

City Administrator Report

City of Lake Forest Park

Date: April 23, 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

Police Department

Officers continue to work a modified schedule to reduce chance of multiple exposures. There have been no calls involving potential exposure, other than a subject reportedly spitting on vehicles at ARCO. This subject was contacted by officers who used appropriate PPE. The officers were able to maintain distance with the subject who later left the area on a city bus. Dispatch continues to screen callers and most paper calls can be handled over the phone.

Starting May 1, patrol has its normal crew rotation and has been instructed to return to their regular schedules to start easing back into normal operations. Directives regarding PPE and extra precautions will remain in effect. The city COVID check station has been removed, Employees are to self-check at home from this point forward.

Officers received several donations of hand sewn cloth masks which was very much appreciated. Officers were provided with masks to take home in order to protect themselves while performing essential tasks at home. Currently, the police department has enough PPE supplies and has been providing some to PW and Planning.

- **Meetings**

II. Internal City Information

III. Council Information

Engineering Department Update

Lyon Creek Culvert L60 Replacement Project: Project construction contract documents with Redtail, LLC are being processed. A preconstruction conference will be scheduled for May with construction anticipated to begin in June.

Lyon Creek Culverts L80-90 Replacement Project: WSDOT have indicated that replacement of “their” culvert (L100 below SR 104) is most likely scheduled for 2022 instead of 2021 as they have previously maintained. Since LFP’s project to replace Culverts L80 and L90 is also scheduled for 2022 construction, it would appear that a joint project or at least better coordinated adjoining projects are possible. Design work for the LFP culverts continues apace.

Animal Acres Picnic Shelter

Project construction contract documents with Accord Contractors are being processed. A preconstruction conference will be scheduled for May with construction anticipated to begin in late May or early June.

SR 104/40th Place NE Roundabout

The hold on funding of projects by Governor Inslee due to the passage of I-976 has been lifted and all grant documents have been approved by WSDOT for the \$650,000 state grant. The Mayor has signed the agreement and it is expected this agreement will be fully executed by next week. Accordingly, all project expenses for design and construction will be reimbursable from WSDOT and the Transportation Improvement Board which has supplied the balance of project funding.

Staff are moving forward with creation of a Request for Qualifications advertisement and selection of a design consultant. Construction is scheduled for 2022.

Sound Transit 3

Staff continues to participate in ST’s organizational meetings as they meet with residents whose homes are likely to be affected by ST3 and participate in various topics concerning design constraints, utilities, and land use. If there are any questions or concerns with ST’s project, those can be forwarded to the City Engineer and discussed with the ST project team.

PSRC Federal Funding

The call for projects was released on March 2 for this year’s biennial competition for federal transportation grant funds under the Surface Transportation Program and the Congestion Mitigation and Air Quality categories. Staff submitted screening forms on March 25 for two projects in the Non-Motorized category; (1) 37th Ave. NE from 165th-178th fronting Brookside Elementary, and (2) 37th Ave. NE/NE 187th Street fronting LFP Elementary. Full applications are due May 1, 2020. For Non-Motorized projects, \$4.26 million is available for each of two years in King County.

Building and Planning Department Update

At its April 14 meeting, the Planning Commission made recommendations to the City Council to consider five additional sections of the Town Center Code Update for adoption. These recommendations include proposed design guidelines for freestanding parking structures. The addition of these provisions to the already recommended code criteria for parking structures gives the Council a package of proposed amendments that could constitute a first phase of TC code updates that is sufficient to consider for adoption on its own.

The link below connects to the Zoom recording of the April 14 Commission meeting, which has much better audio quality than the stream that was broadcast during the meeting:

<https://media.avcaptureall.com/session.html?sessionid=b3ba6932-bd38-491b-b54c-5aacd2f8b0e4&prefilter=795,5756>

IV. Response to Citizen and Council Comments***Contract Reporting*****Legislative Update****V. Community Events**

- **Upcoming City Sponsored Events**

V. Meetings Calendar

CANCELED - Parks and Recreation Advisory Board Meeting

April 22, 2020, 7:00 p.m.