

City Administrator Report

City of Lake Forest Park

Date: October 27, 2022

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.

Police Department

Officers worked extensively with an elderly subject living in their vehicle. The subject had been evicted from a local apartment after a significant rent increase, is awaiting surgery and has mobility issues. Multiple complaints from residents regarding this subject being parked in the neighborhood led to officers finding a safe place for them to park and access to shower facilities until a more permanent living situation was found.

Officers were called by a subject who located what they believed to be cremated human remains. Officers recovered the remains and were able to locate next of kin.

Officers responded to a robbery on the Burke Gilman trail. While riding his bike on the trail the victim was grabbed by the suspect and fell off his bike. The victim and the suspect then struggled over the bike until witnesses intervened. The suspect was taken into custody and booked into the King County Jail.

Officers responded to a subject who was attempting to set his hair on fire with a butane torch. Officers detained the subject who was later sent to the hospital for a mental health evaluation.

II. Internal City Information

Public Works Department

Routine stormwater management system maintenance work has begun and will continue through the end of the year. This includes cleaning catch basins and drainpipes, and performing miscellaneous repairs and cleaning of stormwater treatment and flow control facilities to maintain proper facility function. This work is driven by NPDES municipal stormwater permit requirements and helps reduce stormwater-borne pollution of the City's surface waters, Lake Washington, and Puget Sound.



Within the next several weeks, DPW expects to share details of an online open house currently being developed as part of the City's Stormwater Management Action Planning process, which we expect to complete and submit to the WA Department of Ecology by March of next year. This interactive tool will enable residents and other local stakeholders to provide valuable input regarding preferred types, locations, and amounts of stormwater management action (e.g., capital improvement projects, operational adjustments, policy changes) to be included in the City's plan.

Municipal Services Department

Passport Services

During the month of October, we processed 260 passports with 177 photos, for a total revenue of \$11,932

Month	Passport Revenue	Photo Revenue	Total
October	\$9,100	\$2,832	\$11,932

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

One contract was approved administratively during the reporting period: Amendment 2 to the agreement for primary public defender services with Stewart MacNichols Harmell, Inc. PS. Amendment 2 extends the term through December 31, 2023.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

[Climate Action Committee Meeting \(hybrid meeting\)](#)

November 1, 2022, 7:00 PM @ City Hall and via Zoom

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

November 2, 2022, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[City Council Special Meeting \(hybrid meeting\)](#)

November 3, 2022, 6:00 PM - 9:00 PM @ City Hall and via Zoom

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

November 8, 2022, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[North King County Coalition on Homelessness](#)

November 10, 2022, 1:00 PM - 3:00 PM @ This meeting will be held virtually.

[City Council Work Session Meeting \(hybrid meeting\)](#)

November 10, 2022, 6:00 PM - 7:00 PM @ City Hall and via Zoom

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

November 10, 2022, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[City Hall Closed \(Veterans' Day Holiday\)](#)

November 11, 2022, 9:00 AM - 5:00 PM

[CANCELED City Council Budget & Finance Committee Meeting \(hybrid meeting\)](#)

November 17, 2022, 6:00 PM - 7:30 PM @ City Hall and via Zoom

City Council Special Meeting (hybrid meeting)

November 17, 2022, 6:00 PM - 8:00 PM @ City Hall and via Zoom

Parks and Recreation Advisory Board Meeting (hybrid meeting)

November 23, 2022, 7:00 PM - 8:30 PM @ City Hall and via Zoom

City Hall Closed (Thanksgiving Day Holiday)

November 24, 2022, 9:00 AM - 5:00 PM

City Hall Closed (Native American Heritage Day Holiday)

November 25, 2022, 9:00 AM - 5:00 PM