



**City of Lake Forest Park
City Council Budget and Finance Committee
Thursday September 15, 2016
6:00 p.m.
Lake Forest Park City Hall
Lake Forest Room
17425 Ballinger Way NE
AGENDA**

Budget Season Committee Members: John Resha (Co-Chair), Tom French (Co-Chair), Phillipa Kassover, Mark Phillips, Semra Riddle, Catherine Stanford, John Wright

2017-2018 Department Budget Request Presentations

Capital Improvement Plan (CIP)

Public Comment

Adjourn

Committee Discussion Documents and Attachments

1. NA

2017-2022 Draft CIP

	2017						2018						2019					
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding
City Hall Risk Assessment	-	-	16,125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reception Safety Glass	-	-	58,050	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
City Hall Facilities	-	-	52,959	-	-	-	-	-	176,708	-	-	-	-	-	107,379	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	4,786	4,786	4,786	-	-	8,486	8,486	8,486	-	-	-	434	434	434	-	-
Police Department Evidence Storage	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	48,758	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	74,106	-	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	610,000	87,000	-	44,000	-	119,000	-	-	-	-	-	-	-
Safe Highways	-	24,375	-	-	-	325,000	-	-	-	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	250,000	-	-	-	-	-	250,000	-	-	-	-	-	250,000	-	-	-	-
ADA Ramps	-	80,625	-	-	-	-	-	-	-	-	-	-	75,000	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	35,000	-	-	-	-	-	35,000	-	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	60,000	-	-	-	530,000	-	-	-	-	-	-	2,210,000
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-	215,000	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	60,000	-	-	-	-	-	-	2,800,000	-	-	-	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditures	124,865	390,000	151,920	124,786	4,786	935,000	182,000	285,000	185,195	52,486	223,486	3,449,000	-	325,000	107,813	434	434	2,210,000

	2020						2021						2022					
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding
City Hall Risk Assessment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
City Hall Facilities	-	-	154,289	154,289	154,289	-	-	18,147	18,147	18,147	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Safe Highways	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	250,000	-	-	-	-	-	250,000	-	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	75,000	-	-	-	-	-	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditures	-	250,000	154,289	154,289	154,289	-	-	325,000	18,147	18,147	18,147	-	-	-	-	-	-	-

Legacy projects

Projects include state/federal/county funding that has not been secured

New Projects in 2017 CIP Update



Date: September 13, 2016
To: Budget and Finance Committee
From: Chris Bothwell
Subject: August Budget Status Report and August Meeting Notes

The purpose of this memo is to introduce the documents that are customarily presented in the Budget and Finance Committee meeting packet, but due to the nature of the September meeting are being distributed separately.

August Budget Status Report

Please email me with any questions and I will follow up with the appropriate department.

August Meeting Notes

These will be posted to the website following the September meeting. Please send me any edits.

City of Lake Forest Park

August Budget Status Report, Department Level Detail

August 31, 2016

Note: At August 31st, we are approximately 67% through the year. An expense that is evenly distributed throughout the year would have a YTD percent of 67%

<u>Dept. Number</u>	<u>Description</u>	<u>Budget Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>YTD Percent</u>
	General Fund				
	Revenue Sub Totals:	8,184,554.66	5,168,697.72	3,015,856.94	
Dept 100	City Council				
	Dept 100 Sub Totals:	119,160.00	54,328.10	64,831.90	46%
Dept 110	Executive Services				
	Dept 110 Sub Totals:	511,760.56	332,991.50	178,769.06	65%
Dept 120	Legal Services				
	Dept 120 Sub Totals:	122,210.00	117,665.01	4,544.99	96%
Dept 130	Municipal Services				
	Dept 130 Sub Totals:	548,731.07	376,253.80	172,477.27	69%
Dept 140	Elections / Voter Costs				
	Dept 140 Sub Totals:	45,000.00	6,972.06	38,027.94	15%
Dept 150	City Memberships				
	Dept 150 Sub Totals:	33,506.00	30,830.46	2,675.54	92%
Dept 160	Finance & Information Services				
	Dept 160 Sub Totals:	606,012.94	375,303.74	230,709.20	62%
Dept 170	State Audit				
	Dept 170 Sub Totals:	18,000.00	17,643.87	356.13	98%
Dept 200	Municipal Court				
	Dept 200 Sub Totals:	504,545.68	334,745.36	169,800.32	66%
Dept 210	Prosecutor & Public Defense				
	Dept 210 Sub Totals:	192,988.04	105,617.69	87,370.35	55%

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Dept 300	Law Enforcement				
	Dept 300 Sub Totals:	3,256,208.25	2,108,184.37	1,148,023.88	65%
Dept 310	Crime Watch/Community Policing				
	Dept 310 Sub Totals:	6,400.00	5,174.26	1,225.74	81%
Dept 320	Emergency Management				
	Dept 320 Sub Totals:	35,065.83	25,425.81	9,640.02	73%
Dept 321	Traffic Safety Camera Program				
	Dept 321 Sub Totals:	473,350.00	242,250.00	231,100.00	51%
Dept 330	Dispatch Services				
	Dept 330 Sub Totals:	117,295.00	62,297.00	54,998.00	53%
Dept 340	Civil Service Commission				
	Dept 340 Sub Totals:	4,800.00	8,717.76	-3,917.76	182%
Dept 370	Environmental Services				
	Dept 370 Sub Totals:	15,000.00	2,750.66	12,249.34	18%
Dept 400	Detention Services				
	Dept 400 Sub Totals:	175,000.00	113,033.64	61,966.36	65%
Dept 500	Community Service Programs				
	Dept 500 Sub Totals:	207,312.70	122,647.50	84,665.20	59%
Dept 510	Public Health				
	Dept 510 Sub Totals:	0.00	2,544.44	-2,544.44	0%
Dept 600	Planning Services				
	Dept 600 Sub Totals:	346,116.85	280,787.69	65,329.16	81%

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Dept 610	Building Services				
	Dept 610 Sub Totals:	204,457.36	136,183.73	68,273.63	67%
Dept 700	Parks Gen. Op./Maint.				
	Dept 700 Sub Totals:	240,792.87	156,451.45	84,341.42	65%
Dept 710	Facilities Maintenance				
	Dept 710 Sub Totals:	161,890.98	120,349.85	41,541.13	74%
	Street Fund				
	Revenue Sub Totals:	642,003.10	376,726.99	265,276.11	
Dept 720	Street Maintenance				
	Dept 720 Sub Totals:	166,250.00	88,868.30	77,381.70	53%
Dept 730	Street Operations				
	Dept 730 Sub Totals:	323,478.15	192,528.68	130,949.47	60%
Dept 740	Transfers/Interfund Svcs.				
	Dept 740 Sub Totals:	114,588.00	47,688.00	66,900.00	42%
	Contingency Fund				
	Revenue Sub Totals:	649.00	1,288.57	-639.57	
	Transportation Benefit Dist.				
	Revenue Sub Totals:	414,232.00	255,446.90	158,785.10	
	Budget Stabilization Fund				
	Revenue Sub Totals:	283.00	527.65	-244.65	
	Capital Improvement Fund				
	Revenue Sub Totals:	202,850.00	301,359.93	-98,509.93	

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<u>Dept. Number</u>	<u>Description</u>	<u>Budget Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>YTD Percent</u>
Dept 800	Facility Capital Projects				
	Dept 800 Sub Totals:	8,600.00	2,776.97	5,823.03	32%
Dept 810	Parks Capital Projects				
	Dept 810 Sub Totals:	98,477.00	8,521.50	89,955.50	9%
Dept 811	Town Center Park				
	Dept 811 Sub Totals:	0.00	3,500.00	-3,500.00	0%
	Transportation Capital Fund				
	Revenue Sub Totals:	341,508.00	959,509.02	-618,001.02	
Dept 900	Engineering Operations				
	Dept 900 Sub Totals:	307,584.39	169,468.08	138,116.31	55%
Dept 910	Street Capital Projects				
	Dept 910 Sub Totals:	134,000.00	8,691.89	125,308.11	6%
Dept 920	Pedestrian Capital Projects				
	Dept 920 Sub Totals:	25,800.00	509,825.80	-484,025.80	
	Cap. Fac./Maint. Reserve Fund				
	Revenue Sub Totals:	50,156.00	434.95	49,721.05	
	Sewer Utility Fund				
	Revenue Sub Totals:	2,894,738.36	2,025,462.11	869,276.25	
Dept 750	Sewer Utility Operations				
	Dept 750 Sub Totals:	2,388,785.00	1,521,377.32	867,407.68	64%
	Sewer Capital Fund				
	Revenue Sub Totals:	344,307.00	3,568.87	340,738.13	

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	Surface Water Fund				
	Revenue Sub Totals:	1,132,838.33	596,894.91	535,943.42	
Dept 770	Surface Water Operations				
	Dept 770 Sub Totals:	696,242.15	466,439.70	229,802.45	67%
Dept 780	Sur. Wtr. Transfer/Interfund				
	Dept 780 Sub Totals:	245,369.00	50,149.00	195,220.00	20%
	Surface Water Capital Fund				
Dept 785	Surface Water Services				
	Dept 785 Sub Totals:	59,972.00	15,527.97	44,444.03	26%
Dept 788	FEMA Lyon Creek Imp.				
	Dept 788 Sub Totals:	0.00	135,026.61	-135,026.61	
	Public Works Contract Fund				
	Fund Revenue Sub Totals:	856,094.00	591,555.31	264,538.69	
	Fund Expense Sub Totals:	917,076.01	622,756.03	294,319.98	



**City of Lake Forest Park
City Council Budget and Finance Committee
Thursday August 18, 2016
4:30 – 7:15 p.m.
Lake Forest Park City Hall
Lake Forest Room
17425 Ballinger Way NE
Meeting Minutes**

Budget Season Committee Members Present: John Resha (Co-Chair), Tom French (Co-Chair), Phillippa Kassover, Semra Riddle, Catherine Stanford

Staff Present: JoAnne Trudel, Deputy City Clerk, Steve Bennett, Planning and Building Director, Aaron Halverson, Environmental Programs Manager, Chris Bothwell, Finance Director, Kelley Gradwohl, Court Administrator, Linda Portnoy, Municipal Judge, Steve Sutton, Police Chief

Community Members Present: Mike Dee

2017-2018 Department Budget Request Presentations

Each department representative presented their respective 2017-2018 budget request including any requests for budget enhancements

Municipal Services Department

Planning and Building Department

Public Works

Finance Department

Executive Department

Municipal Court

Police Department

Public Comment

Community Member Mike Dee offered comments to the Committee

Meeting adjourned at 7:15