



**City of Lake Forest Park
City Council Budget and Finance Committee
Thursday October 20, 2016
6:00 p.m.
Lake Forest Park City Hall
Council Chambers, 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

Budget and Finance Committee Budget Deliberations

Update to Forecast, Budget, CIP and Fund Summaries

Police Department Staffing Discussion

Parks Service Level Discussion

Capital Improvement Plan (CIP)

- a. Parks and Trails**
- b. Safe Streets and Highways**
- c. Healthy Creeks and Culverts**

Public Comment

Adjourn

Committee Discussion Documents and Attachments

1. LFP Police Department Memo, Staffing Study-Executive Summary
2. WSDOT Local Agency State Aid Project Prospectus



Lake Forest Park Police Department

Memorandum



Date: October 14, 2016

To: Chris Bothwell, Finance Director

From: C. Stephen Sutton, Chief of Police

Subject: Staffing Study – Executive Summary

As a part of the City of Lake Forest Park's Interdepartmental Work Plan for 2016, the Police Department was tasked with conducting an analysis of their current staffing/scheduling model. The analysis included historical staffing, a review of the current daily scheduling model, an analysis of calls for service data, identified service gaps, and the results of a recent citizen survey.

The department's current staffing includes a total of 19 commissioned personnel (14 patrol elements), and three civilian staff. Those numbers have diminished over the years as a result of several factors, which include I-695 in the early 2000's and the recession that began in 2008. For example, in 1997, the police department was staffed with a total of 24 commissioned officers (18 patrol elements) and four civilian staff members.

The current staffing model provides minimum staffing levels at all times. Which means, there are at least two patrol officers on shift at any given time. Research indicates that this model is very common for small jurisdictions with low call volume. In Lake Forest Park, this model does not work well as the call volume and need for two officer responses is often the case. Additionally, there are often multiple calls for service occurring simultaneously, which causes staff to prioritize and rely on neighboring jurisdictions for assistance. Also, patrol officers are often called back to work on overtime to ensure staffing levels are accomplished. Over the past couple of years, this has caused officer burnout and signs of diminished enthusiasm for the job.

Regionally, the average police officers per 1,000 population is 1.57/per thousand. The LFPPD is currently staffed at 1.56/thousand. According to research conducted through the International Association of Chiefs of Police (IACP), patrol staff needed for a city our size is 2/thousand. If that were the case, 19 patrol elements would be needed.

In order to appropriately and objectively predict the proper staffing levels for the LFPPD, staff utilized the IACP staff study model to take into account call volume, types of calls, and time needed to staff the calls. The formula used predicted that LFPPD should have 19 patrol elements assigned to the patrol division.

During this process, it was determined that due to staffing levels, several service gaps were identified and confirmed through the results of the citizen's survey. Those gaps include: proactive

neighborhood patrols, targeted and saturation patrols, traffic safety emphasis patrols, community outreach and communication, and our inability to staff multiple calls simultaneously to name a few.

The citizen survey validated several things for us; first, our citizens are engaged. We received 158 responses to our request, with over 93% of the respondents indicating a rating of either excellent or good regarding the service provided by the police department.

Conclusion and Recommendation

The Lake Forest Park Police Department's mission *is to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance the security and safety in our community. To support this mission, we will work in strong partnership with the community.* It that mission that drives our committed service to our community.

The staff study outlined how the department is currently staffed and deployed, it has researched and analyzed other staffing models that may or may not fit the needs of the community, and it has provided data from a citizen survey in an attempt to capture the desires of the community.

So what is the right number of officers to appropriately staff this police department? As stated above, the department currently has 14 patrol elements which includes a K9 Officer and a Traffic Officer (TO). The police officers per thousand model (national), and the IACP study revealed an appropriate number of 19 patrol elements, meaning we would need to add five new officers. However, utilizing the flexibility of the K9 and Traffic Officers, **three** more funded positions would work to ensure three officers per shift guaranteed without overtime and backfill during peak times. The City would need to open up discussion with the Police Officers Guild to gain flexibility in the scheduling of the new officers other than the mandatory shifts contained within the CBA.

CSS:css

cc: Pete Rose
Paul Armbrust



May 9, 2016

Mr. Neil Jensen
City Engineer
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556

**Lake Forest Park Traffic Study
2016 Supplemental Transportation Budget
State Funding**

Dear Mr. Jensen:

WSDOT is pleased to advise you that the above mentioned project was recently selected to receive funding through the 2016 Supplemental Transportation Budget. The state funding is limited to the amount shown below:

Lake Forest Park Traffic Study: \$475,000

Scope: Since tolls on SR 520 were enacted, Lake Forest Park has seen an increase in traffic on SR 522 and SR 104. This study will develop strategies to provide greater transportation options for Lake Forest Park residents using the traffic corridor along SR 522 and SR 104. (Legislative approval is required for any changes to the scope of work.)

In order to meet state requirements, the following are required:

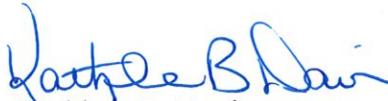
- Project expenditures incurred before receiving notice from Local Programs of state fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs web page for detailed authorization information, including: (<http://www.wsdot.wa.gov/localprograms/>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) amendments, as applicable;
 - ✓ Funding and billing forms;
 - ✓ Quarterly Project Report required to be completed by the end of March, June, September and December each year. To access the database you will need an account name and password. Your account name is **Lake Forest Park** and your password is **LaFoP731**. The password is case sensitive.

Neil Jensen
City Engineer
City of Lake Forest Park
Lake Forest Park Traffic Study
May 9, 2016

As a reminder, Local Programs encourages all agencies to submit monthly progress billings to ensure timely reimbursement of eligible expenditures.

For assistance please contact, Ed Conyers, your Region Local Programs Engineer, at 206.440.4734.

Sincerely,



Kathleen B. Davis
Director
Local Programs

KBD:st:sas

cc: Ed Conyers, Northwest Region Local Programs Engineer, MS NB82-121

	Prefix	Route	()
Federal Aid Project Number			
Local Agency Project Number			(WSDOT Use Only)

Date	7/27/2016
DUNS Number	023092638
Federal Employer Tax ID Number	91-6019059

Agency City of Lake Forest Park	CA Agency <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Program Title <input type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title Lake Forest Park Traffic Study		Start Latitude 47.77011 Start Longitude -122.30278 End Latitude 47.73379 End Longitude -122.29246
Project Termini From - To SR 104/NE 195th St. SR 522/SR 523		Nearest City Name Lake Forest Park
Project Zip Code (+ 4) 98155		
Begin Mile Post	End Mile Post	Length of Project 3.30 miles
Award Type <input type="checkbox"/> Local <input type="checkbox"/> Local Forces <input checked="" type="checkbox"/> State <input type="checkbox"/> Railroad		
Route ID	Begin Mile Point	End Mile Point
	0658	
City Number	County Number	County Name
	17	King
WSDOT Region Northwest Region	Legislative District(s) 46	Congressional District(s) 7
		Urban Area Number 1

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	State Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$475,000		\$475,000	09/2016
R/W				
Const.				
Total	\$475,000		\$475,000	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width ~80 feet (SR 522)	Number of Lanes 7
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SR 522 is a principal arterial generally with six or seven lanes: four general purpose lanes, center turn lane, and a BAT lane on one side for a portion of its length and on two sides for the remainder. SR 104 is a principal arterial generally with three lanes: two general purpose lanes and a center turn lane.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

This study will develop strategies to provide greater transportation options for Lake Forest Park residents using the traffic corridor along SR 522 and SR 104.

Local Agency Contact Person Neil Jensen	Title City Engineer	Phone (206) 957-2824
Mailing Address 17425 Ballinger Way NE	City Lake Forest Park	State WA
		Zip Code 98155

By _____
 Project Prospectus Approval Approving Authority
 Title _____ Date _____

Agency City of Lake Forest Park	Project Title Lake Forest Park Traffic Study	Date 7/27/2016
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Type of Proposed Work		
Project Type (Check all that Apply)	Roadway Width	Number of Lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input checked="" type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data			
Description	Through Route	Crossroad	
Federal Functional Classification	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
	Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	30-40		
Design Speed	unknown		
Existing ADT	44,000		
Design Year ADT			
Design Year			
Design Hourly Volume (DHV)			

Performance of Work		
Preliminary Engineering Will Be Performed By TBD	Others 100 %	Agency %
Construction Will Be Performed By NA	Contract 0 %	Agency %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations

Agency City of Lake Forest Park	Project Title Lake Forest Park Traffic Study	Date 7/27/2016
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Right of Way		
<input checked="" type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input type="checkbox"/> Right of Way Needed <input type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required

Utilities	Railroad
<input type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	<input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

It is the intent that the eventual construction project will include the undergrounding of overhead utilities.

FAA Involvement
 Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Lake Forest Park

Date 7/27/2016

By _____
 Mayor/Chairperson



Local Programs State Funding Agreement Work by Public Agencies		Agency and Address City of Lake Forest Park 17425 Ballinger Way NE Lake Forest Park, WA 98155
Agreement Number	Maximum Amount Authorized 475,000.00	Location and Description of Work (See also Exhibit "A") This study will develop strategies to provide greater transportation options for Lake Forest Park residents using the traffic corridor along SR 522 and SR 104
Participating Percentage 100.00%	Project Number	

This AGREEMENT is made and entered into this _____ day of _____ between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and
WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency			
	b. Other Consultant	475,000.00		475,000.00
	c. Other			
	d. State			
	e. Total PE Cost Estimate (a+b+c+d)	\$ 475,000.00	\$ 0.00	\$ 475,000.00
Right of Way	f. Agency			
	g. Other			
	h. Other			
	i. State			
	J. Total R/W Cost Estimate (f+g+h+i)	\$ 0.00	\$ 0.00	\$ 0.00
Construction	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	\$ 0.00	\$ 0.00	\$ 0.00
	r. Total Project Cost Estimate (e+j+q)	\$ 475,000.00	\$ 0.00	\$ 475,000.00

**I
General**

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

**II
Payment**

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

**III
Audit**

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By: _____

Title: City Administrator

Date: _____

**IV
Legal Relations**

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

**V
Nondiscrimination**

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

**VI
Venue**

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

**VII
Termination**

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

**VIII
Final Report and Final Inspection**

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

**IX
Supplement**

This agreement may be modified or supplemented only in writing by parties.

STATE

By: _____
Director, Local Programs

Date: _____



Date: October 14, 2016
To: Budget and Finance Committee
From: Chris Bothwell
Subject: Other Budget and Finance Committee Business

Outside of budget season monthly budget status reports and follow up from the prior meeting are presented as part of the director's report. Due to the nature of the October 20th meeting these items are not scheduled for presentation and are therefore being distributed separately. The following is a list of the attachments and any relevant notes.

September Budget Status Report

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

September Meeting Notes

These will be posted to the website following the October 20th meeting. Please send me any edits.

Ending Fund Balance Analysis, Mayors Proposed Budget

This item was requested at the last meeting of the Committee. The document is based on the Mayor's Proposed Budget. The document reflects the following updates since the Mayor's Proposed Budget was first distributed:

1. The recently presented Capital Improvement Plan (CIP) was incorporated into this document, and
2. Transfers and inter-fund services were updated to align with the CIP.

Please note that all of the funds that have a minimum fund balance requirement meet the respective requirement at the end of the budget cycle.

Six Year Ending Fund Balance Analysis, Mayor's Proposed Budget

This document is based on the six year financial forecast and includes the updates noted above for the Ending Fund Balance Analysis Report.

Please note that all of the funds that have a minimum fund balance requirement meet the respective requirement at the end of the six years, except the Transportation Capital Fund, which is \$9k shy of the requirement in 2021.

Six Year Financial Forecast, Mayor's Proposed Budget

This document is a compliment to the Six Year Ending Fund Balance Analysis Report (above) and reflects the same updates.

September Budget Status Report, Department Level Detail
 September 30, 2016

Note: At September 30th, we are approximately 75% through the year. An expense that is evenly distributed throughout the year would have a YTD percent of 75%

<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	5,506,601.65	2,677,953.01	
Dept 100	City Council				
	Dept 100 Sub Totals:	119,160.00	59,712.42	59,447.58	50%
Dept 110	Executive Services				
	Dept 110 Sub Totals:	511,760.56	372,654.40	139,106.16	73%
Dept 120	Legal Services				
	Dept 120 Sub Totals:	122,210.00	133,934.18	-11,724.18	110%
Dept 130	Municipal Services				
	Dept 130 Sub Totals:	548,731.07	412,024.17	136,706.90	75%
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	36,054.46	-2,548.46	108%
Dept 160	Finance & Information Services				
	Dept 160 Sub Totals:	606,012.94	420,853.76	185,159.18	69%
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	379,848.97	124,696.71	75%
Dept 210	Prosecutor & Public Defense				
	Dept 210 Sub Totals:	192,988.04	99,167.69	93,820.35	51%

September Budget Status Report, Department Level Detail
 September 30, 2016

Note: At September 30th, we are approximately 75% through the year. An expense that is evenly distributed throughout the year would have a YTD percent of 75%

<u>Dept. Number</u>	<u>Description</u>	<u>Budget Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>YTD Percent</u>
Dept 300	Law Enforcement				
	Dept 300 Sub Totals:	3,256,208.25	2,333,732.32	922,475.93	72%
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	26,330.71	8,735.12	75%
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	93,445.50	23,849.50	80%
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	3,450.66	11,549.34	23%
Dept 400	Detention Services				
	Dept 400 Sub Totals:	175,000.00	123,767.58	51,232.42	71%
Dept 500	Community Service Programs				
	Dept 500 Sub Totals:	207,312.70	129,332.73	77,979.97	62%
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	314,214.49	31,902.36	91%
Dept 610	Building Services				
	Dept 610 Sub Totals:	204,457.36	152,998.14	51,459.22	75%

September Budget Status Report, Department Level Detail
 September 30, 2016

Note: At September 30th, we are approximately 75% through the year. An expense that is evenly distributed throughout the year would have a YTD percent of 75%

<u>Dept. Number</u>	<u>Description</u>	<u>Budget Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>YTD Percent</u>
Dept 700	Parks Gen. Op./Maint.				
	Dept 700 Sub Totals:	240,792.87	175,322.49	65,470.38	73%
Dept 710	Facilities Maintenance				
	Dept 710 Sub Totals:	161,890.98	139,634.45	22,256.53	86%
	Street Fund				
	Revenue Sub Totals:	642,003.10	427,114.01	214,889.09	
Dept 720	Street Maintenance				
	Dept 720 Sub Totals:	166,250.00	93,495.65	72,754.35	56%
Dept 730	Street Operations				
	Dept 730 Sub Totals:	323,478.15	214,795.73	108,682.42	66%
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	1,475.50	-826.50	
	Transportation Benefit Dist.				
	Revenue Sub Totals:	414,232.00	281,659.01	132,572.99	
	Budget Stabilization Fund				
	Revenue Sub Totals:	283.00	609.06	-326.06	
	Capital Improvement Fund				
	Revenue Sub Totals:	202,850.00	348,093.28	-145,243.28	
Dept 800	Facility Capital Projects				
	Dept 800 Sub Totals:	8,600.00	14,279.98	-5,679.98	166%

September Budget Status Report, Department Level Detail
 September 30, 2016

Note: At September 30th, we are approximately 75% through the year. An expense that is evenly distributed throughout the year would have a YTD percent of 75%

<u>Dept. Number</u>	<u>Description</u>	<u>Budget Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>YTD Percent</u>
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	1,006,120.80	-664,612.80	
Dept 900	Engineering Operations				
	Dept 900 Sub Totals:	290,084.39	184,460.05	105,624.34	64%
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	1976%
	Cap. Fac./Maint. Reserve Fund				
	Revenue Sub Totals:	50,156.00	486.51	49,669.49	
	Sewer Utility Fund				
	Revenue Sub Totals:	2,894,738.36	2,160,839.30	733,899.06	
Dept 750	Sewer Utility Operations				
	Dept 750 Sub Totals:	2,388,785.00	1,708,961.55	679,823.45	72%
	Sewer Capital Fund				
	Revenue Sub Totals:	344,307.00	4,136.88	340,170.12	
	Surface Water Fund				
	Revenue Sub Totals:	1,132,838.33	611,598.18	521,240.15	

September Budget Status Report, Department Level Detail
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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 770	Surface Water Operations				
	Dept 770 Sub Totals:	696,242.15	519,868.17	176,373.98	75%
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:	7,472.00	17,402.97	-9,930.97	233%
Dept 788	FEMA Lyon Creek Imp.				
	Dept 788 Sub Totals:	0.00	137,065.17	-137,065.17	0%
	Public Works Contract Fund				
	Fund Revenue Sub Totals:	856,094.00	665,347.88	190,746.12	
	Fund Expense Sub Totals:	917,076.01	673,343.05	243,732.96	



**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
Meeting Notes**

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

Staff Present: Mayor Johnson, Pete Rose, Neil Jensen

Capital Improvement Plan (CIP)

Staff presented the CIP, Committee Discussion Followed

Public Comment

The public was invited to comment.

The meeting adjourned at approximately 7pm

ENDING FUND BALANCE ANALYSIS, 2017-2018 MAYORS PROPOSED BUDGET

<i>Ending Fund Balance Analysis</i>						
<u>Fund</u>	<u>Budgeted Beginning Fund Balance, 1/1/2017</u>	<u>17 Revenue</u>	<u>17 Expenditure</u>	<u>18 Revenue</u>	<u>18 Expenditure</u>	<u>Projected Ending Fund Balance, 12/31/2018</u>
General	1,924,835	8,381,425	8,286,273	8,449,393	8,676,451	1,792,929
Street	700,836	547,575	600,803	547,575	629,455	565,728
Council Contingency	690,957	1,800	-	1,800	-	694,557
Transportation Benefit Dist.	180,369	414,537	215,734	414,537	201,253	592,456
Budget Stabilization	300,937	750	-	750	-	302,437
Capital Improvement	742,905	524,575	785,796	254,500	376,671	359,513
Transportation Capital	463,821	628,922	784,613	805,076	1,057,882	55,323
Capital Facilities	240,490	150,700	151,938	150,700	188,629	201,323
Sewer Utility	452,456	3,067,297	3,016,935	3,092,846	3,015,567	580,097
Sewer Capital	2,424,788	205,000	9,302	205,000	415,000	2,410,486
Surface Water Utilitiy	857,419	1,202,332	1,054,379	1,202,332	1,226,794	980,909
Surface Water Capital	798,997	200,000	60,000	390,000	500,000	828,997
Public Works Contract	369,785	882,577	870,276	882,577	857,543	407,119
Replacement	256,470	460,713	412,431	461,097	412,493	353,356

Six Year Ending Fund Balance Analysis, Mayor's Proposed Budget

Description	2017 Budget	2018 Budget	2019	2020	2021	2022
General Fund						
Beginning Fund Balance	1,924,835	1,959,987	1,792,929	1,661,998	1,615,505	1,546,875
Ending Fund Balance	1,959,987	1,792,929	1,661,998	1,615,505	1,546,875	1,454,687
Street Fund						
Beginning Fund Balance	700,836	632,608	565,728	497,082	426,624	354,306
Ending Fund Balance	632,608	565,728	497,082	426,624	354,306	280,079
Council Contingency Fund						
Beginning Fund Balance	690,957	692,757	694,557	696,405	698,301	700,247
Ending Fund Balance	692,757	694,557	696,405	698,301	700,247	702,245
Transportation Benefit District						
Beginning Fund Balance	180,369	379,172	592,456	755,718	918,956	1,082,171
Ending Fund Balance	379,172	592,456	755,718	918,956	1,082,171	1,245,362
Budget Stabilization Fund						
Beginning Fund Balance	300,937	301,687	302,437	303,207	303,997	304,808
Ending Fund Balance	301,687	302,437	303,207	303,997	304,808	305,640
Capital Improvement Fund						
Beginning Fund Balance	742,905	481,684	359,513	465,056	501,411	562,601
Ending Fund Balance	481,684	359,513	465,056	501,411	562,601	676,727
Transportation Capital Fund						
Beginning Fund Balance	463,821	308,130	55,323	60,580	58,689	4,436
Ending Fund Balance	308,130	55,323	60,580	58,689	4,436	2,598
Capital Facilities Maintenance Fund						
Beginning Fund Balance	240,490	239,252	201,323	254,874	54,607	166,913
Ending Fund Balance	239,252	201,323	254,874	54,607	166,913	284,370
Sewer Utility Fund						
Beginning Fund Balance	452,456	502,818	580,097	658,767	738,838	820,320
Ending Fund Balance	502,818	580,097	658,767	738,838	820,320	903,222
Sewer Capital Fund						
Beginning Fund Balance	2,424,788	2,620,486	2,410,486	1,470,898	1,686,865	1,908,533
Ending Fund Balance	2,620,486	2,410,486	1,470,898	1,686,865	1,908,533	2,136,054
Surface Water Utility Fund						
Beginning Fund Balance	857,419	1,005,371	980,909	996,132	1,054,508	1,159,742
Ending Fund Balance	1,005,371	980,909	996,132	1,054,508	1,159,742	1,315,788
Surface Water Capital Fund						
Beginning Fund Balance	798,997	938,997	828,997	714,891	460,891	293,391
Ending Fund Balance	938,997	828,997	714,891	460,891	293,391	925,891
Public Works Contract Fund						
Beginning Fund Balance	369,785	382,085	407,119	430,329	451,567	470,680
Ending Fund Balance	382,085	407,119	430,329	451,567	470,680	487,502
Replacement Fund						
Beginning Fund Balance	256,470	304,752	353,356	403,243	454,448	507,004
Ending Fund Balance	304,752	353,356	403,243	454,448	507,004	560,947

Six Year Financial Forecast

Description	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection Factor
Space & Facilities Leases	-	-	-	-	-	-	102.64%
Donations	-	-	-	-	-	-	102.64%
Donations-Public Safety	-	-	-	-	-	-	102.64%
Safe Harbor Donations (DV)	-	-	-	-	-	-	102.64%
City Forestry Account	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Forfeits / Asset Seizure	-	-	-	-	-	-	102.64%
Restitution	-	-	-	-	-	-	102.64%
Cash Adjustments	-	-	-	-	-	-	102.64%
Miscellaneous Court Fees	-	-	-	-	-	-	102.64%
Notary Services	800	800	821	843	865	888	102.64%
Fingerprinting Services	50	50	51	53	54	55	102.64%
Miscellaneous Revenue	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Emergency Services	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
School Safety Speed	-	-	-	-	-	-	102.64%
FSA Forfeitures	-	-	-	-	-	-	102.64%
Insurance Recoveries	-	-	-	-	-	-	102.64%
Total General Fund Revenue	8,381,425	8,449,393	8,672,457	8,901,410	9,136,407	9,377,608	102.64%
Internal Svc. To Fund (501)	227,171	227,171	233,168	239,324	245,642	252,127	102.64%
Interfund Svc. To Fund (302)	-	-	-	-	-	-	102.64%
Transfer to PW Fac. Bond (202)	11,201	-	-	-	-	-	102.64%
Trans To Budget Stable (105)	-	-	-	-	-	-	102.64%
<u>Legislative Department</u>							
Salaries	50,400	50,400	51,731	53,096	54,498	55,937	102.64%
Employee Benefits	4,046	4,046	4,208	4,376	4,551	4,733	104.00%
Supplies	600	600	616	632	649	666	102.64%
Professional Services	15,000	15,750	16,166	16,593	17,031	17,480	102.64%
Communication-Legislative Act.	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Travel Exp. (lodging, meals)	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Conference - Training	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
<u>Executive Department</u>							
Salaries	297,215	308,734	316,885	325,250	333,837	342,650	102.64%
Employee Benefits	103,962	108,879	113,234	117,763	122,474	127,373	104.00%
Office/Operating Supplies	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Small Tools and Equipment	200	200	205	211	216	222	102.64%
Professional Services	42,110	40,110	41,169	42,256	43,371	44,516	102.64%
Communications	5,250	5,250	5,389	5,531	5,677	5,827	102.64%
Travel Exp. (lodging, meals)	4,275	4,275	4,388	4,504	4,623	4,745	102.64%
Dues / Subscriptions	1,795	1,825	1,873	1,923	1,973	2,025	102.64%
Training	6,875	6,875	7,057	7,243	7,434	7,630	102.64%
Volunteer & Staff Recognition	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Mayor's Reserve	45,000	45,000	46,188	47,407	48,659	49,944	102.64%
<u>Legal</u>							
Other Legal Services	135,000	135,000	138,564	142,222	145,977	149,831	102.64%
<u>Municipal Services Department</u>							
Salaries	317,359	325,293	333,880	342,695	351,742	361,028	102.64%
Employee Benefits	100,753	105,267	109,478	113,857	118,411	123,148	104.00%
Office/Operating Supplies	15,000	15,000	15,396	15,802	16,220	16,648	102.64%
Professional Services	5,500	21,450	22,016	22,598	23,194	23,806	102.64%
LFP Code Update	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Communications	14,000	14,000	14,370	14,749	15,138	15,538	102.64%
Newsletter	20,000	20,000	20,528	21,070	21,626	22,197	102.64%
Communications / Internet	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Travel Exp. (lodging, meals)	1,800	1,800	1,848	1,896	1,946	1,998	102.64%
Advertising	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Postage Equipment Rental	2,300	2,300	2,361	2,423	2,487	2,553	102.64%
Insurance	78,257	82,169	84,339	86,565	88,850	91,196	102.64%
Repairs & Maintenance	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Dues / Subscriptions	1,500	1,500	1,540	1,580	1,622	1,665	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
Training	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Taxes & Assessments (Passport)	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Copier Rental	4,322	4,322	4,436	4,553	4,673	4,797	102.64%
Machinery & Equipment	2,678	2,678	2,749	2,821	2,896	2,972	102.64%
Election/Voter Costs	45,000	25,000	25,660	26,337	27,033	27,746	102.64%
Association of WA Cities	8,750	8,750	8,981	9,218	9,461	9,711	102.64%
Puget Sound Regional Council	6,300	6,300	6,466	6,637	6,812	6,992	102.64%
Sound Cities Association	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
SeaShore Transportation Forum	200	200	205	211	216	222	102.64%
Puget Sound Clean Air Agency	11,500	12,000	12,317	12,642	12,976	13,318	102.64%
National League of Cities	1,489	1,489	1,528	1,569	1,610	1,653	102.64%
OMWBE	100	100	103	105	108	111	102.64%
NUHSA - N. Urban H.S. Alliance	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
<u>Finance and IT Department</u>							
Salaries	413,745	429,089	440,417	452,044	463,978	476,227	102.64%
Employee Benefits	130,005	135,317	140,730	146,359	152,213	158,302	104.00%
Office / Operating Supplies	7,000	7,000	7,185	7,374	7,569	7,769	102.64%
Professional Services	4,500	29,500	30,279	31,078	31,899	32,741	102.64%
Communications	3,750	3,750	3,849	3,951	4,055	4,162	102.64%
Travel Exp. (lodging, meals)	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Copier Rental	2,640	2,640	2,710	2,781	2,855	2,930	102.64%
Dues / Subscriptions	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Training	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Machinery & Equipment	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Municipal Auditor Expenses	36,000	18,000	18,475	18,963	19,464	19,977	102.64%
<u>Municipal Court</u>							
Salaries	339,135	345,291	354,406	363,763	373,366	383,223	102.64%
Employee Benefits	127,835	133,513	138,853	144,407	150,184	156,191	104.00%
Court Supplies	7,553	7,553	7,752	7,957	8,167	8,383	102.64%
Court Banking Fees	3,050	3,050	3,131	3,213	3,298	3,385	102.64%
Youth Court Supplies	2,042	2,042	2,096	2,151	2,208	2,266	102.64%
Small Tools & Equipment	150	150	154	158	162	166	102.64%
Prof. Svcs.-Security & Pro-tem	13,102	13,102	13,448	13,803	14,167	14,541	102.64%
Communications	5,500	5,500	5,645	5,794	5,947	6,104	102.64%
Travel Exp. (lodging, meals)	1,200	1,200	1,232	1,264	1,298	1,332	102.64%
Insurance	15,261	16,024	16,447	16,881	17,327	17,784	102.64%
Repair & Maintenance	250	250	257	263	270	277	102.64%
Dues - Subscriptions	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Training	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Jury Service	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Interpreters	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Salaries - Pro Tem	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Employee Benefits - Pro Tem	220	220	226	232	238	244	102.64%
Probation Supplies	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Copier Rental	2,283	2,283	2,343	2,405	2,469	2,534	102.64%
Machinery & Equipment	500	500	513	527	541	555	102.64%
<u>Other Criminal Justice</u>							
Prosecutor	87,720	89,475	91,837	94,262	96,750	99,304	102.64%
Public Defender	95,000	95,000	97,508	100,082	102,724	105,436	102.64%
<u>Police Department</u>							
Salaries	1,972,771	2,026,409	2,079,906	2,026,816	2,080,324	2,135,244	102.64%
Overtime	95,000	95,000	97,508	100,082	102,724	105,436	102.64%
Employee Benefits	743,963	782,397	813,693	846,240	880,090	915,294	104.00%
LEOFF 1 Expenses	35,000	35,000	35,924	36,872	37,846	38,845	102.64%
Disability Insurance	3,813	3,813	3,914	4,017	4,123	4,232	102.64%
Uniform Expenses	21,000	21,000	21,554	22,123	22,707	23,307	102.64%
Police - Dry Cleaning Contract	600	600	616	632	649	666	102.64%
Police - Badges & Vests	9,000	9,000	9,238	9,481	9,732	9,989	102.64%
Supplies - General	9,960	9,960	10,223	10,493	10,770	11,054	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
Operations / Vehicle Supplies	23,500	23,500	24,120	24,757	25,411	26,082	102.64%
K-9 Narcotics	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Fuel	33,500	33,500	34,384	35,292	36,224	37,180	102.64%
Small Tools & Equipment	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Professional Services	22,000	22,000	22,581	23,177	23,789	24,417	102.64%
Communications	55,000	55,000	56,452	57,942	59,472	61,042	102.64%
Travel Exp. (lodging, meals)	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Insurance	104,932	110,178	113,087	116,073	119,137	122,282	102.64%
Vehicle Repair & Maintenance	42,000	42,000	43,109	44,247	45,415	46,614	102.64%
Office Equip.- Repair & Maint.	2,373	2,373	2,436	2,500	2,566	2,634	102.64%
Operations Repair/Maintenance	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Dues / Subscriptions	6,950	6,950	7,133	7,322	7,515	7,713	102.64%
Training	15,000	15,000	15,396	15,802	16,220	16,648	102.64%
Call Out Services - SWAT	2,200	2,200	2,258	2,318	2,379	2,442	102.64%
Copier Rental	5,667	5,667	5,817	5,970	6,128	6,290	102.64%
Safe Harbor Expenses (DV)	500	500	513	527	541	555	102.64%
Computer Hardware/Software	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Machinery & Equipment	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Supplies	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Comm. Oriented Policing Prog.	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Office / Operating Supplies	500	500	513	527	541	555	102.64%
Professional Services	31,000	51,000	52,346	53,728	55,147	56,603	102.64%
Travel Expenses	500	500	513	527	541	555	102.64%
Training	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Machinery & Equipment	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Professional Services	465,000	465,000	477,276	489,876	502,809	516,083	102.64%
Equipment Maintenance	27,500	27,500	28,226	28,971	29,736	30,521	102.64%
Contracted Services	103,760	107,910	110,759	113,683	116,684	119,765	102.64%
Supplies	500	500	513	527	541	555	102.64%
Professional Services	6,500	8,500	8,724	8,955	9,191	9,434	102.64%
Travel Exp.(lodging, meals)	700	700	718	737	757	777	102.64%
Training	200	200	205	211	216	222	102.64%
Animal Control Services	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Tree Acct. Operating Supplies	4,000	-	-	-	-	-	102.64%
Tree Acct. Professional Svcs.	2,000	-	-	-	-	-	102.64%
Jail Expenses	132,500	132,500	135,998	139,588	143,273	147,056	102.64%
Elec. Monitor/Wk. Release	25,000	25,000	25,660	26,337	27,033	27,746	102.64%
<u>Community Programs</u>							
Salaries	60,233	61,739	63,369	65,042	66,759	68,521	102.64%
Overtime	500	500	513	527	541	555	102.64%
Employee Benefits	18,587	19,527	20,308	21,120	21,965	22,843	104.00%
Office / Operating Supplies	150	150	154	158	162	166	102.64%
Community Development	27,000	27,000	27,713	28,444	29,195	29,966	102.64%
Lake Forest Park Arts Council	16,500	16,500	16,936	17,383	17,842	18,313	102.64%
Communications	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Travel Exp. (lodging, meals)	150	150	154	158	162	166	102.64%
Dues / Subscriptions	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Training	300	300	308	316	324	333	102.64%
Senior Services	17,000	17,000	17,449	17,909	18,382	18,868	102.64%
Teen Services	500	500	513	527	541	555	102.64%
Middle - After School Prog.	12,000	12,000	12,317	12,642	12,976	13,318	102.64%
Drug & Alcohol Prevention	17,000	17,000	17,449	17,909	18,382	18,868	102.64%
Recreation Programs	17,600	17,600	18,065	18,542	19,031	19,533	102.64%
Local Hazardous Waste Grant	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Coordinated Prevention Grant	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Waste Reduction/Recycle Grant	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
King County Alcohol Program	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
<u>Planning and Building Department</u>							
Copier Rental	1,777	1,777	1,824	1,872	1,921	1,972	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
Salaries	223,970	248,319	204,874	210,283	215,835	221,533	102.64%
Employee Benefits	74,808	77,486	70,586	73,409	76,345	79,399	104.00%
Office / Operating Supplies	4,223	4,223	4,334	4,449	4,566	4,687	102.64%
Professional Services	32,000	32,000	32,845	33,712	34,602	35,515	102.64%
Engineering Services	90,000	90,000	92,376	94,815	97,318	99,887	102.64%
Communications	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Travel Exp. (lodging, meals)	850	850	872	895	919	943	102.64%
Advertising	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Dues / Subscriptions	1,400	1,400	1,437	1,475	1,514	1,554	102.64%
Training	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Machinery & Equipment	15,500	15,500	15,909	16,329	16,760	17,203	102.64%
Salaries	141,445	144,981	148,809	152,737	156,769	160,908	102.64%
Employee Benefits	46,035	48,039	49,308	50,609	51,945	53,317	102.64%
Office / Operating Supplies	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Professional Services	15,000	15,000	15,396	15,802	16,220	16,648	102.64%
Fire Marshall Inspections	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Communications	600	600	616	632	649	666	102.64%
Dues / Subscriptions	300	300	308	316	324	333	102.64%
Machinery & Equipment	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
<u>Parks</u>							
Salaries	118,452	121,413	124,618	127,908	131,285	134,751	102.64%
Overtime	5,887	6,182	6,345	6,512	6,684	6,861	102.64%
On-Call Services	3,725	3,911	4,014	4,120	4,229	4,340	102.64%
Employee Benefits	50,171	51,184	53,231	55,361	57,575	59,878	104.00%
Safety Clothing / Boots	700	700	718	737	757	777	102.64%
Office Supplies	400	400	411	421	433	444	102.64%
Operating Supplies	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Small Tools & Equipment	1,700	1,700	1,745	1,791	1,838	1,887	102.64%
Professional Services	5,000	55,000	56,452	57,942	59,472	61,042	102.64%
Communications	1,800	1,800	1,848	1,896	1,946	1,998	102.64%
Travel Exp. (lodging, meals)	150	150	154	158	162	166	102.64%
Equipment Rental	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Insurance	8,675	9,109	9,349	9,596	9,849	10,110	102.64%
Utilities	17,700	17,900	18,373	18,858	19,355	19,866	102.64%
Repairs & Maintenance	28,000	28,000	28,739	29,498	30,277	31,076	102.64%
Dues / Subscriptions	175	175	180	184	189	194	102.64%
Training	300	300	308	316	324	333	102.64%
<u>Facilities</u>							
Salaries	31,491	32,279	33,131	34,006	34,903	35,825	102.64%
Overtime	1,469	1,542	1,583	1,624	1,667	1,711	102.64%
On-Call Services	931	978	1,004	1,030	1,057	1,085	102.64%
Employee Benefits	13,191	13,474	14,013	14,573	15,156	15,763	104.00%
Safety Clothing / Boots	350	350	359	369	378	388	102.64%
Office Supplies	200	200	205	211	216	222	102.64%
Operating Supplies	8,000	8,120	8,334	8,554	8,780	9,012	102.64%
Small Tools & Equipment	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Janitorial Contract	35,118	35,996	36,946	37,922	38,923	39,950	102.64%
Professional Services	30,000	30,000	30,792	31,605	32,439	33,296	102.64%
Communications	900	900	924	948	973	999	102.64%
Travel Exp. (lodging, meals)	100	100	103	105	108	111	102.64%
Equipment Rental	400	400	411	421	433	444	102.64%
Insurance	4,324	4,540	4,660	4,783	4,909	5,039	102.64%
Utilities - P.W. Facilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Utilities - City Hall	58,000	58,870	60,424	62,019	63,657	65,337	102.64%
Repairs & Maintenance	23,000	23,500	24,120	24,757	25,411	26,082	102.64%
Emergency Management	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Dues & Subscriptions	200	200	205	211	216	222	102.64%
Training	100	100	103	105	108	111	102.64%
Property Assessments	6,500	6,500	6,672	6,848	7,029	7,214	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
Training	-	-	-	-	-	-	102.64%
Salaries	115,741	118,635	121,767	124,982	128,281	131,668	102.64%
Overtime	-	-	-	-	-	-	102.64%
Employee Benefits	46,128	48,462	50,401	52,417	54,513	56,694	104.00%
Insurance	4,775	5,014	5,147	5,282	5,422	5,565	102.64%
Dues / Subscriptions	200	200	205	211	216	222	102.64%
Transfer to Surface Wtr. Cap.	-	-	-	-	-	-	102.64%
Roadway Overlays (REET 2)	250,000	250,000	256,600	263,374	270,327	277,464	102.64%
Salaries	-	-	-	-	-	-	102.64%
Overtime	-	-	-	-	-	-	102.64%
Employee Benefits	-	-	-	-	-	-	102.64%
Safe Highways Program	150,000	325,000	-	-	-	-	102.64%
Safe Streets, Early Investments	80,000	80,000	-	-	-	-	100.00%
Material Bin Covers	-	-	-	-	50,000	-	102.64%
Pedestrian Infrastructure Projects	75,000	135,000	-	560,000	2,210,000	2,210,000	100.00%
Total Transportation Capital Expenditures	784,613	1,057,882	532,214	1,106,949	2,822,102	2,787,683	

Capital Facilities Maintenance Fund

Beginning Fund Balance	240,490	239,252	201,323	254,874	54,607	166,913	
Investment Interest	700	700	718	737	757	777	102.64%
Trans. From Capital Fund (301)	150,000	150,000	153,960	230,000	162,196	166,478	102.64%
Total Cap. Facilities Maint. Fund Revenue	150,700	150,700	154,678	230,737	162,953	167,255	
Operating Supplies	-	-	-	-	-	-	102.64%
Small Tools & Equipment	-	-	-	-	-	-	102.64%
Professional Services	97,938	-	1,240	-	-	-	102.64%
Misc. Building Improvements	54,000	188,629	99,887	431,005	50,647	49,798	100.00%
Painting	-	-	-	-	-	-	100.00%
Electrical	-	-	-	-	-	-	100.00%
HVAC	-	-	-	-	-	-	100.00%
Total Capital Facilities Maint. Fund Expense	151,938	188,629	101,127	431,005	50,647	49,798	102.64%

Sewer Utility Fund

Beginning Fund Balance	452,456	502,818	580,097	658,767	738,838	820,320	
Licenses and Permits	25,000	25,000	25,660	26,337	27,033	27,746	102.64%
Sewer Lien Filing/Removal Fee	-	-	-	-	-	-	102.64%
Utility Charges	3,005,797	3,031,346	3,111,374	3,193,514	3,277,823	3,364,357	102.64%
Charges for Goods & Services	-	-	-	-	-	-	102.64%
Late Charges - Utility Bills	35,000	35,000	35,924	36,872	37,846	38,845	102.64%
Investment Interest	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Sewer Certificate Fee	-	-	-	-	-	-	102.64%
Sewer Utility Fund Revenue	3,067,297	3,092,846	3,174,497	3,258,304	3,344,323	3,432,614	
Legal Expenses	-	-	-	-	-	-	102.64%
Salaries	121,698	124,740	128,034	131,414	134,883	138,444	102.64%
Overtime	4,103	4,164	4,274	4,387	4,503	4,621	102.64%
On-Call Services	2,519	2,557	2,625	2,694	2,765	2,838	102.64%
Employee Benefits	46,313	47,775	49,687	51,674	53,741	55,891	104.00%
Safety Clothing / Boots	300	300	308	316	324	333	102.64%
Office Supplies	851	851	873	897	920	944	102.64%
Operating Supplies/Materials	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Small Tools & Equipment	11,000	1,000	1,026	1,053	1,081	1,110	102.64%
Professional Services	52,500	52,500	53,886	55,309	56,769	58,267	102.64%
Communications	3,000	3,200	3,284	3,371	3,460	3,552	102.64%
Travel Exp. (lodging, meals)	100	100	103	105	108	111	102.64%
Advertising	500	500	513	527	541	555	102.64%
Equipment Rental	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Insurance	5,539	5,816	5,969	6,127	6,289	6,455	102.64%
Utilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Repairs & Maintenance	52,000	52,000	53,373	54,782	56,228	57,713	102.64%
Dues & Subscriptions	100	100	103	105	108	111	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
Training	500	500	513	527	541	555	102.64%
METRO Charges	2,129,113	2,129,113	2,185,322	2,243,014	2,302,230	2,363,009	102.64%
Taxes & Assessments	21,000	21,000	21,554	22,123	22,707	23,307	102.64%
Copier Rental	649	649	666	684	702	720	102.64%
Ronald Assumption - Principal	9,500	9,500	9,751	10,008	10,272	10,544	102.64%
Public Works Trust Fund-Ronald	9,000	9,000	9,238	9,481	9,732	9,989	102.64%
Ronald Assumption - Interest	1,100	1,100	1,129	1,159	1,189	1,221	102.64%
Public Works Trust Fund-Int.	20,000	20,000	20,528	21,070	21,626	22,197	102.64%
Machinery & Equipment	14,500	14,500	14,883	15,276	15,679	16,093	102.64%
Interfund Svc. To GF (001)	79,226	85,414	87,669	89,984	92,359	94,797	102.64%
Interfund Svs. To Fund (501)	44,399	44,399	45,571	46,775	48,009	49,277	102.64%
Interfund Svc. To T. Cap.(302)	26,211	26,788	27,495	28,221	28,966	29,731	102.64%
Transfer To Sewer Cap. (402)	200,000	200,000	205,280	210,699	216,262	221,971	102.64%
Transfer To PWTF Repay. (407)	150,000	150,000	153,960	158,025	162,196	166,478	102.64%
Transfer To PWFB Fund (202)	3,214	-	-	-	-	-	102.64%
Total Sewer Utility Fund Expenditure	3,016,935	3,015,567	3,095,828	3,178,233	3,262,842	3,349,711	

Sewer Capital Fund							
Beginning Fund Balance	2,424,788	2,620,486	2,410,486	1,470,898	1,686,865	1,908,533	
Investment Interest	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Transfer from Cap. Fac. (301)	-	-	-	-	-	-	102.64%
Transfer From Sewer Fund (401)	200,000	200,000	205,280	210,699	216,262	221,971	102.64%
Total Sewer Capital Fund Revenue	205,000	205,000	210,412	215,967	221,668	227,520	
Salaries	-	-	-	-	-	-	102.64%
Employee Benefits	-	-	-	-	-	-	102.64%
Professional Services	-	200,000	-	-	-	-	100.00%
Beach Dr. Sewer Lift Station	-	215,000	1,150,000	-	-	-	100.00%
Sewer Facilities Projects	9,302	-	-	-	-	-	100.00%
Water/Sewer Comp. Plan	-	-	-	-	-	-	100.00%
Total Sewer Capital Fund Expenditure	9,302	415,000	1,150,000	-	-	-	

Surface Water Utility Fund							
Beginning Fund Balance	857,419	1,005,371	980,909	996,132	1,054,508	1,159,742	
Utility Service Charges	1,200,332	1,200,332	1,272,352	1,348,693	1,429,614	1,515,391	106.00%
State and Federal Grant Programs	-	-	-	-	-	-	100.00%
Investment Interest	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Total Surface Water Utility Revenue	1,202,332	1,202,332	1,274,404	1,350,800	1,431,777	1,517,611	
Legal Services	-	-	-	-	-	-	102.64%
Copier Rental	-	-	-	-	-	-	102.64%
Salaries	253,510	259,847	266,707	273,749	280,976	288,393	102.64%
Overtime	-	-	-	-	-	-	102.64%
On-Call Services	2,519	2,557	2,625	2,694	2,765	2,838	102.64%
Employee Benefits	104,250	107,274	111,565	116,027	120,668	125,495	104.00%
Safety Clothing / Boots	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Office Supplies	351	351	360	370	380	390	102.64%
Operating Supplies	7,000	7,000	7,185	7,374	7,569	7,769	102.64%
Small Tools & Equipment	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Prof. Services/Engineering	65,000	130,000	133,432	136,955	140,570	144,281	102.64%
Communications	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Travel Exp. (lodging, meals)	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Equipment Rental	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Insurance	12,999	13,649	14,009	14,379	14,759	15,148	102.64%
Utilities	1,100	1,100	1,129	1,159	1,189	1,221	102.64%
System Maintenance & Operation	150,000	150,000	153,960	158,025	162,196	166,478	102.64%
Street Drainage Maintenance	55,000	55,000	56,452	57,942	59,472	61,042	102.64%
Neighborhood Surface Water	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Repairs & Maintenance	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Dues / Subscriptions	12,500	12,500	12,830	13,169	13,516	13,873	102.64%
Training	2,500	2,500	2,566	2,634	2,703	2,775	102.64%

Six Year Financial Forecast

Description							Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	Factor
County Administration Billing	-	-	-	-	-	-	102.64%
Taxes & Assessments	18,000	18,000	18,475	18,963	19,464	19,977	102.64%
PWTF Loan Payment	8,858	8,858	9,092	9,332	9,578	9,831	102.64%
PWTF Loan Interest	177	89	91	93	96	98	102.64%
Interfund Svc. To GF (001)	49,439	56,680	58,177	59,712	61,289	62,907	102.64%
Interfund Svc.To Fund (501)	46,101	46,101	47,318	48,567	49,849	51,165	102.64%
Interfund Svc. To T. Cap.(302)	26,211	26,788	27,495	28,221	28,966	29,731	102.64%
Interfund Svc. To Fund (450)	-	-	-	-	-	-	102.64%
Transfer To P.W. Fac. (202)	10,365	-	-	-	-	-	102.64%
Transfer To Sur.Water Cap.-404	200,000	300,000	420,000	546,000	682,500	682,500	100.00%
Total Surface Water Utility Expend.	1,054,380	1,226,794	1,259,181	1,292,423	1,326,543	1,361,564	102.64%

Surface Water Capital Fund

Beginning Fund Balance	798,997	938,997	828,997	714,891	460,891	293,391	
State and Federal Grant Programs	-	-	1,600,000	3,200,000	3,200,000	-	102.64%
Muni. Stormwater Grant (DOE)	-	90,000	-	-	-	-	102.64%
WSDOT Grant	-	-	-	-	-	-	102.64%
King County Flood District	-	-	-	-	-	-	102.64%
Investment Interest	-	-	-	-	-	-	102.64%
Transfer from Trans. Cap.(302)	-	-	-	-	-	-	102.64%
Trans From Surface Water (403)	200,000	300,000	420,000	546,000	682,500	682,500	100.00%
Total Surface Water Capital Revenue	200,000	390,000	2,020,000	3,746,000	3,882,500	682,500	102.64%
Professional Services	-	-	-	-	-	-	102.64%
Advertising	-	-	-	-	-	-	102.64%
Office/Operating Supplies	-	-	-	-	-	-	102.64%
Professional Services	-	-	-	-	-	-	102.64%
Communications	-	-	-	-	-	-	102.64%
Surface Water Facility Projects	-	-	-	-	50,000	-	102.64%
Surface Water Projects	60,000	500,000	2,134,106	4,000,000	4,000,000	50,000	102.64%
Lyon Creek Prop. Purchase	-	-	-	-	-	-	102.64%
Total Surface Water Capital Expend.	60,000	500,000	2,134,106	4,000,000	4,050,000	50,000	102.64%

Public Works Contract Fund

Beginning Fund Balance	369,785	382,085	407,119	430,329	451,567	470,680	
Kenmore Interlocal Agreement	881,777	881,777	905,056	928,949	953,473	978,645	102.64%
Investment Interest	800	800	821	843	865	888	102.64%
Total Public Works Contract Revenue	882,577	882,577	905,877	929,792	954,339	979,533	102.64%
Salaries	413,431	423,767	434,955	446,437	458,223	470,320	102.64%
Overtime	10,970	11,135	11,429	11,731	12,040	12,358	102.64%
On-Call Services	6,669	6,769	6,948	7,131	7,319	7,513	102.64%
Employee Benefits	179,244	182,684	189,991	197,591	205,495	213,715	104.00%
Safety Clothing/Boots	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Office Supplies	300	300	308	316	324	333	102.64%
Operating Supplies	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Small Tools & Equipment	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Communications	8,500	8,500	8,724	8,955	9,191	9,434	102.64%
Travel Exp. (lodging, meals)	500	500	513	527	541	555	102.64%
Equipment Rental	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Insurance	34,873	36,616	37,583	38,575	39,593	40,639	102.64%
Utilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Dues / Subscriptions	750	750	770	790	811	832	102.64%
Training	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Interfund Svc. To GF (001)	58,025	58,895	60,450	62,046	63,684	65,365	102.64%
Interfund Svc. To Fund (501)	104,627	104,627	107,389	110,224	113,134	116,121	102.64%
Transfer To PWFB Fund (202)	29,388	-	-	-	-	-	102.64%
Total Public Works Contract Expend.	870,276	857,543	882,667	908,553	935,226	962,711	

Replacement Fund

Beginning Fund Balance	256,470	304,752	353,356	403,243	454,448	507,004
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Six Year Financial Forecast

Description	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection Factor
Interfund Svc. From Fund (001)	227,171	227,171	233,168	239,324	245,642	252,127	102.64%
Interfund Svc. From Fund (101)	37,315	37,315	38,301	39,312	40,350	41,415	102.64%
Interfund Svc. From Fund (403)	46,101	46,101	47,318	48,567	49,849	51,165	102.64%
Interfund Svc. From Fund (401)	44,399	44,399	45,571	46,775	48,009	49,277	102.64%
Interfund Svc. From Fund (450)	104,627	104,627	107,389	110,224	113,134	116,121	102.64%
Investment Interest	1,100	1,484	1,523	1,563	1,604	1,647	102.64%
Equipment Sales	-	-	-	-	-	-	102.64%
Total Replacement Fund Revenue	460,713	461,097	473,270	485,764	498,589	511,751	
Interfund Svc. To Fund (001)	4,115	4,177	4,287	4,400	4,516	4,635	102.64%
Info.Svc. & Equip. Replacement	106,201	106,201	109,005	111,882	114,836	117,868	102.64%
Public Works - Fuel	42,613	42,613	43,738	44,893	46,078	47,294	102.64%
Public Works Equip. - Maint.	34,918	34,918	35,840	36,786	37,757	38,754	102.64%
PD Vehicle Replacement	78,500	78,500	80,572	82,700	84,883	87,124	102.64%
PW Equipment - Replacement	34,000	34,000	34,898	35,819	36,765	37,735	102.64%
PW Vehicles - Replacement	112,085	112,085	115,044	118,081	121,198	124,398	102.64%
Total Replacement Fund Expenditure	412,431	412,493	423,383	434,560	446,033	457,808	