

# City Administrator Report

## City of Lake Forest Park

Date: February 25, 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.**

**II. Internal City Information**

**Public Works Department**



After 40+ years of serving the City of Lake Forest Park in one capacity or another, Deputy City

Administrator/Public Works Director Frank Zenk has announced his retirement. Frank's last day in the office will be February 26, 2021.

Frank has shared his heartfelt thanks for creating so many great memories that he will take into his retired years and has extended his best wishes to the City of Lake Forest Park.

I would like to take this opportunity to express my personal thanks to Frank. As I have told Frank, his professionalism, knowledge, and thoughtful insight made my onboarding, and I am sure that of many others, a much easier and pleasant transition. I feel extremely fortunate to have had the pleasure of working with Frank over these past three years and know that I, and everyone at City Hall, will miss him greatly and wish him well.

### **Police Department**

Last weekend during a significant snowstorm in LFP, officers responded to multiple disabled vehicles, abandoned vehicles, road hazards, downed wires, and one traffic collision. These calls were in addition to several domestic disputes, shoplifts, and burglary calls. Officers also communicated with Public Works and Admin staff while monitoring road conditions.

#### Notable Incidents

Officers responded to a "smash and grab" commercial burglary. A window was smashed on a local business and alcohol was taken. SPD later called regarding the suspect vehicle which was reported stolen.

Officers responded to a burglary at an occupied residence. It turned out the suspect was suffering a mental health crisis that the reporting party did not recognize. Officers discovered the subject had recently been released from another agency south of Seattle, gotten on a bus, and ended up in LFP exhibiting significant crisis issues, including masturbating in the lobby of an apartment building. Subject was unable to verbally communicate, however Officers were able to successfully de-escalate and send the subject to the hospital for help.

Officers responded to two brandishing (gun) calls. One was determined to be a subject having a mental health crisis, the other was determined to be an embellishment by the caller. (No gun was ever seen or in the possession of the "suspect" in spite of that claim being made to the 911 dispatcher).

### **III. Council Information**

### **IV. Response to Citizen and Council Comments**

### ***Contract Reporting***

### **Legislative Update**

### **V. Community Events**

## Upcoming City Sponsored Events

### VI. Meetings Calendar

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

March 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.

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

March 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 Council Work Session Meeting \(virtual meeting\)](#)

March 11, 2021, 6:00 PM - 7:00 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 Regular Business Meeting \(virtual meeting\)](#)

March 11, 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 Budget & Finance Committee Meeting \(virtual meeting\)](#)

March 18, 2021, 6:00 PM - 7:30 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 Committee of the Whole Meeting \(virtual meeting\)](#)

March 22, 2021, 6:00 PM - 8:00 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 Regular Business Meeting \(virtual meeting\)](#)

March 25, 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.