

# City Administrator Report

## City of Lake Forest Park

Date: October 28, 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

#### Finance Department

#### **City Receives Another Distinguished Budget Presentation Award in 2021!**



The Government Finance Officers Association (GFOA) awarded the Distinguished Budget Presentation Award to the City of Lake Forest Park for its 2021-2022 biennial budget. The City also received a Distinguished Budget Award for two previous biennial budgets in 2017 and 2019.

The budget awards represent a significant achievement. They reflect the commitment of the City to meeting the highest principles in governmental budgeting. In order to receive the

budget award, the City must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The three budget awards, along with 2016's Stewardship Award from the Washington State Auditor's Office, highlights the City's continuous commitment to be on the leading edge of financial transparency.

## **Police Department**

### **Notable Calls/Incidents:**

On the 12<sup>th</sup>, officers were advised of a road rage shooting in Kenmore. The suspect vehicle fled towards LFP. Officers located vehicle and successfully detained the driver until King County units could respond. The shooter was later identified due in large part to LFP officers locating the vehicle in proximity and time to the actual shooting.

On the 14<sup>th</sup>, officers responded to a possible burglary in progress. The homeowner called to report she observed a male subject pulling a screen off her window. The subject ran off when confronted. A K9 track was conducted, however the suspect was not located.



On the 14<sup>th</sup>, a caller reported a male banging on his door at 3:30am. When he went outside the male would hide. Officers located the subject who claimed he was being chased by a male with a rifle. Officers determined subject was suffering from a mental health incident. The subject had multiple warrants which were refused by issuing agencies. The subject was given a courtesy transport to transit center.

Officers responded to an animal complaint. A resident let his dog outside early in the morning, heard it scream and when it returned it was badly wounded and bleeding heavily. The responding officer used his personal medical equipment to stem some of the blood loss from the injury. He assisted the owner in calming the dog and provided transport to an emergency animal hospital as the owner had no way to transport his pet. Officers were later notified the animal survived, due in part to the officer's assistance and training.

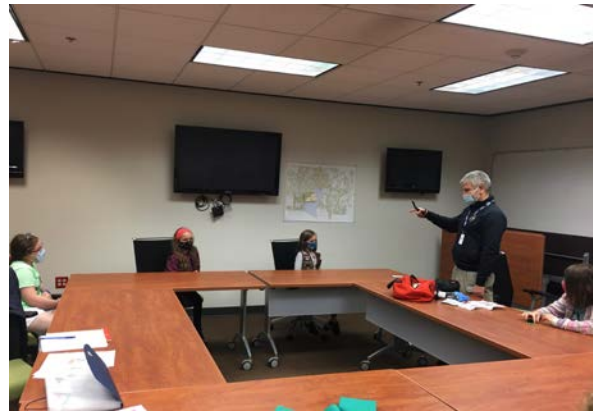
### **Community Engagement**

On 10/15/2021, several Girl Scouts came to the Lake Forest Park Police Department to learn how to deal with emergency situations and how to make their own First Aid Kit. Lieutenant Zanella taught the following topics:



- How to get help from 911
- How to talk to an injured person
- How to treat minor injuries
- How to make a first aid kit

At the end of the session, all the Girl Scouts practiced their new learned skills and were able to earn their "Girl Scouts First Aid Badge."



### **Planning Department**

#### **Tree Board Outreach at Farmers Market**

The LFP Tree Board sponsored a table at the Farmer's Market on Sunday, October 17th from 10am-noon. City Arborist Ashley Adams, three Tree Board members (Margaret Cassady, Richard Olmstead, Marty Byrne) and one Tree Board member-elect (Bryn Homsy) attended the event. Their presence drew a constant flow of people asking questions for the entire four hours. Common questions revolved around tree health and condition, invasive species control, and LFP tree regulations. In addition, the Tree Board gave away approximately 80 Douglas fir seedlings and 40 compostable yard waste bags to interested citizens. There were 40 Douglas fir seedlings leftover from the event, which were donated to the LFP Water District plant exchange program. The participating Tree Board members appreciated the opportunity to interact with residents and were enthusiastic about doing it again next year.

#### **Recent Unpermitted Tree Removal**

On October 14, City Arborist Ashley Adams responded to a neighbor's complaint about unpermitted tree removal at 18571 30th Avenue NE. The property owner had hired Renaissance Tree Care to remove a birch tree that had two 14" (dbh) stems that were allegedly infected with bronze birch borer disease. The owner of the subject property was cooperative and applied for an after-the-fact permit that same day and was also able to send pictures of tree before it was cut down which did confirm the presence of a bronze birch borer infection. Pursuant to City Code, which states that such violations are the joint responsible of the landowner and any person performing activity, Ms. Adams will be preparing a tree appraisal and pursuing enforcement on this violation with both the homeowner and tree service.

- II. Internal City Information
- III. Council Information
- IV. Response to Citizen and Council Comments

### ***Contract Reporting***

### **Legislative Update**

#### **Community Events**

#### **Upcoming City Sponsored Events**

### **Meetings**

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

**October 25, 2021, 6:00 PM - 8:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

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

**October 27, 2021, 7:00 PM - 8:30 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

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

**October 28, 2021, 7:00 PM - 9:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

#### **[Tree Board Meeting \(virtual meeting\)](#)**

**November 3, 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 Special Work Session Meeting \(virtual meeting\)](#)**

**November 4, 2021, 6:00 PM - 7:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

#### **[City Council Special Meeting \(virtual meeting\)](#)**

**November 4, 2021, 7:00 PM - 9:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

**[Planning Commission Meeting \(virtual meeting\)](#)**

**November 9, 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 Hall Closed \(Veterans' Day Holiday\)](#)**

**November 11, 2021, 9:00 AM - 5:00 PM**

**[CANCELED - City Council Budget & Finance Committee Meeting \(virtual meeting\)](#)**

**November 18, 2021, 6:00 PM - 7:30 PM**

**[City Council Special Meeting \(virtual meeting\)](#)**

**November 18, 2021, 6:00 PM - 8:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

**[City Council Special Meeting \(virtual meeting\)](#)**

**November 22, 2021, 7:00 PM - 9:00 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

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

**November 24, 2021, 7:00 PM - 8:30 PM**

This meeting will be held virtually. Please review information provided on the agenda, once it is available, for details on how to participate in the meeting.

**[City Hall Closed \(Thanksgiving Day Holiday\)](#)**

**November 25, 2021, 9:00 AM - 5:00 PM**

**[City Hall Closed \(Native American Heritage Day Holiday\)](#)**

**November 26, 2021, 9:00 AM - 5:00 PM**