

City Administrator Report

City of Lake Forest Park

Date: August 13, 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

From July 15 – August 4, 2026, Lake Forest Park Police Department Patrol Officers, Detectives, and Support Services Officers responded to a total of 742 calls for service. These calls included both incidents dispatched by NORCOM and officer-initiated activities. The breakdown below summarizes the types of calls handled during this reporting period:

- 1 Burglary
- 71 Behavioral Health Incidents
- 8 Disturbances
- 2 Domestic Violence Incident
- 2 DUI
- 5 Hit & Runs
- 2 Suicide/Suicide Attempts
- 33 Suspicious Incidents
- 5 Thefts/Forgeries
- 2 Trespass
- 1 Drug Investigation
- 10 Warrant Arrests
- 95 Requests for assistance (by community members, fire department, other police agencies, etc.)
- 352 Traffic stops, traffic accidents and traffic related calls
- 153 Miscellaneous calls (alarms, foot patrol, property lost & found, animal problem, etc.)

Lake Forest Park



Traffic Safety

1, 2, 3...(4) strikes you're out!

- A patrol officer stopped a vehicle on the 16500 block of 39th Ave NE for a trip permit inspection/violation. Upon investigation, it was ascertained that the trip permit was fraudulent. The driver also had an outstanding warrant out of Lynwood for theft.
- A vehicle was stopped for no plate and failure to use a turn signal. The VIN number was also obstructed, and the driver did not have insurance.
- A mini motorcycle bike driver was cited for no motorcycle endorsement, no insurance, no plate and HOV (bus) lane violation.
- A driver was found to have a suspended license, no insurance, obstructed plate, and tinted windshield.

National Night Out

2026 National Night Out was a complete success!

Our police officers had a wonderful time visiting more than 20 neighborhood gatherings throughout Lake Forest Park. It was a great opportunity to connect with community members, share some food, answer questions, and strengthen the relationships that make our community so special.

We were also pleased to have Mayor French, Councilmember Furutani, and Police Chief Zanella join us as they visited neighborhoods and met with residents.

The police department would like to thank all of the neighborhoods that hosted events and to everyone who came out to spend the evening with us.



POLICE • COMMUNITY PARTNERSHIPS

Public Works

That's Not the Intended Use

Net Scooter

Today's installment of "**That's Not the Intended Use**" comes to us from Horizon View Park, where a scooter was recently discovered tangled in the net of the basketball hoop.

Points for game making creativity, this is after all how Pickleball was invented... Unfortunately, we do have to report that this is **not** the intended use of a scooter.

A scooter is designed to transport one person from Point A to Point B. It is ideal for riding to the park, cruising the neighborhood, or proving to your younger sibling that you can absolutely do a bunny hop.

It is **not** intended for:

- Decorating basketball hoops.
- Testing the tensile strength of the net.
- Playing keep away from your younger sister.
- Juggling.

For those wondering what **is** intended to go through a basketball hoop, here's a handy reference:



Basketballs. That's it.

Basketballs may travel through the hoop from above. They may also occasionally bounce off the rim, the backboard, or your friend's forehead. All of these uses are within the manufacturer's expectations.

Scooters, on the other hand, should remain firmly on the ground where their tiny wheels can continue their important work of making "click-click-click" sounds over sidewalk cracks.

Unfortunately, it costs time and money for parks staff to remove items like this that are left where they are not wanted. Please, resist the urge to add a bicycle, shopping cart, or traffic cone "to keep it company."

Remember: **Scooters are for riding. Basketball hoops are for basketballs.**

Everything else belongs in our next edition of "**That's Not the Intended Use.**"



Vegetation Management

With several major projects taking center stage over the past few weeks, combined with being short on crew members this summer, vegetation management activities had fallen behind schedule.

This week, staff dedicated significant time to catching up on vegetation-related work throughout the City, including improving sight lines around signs and intersections and completing outstanding vegetation work orders. These efforts will continue to improve visibility, safety, and the overall appearance of City streets and public areas.

Pothole Repairs

Staff completed repairs on two potholes identified through the City's work order system. These repairs addressed outstanding maintenance requests and improved roadway conditions for residents and travelers.

Horizon View Pickleball Windscreens

Staff completed installation of the new windscreens at the Horizon View pickleball courts. A mini scissor lift was rented for the project, allowing the crew to efficiently complete the installation in a single day.

The completed project reduces the wind interference at the courts and provides better overall experience for court users. The only thing left now is deciding who gets credit for the improved pickleball performance, the new windscreens or the players.



McAleer Creek / NE 35th Bypass Review

Staff spent time reviewing the McAleer Creek bypass system and the bypass located behind Brookside Elementary on NE 35th to better understand the scope and equipment needed to

perform the annual dredging and repair activities. Maintenance of this system is part of the City's NPDES permit requirements.

City Hall Work Orders: Keeping the House in Order

Staff completed several outstanding work orders around City Hall. A little maintenance here and there keeps the building looking its best and helps ensure City Hall continues to serve the community well—because even buildings need a little attention now and then. 

Horizon View Trail Root Protection Project

The Horizon View Trail project repaired a section of trail that had experienced significant damage from mature tree roots lifting and impacting the existing asphalt surface. Rather than removing roots or continuing with temporary pavement repairs, the city is trying out a product that intends to preserve the existing trees while restoring a safe, accessible, and durable trail surface.

The project involved carefully removing sections of damaged asphalt, exposing the underlying root system using a high-pressure air shovel to minimize impacts to the trees, installing the Cupolex structural support system around the roots, and rebuilding the trail base and asphalt surface. This approach is intended to allow the trees to continue growing while providing the structural support needed to protect the trail from future root-related damage.

The project also provided a valuable opportunity for Public Works staff to gain experience with specialized equipment and construction techniques that can be applied to future projects. Staff were able to perform much of the work in-house, building knowledge and capabilities related to trail reconstruction, tree preservation, and innovative infrastructure solutions.

The completed project provides residents with an improved walking surface while demonstrating the city's commitment to protecting existing natural resources and investing in long-term, sustainable maintenance solutions.

II. Internal City Information

Municipal Services

Passport Services

For the month of July, passport agents took 283 photos and processed 402 passport applications. These applications are in addition to helping applicants eligible for renewals with their mail-in or online applications. Revenue remained fairly consistent year over year with \$20,875 in July 2026 compared to \$21,875 in July 2025.

III. Council Information

Community Development and Public Works

Sound Transit BRT- Sound Transit is seeking local development and building permits for a proposed Bus Rapid Transit project in the City of Lake Forest Park along SR522. Acquisitions of additional right-of-way have occurred over the past years and appear to be accomplished. The development and building applications required by adopted Lake Forest Park Municipal Code prior to commencement of construction are now being submitted to the City. An initial Right-of-Way permit application (No. 260282) was submitted to the City on June 18, 2026. On July 15, 2026, staff transmitted a Letter of Incompleteness for application No. 260282 to Sound Transit identifying items needing to be addressed for the application to be found complete and for technical review to commence.

The No. 260282 permit application project description includes that, *“Sound Transit’s Stride Bus Rapid Transit (BRT) project includes construction of corridor improvements for the SR 522/NE 145th BRT Project along approximately 9.3 miles of existing public roadway between Shoreline/Seattle (BT305), Lake Forest Park (BT306), and Kenmore/Bothell (BT307), including portions of SR 523 (NE 145th Street) and SR 522 (Bothell Way NE). The proposed BRT project will increase regional mobility and improve transit speed and reliability along the corridor, with interconnections to Link light rail and to other bus services. This permit is for right-of-way (ROW) construction to support the Sound Transit’s Stride BRT project in Lake Forest Park (BT306) along SR-522 (Bothell Way NE), approximately between MP 4.22 to MP 5.85. ROW construction in the BT306 Lake Forest Park segment of the project is anticipated to occur in Summer 2027. See attached Project Narrative, Site Plan, Traffic Control Plan, Civil Drawings and Project Plans, along with other supporting documents attached to this application for further details. Once Permitted, the project in Lake Forest Park is expected to take roughly 20 months.”*

City staff continues to review responses from Sound Transit and technical review of permit No. 260282 has not begun. On July 31, 2026, Sound transit began to submit additional development applications to the City for processing. City staff is currently reviewing those recent submittals. Sound Transit communicated in late June 2026 that they anticipate submitting one right-of-way excavation permit application, one right-of-way tree removal permit application, ten major critical area permit applications, forty-one right-of-way retaining wall permits, forty-one grading permits, and approximately ten building/demolition permits.

IV. Response to Citizen and Council Comments

V. Contract Reporting

AG-26-033: Administrative Office of the Courts; Reimbursement agreement for *Blake* costs.

AG-26-034: Associated Paving, LLC, \$20,000; Paving for the Horizon View Park trail rehabilitation project.

VI. Legislative Update

VII. Community Events

6th Annual Battle of the Bands with ShoreLake Arts!

Saturday, August 22, 2026; 4:00 p.m. – 8:00 p.m. (music starts at 5:00 p.m.)

Get ready for a summer night full of music, energy, and local talent! ShoreLake Arts proudly presents the 6th Annual Battle of the Bands, a dynamic showcase of emerging and developing bands from across Washington State.

This all-ages event features a diverse lineup of musical styles, offering something for everyone—from indie rock to funk, pop, and beyond. Enjoy the show from the comfort of your lawn chairs and blankets, and soak up the lively, family-friendly atmosphere.



21+ Beer & Wine Garden



Local Food Vendors



Live Performances by Rising Artists

The Battle of the Bands is more than a concert—it's a stepping stone for up-and-coming musicians, offering them a chance to build their skills, connect with industry professionals, and shine on a public stage.

Don't miss this chance to support the arts and discover the future of Washington's music scene—right in your own backyard!

All ages welcome. 21+ access required for Beer & Wine Garden.

The ShoreLake Battle of the Bands aims to support the development of emerging musical talent in Washington State. The competition provides these up-and-coming musicians a platform and a unique pathway to build their musical skills and network with industry professionals.

Family Day at the LFP Farmers Market!

Sunday, August 23, 2026

Mark your calendars - Sunday, August 23 (10:00 AM - 2:00 PM) - and bring the whole crew for a day packed with fresh produce, sweet and savory treats, and kid-friendly fun!

Family Day is coming to the Lake Forest Park Farmers Market!



-  Live Music
-  Bubbles, balloons & bean bag toss
-  Coloring fun & giveaways
-  A real big rig from the City of LFP to climb and explore

To join in on the fun, the Public Works Department will be there with their big rig **unveiling the new name of the street sweeper** that won the popular vote at Safety Day!

VIII. Upcoming City Sponsored Events

Picnic in the Park!

Save the Date

Saturday, September 12, 2026

Picnic in the Park is back! Help the City in celebrating our LFP community, Saturday, September 12, 2026 -10:00AM to 2:00PM, at Pfingst Animal Acres Park! Join with family and friends for music, booths, kid's attractions and activities, food trucks, petting zoo, and more!



IX. Meetings Calendar

Fall break