**  
17171 Bothell Way NE, Lake Forest Park, WA

**NEMCo is sponsoring a free community event:**

- Presentations
- Displays
- Resource materials
- Hands-on demos

Water – Sanitation – Fire suppression  
First aid – Emergency radio operations

**Topics Include:**

- Hands-on use of a Fire Extinguisher
- Hands-on Practice using a Radio
- How to Properly Shutoff Utilities
- How to Sanitize Water
- What to Keep Under your Bed
- Preparing your Home, Office, Car

# Upcoming CERT Course

## SIGN UP

**Class:** Community CERT Program

**Cost:** Free

**Dates:** 7-week format, Thursday nights, Sept. 12 - Oct. 24 and Oct. 26 simulation

**Time:** 6:00pm - 9:00pm

**Location:** Kenmore, Fire Station 51

**Online Sign Up:** [bit.ly/3l8fnBU](http://bit.ly/3l8fnBU)

*Students will fulfill 24 hours of Community Service.*



## SERVING AN ONGOING NEED...

After completing the CERT Program the opportunities do not end. You can apply what you have learned by helping our Community, Police, and Fire by assisting with:

- public service events, such as fun runs and workshops, traffic control and crowd
- management, support at the NEMCo
- booths, and participating in other public
- preparedness educational opportunities.

Regardless of your age, background, experience or capabilities, there is something you can do to help yourself, your family and your community. Learn the skills you need with CERT.



## WHAT IS CERT?

CERT is a Community Emergency Response Team training program developed by the Federal Emergency Management Agency (FEMA). The CERT curriculum teaches community residents how to successfully prepare themselves, their families and neighbors to handle an emergency or disaster.



## Public Works

The SR104 & 40<sup>th</sup> Place NE Roundabout project has been selected for a conditional award in the amount of \$2,000,000 by the Public Works Board.

## II. Internal City Information

### Municipal Services

#### **Passport Services – July 2024**

Passport services processed a total of 466 passport applications and took 331 passport photos. Total revenue for July 2024 is \$22,930. This is an increase of \$10,525 from July 2023, which had a total revenue of \$12,405.

#### **Passport Services – August 2024**

Passport services processed a total of 503 passport applications and took 333 passport photos. Total revenue for August 2024 is \$24,265. This is an increase of \$10,480 from August 2023, which had a total revenue of \$13,785.

### Human Resources

- Staffing Updates:
  - On September 3<sup>rd</sup>, Public Works Superintendent Scott Walker retired from the City of Lake Forest Park. Scott started with the organization as a Maintenance Worker in 2001. During his last day, the Leadership Team and staff took time to recognize Scott's 23 years of service and countless contributions to the City, presenting him with a plaque.



- Zoey Spears started in her new role as Receptionist/Office Clerk. In addition, Public Works welcomed new Maintenance Worker Robin Nickalaski to the team. The City continues to recruit for the Senior Planner and Senior Project Manager roles, along with a Building Official and Public Works Superintendent.
- HR Director Moore facilitated two oral board interviews with the Police Department for the entry level police officer eligibility list. Another round will be held at the end of September.
- Management met with the Teamsters group for our first contract negotiation meeting.

### **III. Council Information**

### **IV. Response to Citizen and Council Comments**

### **V. Contract Reporting**

The following agreements were administratively approved:

- AG-24-034, King County/Radio Subscriber Services
- AG-24-036, Chrome General Contracting, Inc./28<sup>th</sup> Ave NE Culvert Repair

### **VI. Legislative Update**

### **VII. Community Events**

### **VIII. Upcoming City Sponsored Events**

### **IX. Meetings Calendar**

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

**September 19, 2024, 6:00 PM - 7:30 PM, City Hall and via Zoom**

**[More Details](#)**

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

**September 23, 2024, 6:00 PM - 7:30 PM, City Hall and via Zoom**

**[More Details](#)**

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

**September 24, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom**

**[More Details](#)**

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

**September 26, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom**

**[More Details](#)**

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

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

**[More Details](#)**