

City Administrator Report

City of Lake Forest Park

Date: May 14, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

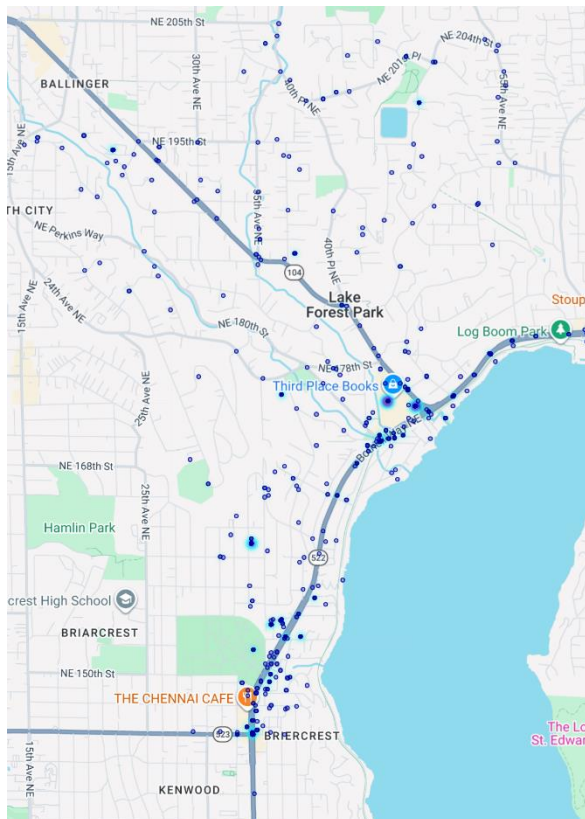
CC: Honorable Mayor Tom French
Leadership Team

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 April 2026:

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

This map represents **858** Call Incidents in **April**

Traffic Stats are in the Traffic Safety Section

Behavioral Health	59
Questionable Activity	45
911	33
Contact of a Person	28
Warrants	27
Welfare Check	20
Theft	15
Alarm	13
Noise Complaint	9
Disturbance	9
Civil	6
Trespass	4
Animal	4
Drugs	3
Harassment	2

Case Reports Taken for April 2026

Theft	11
Warrant arrest	8
DUI	4
Trespass	4
Domestic	3
Property, found	3
Traffic offenses	3
Behavioral Health	2
Recovered Property	2
Property, lost	2
Death investigation	2

Malicious Mischief	2
Harassment	2
Order Violation	1
Child Protective Services	1
Disturbance	1
Assist Outside Agency	1
MV prowl	1
Fraud	1
Warning, trespass	1
APS	1
Informational report	1

Total – 57

Notable Incidents:**Hit & Run**

A community member advised the police that a white older SUV swerved into his lane and collided with his driver door causing some damage. The SUV fled the scene. No leads at this time.

Assist

Officers responded to a welfare check where an unhoused person was sleeping under some cardboard boxes in the proximity of Starbucks. They tried to provide him with resources, unfortunately, he refused.

Officers assisted the fire department with a CPR in progress. The patient eventually became responsive.

Theft

Officers responded to a theft in progress at Safeway. They tried to conduct a traffic stop on the suspect's vehicle, but the suspect failed to yield to the police. Officers did not initiate a pursuit although the loss was several hundreds of dollars.

Officers responded to Ross for a theft in progress where the suspects were three juveniles. One of them was caught and trespassed.

Officers responded to a theft that had just occurred at Safeway. The suspect left before the officers' arrival.

Officers responded to a theft in progress at Ross. When the suspects saw the officers, they decided not to “buy” the items anymore.

Officers responded to a theft in progress at Safeway. The suspect was caught and arrested.

Officers responded to a theft that had just occurred at Brookside Elementary. An after-school program instructor discovered that somebody had stolen her birth certificate and her vehicle registration from her briefcase. Investigation in progress.

Officers responded to a theft in progress at Safeway. The suspect was caught, arrested and booked into jail.

Officers responded to a theft in progress at the Seven S Market where a subject had taken several packs of cigarettes and didn't pay. The officers were not able to locate the subject.

Officers responded to a theft in progress at Safeway. The suspect was caught and arrested but could not be booked due to large wounds on his legs.

Disturbance

Officers responded to a disturbance in progress where Safeway security was arguing with a subject who was smoking marijuana inside the store. The officers trespassed the subject from the store.

Fraud

Medicaid fraud. The officers forwarded the case to the State Attorney General.

A community member wanted to let the police know that she was the victim of a phone fraud where the suspect, who pretended to be an FBI agent, asked her to send \$30,000 to an address in Ohio. After sending the money, she realized that this was a fraud. Investigation in progress.

Violation of Order

Officers were called by a community member who stated that her daughter was violating a protection order where she was the victim. Officers responded, verified the order, and arrested the daughter.

MV Prowl

Officers responded to a vehicle prowl that had occurred during the night on the 15000 block of 34th Ave NE. No leads.

Disturbance

Officers were called to Third Place Books due to a person yelling at employees for no reason. She was trespassed.

Behavioral Health

A community member called 911 regarding his drug addicted daughter who was having a violent maniac episode. Officers were able to restrain her without use of force. She was sent to the hospital.

Welfare check

Officers checked on an adult female in crisis with the assistance of RCR personnel. Eventually the person in crisis was transported to Connections.

Officers assisted a person who was in the middle of a crisis and was walking in the bus lane towards Kenmore.

Officers responded to a residence where a community member had suicidal thoughts. He was transported to the Hospital for evaluation.

Death Report

Officers responded to a residence where an unconscious 83-year-old female was on the floor. Unfortunately, they were not able to resuscitate her.

Officers conducted a welfare check at the Sheridan Beach Terrace Apts. Upon entering the apartment, they saw a deceased female laying on the ground. It was determined that this was an overdose. The medical examiner confirmed the officers' assessment.

Officers were called to check on a dead person inside a motorhome. It was determined that there was no crime.

Recovered Property

Officers conducted a traffic stop on a stolen vehicle. The driver was arrested for driving a stolen vehicle and ID theft. A search of the vehicle revealed that there was a substantial amount of drugs under the driver's seat.

Harassment

Officers responded to a DV Harassment incident between roommates that is connected to a similar incident in Snohomish. Investigation in progress.

Suspicious

Officers responded to a residence where the homeowner stated that there were two suspicious subjects in his backyard, but they had left before the officer's arrival. A drone was launched but the officers were unable to locate the two subjects.

Officers assisted a community member who was on drugs. The subject explained that the night before, a "hookup from Grindr" possibly spiked his cocaine with meth and now he was feeling paranoid. The subject didn't want to press charges and stated that a friend was going to take him to the hospital.

An officer saw a person walking in the proximity of 15000 block of Bothell Way with blood on his face and his hands. Upon contact, the subject explained that he had just fallen on the sidewalk. The fire department was called, and they took over the scene.

Soliciting

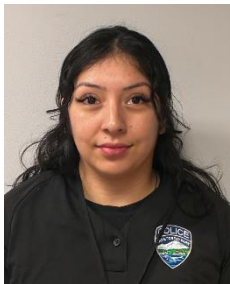
Officers contacted a male who was soliciting without a Solicitor's Permit. He was warned. There were two calls regarding the same subject.

DUI

Officers stopped a driver who was driving erratically. The subject was clearly under the influence of alcohol. He was arrested and booked.

Officers found a parked vehicle with the driver slumped over the steering wheel. The subject was under the influence of alcohol but did not want to do the field sobriety tests or provide a breath sample. He was arrested and a blood warrant was approved. Eventually he was arrested for DUI.

Officers stopped a driver after he hit the curb multiple times. He was clearly impaired and was arrested for DUI. He provided a breath sample double the legal limit.



We Have Hired a New Police Officer!

Natalie Alvarado-Lopez started May 4 as a police officer with our department. Natalie will begin pre-FTO (training) in the next two weeks and then start field training. Natalie previously worked as a deputy and corrections officer for Snohomish County. Before she worked for the Sheriff's Office, she worked as a behavioral technician. It was her job to assist people with autism to perform day-to-day tasks. She would assist clients with caring for themselves and ensuring they were safe and had the things they needed. Prior to her work there, she was an animal technician for Altasciences. She was responsible for caring for the lab animals. She grew up in Snohomish County and is excited to begin her law-enforcement career with LFPPD. Welcome to the department, Natalie!



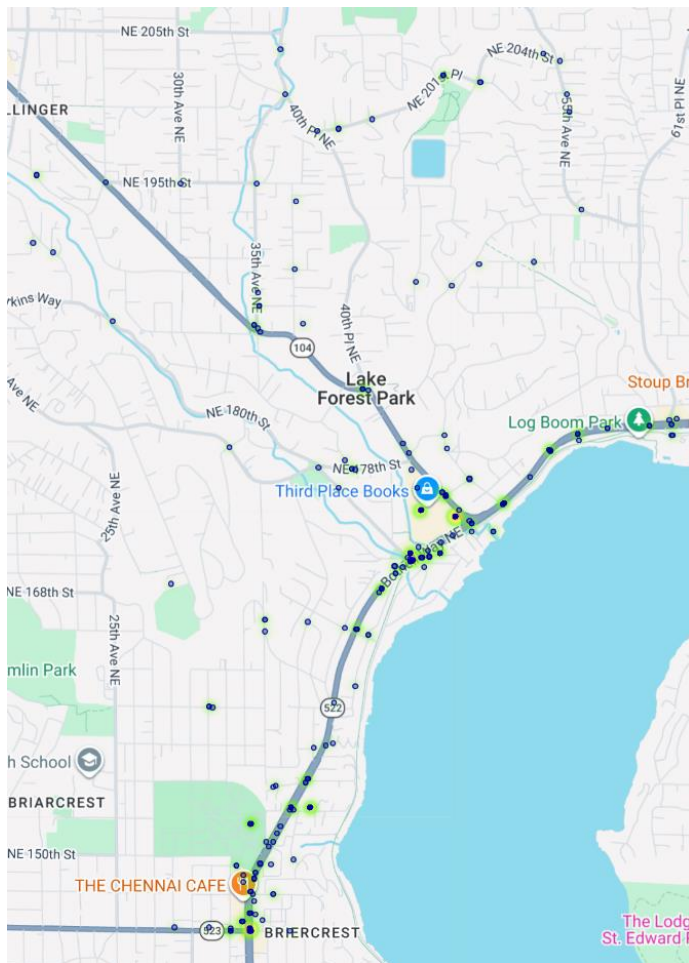
New Sergeant!

Following a competitive promotional process with **four** Lake Forest Park officers testing, Officer Austin Gutwein earned the number one ranking and was promoted to Sergeant. Sgt. Gutwein brings not only years of law enforcement experience with agencies including Seattle and Snoqualmie, but also a remarkable background of service and leadership. He has served in a wide range of assignments, including School Resource Officer, Field Training Officer, Detective, and Defensive Tactics Instructor. Sgt. Gutwein's steady leadership, genuine gratitude, and people-first mindset will be a tremendous asset to the department and the community. Congrats Sgt. Gutwein!

Lake Forest Park



Traffic Safety



Traffic related incidents for **April 2026**:

Traffic Stops	233
Traffic General	47
Traffic Collision	15
DUI	5
Impound	3
Hit & Run	3
Abandoned Vehicle	2

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

Notable violations:

Ballinger Way NE – Over 18 contacts made enforcing cell phone violations, expired registrations, suspended licenses, and more.

14500-17100blk of Bothell Way – Over 80 contacts made enforcing bus lane violations, failure to yield to emergency vehicles, no insurance, equipment violations, speeding and more.

A vehicle was stopped for an equipment violation that turned into the driver having no license, gave a false name, found to have suspended license, and had active warrants out of Skagit Co. The driver was advised he would be getting a citation in the mail with a mandatory court date.

Super expired!

At the 17200blk of Ballinger Way NE, a vehicle was observed with tabs from 2020. What year is it again?

Lights:

At the 6000blk of NE Bothell Way, a vehicle was warned for “2 fast 2 furious rainbow strobing under glow lights.” RCW 46.37.100 improper lights/lamps/reflectors.



Not the actual vehicle

Collision:

Vehicle vs. Tree – Passerby saw a vehicle going backwards and crash into a tree. The young driver was shaken up but not injured. The parents arrived and the vehicle was towed.

Vehicle vs. Bicyclist – Bicyclist was struck by a vehicle pulling into a spot. The cyclist received minor injuries and was taken by parents to seek medical aid.

Bicyclist vs. Vehicle – Amazon truck was waiting to turn on 37th Ave NE, the bicyclist decided not to wait and go around the amazon truck. When the road was clear, the amazon driver attempted to turn, colliding into the bicyclist.

Hit-and-Run:

At the 5400blk of NE 195th St, it was determined that a vehicle may have gone off the road into the ditch, got stuck, then while trying to get out of the ditch, drove into a mailbox. The suspect vehicle was not found, and the neighbors put the mailbox back together due to there not being much damage.



In the 3300blk of NE 178th St, a vehicle seemed to have issues staying on the road and tested the strength of the guardrail. The vehicle was later found.

Public Works Department

Call Outs

- Public Works crews responded to a large fallen tree blocking both lanes of traffic on 28th Ave NE on Friday, April 24. The roadway was cleared that afternoon, with additional debris removal completed the following Monday.



- Crews continued graffiti abatement efforts by removing markings from City-owned signs and fixtures, and coordinating with utility providers regarding graffiti on their equipment. For graffiti associated with power poles and utility boxes operated by Seattle City Light, Seattle has a report system that can be accessed here: [Report Graffiti - Parks | seattle.gov](https://seattle.gov/Departments/Parks-Rec/Parks-Rec-Home)
- Gentle reminder that graffiti removal on private property is the responsibility of the property owner.
- Maintenance staff repaired and restored the water fountain at Blue Heron Park. Work is ongoing at Eagle Scout Park, where outdated equipment has made repairs more challenging.
- Staff partnered with community volunteers to remove brush collected during park cleanup efforts.
- Crews performed vegetation management along the race route in preparation for Pack the Park activities.
- Public Works staff met with Beavers Northwest to discuss long-term strategies for protecting infrastructure at Grace Cole Park while supporting a healthy beaver habitat.

- Grace Cole Park updates from James Mead:
 - The last of the Coho fry raised in the 4 local elementary schools were placed in the pond. Ridgecrest Elementary School students, parents and siblings enjoyed a beautiful morning. Wildlife witnessed were Henry Heron, Wood Ducks, Mallards, Hooded Mergansers, woodpeckers and many other bird species. Special thanks go to Jean Reid, Lisa Pedigo and Jeff Jensen from the LFPSF board who assisted in crowd control and fish dispersal.
 - The property owners on the ridge above are taking charge and making an effort to remove ivy from the trees on the slope above 28th. One is doing the work himself, and two owners are paying someone to do the job. Kudos. It's about time owners took charge of removing this blight on our trees on private property. The ivy is taking over in LFP. I wish others would take responsibility for removal and make the trees safer from falling during wind events.
 - We had a successful work party on April 18. The remainder of the wood chips were put on the paths, trees were planted, some trees were protected from our beaver friends, and more ivy removal was completed. Our next work party will be in two weeks on May 16. I hope to see more participation than the usual regulars.
 - Next Friday, Liberty Mutual will be sending a group on their annual Public Service Day at the park. We have hosted them for several years now and they do a great job.

II. Internal City Information

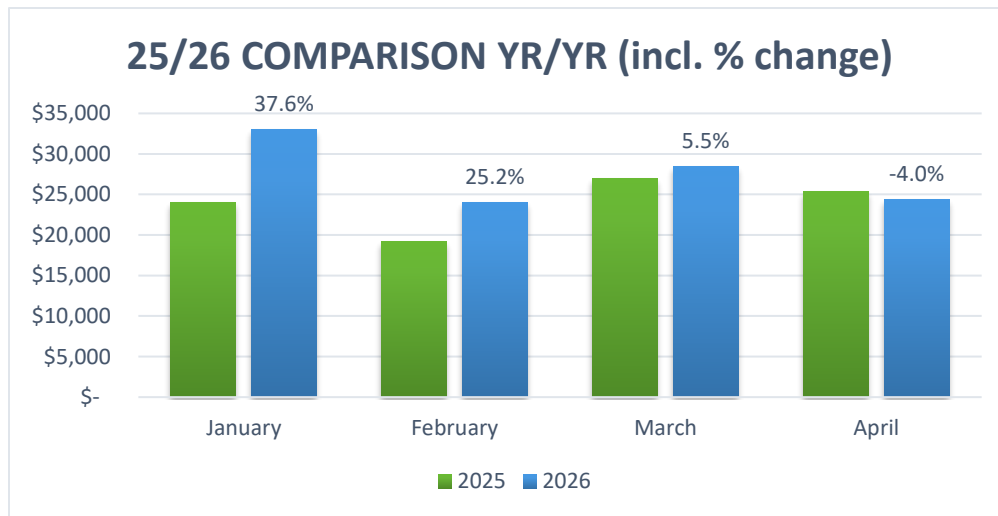
Human Resources (HR)

- HR Specialist Bray and HR Director Moore completed an internal HR records management and retention project, purging and archiving years of electronic documentation (HR Specialist Bray completed this work with hardcopies last year). Next, the team will begin cleaning up and consolidating the electronic HR documentation for internal employee use. The goal is to create a more user-friendly area in which employees can search for and access benefit information, HR forms, and policy information.
- **HB 2345 – Update to Paid Family Medical Leave (PFML)**: The City currently administers a voluntary plan (VP) for PFML in Washington State. On March 11, 2025, HB 2345 was signed into law and will go into effect Jan. 1, 2027. The change swaps employer contributions through a technical accounting adjustment from the program's medical leave premiums to the family leave portions. While the IRS guidance prompting this legislation did not specifically address voluntary plan employers, the bill does affect premium splits and withholding for all voluntary plans. HR Director Moore will work with CA Hill and Finance Director Vaughn to review our current premium structure to ensure compliance with the updated statutory requirements. More information on this bill can be found here: [New law addresses IRS guidance on state's Paid Family & Medical Leave program | Employment Security Department](#).

- Recruiting & Staffing Updates:** Recruiting remains a heavy task. During the month of April, HR screened 58 applications, conducted six (6) phone interviews, facilitated 10 panel interviews, oversaw a Sergeant promotional testing process, and offers were made to two (2) candidates who start work this month. Two (2) subsequent conditional offers have been made for the City’s temporary Seasonal Maintenance Worker positions and recruitment efforts have begun for a Senior Judicial Specialist position.

Municipal Services – Passports

April 2026 saw agents process 475 passport applications and take 319 photos for total revenue of \$24,360. This was a slight decrease year-over-year from April 2025 that took in \$25,380 (520 passports and 359 photos).



III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts during the reporting period.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events



Kenmore and Lake Forest Park Recycling Event
May 16, 2026 9am to 3pm
NEW LOCATION - Kenmore Park and Ride and Heron Haven Kenmore Women's Shelter
7346 NE Bothell Way, Kenmore, WA 98028
Please Enter off Bothell Way



IX. Meetings Calendar

[City Council Special Meeting - Town Hall](#)

May 20, 2026, 6:30 PM - 8:30 PM Third Place Commons

[More Details](#)

[North King County Coalition on Homelessness](#)

May 21, 2026, 1:00 PM - 2:30 PM

[More Details](#)

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

May 21, 2026, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

May 28, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)