

# City Administrator Report

## City of Lake Forest Park

Date: September 24, 2020

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson  
Leadership Team

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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



Guardrail repair NE 155<sup>th</sup> St. driver failed to set his parking brake damaging a significant amount of the guardrail as the vehicle rolled down the hill. No injuries.



Public Works team removing vegetation that was removed by volunteers in 5-Acre Woods.

### **Police Department**

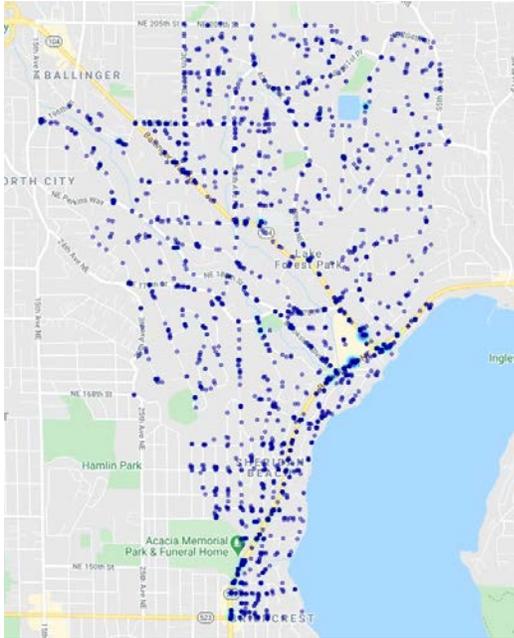
There seems to be a recent uptick in crime along 55<sup>th</sup> Ave NE and the surrounding neighborhoods. We have heard reports from citizens and the businesses that there is an increase in suspicious persons, vehicles, and activity. On 9/8 alone, there were several reported incidents, to include numerous vehicle prowls, mail theft, and a residential burglary. In the residential burglary (which occurred in the 19200 blk of 53<sup>rd</sup> Ct NE), the suspect entered a vehicle and used a stolen garage door opener to access the house. Another incident in the 5400 blk of NE 197<sup>th</sup> PI reported a similar MO, though the homeowner is unsure if entry was made to the house. These reported incidents occurred overnight.

### Police Activity

From January 1, 2020 to September 16, 2020, it has been a busy (and different) year. We created a heatmap of this time period to show the coverage of calls that officers had calls for service.

As you can see the city is covered pretty well in calls for service. The darker areas show increased calls.

Calls for service are all incidents in the city and all officer-initiated activity. Activity varies from traffic complaints, traffic stops, citizen contacts, to criminal activity.



### Police & Community

There is a constant need for blood. It's a simple thing to do but it can make a big difference in the lives of others. Lake Forest Park Police Department Officers periodically donate blood at the Bloodworks Northwest-see the big smiles (under their masks!) of Detective Troxell & Chief Harden!



- **Meetings**

**II. Internal City Information**

**III. Council Information**

**IV. Response to Citizen and Council Comments**

***Contract Reporting***

**Legislative Update**

**V. Community Events**

- **Upcoming City Sponsored Events**

- [Recycling Collection Event with the City of Kenmore](#)

- September 26, 2020, 9:00 AM - 3:00 PM @ Northlake Lutheran Church

**VI. Meetings Calendar**

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

September 21, 2020, 6:00 PM - 8:00 PM

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

September 22, 2020, 6:00 PM - 7:30 PM

[Parks and Recreation Advisory Board Meeting - CANCELED](#)

September 23, 2020, 7:00 PM - 8:00 PM

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

September 24, 2020, 6:00 PM - 7:00 PM

[City Council Regular Business Meeting \(virtual meeting\)](#)

September 24, 2020, 7:00 PM - 9:00 PM

# *Court Administrator Report*

## **Lake Forest Park Municipal Court**

Date: 18 September 2020

TO: Honorable Mayor and Councilmembers

FR: Catherine Palermo, Court Administrator

The Court Administrator Report is meant to provide the council, staff and community an update on the activities of the Municipal Court. This memo will be provided in each Council packet.

Please let me know if you have any questions or need additional information about any of the following developments or projects.

### **COURT APPROVED FOR CARES REIMBURSEMENT FROM THE ADMINISTRATIVE OFFICE OF THE COURTS; NEW CASE MANAGEMENT SYSTEM; ZOOM WITH SNOHOMISH COUNTY JAIL**

In July 2020, state courts were notified that \$11.8 million in Coronavirus Aid, Relief and Economic Security (CARES) monies were awarded to the Administrative Office of the Courts (AOC) for distribution throughout Washington Courts and Clerk's Office. Lake Forest Park Municipal Court successfully applied for and was granted approximately \$4,800 in funds to reimburse Covid-19 related expenses with an additional \$1,300 pending approval. With increasingly lean budgets, LFPMC is glad to have the opportunity to help lessen the financial burden on the City.

We are also excited to share the announcement from AOC about the new case management system (CMS) built by Tyler Technologies, for Washington's district and municipal courts, which is scheduled to begin implementation in 2021. Currently, the court uses the Judicial Information System (JIS), a program that was developed in 1987. With the new system, the public will have the ability to electronically file and serve documents and have improved access to online records. The new system will also streamline case management for staff, allow access to multiple case records and provide probation departments with their first shared, statewide system. Instead of building our own electronic case management system, LFPMC decided to wait for the State system, which will be managed and maintained by them. In addition, courts that did not wait and invested in their own systems will be required to develop software that fully integrates into the new statewide CMS. Please visit the WA Courts website and click on Press Releases for more details: <http://www.courts.wa.gov/newsinfo/>

Following our last meeting with the council, Judge Portnoy contacted Patricia Pendry, the Records and Data Management Supervisor at the Snohomish County Jail and inquired about the addition of Zoom video hearings from the jail. Ms. Pendry had several similar requests and she was receptive to the idea. We are happy to report Snohomish County Jail (SCJ) will soon be coming onboard with Zoom jail hearings in mid to late October. While similar to the current video court services LFPMC currently uses, a Zoom hearing can be as simple as a phone call or a webcam and microphone.