

City Administrator Report

City of Lake Forest Park

Date: April 9, 2020

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

- **Meetings**

April 9, 2020 City Council Regular Meeting

The April 9 regular meeting will be held virtually, via Zoom. Instructions are included on the agenda and the Virtual Meetings webpage.

April 14, 2020 Planning Commission Meeting

The April 14 Planning Commission meeting will be held virtually, via Zoom. Instructions will be included on the agenda when it is published.

II. Internal City Information

Memo to City Staff

On April 2, 2020, I issued a memo to City Staff: *City Functions due to COVID-19 Pandemic*. A copy of the memo is provided as an attachment to this report.

Police Department

Officers have encountered a few suspects who have claimed to be COVID positive in order to get out of being arrested. Both later admitted to lying. Officers are citing and releasing all but mandatory arrests. Officers that have been in physical contact and/or physical altercations with suspects are self-monitoring. No symptoms or issues have been reported.

Patrol Sgt's girlfriend has been tested again; he has no symptoms. One officer (over 60, wife is in high risk group) has been ordered to stay home, will re-evaluate week to week.

Officers continue to assist/check on elder care homes in city. One home reported not having any protective gowns. Directed to state agency, given one gown set up. None of the elder care homes in our city report having any cases or sick residents. Home staff is scared and very appreciative the PD is checking on them.

Officers served as witnesses for an older couple's wedding, officiated by Judge Portnoy, outside the PD. The couple's marriage license was going to expire.

Building Department

The building department is continuing to process permits for emergency repairs and those related to essential services. Permits for future construction are continuing to be reviewed so they may be issued when business restrictions are lifted.

Finance Department

The finance department continues moving forward with the implementation of the financial software upgrade. This task is currently on schedule.

III. Council Information

IV. Response to Citizen and Council Comments

Contract Reporting

Legislative Update

Federal funding packages are being closely monitored for opportunities that would provide assistance to residents, local businesses and the City. The fourth funding package may include assistance for cities under 500,000 population. Any dollars would be a pass through from King County; the Administration is in communication with the County should assistance come available.

V. Community Events

- **Upcoming City Sponsored Events – all events are canceled through April**

VI. Meetings Calendar

Planning Commission Meeting

April 14, 2020, 7:00 PM - 9:00 PM. Meeting to be held virtually.

City Council Budget & Finance Committee Meeting

April 16, 2020, 6:00 PM - 7:30 PM. Meeting to be held virtually.

City Council Committee of the Whole Meeting

April 20, 2020, 6:00 PM - 8:00 PM. Meeting to be held virtually.

CANCELLED - Parks and Recreation Advisory Board Meeting

April 22, 2020, 7:00 PM - 8:00 PM @ City Hall

City Council Regular Business Meeting

April 23, 2020, 7:00 PM - 9:00 PM. Meeting to be held virtually

Attachment: Memo from City Administrator to City Staff, dated April 2, 2020