

City Administrator Report

City of Lake Forest Park

Date: August 14, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

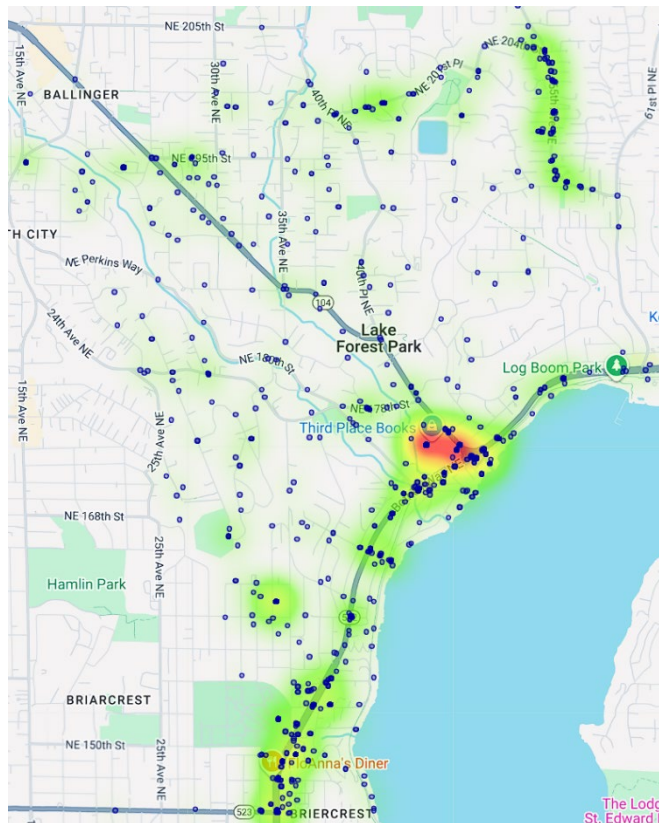
CC: Honorable Mayor Tom French
Leadership Team

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 July 2025:

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

This map represents **1085** Call Incidents in **July**

See Traffic Stats in Traffic Safety Section

Questionable Activity	44
Contact of a Person	38
911 Call	36
Behavioral Health	30
Area Check	29
Alarm	23
Warrants	21
Welfare Check	19
Theft	16
Disturbance	8
Fireworks Complaint	7
Civil	6
Animal	6
Special Event	6
Domestic Incident	6

Case Reports Taken for July 2025

Theft	9
Informational report	4
Domestic	3
Burglary	3
Warrant arrest	3
Malicious mischief	2
Property, found	2
Order Violation	2
Assist outside agency	2
Trespass	2

Behavioral Health	2
Disturbance	1
Assault	1
Property, lost	1
MV theft	1
Forgery	1
Weapons violation	1
Fraud	1
APS	1
Hit-and-run	1

Total – 43

Notable Incidents:**Trespass**

A community member called 911 regarding four subjects at the LFP Civic Club who were creating a disturbance. They left before the officers arrival.

Burglary

Residential burglary at the Norr Laken Apt. A subject used a pry bar to force entry and steal a few items. No leads at this time. Investigation in progress.

Welfare check

Community member called 911 because they were concerned about a transient laying down on NE 187th St & 53rd AVE NE. Officers arrived, made sure that he was ok, and offered resources. Unfortunately, the subject refused.

Domestic Violence

Verbal DV. Both parties were advised about DV laws.

DV physical and order violation in progress. The suspect left before the officers' arrival. The case was filed with King County Prosecuting Attorney's Office.

Verbal DV at 12 Degrees North. No crime at this time. Both parties were warned.

Theft

Theft in progress at the town center. The officers responded quickly, the suspect was arrested, and the stolen items were recovered.

Theft in progress at Safeway. The suspect was caught, arrested and transported to jail.

Assist

K9 Bella assisted Bothell PD with a “sniff” on a suspicious vehicle. Positive “hit”.

Exposing

This call started as an “Exposing Incident” but in reality, was a transient who urinated behind the bus stop. Several calls related to this subject during the weekend.

Disturbance

A customer at the Chevron gas station started to yell at the employee. Mountlake Terrace PD was also looking for the same subject. He was detained on scene and a MLT officer arrived and took custody of the subject.

Suspicious

Two subjects were acting suspiciously in Ross, so an employee called the police. They decided to pay for the merchandise as soon as they saw the officers.

Male and female subject going thru mailboxes. Officers detained both and found that they had outstanding warrants. Both had meth and fentanyl. Both were arrested.

A citizen advised that a homeless individual was behind Safeway going through the store’s dumpsters. The subject said he was hungry, and he was looking for discarded food. Sgt. Parrish bought a meal for him and offered services.

Fraud

On-line scam. The victim lost \$2,000. No leads.

A wallet was stolen during a vehicle prowling and the victim’s credit cards were used. Investigation in progress.

Found Child

A citizen called 911 regarding a five-year old boy running barefoot in the street. A patrol officer found the child and returned the child back to his house (the officer had dealt with this child before and knew that the child had disabilities and the parents were trying to do their best).

Behavioral Health

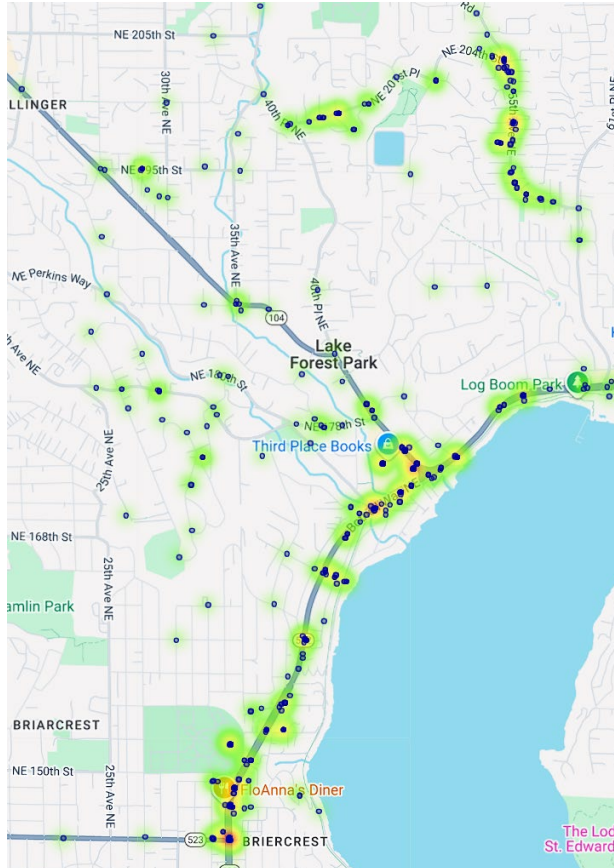
Well-known caller stated that Elon Musk has been hacking her devices. RCR involved.

A community member called the police because he saw a female subject screaming in proximity of Lake Washington Heights Condos. Patrol contacted her as she was walking in the bus lane. Clearly in crisis, the person refused assistance. Not enough to ITA her.

Lake Forest Park



Traffic Safety



Police Traffic Related Calls heatmap for July 2025:
Each blue dot is an incident generated by dispatch or an officer.
This map represents **489** Call Incidents in **July**

Traffic Stops	397
Traffic General	75
Abandoned Vehicle	6
Traffic Collision	11
Tickets issued	
Criminal – Traffic	19
Infraction – Traffic	175
Parking	34

Officer Montague and Traffic Support Officer Johnson performed traffic control for the hundreds of people who attended the 4th of July waterfront fireworks event. They were welcomed by all, and their assistance was greatly appreciated.

Traffic Stop

Traffic Officer Carlsrud conducted a traffic stop on driver for using his cell phone while driving along Bothell Way NE. Ofc. Carlsrud learned that the driver was using his cell phone while driving to pay his Verizon bill. The driver had received a previous citation . . . for a cell phone violation . . . while paying his Verizon bill. The second cell phone offense and citation meant a doubling of the fine. Ofc. Carlsrud suggested to the driver that he should consider changing his cell phone company.

Traffic Collisions

Four collisions, only minor injuries with one dog succumbing to its injuries.

Traffic Emphasis

Continued emphasis on 55th AVE NE shows the need for enforcement as commuters get used to the new speed limits and the transition coming from Brier.

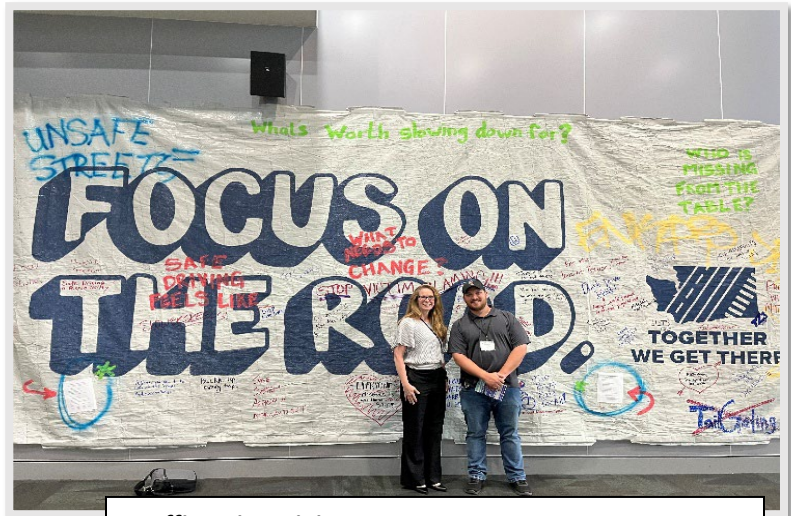
School Zones

Communication is already starting with local citizens to prepare for the coming school year and how to keep families safe as they commute via car, bike or on foot to and from school.

Speeding

Officer Robles was able to get three separate modified sports vehicles speeding at the same time to pull over. He was able to talk to them about speeding in the area.

Officers have been issuing many citations for speeding in excess of 10-25mph over the speed limit.



Traffic Unit Training

Officer Carlsrud and Traffic Support Officer Johnson at the 2025 Traffic Safety Summit in Spokane Washington, July 15-17, 2025.

Cell Phones

Cell phones continue to be a big issue, and our officers are making contact with these drivers, making it clear just how dangerous distracted driving is.

Bus Lane

A driver was told to move on when they decided to park in the eastbound bus lane to watch the Log Boom Park fireworks on the 4th of July.



POLICE • COMMUNITY PARTNERSHIPS

Tuesday evening (August 5) we witnessed the very best of what it means to be a community with roughly 1000 neighbors gathered at over 256 registered National Night Out parties!

National Night Out is a special reminder that safety, trust, and connection begin with knowing one another. When neighbors step outside to meet, share a smile, and have a conversation, something powerful happens, we build bonds that make our community stronger and safer. To

everyone who came out, thank you. Your presence matters. Whether you hosted a gathering, stopped by an event, or simply introduced yourself to someone new, you helped create something meaningful.

A special and heartfelt thank you goes to our dedicated police officers, City staff, and the many volunteers who made this evening possible. You are the heart behind the scenes, and we are truly grateful for your time and energy.

It is more than a yearly event; it is a celebration of who we are as a community. During National Night Out, we also had a high priority call of a robbery where the suspect had a gun. Our officers were able to arrest the suspect, balancing this high priority call and our community event.



Homeless Couple Finds Help, and Hope, Thanks to Ofc. Robles, Retired Sgt. Becker and Save-A-Mutt



Something truly heartwarming unfolded the night of July 30 in Lake Forest Park, as a potentially troubling situation turned into a remarkable act of compassion and community support. While on patrol, Officer Robles located an occupied vehicle in the lower mall parking lot and learned the registered owner could potentially be a victim of domestic violence. After investigating and determining no crime had occurred, the officer discovered a deeper issue: the couple was recently homeless, unemployed, and trying to care for a litter of puppies. They had attempted to surrender the dogs to a rescue facility but were turned away due to a waitlist. Desperate and out of options, they admitted they had resorted to stealing just to feed the animals.

Moved by their honesty and clear effort to do the right thing, Ofc. Robles asked if the department could assist with the puppies. The couple immediately agreed. Sgt. Benson reached out to retired Ofc. Ward, who now serves as the court security officer. Ofc. Ward's wife is founder of "Save-A-Mutt", a Stanwood-based nonprofit rescue organization dedicated to saving dogs through a foster-based network. Though Ofc. Ward couldn't be reached at the time, Sgt. Benson contacted recently retired Sgt. Becker, who didn't hesitate. Around midnight, Becker and his wife jumped into action, loading up their truck and headed straight to the police department to assist. In total, there were eight six-week-old Kraftwerk/Belgian German Shepherd puppies. The owner, emotionally connected to the litter (born to a recently killed family dog), chose to keep two puppies and surrendered the remaining six to Save-A-Mutt. To help, Ofc. Robles purchased food for the hungry puppies and worked with the Safeway staff, who generously provided a large box for safe transport to the station.

Then came another act of generosity. A longtime Lake Forest Park resident called from the station's wall phone and offered to donate \$1,500 toward the puppies' care. After a brief conversation with Sgt. Benson, Mr. Brown agreed to direct the donation to Save-A-Mutt.



What began as a routine patrol check turned into a story of human connection, quick action, and a reminder of the good that can happen when a community comes together. Thanks to Ofc. Robles, Sgt. Benson, Safeway, Mr. Brown, retired Sgt. Becker, his wife, and the team at Save-A-Mutt for this compassionate response. It was a night that truly showcased the best of Lake Forest Park.

[Save-A-Mutt](https://www.save-a-mutt.org/) is a **foster-based, volunteer dog rescue** operating out of Stanwood/Silvana, Washington. Founded in 2008 by two friends, it evolved from a grassroots dog-washing fundraiser into a fully registered 501(c)(3) rescue dedicated to rescuing and placing dogs (and occasionally cats) with caring forever homes. <https://www.save-a-mutt.org/>



Celebrating 25 Years of Service – Sarah Roberts

Please join us in congratulating Sarah Roberts on her 25th anniversary as the prosecutor for the City of Lake Forest Park! Sarah began her incredible journey in prosecution right here in Lake Forest Park—one of the first cities she served—and has since gone on to represent Shoreline, Woodinville, Kirkland, and many others.

Throughout the years, Sarah has been a tireless advocate for justice, a steadfast supporter of our community, and a true ally to law enforcement. Her dedication, professionalism, and compassion have left a lasting impact not only on our city but also on the many officers, deputies, and agencies she's worked with.

Thank you, Sarah, for your unwavering commitment and the strong relationships you've built with our team. Here's to 25 years of excellence—and the legacy you continue to create! 🍷

II. Internal City Information

Municipal Services

The Municipal Services Department organized a City-wide potluck. We dusted off the grill and staff feasted on burgers and hot dogs along with a good spread of salads, seasonal fruit, and sweet treats! It was great to see folks chatting and connecting with other staff they haven't given the opportunity to interact with regularly.

Thank you to everyone who brought something to share and made the gathering a success!



Passport Services

To allow staff to enjoy the 4th of July holiday and take some well-deserved time off, Passport Services was closed for several days in July. Despite the reduction in operating days, revenue stayed relatively consistent year over year. In July 2025, agents processed 445 passport applications and took 315 photos, resulting in a total revenue of \$21,875. In comparison, July 2024 saw agents process 466 passport applications and take 331 pictures for a total revenue of \$22,930.

Community Development

Building Official Update

Calvin Killman retired from the Building Official position with Lake Forest Park on October 1, 2024, after a dedicated 20-year tenure. We are excited to welcome Dee Garrison who started at the City on Monday, August 4 as the full-time Building Official. Dee comes to the City from a similar position with the Port of Seattle, with many years spent working on the important SeaTac Airport expansion project. Please feel free to welcome Dee and visit downstairs at City Hall.

The Community Development Department will continue to utilize SAFEbuilt for building services during a transition period and then work towards service improvements in reviews, permit tracking software, electronic submittal and digitalization efforts, and inspection streamlining.

Dee will also perform an important role in the department for code enforcement and review coordination.

Welcome to the community Dee!

Climate Element Update

The public portal for electronic, direct comment on the City's draft Climate Element closes August 11, 2025. Staff will provide a short summary of the comments received to the Planning Commission at their regular meeting of August 12 and begin to evaluate the timing of next steps. The Planning Commission will be holding a noticed public hearing in September or October on the draft Climate Element before making a formal recommendation to the City Council. It is anticipated that the draft Climate Element, as recommended by the Commission, will be introduced to the Council as early as October this year and reviewed/discussed over several opportunities into November and possibly December, if needed.

The draft Climate Element was created by the extensive effort and energy of the Climate Policy Advisory Team (CPAT) earlier this year, with the professional and advisory expertise of Cascadia Consulting Group. The WA State Department of Commerce provided and administered a \$500,000 climate planning grant awarded to the City to fund the effort, which will be completed years in advance of the legislative deadline requirements. The Climate Element adoption into the City's Comprehensive Plan builds on the important work previously completed by the Climate Action Committee in creating and adopting the Climate Action Plan.

III. Council Information

IV. Response to Citizen and Council Comments

Recent public comment suggested that the city's numbers are wrong when calculating the levy rate for 2026, should the levy lid lift ballot measure pass in November. This assertion is based on the city utilizing assessed home values for 2025.

The standard calculation that is required by the King County Assessor's Office per RCW 84.52.040 to calculate all future levies is the current year levy rate, based on current year assessed values (2025), plus the required dollar amount increase to realize the total additional revenue needed for the government entity.

The resolution passed by Council utilizes the existing levy rate of \$0.71367 and calls for an increase of \$0.24 for a new levy rate of \$0.95367 which resets the City of Lake Forest Park's levy rate in 2026. Increasing the City's levy lid lift rate by the \$0.24 generates approximately \$1.2 million in additional revenue within the general fund to support the rising costs of public safety. This calculation was presented to the King County Assessor's office who confirmed its accuracy.

The levy rate in the 5 years following 2026, calendar years 2027-2031, may increase by inflation with a cap of 5% per the adopted resolution, dependent on Council action. The City cannot estimate future year median assessed property value, per the practice set by the County Assessor's Office the City uses the current years' median assessed value for 2025.

As property values increase, the levy rate decreases to limit the city to roughly the same amount of revenue per year. When property values decrease, the levy rate can increase only to collect the original amount of revenue approved by voters. The one exception to this rule is the inflation clause in the resolution to increase the levy rate by inflation, with a cap of 5%. However, Council is not obligated to increase the levy rate by inflation and any decision to do so must be approved in a public meeting on an annual basis.

V. Contract Reporting

- **AG-25-034:** SysAid IT System Management Software, \$10,618.90 (3-yr term)

VI. Legislative Update

VII. Upcoming City Sponsored Events

Join the Lake Forest Park Community Police Academy - Starting September 3, 2025

The Lake Forest Park Police Department is offering a free, 5-week Community Police Academy (CPA) this September. Classes will be held every Wednesday evening from 6:00 PM to 8:30 PM, beginning September 3, 2025.

This engaging program is designed to educate community members about how the Lake Forest Park Police Department operates and to strengthen the relationship between law enforcement and the public. While not intended as a path toward a law enforcement career, the academy provides insight into key areas of policing, including patrol operations, K-9, investigations, criminal law, and more.



Participants will experience a combination of classroom instruction and hands-on activities, led by officers, detectives, and police leadership. The program also encourages open dialogue and feedback, helping to build trust and transparency between the department and the community. Space is limited!

To register or learn more, please contact Commander Diego Zanella at: dzanella@cityofflp.gov.

VIII. Community Events



Upcoming Events
in
Lake Forest Park

2025

Picnic in the Park!
Saturday, Sept 6 | 11 AM – 3 PM
Pfingst Animal Acres Park
Sept 6
EVENT PAGE
tinyurl.com/wr6ens9a

Enjoy live music, kids' activities, food trucks, a petting zoo, big rigs, and more – fun for all ages!

LFP's Yard Sale Day
Saturday, Sept 13 | 9 AM – 3 PM
All Over Lake Forest Park
Sept 13
EVENT PAGE
tinyurl.com/3r8mhnm2

Get ready to buy, sell, and explore at LFP's city-wide Yard Sale Day – host your own sale or hunt for bargains across the neighborhood!

25 Birthday Party at the Commons
Sept 27

Paws in the Park
Oct 18
Stay tuned for more event details!

Halloween at the Commons
Oct 31

www.CityofLFP.gov
@city_of_lake_forest_park
City of Lake Forest Park

IX. Meetings Calendar

[North King County Coalition on Homelessness](#)

August 21, 2025, 1:00 PM - 2:30 PM

[More Details](#)

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

August 26, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

September 3, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

September 11, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

[North King County Coalition on Homelessness](#)

September 18, 2025, 1:00 PM - 2:30 PM

[More Details](#)

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

September 18, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

September 22, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

September 23, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)