

City Administrator Report

City of Lake Forest Park

Date: March 26, 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**

II. Internal City Information

City operations in light of COVID-19

In addition to closing City Hall to the public, the administration has taken further steps to ensure the health of employees. At the conclusion of the March 16, 2020 workweek, all non-essential personnel age 60 and older have been instructed to work from home. While we are operating with very limited staff, day to day operations are being conducted and construction projects are moving forward.

The administration continues to meet at least weekly with its NEMCo partners, and is in continued communication and coordination with surrounding jurisdictions, King County, SCA, MRSC, CDC, State Health and local and federal government officials.

Lake Forest Park earns WellCity Award

The Association of Washington Cities (AWC) recently released a list of the cities, towns, and other local governments that have earned the distinguished WellCity designation. City of Lake Forest Park is among this year's recipients. This recognition is bestowed to entities that meet the AWC Employee Benefit Trust's stringent WellCity standards and demonstrate a

commitment to employee health. When an employer meets the WellCity standards, they earn a 2% discount on their medical premiums. This is the tenth year in a row that the City of Lake Forest Park has earned this award.

WellCity recipients are all part of the AWC Employee Benefit Trust (Trust), Washington State's largest local government employee health benefit pool for cities, towns, and other local governments. Celebrating its 50-year anniversary, the Trust provides health benefits to more than 260 public entities and more than 36,000 employees and family members across the state.

Police Department

Patrol has responded to 3 death investigations in the past few weeks. None are COVID related, however officers are treating all unattended deaths the same, using full PPE, limiting time inside residence and using the "one in, one out" system.

A patrol sergeant and his girlfriend recently became ill and were sent home to be tested for COVID-19, the sergeant had no symptoms or fever, however he stayed home until her test returned negative. Only a few officers have childcare issues at this time, all are stepping up and helping out when needed.

The police department implemented several measures internally to minimize unnecessary exposure and social distancing. The police officers are still responding to all emergency calls for service and still arresting suspects for crimes being committed. Although, many directives were delivered to minimize exposure between the public and first responders.

A map/list of vulnerable areas within the city for the COVID-19 was created and officers are checking on in-home elder care facilities in our city. One center advised an officer they did not have any masks to protect staff or patients. On his own initiative, the officer was able to locate several masks and provided them to the facility. We have received great feedback from social media.



The department set up a self-check station at City Hall and the Public Works facility. While everyone is asked to stay away if they have symptoms, this is a reminder to check their well being to protect themselves and others.

III. Council Information

IV. Response to Citizen and Council Comments

Contract Reporting

Legislative Update

V. Community Events

[CANCELLED - CERT Class](#)

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

VI. Meetings Calendar

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

March 23, 2020, 6:00 PM - 8:00 PM

[CANCELLED - 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