



# Welcome to the City of Lake Forest Park

City Administrator Position Available—Apply by December 22, 2017



THE CITY OF LAKE FOREST PARK



“Here the laughing waters will forever make gladsome the hearts of the...dwellers.” That was from a 1912 promotional brochure for the Lake Forest Park area and nothing has really changed. The City is a placid, scenic, comfortable bedroom community of Seattle on the shores of Lake Washington. It has grown through careful planning and protected its early identity. Residents thrive on its parks and nature preserves, the close proximity to Seattle, and the pride they have for this picturesque community of abundant forests and gleaming waters.



Lake Forest Park offers no shortage of scenic venues for activities including running, hiking, biking, boating, and fishing. Its parks are not large—more like a string of pearls. Blue Heron Park offers variant flora and salmon where herons fish for lunch year round. Pfingst Animal Acres Park offers well-maintained meadows and trees as well as more salmon. The Eagle Scout Park has a fully fenced playground area dedicated to children between the ages of 2 and 5. Grace Cole Nature Park is a 15-acre wetland preserved for native plants, birds, and amphibians. Horizon View Park is at the highest point in Lake Forest Park, with meadows and fields for play and remote areas for a more peaceful stroll. This park is perfect for children, pets, and picnics. Lyon Creek Waterfront Preserve is a passive park that offers 250 feet of Lyon Creek and access to tremendous views of Lake Washington. Residents are proud of being a recipient of the Tree City Award from 2003 to 2016, a program recognizing cities for excellence in urban forestry management. Further, recognizing the influx of families, the City recently authorized the purchase of lands for two new parks.

If those are not enough, the Burke-Gilman Trail is a 27-mile rail trail in King County that runs from Golden Gardens Park on the Puget Sound, along several bodies of water, passing through Lake Forest Park before ending in nearby Bothell. This multi-use recreational, paved trail has scenic bike and hiking routes for those who love to explore. The trail is nestled among the gently rolling hills that are a prelude to the Cascade Mountains, the Puget Sound region and the Olympic Mountains are to the west, the Cascades to the east and Mount Rainier to the





south. It is only two hours to the ocean or skiing in the mountains and only three hours to Portland, Oregon, or Vancouver, British Columbia.

Rather stay in town? Lake Forest Park is a primarily residential community that offers a charming summertime farmers market (from May to October), a large bookstore, and a food court that frequently hosts events of interest to the community. The City also hosts an annual picnic in the park and a pet parade. It is an engaged and cohesive community that lacks the elitism of many waterfront locales. Neighbors know their neighbors and help one another. They also know city issues and want and expect to be heard on them. Commonly 10 to 50 residents attend Council Meetings and are not shy about expressing their opinions in a helpful way. You will not find chronic negativism here.

Lake Forest Park's proximity to Seattle is another highly desirable element, as residents have the benefit of city access while residing in quiet, peaceful neighborhoods away from the hustle and bustle of the nation's 22nd most populous city. Seattle is home to the Seattle Symphony Orchestra (which is among the nation's most recorded), the Seattle Opera and the Pacific Northwest Ballet. Sprinkled throughout Seattle are over two dozen theater venues. Then there is the Seattle International Film Festival, the annual Antiquarian Book Fair & Book Arts Show, and the Seattle Art Museum. The Woodland Park Zoo, the Aquarium, and the Pacific Science Center are popular attractions for any visitor. Another attraction is Pier 57 on Seattle's Puget Sound waterfront, which thrives with character and provides a breathtaking view on the Seattle Great Wheel, one of the largest ferris wheels in the United States.

Sports enthusiasts will enjoy such easy access to games played by the Seahawks (of the NFL), Mariners (MLB), Sounders (MLS), and Storm (WNBA)—not to mention the University of Washington and its well-respected Huskies.

Plus getting to Seattle is easy—commute options include bike trails, buses, and cars.

Lake Forest Park's housing is its largest draw, with many homes including waterfront properties. The median home value is around \$670,000 on Zillow, and a majority of the City consists of single-family housing on medium-to large-sized lots. There are no industrial areas. Lake Forest Park has seen a steady decrease in crime, largely due to community education, police department strategies, and an active citizenry. Crime rates are well below the national average for all communities, and violent crimes occur less frequently.

The City boasts two excellent public schools, Brookside Elementary and Lake Forest Park Elementary, which are served by the Shoreline School District. Parental involvement is some of the highest in the state, and the school district is very active in renovating its buildings, having undergone recent construction projects impacting Lake Forest Park, including a new gym, a new performing arts building, and the recent building of the Shorecrest High School.

Higher education options give students an array of strong choices, including the University of Washington campuses in Seattle and Bothell. Consistently ranked among the top 15 universities in the world by international publications, the University of Washington offers a massive campus of over 500 buildings, active and impressive research centers, and an excellent educational opportunity. Shoreline Community College and Cascadia Community College are nearby. Northwest University is also within a reasonable distance.

Travel is easy—Seattle is just a commute away, and from Seattle, going anywhere is possible. Seattle-Tacoma International Airport is the largest airport in the Pacific Northwest and the eighth-busiest in the country; Seattle is

also home to multiple cruise lines. Residents can enjoy the quiet and peace Lake Forest Park offers while enjoying the world at their fingertips.

A unique community, Lake Forest Park is a treasure hidden in the groves of the northwest, rife with life and flora. Residents have successfully worked for decades to maintain Lake Forest Park as a haven amidst the metropolis. With culture, scenic beauty, serenity, and recreation—this community would be a wonderful place to both work and thrive. So please dust off your resume and apply.

### HISTORY

One of Seattle’s first planned communities, Lake Forest Park was founded in 1912 by Ole Hanson as a picturesque retreat for professionals. The original prospectus for the lot sales decreed, “...all the natural beauty must be preserved; that no tree must unwittingly be cut down; that the natural wild flowers must remain; that the streams, the springs, the lake front, the nodding willows, the stately cedar, the majestic fir, the quivering cypress and the homelike maple and all the flora and fauna with which nature has blessed this lakeshore, must not be defiled by the hand of man.”

After the Great Depression, the region’s population began to grow, and World War II and the 1950s brought an explosion of suburban growth to the entire nation. As the Seattle area commercialized and grew, many feared that the urban sprawl would overcome their scenic community. As a result, citizens banded together and incorporated Lake Forest Park in 1961 with a population of approximately 3,500. That change gave residents control over how the City would develop amidst the expanding metropolitan areas. Since then, the City has protected the area through careful planning and a series of annexations which expanded its borders and nearly doubled the population.

Table 1: Lake Forest Park Demographics

2015 Estimated Population: 13,059			
Distribution by Race		Distribution by Age	
Caucasian	82.6%	0 to 15	15.3%
African American	2.6%	15 to 25	10.4%
Asian	7.0%	25 to 45	23.0%
Other	7.8%	45 to 65	32.8%
Total	100.0%	65 to 85	17.0%
Hispanic (all races)	3.9%	Over 85	1.5%

Other Statistics		Median Age	
Poverty Rate	6.0%	Lake Forest Park	46.1
		U.S.	37.4

Educational Achievement (over age 25)	
High School or Higher	96.5%
Bachelor’s Degree or Higher	55.7%

Source: U.S. Census Bureau

In 2005, plans to improve the Lake Forest Park Town Center were put into motion. The center now covers 18 acres and offers shopping, dining options, entertainment, and the City Hall. Through it all, the City has not lost its idyllic air and stunning scenery, a testament to the determination of those who built it.

### DEMOGRAPHICS

Lake Forest Park draws people who value nature and the environment while being surrounded by the activities of a metropolitan area. The nearby universities make the City an ideal location for professors and staff and an unusually large number of them have chosen to live here. (See Table 1 for more information on Lake Forest Park Demographics.)

## CLIMATE

Lake Forest Park boasts a temperate climate, with warm summers and cool winters. The winter season brings more rainfall than the summer months, which tend to be drier and warmer. The average highs for summer are around 76° F, while the average lows are in the mid 50s. The winter highs are in the mid-40s, with the average lows in the low 30s. Lake Forest Park gets an average of 38 inches of rain per year (the US average is 39 inches), and the average snowfall is only 5 inches.

## GEOGRAPHY

Seated along the north shore of Lake Washington, Lake Forest Park's southern boundary begins at the city limit of Seattle, and the City sits below Mountlake Terrace and just west of Bothell.

The City has a total area of 3.65 square miles, of which 3.53 square miles is land and 0.12 square miles is water. The two largest streams are Lyon Creek and McAleer Creek, which provide habitat for salmon. Lake Forest Park sits at an average of 69 feet above sea level. State Highways 522 and 104 are the community's major highways.

## COMMERCE

Lake Forest Park is primarily a bedroom community with very little commerce within its boundaries aside from the Town Center Mall.

## THE GOVERNMENT

Lake Forest Park is a non-charter code city with a Mayor-Council form of government. The Mayor and the seven Council Members are non-partisan and elected at large to serve four-year terms. The municipal elections are held in November of odd-numbered years and the terms are

staggered so that, barring the unforeseen, no more than four positions change every two years.

The Mayor is elected directly by the citizens and is responsible for appointing the City Administrator, City Clerk, City Attorney, Prosecuting Attorney, Finance Director, Planning and Building Director, the Public Works Director, and the Presiding Judge of the City's municipal court. The proposed appointees to each of these positions must be approved by majority vote by the City Council. The Council Members work well together and are well regarded by the community. In the November 2017 election, four seats were up for consideration. Three were uncontested incumbents and in the fourth, the incumbent prevailed. The Council Members hold the staff in high esteem and believe it to be quite strong.

The 2017-2018 budget for Lake Forest Park is \$33,243,023, and of that, the general fund budget is \$16.7 million. The City was awarded the Government Finance Officers Association Distinguished Budget Presentation Award in 2017. The City has 66 employees, divided roughly as follows: 23 in Police, 16 in Public Works, and approximately 6 each are in Finance, Planning, and Municipal Services (the City Clerk's office). The Municipal Court has 6 employees, the City Engineer has 1 and the City Administrator's office has 2. The City has two unions: the Police Guild (for sworn officers) and the Teamsters (for maintenance workers).

The City provides many of the typical city services as well as the aforementioned municipal court. It does not offer fire services (provided by Northshore Fire Department) or water (provided by three water districts and the City of Seattle). The City does provide sewer services (a small portion of the City is served by Northshore Utility District). Further, it partners with the City of Shoreline to provide recreational programs. Lake Forest Park also provides public works services to the City of Kenmore.



## THE CHALLENGES AND OPPORTUNITIES

The first challenge Lake Forest Park faces is financial. As in many cities, there is gap between what residents want and what current taxes can finance. Hence, while it is currently financially stable, resources are very tight and the staffing is lean. In the long run, the City faces a structural deficit. The new City Administrator will be expected to bring a fresh pair of eyes to the City and review operations to determine if the organization is operating optimally. Is it doing anything unnecessary? Are its processes operating as efficiently as possible? Has technology been utilized to the fullest? Is the staffing optimized and allocated ideally? How does the City provide additional services—specifically, some residents would like more parks. No one believes the City has serious issues but any savings that can be identified will be important. Additionally, the City is considering a proposal to lift the current levy lid so experience in that area will be an important plus. Communicating the City's financial capacity and how monies are spent to residents so they can understand and determine what they want to pay for will be critical.

The second challenge will be coordinating and completing a series of projects known as the Big Five. These include:

- 1) The Central Subarea Plan which involves a major visioning, zoning and regulatory study of the current commercial area known as the Town Center. The Center covers 18 acres, hosts approximately 40 tenants, (including City Hall and the local public library) and



over 1,200 community events annually. The goal is to build a strong sense of community while providing residents with efficient access and transitions to a variety of transportation options. The project is envisioned as a transit-oriented development that will include a 300-stall parking/multi-use structure and be partially funded by Sound Transit (the region's provider of bus and light rail service). The time horizon for the effort is 15 months.

- 2) Safe Streets—a transportation plan focused on improving pedestrian, biking and traffic safety and mobility on arterials and neighborhood streets while providing improved access to transit connections.
- 3) Safe Highways which involves a highway corridor plan focused on: (a) finding the right balance between efficient movement and transit access along SR 522 (Bothell Way) and SR 104 (Ballinger Way), and (b) making these highways as safe as they can be.
- 4) Healthy Creeks is the next upstream phase of the City's successful Lyon Creek restoration completed in 2015. The primary work involves the repair and replacement of a series of failing culverts. The result will allow fish to travel upstream and will improve the management of road run-off.
- 5) Parks, Recreation, Open Space and Trails (PROS-T): The PROS-T plan will result in a more complete vision for the future of the City's parks, recreation, open space and trails. It will replace the Parks and Open Space element in the City's Comprehensive Plan.

The third, significant challenge is Seattle's growth and expansion. Specifically, how does Lake Forest Park redevelop without sacrificing the character of the community? Another way of stating the problem is, how does the City avoid being trampled by the growth of its larger neighbor?

The fourth and final challenge is, while City Staff is excellent, many in the senior management team are expected to retire in the next five years. Finding and/or developing their replacements is something that will need to be addressed.

## THE IDEAL CANDIDATE

Lake Forest Park is looking for a seasoned professional who is both an outstanding manager and leader—someone with a track record of success and accomplishment. Reporting directly to the Mayor and overseeing the staff, the individual will also work closely with members of the City Council. He/she will be a partner to all the elected officials, working with them to achieve what is best for the City. The ideal candidate will be someone who is collaborative as well as a consensus and team builder. The Administrator will keep all the elected officials informed and ensure they are not surprised or learn what is happening at City Hall from the media or a resident. The Administrator will respect process but have a hint of impatience with it and a bias for action. Project management and moving projects forward will be a key to success here. Being strong and willing to offer his/her best professional advice will also be important. The elected officials want to hear what they need to hear, not what they would like to hear. At the same time, the Administrator will be energetic, intelligent, upbeat and positive—someone who is enjoyable to work with, who is calm in the face of adversity, and who has a “can do” attitude. Finally, he/she will be someone who can stay focused on the goal and help others do the same.

The ideal candidate will be an outstanding communicator—not just with the elected officials and the staff but also with the public. Serving as a spokesperson for the City, the Administrator will be articulate and write well, while understanding the importance of listening in communication. He/she will be able to translate complex

ideas into language the layman can understand. The Administrator will believe strongly in transparency and recognize that transparency builds public trust. The individual will recognize that trust comes from being accessible and out in the community—not just behind a desk at City Hall. He/she will realize more good can often be done by being at community meetings, working on intergovernmental relations, and meeting the public than by being in the office. The individual will be adept at using traditional media as well as social media to push out the City's message.

The Administrator will be analytical and a strategic thinker. He/she will see the big picture and implement the Mayor and Council's vision. The individual will be someone who is always looking to improve the organization. Resources are very limited here, yet the community is well-educated and has high expectations—expectations that sometimes exceed what they are willing to pay in taxes. Hence, ensuring the organization is optimized will be critical—processes will be as efficient and effective as possible, the right people will be in the right jobs, and the organization will be completely focused on what is needed, not what is wanted.

The individual will be proactive in predicting issues and then tackle them head on. He/she will be someone who is alert to trends—what is happening at the local, state and federal levels—and who will work to place the City in the best possible position to take advantage of changes in its environment. When a problem is on the horizon, the City Administrator will deal with it before it becomes an issue. For example, if they outgrow City Hall, then deal with it early and not wait until it is critical.

The ideal candidate will be a manager who takes the elected officials' vision and works with the staff to translate it into goals, objectives, action plans and timelines to be implemented. At the same time, the individual will flexible

and open to the ideas of others. He/she will be a team builder and not be a micromanager. The ideal candidate will step back and let colleagues and staff members do their jobs. The individual will expect to be kept informed and believe strongly in accountability. He/she will have high, but realistic, expectations and be supportive. The ideal candidate will be a mentor, helping staff members to grow and improve themselves. As noted, the organization is very lean, so the individual must be willing to roll up his/her sleeves to help out when appropriate and necessary. Being a small organization, the staff in many ways is a family. Ideally, the next Administrator will continue that tradition. Maintaining a positive environment where morale is high will be important. Having a sense of fairness as well as a sense of humor will be significant pluses.

The best candidate will have outstanding financial skills. As noted, resources are tight so managing them wisely will be important. At the same time, the individual will realize that sometimes the public's expectations exceed the current and/or projected revenue streams. Experience working with elected officials and the public to understand and resolve the difference between those constraints and expectations will be a significant plus. That could mean an increase in the levy cap or a reduction in services. Experience working with unions will be important, as will be knowledge of local government law. The ideal candidate will recognize the limits the latter places on actions, but also be creative in terms of finding solutions. Often, one can achieve virtually the same end by taking a slightly or significantly different approach. Experience with transit-oriented development, intergovernmental relations (local, state and federal) and increasing diversity throughout an organization will also be significant pluses.

The ideal candidate will have a bachelor's degree in business administration, public administration, public policy or related field and at least five years of experience as a City Manager or in a comparable position.



This position is an excellent opportunity and one where everything is in place for the next City Administrator to be extremely successful for the long term.

## COMPENSATION

The salary range is \$131,186 to \$162,335 and the actual salary will depend on qualifications and experience. Benefits are excellent. The City Administrator will be part of the Washington State Public Employees Retirement System unless he/she chooses to opt out.

## THE CURRENT CITY ADMINISTRATOR

The current City Administrator is retiring on March 31, 2017, after almost six years of service to the City.

## RESIDENCY

Residency within the city limits is not required, but is preferred. At the very least, the selected candidate should plan to live nearby.

## HOW TO APPLY

E-mail your cover letter and resume to [Recruit39@cb-asso.com](mailto:Recruit39@cb-asso.com) by December 1, 2017. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025.

## INTERNAL CANDIDATES

While internal candidates may apply, the City is truly looking for the best person. The Assistant City Administrator is not interested in the position.

## CONFIDENTIALITY

Candidate names will not be released without the candidates' permission. However, it is expected that, after the City selects finalists, some form of public participation will be incorporated into the candidate evaluation process and the finalists' names will be released.

## THE PROCESS

Applications will be screened between December 22, 2017 and January 2, 2018. Finalists will be selected on January 10. A reception and interviews will be held on January 18 and 19, 2018. A selection will be made shortly thereafter. The new City Administrator is expected to start no later than mid-March, providing an overlap period with the current and retiring City Administrator.

## OTHER IMPORTANT INFORMATION

The City of Lake Forest Park is an Equal Opportunity Employer and encourages women, minorities and veterans to apply.

## ADDITIONAL INFORMATION

For additional information about the City visit:

<http://www.cityoflfp.com/>

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