

City Administrator Report

City of Lake Forest Park

Date: November 9, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson
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

The normal heat map of calls for October is not available due to the transition from Bothell Dispatch to NORCOM Dispatch services.

Notable Incidents:

Subject arrived at LFP Municipal Court for their court date. During security screening the court officer located a large quantity of methamphetamine. The subject was arrested, processed, and released.

Officers responded to a subject exposing themselves on the Burke Gilman Trail. The caller reported a man with his pants down sitting on some stairs in the 14500 Block of the Burke Gilman Trail. Officers were unable to locate the subject.

During the recent council meeting, an individual reported a break-in at their locker at Planet Fitness, resulting in the theft of their backpack, keys, and wallet. Subsequently, the victim contacted their credit card companies, revealing that unknown individuals were making unauthorized attempts to use the stolen credit card at Lake City Fred Meyer. Despite the best efforts of the officers, the suspect remained elusive.

The victim, who was visiting from Texas, found themselves in a difficult situation. The sergeant on duty went above and beyond to provide assistance at City Hall, helping the victims address

their banking issues. Additionally, the sergeant offered the victim a blanket and some cash to purchase food, ensuring they had some comfort while awaiting further assistance.

Officers responded to Heron Park where a subject had set up a tent. The subject was put in contact with King County Mobile Crisis and warned against camping in city parks.

The victim called to “let police know” that several tools had been stolen from his carport. The tools were discovered for sale on “Offer Up”, so the victim purchased them back. Did not want to make a report, stating he would secure his tools better in the future.

Several vehicles were located in the south end of the city with one or more windows broken out. All victims were contacted and provided with case numbers for insurance. No suspects currently.

Officers responded to a female subject vandalizing vehicles with a knife. Officers located the subject who was detained without incident. The suspect was processed and released on a malicious mischief.

Multiple victims reported their mailboxes had been vandalized overnight. Mail had been removed from the boxes and thrown on the ground. Unknown if any mail was stolen.

Officers located a female subject using narcotics behind the Arco. The suspect was taken into custody for an outstanding warrant.

A homeowner reported a suspicious subject wandering around his property. The homeowner was not on site at the time; however, he saw the subject on his Ring camera stumbling around near his garage. Officers located the suspect who was listed as an officer safety risk, along with having a warrant for his arrest. The issuing agency for the warrant refused to take subject who was then given a courtesy transport to Lake City Fred Meyer.

Farewell to Bothell Dispatch

On November 1 at 6:00 a.m. it marked not only the end of an era but also the beginning of a new chapter for the Lake Forest Park Police Department. For the past two decades, Bothell dispatchers have been the steadfast voices on the other end of the line, guiding officers through countless emergencies and ensuring the safety of our community. Their unwavering dedication and professionalism have left an indelible mark on our department.

The dispatchers performed their last on-air sign-off, accompanied by heartfelt farewells from the working officers. Additionally, Chief Harden conveyed his final sign-off on behalf of our staff, expressing profound gratitude for their unwavering dedication, support, and the countless lives they safeguarded. The transition to NORCOM dispatch marks the end of a significant era, but it is also a celebration of the extraordinary service provided by the Bothell dispatch team over the last 20 years. Their legacy of excellence and professionalism will be remembered and cherished by the Lake Forest Park Police Department and the entire community they served.

NEMCo

The Northshore Emergency Management Coalition has been very busy over the past several weeks helping the community and its members prepare for winter weather and hazards that go along with it. Going back to the end of September, we presented a two-hour class to the community at the Shoreline/Lake Forest Park Senior Center where we also helped coordinate donations and other materials for participants to start building their preparedness kit.

That same week, the CERT and RACES volunteers coordinated with Lake Forest Park Police Department to host a functional exercise practicing interagency cooperation as well as the hard skills of searching a large area for missing persons. This exercise gave NEMCo the opportunity to further test its emergency communications abilities as well as deploy the use of volunteer operated drones to aid in searching for missing persons.

Throughout October, NEMCo continued to partner with the City Woodinville to host another CERT Basic Course that resulted in the course being completed with zero students dropping out and approximately another dozen community members being trained to help prepare for large scale disasters. During this same period, the existing NEMCo CERT members trained on how to fill and deploy sandbags during flooding events, something that is becoming increasingly more common during the winter and early spring.

Lastly, NEMCo recently learned that the IT Infrastructure grant has passed its next level of funding approvals. We also received some new equipment, to include EOC vests and new radios, for the primary Emergency Operations Center, located at Station 51, and are in the process putting it into service.

Smooth Transition: Lake Forest Park Police Department Adopts NORCOM Dispatch Services

The Lake Forest Park Police Department successfully transitioned from Bothell dispatch to NORCOM dispatch on November 1 at 6:00 a.m., marking a significant milestone in the department's history. This changeover was the result of careful planning and seamless collaboration among various agencies, ensuring a smooth transition.

The Lake Forest Park PD, Bothell PD, and NORCOM teams joined forces to make this transition as seamless as possible. The transition day unfolded without a hitch, with calls being answered promptly and officers dispatched efficiently. The police department quickly adapted to the new operational system, showcasing their resilience and dedication to the community's well-being. The transition not only succeeded but also brings enhanced services.

Over the last four months of planning and implementation, training sessions were conducted to ensure that every member of the police department was well-versed in the new procedures. Lake Forest Park's transition to NORCOM dispatch is a testament to the power of careful planning and effective cooperation, ensuring the safety and security of the community for years to come.

II. Internal City Information

Community Development (Planning) has hired a new Assistant Planner, **Elizabeth Talavera**. Elizabeth recently relocated to Washington from California. She brings to the City prior experience working in the public sector as a Community Development Technician and, most recently, an Assistant Planner. Elizabeth is bilingual in Spanish and has a BA in History from the University of California, Riverside, and an MA in Public Administration from California State University, Fullerton.

The Planning Commission will be presented with additional information regarding the Housing Needs Assessment as part of the Comprehensive Plan update at the November 14, 2023, meeting.

Passport Services

During October, we processed 288 passports with 186 photos for a total revenue of \$13,800. We had to adjust our schedule for the first two weeks in November to adjust for one of our agents missing work. We had Wednesday morning open for appointments for the first two weeks. This will help offset some of the holidays in November. We have managed to cut down on the no-shows and cancelations by only opening up appointments for two weeks and cutting down on mail-in renewals (which we don't collect revenue on).

Month	Passport Revenue	Photo Revenue	Total
October	\$10,080	\$3,720	\$13,800

Public Records

For October, there were 8 police department record requests made, along with 8 public records requests made. Currently, there are still five open public record requests with three of those from the same requestor. The staff has spent over 25 hours on records requests.

Staff has also started sorting and preparing to scan large plans in an effort to clean up the file room. We have reviewed well over 100 sets of plans.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

Two items were administratively approved during the reporting period: AG-23-061, Professional Services Agreement with Cultural Resource Consultants, LLC for Cultural Resource

Study of Five Acre Woods; and AG-23-067, term extension for Professional Services Agreement with Urban Forestry Service/Bartlett Tree for Certified Arborist Review Support.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

November 14, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

November 16, 2023, 6:00 PM - 7:30 PM @ City Hall and via Zoom

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

November 28, 2023, 7:00 PM @ City Hall and via Zoom

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

November 29, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

December 5, 2023, 7:00 PM @ City Hall and via Zoom

[Tree Board Meeting \(Hybrid\)](#)

December 6, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

December 12, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[North King County Coalition on Homelessness](#)

December 14, 2023, 1:00 PM - 2:30 PM

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

December 14, 2023, 6:00 PM - 7:00 PM @ City Hall and via Zoom

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

December 14, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom