

City Administrator Report

City of Lake Forest Park

Date: February 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

Notable Incidents

Prowl

- A citizen left his wallet in his vehicle, forgot to lock the doors, and went to the gym (Planet Fitness). When he came back, he noticed that his wallet had disappeared. There are no leads at this time.

Drug Problem

- A citizen called 911 because he saw an improperly parked vehicle in front of Mod Pizza with the driver passed out. Officers responded, noticed that there was some paraphernalia and fentanyl residue inside the car, blocked the vehicle using spikes, and woke up the driver. She admitted of being a drug addict. The officers called her father, who immediately arrived on scene and brought the daughter to rehab. The paraphernalia/drug residue was destroyed.

Welfare Check

- A citizen called 911 explaining that her 16-year-old runaway daughter (she left the house two months ago) might be staying at a friend's house in Lake Forest Park. She provided the address. Officers went to the address and contacted the daughter of the owner of the residence, who stated that the missing juvenile was not there.

Burglary

- Officers responded to a possible residential burglary in progress. A neighbor stated that a suspicious person was in the backyard of a residence. Officers responded and contacted a person inside the house holding a basket and pacing around the lower floor. He was placed in handcuffs and his identity was verified (he was the owner's son). He was released and the officers explained why they had to detain him.

Theft

- Two subjects stole several items from Ross. The officers were able to find the shoplifters and arrest them. Both of them were booked.
- A bicycle (with an airtag on it) was stolen from the UW campus. The father of the bicycle's owner called LFPPD stating that the tag was showing that the bicycle was in our town. Officers were able to find the bicycle and the suspect (who had an outstanding warrant and some cocaine on him). The suspect was arrested and brought to the jail but upon arrival he stated that he had ingested some drugs, so he was released.
- A stolen vehicle was left in front of an abandoned house. The vehicle's owner was notified and the car was towed.

Domestic Violence

- Officers responded to a domestic violence incident in progress. One of the parties assaulted the other party, biting his ear. The suspect was booked for DV assault.
- DV in progress outside Taco Bell (at the bus shelter). Ofc. Robles separated the two subjects and KC Metro deputies arrived and took over the investigation. The female involved went inside Sacred Medicine but was located by KC deputies.
- Officers responded to a physical DV in progress between roommates. The main aggressor went to jail. The next day, the victim contacted the DV Advocate and praised the professionalism of the responding officers.

Traffic Stop

- Sgt. Parrish conducted a traffic stop on a speeding vehicle. The driver spoke only Arabic. Ofc. Benjamin (Training Officer) and Ofc. Rizk (new trainee) responded to Sgt. Parrish stop location. Ofc. Rizk speaks Arabic so he was able to assist Sgt. Parrish with the driver, who had a suspended driving status. The capability of Ofc. Rizk's bilingual skills made for a more efficient traffic stop and helped to get the important message across for the driver to make sure that he shows up to court for his criminal traffic charge.

Behavioral Health

- Officers responded to a call where a citizen with Alzheimer's was out of control. Patrol officers talked to her son and contacted the RCR supervisor.

Threats

- Officers responded to an incident where a teenager threatened another teenager. The parents' victim contacted the police and asked if they could come to their house and park their vehicles as a deterrent. Patrol officers responded and spoke with the family. They didn't want to make a report because they didn't know if this was a serious threat or just a teen "venting".

Disturbance

- A subject, who was selling newspapers in front of Albertsons, was creating problems. He was warned.

Suspicious Occurrence

- A citizen contacted the police regarding a video camera located inside the tanning booth area of Planet Fitness. Officers checked and determined that it was not a video camera but a remote-control receiver for the thermostat.

Cub Scouts visit



On February 12, 2025, the local Cub Scouts den visited City Hall for an exciting and educational experience focused on civics and police work. The scouts learned about the city council system, the court system, and the role of the police department in keeping the community safe.

A highlight of their visit was the Chief of Police and a special demonstration by K9 Officer Coleman and his partner, K9 Bella.

The scouts watched as K9 Bella showcased her skills in detecting and tracking illegal substances, while Officer Coleman provided an important talk on drug awareness.

Through this experience, the scouts gained valuable knowledge about how local government and law enforcement function. Their participation in this event may have even helped them earn their Civics badge, recognizing their understanding of community leadership and public service.



Congratulations to Officer Rizk on City Council Swearing In!



We are proud to announce that Officer Michael (Mike) Rizk was officially sworn in on February 13th, 2025, at the City Council meeting. He is eager to begin field training and serve the Lake Forest Park community.

Officer Rizk brings a wealth of experience and dedication to his new role. Born and raised in Egypt, he worked as a Certified Nurse Assistant before earning a bachelor's degree in law and justice from Central Washington

University, where he also completed flight school. He served in the Washington State Army National Guard as an Aircraft Electrician until 2015. For the past nine years, he worked as a Corrections Deputy with Snohomish County Corrections. His commitment to service was recognized in 2023 when he received a Life Saving Medal for his efforts in reviving a Fentanyl overdose victim.



Seattle University Career Fair

Commander Zanella and Commander Adams participated in the 2025 Seattle University Criminal Justice Career Fair. The event was a huge success. Twenty-two police agencies, many faculty members, and over one hundred students attended the event. The Commanders were able to connect with many students who were thinking about a career within the criminal justice system.



I. Internal City Information

II. Council Information

III. Response to Citizen and Council Comments

IV. Contract Reporting

The following contracts were administratively approved:

- AG-25-013, Olympic Environmental Resources; Joint recycling events with City of Kenmore; \$11,000
- AG-25-015, A.W. Rehn & Associates, Inc.; COBRA Administrative Services

V. Legislative Update

VI. Community Events

VII. Upcoming City Sponsored Events

VIII. Meetings Calendar

[City Council Retreat \(hybrid meeting\)](#)

March 1, 2025, 9:00 AM - 3:30 PM

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

[North King County Coalition on Homelessness](#)

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)