

# City Administrator Report

## City of Lake Forest Park

Date: March 27, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

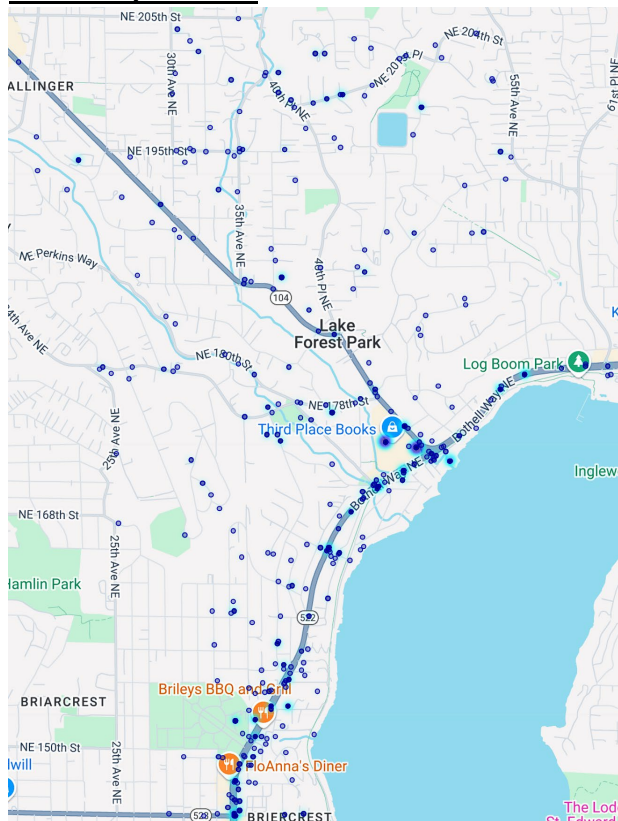
CC: Honorable Mayor Tom French  
Leadership Team

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



Police incidents heatmap for February 2025:  
Each blue dot is an incident generated by dispatch or an officer.

This map represents **905** Call Incidents in **February**

Traffic General	429
Questionable Activity	48
E911	34
Contact of a Person	30
Warrants	22
Alarm	17
Theft	10
Traffic Collision	8
Welfare Check	7
Domestic Violence	6
Violation of Order	5
Behavioral Health	5
Disturbance	4
Hit & Run	4
Prowler	3

**Case Reports Taken for February 2025**

Warrant Arrest	7
Theft	5
Order Violation	4
Domestic	4
Behavioral Health	3
Eluding Police Officer	2
Burglary	2
Trespass	1

Weapons Violation	1
Traffic Offenses	1
Fraud	1
Property	1
Drugs	1
Vehicle Prowl	1
Assault	1
Vehicle Theft	1

<b>Total – 36</b>
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**Notable Incidents:****Eluding**

Ofc. Montague attempted to make a traffic stop, but the suspect eluded him. Ofc. Montague successfully deployed StarChase. The suspect drove to Seattle and removed the device from his vehicle before patrol could locate him.

**Violation of Order**

Order violation in progress at the Third Place Books. The offender was arrested and booked in King County Jail (felony).

**Suspicious**

A citizen called the police because he noticed three subjects walking around a vacant house. Patrol officers responded and contacted the owner by phone. He stated that the house was not for sale and nobody should be around his property. The suspects were warned.

**Welfare Checks**

Patrol officers contacted a female subject in front of Nekter Juice Bar. She appeared to be under the influence of drugs. She was talking to herself and acting oddly. The officers were able to contact her sister, who stated that she was acting strangely because she had just finished her prescribed medication and needed to see her doctor. She was released to her sister.

A homeless female was found in the bushes on the south side of the intersection between 37th Ave NE & Ballinger Way. She stated she was “having a picnic” and didn’t want to provide her last name. Officers tried to provide her with resources, but the subject left on foot towards “Tacoma.”

**Thefts**

Officers responded to a theft in progress (of a backpack) at the Town Center. The suspect was located, arrested, and booked into jail.

A few juveniles were caught stealing alcohol from Albertsons. When confronted, they dropped the bottles on the curb and took off in a gray sedan.

Officers were called to the Albertsons store because another group of juveniles was creating problems. Sgt. Parrish caught one of them stealing and called the parents.

Officers responded to another theft in progress at Albertsons. The officers stopped two suspects. One was arrested for shoplifting and booked into jail. The other subject was released. Both reside at the Sacred Medicine House.

Theft in progress at Ross Stores. The suspect was caught by our officers and booked.

Theft of Tide Pods at Safeway. When the officers arrived, the two suspects had already left.

A subject stole several items from Safeway and left the area in a stolen U-Haul box truck. One of the officers deployed a StarChase device, but it failed (due to the weather).

Officers responded to a possible prowling in progress. They found the subject. He was looking for his cat. Patrol assisted and located the missing cat.

Several citizens called the police advising that mail had been stolen from the 19000 block of 40th PL NE, the 18600 block of 40th PL NE, and the 3900 block of NE 185th ST. There are no leads currently.

**Domestic Violence**

A subject called the police because she was in a legal dispute with her ex-husband and wanted the police to take statements from her children. No domestic or harassment occurred at the time, and officers explained that this was a civil issue and the police would not take any statements from the children. The reporting party was not happy with the police response.

Verbal domestic at Taco Bell. Both subjects were intoxicated and stated that they lived at the Sacred Medicine House. Both were warned.

A female subject (well-known to the police) with Alzheimer's called 911 because her son tried to choke her. The evidence did not sustain the claim. No domestic violence occurred.

**Behavioral Health**

A subject with a Pitbull approached one of the patrol officers and started to talk to her quickly and randomly. The officers asked if she needed assistance, but the subject walked away.

**Disturbance/Drugs/Alcohol/DUI**

A female subject was found crying outside the Watercrest Apts. Officers contacted the subject, who was intoxicated, and stated that she needed to “reset.”

A citizen called the police regarding a subject, clearly on drugs, “tripping” outside Chase Bank. The Fire Department checked on him, and our officers provided him courtesy transport to Ballinger Homes.

A citizen called 911 regarding a transient couple who was consuming drugs in their vehicle. The female subject overdosed before the officer’s arrival, and the boyfriend administered a dose of Narcan and resuscitated her. Fire checked on both subjects.

Officers found a transient subject, likely on drugs, passed out in Whispering Willow Park. They woke him up and offered services, but he refused.

A traffic stop revealed that the driver was under the influence of alcohol. The subject was arrested and booked.

A subject on the ground, under the influence of drugs, at Animal Acres Park. Officers woke him up and offered him services. He refused and left.

A driver, under the influence of alcohol, crashed his vehicle at Grace Cole Park. He was arrested and booked.

Officers responded to a possible fight between two autistic individuals in a group home. Officers contacted the social worker and the supervisor.

A “First Amendment Auditor” who was recording gave an officer a request for records. The officer forwarded the request to records.

A patrol officer saw a male urinating in public just outside Mr. Green Cannabis. He was warned.

Officers were called to Papa Murphy’s for a verbal argument between an employee and some customers. The officers were able to de-escalate the situation and warned both subjects.

Officer contacted an intoxicated male, who resides at the Sacred Medicine House, yelling inside Albertsons. Officers contacted the subject and trespassed him.

Two juveniles were playing basketball at 2:00 am. When warned, one of them said that Sgt. Parrish was “not nice enough”.

**Recovery property**

An officer recovered a stolen vehicle in the 19500 block of Forest Park DR NE.

### **Weapons Complaint**

A citizen reported a juvenile hunting birds with a crossbow in Lyon Creek Park. Patrol officers talked to his mother.

### **Harassment**

A citizen complained about a neighbor being too friendly with his 13-year-old daughter. There was no crime at this time, but the officers explained how to obtain a protection order.

### **In-Service Police Training**

Officers successfully completed their mandatory in-service training, focusing on non-lethal and less-lethal tools designed to enhance de-escalation and public safety. The training covered the proper use, deployment, and decision-making protocols for various tools, including the Taser, expandable baton, and BolaWrap. This device deploys a Kevlar cord to restrain individuals from a distance, safely. Officers also trained with the newly introduced 40mm foam munitions, which provide a safer alternative for incapacitating combative individuals while minimizing injury than our older, outdated bean bag shotguns. Additionally, they received instruction on PepperBall blast technology, which disperses a powdered irritant to control situations without direct physical engagement. This training ensures officers are well-prepared to handle a range of encounters, emphasizing reducing the need for higher levels of force.



## II. Internal City Information

### **Community Development Department**

**Comprehensive Plan Climate Element Amendment** - The effort to amend the City's Comprehensive Plan to include a Climate Element continues on track in 2025. A community survey opened on March 10 and is available until April 10, 2025. Members of the City Council should feel free to take the survey. A city-wide postcard was mailed on Wednesday, March 12, 2025. The mailer will assist engagement efforts, which included yesterday's eNews update as follows:

#### **Help Shape Lake Forest Park's Climate Future: Take the Survey!**

Lake Forest Park is planning for a more resilient future, and we need your input! Climate change affects our environment, homes, and the local economy - and your voice can help shape the solutions.

Whether you're a resident, business owner, student, or part of a local organization, we want to hear from you! Share your experiences, concerns, and ideas to help shape policies that support our community by taking the Climate Element Community Survey.

The City of Lake Forest Park is developing a Climate Element to build resilience against climate impacts and reduce greenhouse gas emissions within the community. This new Climate Element will be integrated into the City's Comprehensive Plan, serving as the framework to achieve Lake Forest Park's vision for the future.

Your input is invaluable. Responses are anonymous. The survey takes approximately 15 minutes to complete (or as much time as you need). For more information about the Climate Element project, [please visit our website](#).

The survey is available in both English and Spanish and closes on **April 10**.

[Take the survey in English](#)

[Responda la encuesta en español](#)

Questions? Email [mhofman@cityoffp.gov](mailto:mhofman@cityoffp.gov).

**Middle Housing and ADU Development Regulations** - The proposed development regulation amendments from the Planning Commission for addressing recent accessory dwelling unit (ADU) and middle housing mandates are now verified as received at the WA State Dept. of Commerce to begin their required 60-day review before any city adoption. The Commerce review ends May 12, 2025, and any comments received will be shared directly with the City Council for consideration. Between now and May 12, staff will work with SCJ Alliance and the Planning Commission to draft an ordinance format, hold a public hearing for public comment, adopt a formal motion for PC recommendation, complete SEPA review, and transmit all appropriate materials to City Council. Between May 12 and June 30, the City Council will be tasked with review, an additional noticed public hearing, deliberation, and action on an

ordinance for the amendments. This timing track would meet the deadline for the city to not be subject to a model ordinance as a Tier 3 city. The project web page will be continuously updated as new information arises: [Middle Housing Development Regulation Amendments | Lake Forest Park, WA - Official Website](#).

**Town Center Changes** - Multiple key changes are underway or have been completed at the Town Center in Lake Forest Park. Chase Bank is relocating across the parking lot to the remodeled building previously occupied by Bank of America, with a likely grand opening on April 8, 2025. A certificate of occupancy was issued for the improved building, and public operations will soon occur. Additionally, the existing Albertsons grocery store has transitioned to operating as a Safeway store (both owned by Albertsons Companies). The interior work for the store changeover has been and continues to be, active. The new exterior facade colors are implemented, and signage has been installed. Lastly, a new ice cream shop, Always Summer Ice Cream Cafe, has opened to the left of the Rite Aid front entry. City staff is quickly working to complete permitting for the installation of facade signage for the new shop.

### **What's happening at the future Lakefront Park property?**

The 2025 Winter Project update has been posted to the website. Visit the following link to learn more about recent developments and view new photos of the park:

<https://lfplakefrontpark.com/projectupdates>

If you've passed by the lakefront property this fall, you may have noticed changes on the site. Specifically, a few of the buildings have been deconstructed, and a new fence and gate have been installed. View the virtual tour and updated pictures on the project website here:

<https://lfplakefrontpark.com/virtualtour>

The City and its consultant team are advancing design work and applying for permits. Over the next several months, updates will continue to be added to the project website.

### **Public Works**

#### **Material Bin Project, Public Works Operations**

- Contractor work began March 24

#### **Roundabout**

- Advertisement Date 4/15

- ROW property acquisitions:

- 2 (of the 8) owners will be signing this week
- Negotiations are ongoing for 4
- 2 will sign after further review

- KBA will be providing construction management for the project with TSI as on-call, these contracts will be brought to Council for review 4/10 and 4/24

**Beach Drive Lift Station**

- We will be hosting a Public Meeting for the project at City Hall on Tuesday 3/25 6-7pm
- Drilling will take place on Beach Drive 3/27 and 3/28

**PD Lockers**

- Locker installation going on now, will be complete by Friday 3/28

**35th Ave Drainage**

- Project complete and contractor paid

**L90 Culvert**

- Working towards 60% design and permit application submission

**NPDES**

- Lake Forest Park is hosting the upcoming April 8 Lake Ballinger McAleer Creek Forum meeting and one of the presentations will be Vice Chair Traci Furutani and Brian Saunders speaking on the Lake Forest Park Stewardship Foundation Stewardship Stream Initiative
- Working on yearly NPDES report due at the end of March

**EV Chargers**

- Project is cancelled but Finance approved current ~\$200k budget to be used for design (shelf ready)
- We put out an RFQ and got one SOQ from HDR, will ask for scope/fee and bring to Council

**TC2BGT Connector**

- Project is working towards 30% design completion (shelf ready)

**Human Resources**

- **AWC WellCity Recognition:** The City earned the 2025 WellCity distinction from AWC Trust again this year to receive a 2% premium discount on our medical premiums next year. A big thank you to our employees who participated in last year's wellness activities to help us achieve the WellCity recognition and premium discount again.
- **"Civilian Response to Active Shooter Events (CRASE)" Employee Training:** Employees were encouraged to attend CRASE training this month. Cmdr. Zanella presented this two-hour class, which focused on the history and prevalence of active shooter events, civilian response options, medical issues, tactics, etc. Cmdr. Zanella did a great job providing this useful information to the group.
- **A "Snapshot" into Recruiting:**
  - Number of applications reviewed by HR between January 1 – March 12, 2025: **520**
  - Number of phone interviews conducted by HR between February 21 – March 13, 2025: **37**
  - Number of positions filled between March 1 – March 13, 2025: **5**



- Number of vacancies currently recruiting for as of March 13, 2025: **6** (does not include entry level police officers)

**Finance/Information Technology Department**

The Finance Department has been cross-training as the duties within the Finance Specialist and Accounting Clerk are all currently shifting roles. Previously, when the proposal was to transition into two Finance Specialists from the previous structure for the Finance Department, the main goal was to incorporate cross-training, backups for all duties within the department that are time-sensitive, and standard operating procedure binders for all the routine operations within the department. As the Director, that was the goal, and now the cross-training backup goal is currently being implemented within the department.

As a department, we are working to finalize the Adopted 2025-2026 Biennial Budget document, which will be posted on the City’s website as soon as it has been completed. The Washington State Annual Report is also in the works for 2024, as the City by RCW has 150 days to complete the report following the close of the fiscal year, which follows a calendar year. The Accounting Supervisor and the Finance Director are the two positions that work to complete the annual report as a team.

Following the *Human Resources Snapshot*, hiring new employees creates onboarding responsibilities for both the Information Technology and Payroll Departments. These responsibilities ensure that new employees are set up with appropriate system access and are entered into our financial system accurately. The Information System Manager recently completed installing wi-fi out at the Public Works office and has been supporting the Municipal Court’s office rearrangement with the additional staff being hired to support the Traffic Safety tickets.

**Municipal Services Department**

**Passport Services**

During the month of January, we processed 497 passports with 331 photos, generating a total revenue of \$24,015. In comparison, in January 2023, the revenue was \$15,600.

During February, we processed 389 passports with 278 photos for a total revenue of \$19,175. By comparison, in February 2023, there was a revenue of \$19,090.

Month	Passport Revenue	Photo Revenue	Total
January	\$17,395	\$6,620	\$24,015
February	\$13,615	\$5,560	\$19,175

We recently hired two new Saturday Passport Agents, so we will again have three agents on Saturdays to accommodate more people wanting to obtain their passports. There has been a

high demand in late 2024 and early 2025, and with the additional passport agents, we hope to meet the demand.

### **Records Requests**

For 2024, 322 police department record requests were fulfilled, with over 160 hours of staff time spent on them. For regular public records requests, 151 were made, with staff time being over 407 hours spent on them. All records requests from 2024 have been completed.

### **Bike Lockers**

Working with King County Metro and Sound Transit, the bike lockers in front of Starbucks will soon be replaced with on-demand lockers. The current lockers are in bad condition, so it was time to replace them.

## **III. Council Information**

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

### **I. Contract Reporting**

The following contracts were administratively approved:

- King County Solid Waste Division: IAA for 2025 Waste Reduction & Recycling Grant Program, \$10,000
- King County Hazardous Waste Management: Local Hazardous Waste Management Program Grant, \$11,899.04
- LFP Police Guild: MOU – Drone Program Impact Bargaining

### **II. Legislative Update**

## **V. Community Events**



## Save The Date!

# You are invited to the LFP Green Fair, March 29!

When?!  
**Saturday,  
March 29, 2025  
10 AM to 2 PM**

Where?!  
**Third Place Commons  
17171 Bothell Way NE  
Lake Forest Park WA 98155**

**Learn,  
Have Fun,  
& Go Green for FREE!!**

Vendors from all different backgrounds will be in attendance supplied with giveaways and able to answer your questions!

\*Learn to save the Planet\*

### *Reduce, Reuse, Recycle, & Be Green!*



**Sponsored By:**  
 King County  
as part of the **Local Hazardous  
Waste Management Program**  
in King County

LFP's Annual Green Fair is THIS Saturday, March 29, 2025, from 10:00 a.m. to 2:00 p.m. at Third Place Commons!

All are welcome and invited to attend this free event, bring your friends, neighbors, and family to come on down for some fun, learn something new, and take home some giveaways! Get all your green gardening questions answered, recycling tips from Republic Services, Tree questions answered by our City Arborist. Learn about NE Seattle and Shoreline Tool Library sustainable resources and classes, and much more!!

We look forward to seeing you March 29!!

<https://www.facebook.com/share/p/1BzbDUSLw7/>

# Arbor Day Celebration

Join your Lake Forest Park community in celebrating  
Arbor Day at Horizon View Park.

1:00 PM – A preview of a new art installation planned  
for the park presented by organizers of the annual LFP  
Secret Garden Tour and Plant Sale.

1:30 PM – A status report on planning for the new  
lakefront park presented by the LFP Parks  
and Recreation Board.

1:45 PM – A guided walk to learn about the trees in the  
park, led by Prof. Dick Olmstead of the LFP Tree Board.



**Sunday April 27 in Horizon View Park**  
**All are welcome!**

## **LFP Arbor Day Celebration at Horizon View Park - April 27<sup>th</sup> 1:00PM!**

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

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



**9th Annual Pack the Park Fun Run Returns May 10, 2025, with Exciting New Features!**

Grab your capes and your friends to join in for a 5K around Lake Forest Park. This year the funds collected will benefit the Third Place Commons Farmer's Market Bucks program and the Shoreline School District Angel Fund-which pays off negative school lunch balances. After our 5K Fun Run/Walk, join us in the park for food, games and the rocking sounds of Lago Vista Social Club. It's fun for all!

Sign up here!: <https://runsignup.com/Race/WA/LakeForestPark/PackThePark5kFunRun>

**VI. Upcoming City Sponsored Events**

**III. Meetings Calendar**

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

**April 1, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**

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

**April 2, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**

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

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

**[More Details](#)**

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

**April 10, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom**

**[More Details](#)**

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

**April 10, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**

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

**April 15, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**

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

**April 17, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom**

**[More Details](#)**

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

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

**[More Details](#)**

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

**April 24, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**

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

**April 28, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom**

**[More Details](#)**