

City Administrator Report

City of Lake Forest Park

Date: March 12, 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

On March 5, 2020, Mayor Johnson signed a local proclamation for the existence of a Public Health Emergency, with respect to the recent outbreak of the novel coronavirus (COVID-19). This emergency proclamation is not a cause for alarm, but a formal step in a process that facilitates the City's coordination with other agencies, including the State Department of Health and Public Health-Seattle & King County, and grants the City access to additional resources if needed. The issuance of the proclamation provides for the preparation and carrying out of plans for mitigation, preparedness, response and recovery in response to the situation, per Lake Forest Park Municipal Code Chapter 8.15.

Currently, the City of Lake Forest Park is:

- Continuing to work closely with lead agencies and the King County Public Health District, to monitor the COVID-19 outbreak.
- Staff continues to work closely with our health districts and is now meeting regularly to streamline communication and prepare, should conditions change here in our community.
- First responders play an important role in response to the virus and our first responders are taking appropriate safety measures to protect personnel and the public while responding to medical emergencies. For additional information on what fire agencies across King County are doing in response to COVID-19, visit the King County Fire Chief's Association website.

- **Meetings**

As a member of the Northshore Emergency Management Coalition (NEMCo), the administration is meeting at least twice a week with the City of Kenmore, Northshore Utility District, and Northshore Fire to coordinate information and efforts in response to the Public Health Emergency with respect to the outbreak of the Novel Coronavirus (COVID-19). The NEMCo Emergency Operations Center (EOC) is not currently operating, but may in the future should the response require more frequent coordination among the agencies.

II. Internal City Information



More graffiti in the culvert on NE 178th St @ Pfingst Animal Acres Park. We also had a large amount of graffiti in the outdoor patio/fireplace @ Brookside Park. We could not include the pictures due to the subject matter.



Vegetation Management has started for spring throughout the City.

III. Council Information

IV. Response to Citizen and Council Comments

Contract Reporting

Legislative Update

V. Community Events

- **Upcoming City Sponsored Events**

[CERT Class](#)

March 20, 2020, 6:30 PM - 9:30 PM @ Northshore Fire Department Headquarters Station 51

CERT (Community Emergency Response Team) is an organization of volunteer emergency workers who have received specific training in basic disaster response skills. The 24-hour CERT class is divided into both classroom and hands on training. Some of the training will be outside, so dress appropriately.

[The 2020 Earth Smart Green Fair!](#)

March 21, 2020, 10:00 AM - 2:00 PM @ Third Place Commons

VI. Meetings Calendar

[Planning Commission Meeting](#)

March 10, 2020, 7:00 PM - 9:00 PM @ City Hall

[City Council Work Session Meeting](#)

March 12, 2020, 6:00 PM - 7:00 PM @ City Hall

[City Council Regular Business Meeting](#)

March 12, 2020, 7:00 PM - 9:00 PM @ City Hall

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

March 19, 2020, 6:00 PM - 7:30 PM @ City Hall

[City Council Committee of the Whole Meeting](#)

March 23, 2020, 6:00 PM - 8:00 PM @ City Hall

[Parks and Recreation Advisory Board Meeting](#)

March 25, 2020, 7:00 PM - 8:00 PM @ City Hall

[City Council Regular Business Meeting](#)

March 26, 2020, 7:00 PM - 9:00 PM @ City Hall