

City Administrator Report

City of Lake Forest Park

Date: June 11, 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.

Behavioral Health

Officers responded to a residence where a 17-year-old male, who was in the middle of a mental crisis, refused to go to school. Officers talked to the subject and to his relatives but were unable to solve the issue. No crime had occurred and the subject did not make any statement that he was suicidal. The case was sent to RCR personnel for review and assistance. Unfortunately, after a couple of hours, the subject decided to swallow thirty pills of his prescribed medication and cut his arms. Officers and fire department personnel were able to provide first aid, and the subject was sent to Children's Hospital.

Officers assisted a community member who has been experiencing mental health issues. RCR was advised.

Burglary

Officers responded to an unoccupied residential burglary where the suspect broke a window to gain access. It appeared that the suspect did not enter the residence, and the homeowner told the officers that nothing was taken.

Death Report

Officers responded to a natural death of an elderly male. Nothing suspicious.

Harassment

Cmdr. Adams worked proactively with a community member who is having problems with the previous owner of his residence. The suspect has expressed the intention of taking over the property (using violence if necessary). Officers were sent to the residence to intercept the suspect and prevent a confrontation, but the suspect did not show up.

Warrants

A proactive officer stopped and arrested a subject who had several outstanding warrants.

Fraud

Two elderly community members came to the PD because they were about to send two checks to somebody who had contacted them by text explaining that they had some financial debt. The officers checked and advised the community members that this was clearly a scam and advised them to put the checks back in their accounts.

Child Abuse

A community member called the police stating that her daughter is being abused by her father. This case is currently under investigation.

DUI

Officers responded to a hit and run incident. They contacted the driver who was responsible for the accident and realized that he was driving under the influence and severely impaired. He was arrested and booked into jail.

DUI in progress in front of Mr. Greens Cannabis store. The suspect became violent and did not want to have a blood draw done. He was arrested and booked into jail.

An officer initiated a traffic stop and realized that the driver was under the influence of alcohol. He was arrested.

Disturbance

Officers responded to a disturbance among neighbors at the Woodland North Apts. They were able to deescalate the situation. No crime.

Officers responded to Taco Bell for a disturbance in progress. The reporting party told dispatch that Taco Bell employees were arguing with her. When the officers arrived, the RP had already left, and the employees told the officers that they argued with the customer because she was smoking marijuana inside the business and she didn't want to leave.

Domestic Violence (DV)

Officers responded to a domestic violence incident between wife and husband. It was determined that the female was the perpetrator. The suspect was arrested and booked.

Officers responded to a DV on progress involving a 15-year-old male out of control. It was established that the juvenile has mental problems, so a RCR specialist responded to the scene and assisted the officers.

Suspicious

Officers arrested a female subject who had initiated a fire in an apartment complex dumpster. She was booked into jail for reckless burning 2nd degree.

Officers recovered a stolen vehicle. No leads at this time.

Welfare Check

Officers responded to the Burke Gilman Trail where a homeless male was creating a disturbance. He did not want to accept any resources that were offered but asked to be transported to the "Old Fred Meyer" on Lake City Way.

Officers assisted a community member who was trying to locate a relative (who has dementia) who decided to walk to Port Angeles. Eventually the subject was found and reunited with his relative.

A community member advised the police that there was an elderly woman holding a cane who was leaning against the wall just outside Safeway who appeared uncomfortable. Officers spoke with the person. She stated that she was ok and she was just waiting for her ride.

Assist

A police deputy from a Sheriff's Department in California asked our officers to do a welfare check on a community member who lives in our town and is listed as missing in California. The officers conducted the welfare check and were able to speak with the person.

Officers assisted Pacific PD with a search warrant (marijuana grow operation).

Officers provided resources to a community member who was concerned about his brother's drinking problems.

Theft

A community member advised that somebody had stolen her Amazon package from the porch. No leads at this time.

Officers responded to a residence where the owner stated that several items were stolen when they were on vacation. The homeowner believes that the suspect is the person who stayed in her house when they were on vacation. The investigation is in progress.

Officers responded to a theft in progress at Ross. The suspect stole several items, broke a door, and fled on foot. A foot pursuit started and one of the officers was injured during the chase. Some of the items were recovered. The investigation is in progress.

Officers responded to an attempted theft at Ross. The subject had outstanding warrants so he was booked into jail.

Malicious Mischief/Vehicle Prowl

Officers responded to a malicious mischief call where somebody had broken a window of a parked vehicle. The apartment complex where the crime had occurred has cameras so the investigation is in progress.

Officers responded to a vehicle prowling at the Watercrest Apt. Complex. Investigation is in progress.

Trespass

Officers trespassed a person who was creating a disturbance inside the mall.

Animal Call

A patrol officer found a dog. The officer was able to find the owner.

Assault

Officers responded to an assault in progress between neighbors. The argument involved "hedge trimming". Both subjects were injured. Investigation in progress.

Lake Forest Park



Traffic Safety

Traffic Stops	204
Traffic General	16
Traffic Collision	7
DUI	3
Impound	2
Hit & Run	2
Abandoned Vehicle	0

NOTABLE VIOLATIONS:

Cell phone:

- Being on speaker phone and holding your phone in your hand while driving does NOT equal a “hands free call.”

Finesse- Definition: to handle, deal with, or do (something) in an indirect and skillful or clever way.

- A driver was attempting to parallel park too quickly, not noticing the parked vehicle while backing, and struck the driver side rear door causing significant damage.

It must have been love...oh wait, no, it could have been a head on collision!

- A little after 11pm on May 22, a DUI driver failed to maintain lane control causing their side mirror to collide with another vehicle traveling in the opposite direction. It was later discovered that this was the driver’s second DUI. They were booked into Snohomish County Jail.

1, 2, 3 strikes you’re out ...

- A vehicle was observed to have a driver's side headlight out, a driver’s side break light out, AND they had their phone in their hand while they were driving!
- A vehicle with no license plate was pulled over where an expired trip permit was found, a California registration expired for 10 years, and the driver was not carrying insurance.

II. Internal City Information

Executive:



- City Administrator Hill was notified on April 30, 2026 that his annual International City/County Management Association (ICMA) Credentialing Program renewal was approved by the Credentialing Advisory Board. ICMA Credentialed Managers are professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development.
- Administrator Hill was also recently recognized by ICMA for 30 years of service in local government.

Human Resources:

Wellness:

- **WellCity Recognition:** For 15 consecutive years, employees at the City of Lake Forest Park have helped us achieve Associated Washington Trust's (AWC) WellCity status. The AWC Employee Benefit Trust's WellCity program recognizes members that achieve quality standards in employee health promotion. Members that earn the WellCity Award receive a 2% premium discount on all medical premiums. We are very proud of this achievement. Street signs were provided to us from AWC this year, so of course we had to display them (thank you to Public Works for the assist getting them posted)!



- **Bike Everywhere Month:** Six city employees participated in Bike Everywhere month during May 2026. Biking 523 miles, with several employees being able to safely commute to city hall. As we've seen in prior years, the biking doesn't end with the challenge. You will continue to see bicycles in city hall and fewer cars in the parking lot as weather permits! Congratulations to the following employees, on reducing vehicle miles traveled!
 - Yancey Bagby – Community Development
 - Wilson Camejo – Public Works/Engineering
 - Jessica Halterman – Municipal Services
 - Phillip Hill – Executive
 - Mark Hofman – Community Development
 - Mike Read – Public Works/Engineering
- **Staff Recess Challenge:** Starting June 1, we launched a 4-week challenge called Recess. Movement and mental fitness were identified as top areas of interest and concern for our employees, which is why the wellness committee has decided to include this program in our wellness offerings this year. Feedback from week one and staff participation has been overwhelmingly positive.



Pictured above: Staff during an afternoon walking break.

- **Staffing & Department Updates:**
 - Public Works welcomed Seasonal Maintenance Workers **Sam Palmer** and **Mohammad Abdulrahimzai** this summer. Sam, who started on May 18, brings with him prior automotive repair and customer service experience. Mohammad is returning for his third summer with the City beginning next week; we are looking forward to having him back! The addition of our seasonal staff greatly helps with the vegetation management needs of the City during the summer.
 - **Marita Davison** also started on May 18 as our new Climate Coordinator in the Community Development department. Marita has over a decade of climate and environmental professional experience, from scientific research to international conservation and more. Most recently, Marita was the Principal and Co-Owner of an organization focused on environmental sustainability, science, and public understanding. As a Lake Forest Park resident, Marita looks forward to supporting the City's climate goals within her local community.

- **Police Department: Diego Zanella** began his role as Interim Police Chief. Following Chief Harden's retirement, the plan is to conduct an internal hiring process to fill the Police Chief role. Recruitment efforts also continue to fill our current Police Officer vacancies, with several lateral/exceptional candidates' oral board interviews completed. Additionally impacting staffing levels, we had two officers go out on leave and our Support Services Officer retire at the end of May. We sincerely appreciate our officers' continued efforts to maintain the high level of service they provide to our community and city, despite the challenges of being short-staffed.
- **Municipal Court:**
 - On June 1, the Court went live with a new case management system, Enterprise Justice (EJ). EJ replaces the former JIS platform and is being done as part of a larger state-wide requirement for all Washington courts. The new system is intended to improve efficiency, transparency, and accessibility for all users. Court Administrator **Julie Espinoza** and **Judge Grant** have been working tirelessly to get the Court ready for EJ's go-live date this last year, including working many extra-long days and weekends (thank you!!!).
 - Following our Probation Officer's resignation, the Court has begun recruiting to fill the opening.
 - Judicial Specialist **Loyce Weishaar** was promoted to Senior Judicial Specialist. From her experience working at King County Elections, King County Superior Court and Spokane County District Court, to serving as Court Clerk the last five years, the department looks forward to her assuming this new role. Recruitment is also underway for a second Senior Judicial Specialist. Thank you again to Council for the support and approval in restructuring our Court's FTEs. Adding this senior-level role allows us to promote internal growth and attract experienced candidates, ultimately helping us maintain excellent customer service and meet the Court's operational needs.
- **Finance Department:** Recruitment has begun for a Finance Director. We appreciate Director Vaughn's positivity, hard work, and the many contributions she has brought to the City of Lake Forest Park over the last seven years. She will remain in the role through June 30.

III. Council Information

- Mayors and Councilmembers from Lake Forest Park, Shoreline and Kenmore pose for a group photo on a sunny Monday evening in May, following a joint dinner meeting in Shoreline. Mayors provided an update on each city, followed by robust discussions about transit, affordable housing, city finances, Regional Crisis Response Agency, and a legislative update.



II. Response to Citizen and Council Comments

III. Contract Reporting

No new contracts from the reporting period.

IV. Legislative Update

V. Community Events

The Secret Gardens of Lake Forest Park Garden Tour & Market

June 20, 2026, 9:00 AM - 3:00 PM

Third Place Commons

The Secret Gardens of Lake Forest Park Garden Tour and Market will be held on Saturday, June 20, 2026, from 9:00 AM to 3:00 PM at the Town Center at Lake Forest Park. Enjoyment for all ages!

1st Annual - Listen Here! Teen Band Showcase with ShoreLake Arts!

June 27, 2026, 4:00 PM - 8:00 PM

Pfingst Animal Acres Park

Get ready for a summer night full of music, energy, and local talent! ShoreLake Arts proudly presents the 1st Annual Listen Here! Concert, a dynamic showcase of emerging and developing teen bands from across Washington State.

VI. Upcoming City Sponsored Events

VII. Meetings Calendar

North King County Coalition on Homelessness

June 18, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)

June 18, 2026, 6:00 PM - 7:30 PM

City Hall and via Zoom

City Council Committee of the Whole Meeting (hybrid meeting)

June 22, 2026, 6:00 PM - 8:00 PM

City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

June 25, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom