

# City Administrator Report

## City of Lake Forest Park

Date: March 11, 2021

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson  
Leadership Team

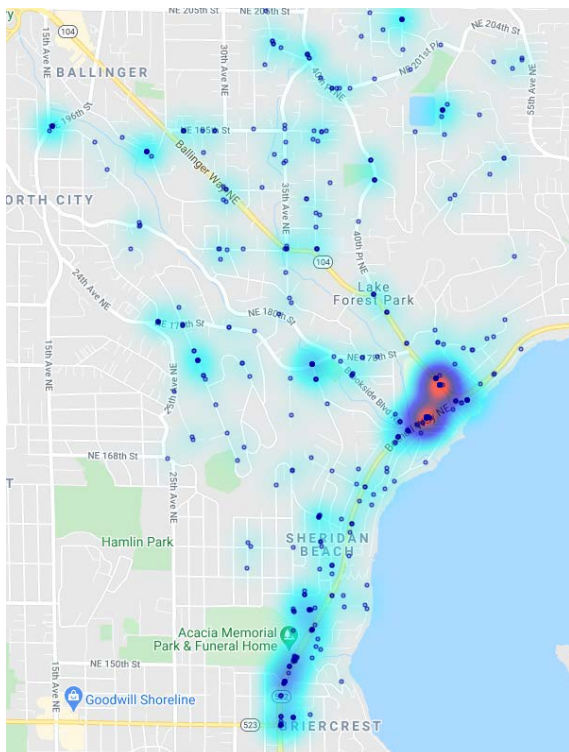
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The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

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

#### Police Department



**Police incidents heatmap for February 2021:**  
Each blue dot is an incident generated by dispatch or an officer. This map represents 680 incidents in February.

**Notable Incidents:**

Officers responded to a welfare check of an elderly resident. Her daughter was concerned for her mental state and ability to care for herself. She was referred to a mental health professional (MHP) through the Radar/Navigator program. Several nights later, same elderly person was found wandering the neighborhood late at night in the company of a homeless person. She was improperly dressed for weather and unable to care for herself. She was taken to the hospital for evaluation and care. The MHP determined 72-hour geriatric mental health hold was appropriate. Officer's secured residence at the family's request.

Officers responded and assisted Kenmore and Bothell with an armed robbery of the Kenmore Rite Aid. Subjects were taken into custody without incident after a short foot pursuit.

Crisis trained officers dealt with several subjects either in-crisis or needing services. A 90-year-old resident was discovered unable to care for herself and in need of immediate medical attention. Subject repeatedly refused assistance; however, officers were able to involve the Radar Navigator, family members, and neighbors, all of which successfully resulted in the care she needed. Officers continued to monitor and ensure subject had food and was eating after her return from the hospital until the Navigator could set up regular services.

**II. Internal City Information****Planning Department**

Lauren Hoerr, Assistant Planner, has submitted her resignation effective March 19th.

Lauren is originally from St. Louis, Missouri and, during this past year, she has come to appreciate the importance of being near family and has decided to move back to St. Louis.

Lauren has been an invaluable team player for the Planning and Building Departments since August of 2017 and we are going to really miss her.

**III. Council Information****IV. Response to Citizen and Council Comments*****Contract Reporting*****Legislative Update****Community Events****[Community Emergency Response Team \(CERT\) Class](#)**

March 8, 2021, 6:30 PM - 8:30 PM @ Virtual, via Zoom

The CERT program will educate participants about local hazards, basic disaster preparedness, and provide hands-on training that includes fire safety, light search and rescue, and disaster medical operations. With current COVID restrictions, the training has been adapted to 8 weeks of 2-hour online live instruction and a single one-day (3 hour) hands on skill session on Saturday, April 24, 2021 at Northshore Fire Department Station 51 in Kenmore.

**Community Emergency Response Team (CERT) Class**

March 15, 2021, 6:30 PM - 8:30 PM @ Virtual, via Zoom

The CERT program will educate participants about local hazards, basic disaster preparedness, and provide hands-on training that includes fire safety, light search and rescue, and disaster medical operations. With current COVID restrictions, the training has been adapted to 8 weeks of 2-hour online live instruction and a single one-day (3 hour) hands on skill session on Saturday, April 24, 2021 at Northshore Fire Department Station 51 in Kenmore.

**Community Emergency Response Team (CERT) Class**

March 22, 2021, 6:30 PM - 8:30 PM @ Virtual, via Zoom

The CERT program will educate participants about local hazards, basic disaster preparedness, and provide hands-on training that includes fire safety, light search and rescue, and disaster medical operations. With current COVID restrictions, the training has been adapted to 8 weeks of 2-hour online live instruction and a single one-day (3 hour) hands on skill session on Saturday, April 24, 2021 at Northshore Fire Department Station 51 in Kenmore.

**Community Emergency Response Team (CERT) Class**

March 29, 2021, 6:30 PM - 8:30 PM @ Virtual, via Zoom

The CERT program will educate participants about local hazards, basic disaster preparedness, and provide hands-on training that includes fire safety, light search and rescue, and disaster medical operations. With current COVID restrictions, the training has been adapted to 8 weeks of 2-hour online live instruction and a single one-day (3 hour) hands on skill session on Saturday, April 24, 2021 at Northshore Fire Department Station 51 in Kenmore.

**Upcoming City Sponsored Events****V. Meetings Calendar****CANCELED - Planning Commission Meeting (virtual meeting)**

March 9, 2021, 7:00 PM - 9:00 PM @ This regular Planning Commission meeting has been canceled. A future meeting will be separately noticed.

**CANCELED - City Council Work Session Meeting (virtual meeting)**

March 11, 2021, 6:00 PM - 7:00 PM

**City Council Regular Business Meeting (virtual meeting)**

March 11, 2021, 7:00 PM - 9:00 PM This meeting will be held virtually. City Hall is currently closed to the public. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

**City Council Budget & Finance Committee Meeting (virtual meeting)**

March 18, 2021, 6:00 PM - 7:30 PM This meeting will be held virtually. City Hall is currently closed to the public. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

**CANCELED - City Council Committee of the Whole Meeting (virtual meeting)**

March 22, 2021, 6:00 PM - 8:00 PM

**City Council Regular Business Meeting (virtual meeting)**

March 25, 2021, 7:00 PM - 9:00 PM This meeting will be held virtually. City Hall is currently closed to the public. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

# ***Court Administrator Report***

## **Lake Forest Park Municipal Court**

Date: March 1, 2021

TO: Honorable Mayor and Councilmembers

FR: Pamela McConville, Court Administrator

CC: Phil Hill

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 ADDS VICTIM NOTIFICATION TECHNOLOGY PAIRED WITH GPS**

The Washington State Administrative Office of the Courts approved a Victim Notification System paired with GPS. This system provides the victim and authorities immediate notification when the offender is within range of the victim's phone. This allows the victim a chance to leave the area and provides authorities the location of the offender, along with the location of the victim. Our court is partnering with Moon Security for this important monitoring upgrade. The judge will use this option when a defendant is released pretrial with a no contact order or, when appropriate, as a condition of sentence.

### **COURT WARRANT AMNESTY PROGRAM**

We are also pleased to announce the success of our bench warrant amnesty program. The warrant amnesty program allows defendants with standing bench warrants to have their warrants quashed and set for a hearing. The program began on December 1, 2020 and was to end on December 31, 2020. However, with the number of people taking advantage of this program, the court extended the end date to March 31, 2021. In addition, based on the success of this program, Judge Portnoy is working with 8 other municipal courts to coordinate a county-wide bench warrant amnesty program.