

# City Administrator Report

## City of Lake Forest Park

Date: December 12, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French  
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.**

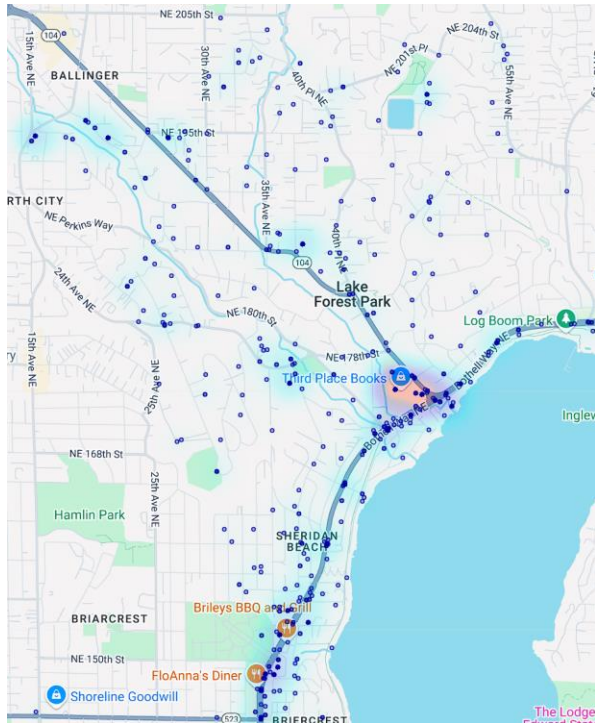
#### **Bomb Cyclone Response**

- Public Works Crew was placed on emergency standby on November 19.
- Public Works Crew and Superintendent worked until dark on November 20 – 23 and until roughly noon on November 24, removing storm debris and assisting Seattle City Light crews in removing downed trees when it was safe to do so.
- Public Works Crew engaged the city's contract Vactor truck to keep the Beach Drive lift station operational, as it lacks an emergency generator.
- Using a portable generator, Public Works Crew physically visited over 50 homes that rely on city-maintained grinder pumps to avoid backups into their homes.
- NEMCo Emergency Manager worked throughout the event coordinating with Public Works, King County EOC, Seattle City Light EOC, and keeping the City Administrator and Mayor up to date.
- While city hall was closed on November 20, it reopened the next day to provide basic services to residents, passport services, and as a charging station for personal portable devices. NEMCo provided additional power outlets (surge protectors) to ensure demand could be met, and priority was given to medical devices over other personal items, such as cell phones. Charging station services were offered through Saturday afternoon with the help of NEMCo Volunteers staffing the station so that city passport staff could focus on their primary duties.

- A “hot wash” was conducted with the Chief of Police on Tuesday the 26<sup>th</sup>, but a more formal after-action review will be held in the coming weeks to analyze outcomes of the response to the event, identify areas for improvement and areas of strength, followed by an after-action report to council.



**Police Department**



**Police incidents heatmap for November 2024:**

Each blue dot is an incident generated by dispatch or an officer. This map represents **816** Call Incidents in **November**

Traffic General	282
E911	46
Questionable Activity	43
Alarm	31
LFPPD Warrants	31
Contact of a Person	24
Welfare Check	18
Theft	16
Traffic Collision	15
Order Service	11
Disturbance	6
Mal Misch	6
Fire Assist	5
Harassment	5
MV Theft	3

**Case Reports Taken for November 2024**

Theft	9
Trespass	6
Graffiti	4
Warrant arrest	3
MV theft	3
APS	3
Domestic	2
Death investigation	2
Recovered Property	1
False information	1

MV prowl	1
Burglary	1
Order Violation	1
Behavioral Health	1
Fraud	1
DUI	1
Malicious mischief	1
CPS	1
Informational report	1

**Total – 43**

**Notable Incidents:****Child Protective Service (CPS) Referral**

Officers initiated an investigation upon receiving a CPS referral. The allegations involve an unwanted touching between two juveniles. Investigation is in progress.

**Theft**

There were thefts of two motor vehicles. No leads at this time.

**Welfare Check**

Officers responded (twice) to a suspicious person (Mark Goodwin) yelling and creating a disturbance. Using deescalating techniques, they were able to calm him down. Later in the day, he was arrested for an unrelated crime.

**Juvenile Problem**

Officers responded to an “out of control” party with approximately 100 juveniles drinking and being loud. Officers talked to the owner of the residence. The same situation occurred later in the evening in another location.

**Behavioral Health Contact**

Officers responded to a civil dispute that escalated into a behavioral health situation involving an 18-year-old female with mental health challenges. The young woman, who had been staying with friends in exchange for childcare, was asked to leave, sparking a loud argument. Sgt. Parrish and Crisis Responder (CR) Sherry Sternhagen co-responded to address the situation. Sternhagen calmed the distressed individual, de-escalated the tension, and connected her to support services, while Sgt. Parrish monitored from a distance.

The presence of the Crisis Responder was instrumental in avoiding the use of force, which might have been necessary otherwise given the individual’s comments about self-harm. The co-response model proved effective, enabling a compassionate resolution and freeing the officer for other duties. The report highlights the importance of mental health professionals in police responses and commends Sternhagen’s skilled intervention.



commitment from our RCR Crisis Responders.

In this picture, the young woman is in the middle between her mother (sitting to the right) and Sherry (sitting on the left). It was raining, cold and Sherry just shared an emergency blanket with the young woman as they sat under a carport. All are sitting on the pavement and Sherry is engaging the very upset young person while sitting next to her. This shows a real level of understanding and

**Welfare Check**

An intoxicated bicyclist fell on the ground and hit his head. Officers and fire department personnel responded to the accident and provided first aid. The bicyclist was transported to Harborview for medical evaluation.

**Theft**

Officers responded to a theft of liquor from Rite Aid. The subject, a resident of the Sacred Medicine House, was promptly caught and arrested.

**Welfare Check**

A subject on drugs was passed out at the bus stop. Officers responded and tried to provide services. Unfortunately, the subject refused it and took the bus.

**Disturbance**

A citizen called 911 because a subject, who was walking in the middle of the street, was threatening drivers with a stick. Officers found and contacted the subject. The subject, who resides at the Sacred Medicine House, was heavily intoxicated. He was sent to the Hospital for treatment.

**Fraud**

An electronic fraud where the victim is the coffee stand's owner. The investigation is in progress.

**Citizen Assist**

Ofc. Godsil was contacted by a person who stated that he was carjacked in Seattle and believed that the stolen car was now in Lake Forest Park. Seattle PD was advised. The car was eventually found in the McDonalds' parking lot in Seattle and Seattle PD responded.

**Harassment**

A citizen called the police stating that he has been harassed, by phone, by an unknown person who stated that he will disclose the victim's private info if he doesn't pay. Investigation is in progress.

**Traffic Accident**

An Airbnb customer accidentally drove into the Airbnb residence and ended up in the living room. Patrol and fire department personnel assisted with the incident. No injuries.

**Welfare check**

An intoxicated subject was laying on the sidewalk. Patrol responded immediately and provided courtesy transport to his residence.

**Theft**

Officers responded to a theft in progress at Albertsons. Two subjects stole a large quantity of toothpaste and condoms and left before the officer's arrival.

**Disturbance**

Three subjects in Ross Stores made other customers uncomfortable. Upon officers' arrival, they decided to buy only a few items and left.

**Disturbance**

Officers have responded numerous times during the last couple of weeks to a residence where a parent, with dementia, complains about her son. Nothing physical and the evidence does not support the parent's version of the facts.

**Recovery of stolen vehicles**

Seattle PD advised our officers that they had just recovered one of our stolen vehicles. There were no leads.

**Theft**

A citizen advised that somebody had stolen his UPS package from the front porch. No leads.

**Harassment**

A citizen called the police because she believes that her niece and an LFPPD officer (Hernandez) are following and harassing her. Ofc. Gouin explained that we don't have an officer called Hernandez and explained how to obtain a no-contact order.

**Missing Juvenile**

Officers initiate an investigation regarding a missing 16-year-old male. Eventually they found him (he was at a friend's house).

**Welfare Check**

A 74-year-old male with multiple health problems passed away in his bed. Nothing suspicious.

**Welfare Check**

A developmentally disabled male in his twenties, walked away from a group home. As the officers started the search, they were advised that the subject was eventually found as he was walking back to the facility.

**Recovered Property**

Officers on proactive patrol found two stolen cars in the 19200 Block of Forest Park Dr. NE.

**Vehicle prowl**

A vehicle prowl in progress. The suspect left before the officer's arrival.

**Traffic Accident**

A vehicle ran off road into another vehicle, then collided with a tree. The neighbor pulled the unconscious driver out of the car. The driver went to Harborview with serious injuries.

**Disturbance**

Officers were called by Rite Aid employees because an intoxicated subject was yelling and throwing things around just outside the store. The subject was trespassed from the Town Center.

**Attempted Theft**

Officers were called at the Ross store because three subjects were acting suspiciously. When the suspects saw the officers, they decided to buy a couple of small items and leave.

**Domestic Violence**

A Thanksgiving Day domestic incident occurred between two sisters. One sister, from out of town, came to visit the family and, after having some "edibles", started to fight. No probable cause for assault.

**Marine incident**

A citizen called police because he saw a capsized boat in the water. It turned out that it was a large buoy and not a boat.

**Burglary**

An occupied residential burglary occurred around 3:30am in the Hillside area. Two suspects broke the door, and the resident confronted the suspects. The resident was hit with a blunt object. Suspects left in a vehicle before officers arrived (within a few minutes). The cash from the victim's wallet and a laptop were taken. Investigation in progress.

**Malicious mischief**

A bus shelter and ATM were tagged. No leads currently. Public works notified to clean up.

**Behavioral health**

A 911 call started as a disturbance, a possible domestic violence incident. The investigation revealed that one of the subjects was mentally unstable and needed to go to the hospital for evaluation.

**Stolen Vehicle Recovery**

Officers found a stolen vehicle at the Watercrest complex occupied by two subjects. Officers blocked the vehicle, woke up the driver, and he was arrested.

**Theft**

A vehicle theft occurred in the 19220blk of 46<sup>th</sup> AVE NE.

**Sacred Medicine House**



Over the past several weeks, residents of the Sacred Medicine House have been involved in multiple incidents, including theft, disturbances, and welfare checks. In response, it was decided to reach out to the organization's leadership to address the issue. Lt. Zanella met with L.

Jordan, the Chief Program Officer of Sacred Medicine House, who expressed appreciation for LFPPD's proactive and community-focused approach. Currently, Chief Jordan and Lt. Zanella are collaborating to develop a plan aimed at resolving the problem effectively.



## Halloween at the Town Center



On the evening of October 31st, members of the LFP Police Department participated in a festive Halloween event at the LFP Town Center, spreading joy and connecting with the local community.

The event was led by Chief Harden, Lt. Zanella, and Officers Benjamin, Johnson, and Carlsrud, who made appearances in our police “costumes”. The officers had a great time with the community by handing out goodie bags through the mall, creating a welcoming and fun atmosphere for all who attended.



The officers also took part in numerous photo opportunities, posing for pictures with children and parents, all dressed in their Halloween costumes. This provided a friendly interaction between law enforcement and the community, fostering positive relationships in a relaxed and fun setting.



The LFP Police Department’s involvement in the Halloween festivities highlighted their commitment to community engagement and building stronger bonds with the residents they serve. Huge shout-out to Third Place Commons for putting on the event and letting us join!



Photo opportunity with past Councilmember and Deputy Mayor Phillipa Kassover.

## **State Accreditation**

📣 Exciting News for Our Police Department! 📣



We are beyond excited to share that our Police Department has successfully completed the rigorous accreditation program that certifies we are operating under best practices and standards for law enforcement. This achievement, administered by the Washington Association of Sheriffs and Police Chiefs (WASPC), involved a challenging seven-phase process over several months. This reaccreditation process is done every four years and this year we passed with no findings.

Accreditation is a thorough evaluation where law enforcement agencies are assessed on a wide range of operational and administrative standards. The process ensures that our department adheres to the highest levels of professionalism, accountability, and efficiency, covering everything from policies to training and technology.

Being accredited demonstrates our commitment to administrative and operational effectiveness, fair recruitment and employment practices, better records management, improved technology use, and enhanced officer health and safety, among other essential functions. This is a huge step forward in providing the best possible service to our community while ensuring public trust and accountability.

As Police Chief, I am very proud to be accredited by WASPC because it means our department has achieved the highest professional standards for policing. Out of nearly 300 law enforcement agencies in Washington State, only about 130 are accredited. That means just 31% of agencies have reached this prestigious status, and we are proud to be part of this select group!

This 4-year process requires dedication and teamwork, and we want to send a huge congratulations to Lt. Adams and the entire accreditation team for their hard work and commitment. Thanks to their efforts, we've achieved this significant milestone.

Here's to our continued progress, strengthening community trust, and upholding the highest standards in law enforcement! 🚓💖



### Rotary Hunger Strike



On November 11th, Chief Harden participated in the LFP Rotary Hunger Strike, a charity event aimed at raising funds for the Harvest for Hunger program. The event, which took place at Spin Ally in Shoreline, featured our community members coming together to support the cause through a friendly

bowling competition.

Chief Harden, along with other local Rotarians, Shorecrest students (Interact), took part in the event, using the opportunity to raise awareness for the important work of the Harvest for Hunger program. The event included “Interact,” which is Rotary International’s service club for young people ages 14 to 18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but are self-governing and self-supporting. The event successfully combined fun and philanthropy, with all proceeds going toward providing food and support for those in need within the local community.

The participation of Chief Harden highlighted the Police Department’s ongoing commitment to supporting local charities and fostering strong community ties. The Rotary Club’s efforts in hosting this event were fantastic, and it was a great success for the initiative.

### Officer Coleman and K9 “Bella”



We are excited to introduce K9 Officer Bella and her handler, Officer Coleman. They were certified by Washington State on November 23, 2024, and have already begun their work detecting drugs. Officer Coleman recently attended an LFP Rotary meeting, where he introduced K9 Bella to the group.

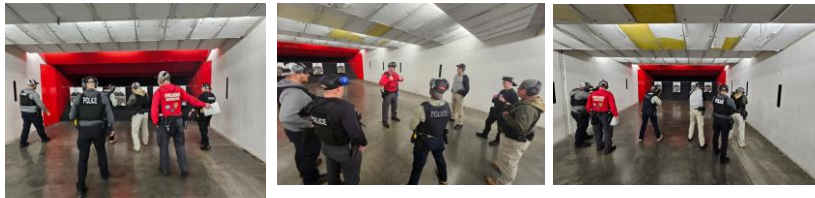
Officer Coleman and K9 Bella will be formally introduced to the City Council and the community at the next council meeting on January 9th, where they will provide more information about their unit!

### **In-Service Training**



In October and November, officers completed the Fall In-Service training at Westcoast Army North. The training is part of ongoing professional development, in which officers focus on improving firearm proficiency and tactical skills. The training included qualifications in pistols and rifles, ensuring officers meet the required standards of accuracy and handling. In addition, a low-light condition qualification was conducted to enhance officers' ability to perform effectively in reduced visibility situations.

Officers also completed backup handgun qualifications as part of the training. Following the qualifications, additional handgun training was carried out, with an emphasis on low-light scenarios and moving/shooting techniques. These exercises aim to improve officers' readiness and adaptability in real-world situations, ensuring they are prepared for a variety of challenges they may face in the field.



### **ABLE Training**

The Lake Forest Park Police Department is pleased to announce that all sworn officers have attended and successfully completed the 2024 reinforcement module of the "Active Bystandership for Law Enforcement (ABLE): An Update on the Science refresher course.

The ABLE Project serves as a national resource for training, technical assistance, and research aimed at fostering a police culture where officers regularly intervene—and welcome interventions—when necessary to prevent misconduct, reduce errors, and support officer wellness.

The goals of promoting active bystandership in law enforcement include:



- Strengthening police-community relationships
- Minimizing unnecessary harm to civilians
- Reducing unnecessary harm to officers
- Lowering the risk of job loss for officers
- Enhancing officer health and wellness
- Increasing job satisfaction for officers
- Reducing the risk of lawsuits against the department, city, and individual officers
- Improving public satisfaction with their law enforcement agency

Lieutenants, Lt. R. Adams and Lt. D. Zanella, are the certified ABLE instructors.

**Northshore Emergency Management Coalition (NEMCo)**

In addition to helping to coordinate response efforts to the recent storm in Lake Forest Park, the NEMCo Emergency Manager monitored the response efforts within the City of Kenmore and across the entire jurisdiction of Shoreline Fire Department. While the most significant impacts throughout the area were caused by prolonged power outages, Shoreline Fire Department responded to approximately 140 calls within the first 24 hours of the event. They were able to effectively manage these calls by entering a 'Resource Emergency' mode that allows their duty Battalion Chief or Deputy Battalion Chief to directly control the dispatch of units to all non-emergent calls. These are calls that do not pose an immediate risk to life and are more service-orientated in their response than emergent calls. Shifting into this mode helps them to triage service requests with maximum efficiency and keeps Shoreline Fire resources within our district (rather than being automatically dispatched out of district for mutual aid).

NEMCo also assisted both Lake Forest Park and Kenmore with setting up charging stations at both city halls that served approximately 100 citizens in total (the larger contingent coming from the City of Kenmore), as well as coordinated with neighboring cities to ensure that locations like the Shoreline/Lake Forest Park Senior Center and other public spaces were available to the public. In addition to staffing the charging station, a group of NEMCo Volunteers at Lake Forest Park City Hall were on hand on Saturday to provide information to the public about expected power restoration and answer other questions as they arose.

The NEMCo Community Outreach Subcommittee also created and distributed Winter Preparedness Tips (see below) and continued to advertise for the Community Emergency Preparedness Workshop being hosted at Station 61 in Shoreline on December 7<sup>th</sup>. This class has 25 participants registered to learn about how to best prepare for disaster events and is a great way for our members to better prepare for the coming winter.

As part of our regular operations, the NEMCo Emergency Manager continued to teach Basic First Aid/CPR/AED training to Lake Forest Park employees. However, due to the storm, only half of these classes were completed. The remaining two classes will be rescheduled for after the new year. To be better prepared to teach these classes, the Emergency Manager also completed a Wilderness First Aid Class. This is an important course because, as the American Heart Association curriculum explains, wilderness is any location where it would take first responders more than an hour to reach. In a disaster situation where resources are stretched, this may be our own backyards.

Lastly, but certainly not least, NEMCo volunteers conducted training on how to fill and stack sandbags during flooding events. This training was conducted at Shoreline Public works and will help their Public Works Department have about a pallet of sandbags immediately available if a flooding event occurs within their jurisdiction.



2024-1

# WINTER PREPAREDNESS TIPS

**NEMCo** focuses on educating our community about a variety of emergency preparedness activities, from preparing for disasters to offering seasonal preparedness tips. This edition of our NEMCo newsletter will focus on numerous safety and preparedness tips to help everyone better manage winter conditions.

### STAY SAFE THIS WINTER!

<b>Home Winter Preparedness Checklist</b>		
<input type="checkbox"/> Select Foods <small>See Additional Checklist</small>	<input type="checkbox"/> Warm Clothing <small>Hats, Mittens, Parkas, Boots</small>	<input type="checkbox"/> Flashlights & Extra Batteries
<input type="checkbox"/> Disposable Dishware <small>Plates, Bowls, Utensils</small>	<input type="checkbox"/> Extra Blankets	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Specialty Items <small>Medis, Infant Formula, etc.</small>	<input type="checkbox"/> Matches <small>For Candles &amp; Gas Fireplaces</small>	<input type="checkbox"/> Cell Phone <small>Fully Charged</small>
<input type="checkbox"/> Portable Radio <small>AM/FM/Wx Radio &amp; Batteries</small>	<input type="checkbox"/> Shovel/Snow Blower <small>Check condition &amp; maintain</small>	<input type="checkbox"/> Firewood <small>For Wood Fireplaces</small>
<b>Car Winterization Checklist</b>		
<input type="checkbox"/> Check Engine Fluid Levels <small>Oil, Coolant, Washer Fluid, etc.</small>	<input type="checkbox"/> Inspect Tire Tread <small>Replace if Near Wear Limit</small>	
<input type="checkbox"/> Test Battery <small>Replace if Necessary</small>	<input type="checkbox"/> Install Snow Tires if You Own a Set	
<input type="checkbox"/> Use Deicing Washer Fluid <small>Clean Windshield at Low Temps</small>	<input type="checkbox"/> Test Headlights & Taillights	
<input type="checkbox"/> Switch to Synthetic Oil <small>Handles the Cold Better</small>	<input type="checkbox"/> Add & Inspect Winter Survival Kit	
<b>Home Winter Survival Food Checklist</b>		
<input type="checkbox"/> Canned Fruits and Vegetables <small>Requires a Manual Can Opener</small>	<input type="checkbox"/> Bread and Condiments <small>Keep Bread Frozen to Last Longer</small>	
<input type="checkbox"/> Crackers, Nuts, Fruit Bars, Chips <small>High Energy Foods</small>	<input type="checkbox"/> Cereal and Toaster Pastries	
<input type="checkbox"/> Soups <small>Some Soups Require Water or Heating</small>	<input type="checkbox"/> Meals Ready to Eat (MREs)	
<input type="checkbox"/> Cookies and Hard Candy	<input type="checkbox"/> Bottled Water <small>1 gallon per person, per day (for at least 3 days)</small>	
<b>Car Winter Survival Kit Checklist</b>		
<input type="checkbox"/> Flashlight & Extra Batteries	<input type="checkbox"/> Blankets/Sleeping Bag	<input type="checkbox"/> Extra Clothing <small>Hats, Mittens, Parkas, Boots</small>
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Non-Perishable Food <small>Granola Bars, Dried nuts, etc.</small>	<input type="checkbox"/> Sand/Kitty Litter <small>Used for Traction</small>
<input type="checkbox"/> Snow Shovel	<input type="checkbox"/> Bottled Water	<input type="checkbox"/> Cell Phone & Charger
<input type="checkbox"/> Ice Scraper with Brush	<input type="checkbox"/> Booster Cables	<input type="checkbox"/> Flares/Triangles & other Road Obstacles

### Get Your Home Ready

A concern during winter storms is their ability to cause power outages and trouble traveling, essentially immobilizing the region.

[Preparing Your Home For a Winter Storm](#)  
[Winter storm safety | Red Cross](#)

#### Items to Check:

- Have your chimney or flue inspected.
- For older adults, keep an easy-to-read Thermometer inside your home.
- Secure all lawn furniture and appliances against wind events.
- Clear all roof drains, gutters, and downspouts.
- Have your home heating system inspected prior to the cold weather.
- Check your home generator for operation and be sure you have extra fuel.
- Insulate all water lines and hose spigots.

### Generator Safety

- Never use generators, gas or charcoal grills, camp stoves, or similar devices inside your home, in basements, in garages, or near windows. The fumes are deadly.
- Generators should be located at least 20 feet from any window, door, or vent and in a space where rain and snow will not reach them.
- Protect yourself from carbon monoxide (CO) poisoning by installing a battery-operated CO detector. [Generator safety | NFPA](#) [Power Outages and Indoor Air Quality | EPA](#)



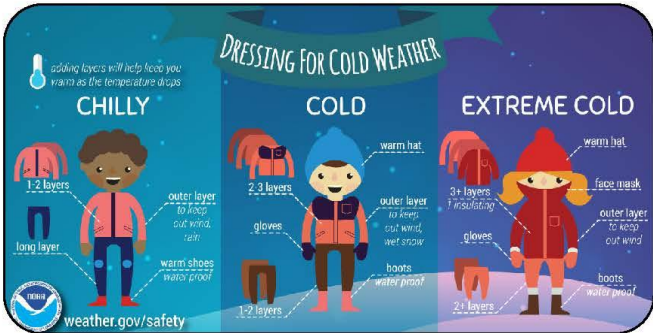
**Winter Preparedness Tips.** While most resources are from governmental entities, we are also offering a selection of other web resources. This does not imply endorsement of any particular person or business.

[WWW.NorthShoreEMC.com](http://WWW.NorthShoreEMC.com)



SCAN ME

**VOLUNTEERS TRAINED TO PROVIDE EMERGENCY PREPAREDNESS AND AMATEUR RADIO COMMUNICATION SERVICES TO THE NORTHSHORE COMMUNITIES.**



Click picture to goto weather.gov/safety

### Medications

Preparing for winter with medicines involves a few key steps to ensure you stay healthy and your medications remain effective:

- **Stock Up:** Ensure you have a well-stocked medicine cabinet with essentials like pain relievers, cold and flu treatments, digestive aids, and first aid supplies
- **Check Expiry Dates:** Dispose of expired and replace them as needed.
- **Store Properly:** Keep medications in a cool, dry place away from direct sunlight and moisture. Some medications may have specific storage requirements, so be sure to follow those instructions.
- **Emergency Plan:** Have an emergency plan in place for power outages, which may affect refrigerated medications or power-dependent medical devices. Consider having a backup power source or alternative storage solutions. Have a paper copy of your Medications in case you need to obtain emergency supplies from a pharmacist.
- **Stay Informed:** Keep an eye on weather forecasts and be prepared for potential winter storms that could impact your ability to get to the pharmacy or doctor.
- [Preparing Your Medicine for an Emergency | CDC](#)

### Additional Resources

- [When you Should be Winter Ready \(Ready.gov\)](#)
- [Winter preparedness | NEMCo](#)
- [www.weather.gov/safety/winter](http://www.weather.gov/safety/winter) | National Weather Service

### Winter Checklist

- Dress for the weather and for walking long distances - coats, boots, rain gear, and comfortable shoes.
- Identify the hazards in areas you frequent the most.
- Know how to communicate and who you will communicate with during severe weather or any disaster.
- Each family member, including your pets, should have an individual "GO KIT" at home, work, and school.
- Learn where to obtain severe weather and disaster information for home, work, school, and car.
- Listening to a battery operated NOAA Weather Radio receiver

### Prepare Your Car

- Create an emergency supply kit for your car. Include road flares, jumper cables, sand, a flashlight, warm clothes, blankets, bottled water, and non-perishable snacks.
- Keep fuel level at half or above.
- Check your tires and spare tire (including inflation) and know how to use the car jack.
- Be sure you have water for 2-3 days in your vehicle (for each person and pet).
- Check that your flashlights are operational, and be sure you have extra batteries.
- Be sure you have sand and two blocks of wood for traction.
- Portable power stations to quickly charge batteries and inflate tires



[WWW.NorthShoreEMC.com](http://WWW.NorthShoreEMC.com)



SCAN ME

**VOLUNTEERS TRAINED TO PROVIDE EMERGENCY PREPAREDNESS AND AMATEUR RADIO COMMUNICATION SERVICES TO THE NORTHSHORE COMMUNITIES.**

## II. Internal City Information

### Finance Department:

Trish Andrus was promoted to the Accounting Supervisor role in October, and we are excited to welcome her into the new role, being promoted from a Finance Specialist to an Accounting Supervisor for the City.



Finance Director Lindsey Vaughn is also giving back to the Northwest Women's Leadership Academy by participating as a recent graduate of Cohort #5 to assist with the portion of "Know your Budget" over the next couple of Fridays to help educate Cohort #6 with the importance knowing your entity's budget, policies, and the importance of the rules and regulations. In Lake Forest Park, over the past five months during our budget process, we have internally commonly referred to the concept as knowing the *color of money*.

### Municipal Services Department

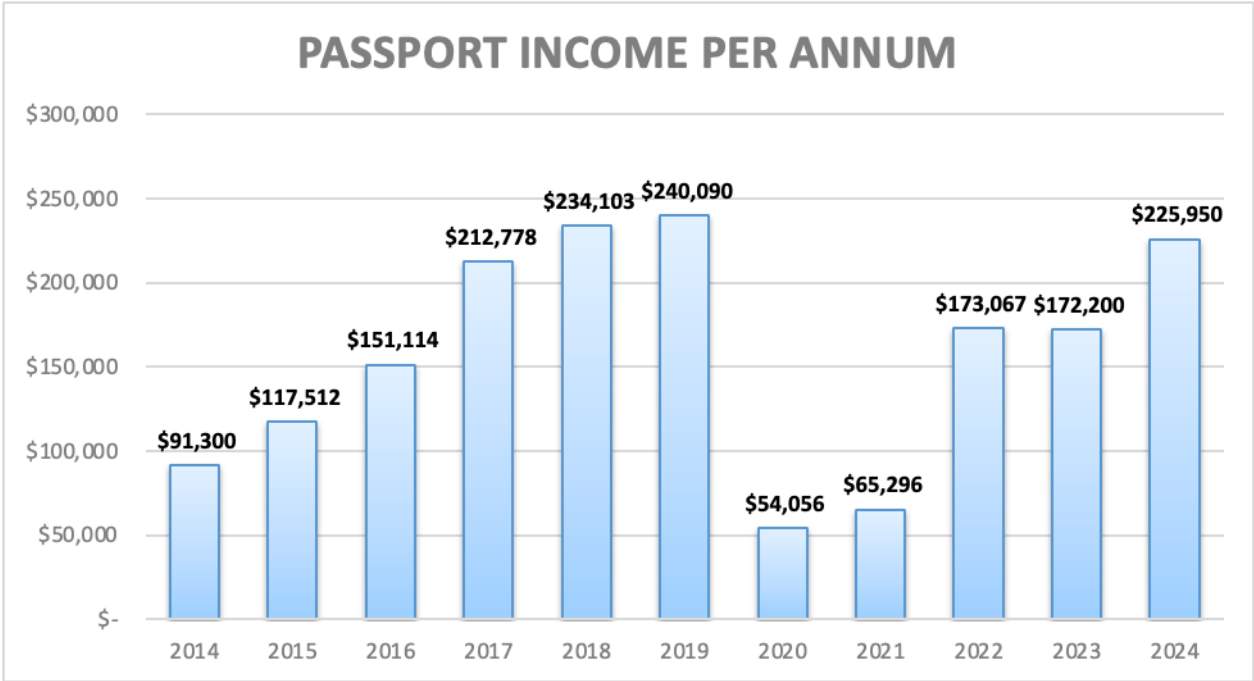
#### **Records Requests**

So far, in 2024, 290 police department record requests have been fulfilled, requiring over 140 hours of staff time. 145 regular public records requests have been made, requiring over 387 hours of staff time. Eleven public record requests are currently open, requiring over seven hours of staff time.

#### **Passport Services**

So far, through November 2024, we have processed 4,711 passports with 3,069 photos for a total revenue of \$225,950. By comparison, in 2023, there was a total revenue of \$172,200.





**Community Development Department**

**Comprehensive Plan Periodic Update**

The periodic update effort for the 2024 Comprehensive Plan Update is concluding after an intensive, two-year public process, as required under the Growth Management Act (GMA). A required public hearing was held at a special meeting of the City Council on December 2, 2024. The environmental review under the State Environmental Policy Act (SEPA) included a determination of nonsignificance by the city’s SEPA Responsible Official and a comment period ending Tuesday, December 3, 2024. No SEPA comments were received. The required 60-day review of proposed amendments by the WA State Department of Commerce concludes December 8, 2024.

Any remaining comments, or new comments received, will be discussed and considered by the City Council at the regular meeting of December 12. An ordinance for potential action is included. The Periodic Update is due by December 31, 2024 pursuant to the GMA. Work on amending the Comprehensive Plan will continue in 2025 with an annual docketing effort, primarily involving a mandated stand-alone climate element. One voluntary annual docketing amendment is allowed per year and all 2025 amendments will be grouped into this one permissibly effort.

**Chase Bank at Town Center**

As the Council is likely aware, Chase Bank is relocating within Town Center to the structure across the parking lot, previously occupied by Bank of America. The complete interior remodel and upgrade of the existing building is nearing completion and staff is coordinating with the

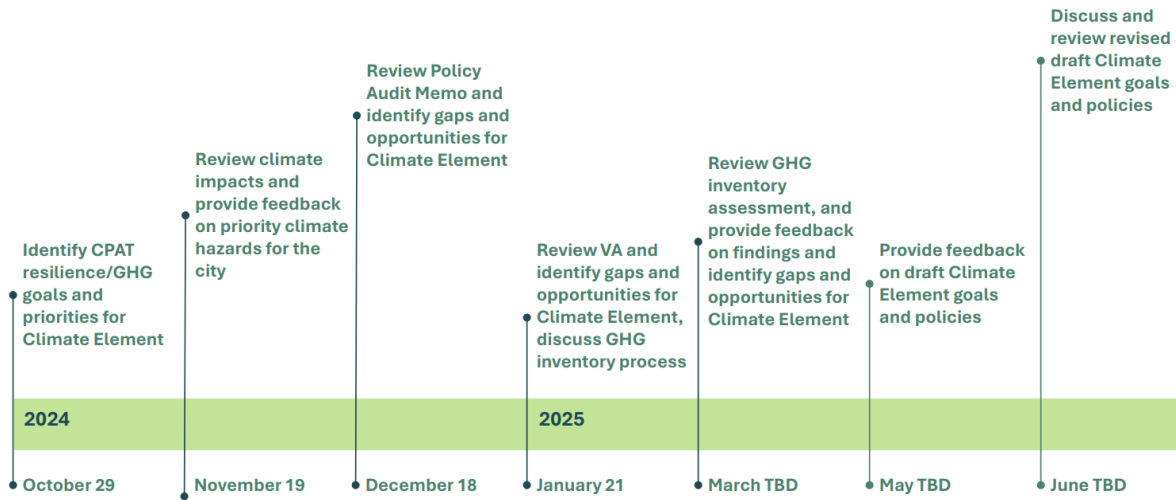
project representatives to issue a temporary certificate of occupancy (TCO) once all life safety and primary work is completed. The TCO will be specific to allow work crews and future staff to bring in equipment and supplies in preparation for a public opening. No public operation will occur until full completion and a certificate of occupancy is issued. It is anticipated the public opening will occur soon, in the coming week or so.

### **Climate Policy Advisory Team (CPAT) continues work on creation of a new Climate Element**

The Climate Policy Advisory Team is temporarily established to advise the city on policy and regulations resulting in the addition of a climate element to the Comprehensive Plan (Resolution No 24-1948, Section 2) by undertaking the following tasks: 1. Analyze climate information to provide recommendations to City staff and the consultant team on key focus areas for goals and policies. 2. Provide recommendations to the consultant team and staff to confirm the direction of materials presented, and to review and recommend Climate Element goals and policies. 3. Participate in meeting discussions to help hone direction of Climate Element that considers measures to reduce greenhouse gas emissions, local climate impacts, community vulnerabilities, and advance environmental justice goals. 4. Review and provide feedback on information gathered through engagement processes, to ensure the Climate Element considers feedback from affected communities, stakeholders, partner agencies, and City staff. 5. Steward the process and build broad community support to enable the City to successfully adopt the Climate Element with the Comprehensive Plan.

The CPAT held two meetings thus far and will hold one additional meeting this year, on December 18, 2024. City staff is beginning work on a municipal greenhouse gas inventory worksheet(s) with Cascadia to prepare for January activities with the CPAT and add to a city-wide inventory to inform policy and the anticipated GHG sub-element in 2025. Numerous opportunities will be provided over the coming year for outreach, review and input, and public participation. The recommendation from the CPAT will be reviewed by the Planning Commission, and later reviewed and considered by the City Council in 2025.

## CPAT Meetings Timeline



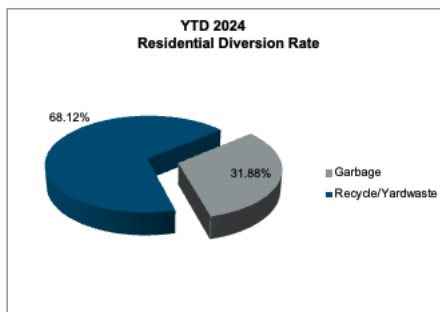
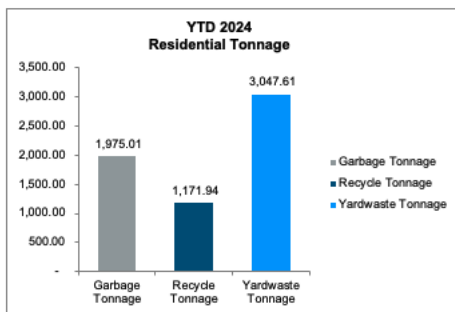
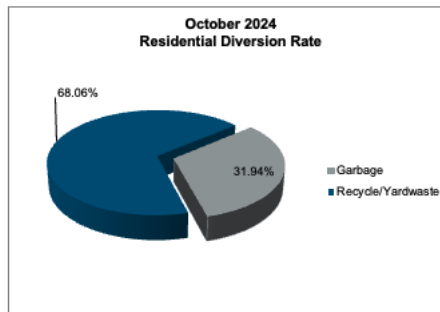
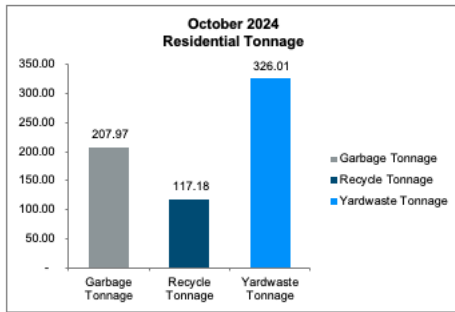
\*\*CPAT meetings will occur from 7:00pm – 9:00pm

	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025
<b>PROJECT ACTIVITY</b>	<ul style="list-style-type: none"> <li>Project kicks off (Oct)</li> <li>Climate Impacts Memo (Dec)</li> <li>Policy Gap and Opportunity Analysis Memo (Dec)</li> </ul>	<ul style="list-style-type: none"> <li>Vulnerability and Risk Assessment Memo (Mar)</li> </ul>	<ul style="list-style-type: none"> <li>GHG Summary Memo (May)</li> <li>Policy Pathways and Co-benefits Summary Memo (June)</li> <li><b>Draft Element to Planning Commission (June)</b></li> </ul>		<ul style="list-style-type: none"> <li>Final Element (Dec)</li> </ul>
<b>COMMUNITY ENGAGEMENT</b>	<p><b>PHASE 1</b> Project Launch &amp; Context Setting</p> <ul style="list-style-type: none"> <li>Website launch</li> <li>Create materials</li> </ul> <p>CPAT Meeting #1 October 29, 2024</p> <p>CPAT Meeting #2 November 19, 2024</p> <p>CPAT Meeting #3 December 18, 2024</p>	<p><b>PHASE 2</b> Identify Priorities</p> <ul style="list-style-type: none"> <li>Webpage</li> <li>Council &amp; Committee meetings</li> <li>Community-wide survey</li> </ul> <p>CPAT Meeting #4 January 21, 2025</p> <p>Additional CPAT meetings TBD</p>	<p><b>PHASE 2</b> Identify Priorities</p> <ul style="list-style-type: none"> <li>Webpage</li> <li>Council &amp; Committee meetings</li> <li>Public open house</li> <li>Focus groups or interviews (5)</li> </ul> <p>Additional CPAT meetings TBD</p> <p>Additional CPAT meetings TBD</p>	<p><b>PHASE 3</b> Refine Based on Feedback</p> <ul style="list-style-type: none"> <li>Webpage</li> <li>Council &amp; Committee meetings</li> <li>Public comment</li> </ul>	<p><b>PHASE 3</b> Refine Based on Feedback</p> <ul style="list-style-type: none"> <li>Webpage</li> <li>Council &amp; Committee meetings</li> </ul> <p>Engagement Summary Report</p>

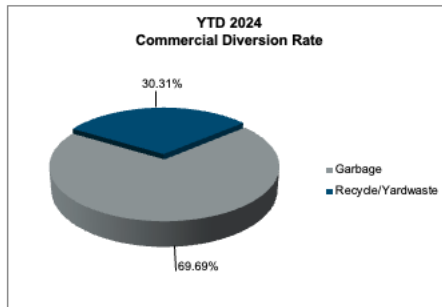
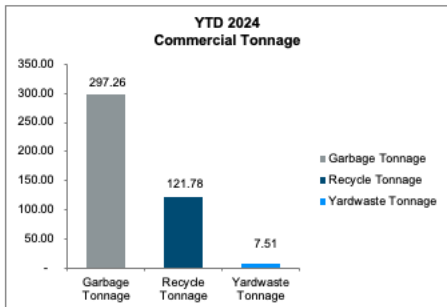
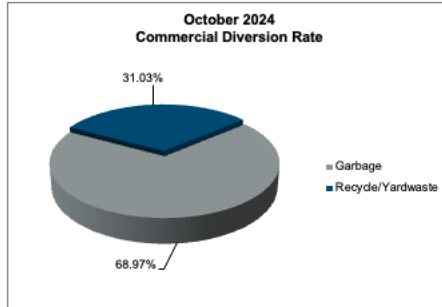
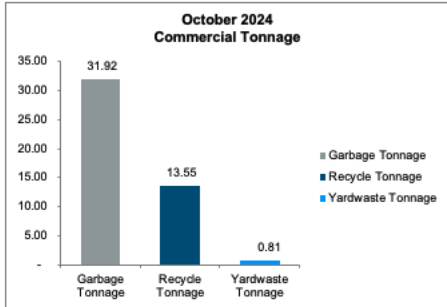
**Public Works Department**



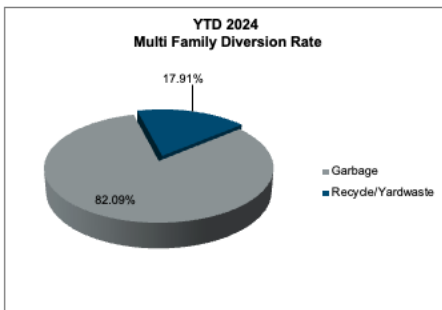
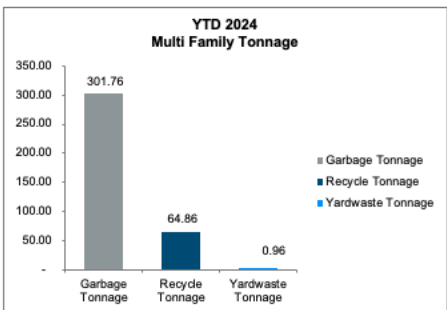
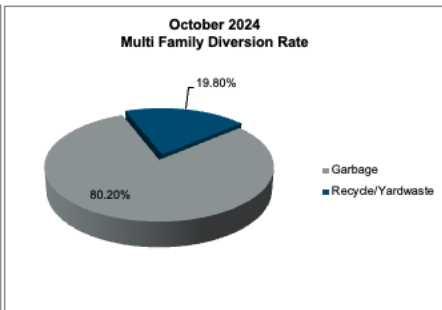
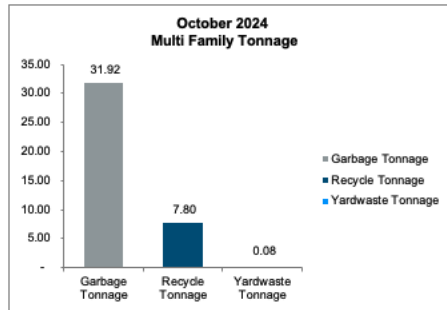
**City of Lake Forest Park  
Residential Waste Stream Information**



**City of Lake Forest Park  
Commercial Waste Stream Information**



**City of Lake Forest Park  
Multi Family Waste Stream Information**



## **Metro Flex**

During the first couple of months of operation Metro Flex, Northshore, King County is reporting a 19-minute estimated time of arrival – goal is 15-minutes, and 225 trips over those 8-weeks. More thorough data and heat mapping will be available in early 2025.

### **III. Council Information**

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

### **V. Contract Reporting**

The following contracts were administratively approved:

- **AG-24-056** – SAFEbuilt Washington, Municipal Building Services; NTE \$30,000.00
- **AG-24-058** – Beavers Northwest, Grace Cole Park; \$8,316.62
- **AG-24-059** – John E. Galt, Hearing Examiner Services
- **AG-24-060** – PSERN, Rebroadcast Agreement

### **VI. Legislative Update**

### **VII. Community Events**

### **VIII. Upcoming City Sponsored Events**

### **IX. Meetings Calendar**

#### **[Climate Policy Advisory Team Meeting \(hybrid meeting\)](#)**

**December 18, 2024, 7:00 PM - 9:00 PM**

**City Hall and via Zoom**

**[More Details](#)**

#### **[North King County Coalition on Homelessness](#)**

**December 19, 2024, 1:00 PM - 2:30 PM**

**[More Details](#)**

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

**December 19, 2024, 6:00 PM - 7:30 PM**

**City Hall and via Zoom**

**[More Details](#)**