City of Lake Forest Park

2015-2016

ADOPTED BUDGET

www.cityoflfp.com

November 28, 2014

City of Lake Forest Park

2015-2016
Adopted Budget

Pete Rose, City Administrator
Chris Bothwell, Finance Director

www.cityoflfp.com

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CITY OF LAKE FOREST PARK
2015-2016 ADOPTED BUDGET

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Mayor
Mary Jane Goss

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CITY OF LAKE FOREST PARK
INCORPORATED 1961

Councilmembers
Tom French
Jeff R. Johnson
Mark Phillips
E. John Resha III
Catherine Stanford
Hilda Thompson
John A. E. Wright

TO: Lake Forest Park City Council

FROM: Mayor Mary Jane Goss Mary Jane Goss

RE: MAYOR'S BUDGET MESSAGE – 2015-2016 Preliminary Budget

In Lake Forest Park, the autumn is a glorious time of year. The luxuriant growth on our trees gives way to the fall colors, hues drawn in Pacific Northwest colored pencil, not east coast bright paint. The leaves drop, filling our storm drains, and the bare limbs give rise to … increased traffic noise at City Hall. This is a season in the life of a city. The sand bags are being filled and deployed to neighborhoods, the vactor truck is on call, and the chainsaws are ready for downed trees. Such is life in an inner-ring suburb impacted by congested surface highways passing through it and being situated at the bottom of the watershed. We love the Lake, the Forest and the Park, and then, from the vantage point of City Hall, there is the reality of it all.

Fall in Lake Forest Park

Although there is currently a more hopeful economic picture than with the 2013-2014 budget season, the reality is there are factors beyond our control, such as inflation, which continue to erode rises in revenue. In our path to a sustainable footing for the future, we must consider federal, state and county budgets have less available to share.

It is in this spirit that I deliver to you the 2015-16 Preliminary budget. Once again, it is based on retaining service level and stabilizing staffing, as well as, being mindful to conserve what dollars we can while spending wisely. It is also characterized in its looking for a few key spots for improvement. The national economy continues in recovery.

Introduction:

The budget before the Council is balanced, but, as was noted in the recent mid-biennial update, revenues do not yet equal expenditures. That budget anticipated a small fund balance draw-down to buy time while the gap is closed more than it was by the benefits cost reduction referenced below. There are enough one-time or reversible expenditures to more than cover that amount.

The biennium we are preparing to enter is the one after the employees gave us a mid-biennial (2014) adjustment that was a "reset" of our benefits costs. That "investment" of our employees in the city organization is gratefully respected, and this budget retains the employee counts, and even includes a couple of targeted increases.

The seasonal theme used above was *apropos* to Lake Forest Park. It was a theme that was also used by a keynoter at this year's Association of Washington Cities conference. The speaker took a megatrends approach with seasons of the year, and making them analogous to periods in US history. The most obvious is the "winter" out of which we are now coming, and its analogy to the winter brought by the Great Depression. Our speaker told us that a "spring" and "summer" has followed every winter in US history, and our job on our watch is to plan for the cities of the future. We were told that we need insight and vision to understand the opportunities that technology, communication and innovation will provide to do the job better and more thoughtfully.

PROGRAMS OF THE CITY

The Mayor's Budget Message and Preliminary Budget are required to provide a description of the programs of the City. You will find those on a fund by fund and department by department basis in the budget document within their respective tabs. Therefore, from this point, I will provide in this message highlights and more broad brush insights, and leave the detailed information for your review of each department.

Two programs, Surface Water and Street Capital will draw major attention and resources in 2015 and possibly 2016. Lake Forest Park is poised to go into the construction phase on the Lyon Creek Flood Reduction project and the 178th/Brookside Elementary sidewalk project. Between the two, there will be an investment of approximately $7.5 million. Having one big project is important in a small city. Having two at the same time will require us to be protective of these as priorities and the staff effort that it will take to see them through.

Overall Changes: The base budget includes the addition of 0.5 FTE Court Clerk, a 0.25 PTE graduate intern for City-wide Work Plan projects, a 0.375 seasonal staff hire to help the Parks catch up on maintenance, and a 0.4 FTE increase in the passport program serves to free up City Clerk staff for increased communication needs.

Pay & Benefit Assumptions		
Salaries & Wages	2015	1.5%
	2016	1.5%
Health Benefit AWC	2015	5.5%
	2016	8.0%
Health Benefit Teamsters	2015	7.0%
	2016	8.0%
PERS	2015	21.9%
	2016	0.0%

The basic assumptions in the overall pay and benefits are included in the inset. There is a proposed addition of two traffic camera locations. Although the citizen survey was lukewarm on the expansion of cameras, the proposal is solidly focused on the safety of our school children at one site, and the problematic 170th/SR 522 intersection at the other. I hope the Council will act on this soon. I have added a funding sheet with some recommendations at the end of this budget message.

All Revenues:
A new revenues section has been added to this budget document. It will allow the reader a five year scan of revenues from 2012-16. This section will provide the basis of the property tax levy hearing, for which an all revenues review of the general fund is required prior to setting a property tax levy. In this budget, I am proposing that the Council exercise its authority for a 1% property tax levy increase. As always, I have concerns about income bands within the broad base of our public being able to afford the increase and also understand the compounding effect in not taking it.

GENERAL FUND: What follows are highlights of special points or changes within each department, including several recommendations that are formulated to deal with concerns or problems identified in the State of the City and City Government, a special section that has been included after this Budget Message.

The budget before the Council is balanced, but, as was noted in the recent mid-biennial update, revenues do not yet equal expenditures.

City Council: Council professional services continue the 2014 increase, and the increase for the tablet devices (paperless packets) was removed.

Executive: This budget is improved in its expenditure detail. Training increases are increased for the Administrator to attend a national conference in Seattle and to allow an unusually high number of longevity awards in 2016.

Municipal Services: A .4 FTE increase in the passport program, which still more than pays for itself with this change, and frees up time for Clerk staff to support communication needs. In addition, funding is increased for the ability to prepare and mail a four-page newsletter. Council should also review the City Memberships page, which has several increases. The following chart shows the main increases passed along from other organizations that will impact this biennial budget.

Fund	Other Agency Costs Description	Increase Date	Increase (%)	Increase Annual Value ($$)
001	Prosecutor	January 1, 2015	2.1%*	2,064
001	Public Defender	January 1, 2015	20.0%*	17,710
001	AWC Membership	January 1, 2015	2.0%	200
001	Puget Sound Clean Air	January 1, 2015	20.0%	2,000
001	State Auditor's Office, Hourly Rate Incr.	January 1, 2015	6.5%**	2,275
001	State Auditor's Office, Single Audit	January 1, 2015	18.5%	6,500
101	Street Lights, Seattle City Light	January 1, 2015	n/a	15,000
101	Street Lights, Seattle City Light	January 1, 2016	0.0%	-
401	KC Sewage Treatment Capacity Charge	January 1, 2015	5.6%	106,960
403	Surface Water	January 1, 2015	7.0%	45,000
403	Surface Water	January 1, 2016	7.0%	45,000
All	WCIA-Insurance	January 1, 2015	7.4%	-***

* Exact increase is unknown, estimates will be revised as better data become available.

**Single audit will also allow us to get on a two year accountability audit budget cycle in non-budget years.

***Other factors in liability charges complete offset any cost increase

Legal: The expenditure levels of this department have fluctuated widely based on the needs of the city, and is left at the current allocation.

Finance: The Finance budget moves one employee to the management ranks, which essentially balances a pay increase with reduced overtime costs, but more importantly, does a better job of managing responsibilities.

Community Services: Community Partners Contracts: The prior two biennia did not offer increases for our community partners. We saw in the recent presentations that our community partners are delivering good services to our community. The Preliminary Budget includes proposed increases for all five contracts. In determining amounts, the budget divides social services (3rd Place Commons, Arts Council) from human services (Hang Time, Senior Center, Drug & Alcohol Counseling). The contracts for social services have been increased by the greater of the Seattle CPI indices at 2.1%. Those providing human services are increased at 10%. Contracts must be prepared at the new amounts with measurable deliverables.

Concerts in Animal Acres Park

Community Partners	Current ($$)	Increase (%)	Proposed ($$)
Friends of Third Place Commons	26,000	2.1	26,546
Shoreline/Lake Forest Park Arts Council	16,000	2.1	16,336
YMCA Hang Time	10,500	10.0	11,550
Shoreline Senior Center	11,500	10.0	12,650
Center for Human Services	12,000	10.0	13,200
Total	**76,000**		**80,282**

Commissions: Work plan projects have been reviewed by the Administration in accordance with the commissioner's manual and LFPMC 2.22. It is obvious that commission work plan project budgets and staff support requests will greatly test the ability of the Administration to accomplish the other goals and priorities of the City. As a result, the commission work plan budget requests, except the Comprehensive Plan consultant allocation, have not been incorporated into the budget. The Council and the Administration need to have an honest discussion to ensure commission work plans accomplish the goals and priorities of the City to ensure that both the commissioner's time and staff resources allocated to them are used responsibly.

Municipal Court: The base budget includes the 0.5 FTE for increased Clerk handling time for the increased caseload for photo enforcement tickets moved to the City starting in November of 2013. The supporting page for the potential use of expanded traffic cameras shows the requested increase in Judge and Clerk time. It is reasonable to respond to the increased work demand on the court.

Police: The base budget remains at the same level of services. The critical detail is whether the current level of service for officers will be sustainable over the long term. The police department has requested and the preliminary budget includes allocations for active shooter vests. Under the guidance of Chief Sutton, the department has proactively developed a cooperative active shooter capacity with the City of Shoreline. The protective vests give our officers the best opportunity to protect our school children in an actual active shooter event. It also allows our officers to be prepared for any location in our community where there is an active shooter.

Other Criminal Justice: The contract for prosecutor is set at CPI, which has been placed in the budget at 2.1% (CPI-W) and the Public Defender is increased by 20% to follow the case limits established by the state courts. The actual cost will be determined by the bidding process.

Planning & Building: The main change in this department budget is to develop a method to acquire permit tracking software. The financial software is unable to provide sufficient management data and staff resources have difficulty finding time to track it on the side. The budget anticipates the addition of a technology fee on all types of building permits. This is a relatively new fee, which allows accumulation of revenue to the right user group to pay the costs of the software. If an RFP process produces a suitable candidate software, a budget amendment will be brought at a later date.

Public Works: Parks, Facilities, Streets, Surface Water, Sewer and Kenmore contract and kept at current levels of service, except there is a 0.375 Seasonal allocation added to help with park maintenance. Surface Water anticipates a 6% fee increase to support the planned program (inclusive of new CIP culverts project). Also, the coming year is a King County 5.6% increase in the treatment capacity charge, and in 2016, there is an anticipated City increase in the sewer charge of 7% to support future CIP projects.

Assistance from the public in doing park maintenance and projects has helped to slow losses, but there is gradual deterioration in the parks.

Engineering: This department is, for the third and fourth years, largely supported by construction projects with little to no general fund support. This is an improvement over past years.

Capital Improvement Program: The CIP has been re-tooled to work the decision-makers beyond identifying which projects will be funded by the program to determine the greatest infrastructure needs of Lake Forest Park. Perhaps the most notable decisions following from this budget will be the discussions about filling of the millions of dollars in needs for our city in Streets, Surface Water, sidewalks and paths.

Replacement Fund: This fund is balanced through 2016, but it is done with what can currently be characterized as one-time (but should not be) infusions of money. The replacements are set as required for the biennium, which includes a much larger amount to catch up on replacing police vehicles. There is also an allocation for the portable radios in 2016 that covers half the need, with the other half anticipated for

2017. The preliminary budget proposes that the added traffic camera revenue be used to pay for this need.

Again, I present the 2015-16 Preliminary Budget to the City Council. The Administration stands ready to assist the City Council through the hearings and adoption process. As our City moves toward the coming spring, please be mindful that the chill of winter still affects this budget.

MAYOR'S BUDGET MESSAGE: ATTACHMENT A

Description	2015 Budget	2016 Budget
REVENUE		
Traffic Safety Camera Fines	376,043	451,252
TOTAL REVENUE	**376,043**	**451,252**
EXPENDITURE		
Additional Program Expenditures		
Professional Services (Amercian Traffic Solutions)	142,500	171,000
Court Salaries and Benefits, 0.5 FTE Court Cashier	38,186	35,986
Court Salaries and Benefits, 0.1 FTE Judge	14,925	14,925
TOTAL PROGRAM EXPENDITURES	**195,611**	**221,911**
Non-Program Expenditures		
Public Safety and Public Works Radios	-	45,848
Ending Fund Balance, GENERAL FUND	180,432	183,493
TOTAL NON-PROGRAM EXPENDITURES	**180,432**	**229,341**
TOTAL EXPENDITURE	**376,043**	**451,252**

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STATE OF THE CITY

The Comprehensive Plan update process is robust and gives us a chance to get broad-based input from our interested public, verified by a statistically valid random survey of citizen impressions and preferences. There is no better way for us to think about the insight and vision of the next 20 years of our City than to touch bases with that process within our City and to compare and contrast where this budget process finds our City organization.

The Comprehensive Plan outreach is off to excellent start. Its breadth and depth, to date, are impressive and our citizens are being heard. The Citizen Survey gives us a snapshot of our city. We should be proud that there is general satisfaction in the direction of Lake Forest Park. We should listen carefully that people prioritize public safety and law enforcement, and feel some satisfaction that the vast majority feel safe in their homes and outside in the city. Sidewalks, crosswalks, and bike lanes are also a priority. When speaking on funding, our citizens preferred a balanced approach between higher taxes and economic development. It will be up to our electeds to strike a reasonable balance.

Comprehensive Plan Outreach

There was a strong desire to protect the natural environment and tree canopy. It will be up to our electeds to assure that this is done with proper respect for the interests of common rights and property rights.

Our Capital Improvement Plan also gives us window into the state of the City. It has been enhanced this year to provide more overall and project information. The reader will understand that we have problems costing tens of millions that must be resolved in the next generation of surface water (culvert) projects, pavement preservation needs, transportation/transit project needs that have not yet been fully planned and designed, the publicly identified sidewalk/path/bike lane needs, and the need to replace the Public Works headquarters. However, we can all rejoice that in 2015, we will have made it to the construction year for our Lyon Creek Flood Reduction Project and the 178th Street/Brookside Elementary Sidewalk Project. Both of these reflect substantial public investment to resolve problems that have been around for decades. I truly hope the vision for our city includes more solid investments.

The Comprehensive Plan outreach is off to excellent start. Its breadth and depth, to date, are impressive and our citizens are being heard.

It is a sign of the recovery of the City that we can be thinking of longer-term capital needs. When we plan what our city should be moving toward, we need to be mindful of what it is moving from, as that forms the gap that our planning efforts will attempt to fill. The following section will give the Council and readers a scan of the current state of city departments.

State of the City Government

The preliminary budget proposed by the Mayor for the 2013-14 biennium was one that sought stability for the City organization, ending furloughs and settling into the "new reality" of a work force that was 15% smaller than its pre-recession size. I have spent time in this budget process trying to get an understanding of the stress points in the capacity of our departments and staff. A brief snapshot follows:

GENERAL FUND: The following excerpt from my 2013-14 Budget Message is a fitting synopsis of the general pressure on the organization:

> *"The General Fund (Current Expense) fund has 10 operating departments that are the workhorse of the city (45 FTE, or 75% of total positions). A chart in the adopted 2011-12 budget identified that the four year reductions in those 10 operating departments were about 14% financially, and about 15% of employee positions were lost. That has created a process of transition and adaptation that continues. Those reductions forced layoffs, furloughs which were of-necessity unequal, and a distribution of workload that is still shaking out."*

Family Day at the Farmer's Market

Now, in the sixth year since economic recession, there is evidence of how thin and difficult our staffing situation has become. This will influence some of the budget recommendations. A department by department recap follows:

- **<u>Executive:</u>** There is no clerical support for the positions that remain. This makes responsiveness to the Council, Council goals and public more problematic. Lack of back-up in Payroll resulted in an expensive, and successful backfill, but this occurred at the expense of needed work in the Human Resources function.
- **<u>Council:</u>** There is a dynamic tension between the demands of the management desk jobs of the key staff that serve the City Council, its goals and its agendas. It slows the pace of progress and can, at times, make for difficult relations.
- **<u>Finance:</u>** This department is under constant pressure to get all its work done. Back-up for sick time and vacations, involves setting aside other work, and having supervisors work down to assure appropriate segregation of duties.
- **<u>Municipal Services:</u>** The City Clerk vacancy provided a "case study" in running the department for several months with one key position vacant. Work fell behind, most notably production of meeting minutes. Using staff savings to temporarily fill the Monday and Friday passport services with part-time passport clerks stopped the deterioration of services, but did not provide for catch-up or continued technology conversions to use machines to get more of the work done.

This also provided the insight for one of the recommended changes in the budget.

- **Legal:** Cost of basic corporate counsel services has shown peaks and valleys in recent years. There has been value in contracting with a firm that has some depth and specialty to assist in the peaks. The contracts for prosecution and public defense services have worked, and cases appear to be receiving an equally vigorous prosecution and defense. Both contracts are overdue for rebid, but staffing demands in Executive have forced us to pick the public defense contract – to respond to the new court standards.
- **Municipal Court:** The recessionary reductions in the Court served to take up all of its capacity. The transfer of the ATS photo enforcement tickets to Municipal Court showed outstanding results in accountability, quality of adjudication and collections, but it overtaxed staffing.
- **Police:** A series of staffing reductions has occurred over the last decade. It has resulted in two circumstances. First, when there is a vacant shift due to sick, injury, vacation or military service, there has become an increasing difficulty in filling all the available overtime shifts. The officer added last year is hired and trained but is still two weeks from taking his first shifts. Second, it has resulted in an economy of scale issue as regards shift supervision. That was addressed in the 2013 reorganization that brought a captain position and reduced by one the total number of supervisors.

K-9 Officer - Hector

- **Community Services:** The main gap with the Community Services Coordinator is the demand for staff services by the Commissions as contrasted with the other duties within and outside the position's funding.
- **Planning & Building:** Since the reduction of one planning position several years ago, there is no effective back-up, except for the upper positions dropping down to help. Outside contracting for peaks or key skills has helped to a reasonable extent. The biggest gap may be in the ability to follow what is going on in other jurisdictions. There are a variety of transportation, transit and solid waste decisions that must be monitored. For example, the planning decisions for the LINK Light Rail stations in Shoreline could bring externalities to Lake Forest Park.
- **Parks & Facilities:** Assistance from the public in doing park maintenance and projects has helped to slow losses, but there is gradual deterioration in the parks. There is greater deterioration in the streetscapes, where we are gradually losing the long-time plantings, which are being replaced by weeds. The City Hall facility maintenance and custodial services are acceptable, but at minimum levels.

OTHER FUNDS

- **PUBLIC WORKS**

  - **Streets:** The staff is sufficient, but not optimal to keep up with service demands on an ongoing basis. As noted above, pavement management is significantly underfunded and in need of policy discussion and solutions.
  - **Engineering:** Long past are the days when there was a project analyst to assist with work. The City Engineer has been on an excellent run of getting his staff costs paid by grants and utilities. Our biggest concern must be managing the pressures of having two major projects (Lyon Creek Flood Reduction and 178th Sidewalk/Culvert Improvements) under construction in the summer of 2015. A secondary concern is managing the demands of private development that require the attention of the City Engineer.
  - **Surface Water:** Planning and operations are able to keep up with day to day items and the City is able to protect its NPDES II permit. The biggest issues are related – first, keeping staff heads up enough to thoughtfully balance planning for the next generation projects, and also to have the vision and scope to optimally balance preservation of infrastructure with restoration of salmon runs.

Lyon Creek – Town Center

  - **Sewer Utility:** The maintenance of the utility is going well. The system is carrying numerous liens as a result of the care about individual choice and impacts used by prior Councils in the large extension project. To be straightforward, the key issue that must be reviewed by our policy-makers is whether the current patchwork quilt of water/sewer service providers is the most efficient and coordinated network that our citizens should expect.

CAPITAL IMPROVEMENTS/BONDS: This program is doing well within the funds it has been allocated. The City Hall repair/replacement fund is serving to care for our building. The final two City Hall bond payments will be made in this biennium.

Lake Forest Park
2015-2016 Budget Summary and Overview

The City of Lake Forest Park was incorporated June 21, 1961 with a Mayor-Council form of Government. The City uses a Biennial Budget, in accordance with Washington State RCW 35A.34. Accordingly, a two-year budget is adopted late in even numbered years for the period of January 1 of the following year through December 31 of the next even numbered year.

City services are provided by the following operating departments:

FUND LEVEL BUDGETING AND ACCOUNTING

The City's basis of accounting is commonly known as the Cash Basis of Accounting. This means that revenues are recognized when they are credited to the City's bank account and expenditures are recognized when checks are issued or electronic funds transfers are authorized.

Budgets

The City adopts a comprehensive budget at the fund level, and appropriates biennial budgets for governmental and proprietary funds. The appropriated budget constitutes the legal authority for expenditures at that level. Appropriated Expenditures may not exceed the sum of Estimated Revenues and Fund Balance. Biennial appropriations for these funds lapse at the fiscal year end.

Operating Fund Balance – The City has adopted Financial Policies that set minimum beginning and ending fund balances for its major operating funds, in order to reserve sufficient cash balances to cope with revenue shortfalls and/or unexpected expenditures during the fiscal year. Fund balance minimum targets are as follows:

- General Fund: 12 percent of estimated fiscal year revenues
- Street Fund: 12 percent of estimated fiscal year revenues

State law and Generally Accepted Accounting Practices (GAAP) require that "one fund cannot benefit from another."
This is an important principle which restricts the use of certain revenues and funds to the purpose prescribed by law or adopted policy. Therefore transactions between funds are required to be on an exchange basis, meaning that the monies transferred roughly equal the value of services, products or assets provided by the recipient fund. Examples would be budgeted transfers of funds to the General Fund for human resources, legislative, accounting, and facilities maintenance services provided by the General Fund to other funds of the City. ***The major exception to this principle is the General Fund, which may be used for any lawful purpose of government.***

- Sewer Utility Fund: 12 percent of estimated fiscal year revenues
- Surface Water Utility Fund: 30 percent of estimated fiscal year revenues

Financial Reserves – Required minimum Fund Balances described above are to be distinguished from Financial Reserves, which are set aside and may only be transferred out or expended by Council legislative action. The City maintains nearly $1 million in the following reserves that have been established over time using General Fund revenues:

- Council Contingency Fund $690,000
- Budget Stabilization Fund $300,000

Fund Accounts

The City's revenues and expenditures are organized into three fund account types depending on their intended purpose: 1) Governmental Funds, 2) Proprietary Funds and 3) Fiduciary Funds.

Each fund is considered a separate accounting entity, and within each fund each revenue and expenditure type is categorized and tracked using account coding, in accordance with the State Budgeting, Accounting and Reporting System (BARS) manual. Within the three fund types, there are several fund sub-types:

GOVERNMENTAL FUNDS:

General Fund - 001

This is the primary operating fund of the City. It accounts for all financial resources and transactions except those required or elected to be accounted for in another fund. The General Fund can be characterized as the "workhorse" of the budget, in that it has most of the personnel-related services and programs, except those dedicated to stormwater, sewer, and the development and maintenance of the City's transportation capital infrastructure.

There is only one General Fund of the government and encompasses the following programs:

- Legislative (City Council)
- Executive (Mayor, City Administrator, Human Resources/Risk Management, City Website, Community Services)
- Municipal Department (City Clerk, Public Information, Passports)
- Police (Police, Jail, Dispatch, EMS)
- Finance (Budget, Accounting, Financial Reporting, Information Technology)
- Municipal Court
- Community Development (Long Range and Current Planning, Permitting, Building, Code Compliance)
- Parks and Facilities Maintenance

Special Revenue Funds -100 series

These funds account for revenues that are legally restricted or designated to finance particular activities of the City.

- The City's Street Fund (101) is a Special Revenue fund by virtue of the fact that proceeds from several restricted sources account for a substantial portion of the revenues to support street maintenance activities budgeted within this fund.
- The Council Contingency Fund (102) also is a Special Revenue Fund, in that all transfers in and out of this fund can only be made by specific Council authorization, and that the maximum fund balance is limited by state law.
- The Budget Stabilization Fund (105) also is a Special Revenue Fund, in that all transfers in and out of this fund can only be made by specific Council authorization.

Debt Service Funds-200 series

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

- Long Term General Obligation Bond Fund (201) – also known as the City Hall Bond Fund
- Public Works Facility Bond Fund (202)

Capital Projects Funds - 300 series

These funds account for financial resources which are restricted, committed or assigned for the acquisition or construction of capital facilities or other capital assets.

- Capital Improvement Fund (301)
- Transportation Capital Fund (302).

PROPRIETARY FUND TYPES:

Enterprise Funds - 400 series

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges. In this category, the City has established several additional funds, which are legally considered sub-funds or management funds within the Sewer Utility Fund and the Surface Water Fund as shown below.

- Sewer Utility Fund (401)
  - Sewer Capital Fund (402)
  - Sewer Bond Reserve Fund (406)
  - Public Works Trust Repayment Fund (407)
- Surface Water Utility Fund (403)
  - Surface Water Capital Fund (404)
- Public Works Contract Fund (450)

Internal Service Funds – 500 series

These funds account for operations that provide goods or services to other departments or funds of the City on a cost-reimbursement basis.

- The Vehicle and Equipment Replacement Fund (501) is the city's only fund within this category. It is used to fund purchase, maintenance and replacement of Public Works and Police Vehicle and capital equipment, as well as Information Technology equipment for all City activities.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the City in a trustee capacity or as an agent on behalf of others.

Agency Funds

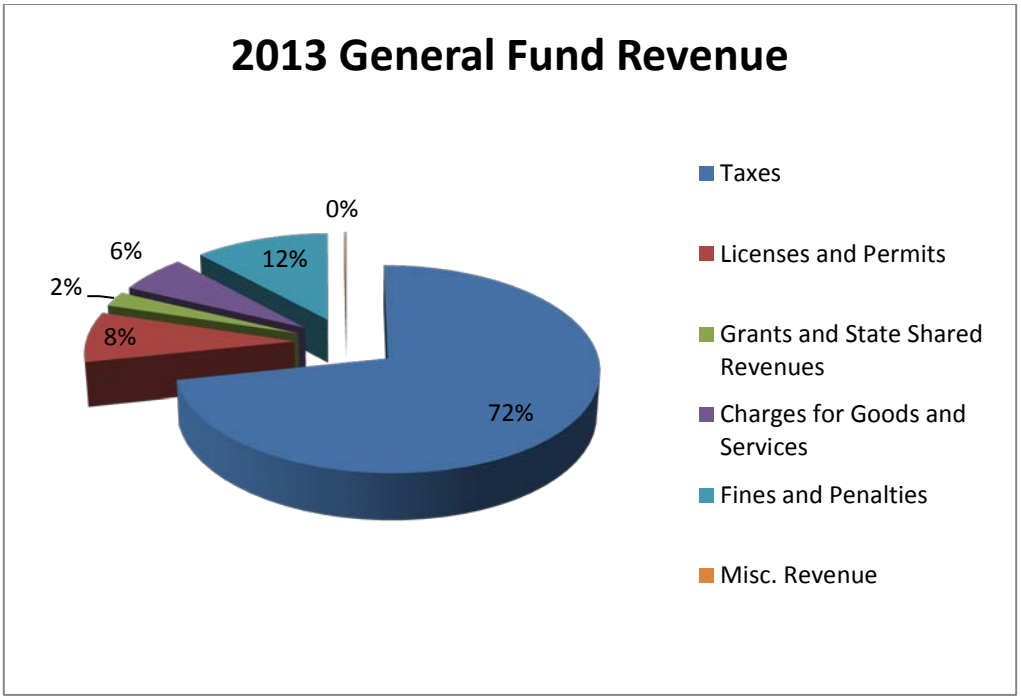
These funds are used to account for assets that the City holds in an agent capacity. These are not funds of the City and the City is not required to adopt a budget for these funds, but simply manages the funds for the member organizations.

- The Transportation Benefit District (Fund 634) was established by the City In 2009 to levy a vehicle license fee to be used for the preservation and maintenance of the City's transportation

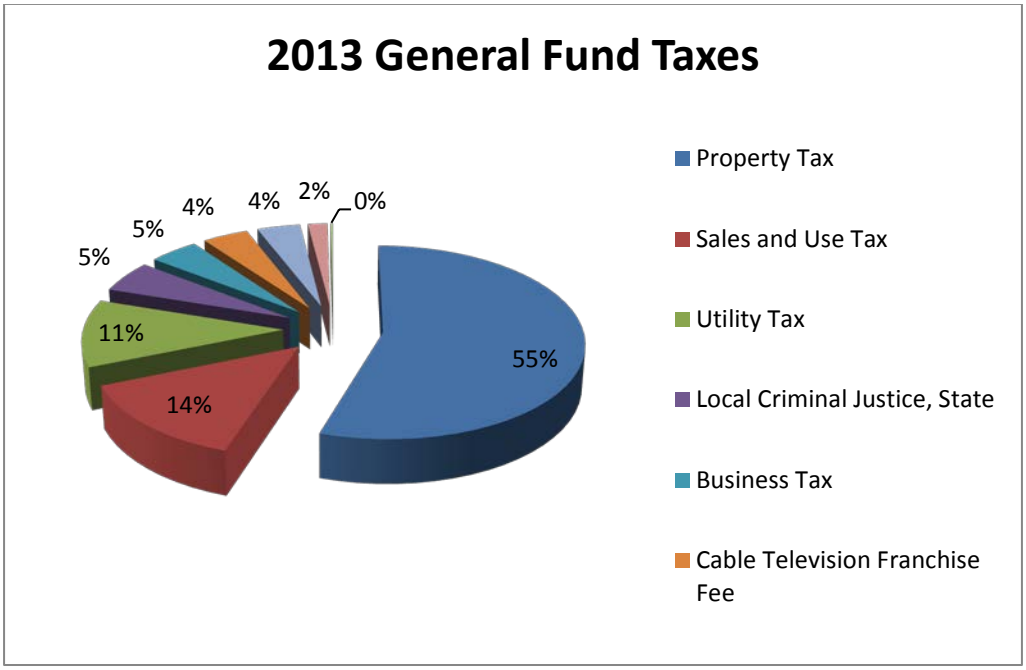
infrastructure. The members of the City of Lake Forest Park City Council also serve as the members of the Transportation Benefit District Board.

REVENUES

In a broad sense the City receives revenues in several categories including:



Taxes – These make up about 72 percent of General Fund revenues. The City's largest sources of General Fund tax revenue are the property tax, sales tax and utility taxes.



Property Tax -- In 2014, the City will receive approximately 11 percent of total property taxes on a typical home in Lake Forest Park. K-12 Schools, the State of Washington, and the Northshore Fire Department received 42 percent, 30 percent and 9 percent of property taxes respectively. Approximately 45 percent of property taxes levied on a typical Lake Forest Park residence is voter approved. None of the City's portion of property tax is voter approved.

Total property taxes levied by the City are limited to 1 percent growth per year, not accounting for taxes on new construction and state properties.

The City did not appropriate the allowed 1 percent increase in the two years of 2011 and 2012. Because the annual levy sets the base for the next year's property tax levy, foregoing the allowed increase affects all budgets thereafter.

The effect of not increasing the property tax levy by the allowed 1 percent in 2011 and 2012 is that the City could choose to take the additional levy in a future year, the foregone and unused allowable increase is known as "banked capacity".

A 1 percent increase is included in the Adopted Budget for 2015 and another 1 percent increase is included in the Adopted Budget for 2016, the banked capacity is not taken in either 2015 or 2016 and is therefore carried forward.

REET - The City receives excise tax of ½ percent on the sale of real property. Real Estate Excise Tax (REET) is segregated into two equal amounts of ¼ percent.

Each portion has specific allowable uses under law. In Lake Forest Park, REET is allocated to certain transportation and general capital purposes. The City has designated in prior budgets a portion of first ¼ percent Real Estate Excise taxes (REET1) for City Hall General Obligation Debt and other eligible capital projects. The other ¼ percent (REET2) is budgeted for Transportation Capital. REET1 is budgeted in the Capital Fund and REET2 is budgeted in the Transportation Capital Fund. The City typically transfers a portion of the REET1 revenue from the Capital Fund to the LTGO Bond Fund to service a portion of the City Hall annual bond payment. Those bonds are scheduled to be paid off in 2016. The bonds cannot be retired early.

Permits, Fees and Charges for services – This category includes fees for land use, construction, mechanical and plumbing permits, as well as passport services, and franchise fees. In 2013 these fees and charges make up nearly 14 percent of General Fund revenue.

Grants, Loans and State Shared Revenues - This category includes all revenues from the Federal, State and Countywide governments. The last several Federal, State and County budgets have reduced this group of revenue distributions to Cities.

State Shared revenues historically have been allocated to cities to deal with the costs of local impacts of state programs, such as liquor sales and licensing. In 2011 these revenues made up a little more than 4 percent of the General Fund revenues. The Mayor's Proposed 2015-2016 Budget estimate for these revenues is 2.5% of General Fund revenues.

EXPENDITURES

The Biennial Budget provides expenditure authority at the fund level. This means that the City may expend more or fewer funds on any given line item or department within a budgeted fund, as long as City expenditures do not exceed the financial resources appropriated for that fund.

While the City strives to maintain annual expenditures at levels at or less than annual revenues, there are circumstances which may justify the use of fund balance or reserves to support certain expenditures at levels exceeding expected revenues in any given year. These should typically be one-time expenditures (not expected to be repeated on an annual basis). Use of fund balance or reserves may also be appropriate on a limited basis to fund ongoing services as part of a long-term plan, if additional ongoing revenues are expected to support the service in future budgets, or to deal with short duration reductions in ongoing revenues.

Major Categories of Expenditures include:

Ongoing Expenditures

- Salaries and wages
- Personnel benefits
- Supplies
- Services and charges
- Training and professional development
- Intergovernmental services (purchase of goods and/or services from another government)
- Capital debt service

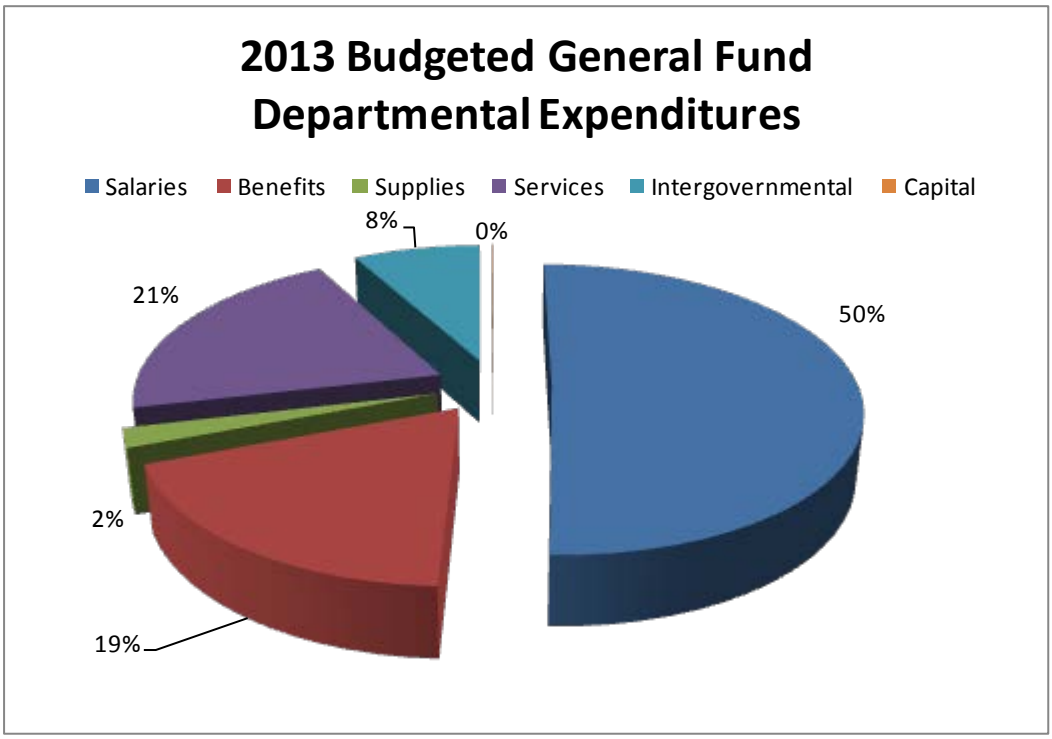
One-Time Expenditures

- One time equipment/fixture purchases
- Response to unusual or infrequent events
- Legal settlements
- Payment of claims
- Consultant studies

Other Uses of Funds include:

- Transfers (No exchange of services or product from receiving fund)
- Interfund Payments for Services (Reimbursement for services or product provided from receiving fund)

The majority of City expenditures supports salary and benefit costs of staffing city services.



In each of 2011 and 2012 City staff, except Police, were furloughed 5 days throughout the year and each full time employee's salary was reduced by 2 percent. Staff was not subsequently furloughed, likewise the 2015-2016 budget proposal does not include a furlough. The budget includes a 1.5% cost of living salary increase for all employees in both 2015 and 2016.

The Police Guild and Teamsters contracts expire at the end of 2015, contract negotiations with the bargaining units are scheduled to begin in early 2015. The outcome of those negotiations is unknown as of the date of this publication, differences between the aforementioned scheduled increases and the results of negotiations cannot be estimated at the time of publication and are therefore not considered in this budget.

Public Works and Engineering functions of the City are largely budgeted in funds other than the General Fund, including the Capital Improvement Fund, Transportation Capital Fund, Sewer Utility Fund, Surface Water Utility Fund and the Public Works (Kenmore) Contract Fund. A small portion of Public Works expenditures related to Facilities Maintenance and Parks Maintenance is funded in the General Fund.

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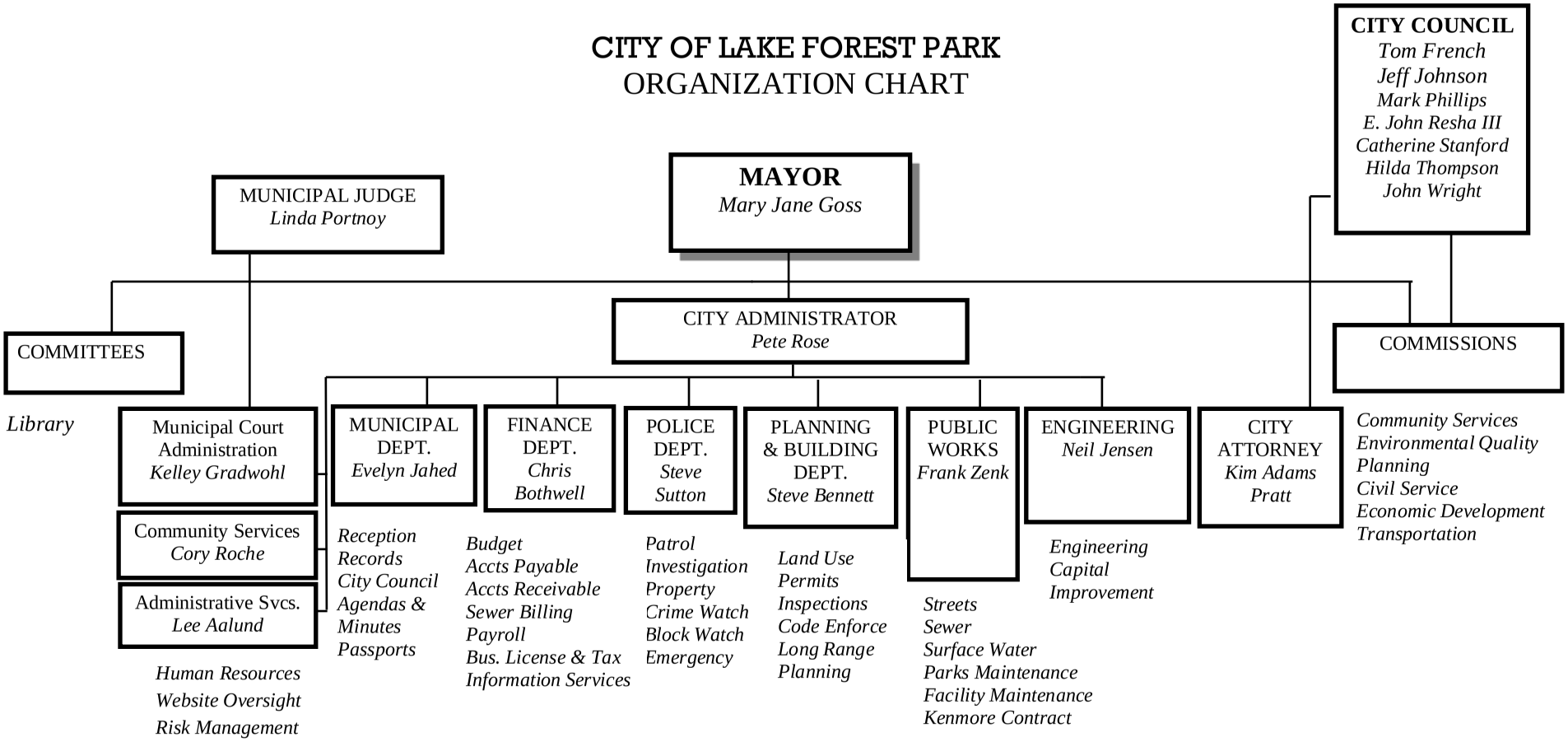
CITY OF LAKE FOREST PARK
ORGANIZATION CHART



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Adopted Biennial Revenues and Expenditures for all City funds are summarized in the following table. Additional detail may be found in the individual department sections of the budget, as well as the technical appendices.

2015-2016 Adopted Budget Summary							
All Funds by Fund Type							
Fund Type		2014		2015		2016	
		Revenue	Expense	Revenue	Expense	Revenue	Expense
001	General Fund	7,317,666	7,488,131	7,706,959	7,771,898	7,919,166	8,042,894
100	Special Revenue Funds	1,004,993	595,098	642,124	616,098	642,935	616,098
200	Debt Service Funds	180,122	387,240	179,118	385,979	178,734	383,604
300	Capital Funds	770,622	1,052,452	2,864,514	2,969,857	594,514	716,486
400	Enterprise Funds	6,134,542	5,459,727	7,503,253	7,237,171	7,626,313	7,206,584
500	Internal Service Funds	352,829	402,000	375,147	358,907	372,386	449,021
600	Agency Funds	207,345	207,500	207,163	207,500	207,163	207,625
	All Funds Total	15,968,119	15,592,148	19,478,278	19,547,410	17,541,211	17,622,312

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REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
GENERAL FUND							
TAXES							
Property Tax	2,850,369	2,876,029	2,888,723	2,934,606	2,927,721	2,957,911	2,997,843
Sales and Use Tax	676,206	693,456	722,539	713,206	713,206	764,234	838,804
Local Criminal Justice / State	260,717	254,825	280,587	264,890	264,890	272,837	281,022
Business Tax	246,702	260,275	236,501	260,204	235,000	258,326	258,326
Solid Waste Collection Tax	98,602	91,832	93,292	103,998	94,220	94,691	94,691
Utility Tax	627,821	649,109	594,693	666,635	579,000	588,800	588,800
Sea. City Light Contract Fee	236,270	243,533	204,974	249,201	245,096	256,370	266,368
Admission Tax	14,357	17,694	12,133	15,143	12,000	15,522	15,910
TOTAL TAXES	**5,011,043**	**5,086,753**	**5,033,442**	**5,207,883**	**5,071,133**	**5,208,691**	**5,341,763**
LICENSES AND PERMITS							
Cable Television Franchise Fee	208,828	191,836	217,893	220,257	226,090	231,408	237,193
Business Licenses	38,982	41,000	40,844	41,000	43,000	41,000	41,000
Construction Permits	121,440	160,000	109,899	220,000	200,000	200,000	200,000
King County Trail Application	550	-	300	-	-	-	-
Land Use Permits	47,568	50,000	132,660	50,000	117,948	50,000	50,000
Plumbing Permits	15,637	18,000	15,463	18,000	18,000	20,700	20,700
Mechanical Permits	17,875	16,000	20,085	16,000	19,178	18,400	18,400
Concealed Weapon Permit / City	1,931	1,848	2,332	1,931	1,500	2,000	2,000
Other Licenses / Permits	31,152	31,891	30,186	31,152	31,152	31,152	31,152
TOTAL LICENSES AND PERMITS	**483,962**	**510,575**	**569,662**	**598,340**	**656,868**	**594,660**	**600,445**
INTERGOVERNMENTAL REVENUES							
Bulletproof Vest Partnership	4,373	-	487	-	474	-	-
Coordinated Prevention Grant	-	13,495	14,964	23,506	4,397	7,500	7,500
Traffic Safety Comm. Grant	-	-	1,000	-	5,407	-	-
Criminal Justice - Population	2,842	2,790	3,040	2,762	2,762	3,188	3,198
CJ - Special Programs	10,684	12,693	11,315	10,472	11,348	11,348	11,383
DUI Distribution	2,357	2,800	2,297	2,310	2,310	2,300	2,300
Liquor Excise Tax	46,445	15,482	8,468	63,175	20,528	34,553	34,553
Liquor Board Profits	125,785	85,000	113,621	113,608	113,348	111,818	111,818
Local Hazardous Waste Grant	9,924	10,559	7,704	7,871	-	7,938	8,100
KC Waste Reduction Recycling	-	11,271	909	11,404	21,614	11,500	11,500
AWC Wellness Grant	-	1,160	-	-	-	-	-
KC Dept. of Health Grant	-	-	2,000	-	-	-	-
TOTAL INTERGOVERNMENTAL	**202,412**	**155,251**	**165,804**	**235,108**	**182,186**	**190,143**	**190,351**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
CHARGES FOR GOODS AND SVCS							
Court Administrative Fees	3,098	-	1,600	-	-	-	-
Interfund Svc. From Fund (201)	-	-	-	-	-	-	-
Interfund Svc. From Fund (403)	69,678	81,073	81,073	73,857	73,857	73,857	73,857
Interfund Svc. From Fund (401)	37,431	34,457	34,457	39,676	39,676	39,676	39,676
Interfund Svc. From Fund (101)	71,774	81,073	81,073	73,857	73,857	73,857	73,857
Interfund Svc. From Fund (450)	40,915	42,658	42,658	41,397	41,397	42,854	42,854
Interfund Svc. From Fund (302)	-	29,731	29,731	29,747	29,747	29,747	29,747
Interfund Svc. From Fund (632)	-	5,700	-	-	-	-	-
Passport Rev. (Passport/Photo)	90,418	93,618	83,340	94,554	95,550	90,000	90,000
Adult Probation Services	58,621	-	58,514	-	-	-	-
Support Service From TBD (104)	5,000	5,000	5,000	-	5,000	5,000	5,000
Animal Control Reimbursement	21,063	12,638	6,985	12,638	6,985	6,985	6,985
TOTAL CHARGES	**397,998**	**385,948**	**424,431**	**365,726**	**366,069**	**361,976**	**361,976**
FINES AND PENALTIES							
Other Civil Penalties	3,021	-	2,395	-	-	-	-
Traffic Infraction Penalties	75,101		67,995				
Traffic Safety Camera Fines	660,600	630,078	682,464	660,600	796,555	1,112,598	1,187,807
Legislative Assessment	8,283	-	12,226	-	-	-	-
Civil Parking Infraction Penal	2,739	-	3,629	-	-	-	-
DUI Fines	10,956	-	11,363	-	-	-	-
Other Crim.Traffic Misdemeanor	20,542	-	21,426	-	-	-	-
Other Crim. Non-Traffic Fines	4,202	-	4,631	-	-	-	-
Court Fines and Forfeits	-	222,473	-	-	-	-	-
Misc. G.F. Court Revenue	17,715	-	15,141	237,234	237,234	237,234	237,234
TOTAL FINES AND PENALTIES	**803,158**	**852,551**	**821,270**	**897,834**	**1,033,789**	**1,349,832**	**1,425,041**
MISCELLANEOUS REVENUE							
Investment Interest	2,139	1,814	1,729	2,139	1,729	1,203	1,203
Sales Tax Interest-State Treas	349	373	168	349	168	168	168
Facility Rental Fees	200	-	200	-	-	-	-
Donations	100	-	1,110	-	200	-	-
Donations-Public Safety	375	200	970	375	770	-	-
City Forestry Account	-	-	1,550	-	750	-	-
Forfeits / Asset Seizure	4,811	-	737	-	-	-	-
Restitution	1,403	-	940	-	225	-	-
Cash Adjustments	5	-	21	-	-	-	-

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
Miscellaneous Court Fees	382	-	1,209	-	-	-	-
Notary Services	500	513	655	513	970	500	500
Fingerprinting Services	160	-	40	-	20	-	-
Miscellaneous Revenue	(3,814)	2,789	1,652	2,789	2,789	-	-
Bid Bond Deposit	-	-	2,603	-	-	-	-
Emergency Services	9,814	-	9,392	-	-	-	-
Local/JIS Account	2,421	-	143	-	-	-	-
School Safety Speed	105	-	136	-	-	-	-
Trans.From Contingency-102	-	-	-	-	-	-	-
Transfer from LT Bond Fund	4,600		-		-	-	-
Insurance Recoveries	4,862	-	1,197	-	-	-	-
TOTAL MISCELLANEOUS	**28,412**	**5,689**	**24,451**	**6,165**	**7,621**	**1,871**	**1,871**
TOTAL REVENUE, GENERAL FUND	**6,926,985**	**6,996,767**	**7,039,059**	**7,311,056**	**7,317,666**	**7,706,959**	**7,919,172**

			STREET FUND				
R.O.W. Permits - Construction	36,800	25,000	36,680	25,675	42,000	32,000	32,000
ROW Rev. / Utility Franchise	179,760	183,599	212,443	188,556	221,824	200,000	200,000
R.O.W. Permits	-	-	14,170	-	2,800	-	-
State Disaster Assistance	34,922	-	350	-	-	-	-
Gas Taxes	257,682	256,263	261,305	256,263	287,016	258,698	259,509
KC Waste Reduction Recycling	-	-	4,752	-	-	-	-
Roadway Maint. From TBD (104)	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Kenmore Interlocal Reimb.	-	-	717	-	-	-	-
Investment Interest	436	316	519	316	316	494	494
Miscellaneous Revenue	-	-	-	-	-	-	-
Insurance Recoveries	-	-	2,825	-	-	-	-
TOTAL REVENUE, STREET FUND	**659,599**	**615,178**	**683,761**	**620,810**	**703,956**	**641,192**	**642,003**

			COUNCIL CONTINGENCY FUND				
Investment Interest	1,257	1,000	1,013	1,000	1,000	649	649
Trans. In From Gen. Fund (001)	90,000	-	-	-	-	-	-
TOTAL REVENUE, COUNCIL CONT.	**91,257**	**1,000**	**1,013**	**1,000**	**1,000**	**649**	**649**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
TRANSPORTATION BENEFIT DISTRICT							
TBD Vehicle Fees-State	206,316	210,632	207,068	210,632	207,068	207,068	207,068
Investment Interest	307	260	277	260	260	95	95
TOTAL REVENUE, TBD	**206,623**	**210,892**	**207,345**	**210,892**	**207,328**	**207,163**	**207,163**
BUDGET STABILIZATION FUND							
Interest		-	-	-	-	283	283
Transfer From Gen. Fund (001)		-	-	300,000	300,000	-	-
TOTAL REVENUE, BUDGET STABIL.		**-**	**-**	**300,000**	**300,000**	**283**	**283**
CITY HALL BOND FUND							
Investment Interest	1,658	1,467	1,334	1,467	1,300	384	-
Transfer From Gen. Fund (001)	158,746	-	-		-	-	-
Transfer From Cap. Imp (301)	200,000	95,000	95,000	95,000	95,000	95,000	95,000
TOTAL REVENUE, CITY HALL BOND	**360,404**	**96,467**	**96,334**	**96,467**	**96,300**	**95,384**	**95,000**
PUBLIC WORKS FACILITY BOND FUND							
Investment Interest	83	100	58	60	50	4	4
Transfer From Gen. Fund (001)	15,990	16,082	16,082	15,990	15,990	15,990	15,990
Transfer From St. Fund (101)	12,651	12,724	12,724	12,651	12,651	12,651	12,651
Transfer From Surf. Wtr. (403)	12,651	12,724	12,724	12,651	12,651	12,651	12,651
Transfer From Sewer Util.(401)	4,241	4,265	4,265	4,241	4,241	4,241	4,241
Trans. From PW Contract (450)	38,236	38,417	38,417	38,197	38,197	38,492	38,492
TOTAL REVENUE, PW FACILITY BND	**93,075**	**91,629**	**91,566**	**89,594**	**83,780**	**84,029**	**84,029**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
CAPITAL IMPROVEMENT FUND							
Real Estate Excise Tax (REET)	165,370	150,000	389,199	150,000	275,000	150,000	175,000
K.Co. Parks Levy	28,097	27,000	17,053	54,000	30,000	27,500	27,500
K.Co. Flood District Levy	-	-	-	-	-	-	-
King Cons. Dist.-Town Ctr. Pk.	48,152	-	-	-	-	-	-
WCIA Risk Reduction Grant	-	-	-	-	7,473	-	-
Investment Interest	769	-	733	-	325	373	373
City Hall Improvement Bond	-	-	19,965	-	-	-	-
Transfer from GF (001) New Pk	-	-	-	31,341	-	-	-
TOTAL REVENUE, CAPITAL IMP.	**242,388**	**177,000**	**426,950**	**235,341**	**312,798**	**177,873**	**202,873**
TRANSPORTATION CAPITAL FUND							
Real Estate Excise Tax II	165,370	150,000	389,199	150,000	275,000	150,000	175,000
Fed. Safe TeaLU (178th)	-	120,668	-	125,330		2,240,000	-
WSDOT Grant Park & Ride	-	250,000	25,187	-	-	-	-
Interfund Svc. From S.Wtr.-403	35,817	8,902	8,902	8,902	8,902	8,902	8,902
Interfund Svc. From C.Imp.-301	-	7,326	7,326	7,326	7,326	7,326	7,326
Interfund Svc. From Swr. (401)	28,112	76,592	76,592	76,592	76,592	76,592	76,592
Interfund Svc. From GF (001)	5,652	3,216	3,216	3,216	3,216	3,216	3,216
Interfund Svc. From Street-101	16,304	4,825	4,825	4,825	4,825	4,825	4,825
Interfund Svc. From Swr. (401)	-	-	-	-	-	-	-
Roadway Maint. From TBD (104)	30,000	50,000	50,000	50,000	50,000	50,000	50,000
Investment Interest	1,091	1,400	984	1,400	1,000	647	647
TOTAL REVENUE, TRANS. CAPITAL	**282,346**	**672,928**	**566,231**	**427,591**	**426,861**	**2,541,508**	**326,508**
CAPITAL FACILITIES MAINTENANCE RESERVE FUND							
Investment Interest		-	14	-	100	156	156
Trans.From Long Term Bnd (201)		140,000	140,000	-	-	-	-
Trans. From Capital Fund (301)		-	-	25,000	25,000	50,000	50,000
TOTAL REVENUE, CAPITAL FACIL.		**140,000**	**140,014**	**25,000**	**25,100**	**50,156**	**50,156**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
SEWER UTILITY FUND							
Licenses and Permits	9,600	7,500	21,900	7,500	10,500	10,500	10,500
Sewer Lien Filing/Removal Fee	-	-	-	-	-	-	-
Utility Charges	2,537,960	2,550,000	2,727,176	2,677,500	2,737,598	2,831,220	2,848,683
Charges for Goods & Services	-	-	410	-	-	-	-
Late Charges - Utility Bills	36,099	35,000	32,806	35,000	35,000	35,000	35,000
Investment Interest	837	800	704	800	448	554	554
Sewer Certificate Fee	1,300	-	800	-	-	-	-
Sewer Miscellaneous Revenue	-	-	-	-	-	-	-
TOTAL REVENUE, SEWER UTILITY	**2,585,796**	**2,593,300**	**2,783,796**	**2,720,800**	**2,783,546**	**2,877,274**	**2,894,738**
SEWER CAPITAL FUND							
Investment Interest	2,304	2,000	2,164	2,000	1,427	1,760	1,760
Transfer from Cap. Fac. (301)	-	-	-	30,000	30,000	30,000	30,000
Transfer From Sewer Fund (401)	250,000	250,000	250,000	250,000	250,000	292,100	312,547
TOTAL REVENUE, SEWER CAPITAL	**252,304**	**252,000**	**252,164**	**282,000**	**281,427**	**323,860**	**344,307**
SURFACE WATER FUND							
Utility Service Charges	847,680	863,900	950,775	915,734	1,007,822	1,068,291	1,132,388
Kenmore Interlocal Reimb.	-	-	5,781	-	-	-	-
Investment Interest	591	700	619	700	345	445	445
Miscellaneous Revenue	-	-	-	-	-	-	-
TOTAL REVENUE, SURFACE WATER	**848,271**	**864,600**	**957,175**	**916,434**	**1,008,167**	**1,068,736**	**1,132,833**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
SURFACE WATER CAPITAL FUND							
Lyon Creek FEMA Pre-Disaster	-	81,584	264,673	1,399,167	457,275	1,615,471	1,615,471
McAleer Creek Bypass Grant	63,754	-	-	-	-	-	-
Muni. Stormwater Grant (DOE)	-	74,708	140,792	-	170,000	-	-
King County Flood District	-	350,000	-	350,000	173,799	335,706	335,706
Investment Interest	111	-	309	-	230	705	705
Transfer from Trans. Cap.(302)	-	-	-	30,000	30,000	-	-
Trans. From Surface Water -403	40,000	160,000	160,000	137,344	137,344	137,344	137,344
TOTAL REVENUE, SURF. CAP.	**103,866**	**666,292**	**565,774**	**1,916,511**	**968,648**	**2,089,226**	**2,089,226**
SEWER BOND RESERVE FUND							
Investment Interest	185	200	148	164	150	95	95
TOTAL REVENUE, SEWER BOND	**185**	**200**	**148**	**164**	**150**	**95**	**95**
PUBLIC WORKS TRUST FUND REPAYMENT FUND							
Excise Tax Revenue	31,388	30,000	28,672	30,000	27,871	27,074	28,711
Connection Charges	194,567	100,000	135,918	100,000	100,000	100,000	100,000
Investment Interest	391	350	405	350	300	310	310
Transfer From Sewer Util (401)	150,000	150,000	150,000	150,000	150,000	150,000	150,000
TOTAL REVENUE, PWTF REPAY	**376,346**	**280,350**	**314,994**	**280,350**	**278,171**	**277,384**	**279,021**
PUBLIC WORKS CONTRACT FUND							
Kenmore Interlocal Agreement	780,159	811,225	855,226	811,225	811,225	836,452	855,867
Investment Interest	343	280	351	280	250	227	227
Miscellaneous Revenue	-	-	-	-	-	-	-
Transfer from G. F. (001)	25,000	-	-	-	-	-	-
Interfund Svc. From (403)	25,000	-	-	-	-	-	-
Transfer from Street Fund (101)	-	-	-	-	-	-	-
TOTAL REVENUE, PW CONTRACT	**830,502**	**811,505**	**855,577**	**811,505**	**811,475**	**836,679**	**856,094**

REVENUE: 2015-2016 REVENUE BY FUND

Description	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 PROJECTION	2015 BUDGET	2016 BUDGET
VEHICLE AND EQUIPMENT REPLACEMENT FUND							
Interfund Svc. From Fund (001)	138,996	188,145	188,145	202,598	202,598	194,071	191,178
Interfund Svc. From Fund (101)	28,861	32,846	32,846	32,842	32,842	34,959	35,037
Interfund Svc. From Fund (403)	28,861	32,846	32,846	32,842	32,842	37,487	37,498
Interfund Svc. From Fund (401)	10,187	11,535	11,535	11,554	11,554	14,131	14,111
Interfund Svc. From Fund (450)	-	88,543	88,543	88,540	88,540	94,223	94,385
Interfund Svc. From Frund (502)	69,918	-	-		-	-	-
Investment Interest	314	280	381	280	225	276	177
Equipment Sales	11,155	-	7,239	-	-	-	-
Insurance Recoveries	-	-	-	-	-	-	-
TOTAL REVENUE, REPLACEMENT	**288,293**	**354,195**	**361,535**	**368,656**	**368,601**	**375,147**	**372,386**

CITY COUNCIL

Guiding Principles:

- *Collaboration - We achieve greater results through collaborative engagement of each other and the communities around us.*
- *Equity - Our actions provide all people with access to a good quality of life.*
- *Accountability - We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decisions and actions.*
- *Stewardship - We are effective, efficient, financially prudent and innovative stewards of the public's resources, and strive to achieve sustainable results through continuous improvement.*
- *Integrity - We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.*

What We Do:
The *City Council* serves as the legislative and governing body of the City of Lake Forest Park. The Council enacts ordinances, approves the budget, sets policy, confirms appointments, and grants franchises

City Hall

Regularly scheduled meetings of the Council are held at City Hall on the second and fourth Thursdays of the month, with Work Sessions second Thursday and Committee of Whole set for Monday before the fourth Thursday. Agendas and minutes of meetings are available online at the City's website: www.cityoflfp.com.

Ongoing Functions:

- Review and develop City policy on all issues affecting the City
- Adopt resolutions and ordinances
- Review and approve the biennial City Budget
- Grant franchise agreements
- Represent the City on State and regional boards, commissions, and task forces

Committee of the Whole Meeting

Council Goals: The City Council is most effective in looking at the future Lake Forest Park. This is done through its retreat process. 2014 CITY COUNCIL GOALS are:

Economic Development: The City Council will examine economic development policy, tools and options for the City in consideration for a more robust local economy with improved employment and retail options for citizens. The City will proactively use the current comprehensive plan update process and land use/finance study to gather data and test public preferences.

Citizen Communications & Engagement: Rebuild a solid communication program using available and budgeted electronic tools, and develop two-way communication strategies with the public.

Citizen Engagement: Budget Open House

Strategic Plan for the City: Examine options and develop a city strategic plan, with one, five, and ten year markers and measurable outcomes at each marker.

Model Good Governance: The City Council conducts itself and its meetings as a model of respect, inclusiveness and encouraging a collegial environment.

Transportation: Develop a comprehensive transportation policy that stresses good planning, improved access, and multi-modal forms.

CITY COUNCIL: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
CITY COUNCIL							
Salaries	50,274	50,400	51,522	50,400	50,400	50,400	50,400
Employee Benefits	3,960	4,163	4,083	4,410	4,410	4,410	4,410
Supplies	641	600	97	5,600	5,676	600	600
Professional Services	5,000	2,500	3,625	5,000	5,000	40,000	30,750
Communication	38	-	-	-	-	4,000	4,000
Travel Exp. (lodging, meals)	3,968	4,000	7,831	4,000	4,000	6,000	6,000
Conference - Training	3,660	2,500	2,643	2,500	3,269	3,000	3,000
CITY COUNCIL TOTAL	**67,541**	**64,163**	**69,801**	**71,910**	**72,754**	**108,410**	**99,160**

			RESOURCES				
GENERAL FUND, COUNCIL	67,541	64,163	69,801	71,910	72,754	108,410	99,160

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EXECUTIVE

Our Mission:
The mission of the Executive Department is to support and carry out the mission of the City of Lake Forest Park by way of providing exceptional council support, administrative oversight and services to a wide variety of clients, including residents, taxpayers, city council, other governments, citizen volunteers, and our employees, within the resources given. We strive to do so with care, integrity, and as a team.

What We Do:
The *Executive Department* is responsible for the overall administration of the affairs of the city. This includes implementing the policies and codes of the city and representing the city with the public and other governmental agencies. The Department also coordinates support of the city council and makes recommendations to the council regarding adoption of new policies and codes, as well as items for approval of the governing body, such as contracts, interlocal agreements, and other activities requiring the consent of the council.

Presiding Over Commission Chairs Meeting

This is accomplished through the provision of four programs: Administration, Human Resources, Public Information, and Risk Management.

Administration:
The Mayor of the City of Lake Forest Park is the chief executive officer and, by statute, is responsible for carrying out the policies, contracts, and agreements approved by the city council. The Mayor presides at all meetings of the city council, submits the annual budget proposal to the city council, and serves as the ceremonial head of the city. The Mayor serves as the appointing authority for the municipal judge and Civil Service Commission, as well as the other city commissions, and, with council confirmation, the city administrator and department heads.

Since the Mayor is a part-time position, internal operations of the city are delegated to the City Administrator, who, under direction of the Mayor, serves as the chief operating officer. The City Administrator manages the municipal affairs of the city and supervises all staff.

Citizen Outreach – Budget Open House

Key 2013-2014 Accomplishments

During the past biennium, managing stability of city resources has been key:

- *Stability:* 2013-2014 biennial budget ended furloughs and layoffs, and continues through 2015-2016
- *Sustainability:* Engaged employees and employee groups in an open and inclusive process which led to a step-

down in benefit plan design and has helped to balance the 2015-2016 budget and created savings for future budget stability
- Retooling of franchise agreement management, coordinating grant application/management, and management of administrative support needs in the face of budget reductions—an effort that continues
- Working with the City Council in development of the governance manual

Human Resources
The Administrative Services Manager heads the human resources program, which includes responsibilities such as recruitment and staffing, payroll management, classification and compensation needs, benefits administration, employee and labor relations, and update/compliance with the personnel policies.

Key 2013-2014 Accomplishments

- Successful labor negotiations for successor contracts for the Police Guild and Teamsters union
- Continued transition assistance with very successful hiring of police chief and finance director
- Market analysis for staff compensation
- Association of Washington Cities WellCity Award for 2013 and 2014, resulting in a 2 percent insurance benefits cost reduction realized by both the city and participating employees

Communications / Website
This program provides the community with information about the city and coordinates management of the city website. The Administrative Services Manager has assumed responsibility for this work, which includes serving as webmaster and receiving support from the City Administrator and content maintenance responsibilities distributed to city departments.

Key 2013-2014 Accomplishments
- Successful transition to new city website
- Increased frequency of newsflashes and public notices
- Continued production of city newsletter within limited budget constraints – four issues per year
- Developed draft communications plan for consideration by the Council Communications & Technology Committee
- Secured adoption of social media policy; started Facebook, Twitter messages

The Friendly Face of HR

Risk Management Program
The risk management program consists of placement of liability, property/auto and fidelity coverage through membership in the Washington Cities Insurance Authority. This includes coordination of compliance with the member compact, coordination of management/employee training, proper and timely reporting of incidents and claims, and claims management oversight.

Key 2013-2014 Accomplishments

- City Administrator selected to executive committee of statewide risk management pool
- Receipt of first-ever pool risk management grant
- Successful completion of the 2013 member compact (cyber risk focus) and 2014 member compact (land use)
- Coordination of risk-oriented training for staff members, including eight reimbursed trainings during 2013, a savings to the City valued at $6,625

EXECUTIVE DEPARTMENT: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
EXPENSE							
EXECUTIVE							
Salaries	302,069	298,243	285,739	296,612	302,826	317,418	325,396
Overtime	-	-	-	-	469	-	-
Benefits	105,082	92,902	98,503	103,120	108,841	116,186	125,366
Office / Operating Supplies	1,057	1,500	202	1,500	1,000	1,500	1,500
Small Tools and Equipment	-	-	-	-	607	-	-
Professional Services	53,935	14,583	21,740	29,583	38,563	34,085	54,085
Communications	3,576	3,050	2,908	3,050	2,745	3,050	3,050
Travel Expenses	8,897	5,750	4,647	5,750	5,560	5,750	5,750
Dues / Subscriptions	1,957	1,330	2,117	1,330	1,453	1,420	1,420
Training	1,455	6,600	1,825	6,600	5,420	7,245	6,600
Volunteer and Staff Recognition	2,213	2,500	3,237	2,500	2,500	2,500	3,000
Mayor's Reserve	28	5,000	-	5,000	1,350	5,000	5,000
Machinery & Equipment	1,977	-	-	-	-	-	-
EXECUTIVE TOTAL	**482,246**	**431,458**	**420,917**	**455,045**	**471,334**	**494,154**	**531,167**
RESOURCES							
GENERAL FUND, EXECUTIVE	482,246	431,458	420,917	455,045	471,334	494,154	531,167
BUDGETED POSITIONS							
Mayor	0.5	0.5		0.5		0.5	0.5
City Administrator	1.0	1.0		1.0		1.0	1.0
Administrative Services Manager	1.0	1.0		1.0		1.0	1.0
Payroll Accountant	0.60	0.45		0.45		0.60	0.60
Total Budgeted Positions (FTE)	3.1	2.95		2.95		3.10	3.10

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EXECUTIVE DEPARTMENT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Salaries	302,069	298,243	285,739	296,612	302,826	317,418	325,396
Overtime	-	-	-	-	469	-	-
Benefits	105,082	92,902	98,503	103,120	108,841	116,186	125,366
Office / Operating Supplies							
Miscellaneous office and operating supplies.							
Office / Operating Supplies	1,057	1,500	202	1,500	1,000	1,500	1,500
Small Tools and Equipment							
Small Tools and Equipment	-	-	-	-	607	-	-
Professional Services							
Labor Negotiation Assistance							
Employment Recruitment Advertising & Subscriptions							
City-wide Shredding Service							
Outside Recruiter							
Leadership Team Training							
Grant Services/Application Support							
Background and employment verification checks							
State Legislative Lobbyist							
Web Site Hosting & Support							
Professional Services	53,935	14,583	21,740	29,583	38,563	34,085	14,085
Communications							
Cellular Phone							
Telephones and Long Distance							
Postage							
Communications	3,576	3,050	2,908	3,050	2,745	3,050	3,050

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel Expenses (lodging, meals & mileage)							
Miscellaneous mileage for regional and local meetings							
AWC Legislative Conference (2)							
WCMA Spring (1)							
AWC Annual Conference (2)							
AWC Labor Relations (2)							
WCMA Summer (1)							
Sound Cities Meetings: meals & mileage							
National League of Cities							
Travel Expenses	**8,897**	**5,750**	**4,647**	**5,750**	**5,560**	**5,750**	**5,750**
Dues / Subscriptions							
WCCMA (City Administrator)							
ICMA (City Administrator)							
SHRM (HR Program Manager)							
Dues / Subscriptions	**1,957**	**1,330**	**2,117**	**1,330**	**1,453**	**1,420**	**1,420**
Training (registration dues)							
Human Resources Training							
Conferences (City Administrator)							
AWC Legislative							
AWC Annual							
AWC-Labor Relations (2)							
National League of Cities (1)							
Citywide employee training development program							
Leadership Team Training							
Training	**1,455**	**6,600**	**1,825**	**6,600**	**5,420**	**7,245**	**6,600**
Volunteer, Wellness and Staff Recognition							
Volunteer Recognition							
Employee Recognition							
Receptions, Open Houses, etc							
Volunteer and Staff Recognition	**2,213**	**2,500**	**3,237**	**2,500**	**2,500**	**2,500**	**3,000**

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Mayor's Reserve							
Mayor's Opportunities							
Mayor's Reserve	**28**	**5,000**	**-**	**5,000**	**1,350**	**5,000**	**5,000**
Machinery & Equipment							
Program needs for chairs, computers, camera and desk top items							
Machinery & Equipment	**1,977**	**-**	**-**	**-**		**-**	**-**
EXECUTIVE TOTAL	**482,246**	**431,458**	**420,917**	**455,045**	**471,334**	**494,154**	**491,167**

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CITY LEGAL SERVICES

Overview:
City legal services are provided through a contract City Attorney from an outside legal firm specializing in municipal law. With oversight of the Executive Department, a variety of legal services are provided.
Prosecuting Attorney and Public Defense services are provided by contract.

Ongoing Functions:

- Legal consultation during City Council meetings
- Conferences with staff on various City issues, such as
  - Land use
  - Adult entertainment
  - Bond issues
  - Utility issues
  - Business licensing
- Resolution and ordinance development and review
- Review and draft city contracts and other legal agreements
- Review and draft city purchase and sale agreements
- Provide legal advice on land use and zoning issues
- Provide legal advice on personnel and labor negotiations issues
- Represent the City on claims and litigation not covered by the risk pool

Interim City Attorney
Kim Adams Pratt

Explanation of Legal Services Budget
Legal Services is adequately budgeted for a normal year. The budget reflects the average, week-to-week legal services needs for the City, including City Council meeting support, assistance with legal documents such as resolutions, ordinances, contracts; lawsuits; and personnel issues.

If unusual legal circumstances arise during the 2015-2016 budget cycle, additional funds will need to be provided for legal services—either by directly charging the appropriate fund, or by budget amendment.

LEGAL SERVICES	2012 Actual	2013 Actual	2014 Budget	2015 Budget	2016 Budget
	95,502	134,203	122,210	122,210	122,210

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MUNICIPAL SERVICES

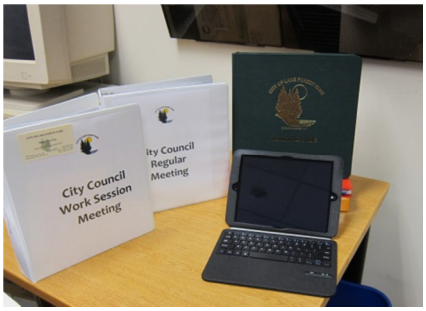
Our Mission:
To provide assistance to the public, City Council, and staff in a courteous and service-oriented manner, by providing a welcoming environment to citizens and other visitors; by being effective in the legislative process; by serving as the custodian of city records; and by ensuring compliance with the Washington Open Public Meetings Act and Public Records Act

What We Do:
Municipal Services is responsible for providing access to City services, information and records. Staff members provide assistance and support to citizens, the Mayor, City Council and staff through:

Municipal Services Team

- Reception for City Hall – assist visitors; direct callers to appropriate department; process incoming and outgoing mail for the City; process and issue pet licenses and solicitors, special event, and facility use permits; process payments for sewer utility, business licenses, and permits
- Public records requests – coordinate and respond to requests within five business days, per RCW 42.66, the Public Records Act
- Council meeting support – staff all council meetings; prepare, coordinate, distribute, post electronically all agenda materials, ordinances, resolutions, minutes; publish and post notices as required
- Contracts, agreements – prepare approved documents, initiate/complete signing process, maintain centralized files
- Records management – retain official City documents; coordinate with Regional Archives for storage and archiving of permanent records; prepare Citywide and department-specific policies and procedures
- Municipal Code update – submit ordinances, update electronic code upon adoption of ordinances, update all code books annually
- Emergency management – prepare, train and plan
- Notary services – provide to general public for fee set by resolution
- Equipment care and maintenance – copier, postage machine, Court/Council Chambers sound system
- Administrative support – Mayor, City Administrator, and City Council
- Garbage contract – respond/resolve service questions and issues with service provider
- Passport application services – accept applications, take photographs

The *Municipal Services* budget includes the costs associated with elections and the annual dues for City memberships in regional organizations.



Electronic Agendas Trump Paper

Ongoing Functions:

- Provide information and services to citizens by preparing, posting and distributing notices, agendas, meeting summaries and informational materials related to City activities; responding to requests for public records; processing contracts, permits, and licenses
- Provide staff support for administration and City Council from meeting preparation through completion of minutes, ordinances, resolutions, and other documents
- Manage official records in accordance with State records retention schedule
- Increase access to City information by preparing and posting to the City website Council meeting agenda packets, approved meeting minutes, ordinances, contracts and franchises
- Provide passport application services

Key 2013-2014 Accomplishments

City Council Support

- Provided staff support at all Council regular meetings, study sessions, committee of the whole, and special meetings with reduced staff after retirement of the former city clerk in 2013
- Prepared action minutes, ordinances, resolutions, contracts and agreements, correspondence, and other documents
- Assisted with implementation of electronic agenda packet project, including conversion of agenda preparation process from paper to electronic, training for Council and staff, preparation of user manual

Records Management / Public Disclosure

- Continued emphasis on records management
- Provided training and assistance to departments regarding records retention

Records Protection Planning

- Developed Citywide Essential Records Protection Plan
- Issued quarterly records management updates to departments
- Provided access to City records for public disclosure requests
- Updated records request form
- Established policy and procedure for agreements and contracts
- Streamlined maintenance and disposition of active and inactive agreements and contracts

Passport Services

- Continued passport application acceptance services following staff reductions

Saturday Passport Services

Reception Services

- Provided notary services by fee as requested
- Assisted Citywide departments with administrative support as needed

Front Desk Greetings

Administration Services

- Assisted with coordination of Finance Director search and interview process
- Developed department pages for new City website; increased proficiency in writing newsflashes and adding items to the website
- Assisted with preparation, publication, and distribution of City newsletter
- Promoted former Deputy City Clerk to Municipal Services Manager/City Clerk; hired new Deputy City Clerk
- Continued regular monthly meetings for Municipal Services team

2014-2015 Planned Activities

- Continue to provide access to City services and records as required by state law
- Implement use of camera equipment and video streaming service for council meetings, if approved
- Maintain records management program to preserve and safeguard essential records and to meet requirements of state law
- Continue to develop departmental readiness for emergency response and preservation of records
- Continue to emphasize teamwork and training through department meetings and other opportunities
- Evaluate departmental services and processes and implement changes for increased efficiency and stewardship of resources

Explanation of Major Changes from 2013-2014 to 2015-2016

Passport Services: Passport application services must be evaluated due to declining revenue. With the retirement of one of the passport agents earlier this year, former passport agent Deborah Kular was rehired on a temporary basis to provide passport services on Mondays, Fridays, and Saturdays, so other positions in the Department could maintain the current level of service.

Impact of 2015-2016 Service Reductions

Municipal Services staff is responsible for providing passport services Mondays, Fridays, and Saturdays. Rehiring of the former passport clerk on a temporary basis has allowed regular full- and part-time department staff to continue to focus on core duties of those positions. Reduction or elimination of funding for the temporary passport clerk positions would impact the current workload of other staff by reducing time available to work on core duties by 21 hours per week.

Previous budget reductions continue to affect the department's training budget, and staff members are encouraged to take advantage of no-cost training opportunities. Memberships in professional associations are limited.

Municipal Election / Voter Costs

King County is responsible for all elections and charges the City for costs associated with the voter registration program, voter pamphlets, and primary, general, and special elections.

City Memberships

Although these memberships are not specifically related to the Department, the expenditures relating to City memberships have traditionally been located in the Municipal Services budget.

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MUNICIPAL SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
MUNICIPAL SERVICES							
Salaries	239,782	250,502	242,503	260,172	228,645	272,242	288,831
Overtime	1,475	-	6,200	-	705	-	-
Benefits	92,091	104,559	90,293	95,090	76,950	95,161	104,641
Office / Operating Supplies	10,023	13,500	11,343	13,500	12,000	12,500	12,500
Professional Services	6,997	3,400	1,222	4,200	4,200	3,500	3,500
LFP Code Update	1,252	2,500	2,321	2,500	3,000	3,000	3,000
Communications	7,389	5,000	10,466	5,000	10,000	11,000	12,000
Newsletter	-	5,000	7,716	15,000	15,000	20,000	20,000
Communications / INTERNET	6,047	6,500	5,003	6,500	6,000	6,000	6,000
Travel Expenses	28	500	861	1,000	1,000	2,500	1,500
Advertising	1,508	1,200	2,249	1,200	2,000	1,500	1,500
Postage Equipment Rental	2,242	4,700	2,094	2,100	2,200	2,200	2,200
Insurance	61,932	64,239	64,277	64,798	65,251	64,277	67,491
Repairs & Maintenance	12,121	5,000	-	2,000	2,000	2,000	2,000
Dues / Subscriptions	1,261	1,100	1,348	2,000	1,350	1,500	1,500
Training	129	500	774	1,000	2,000	2,500	1,500
Taxes and Assessments (Passports)	1,625	2,000	1,297	2,000	1,700	2,000	2,000
Machinery & Equipment	4,627	-	3,114	3,000	7,000	7,000	7,000
MUNICIPAL SERVICES TOTAL	**450,530**	**470,200**	**453,081**	**481,060**	**441,002**	**508,879**	**537,163**
ELECTION / VOTER COSTS							
Election / Voter Costs	44,221	-	28,311	39,000	27,000	28,500	45,000
ELECTION / VOTER COSTS TOTAL	**44,221**	**-**	**28,311**	**39,000**	**27,000**	**28,500**	**45,000**

MUNICIPAL SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
CITY MEMBERSHIPS							
Association of Washington Cities	7,776	7,776	-	7,900	7,900	7,923	8,000
Puget Sound Regional Council	4,822	4,900	4,892	4,950	6,267	6,267	6,267
Suburban Cities Association	7,059	7,100	7,076	7,100	7,100	7,100	7,100
SeaShore Transportation Forum	200	200	200	200	200	200	200
Puget Sound Clean Air Agency	7,590	7,600	7,429	7,600	7,700	9,511	9,600
National League of Cities	-	-	1,117	1,117	1,489	1,489	1,489
Office of Minority & Women Business	-	100	-	100	100	100	100
CITY MEMBERSHIPS TOTALS	**27,447**	**27,676**	**20,714**	**28,967**	**30,756**	**32,590**	**32,756**
TOTAL MUNICIPAL SERVICES	**522,198**	**497,876**	**502,106**	**549,027**	**498,758**	**569,969**	**614,919**

RESOURCES							
Passport Revenue	90,418	93,618	83,340	94,554	95,550	90,000	90,000
GENERAL FUND, MUNI SVCS	360,112	376,582	369,741	386,506	345,452	418,879	447,163
GENERAL FUND, ELECTION/VOTER	44,221	-	28,311	39,000	27,000	28,500	45,000
GENERAL FUND, MEMBERSHIPS	27,447	27,676	20,714	28,967	30,756	32,590	32,756

BUDGETED POSITIONS							
City Clerk/Municipal Svcs Mgr	1.0	1.0		1.0		1.0	1.0
Deputy City Clerk	1.0	1.0		1.0		1.0	1.0
Office Assistant/Reception	1.0	1.0		1.0		1.0	1.0
Records Mgmt./Office Support	1.0	1.0		1.0		1.0	1.0
Passport Clerk	0.2	0.2		0.2		0.6	0.6
	4.2	4.2		4.2		4.6	4.6

MUNICIPAL SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
MUNICIPAL SERVICES							
Salaries	**239,782**	**250,502**	**242,503**	**260,172**	**228,645**	**272,242**	**288,831**
Overtime	**1,475**	**-**	**6,200**	**-**	**705**	**-**	**-**
Benefits	**92,091**	**104,559**	**90,293**	**95,090**	**76,950**	**95,161**	**104,641**
Office / Operating Supplies							
General office and operating supplies, forms, RCWs							
Office / Operating Supplies	**10,023**	**13,500**	**11,343**	**13,500**	**12,000**	**12,500**	**12,500**
Professional Services							
Service for online agenda packets and documents							
Confidential disposal services for outdated city records							
Streaming services for council meetings							
Professional Services	**6,997**	**3,400**	**1,222**	**4,200**	**4,200**	**3,500**	**3,500**
LFP Code Update							
Annual municipal code update							
LFP Code Update	**1,252**	**2,500**	**2,321**	**2,500**	**3,000**	**3,000**	**3,000**
Communications							
Postage							
Phone service for department							
Communications	**7,389**	**5,000**	**10,466**	**5,000**	**10,000**	**11,000**	**12,000**
Newsletter							
Re-designed print newsletter insert mailed with utility billings							
Newsletter	**-**	**5,000**	**7,716**	**15,000**	**15,000**	**20,000**	**20,000**
Communications / INTERNET							
Internet access (I-Net) -- 1/2 paid by Municipal Services, 1/2 by Police Department							
Communications / INTERNET	**6,047**	**6,500**	**5,003**	**6,500**	**6,000**	**6,000**	**6,000**

MUNICIPAL SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel Expenses Conferences, job-related travel and expenses **Travel Expenses**	**28**	**500**	**861**	**1,000**	**1,000**	**2,500**	**1,500**
Advertising Legal notices and advertisements **Advertising**	**1,508**	**1,200**	**2,249**	**1,200**	**2,000**	**1,500**	**1,500**
Postage Equipment Rental Postage machine and meter lease agreement and supplies **Postage Equipment Rental**	**2,242**	**4,700**	**2,094**	**2,100**	**2,200**	**2,200**	**2,200**
Insurance Washington Cities Insurance Authority coverage **Insurance**	**61,932**	**64,239**	**64,277**	**64,798**	**65,251**	**64,277**	**67,491**
Repairs & Maintenance Repairs and maintenance of copiers, telephone equipment, printers **Repairs & Maintenance**	**12,121**	**5,000**	**-**	**2,000**	**2,000**	**2,000**	**2,000**
Dues / Subscriptions Professional association dues **Dues / Subscriptions**	**1,261**	**1,100**	**1,348**	**2,000**	**1,350**	**1,500**	**1,500**
Training Professional training opportunities **Training**	**129**	**500**	**774**	**1,000**	**2,000**	**2,500**	**1,500**
Taxes and Assessments (Passports) Tax payments to the State for Passport Services **Taxes and Assessments (Passports)**	**1,625**	**2,000**	**1,297**	**2,000**	**1,700**	**2,000**	**2,000**

MUNICIPAL SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Machinery & Equipment							
Cameras for video streaming (2013)							
Other equipment							
Machinery & Equipment	**4,627**	**-**	**3,114**	**3,000**	**7,000**	**7,000**	**7,000**
MUNICIPAL TOTALS	**450,530**	**470,200**	**453,081**	**481,060**	**441,001**	**508,880**	**537,163**
ELECTION / VOTER COSTS							
Election / Voter Costs							
Voter registration, voter pamphlet, primary and general elections costs							
Election / Voter Costs	**44,221**	**-**	**28,311**	**39,000**	**27,000**	**28,500**	**45,000**
ELECTION / VOTER COSTS TOTALS	**44,221**	**-**	**28,311**	**39,000**	**27,000**	**28,500**	**45,000**
CITY MEMBERSHIPS							
Association of Washington Cities							
Association of Washington Cities	**7,776**	**7,776**	**-**	**7,900**	**7,900**	**7,923**	**8,000**
Puget Sound Regional Council							
July 2013-June 2014; July 2014-June 2015							
Puget Sound Regional Council	**4,822**	**4,900**	**4,892**	**4,950**	**6,267**	**6,267**	**6,267**
Sound Cities Association							
Sound Cities Association	**7,059**	**7,100**	**7,076**	**7,100**	**7,100**	**7,100**	**7,100**
SeaShore Transportation Forum							
Budget for 2013 based on 2012 contribution.							
SeaShore Transportation Forum	**200**	**200**	**200**	**200**	**200**	**200**	**200**
Puget Sound Clean Air Agency							
This is a mandatory City membership.							
Puget Sound Clean Air Agency	**7,590**	**7,600**	**7,429**	**7,600**	**7,700**	**9,511**	**9,600**
National League of Cities							
National League of Cities	**-**	**-**	**1,117**	**1,117**	**1,489**	**1,489**	**1,489**

MUNICIPAL SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Office of Minority & Women Business (OMWBE)							
Mandatory State memberships for bids							
Office of Minority & Women Business (OMWBE)	**-**	**100**	**-**	**100**	**100**	**100**	**100**
CITY MEMBERSHIPS TOTALS	**27,447**	**27,676**	**20,714**	**28,967**	**30,756**	**32,590**	**32,756**

FINANCE

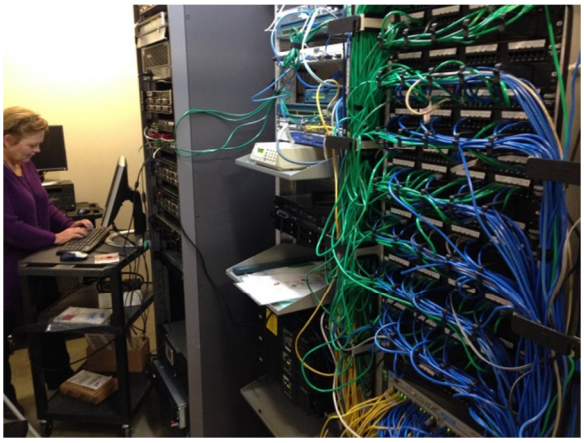
Our Mission:
The Finance Department is to support and carry out the mission of the City of Lake Forest Park by providing financial accounting services, financial reporting, financial management, and information technology services

What we do:
The Finance Department is responsible for the financial and technology aspects of running the City including the following:

- Budget Preparation and Admin.
- Annual Financial Report Preparation and Audit Coordination
- Detailed revenue and expenditure reporting to Council, administration and staff
- Investment and Debt Management
- Accounts Payable
- Cash Receipting
- Business Licensing
- Business and Occupation Tax
- Sewer Utility Billing
- Payroll
- Information and Technology Services

Finance Accomplishments:
- Developed and implemented revision to Financial, Cash Receipting, and Travel Reimbursement Policies
- Continued enhancement of the annual budget document to make it more user-friendly for the community
- Developed requirements document for the electronic utility payments project
- Continued work on financial planning to help the City adjust to the losses of revenues from the State and the slow economic recovery

Finance Planned Activity 2015-2016:
- Implement electronic payments and paperless utility billing
- Perform inter-fund cost allocation study
- Identify opportunities to utilize lean process improvement techniques
- Work with the State Auditor's Office in the audit of the 2014 and 2015 annual reports
- Continue the development of a long-term City capital improvement program
- Enhancement of the annual budget document to make it more user-friendly for the community
- Continue work on long term financial planning



Information Services Accomplishments:

- Maintained all City network equipment
- Replaced all hardware and software required to connect to the network remotely
- Implemented Web Security for content filtering and protection against downloads of viruses and spyware.
- Implemented the technology for paperless Council meetings

Information Services Planned Activity:

- Maintain all City network equipment
- Develop an IT disaster plan
- Identify strategic partnerships with other local jurisdictions for network support
- Implement the technology for streaming Council meetings
- Improve the wireless internet access at City Hall

FINANCE DEPARTMENT: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
FINANCE							
Salaries	330,007	321,382	339,215	360,252	358,857	378,163	383,790
Overtime	6,422	2,000	2,768	2,000	6,000	-	-
Benefits	107,946	113,934	115,812	113,032	122,927	137,081	146,761
Office / Operating Supplies	10,435	13,050	8,292	12,550	12,550	8,500	12,550
Professional Services	24,541	19,000	1,574	19,000	2,500	2,000	2,000
Communications	2,869	2,300	3,205	2,300	3,200	3,200	3,200
Travel Expenses	966	1,300	716	1,300	2,500	3,500	3,500
Advertising	-	150	-	150	150	150	150
Repairs & Maintenance	384	1,520	2,391	1,520	2,500	2,500	2,500
Dues / Subscriptions	1,017	1,020	908	1,020	1,000	1,000	1,000
Training	1,019	1,500	870	1,500	1,200	3,000	3,000
Machinery & Equipment	-	1,500	1,559	1,500	300	2,000	1,000
FINANCE DEPARTMENT TOTAL	**485,606**	**478,656**	**477,310**	**516,124**	**513,684**	**541,093**	**559,451**
STATE AUDITOR							
State Auditor Fees	16,172	27,183	5,404	27,183	35,000	28,940	16,000
STATE AUDITOR TOTAL	**16,172**	**27,183**	**5,404**	**27,183**	**35,000**	**28,940**	**16,000**
FINANCE TOTAL	**501,778**	**505,839**	**482,714**	**543,307**	**548,684**	**570,033**	**575,451**

RESOURCES							
GENERAL FUND, FINANCE	485,606	478,656	477,310	516,124	513,684	541,093	559,451
GENERAL FUND, AUDIT	16,172	27,183	5,404	27,183	35,000	28,940	16,000

FINANCE DEPARTMENT: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
BUDGETED POSITIONS							
Finance Director	1.0	1.0		1.0		1.0	1.0
Lead Accountant/Supervisor	1.0	1.0		1.0		1.0	1.0
Staff Accountant, Tax	1.0	1.0		1.0		1.0	1.0
Staff Accountant	0.40	0.45		0.45		0.30	0.30
IT Manager	1.0	1.0		1.0		1.0	1.0
	4.40	4.45		4.45		4.30	4.30

FINANCE DEPARTMENT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
Salaries	**330,007**	**321,382**	**339,215**	**360,252**	**358,857**	**378,163**	**383,790**
Overtime	**6,422**	**2,000**	**2,768**	**2,000**	**6,000**	**-**	**-**
Benefits	**107,946**	**113,934**	**115,812**	**113,032**	**122,927**	**137,081**	**146,761**
Office / Operating Supplies							
Signature Forms (financial forms, checks, etc.)							
Banking Fees paid to Bank of America							
Printer Toner for the Cannon, Okidata and HP 1200							
Budget Book Supplies							
Information Services Books, parts and supplies							
Basic Office Supplies (six employees)							
Office / Operating Supplies	**10,435**	**13,050**	**8,292**	**12,550**	**12,550**	**8,500**	**12,550**
Professional Services							
Microflex Tax Tools (20% of revenues received from their auditing services based on $6,000 of new revenue)							
Shredding Services							
Professional Services	**24,541**	**19,000**	**1,574**	**19,000**	**2,500**	**2,000**	**2,000**
Communications							
Databar							
US Postmaster							
Integra Telecom (regular phone service)							
Communications	**2,869**	**2,300**	**3,205**	**2,300**	**3,200**	**3,200**	**3,200**
Travel Expenses							
WFOA Conference (lodging, meals & mileage)							
Springbrook Conference (lodging, meals & Mileage)							
Other Technical training (Skills) andSeminars (PSFOA) meetings for six staff							
State Auditor Training Classes							
Travel Expenses	**966**	**1,300**	**716**	**1,300**	**2,500**	**3,500**	**3,500**

FINANCE DEPARTMENT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
Advertising							
Job Announcements							
Request for Proposal Announcements							
Advertising	**-**	**150**	**-**	**150**	**150**	**150**	**150**
Repairs & Maintenance							
Information systems repair and maintenance							
Annual copier/printer rental costs							
Internet Network Services provided by King County (KCIGN)							
(Internet split 50%/50% in Municipal and Public Safety)							
Repairs & Maintenance	**384**	**1,520**	**2,391**	**1,520**	**2,500**	**2,500**	**2,500**
Dues / Subscriptions							
Washington Municipal Treasurer's Dues							
WFOA, GFOA Dues							
Annual Costco Membership							
WA State Purchasing Cooperative Annual Fee							
Dues / Subscriptions	**1,017**	**1,020**	**908**	**1,020**	**1,000**	**1,000**	**1,000**
Training							
Professional Training							
Springbrook Conference							
WSCPA State and Local Tax Conference							
WFOA Conference ($100 per person)							
Training	**1,019**	**1,500**	**870**	**1,500**	**1,200**	**3,000**	**3,000**
Machinery & Equipment							
Financial software upgrades, miscellaneous equipment							
Office Chairs/Furniture							
Machinery & Equipment	**-**	**1,500**	**1,559**	**1,500**	**300**	**2,000**	**1,000**
FINANCE DEPARTMENT TOTAL	**485,606**	**478,656**	**477,310**	**516,124**	**513,684**	**541,094**	**559,451**

FINANCE DEPARTMENT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
STATE AUDITOR							
Municipal Auditor Expenses							
State Auditor	**16,172**	**27,183**		**27,183**	**35,000**	**28,940**	**16,000**
STATE AUDITOR TOTAL	**16,172**	**27,183**	**-**	**27,183**	**35,000**	**28,940**	**16,000**

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COMMUNITY SERVICES

Our Mission:
To provide a variety of programs and services that support the quality of life in Lake Forest Park. This includes human services, parks and recreation, conservation and recycling, volunteer organizations and management, the volunteer commission system, youth leadership training, and public outreach and education.

What We Do:
Human Services: The City contracts with human services agencies around north King County to provide services for Lake Forest Park residents. Programs include senior services, community development programs, counseling services, arts and after school programs.

Concerts in the Park

Parks and Recreation: The City supports and maintains seven parks in Lake Forest Park. Art programs, volunteer activities, clean up events and maintenance are offered throughout the year. In addition, the City holds an interlocal agreement with the City of Shoreline to allow Lake Forest Park residents access to discounted and early registration to participate in Shoreline's recreation programs. Recreation scholarships are offered to low-income residents who qualify.

Conservation and Recycling: The City implements "best conservation practices" for lawn and garden maintenance. With grant funds the City has been restoring stream banks by removing invasive species and replanting with native shade bearing plants using volunteer labor. The City also provides educational opportunities regarding conservation and recycling through its annual green fair, farmer's market events and distribution of literature and publications on the City website and through social media. The City also receives waste reduction and recycling grants that are used for a variety of waste reduction activities.

Annual Green Fair

Sustainability: The City pledged to take a leadership role in reducing greenhouse gas emissions by reducing the City's 2002 municipal carbon emissions by 20% and its 2007 community emissions by 10% in the year 2020.

Community Services Commission (CSC): The CSC makes recommendations regarding the development of city parks, recreation and community activities, funding for human services agencies, and public safety issues. The commission is also involved in the development of projects identified by the Legacy 100-Year Vision.

Youth Council: The Lake Forest Park Youth Council is composed of approximately 20 Lake Forest Park youth who learn

leadership skills by participating in city government and community events, programs, and activities. Volunteer adult advisors provide guidance to the youth council, attending each meeting and group activity and event.

Administration:
The Community Volunteer Coordinator is responsible for community services programs and activities in the City. The coordinator administers human services contracts and programs, the volunteer commission system, conservation and recycling education, grants, the youth council, parks and recreation, and volunteer programs and services.

Key 2013 Accomplishments

Human Services Programs
- Hundreds of residents used the Senior Center
- On average, 70 youth visited Hang Time after school program per day
- Thousands of hours of counseling and family services provided to residents
- 300+ attendees at each park concert
- Thousands of people visited Third Place Commons every day
- Hundreds of residents enrolled in recreation programs

Volunteers & Commissions
- Dozens of volunteer events were held in city parks

Youth Council Assists Community Recycling Event

- Volunteer commission system streamlined and supported
- Youth Council: highest participation rate to date
- Coordinated comprehensive waste reduction and recycling program partnership at Farmers Market (i.e., "Zero Waste" Station)

Master Gardeners Work with Elementary Students

Grant Funded Programs
- 400+ attendees at Annual Green Fair
- 2,239 pounds of batteries recycled
- 300 pounds of electronic waste recycled
- 22,250 pounds of Public Works debris materials recycled
- 406 home kitchen compost kits distributed
- 438 hours of waste reduction and recycling related work conducted in City parks
- 20 educational parks signs and 2 mulching mowers purchased for Public Works

2014-2015 Planned Activities

Human Services Programs
Services for residents from:
- Lake Forest Park/Shoreline Senior Center
- Shoreline/Lake Forest Park Arts Council
- Center for Human Services
- YMCA After School Program
- Friends of Third Place Commons
- City of Shoreline Recreation Programs

McKinnon Creek Trail Volunteer Work Party

Volunteers & Commissions

- Dozens of volunteer work parties throughout City parks
- Staffing for Community Services Commission
- Continue to develop and improve volunteer participation and commitment to City's events and activities
- Youth Council program implementation and internships at City Hall

Storm Water Outreach Booth at Lake Forest Park Farmers Market

Grant Funded Programs

- Support for Natural Yard Care community workshops in fall 2014
- Support and funding for construction of recycled boardwalk by *Trex* at Whispering Willow Park
- Plastic film recycling challenge for 6 months to receive recycled bench for Whispering Willow Park
- 400+ attendees at Annual Green Fair
- Battery and electronic waste recycling at City Hall
- Promotion of waste reduction and recycling programs through educational giveaways

Various opportunities for community outreach and education

Used Battery Recycling At City Hall

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COMMUNITY SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
COMMUNITY SERVICES							
Salaries	20,161	50,809	48,397	54,060	50,756	57,037	59,753
Overtime	-	-	-	-	-	-	-
Benefits	1,802	17,518	17,826	23,108	15,952	17,535	19,070
Office / Operating Supplies	210	150	-	150	150	150	150
Community Development	26,000	26,000	26,000	26,000	26,000	26,520	26,520
Lake Forest Park Arts Council	16,000	16,000	16,000	16,000	16,000	16,320	16,320
Communications	730	1,000	697	1,000	1,000	1,000	1,000
Travel Expenses	661	150	41	150	150	150	150
Dues / Subscriptions	325	325	330	1,325	1,331	1,400	1,450
Training	-	300	-	300	300	300	300
Senior Services	11,500	11,500	11,500	11,500	11,500	12,650	12,650
Teen Services	62	500	15	500	150	500	500
Middle School - After School Program	10,500	10,500	10,500	10,500	10,500	11,550	11,550
Drug and Alcohol Prevention Services	12,000	12,000	12,000	12,000	12,000	13,200	13,200
Recreation Programs	17,213	16,000	15,380	16,000	16,000	17,600	17,600
Local Hazardous Waste Grant Programs	5,133	10,559	5,608	10,559	7,871	7,938	8,100
Coordinated Prevention Grant (State)	-	13,495	14,954	7,500	14,995	7,500	7,500
Waste Reduction & Recycling Grant	4,621	11,271	7,115	11,271	11,404	11,500	11,500
COMMUNITY SERVICES TOTAL	**126,919**	**198,077**	**186,363**	**201,923**	**196,060**	**202,850**	**207,313**

			RESOURCES				
GENERAL FUND, COMMUNITY SVCS	116,995	162,752	160,786	159,142	161,790	175,912	180,213
Local Hazardous Waste Grant	9,924	10,559	7,704	7,871	7,871	7,938	8,100
KC Department of Health Grant	-	-	2,000	-	-	-	-
Coordinated Prevention Grant	-	13,495	14,964	23,506	14,995	7,500	7,500
Waste Reduction & Recycling Grant	-	11,271	909	11,404	11,404	11,500	11,500

COMMUNITY SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
BUDGETED POSITIONS							
Domestic Violence Advocate	0.35	0.35		0.35		0.35	0.35
Community Volunteer Coordinator	-	0.60		0.60		0.60	0.60
Total	0.35	0.95		0.95		0.95	0.95

COMMUNITY SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
Salaries	20,161	50,809	48,397	54,060	50,756	57,037	59,753
Overtime	-	-	-	-	-	-	-
Benefits	1,802	17,518	17,826	23,108	15,952	17,535	19,070
Office / Operating Supplies General operating supplies **Office / Operating Supplies**	210	150	-	150	150	150	150
Communications Public hearing notices and other notices, long distance charges, Victim Advocate and Community Voluneer Coordinator cellphone. **Communications**	730	1,000	697	1,000	1,000	1,000	1,000
Travel Expenses Travel for meetings, conferences, etc. **Travel Expenses**	661	150	41	150	150	150	150
Training Training opportunities related to community services **Training**	-	300	-	300	300	300	300
Dues / Subscriptions Publications and organizational memberships **Dues / Subscriptions**	325	325	330	1,325	1,331	1,400	1,450

Senior Services Funds to the Lake Forest Park/Shoreline Senior Center support health and recreation programs for LFP residents to maintain vitality and independence. Senior Center Special Intermediate Funding							
Senior Services	**11,500**	**11,500**	**11,500**	**11,500**	**11,500**	**12,650**	**12,650**
Teen Services Lake Forest Park Youth Council.							
Teen Services	**62**	**500**	**15**	**500**	**150**	**500**	**500**
Middle School - After School Program The Kellogg Middle School program provides for the safety and educational support of students after school. Ongoing operation is dependent on the financial support from the School District and cities of Lake Forest Park & Shoreline.							
Middle School - After School Program	**10,500**	**10,500**	**10,500**	**10,500**	**10,500**	**11,550**	**11,550**
Drug and Alcohol Prevention Services Drug and mental health counseling for low income Lake Forest Park residents mostly referred by the school district.							
Drug and Alcohol Prevention Services	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**13,200**	**13,200**
Community Development Spring Children's festival (Third Place) Shakespeare in the Park Friends of Third Place Commons Friends of Third Place Match							
Community Development	**26,000**	**26,000**	**26,000**	**26,000**	**26,000**	**26,520**	**26,520**

Lake Forest Park Arts Council							
Donation							
Match							
Lake Forest Park Arts Council	**16,000**	**16,000**	**16,000**	**16,000**	**16,000**	**16,320**	**16,320**
Recreation Programs							
Scholarships for low-income youth to participate in Shoreline Parks classes one per quarter. Shoreline will administer the scholarships and bill the City.							
Payment to the City of Shoreline for Lake Forest Park residents to take Shoreline recreation classes at the same cost as Shoreline residents.							
Recreation Programs	**17,213**	**16,000**	**15,380**	**16,000**	**16,000**	**17,600**	**17,600**
Local Hazardous Waste Grant Programs	**5,133**	**10,559**	**5,608**	**10,559**	**7,871**	**7,938**	**8,100**
Coordinated Prevention Grant (State)	**-**	**13,495**	**14,954**	**7,500**	**14,995**	**7,500**	**7,500**
Waste Reduction & Recycling Grant	**4,621**	**11,271**	**7,115**	**11,271**	**11,404**	**11,500**	**11,500**
COMMUNITY SERVICES TOTAL	**126,919**	**198,077**	**186,363**	**201,923**	**196,059**	**202,850**	**207,313**

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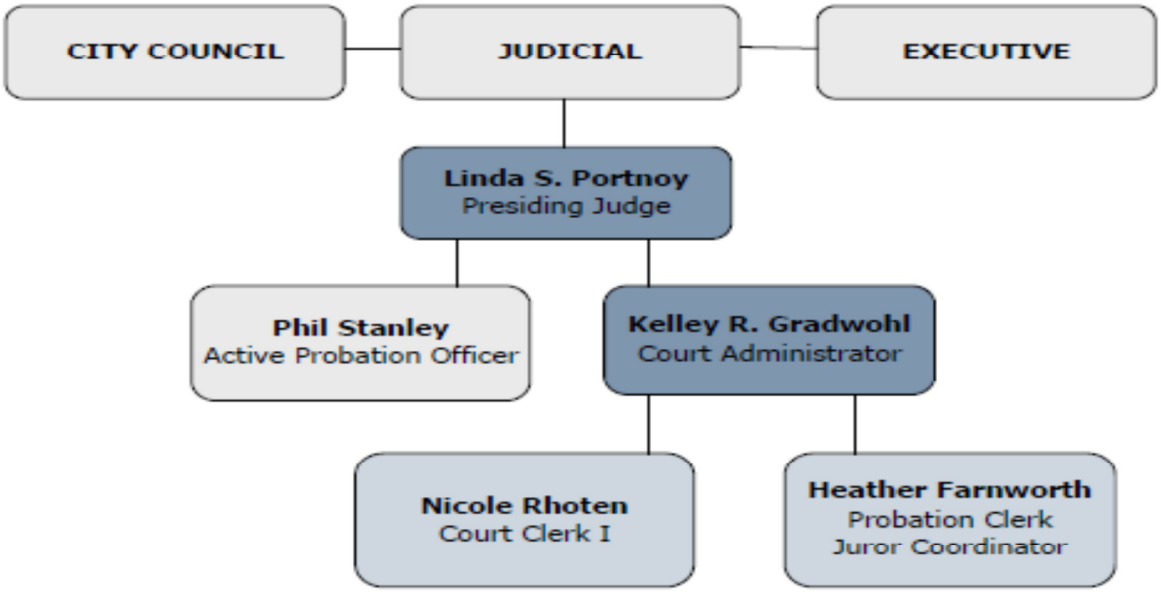
MUNICIPAL COURT

Overview:
The Municipal Court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor and gross misdemeanor crimes and civil infractions committed within its geographical boundaries. The Court is open Monday through Friday, from 9:00 a.m. to 5:00 p.m., and hears cases from the bench twice a week. Jury trials are held during a four-day jury term each month. Registered voters and licensed drivers living in the City of Lake Forest Park may be called as jurors.

The Presiding Judge exercises general administrative supervision over the Court, the court staff, and the probation officer. The Presiding Judge is appointed by the Mayor and confirmed by the City Council for a term of four years, pursuant to RCW 3.50.040. The Court Administrator oversees daily court operations and implementation of policy and procedures.

Ongoing Court Functions

- Supervise the business of the Court in such a manner as to assure the expeditious and efficient handling of all cases, including photo infractions
- Develop and coordinate statistical and management information for the Court
- Review and develop all policies, procedures and forms needed to carry out the function of the Court
- Responsible for accounting and auditing, as well as procurement and disbursement of Court funds
- Responsible for preparation and control of the Court's budget
- Responsible for promulgation of local court rules
- Responsible for ongoing training and evaluation of staff
- Responsible for supervision of the court-monitored probation programs and the professional probation officer
- Prepare and disseminate information to the public about the Court's activities



Presiding Judge Linda Portnoy was reappointed to a four-year term on December 31, 2013. She continues in her capacity as an active member of the District and Municipal Court Judge's Association (DMCJA), having served on the Association's Court Rules Committee, the Nominating Committee, and the 2013 Court Improvement Task Force. Judge Portnoy completed revisions to the Washington State Judge's DUI Bench Book, in collaboration with the Administrative Office of the Court (AOC) and the Washington Safety Commission.

Presiding Judge Linda Portnoy

Court Administrator Kelley Gradwohl is an active member of the National Association for Court Management (NACM), serving as the Northwest Regional Director through May 2013. She holds a certificate in court management from the National Center for State Courts (NCSC). She is also a member in good standing of the National Association for Court Management (NACM). In fall 2013, Ms. Gradwohl was selected to serve on the Joint Benefits Committee. She continues to serve as the Court liaison to the Leadership Team.

Intern Diana Von olnhausen with Court Administrator Kelley Gradwohl

2013-2014 Court Accomplishments

- American Traffic Solutions (ATS) Interface implemented
- Reassignment of photo infractions to Allied Financial Services
- Conducted Collections Amnesty
- Completed *CourTools* Performance Measures
- Process Review/Legal Financial Obligations/ACLU
- Annual conference and regional training

2013-2014 Awards and Recognition

- 2013 AWC Municipal Excellence Award winner, *Tec-Hearing*
- 2013 Food Frenzy/First Place Per Capita, Public Sector Legal Organizations
- $1,000 Youth Court Donation

2013-2014 Noteworthy

- Intern/Mentor Program
- In response to major increases in workload and stress due to resumption of camera infractions, held meditation and mindfulness retreat

2013/2014 Youth Court

2015-2016 Planned Court Activities

- Evaluate and prepare for current and future judicial and court clerical staffing needs in regard to photo infraction processing with current and additional number of camera locations
- Implement Pre-Trial Release Program
- Continue to evaluate court safety to improve security and emergency preparedness
- Continue to identify and attend education and training opportunities through local and regional conferences and webinars. Organize and host in-house training for local municipal courts

2013-2014 Major Changes in the Court

Court Filings and Revenue:

The Court saw a sharp increase in the total number of filings in 2013. This increase was directly linked to the photo infraction interface, which allowed approximately 5,000 infractions to be reassigned to the Court from ATS.

FILINGS	2010	2011	2012	2013	12/13 DIF
Traffic Infractions	1688	1595	1134	1158	2%
Non-Traffic Infractions	53	28	45	25	-44%
Driving Under the Influence	47	31	33	40	21%
Criminal Traffic	268	242	195	206	6%
Criminal, Non-Traffic	80	66	81	62	-23%
Parking	286	890	1852	7346	297%
Totals	2422	2852	3351	8837	164%
Jury Trials	1	2	2	4	
Appeals	0	1	1	1	

Revenues were up 28 percent in 2013. Again, this is primarily attributed to the photo infraction interface. The Court staff receipted approximately $40,000 in delinquent camera infractions from November 2013 through February 2014. The Court also saw a substantial increase in revenue received from criminal traffic and non-traffic and DUI cases.

REVENUE	2010	2011	2012	2013	12/13 DIF
Probation	$51,421	$60,985	$46,909	$45,865	-2%
Electronic Home Monitoring	$436	$1,687	$1,488	$2,075	39%
Infractions	$121,775	$254,545	$203,425	$218,598	7%
Criminal Traffic	$26,206	$46,786	$21,583	$38,438	78%
Driving Under the Influence	$12,298	$19,856	$12,007	$21,015	75%
Criminal, Non-Traffic	$5,715	$8,112	$4,439	$8,181	84%
Court Costs	$6,366	$8,309	$7,756	$5,702	-26%
All Other	$13,441	$13,790	$12,960	$11,166	-14%
Parking	$2,157	$3,605	$3,450	$50,323	1359%
Jail/Booking Fees	$11,476	$7,906	$8,502	$10,486	23%
Total	$253,300	$425,581	$322,519	$411,849	28%

American Traffic Solutions (ATS) Interface

In November 2013, the Court, in collaboration with the Administrative Office of the Courts (AOC) and the City's photo enforcement vendor, American Traffic Solutions (ATS), completed an interface which allowed photo infractions to be directly downloaded into the Judicial Information System (JIS), the court's case management system. The interface permits the Court to have better controls over photo infractions, such as:

- 100 percent compliance with the State Auditor's Office (SAO) recommendations
- Improved photo infraction processing: calendaring, time payments, etc.
- Higher collection rate on delinquent accounts
- Responding more effectively to the community's needs

Once the interface was completed, approximately 5,000 photo infraction cases were reassigned to our court from ATS: 1,500 cases in current status and 3,500 cases in collection status. The collection cases were immediately reassigned to the Court's collection agency, Allied Financial Services. Allied Financial Services worked closely with the Court during the interface project to assure that collection cases were received and managed to the Court's satisfaction. Since reassigning the collection status photo infractions, the Court has received a much higher collection rate. Historically, Allied Financial Services realizes a 30 percent collection rate, compared to a rate of 10 percent attained by the ATS collection agent. From November 2013 through May 2014, Allied Financial collected over $64,000 in delinquent photo infraction fines.

Current Staffing Levels

The Court currently processes an average of 6,700 photo infractions annually, from four camera locations. Processing of photo infractions is in addition to other citations and infractions filed electronically by the Police Department or Prosecutor's Office.

In 2013, 44 percent of photo infraction payments were paid electronically, with 49 percent received through the mail and 6 percent paid in person at the Court office. In the first six months of 2014, court staff receipted over $350,000 in photo infraction payments. Typically, 70 percent of photo infractions are paid and 30 percent are resolved through the hearing process.

School Zone Signage

Following completion of the JIS/ATS interface, the Court assessed time requirements needed to process photo infractions, and concluded those requirements exceed current staffing levels. In April 2014, the Court requested additional temporary clerk time to process the influx of photo infractions. The Executive Branch granted this request.

Over the past seven months, the Court has concluded there is a need for permanent increased clerk hours to process photo infractions.

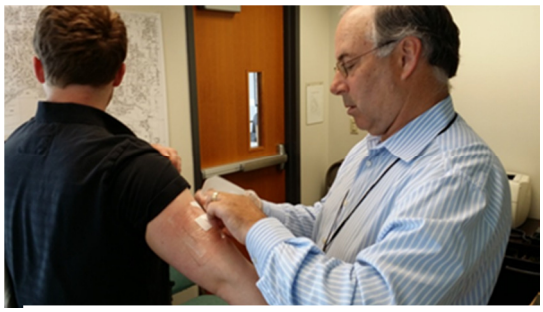
Should additional camera locations be added, the Court will again assess its staffing needs and propose additional staff, if necessary.

Pre-Trial Release Program

In May 2014, the Court established a Pre-Trial Release Program, pursuant to RCW 10.21. Under this chapter, an offender is released prior to trial and ordered to be supervised by the Court's professional

probation officer. Appropriate conditions of release under this chapter include, but are not limited to, drug and alcohol monitoring and ignition interlock compliance.

The primary purpose of the Pre-Trial Release Program is to safeguard the community. However, the program also helps reduce pre-trial incarceration costs, reduces the failure-to-appear rate by using assessment tools to determine supervision levels and treatment needs, and promotes defendant accountability.

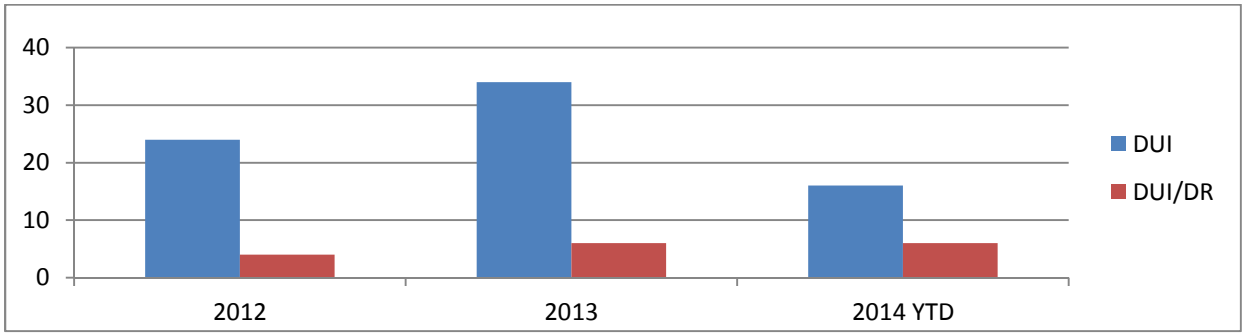


Drug Patch Application

The Court utilizes the program for pre-trial sobriety monitoring for people charged with drug or alcohol driving offenses. A 2013 state law mandates pre-trial installation of an ignition interlock device for anyone charged with a DUI who has a prior DUI within a lifetime. The Court monitors defendants for pre-trial sobriety using a variety of methods: urinalysis, saliva testing, drug patch, transdermal alcohol device (TAD), and portable breath testing (PBT).

The Court may impose a cost of $150 for participation in the program. Costs of sobriety monitoring and testing supplies are passed on to the defendant. In some cases, the Court pays for sobriety monitoring for defendants who are indigent and unable to pay.

Over the past year, the Court has seen an increase in drug-related (DUI/DR) impaired driving, as shown in the chart below.



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MUNICIPAL COURT: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
MUNICIPAL COURT							
Salaries	232,705	244,445	234,530	260,172	243,855	343,335	346,179
Benefits	75,413	85,226	76,309	81,655	80,841	95,148	100,268
Supplies	3,006	3,700	1,558	3,700	3,700	4,000	4,000
Small Tools & Equipment (Under $1000)	3,482	250	218	250	750	250	250
Professional Services (2014 = 3% increase)	12,180	12,860	11,951	12,860	12,860	15,245	15,245
Communications (2014 = 48% increase)	2,824	4,500	2,778	4,500	4,500	8,820	8,820
Travel Expenses	729	500	1,468	500	500	500	500
Insurance	12,303	12,534	12,536	12,643	12,724	12,563	13,191
Repair & Maintenance	1,029	250	16	250	250	250	250
Dues - Subscriptions	1,396	2,000	1,438	2,000	2,000	2,000	2,000
Training	240	1,500	320	1,500	1,500	1,500	1,500
Witness Fees (New marijuana legislation)	-	1,000	144	1,000	-	1,000	1,000
Jury Service - Supplies	1,051	960	2,004	1,250	1,250	1,250	1,250
Interpreters (Language Line)	4,490	6,000	3,468	6,000	2,500	3,500	3,500
Salaries - Pro Tem	-	-	6,463	-	5,000	2,500	2,500
EE Benefits - Pro Tem	-	-	580	-	500	250	250
Probation Supplies (Pre-Trial Release Program)	21	200	425	200	1,000	2,000	2,000
Machinery & Equipment (Major purchases)	10,856	250	672	250	500	2,700	500
MUNICIPAL COURT TOTAL	**361,725**	**376,175**	**356,878**	**388,730**	**374,230**	**496,811**	**503,203**
RESOURCES							
Court Costs	17,715	-	1,600	-	-	-	-
Probation	58,621	-	58,514	-	-	-	-
Traffic Infraction Penalties	75,101	-	67,995	-	-	-	-
Parking	2,739	-	3,629	-	-	-	-
Driving Under the Influence	10,956	-	11,363	-	-	-	-
Criminal Traffic	20,542	-	21,426	-	-	-	-
Criminal, Non-Traffic	4,202	-	4,631	-	-	-	-
All Other	-	-	15,141	237,234	237,234	237,234	237,234
Miscellaneous Court Fees	382	-	1,209	-	-	-	-
GENERAL FUND, COURT	171,468	376,175	171,370	151,496	136,996	259,577	265,969

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
BUDGETED POSITIONS							
Municipal Court Judge	0.5	0.5		0.5		0.6	0.6
Court Administrator	1.0	1.0		1.0		1.0	1.0
Court Clerk	1.5	1.5		1.5		2.0	2.0
Court Cashier	-	-		-		0.5	0.5
Judicial Assistant (Active Probation Officer)	0.2	0.2		0.2		0.2	0.2
Total Budgeted Positions (FTE)	3.2	3.2		3.2		4.3	4.3

MUNICIPAL COURT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Salaries	**232,705**	**244,445**	**234,530**	**260,172**	**243,855**	**345,535**	**346,179**
Benefits	**75,413**	**85,226**	**76,309**	**81,655**	**80,841**	**95,148**	**100,268**
Supplies							
Printed forms/New photo inf forms: notice of Disp., Del Postcard							
Paper, envelopes, miscellaneous office supplies/Increase in env							
Youth Court supplies							
Supplies	**3,006**	**3,700**	**1,558**	**3,700**	**3,700**	**4,000**	**4,000**
Probation Supplies							
Pre-Trial Release Program/Sobriety montioring and testing supplies							
Supplies (software licensing)							
Probation Supplies	**21**	**200**	**425**	**200**	**1,000**	**2,000**	**2,000**
Small Tools & Equipment (Under $1000)							
Purchase of misc court equipment							
Small Tools & Equipment	**3,482**	**250**	**218**	**250**	**750**	**250**	**250**
Professional Services							
Shredding Services (approx. $30/mo.)							
Court Security (contracted services) 2014+3% increase							
KCDC Weekend Jail Calendar (contract)							
Professional Services	**12,180**	**12,860**	**11,951**	**12,860**	**12,860**	**15,245**	**15,245**
Communications							
Postage (per meter) 2015 + 48% increase due to photo inf.							
Phone (12.5%)							
Communications	**2,824**	**4,500**	**2,778**	**4,500**	**4,500**	**8,820**	**8,820**
Travel Expenses							
Travel Expenses	**729**	**500**	**1,468**	**500**	**500**	**500**	**500**
Insurance							
Insurance	**12,303**	**12,534**	**12,536**	**12,643**	**12,724**	**12,563**	**13,191**

MUNICIPAL COURT: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Repair & Maintenance							
Small office equipment							
Repair & Maintenance	**1,029**	**250**	**16**	**250**	**250**	**250**	**250**
Dues - Subscriptions							
Memberships							
Law library updates							
Dues - Subscriptions	**1,396**	**2,000**	**1,438**	**2,000**	**2,000**	**2,000**	**2,000**
Training							
Training	**240**	**1,500**	**320**	**1,500**	**1,500**	**1,500**	**1,500**
Expert Witness Fees							
New marijuana leg increase liklihood							
Witness Fees	**-**	**1,000**	**144**	**1,000**	**-**	**1,000**	**1,000**
Jury Service - Supplies							
Jury Master Program (software licensing)							
Juror Payment							
Jury Supplies							
Jury Service - Supplies	**1,051**	**960**	**2,004**	**1,250**	**1,250**	**1,250**	**1,250**
Interpreters							
Interpreters	**4,490**	**6,000**	**3,468**	**6,000**	**2,500**	**3,500**	**3,500**
Salaries - Pro Tem							
Salaries - Pro Tem	**-**	**-**	**6,463**	**-**	**5,000**	**2,500**	**2,500**
Employee Benefits - Pro Tem							
EE Benefits - Pro Tem	**-**	**-**	**580**	**-**	**500**	**250**	**250**
Machinery & Equipment (Major purchases)							
Machinery & Equipment	**10,856**	**250**	**672**	**250**	**500**	**500**	**500**
MUNICIPAL COURT TOTAL	**$ 361,725**	**$ 376,175**	**$ 356,878**	**$ 388,730**	**$ 374,230**	**$ 496,811**	**$ 503,203**

PUBLIC SAFETY SERVICES

Our Vision:
Ensure the City of Lake Forest Park is one of the safest cities in the Puget Sound Region, achieved through the delivery of quality law enforcement services.

Our Mission:
To develop and support a team of professionals which consistently seeks and finds innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance security and safety in our community. To support this mission, we work in strong partnership with the community.

What We Do:
The Police Department is responsible for maintaining law and order. It provides services to the community under the direction of the Police Chief. With a full-time staff of 22, the Department provides for the preservation of life, protection of property, prevention of crime, apprehension of criminals, and facilitation of traffic. A majority of the officers is in the patrol division; additionally, there are a traffic unit, criminal investigation detectives, a canine (K9) unit, professional support staff, sergeants, a captain and police chief.

LFP Uniformed Police Staff

Departmental Goals:
1. Reduce crime and collision loss in our community
2. Provide quality services and innovative policing strategies delivered through excellent customer service
3. Provide appropriate resources to employees that foster a safe, ethical, innovative, knowledgeable, and diverse workforce
4. Provide emergency management oversight for City infrastructure and our community

Divisions:
The Lake Forest Park Police Department is organized into three divisions:
- Operations
- Support Services
- Emergency Management

The *Operations Division* is commanded by a Captain and provides professional police services to the citizens of Lake Forest Park twenty-four hours a day, seven days a week. The Division consists of three squads in the Patrol Section, the K9 Unit, the Traffic Unit, Crime Watch, and Block Watch. Other functions include narcotics enforcement, training, Special Weapons and Tactics (SWAT), and gang/graffiti investigations.

The *Patrol Unit* deters and detects crime, apprehends violators, and provides other services designed to provide public protection, including drug enforcement. Each officer is expected to perform the duties of a community police officer, working with the residents in assigned districts to identify and resolve community problems. Officers also conduct block watch and crime prevention through proactive efforts, working in coordination with citizen groups, and assisted by a volunteer

coordinator. The Patrol Division consists of 12 officers and 4 sergeants.

The *Traffic Enforcement Program*, with a record of success since its approval in 2002, is staffed by a Traffic Officer selected from the Patrol Unit. This position is assigned to traffic enforcement duties as part of directed patrol to specific locations identified by citizen input and traffic accident records. The officer participates in regional interagency task forces during peak holiday time to provide drunken driving emphasis.

Bike/Foot Patrol officers have been specially trained in the techniques of bicycle patrol. This service has been provided in the past using overtime funding. Unit members conduct low-profile patrol on the Burke-Gilman Trail and other areas. Due to current budget constraints, there will be very limited, if any, bike/foot patrol during the 2015-2016 biennium.

The *Crime Watch Volunteer Program*, coordinated by one person, consists of over 30 volunteers who patrol and check homes of vacationing citizens who make a request for this service.

The *Crime Prevention Coordinator* is a volunteer position which coordinates department crime prevention activities such as Block Watch, National Night Out, and other programs in support of patrol officers and detectives.

Key 2013-2014 Highlights and Accomplishments of the Operations Division

- Lake Forest Park continues to be one of the safest communities in the Puget Sound Region. This is in no small part due to the dedication and responsiveness of our police officers, detectives and support staff. During 2013, a reorganization of the Department allowed us to reinstitute the Traffic Officer position. Officer Wingrove was selected for the position, and has completed the vast majority of the required training. We look forward to having our motor officer on the road when weather permits.

2014 Salmon BBQ for Special Olympics

- We continue to work with the Shoreline School District in making our schools a safe and secure learning environment for our children. Through a continued commitment by the Lake Forest Park Police Department, the school district, the Northshore Fire District and other emergency service agencies, we developed a joint training tabletop exercise which brought all of these agencies together. This exercise was an overwhelming success. Planning for a full-scale exercise continued into fall 2014 and was also very successful.
- The Department continues to actively participate in the community through the crime watch/block watch program, National Night Out, and fundraising activities. More than 20 National Night Out events occurred in Lake Forest Park in 2013, and all were attended by Police Department personnel.
- The Police Employees Guild and the Police Department held the second annual Salmon Barbeque at the Lake Forest Park Farmers Market in September 2014. This extraordinary volunteer effort by officers and other staff raised more than $4,000 for Special Olympics Washington.

We are committed to our community partnerships and look forward to serving our community in the coming years.

	2012	2013	+/-
Assaults	38	52	37%
Burglary	93	82	-12%
Theft	142	109	-23%
Vehicle Prowls	54	35	-35%
Vehicle Thefts	12	9	-25%
Malicious Mischief	164	129	-21%
DUI	35	46	31%
Arrests	348	282	-19%
Criminal Traffic	221	251	14%
Traffic Infractions	1120	1162	4%
CFS	8192	8768	7%
Case Reports	846	804	-5%
Traffic Stops	1388	1593	15%

Year to Year Statistics

The *Support Services Division* is supervised by a Sergeant and assists in the daily operation of police support services. The Division strives for quality customer support through the delivery of services that enhance the overall mission of the Department. The Division consists of the Investigations Unit, the Records Unit, and the Evidence/Property Unit.

The *Investigations Unit* is staffed with two Detectives and is occasionally supplemented with Patrol Officers for investigation of major cases. The Detectives, who are specially trained and equipped to conduct follow-up activities for serious cases, provide investigative assistance to Patrol Officers, investigate major crime scenes, and are part of the Coalition of Small Police Agencies' Major Crimes Unit. Detectives work closely with the King County and Lake Forest Park Prosecutor's office and other jurisdictions on investigation and filing of criminal proceedings.

The *Records Unit* is staffed with two full-time civilian Records Clerks. Records staff is responsible for maintaining all department criminal records, case files, and maintaining all records in accordance with records retention and criminal history information laws. Records staff also prepares monthly and other reports regarding department activity.

Additionally, the Records Clerks respond in person to public information requests from citizens who arrive at the station, respond to information requests over the phone, and answer requests from attorneys, other law enforcement agencies, and department officers.

The *Evidence/Property Unit* is staffed by one full-time civilian Support Services Officer, who is responsible for properly packaging and storing all evidence and property in the custody of the Department. The officer conducts auctions of property available for disposal and maintains computer-based records as required by state law.

Responsibilities also include purchasing and maintaining the inventory of supplies needed by patrol officers, helping to assist in the maintenance of the vehicle fleet and other equipment, fingerprinting citizens by appointment, and transporting prisoners to and from the King County and Lynnwood jails for court appearances.

LFP PD Command Staff

Key 2013-2014 Highlights and Accomplishments of the Support Services Division

- The website "CanYouID.me" was created as a location for all Washington State police investigators to post photographs of unidentified people

captured on video. In 2013, over 60 agencies and over 200 detectives used the website. This service resulted in identification of over 100 suspects or persons of interest and led to many arrests and case closures.

- Detectives investigated an identity theft case in which the suspect used two identities to obtain Washington State driver's licenses and social security benefits. With the combined efforts of Lake Forest Park detectives and an investigator from the Social Security Administration, the case was submitted to the United States Attorney's Office. The suspect was ultimately convicted, sentenced to five years of probation, and required to pay restitution in the amount of $140,770.13.

Chief for a Day Matthew Shepherd

- Detectives investigated an embezzling case with the Lake Forest Park Water District, where the suspect embezzled more than $350,000 from the District between 2004 and 2011. The suspect was ultimately sentenced to 27 months in jail and ordered to pay $404,000 in restitution.

The *Emergency Management Division* is overseen by the Police Chief. Responsibilities include representing the City at the Emergency Management Coordinating Agency (ESCA) regional coalition, interfacing with the King County Department of Emergency Management, and networking with neighboring emergency management professionals. The Division organizes emergency drills for the City, ensures compliance with the National Incident Management System (NIMS), and provides command oversight during emergencies within the City. Additionally, the Division ensures the Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP) are updated.

Key 2013-2014 Highlights and Accomplishments of the Emergency Management Division

- Finalized, published, and distributed the CEMP, which was rewritten in 2011. During review of the 2011 documents, updates were made to reflect the current operational environment within the City.
- Delivered regular emergency drill training for City Hall, including Emergency Operations Center, earth-quake and evacuation drills, active shooter education, and package bomb education.
- Developed a Community Partners Emergency Notification System, which ensures that current and accurate information is distributed to citizens in a variety of ways when a triggering event occurs within the City or in neighboring jurisdictions.

Ongoing Department Functions:

- Continue to provide Operations, Support Services, and Emergency Management as major functions in the Department.
- Continue to develop and enhance a yearly operations plan that focuses on crime reduction, providing quality services and innovative policing strategies, ensuring employee account-ability, and providing emergency management oversight.
- Enhance relationship with our schools to continue emergency response planning and exercises.
- Continue development of community partnerships through the Community Traffic Safety Program, Neighborhood Block Watch, extra patrol requests, local

community groups, and positive police/citizen contacts.

- Promote community education through crime prevention presentations in partnership with volunteer Block Watch Captains.
- Enhance community communication efforts delivered through a variety of formats, including the City website, social media accounts (Twitter and Facebook), media releases, attendance at Block Watch neighborhood meetings, and National Night Out.

2015 – 2016 Planned Activities

- Work with the Washington State Department of Transportation (WSDOT) to enhance the photo enforcement program by adding one location on SR 522 and NE 170th Street
- Conduct a full-scale EOC activation for City staff
- Reduce crime related to residential burglaries
- Increase proactive law enforcement activities linked to the Operational Plan

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PUBLIC SAFETY: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
POLICE							
Salaries	1,745,087	1,749,811	1,667,669	1,798,283	1,772,857	1,815,421	1,853,140
Overtime	93,811	50,000	88,475	65,000	88,000	95,000	95,000
Employee Benefits	618,703	654,963	617,032	709,996	683,457	698,825	741,558
LEOFF 1 Expenses	24,366	17,135	25,952	17,135	25,952	26,731	27,532
Disability Insurance	3,467	1,200	3,467	1,200	3,467	3,467	3,467
Uniform Expenses	11,989	17,135	21,674	17,135	17,135	17,135	20,135
Police - Dry Cleaning Contract	119	1,200	-	1,200	450	1,200	1,200
Police - Badges and Vests	5,138	4,500	969	9,000	3,500	15,000	9,000
Supplies - General	5,641	7,800	8,234	7,800	8,000	6,000	6,000
Total Operations/Vehicle Supplies	9,773	21,100	25,363	21,100	21,000	21,300	21,300
K-9 Narcotics	4,027	7,000	2,053	7,000	4,500	5,000	5,000
Fuel	45,075	46,867	43,700	46,867	42,500	46,867	46,867
Small Tools & Equipment	8,284	5,300	4,145	2,300	1,000	4,000	4,000
Professional Services	14,742	26,075	51,364	19,075	13,500	17,825	17,825
Juvenile Intervention Program	-	1,500	-	1,500	1,500	1,500	1,500
Communications	45,198	58,552	49,838	58,552	52,500	61,352	61,352
Travel Expenses	5,591	7,000	9,464	7,000	7,000	7,000	7,000
Insurance	93,439	86,174	86,185	86,924	87,437	86,185	90,494
Vehicle Repair & Maintenance	36,190	39,000	46,328	39,000	45,000	46,000	46,000
Office Equipment - Repair & Maintenance	9,810	13,000	11,359	13,000	12,000	13,000	13,000
Operations Repair & Maintenance	1,162	1,800	822	1,800	1,800	1,800	1,800
Dues / Subscriptions	6,306	1,600	6,892	1,600	7,000	6,950	6,950
Training	8,601	10,000	6,600	10,000	13,000	12,000	15,000
Marine Patrol Services	10,843	-	-	-	-	-	-
Call-Out Services	-	1,500	-	1,500	2,000	2,000	2,000
Computer Hardware & Software	26,711	-	272	-	-	-	-
Machinery / Equipment	-	-	31,040	17,465	17,465	-	-
POLICE TOTAL	**2,834,073**	**2,830,212**	**2,808,896**	**2,961,432**	**2,932,021**	**3,011,558**	**3,097,120**

PUBLIC SAFETY: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
CRIME WATCH/COMMUNITY POLICING							
Crime Watch Supplies	919	1,900	-	1,900	3,500	1,900	1,900
Community Policing Program	2,246	4,500	416	4,500	2,900	4,500	4,500
CRIME WATCH/COMMUNITY POLICING TOTAL	**3,165**	**6,400**	**416**	**6,400**	**6,400**	**6,400**	**6,400**
EMERGENCY MANAGEMENT							
Office/Operating Supplies	161	-	1,764	-	813	2,000	2,000
Professional Services	-	-	-	-	-	-	-
Assessment	49,212	27,000	-	-	29,537	30,161	31,066
Training	-	-	-	-	-	1,000	1,000
Travel	-	-	179	-	-	500	500
Machinery & Equipment	-	-	44	-	-	500	500
EMERGENCY MANAGEMENT TOTAL	**49,373**	**27,000**	**1,987**	**27,000**	**30,350**	**34,161**	**35,066**
TRAFFIC SAFETY CAMERA PROGRAM							
Professional Services	299,156	306,600	307,517	306,600	302,350	444,850	473,350
Travel	-	-	704	-	-	-	-
Machinery & Equipment	140	-	3,812	-	-	-	-
TRAFFIC SAFETY CAMERA PROGRAM TOTAL	**299,296**	**306,600**	**312,034**	**306,600**	**302,350**	**444,850**	**473,350**
DISPATCH							
Equipment Maintenance	19,088	13,800	14,316	13,800	17,184	24,824	24,824
Contracted Services	108,325	116,600	83,742	119,500	133,816	125,157	92,471
Professional Services	-	-	-	27,584	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-
DISPATCH TOTAL	**127,413**	**130,400**	**98,058**	**160,884**	**151,000**	**149,981**	**117,295**
CIVIL SERVICE COMMISSION							
Supplies	-	1,000	-	1,000	1,000	1,000	1,000
Professional Services	3,458	3,800	4,371	3,800	3,800	3,800	3,800
CIVIL SERVICE COMMISSION TOTAL	**3,458**	**4,800**	**4,371**	**4,800**	**4,800**	**4,800**	**4,800**

PUBLIC SAFETY: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
ANIMAL CONTROL SERVICES							
Animal Control	37,212	15,000	8,731	15,000	6,500	15,000	15,000
ANIMAL CONTROL SERVICES TOTAL	**37,212**	**15,000**	**8,731**	**15,000**	**6,500**	**15,000**	**15,000**
DETENTION							
Jail Expenses	201,923	210,000	137,356	210,000	155,000	175,000	175,000
Electronic Monitoring/Work Release	-	-	18,098	-	10,000	-	-
DETENTION TOTAL	**201,923**	**210,000**	**155,454**	**210,000**	**165,000**	**175,000**	**175,000**
TOTAL PUBLIC SAFETY	**3,555,913**	**3,530,412**	**3,389,947**	**3,692,116**	**3,598,421**	**3,841,750**	**3,924,031**
RESOURCES							
GENERAL FUND, PUBLIC SAFETY	**3,555,913**	**3,530,412**	**3,389,947**	**3,692,116**	**3,598,421**	**3,841,750**	**3,924,031**
BUDGETED POSITIONS							
Police Chief	1.0	1.0		1.0		1.0	1.0
Police Services Manager/Captain	1.0	1.0		1.0		1.0	1.0
Sergeants	5.0	4.0		3.0		3.0	3.0
Police Officers	12.0	10.0		11.0		11.0	11.0
Detectives	2.0	2.0		2.0		2.0	2.0
Records Clerks	2.0	2.0		2.0		2.0	2.0
Administrative Sergeant	-	1.0		1.0		1.0	1.0
Property Officer	1.0	1.0		1.0		1.0	1.0
	24.0	22.0		22.0		22.0	22.0

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PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Salaries	**1,745,087**	**1,749,811**	**1,667,669**	**1,798,283**	**1,772,857**	**1,815,421**	**1,853,140**
Overtime							
Shift Extention, Investigation, Training, Court, Meetings							
Backfill for Vacations, Sick Leave, Comp Leave							
Contract 80 hr payut comp. Special events							
Overtime	**93,811**	**50,000**	**88,475**	**65,000**	**88,000**	**95,000**	**95,000**
Employee Benefits	**618,703**	**654,963**	**617,032**	**709,996**	**683,457**	**698,825**	**741,558**
LEOFF 1 Expenses	**24,366**	**17,135**	**25,952**	**17,135**	**25,952**	**26,731**	**27,532**
Disability Insurance	**3,467**	**1,200**	**3,467**	**1,200**	**3,467**	**3,467**	**3,467**
Uniform Expenses							
Contractual Items							
Officers Contractual Uniform Expense							
Records Contractual Uniform Expense							
Uniform Patches							
Repair of personal items damaged in line of duty - Contractual							
New Officer Equipment-Contractual							
Uniform Expenses	**11,989**	**17,135**	**21,674**	**17,135**	**17,135**	**17,135**	**20,135**
Police - Dry Cleaning Contract							
Contractual item							
Police - Dry Cleaning Contract	**119**	**1,200**	**-**	**1,200**	**450**	**1,200**	**1,200**
Police - Vests							
Scheduled Replacement Vest-Required 5 year replacement							
New Officer Vests							
- Vest Cost 50% recovered via federal grant							
Police - Badges and Vests	**5,138**	**4,500**	**969**	**9,000**	**3,500**	**15,000**	**9,000**

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Supplies - General							
Form Printing							
Citation/Infraction Forms							
Paper Supplies							
General Office Supplies							
Supplies - General	**5,641**	**7,800**	**8,234**	**7,800**	**8,000**	**6,000**	**6,000**

Operations/Vehicle Supplies

Patrol

Portable Radio Battery Replacement (6)
Intoximeter (PBT) Mouthpieces
Narcotic Identification Kit Refills

Traffic Operations

Major Traffic Investigation Equipment

Vehicles

First Aid Supplies
Traffic Flares
Misc - Light Bulbs, Cleaning Supplies, Etc.
Fire Extinguisher Replacement/Maintenance
Flex Cuffs used for temporary restraint, multiple prisoners
Digital Cameras (2 per year)

Investigation

Fingerprinting Supplies
Supplies for Evidence Kits
Other - Crime Scene Supplies

Less Lethal Force Program

Pepper Spray replacement
Pepper Spray decontaminate
Less Lethal Munitions - Taser - Replacement and Training
Less Lethal Shotgun Bean Bag Ammunition
- Maintaining existing supply and training needs.

Firearms

Handgun Ammunition
Rifle (.223 cal) duty ammunition (approx 500 rounds)
Rifle (.223 cal) practice and training ammunition (Approx. 7,000 rounds)

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Rifle spare parts							
General Training Supplies							
Hand Gun Repair Parts							
Targets for practice and qualification							
Cleaning supplies for firearms							
General Supplies							
SWAT Equipment(ie. Ammunition, simunitions, misc gear)							
Total Operations/Vehicle Supplies	**9,773**	**21,100**	**25,363**	**21,100**	**21,000**	**21,300**	**21,300**
K-9 Narcotics							
General supplies (training aids, food)							
Veterinarian Services							
K-9 Narcotics	**4,027**	**7,000**	**2,053**	**7,000**	**4,500**	**5,000**	**5,000**
Fuel							
Estimate of $3.99 per gal. @ 11,746 gallons							
Fuel	**45,075**	**46,867**	**43,700**	**46,867**	**42,500**	**46,867**	**46,867**
Small Tools & Equipment							
1 Less Lethal Taser Systems, Software, Cartridges							
File Cabinet Replacement							
Misc. Tools and Equipment							
Asset Seizure Equipment							
Small Tools & Equipment	**8,284**	**5,300**	**4,145**	**2,300**	**1,000**	**4,000**	**4,000**
Professional Services							
Polygraphs for Hiring (mandated)							
Psych Exams for Hiring (mandated)							
Medical Exams for Hiring (mandated)							
Respirator Medical Screening							
- 2 Hep B shot series, Blood draws for DUIs (4)							
Towing and Storage							
Post Stress Counseling and Costs, Investigative Polygraphs							
Range Rental fees for use of Firearms Range							

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Fire Investigation Services							
Crime Stoppers							
Shredding Services							
Court Testimony (expert testimony by Day Wireless - Radar's)							
Chief of Police Recruitment							
Tape Transcription (Investigative interview transcription fee)							
BioClean (Bio-hazard cleanup for holding cells and vehicles)							
Automated Pawn/Property Program (LEADS on Line)							
Professional Services	**14,742**	**26,075**	**51,364**	**19,075**	**13,500**	**17,825**	**17,825**
Juvenile Intervention Program							
For juveniles who have committed first time minor offenses as an alternative to the existing juvenile justice system. This will include family assessment and referrals.							
Reinvesting in Youth Program							
Juvenile Intervention Program	**-**	**1,500**	**-**	**1,500**	**1,500**	**1,500**	**1,500**
Communications							
800 Radio User Access Fees Paid to Eastside Communications (EPSCA) 38 @ 37.50 per radio/per month							
EPSCA Radio Maintenance fee $16.16 per unit (38 units)							
Verizon Cell phone costs - cell phones for patrol cars, staff							
ACCESS System use Fee to Washington State Patrol							
AT&T wireless communication car modems (8) $50 ea.per month							
Integra Local Telephone service							
RAIN/LINX County and Federal Information System Access Fee							
Postage Costs							
King County Network Services (T-1 line, Contractual) Mandatory							
Communications	**45,198**	**58,552**	**49,838**	**58,552**	**52,500**	**61,352**	**61,352**

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel Expenses							
Training, Conferences, Travel Expenses, Meetings and programs for Department							
Travel Expenses	**5,591**	**7,000**	**9,464**	**7,000**	**7,000**	**7,000**	**7,000**
Insurance							
Washington Cities Insurance Authority coverage. The cost of insurance is estimated to increase by 9.6% for 2013 and is estimated to increase by 9.6% for 2014 based on the historical average.							
Insurance	**93,439**	**86,174**	**86,185**	**86,924**	**87,437**	**86,185**	**90,494**
Vehicle Repair & Maintenance							
Fee Paid to Northshore Utility District to maintain police fleet. Includes parts costs.							
Maintenance Costs for Motorcycle							
Vehicle Repair & Maintenance	**36,190**	**39,000**	**46,328**	**39,000**	**45,000**	**46,000**	**46,000**
Office Equipment - Repair & Maintenance							
General Repair & Maintenance for Office Equipment							
Copier lease payments							
Office Equipment - Repair & Maintenance	**9,810**	**13,000**	**11,359**	**13,000**	**12,000**	**13,000**	**13,000**
Operations Repair & Maintenance							
Annual Calibration for radar equipment							
General Radar Repairs							
General Bicycle Repairs							
Operations Repair & Maintenance	**1,162**	**1,800**	**822**	**1,800**	**1,800**	**1,800**	**1,800**
Dues / Subscriptions							
Professional Journals and Memberships (WASPC, IACP, LEIRA, NAFTO, FBINA)							
Lexipol (Standarized Agency Policy and Risk Reduction Manual - Mandated)							
Detective Investigtive Search Tools (Leads Online, Accurint, Linx)							

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Subscriptions to professional journals, information resource materials, records, property, detective's, and professional assoc. WSLEFIA membership fees (2 firearms instructors)							
Dues / Subscriptions	**6,306**	**1,600**	**6,892**	**1,600**	**7,000**	**6,950**	**6,950**
Training							
General training costs to maintain officer and staff proficiency and maintain professional level of expertise. Professional standards require a minimum of 30 hours of training per year per officer.							
Training	**8,601**	**10,000**	**6,600**	**10,000**	**13,000**	**12,000**	**15,000**
Marine Patrol Services							
Marine Patrol Services	**10,843**	**-**	**-**	**-**	**-**	**-**	**-**
Call-Out Services							
Northsound Metro SWAT							
Call-Out Services	**-**	**1,500**	**-**	**1,500**	**2,000**	**2,000**	**2,000**
Machinery / Equipment							
Audio/Video recording system in interview rooms. Portable Radio Replacement 1/2 2016, 1/2 2017 24 total (mandatory)							
Machinery / Equipment	**-**	**-**	**31,040**	**17,465**	**17,465**	**-**	**-**
Computer Hardware & Software							
General Software needs and upgrades Crash Data Retrieval System renewal (3 years)							
Computer Hardware & Software	**26,711**	**-**	**272**	**-**	**-**	**-**	**-**
LAW ENFORCEMENT TOTAL	**2,834,073**	**2,830,212**	**2,808,896**	**2,961,432**	**2,932,020**	**3,011,558**	**3,097,120**

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
CRIME WATCH/COMMUNITY POLICING							
Crime Watch							
Crime Watch Supplies, Meeting Expenses and Awards							
Crime Watch Coordinator Stipend 12 hrs/ mo at $12 per hour							
New Member Clothing							
Expenditure of Crime Watch Donations							
Crime Watch Supplies	**919**	**1,900**	**-**	**1,900**	**3,500**	**1,900**	**1,900**
Community Policing Program							
Crime Prevention Coordinator Stipend 12 hrs/mo. $12 per hour.							
State Grant Funds dedicated to this program only							
Community Policing Program	**2,246**	**4,500**	**416**	**4,500**	**2,900**	**4,500**	**4,500**
CRIME WATCH/COMMUNITY POLICING TOTAL	**3,165**	**6,400**	**416**	**6,400**	**6,400**	**6,400**	**6,400**
EMERGENCY MANAGEMENT							
Office/Operating Supplies	**161**	**-**	**1,764**	**-**	**813**	**2,000**	**2,000**
Professional Services	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Dues-Emergency Services Coordination Agency Assessment	**49,212**	**27,000**	**-**	**-**	**29,537**	**30,161**	**31,066**
Training	**-**	**-**	**-**	**-**	**-**	**1,000**	**1,000**
Travel	**-**	**-**	**179**	**-**	**-**	**500**	**500**
Machinery & Equipment	**-**	**-**	**44**	**-**	**-**	**500**	**500**
EMERGENCY MANAGEMENT TOTAL	**49,373**	**27,000**	**1,987**	**27,000**	**30,350**	**34,161**	**35,066**
TRAFFIC SAFETY CAMERA PROGRAM							
Professional Services	**299,156**	**306,600**	**307,517**	**306,600**	**302,350**	**444,850**	**473,350**
Travel	**-**	**-**	**704**	**-**	**-**	**-**	**-**
Machinery & Equipment	**140**	**-**	**3,812**	**-**	**-**	**-**	**-**
TRAFFIC SAFETY CAMERA PROGRAM TOTAL	**299,296**	**306,600**	**312,034**	**306,600**	**302,350**	**444,850**	**473,350**
DISPATCH							
Contracted Services							
Contract with Bothell Police Department for Dispatch Services							
Recoup 4th Quarter 2013 expenditure							
Contracted Services	**108,325**	**116,600**	**83,742**	**119,500**	**133,816**	**125,157**	**92,471**

PUBLIC SAFETY: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Professional Services							
Records Management System Contract							
Professional Services	-	-	-	27,584	-	-	-
Equipment Maintenance							
Annual Hardware/Software Maintenance Contract							
Equipment Maintenance	19,088	13,800	14,316	13,800	17,184	24,824	24,824
Machinery and Equipment							
Machinery and Equipment	-	-	-	-	-	-	-
DISPATCH TOTAL	127,413	130,400	98,058	160,884	151,000	149,981	117,295
CIVIL SERVICE COMMISSION							
Supplies							
Testing Process							
Postage							
Supplies	-	1,000	-	1,000	1,000	1,000	1,000
Professional Services							
Examiner time for above testing							
Contract with Public Testing							
Professional Services	3,458	3,800	4,371	3,800	3,800	3,800	3,800
CIVIL SERVICE COMMISSION TOTAL	3,458	4,800	4,371	4,800	4,800	4,800	4,800
ANIMAL CONTROL SERVICES							
Animal Control	37,212	15,000	8,731	15,000	6,500	15,000	15,000
ANIMAL CONTROL SERVICES TOTAL	37,212	15,000	8,731	15,000	6,500	15,000	15,000
DETENTION							
Jail Expenses	201,923	210,000	137,356	210,000	155,000	175,000	175,000
Electronic Monitoring/Work Release	-	-	18,098	-	10,000		
DETENTION TOTAL	201,923	210,000	155,454	210,000	165,000	175,000	175,000
TOTAL PUBLIC SAFETY	3,555,913	3,530,412	3,389,947	3,692,116	3,598,420	3,841,750	3,924,031

OTHER CRIMINAL JUSTICE SERVICES

(Prosecutor, Public Defense, and Detention)

Overview

- *The City contracts for prosecutor and public defender services.*
- *The City contracts for detention services with King County, the City of Lynnwood, and Chelan and Yakima Counties. In an effort to save costs, the City uses one of the detention centers depending upon the type and length of sentencing.*
- *Only about 10% of the defendants who come through the City's court system are Lake Forest Park residents.*

Prosecutor

This budget projects an increase in prosecution costs of 2.1% in 2015 and estimating the same in 2016. An inflationary increase is built into the prosecutor contract. The increase is an assumption of inflation (Seattle CPI 2.1%) for urban consumers for 2014.

Public Defender

The Public Defender service is out to bid at this time. There is a significant increase in estimated service costs (20%) for the Public Defender for 2015. This is the result of a new state court ruling limiting the caseloads of public defenders. No increase is budgeted in 2016 until we know how this actually bids out. An inflationary increase will be built into the defender contracts, and, if necessary, will be addressed in the mid-biennial update.

Detention

The 2013 Budget actual amount reflects the Municipal Court using home detention in some sentencing, when criteria are met. The projections for 2015 & 2016 take into account this factor and are set at the projected 2014 amount ($165,000) plus $10,000 because sentencing needs cannot be projected with accuracy in a court this size.

OTHER CRIMINAL JUSTICE EXPENDITURES	2012 Actual	2013 Actual	2014 Budget	2015 Budget	2016 Budget
Prosecutor Services	80,285	79,898	82,549	84,613	86,728
Public Defender Services	76,636	85,076	88,550	106,260	106,260
Detention Services	201,923	155,454	210,000	175,000	175,000
Other Criminal Justice Services	358,844	320,428	381,099	365,873	367,978

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PLANNING AND BUILDING

Our Mission:
To serve all persons in a positive and courteous manner and help ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work, and visit.

What We Do:
Under the direction of the Planning and Building Director, who is appointed by and reports to the Mayor and City Administrator, the Planning and Building Department plays a key role in shaping the future of the City's development. The Department serves residents directly at the planning counter and indirectly by ensuring that all development activity conforms to the City's adopted plans and regulations.

This is accomplished through provision of the following seven programs:

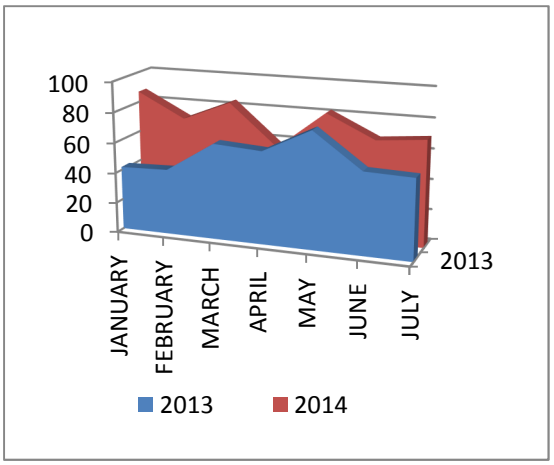
Long Range Planning and Land Use Code Update: The Department prepares land use plans and code amendments at the direction of the Mayor and City Council. In some cases, these projects require the assistance of planning consultant services, which are managed by the Director. The draft work product is then reviewed by the Planning Commission, which is supported by the Department. The Commission makes recommendations to the Mayor and City Council if it is decided changes and updates to the Comprehensive Plan and land use codes are necessary. Through this process, the Commission provides an important forum for citizen participation in city government.
ensuring

- Planning Commission issues reviewed in 2013-2014:
  - Southern Gateway Subarea Plan and Development Regulations Recommendation for Adoption: *February 2013*
  - 2015 Comprehensive Plan Update
    - Public Engagement and Work Program for Recommendation for Adoption: *August 2013*
    - Visioning Strategy and Outreach Plan
    - Outreach Training

Planning Tool: Comprehensive Plan Update Workshop

- Land use policy issues brought to Council in 2013-2014:
  - Southern Gateway Subarea Plan and Development Regulations adopted: *March 2013*
  - Shoreline Master Program adopted: *May 2013*
  - Comprehensive Plan Update Visioning Strategy and Outreach Plan
  - Medical Marijuana Ordinance and Moratorium Work Plan

Development Compliance Review and Inspection: This program involves review of development projects—from new hot water tanks to new subdivisions—to ensure each complies with the City's land use and building codes. The cost of this work is offset by permit fees, which cover the staff time involved in guaranteeing compliance, public notification of complex projects, and construction inspections.



Comparison of Permits Issued from January 2013 through July 2014

In certain cases, compliance review involves a public hearing before the City's Hearing Examiner, which the Department also supports.

Planning & Building Counter Assistance: The City places a high priority on providing timely, accurate land use information to the public. Over 1,300 visitors came to the Planning & Building counter in the first nine months of 2014, which is an average of 145 per month. Many more received help by phone and email.

Code Enforcement Investigation and Follow-up: This program involves responding to code enforcement requests from citizens, and following up with site visits to document violations, writing letters, calling violators and complainants, and posting notices. This activity is conducted primarily by the Building Official and Assistant Planner, and is not offset by permit fees.

Planning & Building Counter Consultation

Tree Removal and Replacement: New tree protection regulations went into effect in 2011, which base tree replacement requirements on the amount of canopy cover that is lost when more than two trees are removed within a 36-month period. Permit fees offset the cost of the City Arborist's review of these types of permit applications. Administrative tree permits for two or fewer trees within a 36-month period are processed at no cost to citizens. This work is conducted primarily by the Assistant Planner.

Right-of-Way Permit Processing and Inspection: In addition to other duties, the Building Official also inspects the City's streets to ensure they are properly repaired after utility crews finish their work. The permit fees for such projects go to the Street Fund and do not offset the cost of inspection. From January through September 2014, 62 right-of-way permits were issued.

Sewer Permit Processing and Inspection: The Permit Coordinator processes these permit applications, and the Building Official inspects the work. The Permit Coordinator work is partially offset by permit fees.

PLANNING AND BUILDING SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
PLANNING							
Salaries	133,631	144,384	141,051	154,456	147,374	166,799	171,519
Overtime	-	-	385	-	509	-	-
Employee Benefits	41,468	48,931	53,385	56,881	55,152	63,254	68,248
Office / Operating Supplies	2,409	5,500	3,673	5,500	5,000	5,500	5,500
Professional Services	96,611	76,000	122,163	82,000	87,000	62,000	24,000
Engineering Services	2,710	6,000	11,290	6,000	40,000	20,000	20,000
Communications	2,490	2,500	1,729	2,500	2,500	2,500	2,500
Travel Expenses	14	850	132	850	600	850	850
Advertising	1,158	3,000	2,485	3,000	4,000	6,000	3,000
Dues / Subscriptions	553	1,000	793	1,000	1,000	1,000	1,000
Training	75	1,500	400	1,500	1,000	1,500	1,500
Machinery & Equipment	-	3,000	1,387	3,000	3,000	3,000	3,000
PLANNING TOTAL	**281,119**	**292,666**	**338,872**	**316,687**	**347,135**	**332,402**	**301,117**
BUILDING							
Salaries	101,662	113,587	110,152	138,125	117,507	128,557	133,238
Overtime	-	-	652	-	887	-	-
Employee Benefits	30,300	36,940	41,802	47,528	41,922	46,566	50,819
Office / Operating Supplies	765	1,500	6,877	1,500	1,500	1,500	1,500
Professional Services	160	15,000	-	38,000	12,000	25,000	15,000
Fire Marshall Services	220	-	280	-	300	300	300
Communications	204	500	105	500	200	300	300
Dues - Subscriptions	220	500	220	500	300	300	300
Machinery & Equipment	3,378	3,000	197	3,000	3,000	3,000	3,000
BUILDING TOTAL	**136,908**	**171,027**	**160,284**	**229,153**	**177,617**	**205,523**	**204,457**
TOTAL PLANNING AND BUILDING	**418,028**	**463,693**	**499,156**	**545,840**	**524,751**	**537,925**	**505,574**

RESOURCES							
Construction Permits	121,440	160,000	109,899	220,000	200,000	200,000	200,000
Land Use Permits	47,568	50,000	132,660	50,000	117,948	50,000	50,000
Plumbing Permits	15,637	18,000	15,463	18,000	18,000	20,700	20,700
Mechanical Permits	17,875	16,000	20,085	16,000	19,178	18,400	18,400
GENERAL FUND, PLANNING AND BUILDING	215,508	219,693	221,049	241,840	169,626	248,825	216,474

PLANNING AND BUILDING SERVICES: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
BUDGETED POSITIONS							
Planning & Building Director	1.00	1.00		1.00		1.00	1.00
Building Inspector	1.00	1.00		1.00		1.00	1.00
Assistant Planner	1.00	1.00		1.00		1.00	1.00
Building Permit Specialist/Permit Tech	0.66	0.75		1.00		1.00	1.00
	3.66	3.75		4.00		4.00	4.00

PLANNING AND BUILDING SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
PLANNING SERVICES							
Salaries	133,631	144,384	141,051	154,456	147,374	166,799	171,519
Overtime	-	-	385	-	509		
Employee Benefits	41,468	48,931	53,385	56,881	55,152	63,254	68,248
Office / Operating Supplies General and specialized office and operating supplies to include copier charges, office and field equipment and tools, presentation materials, file folders, safety clothing, etc. Update of International Building Code							
Office / Operating Supplies	2,409	5,500	3,673	5,500	5,000	5,500	5,500
Professional Services Hearing Examiner services Mapping services Development review - technical biological / ecological Comprehensive Plan Update Permitting software licenses including updates and training							
Professional Services	96,611	76,000	122,163	82,000	87,000	62,000	24,000
Engineering Services Consultant engineering services for development review inspection, enforcement and consultation.							
Engineering Services	2,710	6,000	11,290	6,000	40,000	20,000	20,000
Communications Telephone, pager and mailing costs including for things such as public notices							
Communications	2,490	2,500	1,729	2,500	2,500	2,500	2,500
Travel Expenses Mileage, meals and accommodations for professional training and conferences							
Travel Expenses	14	850	132	850	600	850	850

PLANNING AND BUILDING SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Advertising							
Legal notices and public notice in the newspaper for land use applications, planning and regulatory changes							
Advertising	**1,158**	**3,000**	**2,485**	**3,000**	**4,000**	**6,000**	**3,000**
Dues / Subscriptions							
Professional membership dues and related subscriptions							
Dues / Subscriptions	**553**	**1,000**	**793**	**1,000**	**1,000**	**1,000**	**1,000**
Training							
Professional training, seminar, and conference dues and materials							
Training for Planning Commissioners							
Training	**75**	**1,500**	**400**	**1,500**	**1,000**	**1,500**	**1,500**
Machinery & Equipment							
Map drawers and / or hanging map and plans cabinets, mapping hardware & software (CAD/GIS) portion, land use, building and right-of-way permitting software and property records							
Machinery & Equipment	**-**	**3,000**	**1,387**	**3,000**	**3,000**	**3,000**	**3,000**
PLANNING TOTAL	**281,119**	**292,666**	**338,872**	**316,687**	**347,136**	**332,404**	**301,118**
BUILDING SERVICES							
Salaries	**101,662**	**113,587**	**110,152**	**138,125**	**117,507**	**128,557**	**133,238**
Overtime	**-**	**-**	**652**	**-**	**887**		
Employee Benefits	**30,300**	**36,940**	**41,802**	**47,528**	**41,922**	**46,566**	**50,819**
Office / Operating Supplies							
General and specialized office and operating supplies to include office and field equipment and tools. Such items as file folders, presentation materials, field tools, safety clothing. Update of the building code books for the Building Official.							
Office / Operating Supplies	**765**	**1,500**	**6,877**	**1,500**	**1,500**	**1,500**	**1,500**

PLANNING AND BUILDING SERVICES: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Professional Services							
Contract or consultant services providing specialty Building Official, and engineering inspections, and / or implementation of the City and State Building Code requirements							
Professional Services	**160**	**15,000**	**-**	**38,000**	**12,000**	**25,000**	**15,000**
Fire Marshall Services							
Fire & life safety inspections for businesses, schools, and institutions							
Fire Marshall Services	**220**	**-**	**280**	**-**	**300**	**300**	**300**
Communications							
Telephone, pager and mailing costs							
Communications	**204**	**500**	**105**	**500**	**200**	**300**	**300**
Dues - Subscriptions							
City memberships with the Washington Association of Building Officials Plumbing & Mechanical Officials and related organizations							
Dues - Subscriptions	**220**	**500**	**220**	**500**	**300**	**300**	**300**
Machinery & Equipment							
Copier lease							
Machinery & Equipment	**3,378**	**3,000**	**197**	**3,000**	**3,000**	**3,000**	**3,000**
BUILDING TOTAL	**136,908**	**171,027**	**160,284**	**229,153**	**177,616**	**205,523**	**204,457**
PLANNING AND BUILDING TOTAL	**418,028**	**463,693**	**499,156**	**545,840**	**524,752**	**537,927**	**505,575**

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PUBLIC WORKS

Our Mission:
Efficiently operate and responsibly maintain the City's most valuable assets including public streets, sanitary sewers, parks, public facilities and surface water infrastructure.

What we do:
The Public Works Department provides a wide variety of services to the citizens of Lake Forest Park and, through a contract, to the City of Kenmore. The Public Works Department is responsible for the maintenance, operation and repair of the City's streets, surface water infrastructure, buildings and grounds facilities, parks, sanitary sewer, and 24/7 emergency response. Four separate funds provide the resources for these activities: the General Fund the City Street Fund, the Surface Water Utility Fund, and the Sewer Utility Fund.

The City of Kenmore compensates the City of Lake Forest Park for its share of Public Works services through an interlocal agreement. This collaboration between the two cities enables Public Works to provide more efficient services by reducing response times and sharing fleet capital investment costs. Ultimately, this provides more cost-effective services than either city could provide individually.

Facility Maintenance (Funding Source: General Fund and Other Funds)
The Public Works Department preserves all of the City's buildings through a janitorial contract and a facilities preventive maintenance program. This blend of service provides a safe, pleasant and productive work environment for city customers and staff. The City has three facilities: City Hall, the Public Works Office, and the Public Works Maintenance Shop.

Slope Mower

Lyon Creek Waterfront Park

Parks Maintenance (Funding Source: General Fund)
The parks team provides landscape maintenance services to preserve and improve the quality of outdoor facilities. These maintenance services cover 34.58 acres of parks and open space. A broad range of equipment and skilled workers maintain and improve the variety of trees, shrubs, annual plants, grass areas, sport fields, irrigation systems, pathways (which span 30,000 feet), and parks amenities (drinking fountains, two tennis courts, viewing decks, boardwalks, parking areas, park signage, and outdoor play equipment).

Streets (Funding Source: Street Fund) - The Street Fund funds the maintenance and

operations that includes pothole patching, skin patching, crack sealing, road shoulder maintenance, guard rail repair, snowplowing, sanding and de-icing, and annual road overlays. Funds are used for engineering services, road maintenance, traffic maintenance, and sidewalk construction projects. Some street operations services are provided for the Transportation Benefit District by approved plan.

Surface Water Utility (Funding Source: Surface Water Utility Fund)

The surface water utility fund provides maintenance and operations of the City's surface water/drainage infrastructure. This includes the computer mapping of the City's system, the removal of street debris before it enters the surface water system by means of street sweeping, the inspections of surface water infrastructure, and maintenance of the network of pipelines, ditches, detention facilities and streams. The surface water utility also funds staff who implementthe stormwater management program that seeks to improve water quality through public education and involvement, inspection, operations review and monitoring. This utility also funds neighborhood environmental mini-grants, StreamKeepers' water quality monitoring, and flood reduction programs.

"Puget Sound Starts Here" Campaign

Sewer Utility (Funding Source: Sewer Utility Fund)

The Public Works Department operates and maintains a City sewer utility to ensure the health, safety, and welfare of citizens and visitors of Lake Forest Park. The Sewer Utility is responsible for the maintenance of approximately 225,000 feet of gravity sewer main, 11,000 feet of pressure main and two sewer lift stations. The City maintains relationships with adjoining cities, water districts, sewer districts, King County Metro, the State Department of Ecology (DOE), and the Seattle/King County Health Department in the operation of this utility.

Sewer Manhole

Key 2014 Accomplishments

Facilities and Parks

- Maintained parks and facilities in light of 2013-2014 budget reductions
- Completed over 2/3 of the construction of McKinnon Creek Trail
- Completed the design, permitting and construction of phase I of Whispering Willow Park

Ditch Maintenance

Streets

- Spread 117 tons of sand and 68 tons of salt for snow and ice control
- Mowed 25 miles of slope
- Repaired streets with 40 tons of asphalt
- Overlaid 2 lane miles of street surface

Surface Water

- Completed 50% design of the Lyon Creek Flood Reduction Project
- Successfully negotiated with WSDOT for a contribution of $1.5 million to the Lyon Creek Flood Reduction Project
- Participated in the King County Flood Control District project review process
- Continued participation in the Lake Ballinger/McAleer Creek Forum
- Received over $100K in other grants
- Maintained NPDES permit compliance
- Maintained 10.22 miles of ditch lines
- Swept 900 miles of city streets

Lyon Creek – Summer 2014

2015-16 Planned Activities

Facilities and Parks

- Complete phase II Whispering Willow Park development
- Construct boardwalks over the wetlands on the McKinnon Creek Trail
- Work with volunteer groups to assist with parks maintenance
- Design a restoration project for the stabilization of the Animal Acres Park slope

Streets

- Continually inspect all transportation elements
- Provide crack sealing and overlays to protect the integrity of the road surface system
- Continually respond to needs evolving out of winter storm events
- Seek grant opportunities for street overlays

Street Crack Sealing

Surface Water Utility

- Complete the design and construction of the Lyon Creek Flood Reduction Project
- Develop a maintenance needs based inspection program of the City's surface water infrastructure
- with new NPDES Phase II Permit requirements including Low Impact Development code revisions and training
- Pursue federal, state and county funding for the replacement of undersized and deficient culverts throughout the City

Sewer Utility

- Proactively maintain the sewer utility
- Continue to work with the King County Wastewater Treatment Division to provide effective sewer conveyance across jurisdictional boundaries
- Continue to implement a fats, oils and grease reduction program
- Complete the digitization of sewer records

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PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
GENERAL FUND							
PARKS OPERATIONS AND MAINTENANCE							
Salaries	107,829	112,074	114,839	115,523	110,514	132,002	133,581
Overtime	4,403	2,210	2,461	2,210	2,210	2,811	2,853
On-Call Services	585	1,658	1,752	1,658	1,658	1,752	1,752
Employee Benefits	48,364	54,435	48,859	58,758	49,753	51,169	54,701
Safety Clothing / Boots	305	663	511	663	663	663	663
Office Supplies	129	387	57	387	387	387	387
Operating Supplies	5,323	6,000	2,803	6,000	6,000	6,000	6,000
Small Tools & Equipment	1,596	1,547	2,244	1,547	1,547	1,547	1,547
Professional Services	-	-	983	-	-	-	-
Communications	1,327	1,658	1,803	1,658	1,658	1,658	1,658
Travel	154	133	72	133	133	133	133
Equipment Rental	176	3,000	126	3,000	3,000	3,000	3,000
Insurance	6,366	7,121	7,122	7,805	7,805	7,122	7,478
Utilities	10,609	10,150	9,351	10,150	10,150	10,150	10,150
Repairs & Maintenance	3,147	15,000	17,736	15,000	15,000	15,000	15,000
Dues / Subscriptions	92	166	180	166	166	166	166
Training	94	939	474	939	939	939	939
PARKS OPERATIONS AND MAINTENANCE TOTAL	190,499	217,140	211,373	225,597	211,583	234,499	240,008

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
FACILITIES MAINTENANCE							
Salaries	27,803	29,683	28,505	30,681	27,757	29,495	29,901
Overtime	1,097	1,105	605	1,105	1,105	703	713
On-Call Services	146	829	438	829	829	438	438
Employee Benefits	12,396	14,257	12,380	15,455	12,741	13,189	14,098
Safety Clothing / Boots	166	332	153	332	332	332	332
Office Supplies	62	193	24	193	193	193	193
Operating Supplies	4,162	3,000	5,513	3,000	3,500	3,500	3,500
Small Tools & Equipment	429	774	532	774	1,200	1,200	1,200
Professional Services	18,299	25,000	21,115	25,000	25,000	25,000	25,000
Communications	598	829	1,068	829	829	829	829
Travel	87	66	36	66	66	66	66
Equipment Rental	313	400	-	400	400	400	400
Insurance	3,183	3,560	3,561	3,902	3,902	3,561	3,739
Utilities - Public Works Facility	10,319	707	737	707	3,000	3,000	3,000
Utilities- City Hall	49,976	50,250	44,381	50,350	50,350	50,350	50,350
Maintenance - City Hall/Public Works Facility	24,071	22,000	20,908	22,000	22,000	22,000	22,000
Emergency Management	-	1,000	-	1,000	1,000	1,000	1,000
Dues & Subscriptions	46	83	68	83	83	83	83
Training	76	470	236	470	470	470	470
Property Assessments	9,211	4,200	5,483	4,200	4,200	4,200	4,200
Machinery & Equipment	-	-	710	-	-	-	-
FACILITIES MAINTENANCE TOTAL	162,440	158,739	146,453	161,376	158,957	160,009	161,512
GENERAL FUND TOTAL	352,939	375,879	357,826	386,973	370,540	394,508	401,520

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
			STREET FUND				
STREET MAINTENANCE							
Road Surface Maintenance	8,139	19,500	25,362	19,500	19,500	19,500	19,500
Maintenance Other	529	5,000	279	5,000	5,000	5,000	5,000
Shoulder Maintenance	5,162	12,000	8,767	12,000	12,000	12,000	12,000
Structure Maintenance	2,739	9,000	-	9,000	9,000	9,000	9,000
Street Lighting Maintenance	30,057	28,000	37,903	28,000	45,000	45,000	45,000
Sign Replacement	1,304	4,000	4,957	4,000	4,000	4,000	4,000
Sign Maintenance	5,931	8,000	13,773	8,000	8,000	8,000	8,000
Pavement Marking / Striping	14,786	21,000	27,663	21,000	21,000	21,000	21,000
Snow Plowing / Sanding	38,358	7,500	9,136	7,500	7,500	7,500	7,500
Roadside Maintenance	34,729	35,250	52,087	35,250	35,250	35,250	35,250
STREET MAINTENANCE TOTAL	141,734	149,250	179,927	149,250	166,250	166,250	166,250

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
STREET OPERATIONS							
Machinery & Equipment	-	-	-	-	-	-	-
Salaries	165,795	169,845	170,868	176,290	167,728	179,984	183,397
Overtime	6,267	3,315	3,529	3,315	3,315	3,983	4,042
On-Call Services	830	2,487	2,482	2,482	2,482	2,482	2,482
Employee Benefits	73,424	83,505	73,223	90,157	75,120	77,271	82,781
Safety Clothing / Boots	358	995	459	995	995	995	995
Office Supplies	988	580	765	580	580	580	580
Operating Supplies	4,547	6,000	3,863	6,000	6,000	6,000	6,000
Small Tools and Equipment	2,133	2,321	963	2,321	2,321	2,321	2,321
Professional Services	1,649	28,000	8,537	28,000	28,000	28,000	28,000
Legal Publishing	-	-	-	-	-	-	-
Communications	1,378	2,487	2,219	2,487	2,487	2,487	2,487
Travel	183	199	125	199	199	199	199
Equipment Rental	2,227	4,000	3,120	4,000	4,000	4,000	4,000
Insurance	9,548	10,681	10,683	11,707	11,707	10,683	11,217
Utilities	1,453	2,122	863	2,122	2,122	2,122	2,122
Dues / Subscriptions	138	249	271	249	249	249	249
Training	447	1,409	2,252	1,409	2,200	2,200	2,200
STREET OPERATIONS TOTAL	271,365	318,195	284,223	332,313	309,505	323,556	333,072
STREET FUND TOTAL	413,099	467,445	464,150	481,563	475,755	489,806	499,322

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
SEWER UTILITY FUND							
SEWER UTILITY OPERATIONS							
Legal Expenses	5,147	11,000	60	11,000	11,000	11,000	11,000
Salaries	103,078	118,227	106,417	121,249	111,759	114,465	116,871
Overtime	2,748	1,105	1,976	1,105	1,105	1,406	1,427
On-Call Services	293	829	876	829	829	876	876
Employee Benefits	40,134	51,471	41,112	58,323	42,939	43,789	46,971
Safety Clothing / Boots	145	332	175	332	332	332	332
Office Supplies	1,722	193	840	193	193	193	193
Operating Supplies	4,168	7,000	3,181	7,000	7,000	7,000	7,000
Small Tools & Equipment	332	774	1,116	774	774	774	774
Professional Services	17,873	16,800	21,820	16,800	16,800	16,800	16,800
Communications	1,728	1,164	1,905	829	829	829	829
Travel Expenses	63	66	129	66	66	66	66
Advertising	-	400	-	400	400	400	400
Equipment Rental	-	3,000	420	3,000	3,000	3,000	3,000
Insurance	5,129	4,540	4,540	4,975	4,975	4,540	4,767
Utilities	2,865	4,207	2,957	4,207	4,207	4,207	4,207
Repairs & Maintenance	23,929	32,000	21,989	32,000	32,000	32,000	32,000
Dues & Subscriptions	205	83	144	83	83	83	83
Training	1,038	470	1,855	470	470	470	470
County Treatment Charges	1,719,590	1,754,460	1,891,417	1,754,460	1,910,000	2,016,960	2,016,960
Taxes & Assessments	18,382	29,400	10,523	30,800	30,800	30,800	30,800
Ronald System Assumption - Principal	54,000	56,000	65,341	58,000	58,000	58,000	58,000
Public Works Trust Fund	9,341	10,911	-	10,650	10,650	10,650	10,650
Ronald System Assumption - Interest	17,368	13,194	14,764	10,763	10,763	10,763	10,763
Machinery & Equipment	-	15,000	1,810	15,000	15,000	15,000	15,000
SEWER UTILITY OPERATIONS TOTAL	2,029,278	2,132,626	2,195,367	2,143,308	2,273,974	2,384,403	2,390,239
SEWER UTILITY FUND TOTAL	2,029,278	2,132,626	2,195,367	2,143,308	2,273,974	2,384,403	2,390,239

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
SURFACE WATER FUND							
SURFACE WATER OPERATIONS							
Salaries	213,093	229,754	222,000	238,719	221,451	241,519	247,349
Overtime	7,530	3,315	4,705	3,315	3,315	3,983	4,042
On-Call Services	830	2,487	2,482	2,487	2,487	2,482	2,482
Employee Benefits	89,429	105,292	91,594	120,155	93,964	96,379	103,554
Legal Expenses	2,521	1,000	2,194	1,000	1,000	1,000	1,000
Safety Clothing / Boots	381	995	459	995	995	995	995
Office Supplies	2,263	580	4,639	580	580	580	580
Operating Supplies	5,168	7,250	9,680	7,750	7,750	7,750	7,750
Small Tools & Equipment	3,679	2,321	848	2,321	2,321	2,321	2,321
Professional Services	24,391	35,000	40,318	35,000	35,000	35,000	35,000
Communications	2,313	3,409	7,665	3,409	3,409	3,409	3,409
Travel	2,976	199	3,119	199	1,000	1,000	1,000
Equipment Rental	2,453	2,000	667	2,000	2,000	2,000	2,000
Insurance	9,548	10,681	10,683	11,707	11,707	10,683	11,217
Utilities	-	-	863	1,803	1,803	1,803	1,803
System Maintenance & Operation	85,156	141,122	162,308	141,122	141,122	141,122	141,122
Street Drainage Maintenance	47,114	45,000	51,931	45,000	45,000	45,000	45,000
Neighborhood Surface Water Projects	13,764	28,000	3,422	28,000	28,000	28,000	28,000
Repair & Maintenance	12,195	6,000	929	6,000	6,000	6,000	6,000
Dues / Subscriptions	9,908	249	6,222	249	12,685	12,685	12,685
Training	6,466	1,409	2,844	1,409	1,800	1,409	1,409
County Administration Billing	-	7,400	-	7,400	7,400	7,400	7,400
Taxes & Assessments	22,068	18,500	19,247	18,500	18,500	18,500	18,500
PWTF Loan Payment-Principal	8,858	8,858	8,858	8,858	8,858	8,858	8,858
PWTF Loan-Interest	620	531	531	443	531	443	443
SURFACE WATER OPERATIONS TOTAL	572,723	661,352	658,208	688,421	658,678	680,321	693,919
SURFACE WATER FUND TOTAL	572,723	661,352	658,208	688,421	658,678	680,321	693,919

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
	PUBLIC WORKS CONTRACT FUND						
KENMORE PUBLIC WORKS							
Salaries	416,310	408,753	389,803	417,603	374,629	398,941	404,338
Overtime	16,622	8,948	9,365	8,949	8,949	10,542	10,701
On-Call Services	2,196	6,712	6,570	6,712	6,712	6,570	6,570
Employee Benefits	179,437	192,368	172,220	208,241	176,709	182,024	194,581
Safety / Clothing Boots	1,098	2,685	1,231	2,685	2,685	2,685	2,685
Office Supplies	285	1,566	201	1,566	1,566	1,566	1,566
Operating Supplies	1,151	5,727	3,539	5,727	5,727	5,727	5,727
Small Tools & Equipment	1,374	6,264	2,770	6,264	6,264	6,264	6,264
Repairs and Maintenance	-	-	220	-	-	-	-
Communications	3,743	6,712	6,073	6,712	6,712	6,712	6,712
Travel	542	537	288	537	537	537	537
Equipment Rentals	382	3,500	4,127	3,500	3,500	3,500	3,500
Insurance	25,597	28,640	28,644	31,391	31,391	28,644	30,076
Utilities	-	-	2,313	-	2,700	2,700	2,700
Dues & Subscriptions	369	671	725	671	671	671	671
Training	492	3,803	2,976	3,803	3,803	3,803	3,803
KENMORE PUBLIC WORKS TOTAL	649,598	676,886	631,065	704,361	632,555	660,886	680,431
PUBLIC WORKS CONTRACT FUND TOTAL	649,598	676,886	631,065	704,361	632,555	660,886	680,431

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
			RESOURCES				
GENERAL FUND, PARKS MAINTENANCE	190,499	217,140	211,373	225,597	211,583	234,499	240,008
GENERAL FUND, FACILITIES MAINTENANCE	162,440	158,739	146,453	161,376	158,957	160,009	161,512
ROW Permits Construction	36,800	25,000	36,680	25,675	42,000	32,000	32,000
ROW Utility Franchise	179,760	183,599	212,443	188,556	221,824	200,000	200,000
ROW Permits	-	-	14,170	-	2,800	-	-
Gas Taxes	257,682	256,263	261,305	256,263	287,016	258,698	259,509
Kenmore Interlocal Reimbursement	-	-	171	-	-	-	-
Investment Interest	436	316	519	316	316	494	494
Licenses and Permits	9,600	7,500	21,900	7,500	10,500	10,500	10,500
Utility Charges	2,537,960	2,550,000	2,727,176	2,677,500	2,737,598	2,831,220	2,848,683
Late Charges-Utility Bills	36,099	35,000	32,806	35,000	35,000	35,000	35,000
Investment Interest	2,137	800	704	800	704	554	554
Sewer Certificate Fee	1,300	-	800	-	-	-	-
Utility Service Charges	847,680	863,900	950,775	915,734	1,007,822	1,068,291	1,132,388
Kenmore Interlocal Reimbursement	-	-	5,781	-	-	-	-
Investment Interest	591	700	619	700	619	445	445
Kenmore Interlocal Agreement	780,159	811,225	855,226	811,225	811,225	836,452	855,867
Investment Interest	343	280	351	280	280	227	227

PUBLIC WORKS: 2015 - 2016 BUDGET SUMMARY

	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
BUDGETED POSITIONS							
Public Works Operations Director		1.0		1.0		1.0	1.0
Public Works Superintendent		1.0		1.0		1.0	1.0
Environmental Programs Manager		1.0		1.0		1.0	1.0
Surface Water Programs Assistant		0.4		0.4		0.4	0.4
Lead Maintenance Worker		2.0		2.0		2.0	2.0
Maintenance Worker		9.0		9.0		9.0	9.0
Administrative Assistant/Sewer Billing Accountant		1.0		1.0		1.0	1.0
Building Permit Specialist/Permit Tech		0.34		0.34		0.34	0.34
Seasonal		0.80		0.00		0.38	0.38
		16.54		15.74		16.12	16.12

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PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
GENERAL FUND - 001							
PARKS MAINTENANCE							
Salaries	107,829	112,074	114,839	115,523	110,514	121,502	123,081
Overtime	4,403	2,210	2,461	2,210	2,210	2,811	2,853
On-Call Services	585	1,658	1,752	1,658	1,658	1,752	1,752
Employee Benefits	48,364	54,435	48,859	58,758	49,753	51,169	54,701
Safety Clothing / Boots Clothing required by state law, reflective vests, helmets, gloves, steel toe boots. **Safety Clothing / Boots**	305	663	511	663	663	663	663
Office Supplies General Office supplies related to parks work. Parks portion of copier lease and maintenance. **Office Supplies**	129	387	57	387	387	387	387
Operating Supplies Operating supplies, dump fees, materials, plants, irrigation, water fountain repairs, etc. Directional and informational park signage **Operating Supplies**	5,323	6,000	2,803	6,000	6,000	6,000	6,000
Small Tools & Equipment Small parks tools and equipment and safety supplies **Small Tools & Equipment**	1,596	1,547	2,244	1,547	1,547	1,547	1,547
Professional Services **Professional Services**	-	-	983	-	-	-	-
Communications Costs for the cellular communications system which provides cell phone service for Public Works. **Communications**	1,327	1,658	1,803	1,658	1,658	1,658	1,658

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel (lodging, meals, miles)							
Travel for parks meetings, conferences, etc.							
Travel	**154**	**133**	**72**	**133**	**133**	**133**	**133**
Equipment Rental							
Rental of equipment for parks projects.							
Equipment Rental	**176**	**3,000**	**126**	**3,000**	**3,000**	**3,000**	**3,000**
Insurance							
estimated to increase by 9.6% for 2014 based on the city's							
Insurance	**6,366**	**7,121**	**7,122**	**7,805**	**7,805**	**7,122**	**7,478**
Utilities							
PW Facility Utilities							
Parks utilities for water							
Non-permanent rest room facilities							
Electricity							
Utilities	**10,609**	**10,150**	**9,351**	**10,150**	**10,150**	**10,150**	**10,150**
Repairs & Maintenance							
Maintenance funds for needed parks repairs (i.e., vandalism, equipment repair, playground repair, etc.							
Repairs & Maintenance	**3,147**	**15,000**	**17,736**	**15,000**	**15,000**	**15,000**	**15,000**
Dues / Subscriptions							
Parks publications and organizational memberships.							
Dues / Subscriptions	**92**	**166**	**180**	**166**	**166**	**166**	**166**
Training							
Training opportunities related to parks management, maintenance, etc.							
Training	**94**	**939**	**474**	**939**	**939**	**939**	**939**
PARKS MAINTENANCE TOTAL	**190,499**	**217,140**	**211,373**	**225,597**	**211,583**	**223,999**	**229,508**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
FACILITIES MAINTENANCE							
Salaries	27,803	29,683	28,505	30,681	27,757	29,495	29,901
Overtime	1,097	1,105	605	1,105	1,105	703	713
On-Call Services	146	829	438	829	829	438	438
Employee Benefits	12,396	14,257	12,380	15,455	12,741	13,189	14,098
Safety Clothing / Boots Clothing required by state law, including reflective vests, helmets, gloves, steel toe boots. **Safety Clothing / Boots**	166	332	153	332	332	332	332
Office Supplies General Office supplies related to facilities work. **Office Supplies**	62	193	24	193	193	193	193
Operating Supplies Operating supplies, replacement parts, etc. **Operating Supplies**	4,162	3,000	5,513	3,000	3,500	3,500	3,500
Small Tools & Equipment Small tools and equipment and safety supplies **Small Tools & Equipment**	429	774	532	774	1,200	1,200	1,200
Professional Services Janitorial contract **Professional Services**	18,299	25,000	21,115	25,000	25,000	25,000	25,000
Communications Costs for the Nextel communications system which provides cell phone and two-way radio coverage for Public Works. **Communications**	598	829	1,068	829	829	829	829

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel							
Travel for meetings, conferences, etc.							
Travel	**87**	**66**	**36**	**66**	**66**	**66**	**66**
Equipment Rental							
Manlift for outside lighting/siding repair, foyer lighting							
changing light bulbs							
Equipment Rental	**313**	**400**	**-**	**400**	**400**	**400**	**400**
Insurance							
estimated to increase by 9.6% for 2014 based on the city's							
Insurance	**3,183**	**3,560**	**3,561**	**3,902**	**3,902**	**3,561**	**3,739**
Utilities - Public Works Facility							
Utilities for the Public Works Facility							
Sound Security							
Qwest (T-1 Lines)							
Electricity							
Water							
Utilities - Public Works Facility	**10,319**	**707**	**737**	**707**	**3,000**	**3,000**	**3,000**
Utilities - City Hall							
Utilities for City Hall							
Sonitrol Annual Lease Payments (12 x $778)							
Sonitrol Annual Maintenance and Monitoring (12 x $692)							
Fire Systems							
Sewer							
Water							
Natural Gas							
Electricity							
Security Monitoring							
Utilities- City Hall	**49,976**	**50,250**	**44,381**	**50,350**	**50,350**	**50,350**	**50,350**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Maintenance - City Hall/Public Works Facility							
Repairs & maintenance of buildings							
Maintenance, cleaning, first aid, janitorial supplies							
HVAC maintenance services							
Maintenance - City Hall/Public Works Facility	**24,071**	**22,000**	**20,908**	**22,000**	**22,000**	**22,000**	**22,000**
Emergency Management							
Field supplies-emergencies							
Emergency Management	**-**	**1,000**	**-**	**1,000**	**1,000**	**1,000**	**1,000**
Dues & Subscriptions							
Facilities publications and organizational memberships.							
Dues & Subscriptions	**46**	**83**	**68**	**83**	**83**	**83**	**83**
Training							
Training opportunities related to facilities maintenance, etc.							
Training	**76**	**470**	**236**	**470**	**470**	**470**	**470**
Property Assessments							
Property assessments for annual soil conservation fees increased from $5 to $10 per parcel for 2009-2010.							
Property Assessments	**9,211**	**4,200**	**5,483**	**4,200**	**4,200**	**4,200**	**4,200**
Machinery & Equipment							
Machinery & Equipment	**-**	**-**	**710**	**-**	**-**	**-**	**-**
FACILITIES MAINTENANCE TOTAL	**162,440**	**158,739**	**146,453**	**161,376**	**158,957**	**160,009**	**161,512**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
STREET FUND - 101							
STREET MAINTENANCE							
Road Surface Maintenance Contract or materials for pothole, crackseal, and minor repairs. Skin patching, tack sealing, berm repair, and curb repair.							
Road Surface Maintenance	**8,139**	**19,500**	**25,362**	**19,500**	**19,500**	**19,500**	**19,500**
Maintenance Other Weedwacking, litter pickup, and hand sweeping mediums. Special operations/roads division, mapping, research data, updates of the Pavement Management System.							
Maintenance Other	**529**	**5,000**	**279**	**5,000**	**5,000**	**5,000**	**5,000**
Shoulder Maintenance Grading, leveling, repair of shoulders, and material . Adding 5/8 minus to shoulder areas, repairing shoulder planters.							
Shoulder Maintenance	**5,162**	**12,000**	**8,767**	**12,000**	**12,000**	**12,000**	**12,000**
Structure Maintenance Maintenance and replacement of catch basins, pipe, guardrails, handrails, grates, brick, and frames							
Structure Maintenance	**2,739**	**9,000**	**-**	**9,000**	**9,000**	**9,000**	**9,000**
Street Lighting Maintenance Payment for utilities of street lighting. The City should be picking up the cost of additional street lighting that King County has been paying for the past several years.							
Street Lighting Maintenance	**30,057**	**28,000**	**37,903**	**28,000**	**45,000**	**45,000**	**45,000**
Sign Replacement Replacement or addition of regulatory signage with City logo.							
Sign Replacement	**1,304**	**4,000**	**4,957**	**4,000**	**4,000**	**4,000**	**4,000**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Sign Maintenance Replacement of posts, cleaning signs, replacing damaged signs. **Sign Maintenance**	5,931	8,000	13,773	8,000	8,000	8,000	8,000
Pavement Marking / Striping Center line, edge striping and pavement markings, reflectors. School zone and pedestrian markings / crosswalks & stop bars Removal of old markings prior to replacements **Pavement Marking / Striping**	14,786	21,000	27,663	21,000	21,000	21,000	21,000
Snow Plowing / Sanding Snow plowing/sanding streets **Snow Plowing / Sanding**	38,358	7,500	9,136	7,500	7,500	7,500	7,500
Roadside Maintenance Slope mowing, hand mowing, repair gravel areas, maintenance of shoulders, tree trimming and recovery for sight distance, and tree removal. **Roadside Maintenance**	34,729	35,250	52,087	35,250	35,250	35,250	35,250
STREET MAINTENANCE TOTAL	141,734	149,250	179,927	149,250	166,250	166,250	166,250
STREET OPERATIONS							
Salaries	165,795	169,845	170,868	176,290	167,728	179,984	183,397
Employee Benefits	73,424	83,505	73,223	90,157	75,120	77,271	82,781
Overtime Overtime related to street work. **Overtime**	6,267	3,315	3,529	3,315	3,315	3,983	4,042
On-Call Services On-Call costs for staff who are required to be available to respond to City issues after hours and on weekends. **On-Call Services**	830	2,482	2,482	2,482	2,482	2,482	2,482

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Safety Clothing / Boots							
Clothing required by state law, reflective vests, helmets, gloves, steel toe boots.							
Safety Clothing / Boots	**358**	**995**	**459**	**995**	**995**	**995**	**995**
Office Supplies							
General supply associated with daily work activity and street portion of copy machine lease and maintenance.							
Office Supplies	**988**	**580**	**765**	**580**	**580**	**580**	**580**
Operating Supplies							
Operating supplies, dump fees, materials, gravel, etc.							
Operating Supplies	**4,547**	**6,000**	**3,863**	**6,000**	**6,000**	**6,000**	**6,000**
Small Tools and Equipment							
Replacement of small tools and equipment.							
Small Tools and Equipment	**2,133**	**2,321**	**963**	**2,321**	**2,321**	**2,321**	**2,321**
Professional Services							
Traffic safety studies, survey work, and northend regional transportation policy development. Background studies for grant applications and proposals. Streetscape maintenance needs							
Professional Services	**1,649**	**28,000**	**8,537**	**28,000**	**28,000**	**28,000**	**28,000**
Legal Publishing							
Legal Publishing	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Communications							
Costs for the Nextel communications system which provides cell phone and two-way radio coverage for Public Works and Public Safety.							
Communications	**1,378**	**2,487**	**2,219**	**2,487**	**2,487**	**2,487**	**2,487**
Travel (lodging, meals, miles)							
Travel for meetings, conferences, etc.							
Travel	**183**	**199**	**125**	**199**	**199**	**199**	**199**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Equipment Rental							
Equipment rental for street maintenance including the continued rental of street sweeper.							
Equipment Rental	**2,227**	**4,000**	**3,120**	**4,000**	**4,000**	**4,000**	**4,000**
Insurance							
estimated to increase by 9.6% for 2014 based on the city's							
Insurance	**9,548**	**10,681**	**10,683**	**11,707**	**11,707**	**10,683**	**11,217**
Utilities							
Street share of Public Works facility utilities							
Utilities	**1,453**	**2,122**	**863**	**2,122**	**2,122**	**2,122**	**2,122**
Dues / Subscriptions							
Works							
Association Public Works magazine professional journal.							
Dues / Subscriptions	**138**	**249**	**271**	**249**	**249**	**249**	**249**
Training							
regulations							
and current techniques.							
Training	**447**	**1,409**	**2,252**	**1,409**	**2,200**	**2,200**	**2,200**
Machinery & Equipment							
Street related machinery & equipment							
Machinery & Equipment	**-**	**-**	**-**	**-**	**-**	**-**	**-**
STREET OPERATIONS TOTAL	**271,365**	**318,190**	**284,223**	**332,313**	**309,505**	**323,556**	**333,072**
STREET FUND EXPENDITURES TOTAL	**413,099**	**467,440**	**464,150**	**481,563**	**475,755**	**489,806**	**499,322**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
SEWER UTILITY FUND - 401							
SEWER UTILITY OPERATIONS							
Salaries	103,078	118,227	106,417	121,249	111,759	114,465	116,871
Overtime	2,748	1,105	1,976	1,105	1,105	1,406	1,427
On-Call Services	293	829	876	829	829	876	876
Employee Benefits	40,134	51,471	41,112	58,323	42,939	43,789	46,971
Legal Expenses Legal expenses related to City's sewer utility. **Legal Expenses**	5,147	11,000	60	11,000	11,000	11,000	11,000
Safety Clothing / Boots Clothing required by state law, reflective vests, helmets, gloves, steel toe boots. **Safety Clothing / Boots**	145	332	175	332	332	332	332
Office Supplies Equipment that is needed for daily work (paper, pens, pencils, etc.) **Office Supplies**	1,722	193	840	193	193	193	193
Operating Supplies/Materials Materials purchased for repairs and maintenance. **Operating Supplies**	4,168	7,000	3,181	7,000	7,000	7,000	7,000
Small Tools & Equipment Replacement of small tools and equipment. **Small Tools & Equipment**	332	774	1,116	774	774	774	774

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Professional Services							
Costs for printing, collating, and mailing sewer utility billings.							
Sewer Comprehensive Plan Update							
Professional Services	**17,873**	**16,800**	**21,820**	**16,800**	**16,800**	**16,800**	**16,800**
Communications							
Costs for the Nextel communications system which provides cell phone and two-way radio coverage for Public Works and Public Safety.							
Postage costs for mailing sewer bills and correspondence.							
Communications	**1,728**	**1,164**	**1,905**	**829**	**829**	**829**	**829**
Travel Expenses							
Training, seminars and general expenses toward travel for wastewater issues.							
Travel Expenses	**63**	**66**	**129**	**66**	**66**	**66**	**66**
Advertising							
Advertising for sewer project bids							
Advertising	**-**	**400**	**-**	**400**	**400**	**400**	**400**
Equipment Rental							
system.							
Equipment Rental	**-**	**3,000**	**420**	**3,000**	**3,000**	**3,000**	**3,000**
Insurance							
estimated to increase by 9.6% for 2014 based on the city's							
Insurance	**5,129**	**4,540**	**4,540**	**4,975**	**4,975**	**4,540**	**4,767**
Utilities							
Water, phone line for high water alarm, and electricity as well as natural gas for the sanitary sewer lift stations.							
Sewer Fund Share of PW Facilities							
Utilities	**2,865**	**4,207**	**2,957**	**4,207**	**4,207**	**4,207**	**4,207**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Repairs & Maintenance							
General repair and maintenance to our current sewer system and parts and supplies for the sewer system and lift stations.							
Repairs & Maintenance	**23,929**	**32,000**	**21,989**	**32,000**	**32,000**	**32,000**	**32,000**
Dues & Subscriptions							
Works							
Association Public Works magazine professional journal.							
Dues & Subscriptions	**205**	**83**	**144**	**83**	**83**	**83**	**83**
Training							
Training that is required for safety, first aid, CPR, traffic control, confined spaces entry. Lift station pump repairs.							
Training	**1,038**	**470**	**1,855**	**470**	**470**	**470**	**470**
Sewage Treatment Charges							
Yearly charge from King County for sanitary sewer treatment charges. The City collects the revenue through the rates and then pays King County for treatment charges.							
County Treatment Charges	**1,719,590**	**1,754,460**	**1,891,417**	**1,754,460**	**1,910,000**	**2,016,960**	**2,016,960**
Machinery & Equipment							
Equipment that may be needed for operations and maintenance of the sewer system.							
Machinery & Equipment	**-**	**15,000**	**1,810**	**15,000**	**15,000**	**15,000**	**15,000**
Taxes & Assessments							
Quarterly excise tax payments to the State. The tax amount has increased as the sewer utility revenue has increased.							
Taxes & Assessments	**18,382**	**29,400**	**10,523**	**30,800**	**30,800**	**30,800**	**30,800**
Ronald System Assumption - Principal							
Revenue bond for assumption of the Ronald Sewer District. 15 year loan for $636,000 at 4.34%.							
Principal							
Ronald System Assumption - Principal	**54,000**	**56,000**	**65,341**	**58,000**	**58,000**	**58,000**	**58,000**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Public Works Trust Fund							
City share of Ronald Wastewater Public Works Trust Fund loan based on the City's portion of the sewer accounts as part of the transfer agreement.							
Public Works Trust Fund	9,341	10,911	-	10,650	10,650	10,650	10,650
Ronald System Assumption - Interest							
Revenue bond for assumption of the Ronald Sewer District. 15 year loan for $636,000 at 4.34%. Interest							
Ronald System Assumption - Interest	17,368	13,194	14,764	10,763	10,763	10,763	10,763
SEWER UTILITY OPERATIONS TOTAL	2,029,278	2,132,626	2,195,367	2,143,308	2,273,974	2,384,403	2,390,239
SEWER UTILITY FUND TOTAL	2,029,278	2,132,626	2,195,367	2,143,308	2,273,974	2,384,403	2,390,239
SURFACE WATER UTILITY FUND - 403							
Salaries	213,093	229,754	222,000	238,719	221,451	241,519	247,349
Overtime	7,530	3,315	4,705	3,315	3,315	3,983	4,042
On-Call Services	830	2,487	2,482	2,487	2,487	2,482	2,482
Employee Benefits	89,429	105,292	91,594	120,155	93,964	96,379	103,554
Legal Expenses							
Legal Expenses	2,521	1,000	2,194	1,000	1,000	1,000	1,000
Safety Clothing / Boots							
Clothing required by state law, reflective vests, helmets, gloves, steel toe boots.							
Safety Clothing / Boots	381	995	459	995	995	995	995
Office Supplies							
Portion associated with daily office supplies as needed.							
Office Supplies	2,263	580	4,639	580	580	580	580
Operating Supplies							

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Daily maintenance and repair supplies as needed.							
Stream monitoring and equipment (Streamkeepers)							
Operating Supplies	**5,168**	**7,250**	**9,680**	**7,750**	**7,750**	**7,750**	**7,750**
Small Tools & Equipment							
Replacement of small tools and equipment.							
Small Tools & Equipment	**3,679**	**2,321**	**848**	**2,321**	**2,321**	**2,321**	**2,321**
Professional Services / Engineering							
Update Drainage Basin Plan, other drainage engineering needs, and continued work on National Pollution Discharge Elimination System (NPDES) as mandated by the federal government. Grant reimbursement.							
Funds for lobby or consultant services to help acquire federal and state funding for surface water capital projects.							
Professional Services	**24,391**	**35,000**	**40,318**	**35,000**	**35,000**	**35,000**	**35,000**
Communications							
Costs for the cellular communications system which provides cell phone coverage for Public Works and public safety.							
Communications	**2,313**	**3,409**	**7,665**	**3,409**	**3,409**	**3,409**	**3,409**
Travel (lodging, meals, miles)							
Travel to training and interjurisdictional collaboration events							
Travel	**2,976**	**199**	**3,119**	**199**	**1,000**	**1,000**	**1,000**
Equipment Rental							
Equipment that may assist in the repair and maintenance of our drainage system. Addition of Street Sweeper Program rather than use of the County.							
Equipment Rental	**2,453**	**2,000**	**667**	**2,000**	**2,000**	**2,000**	**2,000**
Insurance							
estimated to increase by 9.6% for 2014 based on the city's							
Insurance	**9,548**	**10,681**	**10,683**	**11,707**	**11,707**	**10,683**	**11,217**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
System Maintenance & Operation							
Repair and inspection of our current drainage system; vendor work to clean Catchbasins, vactoring, and ditch cleaning; private vactoring services.							
County Works Program Maintenance Contract							
SW Fund Share of PW Facility Utilities							
System Maintenance & Operation	**85,156**	**141,122**	**162,308**	**141,122**	**141,122**	**141,122**	**141,122**
Street Drainage Maintenance							
County or contract work to repair or replace culverts, vactor services, hand ditching to culvert ends, materials handling and disposal. Increased service levels due to ESA and City infrastructure needs.							
Street Drainage Maintenance	**47,114**	**45,000**	**51,931**	**45,000**	**45,000**	**45,000**	**45,000**
Neighborhood Surface Water Projects							
Investigation of request for service, engineering, design, and construction of drainage situations and flooding problems in neighborhoods. Reduced so more funds could be transferred to Surface Water Capital Fund.							
Neighborhood mini-grant program as recommended by the Environmental Quality Commission							
Neighborhood Surface Water Projects	**13,764**	**28,000**	**3,422**	**28,000**	**28,000**	**28,000**	**28,000**
Repair & Maintenance							
Normally parts ordered to repair or maintain our system, collars, flanges and rubber gaskets.							
Repair & Maintenance	**12,195**	**6,000**	**929**	**6,000**	**6,000**	**6,000**	**6,000**
Dues / Subscriptions							
American Public Works Association, Washington Public Works Association Public Works magazine professional journal.							
Dues for City involvement in WRIA-8 related to ESA within this drainage basin. Ecology monitoring program beginning in 2015 requires an additional $8850/year.							
Dues / Subscriptions	**9,908**	**249**	**6,222**	**249**	**12,685**	**12,685**	**12,685**

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

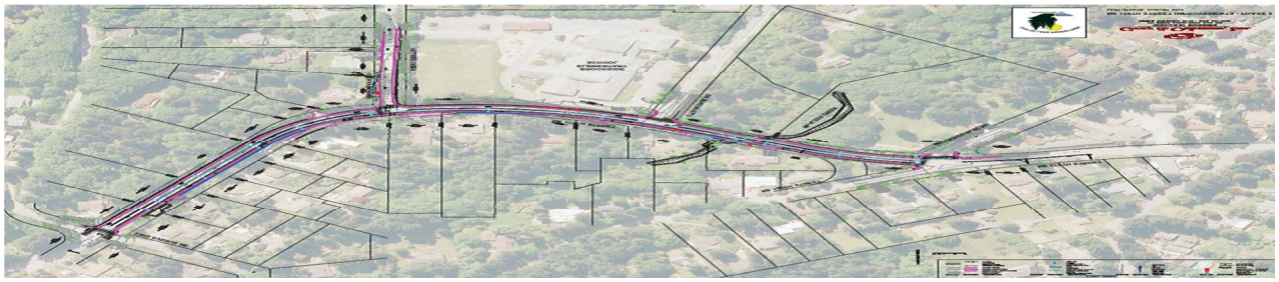
Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Training							
Professional development for ESA, and best management practices.							
Training	6,466	1,409	2,844	1,409	1,800	1,409	1,409
County Administration Billing							
The amount that King County charges us to collect and disperse residential and commercial drainage fees							
County Administration Billing	-	7,400	-	7,400	7,400	7,400	7,400
Taxes & Assessments							
Quarterly State excise tax payments (0.15% x annual surface water utility revenue)							
Taxes & Assessments	22,068	18,500	19,247	18,500	18,500	18,500	18,500
Utilities							
Utilities	-	-	863	1,803	1,803	1,803	1,803
Culvert Replacements							
Culvert replacements listed in the City's Drainage Basin Study							
Culvert Replacements	-	-	-	-	-	-	-
PWTF Loan Payment-Principal							
Public Works Trust Fund loan payment for the 1% interest loan taken out for culvert replacements. The loan was for 20 years and will be paid through the year 2018.							
PWTF Loan Payment-Principal	8,858	8,858	8,858	8,858	8,858	8,858	8,858
PWTF Loan-Interest							
Public Works Trust Fund interest payment for the 1% interest loan taken out for culvert replacements. The loan was for 20 years and will be paid through the year 2018.							
PWTF Loan-Interest	620	531	531	443	531	443	443
SURFACE WATER EXPENDITURES	572,723	661,352	658,208	688,421	658,678	680,321	693,919

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
PUBLIC WORKS CONTRACT FUND - 450							
Salaries	416,310	408,753	389,803	417,603	374,629	398,941	404,338
Overtime	16,622	8,948	9,365	8,949	8,949	10,542	10,701
On-Call Services	2,196	6,712	6,570	6,712	6,712	6,570	6,570
Employee Benefits	179,437	192,368	172,220	208,241	176,709	182,024	194,581
Safety / Clothing Boots Clothing required by state law, reflective vests, helmets, gloves, steel toe boots. **Safety / Clothing Boots**	1,098	2,685	1,231	2,685	2,685	2,685	2,685
Office Supplies Equipment that is needed for daily work (paper, pens, pencils, etc.) **Office Supplies**	285	1,566	201	1,566	1,566	1,566	1,566
Operating Supplies Supplies needed for specific street, drainage or parks projects. Kenmore Share of PW Facility Utilities **Operating Supplies**	1,151	5,727	3,539	5,727	5,727	5,727	5,727
Small Tools & Equipment Small tools and equipment and safety supplies **Small Tools & Equipment**	1,374	6,264	2,770	6,264	6,264	6,264	6,264
Communications Costs for the Nextel communications system which provides cell phone and two-way radio coverage for Public Works and Public Safety. **Communications**	3,743	6,712	6,073	6,712	6,712	6,712	6,712

PUBLIC WORKS: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Travel (lodging, meals, miles)							
Training for street, drainage, and parks related information, ESA seminars, etc.							
Travel	542	537	288	537	537	537	537
Equipment Rentals							
Cost of specialized equipment rentals for various street, drainage or parks projects.							
Equipment Rentals	382	3,500	4,127	3,500	3,500	3,500	3,500
Utilities							
Cost of utilities							
Utilities	-	-	2,313	-	2,700	2,700	2,700
Insurance							
Based on projection from pool							
Insurance	25,597	28,640	28,644	31,391	31,391	28,644	30,076
Dues & Subscriptions							
Works							
Association Public Works magazine professional journal.							
Dues & Subscriptions	369	671	725	671	671	671	671
Repairs and Maintenance							
Repairs and Maintenance	-	-	220	-	-	-	-
Training							
Training that is required for safety, first aid, CPR, traffic control, confined spaces entry.							
Training	492	3,803	2,976	3,803	3,803	3,803	3,803
King County Community Works Program							
County Maintenance Contract							
County Community Works Program	3,461	-	-	-	-	-	-
PUBLIC WORKS CONTRACT FUND	653,059	676,886	631,065	704,361	632,555	660,886	680,431



ENGINEERING

Our Mission:
To provide professional engineering services that ensure sustainable infrastructure that supports the long-range comprehensive planning of the City and technical engineering assistance to the City Council, Planning Commission, Transportation Commission, and City Departments.

What We Do:
The Engineering Department provides technical support to the Mayor and all City departments and is responsible for the design and management of City capital improvement projects for the City's transportation, traffic control, drainage management, and sewer systems. It is also responsible for the review of capital improvement project plans to ensure they meet the City's engineering and safety standards.

The City Engineer oversees the Department and the City's capital improvement program, consisting of street, transportation, surface water, and pedestrian capital projects. This includes seeking and securing grants to carry out City projects.

Hamlin-Brookside: an intersection in need of the Lyon Creek Flood Reduction Project

Ongoing Functions
- Develop, design, and manage the City's capital improvement program
- Technical support to the Mayor and City departments on all aspects of engineering
- Staff and provide professional guidance for City's Transportation Commission
- Participate in regional transportation planning organizations and issues
- Participate in regional wastewater utility planning
- Provide information to the general public on engineering and capital issues
- Review development plans
- Monitor grant funding opportunities for public works projects and participate in regional project evaluation committees

Annual Street Overlay Project

Key 2013-2014 Accomplishments

- Obtained grant funding toward the NE 178th Street Improvements Phase 2 Project:
  - Two federal transportation grants totaling *$861,000*
  - State Transportation Improvement Board grant: *$900,000*
  - State Safe Routes to School grant: *$569,000*
  - State Department of Ecology grant: *$120,000*
- Obtained additional funding for the Lyon Creek Flood Reduction Project:
  - State Public Works Board low-interest loan: *$1.6 million* (requires legislative approval)
  - Washington State Department of Transportation (WSDOT) participatory grant funding: *$1.5 million*
- Assisted with annual asphalt overlay program
- Obtained street preservation grant funding from the State Transportation Improvement Board: *$290,197*
- Participated in franchise agreement renewal negotiations with Seattle City Light and Puget Sound Energy
- Participated in the federal grant distribution policy creation process for transportation funding as part of the King County Project Evaluation Committee

2015 - 2016 Planned Activities

- Update the City's capital improvement program, focusing discussion on unmet needs
- Complete design and construction of the NE 178th Street Improvements Phase 2 Project
- Evaluate and possibly upgrade two sanitary sewer lift stations on Beach Drive NE
- Complete design and construction of the Lyon Creek Flood Reduction Project
- Continue development of Surface Water Management Program and compliance activities associated with the National Pollutant Discharge Elimination System (NPDES) Phase II Permit
- Develop roadway improvement preliminary design for the NE 178th Street corridor, between SR 104 and 25th Avenue NE
- Develop roadway improvement scope of work and budget for the 37th Avenue NE Non-motorized Safety Improvement Project, between NE 165th Street and NE 178th Street
- Update Municipal Code pertaining to the sanitary sewer utility
- Complete franchise agreement negotiations with Seattle City Light and Puget Sound Energy

Future Home of the Lyon Creek Flood Reduction Project

ENGINEERING: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
ENGINEERING							
Salaries	105,097	107,329	107,240	109,366	108,760	110,691	113,366
Overtime	-	-	-	-	-	-	-
Benefits	39,063	43,679	40,485	39,472	40,459	43,450	46,556
Professional Services	344	4,000	1,108	3,000	3,000	3,000	3,000
Travel Expenses	17	-	15	-	30	50	50
Advertising	-	-	-	-	-	-	-
Training	-	250	-	250	-	250	250
Office / Operating Supplies	145	-	157	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-
Insurance	3,893	3,795	3,918	4,160	3,982	4,277	4,426
Dues / Subscriptions	-	200	116	-	-	200	200
ENGINEERING TOTAL	**148,559**	**159,253**	**153,039**	**156,248**	**156,230**	**161,917**	**167,849**

RESOURCES							
GENERAL FUND, ENGINEER	5,652	3,216	-	3,216	3,216	3,216	3,216
Street Fund	16,304	4,825	-	4,825	4,825	4,825	4,825
Surface Water Fund	35,817	8,902	8,902	8,902	8,902	8,902	8,902
Sewer Fund	28,112	76,592	-	76,592	76,592	76,592	76,592
Capital Imp Fund	-	7,326	7,326	7,326	7,326	-	7,326
TBD	30,000	50,000	50,000	50,000	50,000	50,000	50,000
Investment Interest	1,090	1,400	984	1,400	984	1,400	250
REET II	32,674	15,719	94,137	12,713	12,695	18,382	24,314

BUDGETED POSITIONS							
City Engineer	1	1		1		1	1
Total	1	1		1		1	1

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ENGINEERING: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Salaries	105,097	107,329	107,240	109,366	108,760	110,691	113,366
Overtime	-	-	-	-	-		
Benefits	39,063	43,679	40,485	39,472	40,459	43,450	46,556
Office / Operating Supplies							
General office and operating supplies for engineering.							
Office / Operating Supplies	145	-	157	-	-	-	-
Professional Services							
Street Fund							
Traffic safety studies, survey work, and northend regional transportation policy development. Background studies for grant applications and proposals (Streets).							
Surface Water Fund							
Review of system data, and engineering repairs to the current facilities. Facility inspections and ESA compliance (Drainage).							
Sewer Fund							
Review of sewer plans and inspection of new or repaired services.							
Professional Services	344	4,000	1,108	3,000	3,000	3,000	3,000
Travel Expenses							
Conferences, training, local and regional meetings; job-related travel and expenses							
Travel Expenses	17	-	15	-	30	50	50
Advertising							
Advertising for requests for proposals, construction bids, and other purposes							
Advertising	-	-	-	-	-	-	-
Insurance							
Washington Cities Insurance Authority coverage. Increases occur each year by board approval.							
Insurance	3,893	3,795	3,918	4,160	3,982	4,277	4,426

ENGINEERING: 2015 - 2016 BUDGET DETAIL

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projected	2015 Budget	2016 Budget
Dues / Subscriptions							
Organizational dues for engineering.							
Dues / Subscriptions	-	200	116	-	-	200	200
Training							
Training opportunities which arise during the year.							
Training	-	250	-	250	-	250	250
Machinery & Equipment							
Geographical information system hardware and software (portion)							
Machinery & Equipment	-	-	-	-	-	-	-
Engineering	148,559	159,253	153,039	156,248	156,231	161,918	167,848

2015-2020
Capital Improvement Plan
City of Lake Forest Park, WA

EXECUTIVE SUMMARY

The City updates its Capital Improvement Plan (CIP) each year. A 6-yr balanced CIP is required by the Growth Management Act. The City has improved its CIP format and process to budget more accurately and better capture all of the City's capital projects. This improved process has proven to be very helpful in understanding the capacity for the City to fund and complete projects. The following are the key challenges for the next six years:

1. **Culvert Replacement:** The City has four structurally deficient culverts that create sinkholes in the public right of way. The City's surface water utility does not provide adequate funding to replace these culverts in the near future. As a result, this draft CIP proposes that the City use a $2.8 million loan in 2017 to fund replacement of the four structurally deficient culverts. The debt services for the loan would require a 6% annual increase of the surface water utility fund each year until 2019. There is an assumption that 6% annual increase is a maximum public tolerance, which is an issue that should be discussed. In reality, there are more culvert needs after the four highest need culverts are replaced. With this funding strategy, street preservation needs require skipping two culvert sites in the uphill progression on Lyon Creek. If included, these would complete the removal of fish barriers on the first mile and a half of Lyon Creek.

Sinkhole in NE 178th St. created by a failing culvert on McAleer Creek – Temporary repair completed in 2012

   Hillside Creek Restoration: An additional need that has recently received citizen input to Council is erosion and maintenance problems with Hillside Creek. The creek requires annual maintenance costing $6,000-$10,000 and requires a hydraulic permit with state inspection. Staff agrees that there should be a study of causes that includes suggested changes. However, the CIP priority is defective culvert replacement and fish passage issues, as Hillside Creek can be managed through maintenance for some time to come.

2. **Facilities:** The Capital Facilities/Maintenance Plan includes an annual transfer from Real Estate Excise Tax I (REET I) to the capital facilities fund to build a balance. This fund is used to maintain the City Hall in an optimal condition as the years pass. In 2017 the transfer to the City Hall Repair and Replacement Fund increases from $50K to $130K. As a result, the additional REET I balance accrues very slowly each year. Additionally, there are a number of requests for facility upgrades that are not included in the replacement fund.

   Public Works Facility: One of the outstanding needs is to replace the residential house that currently serves as a public works headquarters. There is a presumption of using REET in the 6th year to supplement savings from utility funds that needs to be discussed.

3. **Overlays:** REET II is used to fund the City's overlay program and other transportation projects. The recent pavement management review indicated that the City investment is as little as 15% of funding needed to keep pace with overlays to maintain the fair condition that is desirable. The City faces a challenge in identifying other fund sources to help keep the pavement rating at an acceptable, if not optimum, level.
4. **ADA Ramps:** Federal law requires ADA ramps to be upgraded at the time of roadway improvements including overlays. Most of the City's ADA ramps need to be upgraded. The cost to upgrade a single ADA ramp is ~$12K. This CIP includes replacement of two ADA ramps in 2015 and two more in 2016. This will be an ongoing issue; funding beyond 2016 has not been identified.
5. **Transportation Master Plan:** A new project has been added for year 1 of the CIP. The comprehensive plan process will identify a number of transportation needs. The concept of this plan is to do a more comprehensive field analysis that will give the Council a better overview of need, feed the Capital Facilities Plan, and identify individual projects for purposes of seeking grant support, judging from the survey results on sidewalks and trails, this plan will provide an opportunity to list and prioritize those facilities.

PURPOSE

The Six-Year Capital Improvement Program (CIP) is intended to provide the City Council and the community with a comprehensive picture of various capital improvements needed in the City of Lake Forest Park. The CIP serves a number of important functions. The basic functions of the CIP are to:

- Provide the City with an orderly process for planning and budgeting capital needs
- Provide a mechanism for evaluating projects based on needs and goals of the City
- Prioritize current and future needs to fit within the City's projected financial resources
- Focus the governing body and community on unfunded capital/infrastructure needs

Whispering Willow Park Boardwalk Construction - 2014

2011-2016 Capital Improvement Program Accomplishments

Several important projects from the 2012-2018 CIP progressed or were completed:

- Whispering Willow Park
- Phase I McKinnon Creek Trail
- Lyon Creek Flood Reduction Project – Design

- NE 178th St Roadway Improvements Phase II – Design
- City Hall Facility Improvements – Security Upgrades and Police Department Access

CAPITAL PROJECT FINANCING

Revenues

The Capital Improvement Plan anticipates the following revenues in 2015:

Source	Amount
REET I	$150,000
REET II	$150,000
Surface Water Capital	$137,720
Sewer Capital	$292,100
Grant Funding	$3,855,471
King County Flood Control District	367,590
King County Parks Levy	$29,079
Total	**$4,996,960**

As required by the Comprehensive Plan, the City has identified the following sources of revenue to fund future capital improvement projects.

- General Fund
- Real Estate Excise Taxes
- Surface Water Capital Funds
- Sewer Capital Funds
- Impact Fees
- Intergovernmental grants
- Miscellaneous countywide levy funds

McAleer Creek Bypass Retrofit - Completed in 2011

Special Revenue Funds

Lake Forest Park Municipal Codes 3.26.040 states that Real Estate Excise Tax (REET) shall be placed in the municipal capital improvements fund. REET has two components; REET I and REET II.

REET I:
REET I is a quarter cent ($.0025) per $1 of transaction value tax on all real estate sales in the City of Lake Forest Park, and may only fund capital improvement projects. The first quarter cent REET tax, funds the Capital Project Fund, and is authorized by the Revised Code of Washington 82.46. This revenue source is one of the least restricted revenue sources for Capital Improvement Projects since it can fund many of the capital facilities specified in the City's capital facilities plan.

"… "capital project" means those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and/or judicial facilities;" RCW 82.46.010 (6)

REET II:
REET II is also a quarter cent tax per $1 of transaction value on all real estate sales in the City of Lake Forest Park. REET II is authorized by the Growth Management Act and revenues from this tax are collected in the Special Capital Project Fund. Revenues generated from REET II are more restrictive and may not be used for recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and/or judicial facilities, or park acquisition.; s. The City has historically used REET II to fund its street overlay program.

"… "capital project" means those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks." RCW 82.46.035 (6)

Utility/Reserve Funds

Surface Water Capital Fund
In 2015 the City will transfer $137,720 from the Surface Water Utility Fund to the Surface Water Capital Fund. As the surface water utility rate increases the transfer is scheduled to increase commensurately. The purpose of these funds is to implement capital projects included in the City's surface water management plan and the City's adopted capital improvement plan.

Sewer Capital Replacement Fund
In 2015 the City will transfer $292,100 from the Sewer Utility Fund to the Sewer Capital Replacement Fund. As the sewer rate increases the transfer is scheduled to increase commensurately. The purpose of these funds is to make expenditures for the capital construction and replacement of the City's sewer infrastructure.

Impact Fees

Under the Growth Management Act, cities are authorized to impose impact fees on development activity in order to finance certain public facility improvements that are addressed by the comprehensive land use plan. They are based on findings of need and/or deficiency (level of service ratings) and must be related to impacts of development. GMA impact fees are only authorized for public streets and roads; publicly owned parks, open space, and recreation facilities; school facilities; and fire

protection facilities. The City of Lake Forest Park does not collect impact fees at this time.

Countywide Levies

Several countywide levies apply to all property owners within King County, incorporated and unincorporated. The City receives revenues from two countywide levies based on its portion of the total assessed valuation of those levies.

King County Parks Levy
On August 6, 2013 King County voters approved the Parks, Trails, and Open Space Replacement Levy. This levy provides funds to support trail development, open space acquisition and recreation enhancements throughout King County. It is a five year authorization at $0.1877 per $1,000 assessed value levy. A portion of the levy proceeds are shared and distributed to the City, which will produce approximately $29,079 in 2015 for trail projects, open space acquisition and recreation enhancements in the City of Lake Forest Park. Funds provided through this levy can be allowed to accumulate but need to be expended by the end of 2018.

King County Flood Control District Levy
The King County Flood Control District earmarks 10 percent of its annual levy proceeds for a Sub-Regional Opportunity Fund that is made available to jurisdictions throughout the District on a proportional basis, based on assessed valuation. Eligible activities include flood control and stormwater improvements, as well as watershed management activities such as habitat conservation.

Grants

Each year the City applies for grant funding. Since several of the projects (37th Ave Sidewalk, New Public Works Office Building, Culvert Replacement in 2017) are unfunded at this time, the City will seek to identify new grants that may be applied for in order to complete the projects listed. Recently the City has secured the following grants:

Recently Awarded Grants/Funding Partnerships	**Amount**
FEMA Pre-Disaster Mitigation	$3,000,000
WSDOT Partnership	1,200,000
Ecology Capacity Grant	$120,000
Safe Routes to Schools	$569,000
Transportation Improvement Board	$1,150,000
Federal Transportation	$861,000
Ecology Coordinate Prevention Grant	$23,505
KC Waste Reduction and Recycling	$7,835
KC Flood Control District	$1,548,236
Total	**$8,479,576**

The City relies on grants to complete many of its capital projects. Grants listed in the project array beyond 2016 have not been secured.

Other Funding Methods

General obligation (GO) bonds: GO bonds are voter-approved and backed by the full faith and credit of the City of Lake Forest Park. In essence, the City pledges all assets and income sources toward their repayment should the voter-authorized levy come up short in any way.

Limited Tax General Obligation (LTGO): LTGO are also called councilmanic bonds, are not voted on, and are paid from existing revenue sources. The City's debt policies allow the City to issue up to 2.5% of assessed valuation for general purposes debt, 2.5% for utility debt, 2.5% for parks and open spaces, and 1.5% of assessed valuation for councilmanic (non-voted) debt.

Developer funds: There is currently not an adopted street standard in Lake Forest Park. Developers that construct a project within the city are not required to make frontage improvements. Requiring frontage improvements may accomplish several capital improvement projects including sidewalks and ADA ramps. Payments to "mitigate" direct impacts of development, including those on public facilities, are authorized as part of "voluntary agreements" under RCW 82.02.020, and under the State Environmental Policy Act, and are handled through the permitting process.

Local Improvement Districts/Utility Improvement Districts: Financing capital improvement using funds collected through fair assessments of the benefiting property owners. The assessment may not exceed the benefit of the improvement to the parcel. This funding method has been used by the City in the past to extend sanitary sewer mains.

Public Works Trust Fund Loan: The state regularly provides funding through the Public Works Board for the construction loan program. The program provides local governments with low interested loans (2.55% in 2016) to design and construct capital projects. Eligible projects must improve public health and safety, respond to environmental issues, promote economic development or upgrade system performance. There is no local match required, but in the past lower interest rates have been offered to jurisdictions that did have matching funds.

Police Squad Room Door – Provides a safer and faster route for officers into and out of City Hall – Completed in 2014

Capital Project Selection

Capital projects are selected from the Comprehensive Plan, Legacy Plan and based on community need.

Project Identification
The City forms a capital planning team that consists of the Director of Public Services, City Engineer, City Administrator, Finance Director and Environmental Programs Manager to prepare/update the CIP each year. This team meets individually with departments to discuss projects and community needs. The City's Comprehensive Plan, Legacy Plan and Flood Reduction Plan are also considered when considering projects.

Project Review
Each project is evaluated by the Administration according to the following six criteria:

Environmental/Sustainability	Project would improve the sustainability of the environment
Feasibility	Project is entirely ready to proceed, no obstacles exist
Plan Consistency	Project is consistent with the City's planning documents and meets the City's strategic goals
Public Health and Safety	Project addresses an immediate, continual safety hazard or public health and/or safety need
Legal Mandate	Project is required by law or local mandates, grants, court orders and judgments or as part of an interlocal agreement
Operational/Budget Impact	Project would decrease debt service, installment payments, personnel or other operating costs or increase revenues
Potential for Outside Funding	Project matches outside funding criteria and would likely receive outside funding

Staff Resources
The City also evaluates the staff resources needed to complete projects. The City estimates that 7.5% of the project cost will be necessary for project management by City staff. This cost is added to each project and used to determine the hours necessary for project management. The City's project management responsibilities are shared primarily between the City Engineer and the Environmental/Community Services team.

CIP Document Organization and Review Recommendations
The City has endeavored to organize the CIP in a way that makes revenues, expenditures and projects understandable and replicable. The summary sheets are supported by individual project sheets. In addition, the sewer utility and surface water utility rates on the first summary sheet can be adjusted by percentages to increase or decrease revenue projections.

Begin by reviewing the summary sheets to get an understanding of project costs and funding strategies. As you review the projects, visit the project sheets to gain a better understanding of the project details, evaluation and expenditure/funding strategy.

	2015								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	10,119	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	4,200	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	29,925	-	-	-	-	-
Police Department Evidence Storage	2,000	-	-	-	-	-	-	-	-
McKinnon Creek Trail	14,628	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	30,000	-	-	-	-	2,240,000	-	-
ADA Ramps	-	25,800	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	64,500	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	172,489	-	1,615,471	335,706	-
Culvert Replacement	60,000	-	-	-	16,125	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	-	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	80,828	205,800	10,119	29,925	188,614	64,500	3,855,471	335,706	-
Beginning Fund Balance	221,292	100,000	152,138	15,000	192,000	1,586,344	-	-	40,000
Revenues	100,000	150,000	50,000	15,000	137,720	272,500	3,855,471	367,590	29,079
Ending Fund Balance	240,464	44,200	192,019	75	141,106	1,794,344	-	31,884	69,079
Rate Increase					6.00%	0.00%			

	2016								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	-	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	8,600	-	-	-	-	-	-	-	-
Public Works Facilities	-	-		14,944	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	48,758	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	49,719
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	134,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	25,800	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	40,000	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	10,000	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	172,489	-	1,615,471	335,706	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	-	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	57,358	199,800	-	14,944	172,489	10,000	1,615,471	335,706	49,719
Beginning Fund Balance	240,464	44,200	192,019	75	141,106	1,794,344	-	31,884	69,079
Revenues	100,000	150,000	50,000	15,000	145,983	291,575	1,615,471	367,706	29,079
Ending Fund Balance	283,106	(5,600)	242,019	131	114,600	2,075,919	0	63,884	48,439
Rate Increase					6.00%	7.00%			

	2017								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	52,959	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	14,358	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	48,758	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	60,000	-	-	-	74,106
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	60,000	-	-	-	-	-	530,000	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	215,000	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	2,800,000	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	108,758	150,000	52,959	14,358	3,040,461	215,000	530,000	-	74,106
Beginning Fund Balance	283,106	(5,600)	242,019	131	114,600	2,075,919	0	63,884	48,439
Revenues	20,000	150,000	130,000	15,000	2,954,742.19	291,575	-	32,000	29,079
Ending Fund Balance	194,347	(5,600)	319,060	773	28,881	2,152,494	(530,000)	95,884	3,412
Rate Increase					6.00%	0.00%			

	2018								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	176,708	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	25,462	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	35,000	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	2,210,000	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	1,236,250	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	35,000	150,000	176,708	25,462	180,461	1,236,250	2,210,000	-	-
Beginning Fund Balance	194,347	(5,600)	319,060	773	28,881	2,152,494	(530,000)	95,884	3,412
Revenues	20,000	150,000	130,000	15,000	172,959.34	311,985	-	32,000	29,079
Ending Fund Balance	179,347	(5,600)	272,351	(9,689)	21,379	1,228,230	(2,740,000)	127,884	32,491
Rate Increase					6.00%	7.00%			

	2019								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	107,379	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-		1,302	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	-	150,000	107,379	1,302	180,461	-	-	-	-
Beginning Fund Balance	179,347	(5,600)	272,351	773	21,379	1,228,230	(2,740,000)	127,884	32,491
Revenues	20,000	150,000	130,000	15,000	183,336.90	311,985	-	31,884	29,079
Ending Fund Balance	199,347	(5,600)	294,972	14,471	24,255	1,540,215	(2,740,000)	159,768	61,570
Rate Increase					6.00%	0.00%			

	2020								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	463,331	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	-	150,000	463,331	-	180,461	-	-	-	-
Beginning Fund Balance	199,347	(5,600)	294,972	14,471	24,255	1,540,215	(2,740,000)	159,768	61,570
Revenues	15,000	150,000	135,000	15,000	194,337	333,824	-	31,884	29,079
Ending Fund Balance	214,347	(5,600)	(33,358)	29,471	38,130	1,874,039	(2,740,000)	191,652	90,649
Rate Increase					6.00%	7.00%			

	2021								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	54,446	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-	-	-
Expenditures	-	150,000	54,446		180,461	-	-	-	-
Beginning Fund Balance	214,347	(5,600)	(33,358)	29,471	38,130	1,874,039	(2,740,000)	191,652	90,649
Revenues	15,000	150,000	135,000	15,000	205,997	333,824	-	31,884	29,079
Ending Fund Balance	229,347	(5,600)	47,196	44,471	63,666	2,207,863	(2,740,000)	223,536	119,728
Rate Increase					6.00%	0.00%			

	Future								
	REET I	REET II	Capital Facilities - REET I	PW Facilities - SWM Capital, Sewer Capital	SWM Capital	Sewer Capital	State/Federal Funding	KCFCD	KC Parks Levy
City Hall Facilities	-	-	53,532	-	-	-	-	-	-
Council/Court Camera System	-	-	-	-	-	-	-	-	-
New Public Works Office Building	268,750	268,750	-	-	268,750	268,750	-	-	-
City Hall Security Projects	-	-	-	-	-	-	-	-	-
Public Works Facilities	-	-		-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-	-	-
Whispering Willow Park	-	-	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-	-	-
Lake Forest Park and Ride	-	-	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	-	-	-
NE 178th Street Roadway Improvements Phase 2	-	-	-	-	-	-	-	-	-
ADA Ramps	-	-	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-	-	-
Transportation Master Plan	-	-	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-	-	-
Sewer and Water Utility Study	-	-	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	146,885	-	-	-	-
Lyon Creek Flood Reduction Project	-	-	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-	-	-
PWTF Loan - Culvert Replacement	-	-	-	-	180,461	-	-	-	-
Hillside Creek Restoration	-	-	-	-	490,423	-	-	-	-
Expenditures	268,750	418,750		-	1,086,519	268,750	-	-	-
Beginning Fund Balance	229,347	(5,600)	47,196	44,471	63,666	2,207,863	(2,740,000)	223,536	119,728
Revenues	15,000	150,000	135,000	15,000	218,357	357,192	-	31,884	29,079
Ending Fund Balance	(24,403)	(274,350)	182,196	59,471	(804,496)	2,296,305	(2,740,000)	255,420	148,807
Rate Increase					6.00%	7.00%			

2015-2021 Draft Capital Improvement Budget

EXPENDITURES	Previous	2015	2016	2017	2018	2019	2020	2021	2015-2021	Project Rating
Facilities - Capital Fund (REET I) or General Fund										
City Hall Facilities	$24,953	$10,119	$0	$52,959	$176,708	$107,379	$463,331	$54,446	**$889,895**	Medium - Low
Council/Court Camera System	$18,000	$0	$0	$0	$0	$0	$0	$0	**$18,000**	Medium - Low
Public Works Office Building	$0	$0	$0	$0	$0	$0	$0	$0	**$0**	Medium - Low
City Hall Security Projects	$40,074	$4,200	$8,600	$0	$0	$0	$0	$0	**$52,874**	Medium - Low
Public Works Facilities	$0	$29,925	$14,944	$14,358	$25,462	$1,302	$0	$0	**$85,991**	Medium - Low
Police Department Evidence Storage	$0	$2,000	$0	$0	$0	$0	$0	$0	**$2,000**	Low
Total	**$83,027**	**$46,244**	**$23,544**	**$67,317**	**$202,170**	**$108,681**	**$463,331**	**$54,446**	**$1,048,760**	
Parks - Capital Fund (REET I)										
McKinnon Creek Trail	$31,567	$14,628	$48,758	$48,758	$0	$0	$0	$0	**$143,711**	Medium - Low
Tennis Court Lighting	$0	$0	$0	$0	$35,000	$0	$0	$0	**$35,000**	Medium - Low
Whispering Willow Park	$651,736	$0	$0	$0	$0	$0	$0	$0	**$651,736**	Medium
Animal Acres Park Restoration	$0	$0	$49,719	$134,106	$0	$0	$0	$0	**$183,825**	Low
Total	**$683,303**	**$14,628**	**$98,477**	**$182,865**	**$35,000**	**$0**	**$0**	**$0**	**$1,014,272**	
Transportation Capital Fund (REET II and Grant Funding)										
Lake Forest Park and Ride	$446,125	$0	$0	$0	$0	$0	$0	$0	**$446,125**	Medium
Annual Street Overlay Program	$400,000	$150,000	$134,000	$150,000	$150,000	$150,000	$150,000	$150,000	**$1,284,000**	Medium - High
NE 178th Street Roadway Improvements Phase 2	$210,000	$2,270,000	$0	$0	$0	$0	$0	$0	**$2,480,000**	Medium
ADA Ramps	$0	$25,800	$25,800	$25,800	$0	$0	$0	$0	**$77,400**	Medium - Low
37th Ave Sidewalk	$0	$0	$0	$590,000	$2,210,000	$0	$0	$0	**$2,800,000**	Medium
Transportation Master Plan	$0	$20,000	$0	$0	$0	$0	$0	$0	**$20,000**	Medium
Total	**$1,056,125**	**$2,445,800**	**$159,800**	**$765,800**	**$2,360,000**	**$150,000**	**$150,000**	**$150,000**	**$7,087,525**	
Sanitary Sewer Capital Fund										
Beach Drive Sewer Lift Stations	$0	$0	$0	$215,000	$1,236,250	$0	$0	$0	**$1,451,250**	High
Sewer and Water Utility Study	$16,125	$64,500	$0	$0	$0	$0	$0	$0	**$80,625**	Medium
Sheridan Beach Sewer Reliability Study	$0	$0	$10,000	$0	$0	$0	$0	$0	**$10,000**	Low
Total	**$16,125**	**$64,500**	**$10,000**	**$215,000**	**$1,236,250**	**$0**	**$0**	**$0**	**$1,541,875**	
Surface Water Capital Fund										
Material Bins Covers	$29,263	$0	$0	$0	$0	$0	$0	$0	**$29,263**	High
Lyon Creek Flood Reduction Project	$1,307,167	$2,123,666	$2,123,666	$0	$0	$0	$0	$0	**$5,554,499**	Medium - High
Culvert Replacement	$0	$16,125	$0	$2,800,000	$0	$0	$0	$0	**$2,816,125**	Medium
Hillside Creek Restoration	$0	$0	$0	$0	$0	$0	$0	$0	**$0**	Medium
Total	**$1,336,430**	**$2,139,791**	**$2,123,666**	**$2,800,000**	**$0**	**$0**	**$0**	**$0**	**$8,399,887**	
Expenditures Grand Total	**$3,175,010**	**$4,710,962**	**$2,415,487**	**$4,030,982**	**$3,833,420**	**$258,681**	**$613,331**	**$204,446**	**$19,092,319**	

Capital Improvement Plan - Project Rating Criteria

Criteria	Possible Ratings		
	Low	Medium	High
Environmental/Sustainability	Project would have negative effect on the environmental quality of the city	Project would not effect the environmental quality of the city	Project would improve the sustainability of the environment
Feasibility	Project is unable to proceed due to obstacles (land acquisition, easements, approval required)	Minor obstacles exist, project is not entirely ready to proceed	Project is entirely ready to proceed, no obstacles exist
Plan Consistency	Project is inconsistent with the City's planning documents or does nothing to advance the City's strategic goals	Project is consistent with the City's planning documents but does little to advance the City's strategic goals	Project is directly consistent with the City's planning documents and meets the City's strategic goals
Public Health and Safety	Project would have no impact on existing public health and/or safety status	Project would increase public health and/or safety but is not urgent, continual need or hazard	Project addresses an immediate, continual safety hazard or public health and/or safety need
Legal Mandate	Project is not mandated or otherwise required by court order, judgment, or interlocal agreement	Project would address anticipated mandates, other legal requirements, or interlocal agreements	Project is required by law or local mandates, grants, court orders and judgments or as part of an interlocal agreement
Operational/Budget Impact	Project would significantly increase debt service, installment payments, personnel or other operating costs or decrease revenues	Project would neither increase or decrease debt service, installment payments, personnel or other operating costs or revenues	Project would decrease debt service, installment payments, personnel or other operating costs or increase revenues
Potential for Outside Funding	Low potential for outside funding, does not match existing grant programs criteria	Some potential for outside funding, weakly matches outside funding sources criteria or could be grouped with another project to obtain funding	Project matches outside funding criteria and would likely receive funding

Project Management Hours

	Total	2015	2016	2017	2018	2019	2020	2021	Future
City Engineer Total	**3,741**	**1,449**	**320**	**2,556**	**865**	**0**	**0**	**0**	**0**
Park and Ride	0	0	0	0	0	0	0	0	0
NE 178th St. Corridor Safety Improvements	1,131	1,131	0	0	0	0	0	0	0
37th Ave Sidewalk	2,162	0	0	1,297	865	0	0	0	0
Beach Drive Sewer Lift Stations	217	0	0	217	0	0	0	0	0
Sheridan Beach Sewer Reliability Study	10	0	10	0	0	0	0	0	0
Lyon Creek Flood Reduction Project	620	310	310	0	0	0	0	0	0
Culvert Replacement	1,049	8	0	1,042	0	0	0	0	0
Public Works/Environmental/Community Services Team	**7,969**	**426**	**537**	**3,601**	**444**	**210**	**898**	**106**	**2,174**
City Hall Facilities	1,780	20	0	103	342	208	898	106	104
Council/Court Camera System	0	0	0	0	0	0	0	0	0
Public Works Facility	114	40	20	19	34	2	0	0	0
Public Works Office Building	1,786	0	0	0	0	0	0	0	1,786
City Hall Security Projects	22	6	17	0	0	0	0	0	0
McKinnon Creek Trail	217	28	94	94	0	0	0	0	0
Tennis Court Lighting	68	0	0	0	68	0	0	0	0
Whispering Willow Park	0	0	0	0	0	0	0	0	0
Animal Acres Park Restoration	356	0	96	260	0	0	0	0	0
Materials Bins Covers	285	0	0	0	0	0	0	0	285
Lyon Creek Flood Reduction	620	310	310	0	0	0	0	0	0
Culvert Replacement	3,148	23	0	3,125	0	0	0	0	0
Hillside Creek Restoration	0	0	0	0	0	0	0	0	0
ADA Ramps	78	26	26	26	0	0	0	0	0
Transportation Master Plan	39	39	0	0	0	0	0	0	0
Sewer and Water Utility Study	65	65	0	0	0	0	0	0	0
IT Department and Police Department	**0**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Police Department Evidence Storage	3	3	0	0	0	0	0	0	0
Total	**11,710**	**1,878**	**857**	**6,157**	**1,309**	**210**	**898**	**106**	**2,174**

City Hall Facilities

Description	An amount of $25,000 is set aside each year beginning in 2012 to begin to build a reserve for large repairs and maintenance at City Hall.
Background	2015: Pavement Overcoat and Striping. 2016: Alternative Energy/Sustainability Investments. 2017: Paint Interior Walls. 2018: Entry Canopy Replacement, RTU-2-25 ton, Rebuild VAV Boxes. 2019: Elevator Upgrade Package. 2020: Exterior Insulation Upgrade, Roof Membrane Replacement, Painting Exterior Doors, Carpet Replacement, Generator Replacement. 2021: RTU-1-12.5 ton. Projects are based on the 2013 LFP City Hall Maintenance Plan.
Policy Basis	City Council recognized the need to create a City Hall Projects Reserve Fund to maintain the City Hall facility.
Total Project Cost	$943,427
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$3,000/yr
Change from Prior CIP	All city hall facilities projects have been consolidated to this sheet
Project Start Date	Ongoing
Anticipated Completion Date	Ongoing
Project Status	Ongoing
Project Rating	

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$877,607	$23,213	$9,413	$0	$49,264	$164,380	$99,887	$431,005	$50,647	$49,798
In-House Costs	$65,821	$1,741	$706	$0	$3,695	$12,328	$7,492	$32,325	$3,799	$3,735
TOTAL	$943,427	$24,953	$10,119	$0	$52,959	$176,708	$107,379	$463,331	$54,446	$53,532

Estimated Staff Hours	1,828	48	20	0	103	342	208	898	106	104

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
Capital Facilities - REET I	$943,427	$24,953	$10,119	$0	$52,959	$176,708	$107,379	$463,331	$54,446	$53,532
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$943,427	$24,953	$10,119	$0	$52,959	$176,708	$107,379	$463,331	$54,446	$53,532

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Low	Medium	High	Medium	Low	Medium	Low

Council Chambers/ Court Room Camera System

Description	This project will provide cameras to record and broadcast council proceedings and court proceedings.
Background	Communications including broadcasting City Council proceedings will improve transparency. The camera system may also be used to prepare informational videos about permitting, the budget process, capital projects and other topics of interest. These informational videos can then be posted to the City website using YouTube or another free video hosting provider.
Policy Basis	Communications
Total Project Cost	$18,000
Method of Financing	City Capital Fund (REET I) and subscriber fees via Comcast
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	Project cost has increased by $7,500 and Comcast is collecting a majority of the project funding through the subscriber fee. $5,000 will be used for the Council Chambers projectors.
Project Start Date	2014
Anticipated Completion Date	2014
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$1,500	$1,500								
Permitting	$300	$300								
Right-of-way Acquisition	$0									
Construction	$14,944	$14,944								
In-House Costs	$1,256	$1,256								
TOTAL	$18,000	$18,000	$0	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	35	35								

REVENUES	**Total**	**2010-11**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**Future**
City Capital Fund	$5,000	$5,000								
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
Other Sources - Comcast	$13,000	$13,000								
TOTAL	$18,000	$18,000	$0	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	High	Low	High	High	Low	Low

Public Works Office Building

Description	This project will provide for the construction of a public works facility building that provides improved efficiencies in the public works working environment. The building will be LEED certified and take advantage of recycled materials and low-impact development techniques. This building can also service as an emergency operations area for public works and could be the alternative backup emergency operations center for the City. This project will also include improvements to parking and storage. The future funding is for a space needs analysis study, design and permitting. The current structure would be demolished and a taller public works building would be constructed in its footprint.
Background	The public works structure is a residential, wood frame, two story home that is not conducive to day-to-day public works operations. The City has struggled to make the existing residential structure meet their needs for many years and seeks to improve efficiency with a new facility.
Policy Basis	Council Goals
Total Project Cost	$1,075,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$1,200/year
Change from Prior CIP	None
Project Start Date	2022
Anticipated Completion Date	2022
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$190,000									$190,000
Permitting	$10,000									$10,000
Right-of-way Acquisition	$0									
Construction	$800,000									$800,000
In-House Costs	$75,000									$75,000
TOTAL	$1,075,000	$0	$0	$0	$0	$0	$0	$0	$0	$1,075,000

Estimated Staff Hours	1,786									1,786

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$268,750									$268,750
Transportation Capital Fund	$268,750									$268,750
LFP SWM Capital Fund	$268,750									$268,750
Sewer Capital Fund	$268,750									$268,750
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$1,075,000	$0	$0	$0	$0	$0	$0	$0	$0	$1,075,000

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Medium	High	Medium	Low	Medium	Low

City Hall Security Projects

Description	Phase I (Completed 2014): Installation of two solid security doors in the hallway between the court administration area and the city administration. The downstairs door between the planning area and the hallway was also upgraded to an electronic locking door. The result is improved security between the courtroom and city administration.Phase II: The proposal is to utilize 2015 funds to perform a space analysis of several alternative solutions to the security issue. There appear to be four alternatives: one involves combining the planning and building counter with the front counter; the second alternative is a longer term solution involving the evaluation of City Hall space and use; the third alternative is to include an addition to the building to create a secure permit counter; the fourth alternative is to create a secure hallway on the first floor with windows at the current permit counter and passport counter.
Background	The purpose of this project is to improve security throughout City Hall. Phase I addressed concerns associated with the court room. Phase II addresses the concern regarding visitors to the permit counter passing through a security door to receive service. Planning/Permit discussions can be contentious at times. Staff have no alternatives for ending potentially dangerous situations other than to ask the visitor(s) to leave. All other departments with public counters have the ability to close a barrier between staff and the public. This vulnerability potentially endangers everyone on the first floor.
Policy Basis	Employee Manual - Health and Safety (p. 26)
Total Project Cost	$52,874
Method of Financing	Phase I (REET I), Phase II (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD - Minimal
Change from Prior CIP	Phase I is complete. Phase II funding was added to 2014 (remaining funding from Phase I) for a space/security analysis on the first floor. Phase II funding was added for 2015. The 2015 funding is an estimate.
Project Start Date	2013
Anticipated Completion Date	2015
Project Status	Pending
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$15,779	$3,779	$4,000	$8,000						
Permitting	$523	$523								
Right-of-way Acquisition	$0									
Construction	$33,795	$33,795								
In-House Costs	$2,777	$1,977	$200	$600						
TOTAL	$52,874	$40,074	$4,200	$8,600	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	77	55	6	17						

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$52,874	$40,074	$4,200	$8,600						
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$52,874	$40,074	$4,200	$8,600	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	Medium	Low	High	Medium	Medium	Low

Public Works Facilities

Description	Funding in 2015 will be used to review the T1 communications between City Hall and the Public Works Facility, replace the HVAC system and harden the residential structure for public works staff. The communication lines have been very slow between the City Hall and the PW Facility and need to be improved as more electronic files are shared. The HVAC system is not adequate to maintain temperatures on the second floor and in the server room.
Background	These projects are based on the 2013 facilities maintenance plan. 2015: Communications analysis between City Hall and the PW facility, replacement of the HVAC system. 2016: Exterior Painting, Hot Water Heaters, Appliance Replacement. 2017: Roof Replacement. 2018: New Flooring, Interior Painting. 2019: Electric Hot Water Heater (Shop). Future: New Siding, Exterior Painting, Appliances, Interior Painting.
Policy Basis	Communication
Total Project Cost	$85,991
Method of Financing	REET I or General Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	3/1/2015
Anticipated Completion Date	5/1/2015
Project Status	Pending Approval
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$3,000		$3,000							
Design	$1,500		$1,500							
Permitting	$1,500		$1,500							
Right-of-way Acquisition	$0									
Construction	$75,896		$22,500	$14,233	$13,674	$24,249	$1,240			
In-House Costs	$4,095		$1,425	$712	$684	$1,212	$62			
TOTAL	$85,991	$0	$29,925	$14,944	$14,358	$25,462	$1,302	$0	$0	$0

Estimated Staff Hours	114		40	20	19	34	2			

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
PW Facilities - SWM Capital, Sewer Capital	$85,991		$29,925	$14,944	$14,358	$25,462	$1,302			
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$85,991	$0	$29,925	$14,944	$14,358	$25,462	$1,302	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Low	Medium	High	Medium	Low	Medium	Low

Police Department - Evidence Storage

Description	Space is needed to store vehicles that have been taken as evidence or as seizures. Rental of property would be an option, especially in Kenmore. Most police departments have the ability to store vehicles or materials within their own jurisdiction. It may also be an option to contract with a private company or another jurisdiction to store vehicles and evidence. Funding in 2015 will be used evaluate the opportunities for evidence storage. Funding in 2016 will be used to contract for these services.
Background	Currently, the City stores vehicles in other non-secure locations including NUD and mechanical shops. At times the City is able to store vehicles at NUD and with the Bothell Police Department.
Policy Basis	
Total Project Cost	$2,000
Method of Financing	General Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	1/1/2015
Anticipated Completion Date	6/1/2015
Project Status	Pending
Project Rating	Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$1,905		$1,905							
Pre-design	$0									
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$0									
In-House Costs	$95		$95							
TOTAL	$2,000	$0	$2,000	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	3		3							

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$2,000		$2,000							
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$2,000	$0	$2,000	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Low	Medium	High	Medium	Low	Medium	Low

McKinnon Creek Trail

Description	Improve the pedestrian trail between NE 184th St and 46th Ave NE in the unopened ROW. In 2013-2014 the City worked with Volunteers of Outdoor Washington to improve the trail sections outside of two wetlands with geotextile fabric and gravel. Also in 2014 the City contracted with the Watershed Company to evaluate alternatives for the wetland crossings including turnpikes and boardwalks. The funding in 2015-16 will be used to construct the wetland crossings and is based on a construction estimate prepared by the Watershed Company.
Background	The City's legacy plan seeks to improve pedestrian connections throughout the City including the McKinnon Creek Trail. The unopened ROW along McKinnon Creek has served as a pedestrian trail for over 30 years. The trail shortens pedestrian travel between the horizon view area and the Town Center by more than a mile with a trail that has very little topographic relief. It also provides a great opportunity for trail users to enjoy a natural forested riparian corridor.
Policy Basis	100-yr Legacy Plan
Total Project Cost	$143,711
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$1,000/year
Change from Prior CIP	Funding in 2014 was used to complete construction of the non-wetland sections of the trail and evaluate the wetland crossing alternatives. 2015 funding will be used to construct the wetland crossings.
Project Start Date	2013
Anticipated Completion Date	2017
Project Status	The non-wetland portions of the trail are complete. The wetland crossing alternatives were evaluated during the summer of 2014 and construction of the wetland crossings is anticipated for summer 2016 and 2017.
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$20,254	$11,183	$9,071							
Permitting	$5,236	$700	$4,536							
Right-of-way Acquisition	$0									
Construction	$110,397	$19,684		$45,357	$45,357					
In-House Costs	$9,003	$1,179	$1,021	$3,402	$3,402					
TOTAL	$143,711	$31,567	$14,628	$48,758	$48,758	$0	$0	$0	$0	$0

Estimated Staff Hours	250	33	28	94	94					

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$143,711	$31,567	$14,628	$48,758	$48,758					
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$143,711	$31,567	$14,628	$48,758	$48,758	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Low	High	Low	Low	Low	Low

Tennis Court Lighting - LFP Elementary

Description	The tennis court lights allow the use of the courts in the evenings. The lights have not been replaced for more than 30 years. This project will replace the metal posts, light units, electrical systems and any other related components with a high efficiency system.
Background	The tennis courts at Lake Forest Park Elementary School have been available for use by the public for 30 years. The property is owned by the Shoreline School District but the City has a use agreement and is responsible for court maintenance and capital improvements.
Policy Basis	Council Goal #3 - Energy Efficient Lighting
Total Project Cost	$35,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	None
Project Start Date	2018
Anticipated Completion Date	2018
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$8,750					$8,750				
Permitting	$500					$500				
Right-of-way Acquisition	$0									
Construction	$23,308					$23,308				
In-House Costs	$2,442					$2,442				
TOTAL	$35,000	$0	$0	$0	$0	$35,000	$0	$0	$0	$0

Estimated Staff Hours	68					68				

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$35,000					$35,000				
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$35,000	$0	$0	$0	$0	$35,000	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	Medium	Low	Medium	Low	Medium	Low

Whispering Willow Park

Description	The City purchased the property at 17038 44th Ave NE for the expansion of the City's parks system and for the removal of a structure from the floodplain.
Background	The property at 17038 44th Ave NE shares a property line with the Lake Forest Park Town Center making it an ideal first property to establish a Town Center Nature Park as identified in the 100-yr Legacy Vision Plan and the Comprehensive Plan. The property also has a history of flooding and the removal of the residence will improve the floodplain.
Policy Basis	Lake Forest Park 100-yr Legacy Vision, Parks Master Plan, Comprehensive Plan for a Town Center Nature Park
Total Project Cost	$651,736
Method of Financing	Resolution 1260: Purchase property using $163,929 from King County Conservation Futures; $48,152 from King County Conservation District; $69,000 from King County Flood Control District (KCFCD) Opportunity Fund and up to $70,120 from King County Parks Levy collections as needed. Demolition in 2012 cost $23,398 and was funded with King County Parks Levy Funding. Park design and development is estimated to cost $25,000 and will be funded with King County Parks Levy Funding and King County Flood Control District Funding. In 2014, the City is going to combine a Coordinated Prevention Grant from Department of Ecology ($23,505.75) with a Waste Reduction and Recycling Grant from King County ($7,835.25) to construct a boardwalk, or other improvements, made from recycled materials that includes education signs and an educational program and demonstrate best practices.
City Funding %	4%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$4,000/yr - Landscaping
Change from Prior CIP	The funding source in 2012 was changed from King County Parks Levy to REET I. The 2012 funding was used to demolish the house and is not eligible for Parks Levy funding. The 2013 funding was increased from $15,000 to $16,125 to allow for additional park design and staff support and the source of funding changed from King County Flood Control District to King County Parks Levy. The new funding in 2014 will be used to finish design and construction of the park. The sources of funding are the Coordinated Prevention Grant from the Department of Ecology ($23,505.75) and Waste Reduction and Recycling Grant from King County ($7,835.25) for a total of $31,341. In addition, $48,236 from the King County Flood Control District and $29,796 from the King County Parks Levy will complete the new funding in 2014.
Project Start Date	2010
Anticipated Completion Date	2014
Project Status	Underway
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$40,000	$40,000								
Pre-design	$0									
Design	$0									
Permitting	$0									
Property Acquisition	$337,266	$337,266								
Construction	$229,000	$229,000								
In-House Costs	$45,470	$45,470								
TOTAL	$651,736	$651,736	$0	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	1,263	1,263								

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$25,195	$25,195								
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
County/State/Federal Funding	$195,270	$195,270								
King County Flood Control District	$212,165	$212,165								
King Conservation District	$25,381	$25,381								
King County Parks Levy	$193,725	$193,725								
TOTAL	$651,736	$651,736	$0	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Medium	High	Low	Low	Low	High

Animal Acres Park - McAleer Creek Restoration

Description	Stabilize the McAleer Creek stream bank area (that is causing erosion and loss of park property) with a combination of woody debris, gravel, cobbles and small boulders.
Background	During the December 2007 flood event, McAleer Creek experienced a channel migration near Animal Acres Park. The migration was toward a ~50' slope and resulted in the loss of a significant area of park property that included a pedestrian trail and numerous large trees. The stream channel continues in this location, continuing to remove material at the toe of the slope. If this issue is not addressed, there is potential for loss of additional park property. This project will stabilize the slope with woody debris, gravel, cobbles and small boulders. This project will also improve stream health and serve as a demonstration of stream restoration.
Policy Basis	Facility Maintenance
Total Project Cost	$183,825
Method of Financing	King County Parks Levy, SWM Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	None
Project Start Date	Spring 2016
Anticipated Completion Date	Fall 2017
Project Status	City is identifying potential outside funding sources.
Project Rating	Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$37,000			$37,000						
Permitting	$9,250			$9,250						
Right-of-way Acquisition	$0									
Construction	$124,750				$124,750					
In-House Costs	$12,825			$3,469	$9,356					
TOTAL	$183,825	$0	$0	$49,719	$134,106	$0	$0	$0	$0	$0

Estimated Staff Hours	356			96	260			0		

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$60,000				$60,000					
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$123,825			$49,719	$74,106					
TOTAL	$183,825	$0	$0	$49,719	$134,106	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	Low	Low	Low	Low	Low	Medium

Lake Forest Park and Ride

Description	Temporary park & ride lot(s)
Background	SR 520 tolling mitigation for a park and ride along the SR 522 corridor in Lake Forest Park. The state appropriated $500K in 2010 that is administered through WSDOT. The funding was extended to June 30, 2013. Of the original $500,000 in state funds earmarked for the 2011-2013 biennium, $25,000 was spent on preliminary engineering in 2013 and $85,000 was returned resulting in $390,000 available for continued project funding. The $85,000 was returned because the state required that $110,000 be spent by the end of the 2013 fiscal year and the City was only able to spend $25,000.
Policy Basis	City Council goal is to provide park and ride facilities or alternative "last mile" options for LFP residents.
Total Project Cost	$446,125
Method of Financing	State Appropriation - WSDOT
City Funding %	7%
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	To Be Determined
Change from Prior CIP	2013 expenditures were reduced from $500,000 to $26,875. Funding was also provided for staff support in from the Transportation Capital Fund ($1,875 in 2013 and $29,250 in 2014). The remaining funding was moved from 2013 to 2014. Final notice has been sent to Madison Marquette to collaborate on a Park and Ride on their property.
Project Start Date	2010
Anticipated Completion Date	2013-2017
Project Status	Funded
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$25,000	$25,000								
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$390,000	$390,000								
In-House Costs	$31,125	$31,125								
TOTAL	$446,125	$446,125	$0	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	449	449								

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$31,125	$31,125								
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$415,000	$415,000								
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$446,125	$446,125	$0	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Low	Medium	Low	Low	Medium	High

Annual Street Overlay Program

Design Account #	None
Construction Account #	302-910-595-30-63-00
Revenue Account #	None
Description	Street Overlay/Chip Seal
Background	The annual amount budgeted each year to overlay/chip seal City streets is based on pavement management system ratings.
Policy Basis	City street maintenance is a priority.
Total Project Cost	$150,000/year
Method of Financing	Transportation Capital Fund (REET II)
City Funding %	100%
In-House Costs Reimbursed	0
Estimated Annual Maint. Costs	This is an ongoing maintenance activity.
Change from Prior CIP	REET II revenues increased last year which increases available funding for this program. The construction cost index is used to calculate inflation. Increased funding is necessary to maintain the public's investment in roadway infrastructure. The administration anticipates a potential increase based on the pavement management rating study. $250K was awarded from the Transportation Improvement Board in 2014.
Project Start Date	Annual Program
Anticipated Completion Date	Annual Program
Project Status	Ongoing
Project Rating	Medium - High

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$1,584,000	$400,000	$150,000	$134,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000
In-House Costs	$0									
TOTAL	$1,584,000	$400,000	$150,000	$134,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000

Estimated Staff Hours										

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$1,334,000	$150,000	$150,000	$134,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding (TIB)	$250,000	$250,000								
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$1,584,000	$400,000	$150,000	$134,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	High	High	High	Medium	High	Low

NE 178th Street Roadway Improvements Phase 2

Description	Transportation and pedestrian improvements on NE 178th St. between Brookside Blvd. NE and 33rd Ave. NE. This section of NE 178th St. includes Brookside Elementary School, Eagle Scout and Animal Acres Parks, and the Lake Forest Park Presbyterian Church.
Background	This section of NE 178th St. was selected as the first phase of the corridor length project to improve transportation near Brookside Elementary School.
Policy Basis	2005 Comprehensive Plan - Transportation
Total Project Cost	$2,480,000
Method of Financing	The City has secured the following sources of grant funding - State Safe Routes to School ($569,000); State Transportation Improvement Board Urban Arterial Program ($900,000); State Department of Ecology ($120,000)Federal Surface Transportation ($861,000).
City Funding %	Required matching funds for each grant are contained within the grants
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	$2,000 - striping, street sweeping, drainage maintenance, signage, cleaning permeable sidewalks
Change from Prior CIP	Project scope was increased to include replacement of the McAleer Creek culvert concurrent with the project. State and federal grant funds have been secured to cover the entire project cost other than $30,000 of City funding.
Project Start Date	2013
Anticipated Completion Date	2015
Project Status	Underway
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$233,058	$150,000	$83,058							
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$2,108,463		$2,108,463							
In-House Costs	$138,479	$60,000	$78,479							
TOTAL	$2,480,000	$210,000	$2,270,000	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	1,131		1,131							

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$30,000		$30,000							
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$2,450,000	$210,000	$2,240,000							
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$2,480,000	$210,000	$2,270,000	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Medium	High	Medium	Low	Low	Medium

ADA Ramps

Description	ADA ramps on sidewalks increase safety for all LFP residents
Background	ADA ramps are required by federal law and must be upgraded concurrently with street overlays or chip sealing. Cost is $12,000 per ADA ramp using King County cost estimates. This funding will be used for curb ramps on Ballinger Way that the City has been notified are creating problems for access. The City intends to design a project in 2015 with construction beginning in 2016 for the Ballinger Way corridor.
Policy Basis	Federal Law
Total Project Cost	$77,400
Method of Financing	Transportation Capital Fund (REET II), State/Federal Funding
City Funding %	25% match assumed
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	The project has been moved from 2013 to 2015. The funding source and amounts remain the same.
Project Start Date	5/1/2014
Anticipated Completion Date	12/1/2014
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$72,000		$24,000	$24,000	$24,000					
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$0									
In-House Costs	$5,400		$1,800	$1,800	$1,800					
TOTAL	$77,400	$0	$25,800	$25,800	$25,800	$0	$0	$0	$0	$0

Estimated Staff Hours	78		26	26	26					

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$77,400		$25,800	$25,800	$25,800					
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$77,400	$0	$25,800	$25,800	$25,800	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Low	Medium	Low	High	High	Low	Low

Sidewalk - 37th Ave NE

Description	Sidewalk between NE 178th St. to NE 165th St. on 37th Ave NE. Sidewalk will be near Brookside Elementary School. This is an unfunded project.
Background	There have been numerous citizen requests for enhanced pedestrian facilities on this route leading to Brookside Elementary.
Policy Basis	2005 Comprehensive Plan - Transportation
Total Project Cost	$2,800,000
Method of Financing	Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %	25% match assumed
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	$500 - striping, street sweeping, drainage maintenance, signage
Change from Prior CIP	Moved construction from 2017 to 2018
Project Start Date	2017
Anticipated Completion Date	2018
Project Status	Pending
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$30,000				$30,000					
Pre-design	$0									
Design	$620,000				$470,000	$150,000				
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$2,000,000					$2,000,000				
In-House Costs	$150,000				$90,000	$60,000				
TOTAL	$2,800,000	$0	$0	$0	$590,000	$2,210,000	$0	$0	$0	$0
Estimated Staff Hours	2,162				1,297	865				

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$60,000				$60,000					
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$2,740,000				$530,000	$2,210,000				
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$2,800,000	$0	$0	$0	$590,000	$2,210,000	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Medium	High	High	Low	Low	Medium

Transportation Master Plan

Description	The City's Transportation Plan is from 2005 and needs to be updated. This will be a council-led process with emphasis on multi-modal transportation.
Background	The City has a variety of transportation needs including multimodal transportation opportunities and safety around schools. The City also has an opportunity to use its comprehensive plan as a basis to expand this transportation element.
Policy Basis	2014 Comprehensive Plan Update
Total Project Cost	$20,000
Method of Financing	Transportation Capital Fund - REET II
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	New Project
Project Start Date	2015
Anticipated Completion Date	2015
Project Status	Pending
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$18,605		$18,605							
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$0									
In-House Costs	$1,395		$1,395							
TOTAL	$20,000	$0	$20,000	$0	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	39		39							

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$20,000		$20,000							
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$20,000	$0	$20,000	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	Medium	High	Medium	Medium	Medium	Low	Low

Beach Drive Sewer Lift Stations

Description	Two lift stations on Beach Dr. NE are near the end of their useful lives. One new lift station will replace both lift stations and upgrade the sewage conveyance in this basin. An emergency generator will also be installed onsite.
Background	This sewer system was installed by Lake City Sewer District in the 1960s.
Policy Basis	1999 Sewer Comprehensive Plan
Total Project Cost	$1,451,250
Method of Financing	Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$1500/year
Change from Prior CIP	The project has been moved from 2013-2014 to 2017-2018 The funding amounts and sources remain the same.
Project Start Date	2017
Anticipated Completion Date	2018
Project Status	Pending
Project Rating	High

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$350,000				$200,000	$150,000				
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$1,000,000					$1,000,000				
In-House Costs	$101,250				$15,000	$86,250				
TOTAL	$1,451,250	$0	$0	$0	$215,000	$1,236,250	$0	$0	$0	$0

Estimated Staff Hours	217			0	217					

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$1,451,250				$215,000	$1,236,250				
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$1,451,250	$0	$0	$0	$215,000	$1,236,250	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Medium	High	High	High	High	Low

Water/Sewer Study

Description	Prepare a sanitary sewer and water utility study identifying the service area, developing a future demands review, assessing capability of existing facilities, analyzing the adequacy of existing facilities and estimating the future capital costs. Also prepare a preliminary plan for utility staffing and equipment needs during a study of existing service plans. This will help the council to understand the utilities as a cohesive system with its strengths, weaknesses, opportunities and threats.
Background	The City has four water utilities (Seattle Public Utilities, Shoreline Water District, Lake Forest Park Water District and Northshore Utility District) that provide services to Lake Forest Park residents. The City has two sewer districts (City of Lake Forest Park and Northshore Utility District) that provide services to Lake Forest Park residents. The City of Lake Forest Park is interested in assessing the efficiencies and viability of providing sewer and water availability to all Lake Forest Park Residents.
Policy Basis	2005 Lake Forest Park Comprehensive Plan
Total Project Cost	$80,625
Method of Financing	City Capital Fund (REET I), Transportation Capital Fund (REET II), Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	None
Estimated Annual Maint. Costs	None
Change from Prior CIP	Expansion of the study in 2015 to continue to review the program.
Project Start Date	Spring 2014
Anticipated Completion Date	Fall 2015
Project Status	Ongoing
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$75,000	$15,000	$60,000							
Pre-design	$0									
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$0									
In-House Costs	$5,625	$1,125	$4,500							
TOTAL	$80,625	$16,125	$64,500	$0	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	82	16	65							

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund (REET I)	$0									
Transportation Capital Fund (REET II)	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$80,625	$16,125	$64,500							
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$80,625	$16,125	$64,500	$0	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Low	Medium	Low	Medium	Medium	High

Sheridan Beach Sewer Reliability

Description	The City is going to evaluate its sanitary sewer system in the Sheridan Beach area.
Background	The City acquired this area of the sewer system in 2002 and completed an inflow and infiltration study with King County and now wants to evaluate the Sheridan Beach system in further detail.
Policy Basis	Sanitary Sewer Comprehensive Plan
Total Project Cost	$10,000
Method of Financing	Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	Unknown
Change from Prior CIP	The project has been moved from 2013 to 2016.
Project Start Date	2016
Anticipated Completion Date	2016
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$9,302			$9,302						
Pre-design	$0									
Design	$0									
Permitting	$0									
Right-of-way Acquisition	$0									
Construction	$0									
In-House Costs	$698			$698						
TOTAL	$10,000	$0	$0	$10,000	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	10		0	10		0				

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$0									
Sewer Capital Fund	$10,000		$0	$10,000						
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$10,000	$0	$0	$10,000	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Low	High	Low	Low	Low	Low

Materials Bins Covers - Public Works Facility

Description	Construct permanent covers/roof structure with lighting over the materials bins at the public works facility to reduce impacts from public works activities and material storage on the stormwater system and comply with state regulations.
Background	The NPDES Phase II permit requires that the materials bins be covered with lids to prevent sediment from traveling into the stormwater system from the materials piles.
Policy Basis	NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
Total Project Cost	$176,148
Method of Financing	Washington State Department of Ecology Grant, Lake Forest Park Surface Water Capital Fund
City Funding %	83%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	$500/yr
Change from Prior CIP	Construction has been moved from 2013 to future. The source of funding has changed from a combination of state/federal funding to Surface Water Capital.
Project Start Date	2012
Anticipated Completion Date	Future
Project Status	Ongoing
Project Rating	High

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$19,419	$19,419								
Permitting	$7,803	$7,803								
Right-of-way Acquisition	$0									
Construction	$136,637									$136,637
In-House Costs	$12,290	$2,042								$10,248
TOTAL	$176,148	$29,263	$0	$0	$0	$0	$0	$0	$0	$146,885

Estimated Staff Hours	341	57								285

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$176,148	$29,263								$146,885
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$176,148	$29,263	$0	$0	$0	$0	$0	$0	$0	$146,885

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	High	High	Medium	High	Medium	High

Lyon Creek Flood Reduction Project

Description	Replace four undersized culverts, one vehicle bridge and one pedestrian bridge on Lyon Creek to contain 100 year flows in the stream channel. This will protect over 25 homes and businesses from future flooding up to the 100-yr event. Fish passage and sediment transport will also be improved.
Background	The 2009 Lake Forest Park Surface Water Comprehensive Plan documents that the Town Center culverts do not have adequate capacity for high flows caused by extreme rain events. As a result, Lyon Creek overflows into McAleer Creek and causes flooding in the Sheridan Beach neighborhood, along SR 522 and in the Town Center. This project replace the undersized culverts and structures with facilities that have capacity for the 100-yr event. For example, 6' wide culverts will be replaced with 20' wide culverts.
Policy Basis	2009 Lake Forest Park Flood Reduction Planning Study
Total Project Cost	$5,554,499
Method of Financing	FEMA Pre-Disaster Mitigation (Limit of $3 Million), King County Flood Control District Match ($750,000), City Funding and a partnership with WSDOT for the SR522 culvert.
City Funding %	4.5%-Resolution 1270 (Tetra Tech PDM Application $9,658), Resolution 1273 (Davido Engineering $99,395)
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	$6,000/yr - cleaning, debris removal, based on McAleer Creek High-Flow Bypass maintenance
Change from Prior CIP	The City has been awarded $3 million from FEMA and $1.05 million from King County to design and construct this project. The City is evaluating a stream channel enhancement option as an alternative to the bypass. The City is working with WSDOT to share in the cost to design and replace the SR522 culvert.
Project Start Date	2013
Anticipated Completion Date	2016
Project Status	Ongoing
Project Rating	Medium - High

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$1,037,320	$890,712	$73,304.19	$73,304.19						
Permitting	$0									
Right-of-way Acquisition	$330,926	$250,000	$80,926							
Construction	$4,100,723		$2,050,362	$2,050,362						
In-House Costs	$151,960	$66,456	$42,752	$42,752						
TOTAL	$5,620,930	$1,207,168	$2,247,344	$2,166,418	$0	$0	$0	$0	$0	$0

Estimated Staff Hours	2,202	963	620	620						

REVENUES	**Total**	**2010-11**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2018**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$365,995	$21,017	$172,489	$172,489						
Sewer Capital Fund	$0									
State/Federal Funding	$4,178,878	$947,937	$1,615,471	$1,615,471						
King County Flood Control District	$1,009,626	$338,213	$335,706	$335,706						
King County Parks Levy	$0									
TOTAL	$5,554,499	$1,307,167	$2,123,666	$2,123,666	$0	$0	$0	$0	$0	$0

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	High	High	Medium	High	Medium	High

Culvert Replacement Program

Description	The City has numerous sturcturally deficient culverts (resulting in sinkholes in the street at times), and undersized culverts that are fish barriers and maintenance burdens. This capital improvement project allows for systematic replacement of these culverts beginning with the structurally deficient culverts followed by capacity culverts beginning at Lake Washington and working upstream. The City intends to apply for a Public Works Trust Fund Loan in 2016 to replace four culverts. At least 11 culverts will still need to be replaced following the 2017 project. 2015 funding will be used to hire a consulting engineer to update the 2009 cost estimates.
Background	The 2009 Flood Reduction Planning Study identified significant culverts that are deficient in structure or capacity and are in the public ROW. There are four structurally deficient culverts (L60, M680, L100, L155) and over 20 undersized culverts (L10, L20, L30, L40, L70, L110, L170, L180, L190, L201, L230, L240, L250, M780, M620, M640, M630, M785). Structurally deficient culvert M680 and undersized culverts L10, L20, L30, L40 will be replaced as part of other projects. WSDOT intends to replace culvert L100 on Ballinger Way as part of the fish barrier removal court injunction. There are also a number of culverts that create maintenance issues but may not be on fish bearing streams or do not cause significant flooding issues. For example, the culvert at 2629 NE 184th St. collected sediment on the upstream side and should be replaced or modified to reduce maintenance costs. The City proposes to use a Public Works Trust Fund Loan in 2017 to fund replacement of structurally deficient culvers L155, L60, L70, L110. Cost estimate are based on the 2009 Flood Reduction Planning Study and recent engineer's estimates for similar projects. Funding in 2015 will be used to hire a consulting engineer to update cost estimates using the stream simulation method to size the culverts. At least 11 culverts will still need to be replaced following the 2017 project.
Policy Basis	2009 Lake Forest Park Flood Reduction Planning Study
Total Project Cost	$2,816,125
Method of Financing	Public Works Trust Fund Loan Terms: 20 years at 2.55% interest
City Funding %	Future debt service payments
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	Surface Water Capital Fund, Grants
Change from Prior CIP	Cost estimates have been updated. Inflation rate = 3.25%. Culverts must be sized using the stream simulation method which results in the need for larger culverts and increased costs.
Project Start Date	2015
Anticipated Completion Date	2017
Project Status	City is seeking outside funding opportunities
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$515,000		$15,000		$500,000					
Permitting	$150,000				$150,000					
Right-of-way Acquisition	$0									
Construction	$2,000,000				$2,000,000					
In-House Costs	$151,125		$1,125		$150,000					
TOTAL	$2,816,125	$0	$16,125	$0	$2,800,000	$0	$0	$0	$0	$0
Estimated Staff Hours	4,198		31	0	4,167	0	0	0	0	0

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund (REET II)	$0									
LFP SWM Capital Fund	$2,816,125		$16,125		$2,800,000					
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$2,816,125	$0	$16,125	$0	$2,800,000	$0	$0	$0	$0	$0
PWTF Loan Payment	$1,082,768				$180,461	$180,461	$180,461	$180,461	$180,461	$180,461

Project Rating	High	Low	High	Medium	Low	Medium	Low

Hillside Creek Restoration

Description	Replace an 18" culvert on Hillside Creek that is under the 35th Ave NE entrance to Brookside Elementary with a 64" culvert to reduce flooding in area and enhance fish passage. Remove existing stream bypass system on Hillside Creek near subject culvert and replace with proper functioning high-flow bypass system that includes a fish exclusion component. Restore 200' of stream channel to enhance aquatic habitat and as an educational opportunity for the elementary students and residents.
Background	Hillside Creek was rerouted in an underground pipe when Brookside Elementary School was constructed in 1959. This severely harmed the health of the stream and has been an ongoing maintenance and flood issue. In 1995, Hillside Creek was daylighted around the school, re-establishing an open stream channel. The storm in January 1997 and subsequent flood event resulted in the culvert under the 35th Ave NE entrance to Brookside Elementary to suffer substantial damage. The City responded by replacing the damaged culvert with an 18" culvert and constructing a high-flow bypass intake facility utilizing the pipe under the elementary school to accommodate future high flows. Soon after it was noted that the stream channel area around the bypass quickly becomes obstructed with sediment causing the stream to largely divert through the high-flow bypass rather than flow in the restored stream channel. This project will eliminate this issue, reduce maintenance costs, further restore the stream channel around the school and replace the 18" culvert with an adequately sized 64" culvert.
Policy Basis	2005 Lake Forest Park Comprehensive Plan, 10-yr Legacy Plan
Total Project Cost	$490,423
Method of Financing	King County Flood Control District Opportunity Fund, Surface Water Capital Fund, Department of Ecology Grant
City Funding %	25% match assumed
In-House Costs Reimbursed	TBD
Estimated Annual Maint. Costs	$1,000/yr - cleaning, debris removal, based on McAleer Creek High-Flow Bypass maintenance
Change from Prior CIP	None
Project Start Date	Spring 2016
Anticipated Completion Date	Fall 2018
Project Status	City is identifying possible outside funding sources
Project Rating	Medium

EXPENDITURES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
Project Development/Planning	$0									
Pre-design	$0									
Design	$48,820									$48,820
Permitting	$17,050									$17,050
Right-of-way Acquisition	$0									
Construction	$390,337									$390,337
In-House Costs	$34,216									$34,216
TOTAL	$490,423	$0	$0	$0	$0	$0	$0	$0	$0	$490,423

Estimated Staff Hours	0									

REVENUES	**Total**	**Previous**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Future**
City Capital Fund	$0									
Transportation Capital Fund	$0									
LFP SWM Capital Fund	$490,423									$490,423
Sewer Capital Fund	$0									
State/Federal Funding	$0									
King County Flood Control District	$0									
King County Parks Levy	$0									
TOTAL	$490,423	$0	$0	$0	$0	$0	$0	$0	$0	$490,423

	Environment	**Feasibility**	**Plans**	**Public Health**	**Legal Mandate**	**Budget Impact**	**Outside Funding**
Project Rating	High	Low	Medium	Low	Medium	Medium	High

Completed Projects

Project	Description	Year Comple	Cost	Funding Source
Police Department Squad Room Improvements	The Police Department is interested in enhancing the access (installation of a rear access door - $9,000) and use of the squad room to enhance response time. Recording equipment ($11,000) for interview room is included in the equipment funding. This project also includes improving the squad room ($10,200). There will also be $2,265 needed for in-house costs.	2014	$32,465	Police Department Operating Budget and City Capital Fund (REET I)
IT Room Fire Suppression	Installation of a dry fire suppression system in the server room that will reduce the possibility of damage to the servers if triggered.	2013	$16,125	City Capital Fund (REET I)
McAleer Creek Bypass Retrofit	The McAleer Creek Bypass was constructed by King County in 1994 to reduce flooding experienced in the Sheridan Beach neighborhood. As part of the 2007 Flood Reduction Planning study, the City identified this facility for improvements that will force more water into the bypass and enhance maintenance activities during storm events.	2012	$249,000	State appropriation administered through WSDOT
Grace Cole Nature Park Trail and Wetland Rehabilitation	The trail system in the park was expanded and the wetland/pond area was restored.	2011	$10,000	City Capital Fund (REET I)
44th Ave Property Acquisition	The property at 17036 44th Ave NE was purchased to remove the structure from the floodplain and use the property as a passive park. This is a 100-yr legacy plan project.	2011	$325,858	King Conservation Futures $187,500 King Conservation District $48,380 King County Flood Control Dist. $69,000 King County Parks Levy $70,120
Blue Heron Park Pedestrian Bridge	The City constructed a pedestrian bridge that provides safe pedestrian access from Hamlin Street NE to Brookside Blvd. NE.	2011	$412,000	Transportation Capital Fund (REET II)
Sewer Expansions (Phases I, II, III)	Installation of sanitary sewer mains in the remaining areas of the City where sewer was not available. These projects provided sewer availability to all remaining residents in Lake Forest Park.	2004-2008	$5.48 million	Public Works Trust Fund Loan, City Capital Fund (REET I), Sewer Capital Fund
Forest Park Drive Slide Repair	The roadway was reconstructed following a landslide in 2001 that removed 200 feet of roadway shoulder.	2004	$362,000	City Capital Fund (REET I)

Additional Projects

Project	Description	Policy Basis	Cost	Funding Opportunities
Aldercrest Gateway	Active park with playfields. Will include natural drainage element and habitat. Project is located at the Aldercrest Elementary School in Shoreline	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Greening Perkins Way	Connector bike trail between Interurban and Burke Gilman Trails. This project will include multimodal green elements with natural drainage features.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Greening 178th St. NE	Green street and pedestrian walkway on 178th St. NE	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Growing Grace Cole Nature Park	Upper trail wetland improvement, expand property to include undeveloped properties along 28th Ave NE.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Greening the Lakeway	Opening rights-of-way and street end for walking trails or lake access. Creating pocket parks out of street ends.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
McAleer Creek Delta	Open shoreline rights-of-way that create a trail spur between Bothell Way, Burke Gilman Trail and the shoreline. Acquire lakeside parcels. Create natural drainage to restore and enhance shoreline.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding, Parks Levy
Town Center	Improve sidewalks and crosswalks for connections to the Town Center with Hamlin Street pedestrian bridge (completed in 2011). Acquire 44th Ave NE properties for trail along Lyon Creek, natural drainage and buffers (one property acquired in 2011 - see Town Center Park).	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding, King County Flood Control District
West Fork Confluence	Wetland and riparian improvements, restoration of Ballinger wetland, rezoning for more commercial space, LID features for Ballinger Way.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Orchard Park Hublet	Passive park and gathering place on the orchard property on 35th Ave NE near 194th St. NE	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding, Parks Levy
Greening NE 158th St.	Demonstration green street between 33rd Ave NE and 35th Ave NE on NE 158th St.	100-yr Legacy Vision	TBD	Conservation Grants, State Funding, Federal Funding
Solar Panels on City Hall	Installation of solar panels on City Hall roof as demonstration project	Environmental Quality Commission Recommendation	$10K-$30K	Seattle Public Utilities, Capital Fund

Vehicle/Equipment Services and Replacement Fund

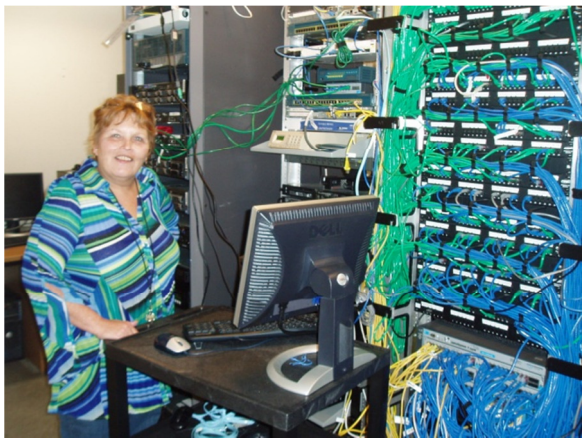
Purpose:
The purpose of the Vehicle/Equipment Services and Replacement Fund is to support and carry out the mission of the City of Lake Forest Park by setting aside funds for the procurement, operation and repair of the major City assets such as cars, trucks, computers, and office equipment.

What we do:
Monies from the Vehicle/Equipment Services and Replacement Fund are used for the procurement, replacement, maintenance, and repair of the City's major assets such as computers, servers, audio visual equipment, and the City's fleet of Police and Public Works vehicles.

One way this is achieved is by contracting with Washington State Procurement Office for new purchases and the Northshore Utility District for vehicle maintenance and repair,

Each year an evaluation is conducted is by the Director of Public Works, the Finance Director, the Police Chief, the IT Services Manager and other personnel to assure the City assets are operating in a safe, reliable manner. They also determine whether computer and server technology needs to be updated/upgraded.

The primary objective of this evaluation is to provide a plan for the future replacement of major City assets, and allowing the City to budget monies on a consistent, year-to-year basis rather than needing to commit a large amount of money when a major piece of equipment needs to be replaced.



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REPLACEMENT FUND: 2015 - 2016 BUDGET SUMMARY

Description	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Projection	2015 Budget	2016 Budget
RESOURCES							
VEHICLES AND EQUIPMENT							
Beginning Fund Balance	155,219	228,504	228,504	342,227	342,227	293,001	309,240
Interfund Svc. From GENERAL FUND	138,996	188,145	188,145	202,598	186,771	194,071	191,178
Interfund Svc. From STREET FUND	28,861	32,846	32,846	32,842	32,842	34,959	35,037
Interfund Svc. From SURFACE WATER	28,861	32,846	32,846	32,842	32,842	37,487	37,498
Interfund Svc. From SEWER	10,187	11,535	11,535	11,554	11,554	14,131	14,111
Interfund Svc. From KENMORE PW	-	88,543	88,543	88,540	88,540	94,223	94,385
Interfund Svc. From PW CONTRACT	69,918	-	-		-	-	-
Investment Interest	314	280	381	280	225	276	177
Equipment Sales	11,155	-	7,239	-	-	-	-
Insurance Recoveries	-	-	-	-	-	-	-
FUND RESOURCES	443,512	582,699	590,039	710,883	695,001	668,148	681,626
EXPENDITURES							
Ending Fund Balance	228,504	246,731	342,227	251,748	293,001	309,240	232,605
Info.Svc. & Equip. Replacement	58,640	143,968	87,998	142,135	85,000	141,760	138,010
Citywide Vehicle - Replacement	-	-	-	-	-	-	-
Public Works - Fuel	42,613	35,000	34,914	35,000	35,000	42,613	42,613
Public Works Equip. - Maint.	49,598	50,000	56,868	50,000	50,000	51,250	52,531
Public Safety Veh. Replacement	39,248	38,000	35,446	38,000	38,000	84,000	106,000
PW Equipment - Replacement	-	9,000	-	9,000	9,000	9,000	9,000
PW Vehicles - Replacement	24,909	60,000	32,586	185,000	185,000	30,284	100,867
VEHICLES AND EQUIPMENT TOTAL	215,008	335,968	247,812	459,135	402,000	358,907	449,021

REPLACEMENT FUND: 6 YEAR FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
RESOURCES							
VEHICLES AND EQUIPMENT							
Beginning Fund Balance	342,227	293,001	309,240	232,675	188,928	123,669	199,566
Interfund Svc. From GENERAL FUND	186,771	194,071	191,178	194,046	196,956	199,911	202,909
Interfund Svc. From STREET FUND	32,842	34,959	35,037	35,563	36,096	36,637	37,187
Interfund Svc. From SURFACE WATER	32,842	37,487	37,498	38,060	38,631	39,211	39,799
Interfund Svc. From SEWER	11,554	14,131	14,111	14,323	14,538	14,756	14,977
Interfund Svc. From KENMORE PW	88,540	94,223	94,385	95,801	97,238	98,696	100,177
Interfund Svc. From PW CONTRACT	-	-	-	-	-	-	-
Investment Interest	225	276	247	186	151	99	160
Equipment Sales	-	-	-	-	-	-	-
Insurance Recoveries	-	-	-	-	-	-	-
FUND RESOURCES	695,001	668,148	681,697	610,654	572,539	512,978	594,775
EXPENDITURES							
Ending Fund Balance	293,001	309,240	232,675	188,928	123,669	199,566	78,727
Info.Svc. & Equip. Replacement	85,000	141,760	138,010	132,594	132,594	132,594	132,594
Citywide Vehicle - Replacement	-	-	-	-	-	-	-
Public Works - Fuel	35,000	42,613	42,613	44,318	46,090	47,934	49,851
Public Works Equip. - Maint.	50,000	51,250	52,531	53,845	55,191	56,570	57,985
Public Safety Veh. Replacement	38,000	84,000	106,000	114,500	44,000	64,000	84,000
PW Equipment - Replacement	9,000	9,000	9,000	9,225	9,456	9,692	9,934
PW Vehicles - Replacement	185,000	30,284	100,867	67,244	161,539	2,622	181,684
VEHICLES AND EQUIPMENT TOTAL	402,000	358,907	449,021	421,725	448,870	313,412	516,048

Replacement Schedule

Description	Count (IT only)	Life	ReplacementCost (2014)	Total Cost	Annual Reserve	2015	2016	2017	2018	2019	2020
IT EQUIPMENT											
Computers (Laptops and Desktops)	66	5	1,000	66,000	13,200	13,200	13,200	13,200	13,200	13,200	13,200
Maintenance & Warranty Contracts	1	1	47,702	47,702	47,702	47,702	47,702	47,702	47,702	47,702	47,702
Financial Software & Licenses	1	1	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Servers	5	6	11,000	55,000	9,167	9,167	9,167	9,167	9,167	9,167	9,167
Server Backup	1	3	8,000	8,000	2,667	2,667	2,667	2,667	2,667	2,667	2,667
Windows/Server/Misc Software	1	6	1,000	1,000	167	1,000	1,000	1,000	1,000	1,000	1,000
Switches	6	6	7,000	42,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Battery Backups	5	6	1,100	5,500	917	917	917	917	917	917	917
Routers	1	5	50,000	50,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Cabling	1	10	20,000	20,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Firewall	1	4	20,000	20,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Spam Filter	1	4	3,500	3,500	875	875	875	875	875	875	875
Projectors	2	5	1,000	2,000	400	400	400	400	400	400	400
Phone System	1	4	50,000	50,000	12,500	12,500	8,750	3,333	3,333	3,333	3,333
Printers	10	5	250	2,500	500	500	500	500	500	500	500
Fax Machines	6	4	250	1,500	375	-	-	-	-	-	-
PA Amplifier System	1	10	10,000	10,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Tape Machine	1	6	8,000	8,000	1,333	1,333	1,333	1,333	1,333	1,333	1,333
Television/DVD	3	6	1,000	3,000	500	500	500	500	500	500	500
IT Supplies/Books/Tapes	1	1	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Training	1	1	5,000	5,000		-	-	-	-	-	-
					141,302	141,760	138,010	132,594	132,594	132,594	132,594

Replacement Schedule

Description	Count (IT only)	Life	ReplacementCost (2014)	Total Cost	Annual Reserve	2015	2016	2017	2018	2019	2020
PUBLIC WORKS EQUIPMENT											
John Deere Mower		7	22,264	22,264	3,181	22,264	-	-	-	-	-
John Deere Mower		7	8,020	8,020	1,146	8,020	-	-	-	-	-
Compact Pickup (Chev Colorado)		12	26,898	26,898	2,241	-	26,898	-	-	-	-
Ford F550		12	73,969	73,969	6,164	-	73,969	-	-	-	-
Chevrolet 3/4 Ton		12	33,622	33,622	2,802	-	-	33,622	-	-	-
Chevrolet 3/4 Ton		12	33,622	33,622	2,802	-	-	33,622	-	-	-
Slope Mower (Tiger)		15	94,139	94,139	6,276	-	-	-	94,139	-	-
Compact Pickup (Chev Colorado)		12	30,207	30,207	2,517	-	-	-	30,207	-	-
Jeep Cherokee		12	37,192	37,192	3,099	-	-	-	37,192	-	-
Utility Trailer (Gar)		20	2,622	2,622	131	-	-	-	-	2,622	-
Backhoe (Case)		12	100,867	100,867	8,406	-	-	-	-	-	100,867
Water Trailer (U-Cart)		17	6,849	6,849	403	-	-	-	-	-	6,849
Ford F550		12	73,969	73,969	6,164	-	-	-	-	-	73,969
Utility Trailer (12')		20	3,992	3,992	200	-	-	-	-	-	-
Ford F550		12	87,418	87,418	7,285	-	-	-	-	-	-
Chevrolet 3/4 Ton		12	37,657	37,657	3,138	-	-	-	-	-	-
Chevrolet 3/4 Ton		12	37,657	37,657	3,138	-	-	-	-	-	-
Dump Truck		20	252,366	252,366	12,618	-	-	-	-	-	-
					71,711	30,284	100,867	67,244	161,539	2,622	181,684

Replacement Schedule

Description	Count (IT only)	Life	ReplacementCost (2014)	Total Cost	Annual Reserve	2015	2016	2017	2018	2019	2020
PUBLIC SAFETY VEHICLES											
Patrol (K9)		6	42,000	42,000	7,000	-	-	-	-	-	42,000
Patrol		6	42,000	42,000	7,000	-	-	-	-	-	42,000
Patrol		6	42,000	42,000	7,000	42,000	-	-	-	-	-
Patrol		6	42,000	42,000	7,000	42,000	-	-	-	-	-
Chief's Car		8	22,000	22,000	2,750	-	22,000	-	-	-	-
Patrol		6	42,000	42,000	7,000	-	42,000	-	-	-	-
Patrol		6	42,000	42,000	7,000	-	42,000	-	-	-	-
Detectives		8	22,000	22,000	2,750	-	-	22,000	-	-	-
Patrol		6	42,000	42,000	7,000	-	-	42,000	-	-	-
Traffic		10	25,500	25,500	2,550	-	-	25,500	-	-	-
Transport		15	25,000	25,000	1,667	-	-	25,000	-	-	-
Captain's Car		8	22,000	22,000	2,750	-	-	-	22,000	-	-
Detectives		8	22,000	22,000	2,750	-	-	-	22,000	-	-
Detectives		8	22,000	22,000	2,750	-	-	-	-	22,000	-
Patrol		6	42,000	42,000	7,000	-	-	-	-	42,000	-
					73,967	84,000	106,000	114,500	44,000	64,000	84,000

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6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
GENERAL FUND							
Beginning Fund Balance	1,446,485	1,276,019	1,211,081	1,087,359	1,001,440	836,873	593,431
GENERAL FUND REVENUE	**7,317,666**	**7,706,959**	**7,919,172**	**8,015,694**	**8,117,129**	**8,223,368**	**8,334,325**
Ending Fund Balance	1,276,019	1,211,081	1,087,359	1,001,440	836,873	593,431	255,648
GENERAL FUND TOTAL	**7,488,131**	**7,771,898**	**8,042,894**	**8,101,612**	**8,281,696**	**8,466,811**	**8,672,107**
STREET FUND							
Beginning Fund Balance	415,035	524,096	549,189	565,500	568,564	558,040	533,577
STREET FUND REVENUE	**704,158**	**641,192**	**642,003**	**642,008**	**642,013**	**642,018**	**642,023**
Ending Fund Balance	524,096	549,189	565,500	568,564	558,040	533,577	494,813
STREET FUND TOTAL	**595,098**	**616,098**	**625,692**	**638,945**	**652,537**	**666,481**	**680,787**
COUNCIL CONTINGENCY FUND							
Beginning Fund Balance	687,570	688,583	689,882				
REVENUE TOTAL	**1,013**	**649**	**649**	**656**	**662**	**669**	**676**
Ending Fund Balance	688,583	689,233	690,531	656	662	669	676
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
TRANSPORTATION BENEFIT DISTRICT							
Beginning Fund Balance	100,702	100,547	100,210	99,873	98,675	96,602	93,641
TBD REVENUE TOTAL	**207,345**	**207,163**	**207,163**	**207,164**	**207,165**	**207,166**	**207,167**
Ending Fund Balance	100,547	100,210	99,873	98,675	96,602	93,641	89,780
TBD EXPENSE TOTAL	**207,500**	**207,500**	**207,500**	**208,363**	**209,238**	**210,127**	**211,028**
BUDGET STABILIZATION FUND							
Beginning Fund Balance	-	300,024	300,307	300,590	300,876	301,164	301,456
REVENUE TOTAL	**300,024**	**283**	**283**	**286**	**289**	**291**	**294**
Ending Fund Balance	300,024	300,307	300,590	300,876	301,164	301,456	301,750
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**
CITY HALL BOND FUND							
Beginning Fund Balance	612,452	407,324	202,508				
REVENUE TOTAL	**96,334**	**95,384**	**95,000**				
Ending Fund Balance	407,324	202,508	(318)				
EXPENSE TOTAL	**301,462**	**300,200**	**297,826**				

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
PUBLIC WORKS FACILITY BOND FUND							
Beginning Fund Balance	5,788	3,798	2,047	298			
REVENUE TOTAL	**83,788**	**84,029**	**84,029**	**84,025**			
Ending Fund Balance	3,798	2,047	298	-			
EXPENSE TOTAL	**85,778**	**85,779**	**85,778**	**85,778**			
CAPITAL IMPROVEMENT FUND							
Beginning Fund Balance	596,194	395,848	360,946	274,393	252,177	250,135	289,926
REVENUE TOTAL	**344,547**	**247,850**	**202,850**	**211,604**	**220,795**	**230,445**	**240,578**
Ending Fund Balance	395,848	360,946	274,393	252,177	250,135	289,926	336,989
EXPENSE TOTAL	**544,893**	**282,752**	**289,403**	**233,819**	**222,837**	**190,654**	**193,514**
TRANSPORTATION CAPITAL FUND							
Beginning Fund Balance	767,609	710,504	554,694	468,908	482,618	555,946	628,813
REVENUE TOTAL	**451,061**	**2,566,296**	**341,296**	**876,412**	**2,561,605**	**356,876**	**362,226**
Ending Fund Balance	710,504	554,694	468,908	482,618	555,946	628,813	701,131
EXPENSE TOTAL	**508,166**	**2,722,106**	**427,082**	**862,702**	**2,488,276**	**284,010**	**289,908**

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
CAPITAL FACILITIES MAINTENANCE RESERVE FUND							
Beginning Fund Balance	140,014	165,028	215,184	265,340	316,247	367,917	420,361
REVENUE TOTAL	**25,014**	**50,156**	**50,156**	**50,907**	**51,670**	**52,444**	**53,230**
Ending Fund Balance	165,028	215,184	265,340	316,247	367,917	420,361	473,591
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**
SEWER UTILITY FUND							
Beginning Fund Balance	609,845	587,666	503,574	413,559	326,468	242,370	161,337
TOTAL REVENUE	**2,783,802**	**2,877,274**	**2,894,738**	**2,955,251**	**3,017,030**	**3,080,103**	**3,144,497**
Ending Fund Balance	587,666	503,574	413,559	326,468	242,370	161,337	83,439
EXPENSE TOTAL	**2,805,982**	**2,961,366**	**2,984,752**	**3,042,342**	**3,101,128**	**3,161,137**	**3,222,395**
SEWER CAPITAL FUND							
Beginning Fund Balance	1,594,345	1,866,008	2,110,406	2,437,241	2,564,524	1,670,239	2,029,595
REVENUE TOTAL	**282,164**	**323,860**	**344,307**	**349,462**	**354,695**	**360,007**	**365,398**
Ending Fund Balance	1,866,008	2,110,406	2,437,241	2,564,524	1,670,239	2,029,595	2,394,993
EXPENSE TOTAL	**10,500**	**79,462**	**17,472**	**222,179**	**1,248,981**	**651**	**-**

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
SURFACE WATER UTILITY							
Beginning Fund Balance	388,320	471,611	589,996	759,047	976,318	1,245,862	1,571,519
REVENUE TOTAL	**1,008,441**	**1,068,736**	**1,132,833**	**1,200,332**	**1,272,352**	**1,348,693**	**1,429,614**
Ending Fund Balance	471,611	589,996	759,047	976,318	1,245,862	1,571,519	1,957,372
EXPENSE TOTAL	**925,150**	**950,350**	**963,782**	**983,061**	**1,002,807**	**1,023,036**	**1,043,761**
SURFACE WATER CAPITAL FUND							
Beginning Fund Balance	438,966	747,506	711,979	700,067	728,186	706,489	698,995
REVENUE TOTAL	**968,727**	**2,119,226**	**2,119,226**	**169,404**	**171,495**	**173,618**	**175,772**
Ending Fund Balance	747,506	711,979	700,067	728,186	706,489	698,995	694,306
EXPENSE TOTAL	**660,187**	**2,154,753**	**2,131,138**	**141,285**	**193,192**	**181,112**	**180,461**
SEWER BOND RESERVE FUND							
Beginning Fund Balance	100,348	100,496	100,590	100,685	100,781	100,877	100,975
REVENUE TOTAL	**148**	**95**	**95**	**96**	**97**	**98**	**99**
Ending Fund Balance	100,496	100,590	100,685	100,781	100,877	100,975	101,074
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
PUBLIC WORKS TRUST FUND REPAYMENT FUND							
Beginning Fund Balance	288,870	328,873	367,462	408,886	453,040	499,964	549,696
REVENUE TOTAL	**279,904**	**277,384**	**279,021**	**281,561**	**284,138**	**286,752**	**289,404**
Ending Fund Balance	328,873	367,462	408,886	453,040	499,964	549,696	602,276
EXPENSE TOTAL	**255,983**	**254,785**	**253,587**	**253,637**	**253,688**	**253,741**	**253,795**
PUBLIC WORKS CONTRACT FUND							
Beginning Fund Balance	231,177	240,758	240,982	240,913	255,952	286,907	334,620
REVENUE TOTAL	**811,505**	**836,679**	**856,094**	**890,331**	**925,937**	**962,968**	**1,001,480**
Ending Fund Balance	240,758	240,982	240,913	255,952	286,907	334,620	399,969
EXPENSE TOTAL	**801,925**	**836,455**	**856,162**	**875,292**	**894,983**	**915,255**	**936,130**
VEHICLE AND EQUIPMENT REPLACEMENT FUND							
Beginning Fund Balance	342,227	293,056	309,295	232,660	189,348	124,840	201,818
REVENUE TOTAL	**352,829**	**375,147**	**372,386**	**377,978**	**383,610**	**389,311**	**395,210**
Ending Fund Balance	293,056	309,295	232,660	189,348	124,840	201,818	82,403
EXPENSE TOTAL	**402,000**	**358,907**	**449,021**	**421,290**	**448,119**	**312,333**	**514,625**

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
GENERAL FUND								
Beginning Fund Balance	1,446,485	1,276,019	1,211,081	1,087,359	1,001,440	836,873	593,431	
Property Tax	2,927,721	2,957,911	2,997,843	3,038,314	3,079,331	3,120,902	3,163,034	101.35%
Sales and Use Tax	713,206	764,234	838,804	872,356	907,250	943,540	981,282	104.00%
Local Criminal Justice / State	264,890	272,837	281,022	292,263	303,953	316,111	328,756	104.00%
Business Tax	235,000	258,113	256,051	261,428	266,918	272,523	278,246	102.10%
Solid Waste Collection Tax	94,220	94,691	94,691	96,680	98,710	100,783	102,899	102.10%
Utility Tax	579,000	588,800	588,800	597,632	606,596	615,695	624,931	101.50%
Sea. City Light Contract Fee	245,096	256,370	266,368	271,962	277,673	283,504	289,458	102.10%
Admission Tax	12,000	15,522	15,910	16,148	16,390	16,636	16,886	101.50%
Cable Television Franchise Fe	223,340	231,408	237,193	242,174	247,259	252,452	257,753	102.10%
Telecommunications Franchise	2,750	-	-	-	-	-	-	100.00%
Business Licenses	43,000	41,000	41,000	41,000	41,000	41,000	41,000	100.00%
Construction Permits	200,000	200,000	200,000	180,000	162,000	145,800	131,220	90.00%
King County Trail Application	-	-	-	-	-	-	-	100.00%
Land Use Permits	117,948	50,000	50,000	50,000	50,000	50,000	50,000	100.00%
Plumbing Permits	18,000	20,700	20,700	20,700	20,700	20,700	20,700	100.00%
Mechanical Permits	19,178	18,400	18,400	18,400	18,400	18,400	18,400	100.00%
Concealed Weapon Permit / Ci	1,500	2,000	2,000	2,000	2,000	2,000	2,000	100.00%
Other Licenses / Permits	31,152	31,152	31,152	31,152	31,152	31,152	31,152	100.00%
Bulletproof Vest Partnership	474	-	-	-	-	-	-	100.00%
Coordinated Prevention Grant	4,397	7,500	7,500	7,613	7,727	7,843	7,960	101.50%
Traffic Safety Comm. Grant	5,407	-	-	-	-	-	-	100.00%
Criminal Justice - Population	2,762	3,188	3,198	3,229	3,262	3,294	3,327	101.00%
CJ - Special Programs	11,348	11,348	11,383	11,497	11,612	11,728	11,845	101.00%
DUI Distribution	2,310	2,300	2,300	2,300	2,300	2,300	2,300	100.00%
Liquor Excise Tax	20,528	34,553	34,553	34,553	34,553	34,553	34,553	100.00%
Liquor Board Profits	113,348	111,818	111,818	111,818	111,818	111,818	111,818	100.00%
Local Hazardous Waste Grant	-	7,938	8,100	8,100	8,100	8,100	8,100	100.00%
KC Waste Reduction Recycling	21,614	11,500	11,500	11,500	11,500	11,500	11,500	100.00%
AWC Wellness Grant	-	-	-	-	-	-	-	100.00%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
KC Dept. of Health Grant	-	-	-	-	-	-	-	100.00%
Court Administrative Fees	-	-	-	-	-	-	-	100.00%
Interfund Svc. From Fund (201	-	-	-	-	-	-	-	101.50%
Interfund Svc. From Fund (403	73,857	73,857	73,857	74,965	76,089	77,231	78,389	101.50%
Interfund Svc. From Fund (401	39,676	39,676	39,676	40,271	40,875	41,488	42,111	101.50%
Interfund Svc. From Fund (101	73,857	73,857	73,857	74,965	76,089	77,231	78,389	101.50%
Interfund Svc. From Fund (450	41,397	42,854	42,854	43,497	44,149	44,812	45,484	101.50%
Interfund Svc. From Fund (302	29,747	29,747	29,747	30,193	30,646	31,106	31,572	101.50%
Interfund Svc. From Fund (632	-	-	-	-	-	-	-	101.50%
Passport Rev. (Passport/Photo	95,550	90,000	90,000	90,000	90,000	90,000	90,000	100.00%
Adult Probation Services	-	-	-	-	-	-	-	100.00%
Support Service From TBD (10	5,000	5,000	5,000	5,075	5,151	5,228	5,307	101.50%
Animal Control Reimbursement	6,985	6,985	6,985	6,985	6,985	6,985	6,985	100.00%
Other Civil Penalties	-	-	-	-	-	-	-	100.00%
Traffic Infraction Penalties	-	-	-	-	-	-	-	100.00%
Traffic Safety Camera Fines	796,555	1,112,598	1,187,807	1,187,807	1,187,807	1,187,807	1,187,807	100.00%
Legislative Assessment	-	-	-	-	-	-	-	100.00%
Civil Parking Infraction Penal	-	-	-	-	-	-	-	100.00%
DUI Fines	-	-	-	-	-	-	-	100.00%
Other Crim.Traffic Misdemeanc	-	-	-	-	-	-	-	100.00%
Other Crim. Non-Traffic Fines	-	-	-	-	-	-	-	100.00%
Court Fines and Forfeits	-	-	-	-	-	-	-	100.00%
Misc. G.F. Court Revenue	237,234	237,234	237,234	237,234	237,234	237,234	237,234	100.00%
Investment Interest	1,729	1,203	1,203	1,215	1,227	1,240	1,252	101.00%
Sales Tax Interest-State Treas	168	168	168	170	171	173	175	101.00%
Facility Rental Fees	-	-	-	-	-	-	-	100.00%
Donations	200	-	-	-	-	-	-	100.00%
Donations-Public Safety	770	-	-	-	-	-	-	100.00%
Safe Harbor Donations (DV)	-	-	-	-	-	-	-	100.00%
City Forestry Account	750	-	-	-	-	-	-	100.00%
Forfeits / Asset Seizure	-	-	-	-	-	-	-	100.00%
Restitution	225	-	-	-	-	-	-	100.00%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Cash Adjustments	-	-	-	-	-	-	-	100.00%
Miscellaneous Court Fees	-	-	-	-	-	-	-	100.00%
Notary Services	970	500	500	500	500	500	500	100.00%
Fingerprinting Services	20	-	-	-	-	-	-	100.00%
Miscellaneous Revenue	2,789	-	-	-	-	-	-	100.00%
Bid Bond Deposit	-	-	-	-	-	-	-	100.00%
Emergency Services	-	-	-	-	-	-	-	100.00%
Local/JIS Account	-	-	-	-	-	-	-	100.00%
School Safety Speed	-	-	-	-	-	-	-	100.00%
FSA Forfeitures	-	-	-	-	-	-	-	100.00%
Trans.From Contingency-102	-	-	-	-	-	-	-	100.00%
Transfer from LT Bond Fund	-	-	-	-	-	-	-	100.00%
Insurance Recoveries	-	-	-	-	-	-	-	100.00%
GENERAL FUND REVENUE	**7,317,666**	**7,706,959**	**7,919,172**	**8,015,694**	**8,117,129**	**8,223,368**	**8,334,325**	
Ending Fund Balance	1,276,019	1,211,081	1,087,359	1,001,440	836,873	593,431	255,648	
Internal Svc. To Fund (501)	186,771	194,071	191,178	194,046	196,956	199,911	202,909	101.50%
Interfund Svc. To Fund (302)	3,216	3,216	18,216	18,489	18,767	19,048	19,334	101.50%
Internal Svc. To Fund (450)	-	-	-	-	-	-	-	101.50%
Trans. To PW Fac. Bond (202)	16,082	15,990	15,990	16,230	16,473	16,720	16,971	101.50%
Transfer to PW Facility Const.	-	-	-	-	-	-	-	101.50%
Trans. To Council Cont. (102)	-	-	-	-	-	-	-	101.50%
Trans to Grant Reserve	-	-	100,000	-	-	-	-	100.00%
Trans. To Budget Stabilize-105	300,000	-	-	-	-	-	-	101.50%
Transfer to Capital Fund (301)	31,341	35,000	-	-	-	-	-	101.50%
TOTAL TRANSFERS OUT	537,411	248,277	325,384	228,765	232,196	235,679	239,214	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
City Council								
Salaries	50,400	50,400	50,400	51,156	51,923	52,702	53,493	101.50%
Employee Benefits	4,410	4,410	4,410	4,608	4,816	5,033	5,259	104.50%
Supplies	5,676	600	600	613	625	639	652	102.10%
Professional Services	5,000	40,000	30,750	31,396	32,055	32,728	33,416	102.10%
Communication	-	4,000	4,000	4,084	4,170	4,257	4,347	102.10%
Travel Exp. (lodging, meals)	4,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Conference - Training	3,269	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
COUNCIL TOTAL	72,754	108,410	99,160	101,046	102,971	104,938	106,946	
Executive Services				-	-	-	-	
Salaries	302,826	317,418	325,396	330,276	335,231	340,259	345,363	101.50%
Overtime	469	-	-	-	-	-	-	101.50%
Employee Benefits	108,841	116,186	125,366	131,007	136,903	143,063	149,501	104.50%
Office/Operating Supplies	1,000	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Small Tools and Equipment	607	-	-	-	-	-	-	102.10%
Professional Services	38,563	34,085	54,085	55,221	56,380	57,564	58,773	102.10%
Communications	2,745	3,050	3,050	3,114	3,179	3,246	3,314	102.10%
Travel Exp. (lodging, meals)	5,560	5,750	5,750	5,871	5,994	6,120	6,248	102.10%
Dues / Subscriptions	1,453	1,420	1,420	1,450	1,480	1,511	1,543	102.10%
Training	5,420	7,245	6,600	6,739	6,880	7,025	7,172	102.10%
Volunteer & Staff Recognition	2,500	2,500	3,000	3,063	3,127	3,193	3,260	102.10%
Mayor's Reserve	1,350	5,000	5,000	5,105	5,212	5,322	5,433	102.10%
Machinery & Equipment	-	-	-	-	-	-	-	102.10%
EXECUTIVE TOTAL	471,334	494,154	531,167	543,377	555,951	568,900	582,239	
Legal Services								
Other Legal Services	122,210	122,210	122,210	124,776	127,397	130,072	132,804	102.10%
LEGAL TOTAL	122,210	122,210	122,210	124,776	127,397	130,072	132,804	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
				-	-	-	-	
Municipal Services				-	-	-	-	
Salaries	228,645	272,242	288,831	293,163	297,560	302,024	306,554	101.50%
Overtime	705	-	-	-	-	-	-	101.50%
Employee Benefits	76,950	95,161	104,641	109,350	114,271	119,413	124,787	104.50%
Office/Operating Supplies	12,000	12,500	12,500	12,763	13,031	13,304	13,584	102.10%
Professional Services	4,200	3,500	3,500	3,574	3,649	3,725	3,803	102.10%
LFP Code Update	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
Communications	10,000	11,000	12,000	12,252	12,509	12,772	13,040	102.10%
Newsletter	15,000	20,000	20,000	20,420	20,849	21,287	21,734	102.10%
Communications / Internet	6,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Travel Exp. (lodging, meals)	1,000	2,500	1,500	1,532	1,564	1,596	1,630	102.10%
Advertising	2,000	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Postage Equipment Rental	2,200	2,200	2,200	2,246	2,293	2,342	2,391	102.10%
Insurance	65,251	64,277	67,491	68,908	70,355	71,833	73,341	102.10%
Repairs & Maintenance	2,000	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Dues / Subscriptions	1,350	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Training	2,000	2,500	1,500	1,532	1,564	1,596	1,630	102.10%
Taxes & Assessments (Passpo	1,700	2,000	2,000	2,000	2,000	2,000	2,000	100.00%
Machinery & Equipment	7,000	7,000	7,000	7,147	7,297	7,450	7,607	102.10%
MUNI SERVICES TOTAL	441,002	508,879	537,163	549,180	561,536	574,243	587,314	
Elections / Voter Costs								
Election/Voter Costs	27,000	28,500	45,000	29,099	29,710	30,333	45,945	102.10%
ELECTIONS TOTAL	27,000	28,500	45,000	29,099	29,710	30,333	45,945	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
City Memberships								
Association of WA Cities	7,900	7,923	8,000	8,168	8,340	8,515	8,693	102.10%
Puget Sound Regional Council	6,267	6,267	6,267	6,399	6,533	6,670	6,810	102.10%
Suburban Cities Association	7,100	7,100	7,100	7,249	7,401	7,557	7,715	102.10%
SeaShore Transportation Forur	200	200	200	204	208	213	217	102.10%
Puget Sound Clean Air Agency	7,700	9,511	9,600	9,802	10,007	10,218	10,432	102.10%
National League of Cities	1,489	1,489	1,489	1,520	1,552	1,585	1,618	102.10%
OMWBE	100	100	100	102	104	106	109	102.10%
MEMBERSHIPS TOTAL	30,756	32,590	32,756	33,444	34,146	34,863	35,595	
Finance & Information Services								
Salaries	358,857	378,163	383,790	389,547	395,390	401,321	407,341	101.50%
Overtime	6,000	-	-	-	-	-	-	101.50%
Employee Benefits	122,927	137,081	146,761	153,365	160,266	167,478	175,015	104.50%
Office / Operating Supplies	12,550	8,500	12,550	12,814	13,083	13,357	13,638	102.10%
Professional Services	2,500	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Communications	3,200	3,200	3,200	3,267	3,336	3,406	3,477	102.10%
Travel Exp. (lodging, meals)	2,500	3,500	3,500	3,574	3,649	3,725	3,803	102.10%
Advertising	150	150	150	153	156	160	163	102.10%
Info. Svcs. - Repairs & Maint.	2,500	2,500	2,500	2,553	2,606	2,661	2,717	102.10%
Dues / Subscriptions	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Training	1,200	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
Machinery & Equipment	300	2,000	1,000	1,021	1,042	1,064	1,087	102.10%
FINANCE IT TOTAL	513,684	541,093	559,451	572,419	585,783	599,559	613,761	
State Audit								
Municipal Auditor Expenses	35,000	28,940	16,000	16,336	16,679	17,029	17,387	102.10%
AUDITOR TOTAL	35,000	28,940	16,000	16,336	16,679	17,029	17,387	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Municipal Court								
Salaries	243,855	343,335	346,179	351,371	356,642	361,991	367,421	101.50%
Employee Benefits	80,841	95,148	100,268	104,780	109,495	114,423	119,572	104.50%
Court Supplies	3,700	4,000	4,000	4,084	4,170	4,257	4,347	102.10%
Small Tools & Equipment	750	250	250	255	261	266	272	102.10%
Prof. Svcs.-Security & Pro-tem	12,860	15,245	15,245	15,565	15,892	16,226	16,566	102.10%
Communications	4,500	8,820	8,820	9,005	9,194	9,387	9,585	102.10%
Travel Exp. (lodging, meals)	500	500	500	511	521	532	543	102.10%
Insurance	12,724	12,563	13,191	13,468	13,751	14,040	14,335	102.10%
Repair & Maintenance	250	250	250	255	261	266	272	102.10%
Dues - Subscriptions	2,000	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Training	1,500	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Witness Fee	-	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Jury Service	1,250	1,250	1,250	1,276	1,303	1,330	1,358	102.10%
Interpreters	2,500	3,500	3,500	3,574	3,649	3,725	3,803	102.10%
Salaries - Pro Tem	5,000	2,500	2,500	2,538	2,576	2,614	2,653	101.50%
Employee Benefits - Pro Tem	500	250	250	261	273	285	298	104.50%
Probation Supplies	1,000	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Machinery & Equipment	500	2,700	500	511	521	532	543	102.10%
COURT TOTAL	374,230	496,811	503,203	514,090	525,284	536,794	548,632	
Prosecutor & Public Defense								
Prosecutor	82,549	84,613	86,728	88,549	90,409	92,307	94,246	102.10%
Public Defender	88,550	106,260	106,260	108,491	110,770	113,096	115,471	102.10%
LEGAL OTHER TOTAL	171,099	190,873	192,988	197,041	201,179	205,403	209,717	
Law Enforcement								
Salaries	1,772,857	1,815,421	1,853,140	1,880,937	1,909,151	1,937,788	1,966,855	101.50%
Overtime	88,000	95,000	95,000	96,425	97,871	99,339	100,830	101.50%
Employee Benefits	683,457	698,825	741,558	774,928	809,800	846,241	884,322	104.50%
LEOFF 1 Expenses	25,952	26,731	27,532	28,771	30,066	31,419	32,832	104.50%
Disability Insurance	3,467	3,467	3,467	3,623	3,786	3,956	4,134	104.50%
Uniform Expenses	17,135	17,135	20,135	20,558	20,990	21,430	21,880	102.10%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Police - Dry Cleaning Contract	450	1,200	1,200	1,225	1,251	1,277	1,304	102.10%
Police - Badges & Vests	3,500	15,000	9,000	9,189	9,382	9,579	9,780	102.10%
Supplies - General	8,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Operations / Vehicle Supplies	21,000	21,300	21,300	21,747	22,204	22,670	23,146	102.10%
K-9 Narcotics	4,500	5,000	5,000	5,105	5,212	5,322	5,433	102.10%
Fuel	42,500	40,994	40,994	41,855	42,734	43,631	44,547	102.10%
Small Tools & Equipment	1,000	4,000	4,000	4,084	4,170	4,257	4,347	102.10%
Professional Services	13,500	17,825	17,825	18,199	18,582	18,972	19,370	102.10%
Juvenile Intervention Program	1,500	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Communications	52,500	61,352	61,352	62,640	63,956	65,299	66,670	102.10%
Travel Exp. (lodging, meals)	7,000	7,000	7,000	7,147	7,297	7,450	7,607	102.10%
Insurance	87,437	86,185	90,494	92,395	94,335	96,316	98,339	102.10%
Vehicle Repair & Maintenance	45,000	46,000	46,000	46,966	47,952	48,959	49,987	102.10%
Office Equip.- Repair & Maint.	12,000	13,000	13,000	13,273	13,552	13,836	14,127	102.10%
Operations Repair/Maintenanc	1,800	1,800	1,800	1,838	1,876	1,916	1,956	102.10%
Dues / Subscriptions	7,000	6,950	6,950	7,096	7,245	7,397	7,552	102.10%
Training	13,000	12,000	15,000	15,315	15,637	15,965	16,300	102.10%
Marine Patrol	-	-	-	-	-	-	-	101.50%
Call Out Services	2,000	2,000	2,000	2,030	2,060	2,091	2,123	101.50%
Safe Harbor Expenses (DV)				-	-	-	-	101.50%
Computer Hardware/Software	-	-	-	-	-	-	-	101.50%
Machinery & Equipment	17,465	-	45,848	46,536	47,234	47,942	48,661	101.50%
POLICE TOTAL	2,932,021	3,005,685	3,137,095	3,209,540	3,284,160	3,361,037	3,440,255	
Crime Watch/Community Policing								
Employee Benefits								
Supplies	3,500	1,900	1,900	1,940	1,981	2,022	2,065	102.10%
Comm. Oriented Policing Prog.	2,900	4,500	4,500	4,568	4,636	4,706	4,776	101.50%
COMM. POLICING TOTAL	6,400	6,400	6,400	6,507	6,617	6,728	6,841	
Emergency Management								
Office / Operating Supplies	813	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Professional Services	-	-	-	-	-	-	-	102.10%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Travel Expenses	-	500	500	511	521	532	543	102.10%
Dues / Subscriptions	29,537	30,161	31,066	31,718	32,384	33,064	33,759	102.10%
Training	-	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Machinery & Equipment	-	500	500	500	500	500	500	100.00%
EMERGENCY TOTAL	30,350	34,161	35,066	35,792	36,533	37,290	38,062	
Traffic Safety Camera Program								
Professional Services	302,350	444,850	473,350	483,290	493,439	503,802	514,382	102.10%
Travel Exp. (lodging, meals)	-	-	-	-	-	-	-	102.10%
Machinery & Equipment	-	-	-	-	-	-	-	102.10%
TRAFFIC CAM TOTAL	302,350	444,850	473,350	483,290	493,439	503,802	514,382	
Dispatch Services								
Equipment Maintenance	17,184	24,824	24,824	25,196	25,574	25,958	26,347	101.50%
Contracted Services	133,816	125,157	92,471	93,858	95,266	96,695	98,145	101.50%
Equipment Maintenance	-	-	-	-	-	-	-	101.50%
Contracted Services	-	-	-	-	-	-	-	101.50%
Professional Services	-	-	-	-	-	-	-	102.10%
Machinery & Equipment	-	-	-	-	-	-	-	102.10%
DISPATCH TOTAL	151,000	149,981	117,295	119,054	120,840	122,653	124,493	
Civil Service Commission								
Supplies	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Professional Services	3,800	3,800	3,800	3,880	3,961	4,044	4,129	102.10%
Training				-	-	-	-	102.10%
CIVIL SVC TOTAL	4,800	4,800	4,800	4,901	5,004	5,109	5,216	
Environmental Services								
Animal Control Services	6,500	15,000	15,000	15,225	15,453	15,685	15,920	101.50%
Tree Acct Professional Svcs	-	-	-	-	-	-	-	101.50%
ENVIRONMENTAL TOTAL	6,500	15,000	15,000	15,225	15,453	15,685	15,920	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Detention Services								
Jail Expenses	155,000	175,000	175,000	178,675	182,427	186,258	190,170	102.10%
Elec. Monitor/Wk. Release	10,000	-	-	-	-	-	-	102.10%
DETENTION TOTAL	165,000	175,000	175,000	178,675	182,427	186,258	190,170	
Community Service Programs								
Salaries	50,756	57,037	59,753	60,649	61,559	62,482	63,419	101.50%
Overtime	-	-	-	-	-	-	-	101.50%
Employee Benefits	15,952	17,535	19,070	19,928	20,825	21,762	22,741	104.50%
Office / Operating Supplies	150	150	150	153	156	160	163	102.10%
Community Development	26,000	26,520	26,520	27,077	27,646	28,226	28,819	102.10%
Lake Forest Park Arts Council	16,000	16,320	16,320	16,663	17,013	17,370	17,735	102.10%
Communications	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Travel Exp. (lodging, meals)	150	150	150	153	156	160	163	102.10%
Dues / Subscriptions	1,331	1,400	1,450	1,480	1,512	1,543	1,576	102.10%
Training	300	300	300	306	313	319	326	102.10%
Senior Services	11,500	12,650	12,650	12,840	13,032	13,228	13,426	101.50%
Teen Services	150	500	500	508	515	523	531	101.50%
Middle - After School Prog.	10,500	11,550	11,550	11,723	11,899	12,078	12,259	101.50%
Drug & Alcohol Prevention	12,000	13,200	13,200	13,398	13,599	13,803	14,010	101.50%
Recreation Programs	16,000	17,600	17,600	17,864	18,132	18,404	18,680	101.50%
Local Hazardous Waste Grant	7,871	7,938	8,100	8,222	8,345	8,470	8,597	101.50%
Coordinated Prevention Grant	14,995	7,500	7,500	7,613	7,727	7,843	7,960	101.50%
Waste Reduction/Recycle Grar	11,404	11,500	11,500	11,673	11,848	12,025	12,206	101.50%
COMM PROGRAMS TOTAL	196,060	202,850	207,313	211,270	215,318	219,459	223,697	
Public Health								
King County Alcohol Program	1,880	-	-	-	-	-	-	102.10%
PUBLIC HLTH TOTAL	1,880	-	-	-	-	-	-	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Planning Services								
Salaries	147,374	166,799	171,519	174,091	176,703	179,353	182,044	101.50%
Overtime	509	-	-	-	-	-	-	101.50%
Employee Benefits	55,152	63,254	68,248	71,319	74,529	77,883	81,387	104.50%
Office / Operating Supplies	5,000	5,500	5,500	5,616	5,733	5,854	5,977	102.10%
Professional Services	87,000	62,000	24,000	24,504	25,019	25,544	26,080	102.10%
Engineering Services	40,000	20,000	20,000	20,420	20,849	21,287	21,734	102.10%
Communications	2,500	2,500	2,500	2,553	2,606	2,661	2,717	102.10%
Travel Exp. (lodging, meals)	600	850	850	868	886	905	924	102.10%
Advertising	4,000	6,000	3,000	3,063	3,127	3,193	3,260	102.10%
Dues / Subscriptions	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Training	1,000	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Machinery & Equipment	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
PLANNING TOTAL	347,135	332,402	301,117	308,049	315,185	322,533	330,099	
Building Services								
Salaries	117,507	128,557	133,238	135,237	137,266	139,325	141,414	101.50%
Overtime	887	-	-	-	-	-	-	101.50%
Employee Benefits	41,922	46,566	50,819	53,106	55,495	57,993	60,602	104.50%
Office / Operating Supplies	1,500	1,500	1,500	1,532	1,564	1,596	1,630	102.10%
Professional Services	12,000	25,000	15,000	15,315	15,637	15,965	16,300	102.10%
Fire Marshall Inspections	300	300	300	306	313	319	326	102.10%
Communications	200	300	300	306	313	319	326	102.10%
Dues - Subscriptions	300	300	300	306	313	319	326	102.10%
Machinery & Equipment	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
BUILDING TOTAL	177,617	205,523	204,457	209,171	214,027	219,030	224,185	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Parks Gen. Op./Maint.								
Salaries	110,514	132,002	133,581	135,585	137,618	139,683	141,778	101.50%
Overtime	2,210	2,811	2,853	2,896	2,939	2,983	3,028	101.50%
On-Call Services	1,658	1,752	1,752	1,778	1,805	1,832	1,860	101.50%
Employee Benefits	49,753	51,169	54,701	57,163	59,735	62,423	65,232	104.50%
Safety Clothing / Boots	663	663	663	693	724	757	791	104.50%
Office Supplies	387	387	387	395	403	412	421	102.10%
Operating Supplies	6,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Small Tools & Equipment	1,547	1,547	1,547	1,579	1,613	1,647	1,681	102.10%
Professional Services	-	-	-	-	-	-	-	102.10%
Communications	1,658	1,658	1,658	1,693	1,728	1,765	1,802	102.10%
Travel Exp. (lodging, meals)	133	133	133	136	139	142	145	102.10%
Equipment Rental	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
Insurance	7,805	7,122	7,478	7,635	7,795	7,959	8,126	102.10%
Utilities	10,150	10,150	10,150	10,363	10,581	10,803	11,030	102.10%
Repairs & Maintenance	15,000	15,000	15,000	15,315	15,637	15,965	16,300	102.10%
Dues / Subscriptions	166	166	166	169	173	177	180	102.10%
Training	939	939	939	959	979	999	1,020	102.10%
PARKS OPS TOTAL	211,583	234,499	240,008	245,548	251,251	257,124	263,173	
Facilities Maintenance								
Salaries	27,757	29,495	29,901	30,350	30,805	31,267	31,736	101.50%
Overtime	1,105	703	713	724	735	746	757	101.50%
On-Call Services	829	438	438	445	451	458	465	101.50%
Employee Benefits	12,741	13,189	14,098	14,732	15,395	16,088	16,812	104.50%
Safety Clothing / Boots	332	332	332	347	363	379	396	104.50%
Office Supplies	193	193	193	197	201	205	210	102.10%
Operating Supplies	3,500	3,500	3,500	3,574	3,649	3,725	3,803	102.10%
Small Tools & Equipment	1,200	1,200	1,200	1,225	1,251	1,277	1,304	102.10%
Janitorial Contract	25,000	25,000	25,000	25,525	26,061	26,608	27,167	102.10%
Janitorial Contract	-	-	-	-	-	-	-	102.10%
Communications	829	829	829	846	864	882	901	102.10%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Travel Exp. (lodging, meals)	66	66	66	67	69	70	72	102.10%
Equipment Rental	400	400	400	408	417	426	435	102.10%
Insurance	3,902	3,561	3,739	3,818	3,898	3,980	4,063	102.10%
Utilities - P.W. Facilities	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%
Utilities - City Hall	50,350	50,350	50,350	51,407	52,487	53,589	54,715	102.10%
Repairs & Maintenance	22,000	22,000	22,000	22,462	22,934	23,415	23,907	102.10%
Emergency Management	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Dues & Subscriptions	83	83	83	85	87	88	90	102.10%
Training	470	470	470	480	490	500	511	102.10%
Property Assessments	4,200	4,200	4,200	4,242	4,284	4,327	4,371	101.00%
Bid Bond Deposit Refund	-	-	-	-	-	-	-	101.00%
Machinery & Equipment	-	-	-	-	-	-	-	101.00%
FACILITIES TOTAL	158,957	160,009	161,512	165,018	168,609	172,289	176,060	
GENERAL FUND TOTAL	**7,488,131**	**7,771,898**	**8,042,894**	**8,101,612**	**8,281,696**	**8,466,811**	**8,672,107**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
STREET FUND								
Beginning Fund Balance	415,035	524,096	549,189	565,500	568,564	558,040	533,577	
R.O.W. Permits - Construction	42,000	32,000	32,000	32,000	32,000	32,000	32,000	100.00%
ROW Rev. / Utility Franchise	221,824	200,000	200,000	200,000	200,000	200,000	200,000	100.00%
R.O.W. Permits	2,800	-	-	-	-	-	-	100.00%
State Disaster Assistance	-	-	-	-	-	-	-	0.00%
Gas Taxes	287,016	258,698	259,509	259,509	259,509	259,509	259,509	100.00%
KC Waste Reduction Recycling	-	-	-	-	-	-	-	100.00%
Roadway Maint. From TBD (10	150,000	150,000	150,000	150,000	150,000	150,000	150,000	100.00%
Kenmore Interlocal Reimb.	-	-	-	-	-	-	-	100.00%
Investment Interest	519	494	494	499	504	509	514	101.00%
Miscellaneous Revenue	-	-	-	-	-	-	-	101.00%
Insurance Recoveries	-	-	-	-	-	-	-	101.00%
STREET FUND REVENUE	**704,158**	**641,192**	**642,003**	**642,008**	**642,013**	**642,018**	**642,023**	
Ending Fund Balance	524,096	549,189	565,500	568,564	558,040	533,577	494,813	
Street Maintenance								
Road Surface Maintenance	19,500	19,500	19,500	19,910	20,328	20,754	21,190	102.10%
Repairs & Maintenance	5,000	5,000	5,000	5,105	5,212	5,322	5,433	102.10%
Shoulder Maintenance	12,000	12,000	12,000	12,252	12,509	12,772	13,040	102.10%
Structure Maintenance	9,000	9,000	9,000	9,189	9,382	9,579	9,780	102.10%
Street Lighting Maintenance	45,000	45,000	45,000	45,945	46,910	47,895	48,901	102.10%
Sign Replacement	4,000	4,000	4,000	4,084	4,170	4,257	4,347	102.10%
Sign Maintenance	8,000	8,000	8,000	8,168	8,340	8,515	8,693	102.10%
Pavement Marking / Striping	21,000	21,000	21,000	21,441	21,891	22,351	22,820	102.10%
Snow Plowing / Sanding	7,500	7,500	7,500	7,658	7,818	7,982	8,150	102.10%
Roadside Maintenance	35,250	35,250	35,250	35,990	36,746	37,518	38,306	102.10%
STREET MAINTENANCE	**166,250**	**166,250**	**166,250**	**169,741**	**173,306**	**176,945**	**180,661**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Street Operations								
Salaries	167,728	179,984	183,397	186,148	188,940	191,774	194,651	101.50%
Overtime	3,315	3,983	4,042	4,103	4,164	4,227	4,290	101.50%
On-Call Services	2,482	2,482	2,482	2,519	2,557	2,595	2,634	101.50%
Employee Benefits	75,120	77,271	82,781	86,506	90,399	94,467	98,718	104.50%
Safety Clothing / Boots	995	995	995	1,040	1,087	1,135	1,187	104.50%
Office Supplies	580	580	580	592	605	617	630	102.10%
Operating Supplies	6,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Small Tools & Equipment	2,321	2,321	2,321	2,370	2,420	2,470	2,522	102.10%
Professional Services	28,000	28,000	28,000	28,588	29,188	29,801	30,427	102.10%
Legal Publishing	-	-	-	-	-	-	-	102.10%
Communications	2,487	2,487	2,487	2,539	2,593	2,647	2,703	102.10%
Travel Exp. (lodging, meals)	199	199	199	203	207	212	216	102.10%
Equipment Rental	4,000	4,000	4,000	4,084	4,170	4,257	4,347	102.10%
Insurance	11,707	10,683	11,217	11,453	11,693	11,939	12,189	102.10%
Utilities	2,122	2,122	2,122	2,167	2,212	2,259	2,306	102.10%
Dues / Subscriptions	249	249	249	254	260	265	271	102.10%
Training	2,200	2,200	2,200	2,246	2,293	2,342	2,391	102.10%
STREETS OPERATIONS	**309,505**	**323,556**	**333,072**	**340,938**	**349,042**	**357,394**	**366,002**	
Transfers/Interfund Svcs.								
Interfund Svc. To Cap. (302)	-	4,825	4,825	4,897	4,971	5,045	5,121	101.50%
Interfund Svc. To Fund (001)	73,857	73,857	73,857	74,965	76,089	77,231	78,389	101.50%
Interfund Svc. To (501)	32,762	34,959	35,037	35,563	36,096	36,637	37,187	101.50%
Interfund Svc. To (450)	-	-	-	-	-	-	-	101.50%
Transfer To PWFB (202)	12,724	12,651	12,651	12,841	13,033	13,229	13,427	101.50%
Transfer To PWFB (202)	-	-	-	-	-	-	-	101.50%
TRANSFERS OUT	119,343	126,292	126,370	128,266	130,190	132,142	134,125	
STREET FUND TOTAL	**595,098**	**616,098**	**625,692**	**638,945**	**652,537**	**666,481**	**680,787**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
COUNCIL CONTINGENCY FUND								
Beginning Fund Balance	687,570	688,583	689,882	691,187	692,505	693,837	695,181	
Investment Interest	1,013	649	649	656	662	669	676	101.00%
Trans. In From Gen. Fund (001	-	-	-	-	-	-	-	101.50%
REVENUE TOTAL	**1,013**	**649**	**649**	**656**	**662**	**669**	**676**	
Ending Fund Balance	688,583	689,233	690,531	691,843	693,168	694,506	695,857	
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
TRANSPORTATION BENEFIT DISTRICT								
Beginning Fund Balance	100,702	100,547	100,210	99,873	98,675	96,602	93,641	
TBD Vehicle Fees-State	207,068	207,068	207,068	207,068	207,068	207,068	207,068	100.00%
Investment Interest	277	95	95	96	97	98	99	101.00%
TBD REVENUE TOTAL	**207,345**	**207,163**	**207,163**	**207,164**	**207,165**	**207,166**	**207,167**	
Ending Fund Balance	100,547	100,210	99,873	98,675	96,602	93,641	89,780	
Support Service To G.F. (001)	5,000	5,000	5,000	5,075	5,151	5,228	5,307	101.50%
Roadway Maint. To Street-101	150,000	150,000	150,000	150,000	150,000	150,000	150,000	100.00%
Roadway Maint. To Tran Cap-3	50,000	50,000	50,000	50,750	51,511	52,284	53,068	101.50%
Insurance	2,500	2,500	2,500	2,538	2,576	2,614	2,653	101.50%
TBD EXPENSE TOTAL	**207,500**	**207,500**	**207,500**	**208,363**	**209,238**	**210,127**	**211,028**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
BUDGET STABILIZATION FUND								
Beginning Fund Balance	-	300,024	300,307	300,590	300,876	301,164	301,456	
Interest	24	283	283	286	289	291	294	101.00%
Transfer From Gen. Fund (001)	300,000	-	-	-	-	-	-	
REVENUE TOTAL	**300,024**	**283**	**283**	**286**	**289**	**291**	**294**	
Ending Fund Balance	300,024	300,307	300,590	300,876	301,164	301,456	301,750	
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
CITY HALL BOND FUND								
Beginning Fund Balance	612,452	407,324	202,508					
Investment Interest	1,334	384	-					
Transfer From Gen. Fund (001)	-	-	-					
Transfer From Cap. Imp (301)	95,000	95,000	95,000					
REVENUE TOTAL	**96,334**	**95,384**	**95,000**					
Ending Fund Balance	407,324	202,508	(318)					
Principal - General Obligation	265,000	275,000	285,000					
Operations Fees	-	-	-					
Transfer To General Fund (001	-	-	-					
Transfer to Cap. Res. Fund (30	-	-	-					
Interest on G.O. Bonds	36,462	25,200	12,826					
EXPENSE TOTAL	**301,462**	**300,200**	**297,826**					

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
PUBLIC WORKS FACILITY BOND FUND								
Beginning Fund Balance	5,788	3,798	2,047	298				
Beginning Fund Balance	-	-	-	-				
Investment Interest	58	4	4	-				
Transfer From Gen. Fund (001)	15,990	15,990	15,990	15,990				100.00%
Transfer From St. Fund (101)	12,651	12,651	12,651	12,651				100.00%
Transfer From Surf. Wtr. (403)	12,651	12,651	12,651	12,651				100.00%
Transfer From Sewer Util.(401)	4,241	4,241	4,241	4,241				100.00%
Trans. From PW Contract (450	38,197	38,492	38,492	38,492				100.00%
REVENUE TOTAL	**83,788**	**84,029**	**84,029**	**84,025**				
Ending Fund Balance	3,798	2,047	298	-				
PW Facility Redem. - Principal	74,258	77,274	80,411	80,411				
PW Facility Redem. - Interest	11,520	8,505	5,367	5,367				
EXPENSE TOTAL	**85,778**	**85,779**	**85,778**	**85,778**				
CAPITAL IMPROVEMENT FUND								
Beginning Fund Balance	596,194	395,848	360,946	274,393	252,177	250,135	289,926	
Beginning Fund Balance	-	-	-	-	-	-	-	
Real Estate Excise Tax (REET)	275,000	185,000	175,000	183,750	192,938	202,584	212,714	105.00%
K.Co. Parks Levy	30,000	27,500	27,500	27,500	27,500	27,500	27,500	100.00%
K.Co. Flood District Levy	-	-	-	-	-	-	-	Actual
King Cons. Dist.-Town Ctr. Pk.	-	-	-	-	-	-	-	Actual
WCIA Risk Reduction Grant	7,473	-	-	-	-	-	-	Actual
Investment Interest	733	350	350	354	357	361	364	101.00%
City Hall Improvement Bond	-	-	-	-	-	-	-	
Transfer from GF (001) New Pl	31,341	35,000	-	-	-	-	-	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
REVENUE TOTAL	**344,547**	**247,850**	**202,850**	**211,604**	**220,795**	**230,445**	**240,578**	
Ending Fund Balance	395,848	360,946	274,393	252,177	250,135	289,926	336,989	
Facility Capital Projects								
Painting Bond Deposit Refund				-	-	-	-	
City Hall Exterior Painting				-	-	-	-	
City Hall Improvements	56,650	26,819	8,600	52,959	176,708	107,379	463,331	
FACILITY PROJECTS	56,650	26,819	8,600					
Parks Capital Projects								
King County Parks Levy	690	-	-	-	-	-	-	
Horizon View Park	-	-	49,719	-	35,000	-	-	
McKinnon Creek Trail Svcs.	25,000	13,607	48,758	48,758	-	-	-	
PARKS PROJECTS	25,690	13,607	98,477	48,758	35,000	-	-	
Town Center Park								
Supplies & Equipment	91	-	-	-	-	-	-	
Professional Services	45,000	60,000	-	-	-	-	-	
Utilities	-	-	-	-	-	-	-	
Town Center Park Demo	-	-	-	-	-	-	-	
Town Center Nature Park	260,000	-	-	-	-	-	-	
TOWN CENTER PARK	305,091	60,000	-					
Capital Transfers-Out								
Interfund Svc. Trans. Cap.-302	7,462	7,326	7,326	7,436	7,547	7,661	7,776	101.50%
Trans. To Long Term Bond (20	95,000	95,000	95,000	96,425	97,871	99,339	100,830	101.50%
Trans. to Sewer Capital (402)	30,000	30,000	30,000	30,450	30,907	31,370	31,841	101.50%
Trans. To Cap. Res. Fund (303	25,000	50,000	50,000	50,750	51,511	52,284	53,068	101.50%
TRANSFERS OUT	157,462	182,326	182,326	185,061	187,837	190,654	193,514	
EXPENSE TOTAL	**544,893**	**282,752**	**289,403**	**233,819**	**222,837**	**190,654**	**193,514**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
TRANSPORTATION CAPITAL FUND								
Beginning Fund Balance	767,609	710,504	554,694	468,908	482,618	555,946	628,813	
Beginning Fund Balance	-	-	-	-	-	-	-	
Real Estate Excise Tax II	275,000	185,000	175,000	177,625	180,289	182,994	185,739	101.50%
Fed. Safe TeaLU (178th)	24,216	2,230,000	-	530,000	2,210,000	-	-	Actual
WSDOT Grant Park & Ride	-	-	-	-	-	-	-	100.00%
Interfund Svc. From S.Wtr.-403	8,902	8,690	8,690	8,820	8,953	9,087	9,223	101.50%
Interfund Svc. From C.Imp.-301	7,326	7,326	7,326	7,436	7,547	7,661	7,776	101.50%
Interfund Svc. From Swr. (401)	76,592	76,592	76,592	77,741	78,907	80,091	81,292	101.50%
Interfund Svc. From GF (001)	3,216	3,216	18,216	18,489	18,767	19,048	19,334	101.50%
Interfund Svc. From Street-101	4,825	4,825	4,825	4,897	4,971	5,045	5,121	101.50%
Interfund Svc. From Swr. (401)	-	-	-	-	-	-	-	101.50%
Roadway Maint. From TBD (10	50,000	50,000	50,000	50,750	51,511	52,284	53,068	101.50%
Investment Interest	984	647	647	653	660	667	673	101.00%
REVENUE TOTAL	**451,061**	**2,566,296**	**341,296**	**876,412**	**2,561,605**	**356,876**	**362,226**	
Ending Fund Balance	710,504	554,694	468,908	482,618	555,946	628,813	701,131	
Engineering Operations								
Interfund Svc. To GF (001)	29,747	29,747	29,747	30,372	31,009	31,661	32,326	102.10%
Office / Operating Supplies	-	-	-	-	-	-	-	102.10%
Professional Services	3,000	23,000	43,000	43,903	44,825	45,766	46,727	102.10%
Travel Exp. (lodging & meals)	20	50	50	51	52	53	54	102.10%
Advertising	-	-	-	-	-	-	-	102.10%
Training	250	250	250	255	261	266	272	102.10%
Salaries	109,366	110,691	113,366	115,066	116,792	118,544	120,322	101.50%
Overtime	-	-	-	-	-	-	-	101.50%
Employee Benefits	39,472	43,450	46,556	48,651	50,841	53,129	55,519	104.50%
Insurance	3,982	3,918	4,113	4,199	4,288	4,378	4,470	102.10%
Dues / Subscriptions	-	200	200	204	208	213	217	102.10%
Transfer to Surface Wtr. Cap.	30,000	30,000	30,000	30,000	30,000	30,000	30,000	100.00%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
ENGINEERING TOTAL	215,837	241,306	267,282	272,702	278,276	284,010	289,908	
Street Capital Projects								
Roadway Overlays (REET 2)	150,000	185,000	134,000	150,000	150,000	150,000	150,000	
NE 184th Street Roadway Imp.	-	-	-	-	-	-	-	
STREET CAPITAL TOTAL	150,000	185,000	134,000	-	-	-	-	
				-	-	-	-	
Pedestrian Capital Projects				-	-	-	-	
NE 178th Corridor Safety Imp.	142,329	2,270,000	-	-	-	-	-	
Pedestrian Facility Program	-	25,800	25,800	590,000	2,210,000	-	-	
Burke Gilman-Interurban Trail	-	-	-	-	-	-	-	
Neighborhood Traffic Calming	-	-	-	-	-	-	-	
PED CAPITAL TOTAL	142,329	2,295,800	25,800	590,000	2,210,000	-	-	
Park & Ride								
Park & Ride Prof. Services	-	-	-	-	-	-	-	
Park & Ride Construction	-	-	-	-	-	-	-	
P&R TOTAL	-	-	-	-	-	-	-	
EXPENSE TOTAL	**508,166**	**2,722,106**	**427,082**	**862,702**	**2,488,276**	**284,010**	**289,908**	
CAPITAL FACILITIES MAINTENANCE RESERVE FUND								
Beginning Fund Balance	140,014	165,028	215,184	265,340	316,247	367,917	420,361	
Investment Interest	14	156	156	157	159	160	162	101.00%
Trans.From Long Term Bnd (2(	-	-	-	-	-	-	-	101.50%
Trans. From Capital Fund (301	25,000	50,000	50,000	50,750	51,511	52,284	53,068	101.50%
REVENUE TOTAL	**25,014**	**50,156**	**50,156**	**50,907**	**51,670**	**52,444**	**53,230**	
Ending Fund Balance	165,028	215,184	265,340	316,247	367,917	420,361	473,591	
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
SEWER UTILITY FUND								
Beginning Fund Balance	609,845	587,666	503,574	413,559	326,468	242,370	161,337	
Beginning Fund Balance	-	-	-	-	-	-	-	
Licenses and Permits	10,500	10,500	10,500	10,658	10,817	10,980	11,144	101.50%
Sewer Lien Filing/Removal Fee				-	-	-	-	101.50%
Utility Charges	2,737,598	2,831,220	2,848,683	2,908,506	2,969,584	3,031,946	3,095,616	102.10%
Charges for Goods & Services	-			-	-	-	-	101.50%
Late Charges - Utility Bills	35,000	35,000	35,000	35,525	36,058	36,599	37,148	101.50%
Investment Interest	704	554	554	562	571	579	588	101.50%
Sewer Certificate Fee	-	-	-	-	-	-	-	101.50%
Sewer Miscellaneous Revenue	-	-	-	-	-	-	-	101.50%
TOTAL REVENUE	**2,783,802**	**2,877,274**	**2,894,738**	**2,955,251**	**3,017,030**	**3,080,103**	**3,144,497**	
Ending Fund Balance	587,666	503,574	413,559	326,468	242,370	161,337	83,439	
Sewer Utility Operations								
Legal Expenses	11,000	11,000	11,000	11,231	11,467	11,708	11,954	102.10%
Salaries	111,759	114,465	116,871	118,624	120,403	122,209	124,043	101.50%
Overtime	1,105	1,406	1,427	1,448	1,470	1,492	1,515	101.50%
On-Call Services	829	876	876	889	902	916	930	101.50%
Employee Benefits	42,939	43,789	46,971	49,085	51,294	53,602	56,014	104.50%
Safety Clothing / Boots	332	332	332	347	363	379	396	104.50%
Office Supplies	193	193	193	197	201	205	210	102.10%
Operating Supplies/Materials	7,000	7,000	7,000	7,147	7,297	7,450	7,607	102.10%
Small Tools & Equipment	774	774	774	790	807	824	841	102.10%
Professional Services	16,800	16,800	16,800	17,153	17,513	17,881	18,256	102.10%
Communications	829	829	829	846	864	882	901	102.10%
Travel Exp. (lodging, meals)	66	66	66	67	69	70	72	102.10%
Advertising	400	400	400	408	417	426	435	102.10%
Equipment Rental	3,000	3,000	3,000	3,063	3,127	3,193	3,260	102.10%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Insurance	4,975	4,540	4,767	4,867	4,969	5,074	5,180	102.10%
Utilities	4,207	4,207	4,207	4,295	4,386	4,478	4,572	102.10%
Repairs & Maintenance	32,000	32,000	32,000	32,672	33,358	34,059	34,774	102.10%
Dues & Subscriptions	83	83	83	85	87	88	90	102.10%
Training	470	470	470	480	490	500	511	102.10%
METRO Charges	1,910,000	2,016,960	2,016,960	2,059,316	2,102,562	2,146,716	2,191,797	102.10%
Taxes & Assessments	30,800	30,800	30,800	31,447	32,107	32,781	33,470	102.10%
Ronald Assumption - Principal	58,000	61,000	63,000	63,000	63,000	63,000	63,000	100.00%
Public Works Trust Fund-Rona	10,650	9,341	7,371	7,371	7,371	7,371	7,371	100.00%
Ronald Assumption - Interest	10,763	8,246	5,599	5,599	5,599	5,599	5,599	100.00%
Public Works Trust-Ronald Int.	-	1,049	789	789	789	789	789	100.00%
Machinery & Equipment	15,000	15,000	15,000	15,000	15,000	15,000	15,000	100.00%
SEWER OPERATIONS	2,273,974	2,384,626	2,387,585	2,436,218	2,485,912	2,536,692	2,588,584	
Transfers/Interfund Svcs.								
Interfund Svc. To GF (001)	39,676	39,676	39,676	40,271	40,875	41,488	42,111	101.50%
Interfund Svs. To Fund (501)	-	-	-	-	-	-	-	101.50%
Interfund Svc.Trans. Cap.-302	-	-	-	-	-	-	-	101.50%
Interfund Service To Fund (501	11,499	14,131	14,111	14,323	14,538	14,756	14,977	101.50%
Interfund Svc. to T. Cap.(302)	76,592	76,592	76,592	77,741	78,907	80,091	81,292	101.50%
Transfer To Sewer Cap. (402)	250,000	292,100	312,547	317,235	321,994	326,824	331,726	101.50%
Transfer To PWTF Repay. (40	150,000	150,000	150,000	152,250	154,534	156,852	159,205	101.50%
Transfer To PWFB Fund (202)	4,241	4,241	4,241	4,305	4,369	4,435	4,501	101.50%
TRANSFERS TOTAL	532,008	576,740	597,167	606,125	615,216	624,445	633,811	
EXPENSE TOTAL	**2,805,982**	**2,961,366**	**2,984,752**	**3,042,342**	**3,101,128**	**3,161,137**	**3,222,395**	

SEWER CAPITAL FUND

Beginning Fund Balance	1,594,345	1,866,008	2,110,406	2,437,241	2,564,524	1,670,239	2,029,595	
Beginning Fund Balance	-			-	-	-	-	
Investment Interest	2,164	1,760	1,760	1,777	1,795	1,813	1,831	101.00%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Transfer from Cap. Fac. (301)	30,000	30,000	30,000	30,450	30,907	31,370	31,841	101.50%
Transfer From Sewer Fund (40	250,000	292,100	312,547	317,235	321,994	326,824	331,726	101.50%
REVENUE TOTAL	**282,164**	**323,860**	**344,307**	**349,462**	**354,695**	**360,007**	**365,398**	
Ending Fund Balance	1,866,008	2,110,406	2,437,241	2,564,524	1,670,239	2,029,595	2,394,993	
Salaries	-	-	-	-	-	-	-	
Employee Benefits	-	-	-	-	-	-	-	
Professional Services	-	14,962	7,472	7,179	12,731	651	-	
Beach Dr. Sewer Lift Station	-	-	-	215,000	1,236,250	-	-	
Sheridan Beach Reliability	-	-	10,000	-	-	-	-	
Water/Sewer Comp. Plan	10,500	64,500	-	-	-	-	-	
EXPENSE TOTAL	**10,500**	**79,462**	**17,472**	**222,179**	**1,248,981**	**651**	**-**	
SURFACE WATER UTILITY								
Beginning Fund Balance	388,320	471,611	589,996	759,047	976,318	1,245,862	1,571,519	
Utility Service Charges	1,007,822	1,068,291	1,132,388	1,200,332	1,272,352	1,348,693	1,429,614	106.00%
Kenmore Interlocal Reimb.	-	-	-	-	-	-	-	
Investment Interest	619	445	445	-	-	-	-	
REVENUE TOTAL	**1,008,441**	**1,068,736**	**1,132,833**	**1,200,332**	**1,272,352**	**1,348,693**	**1,429,614**	
Ending Fund Balance	471,611	589,996	759,047	976,318	1,245,862	1,571,519	1,957,372	
Surface Water Operations								
Legal Services	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Salaries	221,451	241,519	247,349	251,059	254,825	258,648	262,527	101.50%
Overtime	3,315	3,983	4,042	4,103	4,164	4,227	4,290	101.50%
On-Call Services	2,487	2,482	2,482	2,519	2,557	2,595	2,634	101.50%
Employee Benefits	93,964	96,379	103,554	108,214	113,084	118,172	123,490	104.50%
Safety Clothing / Boots	995	995	995	1,016	1,037	1,059	1,081	102.10%
Office Supplies	580	580	580	592	605	617	630	102.10%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Operating Supplies	7,750	7,750	7,750	7,913	8,079	8,249	8,422	102.10%
Small Tools & Equipment	2,321	2,321	2,321	2,370	2,420	2,470	2,522	102.10%
Prof. Services/Engineering	35,000	35,000	35,000	35,735	36,485	37,252	38,034	102.10%
Communications	3,409	3,409	3,409	3,481	3,554	3,628	3,705	102.10%
Travel Exp. (lodging, meals)	1,000	1,000	1,000	1,021	1,042	1,064	1,087	102.10%
Equipment Rental	2,000	2,000	2,000	2,042	2,085	2,129	2,173	102.10%
Insurance	11,707	10,683	11,217	11,453	11,693	11,939	12,189	102.10%
Utilities	1,803	1,803	1,803	1,841	1,880	1,919	1,959	102.10%
System Maintenance & Operati	141,122	141,122	141,122	144,086	147,111	150,201	153,355	102.10%
Street Drainage Maintenance	45,000	45,000	45,000	45,945	46,910	47,895	48,901	102.10%
Neighborhood Surface Water	28,000	28,000	28,000	28,588	29,188	29,801	30,427	102.10%
Repairs & Maintenance	6,000	6,000	6,000	6,126	6,255	6,386	6,520	102.10%
Dues / Subscriptions	12,685	12,685	12,685	12,951	13,223	13,501	13,785	102.10%
Training	1,800	1,409	1,409	1,439	1,469	1,500	1,531	102.10%
County Administration Billing	7,400	7,400	7,400	7,555	7,714	7,876	8,041	102.10%
Taxes & Assessments	18,500	18,500	18,500	18,778	19,059	19,345	19,635	101.50%
PWTF Loan Payment	8,858	8,858	8,858	8,858	8,858	8,858	8,858	100.00%
PWTF Loan Interest	531	443	266	266	266	266	266	100.00%
SURF WATER OPS TOTAL	658,678	680,321	693,742	708,970	724,605	740,661	757,150	
Sur. Wtr. Transfer/Interfund								
Interfund Svc. To GF (001)	73,857	73,857	73,857	74,965	76,089	77,231	78,389	101.50%
Interfund Svc.To Fund (501)	33,857	37,487	37,498	38,060	38,631	39,211	39,799	101.50%
Interfund Svc. To T. Cap.(302)	8,690	8,690	8,690	8,820	8,953	9,087	9,223	101.50%
Interfund Svc. To Fund (450)	-	-	-	-	-	-	-	101.50%
Transfer To P.W. Fac. (202)	12,724	12,651	12,651	12,841	13,033	13,229	13,427	101.50%
Transfer To Sur.Water Cap.-40	137,344	137,344	137,344	139,404	141,495	143,618	145,772	101.50%
TRANSFERS TOTAL	266,472	270,029	270,040	274,091	278,202	282,375	286,611	
EXPENSE TOTAL	**925,150**	**950,350**	**963,782**	**983,061**	**1,002,807**	**1,023,036**	**1,043,761**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
SURFACE WATER CAPITAL FUND								
Beginning Fund Balance	438,966	747,506	711,979	700,067	728,186	706,489	698,995	
Beginning Fund Balance	-	-	-	-	-	-	-	
Lyon Creek FEMA Pre-Disaste	457,275	1,615,471	1,615,471	-	-	-	-	
McAleer Creek Bypass Grant	-	-	-	-	-	-	-	
Muni. Stormwater Grant (DOE)	170,000	-	-	-	-	-	-	
King County Flood District	173,799	335,706	335,706	-	-	-	-	
Investment Interest	309	705	705	-	-	-	-	
Transfer from Trans. Cap.(302)	30,000	30,000	30,000	30,000	30,000	30,000	30,000	100.00%
Trans. From Surface Water -40	137,344	137,344	137,344	139,404	141,495	143,618	145,772	101.50%
REVENUE TOTAL	**968,727**	**2,119,226**	**2,119,226**	**169,404**	**171,495**	**173,618**	**175,772**	
Ending Fund Balance	747,506	711,979	700,067	728,186	706,489	698,995	694,306	
Surface Water Services								
Professional Services	219,187	14,962	7,472	7,179	12,731	651	-	
Salaries	-	-	-	-	-	-	-	
Employee Benefits	-	-	-	-	-	-	-	
Office Supplies	-	-	-	-	-	-	-	
Small Tools & Equipment	-	-	-	-	-	-	-	
Advertising	-	-	-	-	-	-	-	
Machinery & Equipment	-	-	-	-	-	-	-	
Animal Acres Park Resto.	-	-	-	134,106	-	-	-	
McAleer Creek Bypass	-	-	-	-	-	-	-	
Culvert Replacement	-	16,125	-	-	180,461	180,461	180,461	
PW Yard Materials Bin Covers	-	-	-	-	-	-	-	
SURFACE WATER SVCS	219,187	31,087	7,472	141,285	193,192	181,112	180,461	
McAleer Creek								
McAleer Bypass Prof. Svcs.	-	-	-	-	-	-	-	
McAleer Creek Bypass Const.	-	-	-	-	-	-	-	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
MCALEER CREEK TOTAL	-	-	-					
Park & Ride								
Park & Ride Prof. Service	-	-	-	-	-	-	-	
Park & Ride Construction	-	-	-	-	-	-	-	
P&R TOTAL	-	-	-	-	-	-	-	
FEMA Lyon Creek Imp.								
Office/Operating Supplies	-	-		-	-	-	-	
Professional Services	441,000	2,123,666	2,123,666	-	-	-	-	
Communications	-	-	-	-	-	-	-	
LYON CREEK TOTAL	441,000	2,123,666	2,123,666	-	-	-	-	
EXPENSE TOTAL	**660,187**	**2,154,753**	**2,131,138**	**141,285**	**193,192**	**181,112**	**180,461**	
SEWER BOND RESERVE FUND								
Beginning Fund Balance	100,348	100,496	100,590	100,685	100,781	100,877	100,975	
Beginning Fund Balance	-	-	-	-	-	-	-	
Investment Interest	148	95	95	96	97	98	99	101.00%
REVENUE TOTAL	**148**	**95**	**95**	**96**	**97**	**98**	**99**	
Ending Fund Balance	100,496	100,590	100,685	100,781	100,877	100,975	101,074	
1966 SRB Redemption Bond	-	-	-	-	-	-	-	
EXPENSE TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
PUBLIC WORKS TRUST FUND REPAYMENT FUND								
Beginning Fund Balance	288,870	328,873	367,462	408,886	453,040	499,964	549,696	
Excise Tax Revenue	27,871	27,074	28,711	28,998	29,288	29,581	29,877	101.00%
Excise Tax Revenue	1,628			-	-	-	-	100.00%
Connection Charges	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100.00%
Investment Interest	405	310	310	313	316	320	323	101.00%
Transfer From Sewer Util.-401	150,000	150,000	150,000	152,250	154,534	156,852	159,205	101.50%
REVENUE TOTAL	**279,904**	**277,384**	**279,021**	**281,561**	**284,138**	**286,752**	**289,404**	
Ending Fund Balance	328,873	367,462	408,886	453,040	499,964	549,696	602,276	
Taxes and Assessments	2,000	2,000	2,000	2,050	2,101	2,154	2,208	102.50%
Repayment of PWTF Loan (Pri	239,607	239,607	239,607	239,607	239,607	239,607	239,607	100.00%
Repayment of PWTF Loan (Int.	14,376	13,178	11,980	11,980	11,980	11,980	11,980	100.00%
EXPENSE TOTAL	**255,983**	**254,785**	**253,587**	**253,637**	**253,688**	**253,741**	**253,795**	
PUBLIC WORKS CONTRACT FUND								
Beginning Fund Balance	231,177	240,758	240,982	240,913	255,952	286,907	334,620	
Beginning Fund Balance	-	-	-	-	-	-	-	
Kenmore Interlocal Agreement	811,225	836,452	855,867	890,102	925,706	962,734	1,001,243	104.00%
Investment Interest	280	227	227	229	232	234	236	101.00%
Transfer from G. F. (001)	-	-	-	-	-	-	-	101.50%
Interfund Svc. From (403)	-	-	-	-	-	-	-	101.50%
REVENUE TOTAL	**811,505**	**836,679**	**856,094**	**890,331**	**925,937**	**962,968**	**1,001,480**	
Ending Fund Balance	240,758	240,982	240,913	255,952	286,907	334,620	399,969	
Salaries	374,629	398,941	404,338	410,403	416,559	422,808	429,150	101.50%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Overtime	8,949	10,542	10,701	10,862	11,024	11,190	11,358	101.50%
On-Call Services	6,712	6,570	6,570	6,669	6,769	6,870	6,973	101.50%
Employee Benefits	176,709	182,024	194,581	203,337	212,487	222,049	232,041	104.50%
Safety Clothing/Boots	2,685	2,685	2,685	2,806	2,932	3,064	3,202	104.50%
Office Supplies	1,566	1,566	1,566	1,599	1,632	1,667	1,702	102.10%
Operating Supplies	5,727	5,727	5,727	5,847	5,970	6,095	6,223	102.10%
Small Tools & Equipment	6,264	6,264	6,264	6,396	6,530	6,667	6,807	102.10%
Repairs & Maintenance	-	-	-	-	-	-	-	102.10%
Communications	6,712	6,712	6,712	6,853	6,997	7,144	7,294	102.10%
Travel Exp. (lodging, meals)	537	537	537	548	560	572	584	102.10%
Equipment Rental	3,500	3,500	3,500	3,574	3,649	3,725	3,803	102.10%
Insurance	31,391	28,644	30,076	30,708	31,353	32,011	32,683	102.10%
Utilities	2,700	2,700	2,700	2,757	2,815	2,874	2,934	102.10%
Dues / Subscriptions	671	671	671	685	699	714	729	102.10%
Training	3,803	3,803	3,803	3,883	3,964	4,048	4,133	102.10%
King Co. Community Works Pr	-	-	-	-	-	-	-	102.10%
EXPENSE TOTAL	632,555	660,886	680,431	696,925	713,940	731,497	749,616	
Transfers/Interfund Services								
Interfund Svc. To GF (001)	42,854	42,854	42,854	43,497	44,149	44,812	45,484	101.50%
Interfund Svc. To Fund (501)	88,319	94,223	94,385	95,801	97,238	98,696	100,177	101.50%
Transfer To PWFB Fund (202)	38,197	38,492	38,492	39,069	39,655	40,250	40,854	101.50%
TRANSFERS TOTAL	169,370	175,569	175,731	178,367	181,042	183,758	186,514	
EXPENSE TOTAL	**801,925**	**836,455**	**856,162**	**875,292**	**894,983**	**915,255**	**936,130**	

VEHICLE AND EQUIPMENT REPLACEMENT FUND

Beginning Fund Balance	342,227	293,056	309,295	232,660	189,348	124,840	201,818	
Interfund Svc. From Fund (001)	186,771	194,071	191,178	194,046	196,956	199,911	202,909	101.50%
Interfund Svc. From Fund (101)	32,842	34,959	35,037	35,563	36,096	36,637	37,187	101.50%
Interfund Svc. From Fund (403)	32,842	37,487	37,498	38,060	38,631	39,211	39,799	101.50%

6 YEAR FINANCIAL FORECAST

Description	2014 Projection	2015 Budget	2016 Budget	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast	Projection Factor
Interfund Svc. From Fund (401)	11,554	14,131	14,111	14,323	14,538	14,756	14,977	101.50%
Interfund Svc. From Fund (450)	88,540	94,223	94,385	95,801	97,238	98,696	100,177	101.50%
Interfund Svc. From Frund (502	-	-	-	-	-	-	-	101.50%
Investment Interest	280	276	177	186	151	100	161	101.00%
Equipment Sales	-	-	-	-	-	-	-	101.50%
Insurance Recoveries	-	-	-	-	-	-	-	101.50%
REVENUE TOTAL	**352,829**	**375,147**	**372,386**	**377,978**	**383,610**	**389,311**	**395,210**	
Ending Fund Balance	293,056	309,295	232,660	189,348	124,840	201,818	82,403	
Info.Svc. & Equip. Replacemen	85,000	141,760	138,010	132,594	132,594	132,594	132,594	100.00%
Citywide Vehicle - Replacemen	-	-	-	-	-	-	-	100.00%
Public Works - Fuel	35,000	42,613	42,613	44,318	46,090	47,934	49,851	104.00%
Public Works Equip. - Maint.	50,000	51,250	52,531	53,634	54,761	55,911	57,085	102.10%
Public Safety Veh. Replacemer	38,000	84,000	106,000	114,500	44,000	64,000	84,000	100.00%
PW Equipment - Replacement	9,000	9,000	9,000	9,000	9,135	9,272	9,411	101.50%
PW Vehicles - Replacement	185,000	30,284	100,867	67,244	161,539	2,622	181,684	100.00%
EXPENSE TOTAL	**402,000**	**358,907**	**449,021**	**421,290**	**448,119**	**312,333**	**514,625**	

2015 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers							600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						11,997
Human Resources Manager	1.00	5,969	6,367	6,765	7,270	7,561	7,959
Payroll Accountant & H. R. Asst.	0.60	3,957	4,221	4,485	4,749	5,013	5,277
Graduate Intern	0.25	$18 per hour					
	3.35						
Judicial							
Municipal Court Judge	0.60						12,407
Court Administrator	1.00	5,708	6,089	6,470	6,850	7,231	7,611
Court Clerk	2.50	3,290	3,509	3,728	3,948	4,168	4,387
Probation Officer	0.20	4,583	4,888	5,194	5,499	5,805	6,110
Pro-tem Judges		$55 per hour					
	4.30						
Municipal							
City Clerk	1.00	5,751	6,134	6,517	6,901	7,285	7,667
Deputy City Clerk	1.00	4,188	4,467	4,746	5,025	5,304	5,584
Records Mgmt. & Office Support	1.00	3,082	3,287	3,493	3,698	3,904	4,109
Office Assistant/Reception	1.00	3,389	3,615	3,842	4,067	4,293	4,519
Passport Clerk	0.45	3,034	3,236	3,438	3,641	3,843	4,045
	4.45						
Finance							
Finance Director	1.00	7,400	7,894	8,387	8,880	9,374	9,867
Accounting Supervisor	1.00	4,755	5,072	5,389	5,706	6,023	6,340
Business and Tax Accountant	1.00	3,720	3,968	4,215	4,464	4,712	4,959
Utility Acct. & Admin. Asst.	0.50	3,720	3,968	4,215	4,464	4,712	4,959
Info. Tech. Program Manager	1.00	5,989	6,387	6,787	7,186	7,585	7,985
Staff Accountant	0.30	3,957	4,221	4,485	4,749	5,013	5,277
	4.80						
Planning							
Planning & Building Director	1.00	7,494	7,993	8,493	8,993	9,492	9,992
Building Inspector	1.00	4,655	4,965	5,275	5,586	5,896	6,206
Assistant Planner	1.00	3,950	4,214	4,477	4,741	5,004	5,268
Permit Technician	1.00	3,763	4,013	4,264	4,515	4,765	5,016
	4.00						
Community Services							
Community Volunteer Coordinator	0.60	3,825	4,079	4,334	4,589	4,844	5,098
Domestic Violence Advocate	0.35	3,957	4,221	4,485	4,749	5,013	5,277
	0.95						
Engineering							
City Engineer	1.00	6,980	7,446	7,911	8,377	8,842	9,308
	1.00						

2015 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police							
Police Chief	1.00						10,022
Police Captain	1.00						8,902
Administrative Sergeant	1.00						7,635
Sergeant 2	3.00						7,271
Sergeant 1	0.00						6,909
Police Officer	9.00	4,919	5,308	5,730	6,147		
Detective	2.00	5,411	5,839	6,303	6,761		
Traffic/Motorcycle	1.00	5,165	5,573	6,017	6,454		
K-9	1.00	5,165	5,573	6,017	6,454		
Support Services Officer	1.00	3,987	4,272	4,489	4,776		
Records Specialist	2.00	3,847	4,556	4,848	4,256	4,391	4,528
	22.00						
Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)							
Public Works Director	1.00	7,968	8,206	8,720	9,232	9,745	10,259
Public Works Superintendent	1.00	4,986	5,319	5,651	5,983	6,316	6,648
Environmental Program Mgr.	1.00	4,931	5,259	5,588	5,917	6,245	6,574
Surface Water Technician	0.40	3,825	4,079	4,334	4,589	4,844	5,098
Utility Acct. & Admin. Assistant	0.50	3,720	3,968	4,215	4,464	4,712	4,959
Permit Technician	0.34	3,763	4,013	4,264	4,515	4,765	5,016
Lead Maintenance Worker	2.00	4,768	4,937	5,105	5,273	5,441	5,610
Maintenance Worker	9.00	4,436	4,592	4,749	4,905	5,062	5,218
Seasonal Parks Maintenance	0.38	$11-15 per hour					
	15.62						
Total Positions in Budget	**60.47**						

2016 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers							600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						12,177
Human Resources Manager	1.00	5,969	6,367	6,765	7,270	7,561	7,959
Payroll Accountant & H. R. Asst.	0.60	4,017	4,285	4,553	4,820	5,088	5,356
	3.10						
Judicial							
Municipal Court Judge	0.60						12,407
Court Administrator	1.00	5,794	6,180	6,567	6,953	7,339	7,726
Court Clerk	2.50	3,339	3,561	3,784	4,008	4,230	4,453
Probation Officer	0.20	4,651	4,961	5,271	5,581	5,892	6,202
Pro-tem Judges		$55 per hour					
	4.30						
Municipal							
City Clerk	1.00	5,837	6,226	6,615	7,004	7,394	7,782
Deputy City Clerk	1.00	4,251	4,534	4,817	5,101	5,384	5,667
Records Mgmt. & Office Support	1.00	3,082	3,287	3,493	3,698	3,904	4,109
Office Assistant/Reception	1.00	3,440	3,670	3,899	4,128	4,358	4,587
Passport Clerk	0.45	3,034	3,236	3,438	3,641	3,843	4,045
	4.45						
Finance							
Finance Director	1.00	7,511	8,012	8,513	9,013	9,514	10,015
Accounting Supervisor	1.00	4,826	5,148	5,470	5,792	6,113	6,435
Business and Tax Accountant	1.00	3,776	4,027	4,279	4,531	4,782	5,034
Utility Accountant & Admin. Assis	0.50	3,776	4,027	4,279	4,531	4,782	5,034
Info. Tech. Program Manager	1.00	6,078	6,483	6,889	7,294	7,699	8,105
Staff Accountant	0.30	4,017	4,285	4,553	4,820	5,088	5,356
	4.80						
Planning							
Planning & Building Director	1.00	7,606	8,113	8,620	9,128	9,635	10,142
Building Inspector	1.00	4,725	5,040	5,354	5,669	5,985	6,299
Assistant Planner	1.00	4,010	4,277	4,544	4,812	5,079	5,347
Permit Technician	1.00	3,819	4,074	4,328	4,582	4,837	5,091
	4.00						
Community Services							
Community Volunteer Coordinato	0.60	3,882	4,140	4,399	4,658	4,916	5,175
Domestic Violence Advocate	0.35	4,017	4,285	4,553	4,820	5,088	5,356
	0.95						
Engineering							
City Engineer	1.00	7,085	7,558	8,030	8,502	8,974	9,447
	1.00						

2016 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police							
Police Chief	1.00						10,422
Police Captain	1.00						9,035
Administrative Sergeant	1.00						7,635
Sergeant 2	3.00						7,271
Sergeant 1	0.00						6,909
Police Officer	9.00	4,919	5,308	5,730	6,147		
Detective	2.00	5,411	5,839	6,303	6,762		
Traffic/Motorcycle	1.00	5,165	5,573	6,017	5,454		
K-9	1.00	5,165	5,573	6,017	6,454		
Support Services Officer	1.00	3,987	4,272	4,556	4,848		
Records Specialist	2.00	3,847	3,984	4,121	4,256	4,391	4,528
	22.00						
Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)							
Public Works Director	1.00	8,087	8,329	8,851	9,371	9,891	10,412
Public Works Superintendent	1.00	4,986	5,319	5,651	5,983	6,316	6,648
Environmental Program Mgr.	1.00	5,004	5,338	5,672	6,005	6,339	6,673
Surface Water Technician	0.40	3,882	4,140	4,399	4,658	4,916	5,175
Utility Acct. & Admin. Assistant	0.50	3,776	4,027	4,279	4,531	4,782	5,034
Permit Technician	0.34	3,819	4,074	4,328	4,582	4,837	5,091
Lead Maintenance Worker	2.00	4,768	4,937	5,105	5,273	5,441	5,610
Maintenance Worker	9.00	4,436	4,592	4,749	4,905	5,062	5,218
Seasonal Parks Maintenance	0.38	$11-$15 per hour					
	15.62						
Total Positions in Budget	**60.22**						

GLOSSARY

ACCRUAL BASIS The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

ACTIVITY A specific and distinguishable line of work performed by one or more organizational units of a government for the purpose of accomplishing a function for which the government is responsible.

ACTUARIAL BASIS A basis used in computing the amount of contributions to be made periodically to a fund or account so that the total contributions plus the compounded earnings thereon will equal the required payments to be made out of the fund.

AD VALOREM TAXES Commonly referred to as property taxes levied on both real and personal property according to the property's valuation and the tax rate.

ANNUAL BUDGET A budget applicable to a single fiscal year.

APPROPRIATION A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

ASSETS Resources owned or held by a government which have monetary value.

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BONDED DEBT That portion of indebtedness represented by outstanding bonds.

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGETARY CONTROL The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body, with certain portions required by law.

CAPITAL IMPROVEMENTS Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant.

CAPITAL FACILITIES PLAN A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL PROJECT FUNDS Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds)

CAPITAL OUTLAYS Fixed assets which have a value of $1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

CAPITAL PROJECT Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

CASH BASIS A basis of accounting under which transactions are recognized only when cash is received or disbursed.

COLLECTIVE BARGAINING AGREEMENT A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

COUNCILMANIC BONDS Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5% of the assessed valuation in aggregate.

CURRENT EXPENSE What everybody but State BARS system calls the general fund.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEBT SERVICE FUND A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest.

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

ENTERPRISE FUND An accounting entity which the City uses to record and report transactions for its business-type activities. All expenditures must be supported by income dedicated to the fund. The most common enterprise funds are utility funds.

ENTITLEMENT The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statues.

EXPENDITURES Decreases in net current assets.

EXPENSES Decreases in net total assets.

FIDUCIARY FUND TYPE The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FISCAL POLICY A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

FIXED ASSETS Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property.

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

FUND BALANCE The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL FUND The General Fund accounts for revenues and expenditures associated with ordinary City operations that are not required to be accounted for in another fund. Individual

departments within the Current General account for expenditures incurred to provide various general-purpose municipal services.

GENERAL OBLIGATION (G.O.) BONDS Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GOAL A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

IMPACT FEES Fees authorized by the Growth Management Act that are assessed to developers to help mitigate costs associated with the impact of growth and development.

INDIRECT COST A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

INTERFUND TRANSFERS The movement of moneys between funds of the same governmental entity.

INTERGOVERNMENTAL REVENUE Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

INTERNAL SERVICE CHARGES The charges to user departments for internal services provided by another government agency, such as equipment pools.

INTERNAL SERVICE FUND An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis.

LEVY (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LID BONDS Local Improvement District bonds which financed specific improvements to certain properties where the property owners are assessed an amount to service the principal and interest payments. The City is not directly responsible for the debt but is obligated to the extent that it is required to establish a guaranty fund to guaranty payments.

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE The upkeep of physical properties in condition for use or occupancy.

MISSION STATEMENT A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

MODIFIED ACCRUAL BASIS The modified accrual basis of accounting is used in governmental funds (general, special revenue, debt service, and capital project funds), and in expendable trust and agency funds. Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability). The City budgets all funds on the modified accrual basis.

OBJECT An expenditure classification applied to the type of item purchased or the service obtained.

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

OBLIGATIONS Amounts which a government may be required legally to meet out of its resources.

OPERATING BUDGET Plans of current expenditures and the proposed means of financing them.

OPERATING EXPENSES The cost for personnel, materials and equipment required for a department to function.

OPERATING REVENUE Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES Governmental fund operating transfers-out. Such amounts are classified separately from revenues.

OVERHEAD All costs other than direct costs.

OVERLAPPING DEBT The proportionate share of the debts of other local governments located wholly or in part within the limits of the reporting government which must be borne by property within each government.

PERFORMANCE INDICATORS Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

PERFORMANCE MEASURE Data collected to determine how effective or efficient a program is in achieving its objectives.

POLICY A principle or course of action chosen to guide decision making.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

REVENUE Sources of income financing the operations of government.

REVENUE BONDS Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

SPECIAL ASSESSMENT A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUNDS Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

TAX LEVY The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

UNRESERVED FUND BALANCE The portion of fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER FEES The payment of a fee for direct receipt of a public service by the party who benefits from the services.

ACRONYMS
2015-2016 Mayor's Proposed Budget

APA	American Planning Association
APWA	American Public Works Association
ARMA	Association of Records Management Archives
ASCE	Associated Society of Civil Engineers
AWC	Association of Washington Cities
BARS	Basic Account Reporting System (State Standard)
CAD	Computer Aided Drafting
CCWF	Centennial Clean Water Fund
CIP	Capital Improvement Program
CSC	Community Services Commission
CTR	Commute Trip Reduction
EDC	Economic Development Commission
ESA	Endangered Species Act
EOC	Emergency Operations Center
EQC	Environmental Quality Commission
ESCA	Emergency Services Coordinating Agency
ESHB	Engrossed Substitute House Bill
ETP	Eastside Transportation Partnership
FAC	Facility
FTE	Full Time Equivalent
GFOA	Government Finance Officers Association
GIS	Geographic Information System

GMA	Growth Management Act
ICBO	International Conference of Building Officials
IDP	Interim Design Principles
IIMC	International Institute of Municipal Clerks
IRMS	Integrated Resource Management System
ITE	Institute of Transportation Engineers
KCCA	King County Clerks Association
LID	Low Impact Development
MTA	Municipal Treasurer's Association
NRPA	National Recreation and Parks Association
PAW	Planning Association of Washington
PC	Planning Commission
PFP	Pedestrian Facilities Program
PSAPCA	Puget Sound Air Pollution Control Authority
PSRC	Puget Sound Regional Council
REET	Real Estate Excise Tax
SCA	Suburban Cities Association
SEPA	State Environmental Policy Act
SST	Streamlined Sales Tax
SWAT	Special Weapons and Tactics
SWM	Surface Water Management
TC	Transportation Commission
TIB	Transportation Improvement Board

TRC Technical Review Committee

URISA Urban and Regional Information Systems Association

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ORDINANCE NO. 1089

AN ORDINANCE OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2015-2016

WHEREAS, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City's budget and provides procedures for filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a budget for fiscal years 2015-2016 has been prepared and filed, public hearings have held for the purpose of fixing the final budget, and the City Council has deliberated and has made adjustments and changes deemed necessary a proper; and

WHEREAS, the City of Lake Forest Park is required by RCW 35A.34.120 to include all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the City Council of Lake Forest Park engaged the community in open and transparent budget deliberations, including seven opportunities for public comment as part of the meetings of the Budget and Finance Committee of the Council; and

WHEREAS, the City Council of Lake Forest Park recognizes that one of its key responsibilities is to pass a balanced budget that furthers the policy objectives of the City; and

WHEREAS, the Council determined that the City needs to make timely investments in the City's future, specifically in the areas of strategic planning, transportation; the environment in the form of stream restoration; and community vitality; and

WHEREAS, this budget furthers the Council's goal of maintaining a sustainable budget through developing key investment strategies and funding development of citywide strategic plan; and

WHEREAS, the City has a strategic goal of returning salmon to the creeks of Lake Forest Park through the systemic restoration of its creeks and culverts, this budget provides funding for a study of the City's creeks in order to develop an investment strategy and timeline that incorporates urgency, environmental and transportation benefit, and community partnerships; and

WHEREAS, having a diverse, multi-modal transportation system is important to the people of Lake Forest Park, this budget provides funding for an integrated mobility study that identifies key pedestrian, bicycle and transit corridors, and a list of transportation projects that can be prioritized with the goal of enhancing the mobility and safety of the people of Lake Forest Park; and

WHEREAS, this budget prioritizes partnership funding of projects through establishment of a grant reserve and requests the administration develop a staffing

approach for grant development including funding needs, in order to achieve the environmental and mobility priorities of the City; and

WHEREAS, this budget restores seasonal park staffing to better maintain the park assets of the City while enhancing the partnership with the City's volunteers; and

WHEREAS, this budget provides funding and staffing to support the important work of the commissions and the Youth Council, including staff support for regular meetings and approximately to fifty hours per year of non-meeting support for the approved work plans of each commission and the Youth Council; and

WHEREAS, the vitality and sense of community of Lake Forest Park is important to the City; and

WHEREAS, this budget provides funds to enhance the identity and vitality of Lake Forest Park. To shape the investment of these funds, by April 2015 the Council will determine the process for establishing and managing a task force that includes commission members and other Lake Forest Park residents and business representatives to identify events and actions the City could sponsor;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The budget for the City of Lake Forest Park for the period January 1, 2015 through December 31, 2016 as determined in the 2015-2016 Mayor's Proposed Budget and amended by the City Council is hereby adopted.

Section 2. Summary of Revenues and Expenditures. The Budget sets forth totals of estimated revenues and expenditures of each separate fund, and the aggregate totals for all such funds as summarized below:

Fund	Fund Name	2015 Revenue	2015 Expense	2016 Revenue	2016 Expense
001	General Fund	7,706,959	7,771,898	7,919,166	8,042,894
101	Street Fund	641,192	616,098	642,003	616,098
102	Council Contingency Fund	649	-	649	-
105	Budget Stabilization Fund	283	-	283	-
201	LTGO Bond Fund	95,384	300,200	95,000	297,826
202	Public Works Facility Bond	83,734	85,779	83,734	85,779
301	Capital Improvement Fund	247,850	282,752	202,850	289,403
302	Transportation Capital	2,566,508	2,687,105	341,508	427,083
303	Facilities Maintenance	50,156	-	50,156	-
401	Sewer Utility Fund	2,877,274	2,961,366	2,894,738	2,984,738
402	Sewer Capital Fund	323,860	79,462	344,307	17,472
403	Surface Water Utility Fund	1,068,736	950,350	1,132,833	963,782
404	Surface Water Capital Fund	2,119,226	2,154,753	2,119,226	2,131,138
406	Sewer Bond Reserve Fund	95	-	95	-
407	Public Works Trust Fund Repayment	277,384	254,785	279,021	253,587
450	Public Works Contract Fund	836,679	836,455	856,094	855,867

501	Replacement Fund	375,147	358,907	372,386	449,021
634	Transportation Benefit District	207,163	207,500	207,163	207,625
	Total	19,478,279	19,547,410	17,541,212	17,622,313

Section 3. The salary schedule and full-time employee authorization request submitted to the City Council by the Administration, and attached hereto as Exhibit A, is approved.

Section 4. Copies of Budget to be Filed. The City Clerk is directed to transmit a complete copy of the final budget as adopted to the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall take effect five (5) days after adoption, passage and publication as required by law.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ~~24th~~ 28th day of November 2014, and signed into authentication this 28th day of November, 2014.

APPROVED:

VETOED November 26, 2014
Mary Jane Goss
Mayor

ATTEST/AUTHENTICATED:

Evelyn Jahed
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
Interim City Attorney

Introduced: November 13, 2014
Adopted: November ~~24~~ 28, 2014
Posted: ~~November 28, 2014~~ December 4, 2014
Published: December ~~8~~ 4, 2014
Veto Override: November 28, 2014

Mayor
Mary Jane Goss

17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556
Telephone: 206-368-5440
Fax: 206-364-6521
E-mail: cityhall@ci.lake-forest-park.wa.us
www.cityoflfp.com

CITY OF LAKE FOREST PARK
INCORPORATED 1961

Councilmembers
Don Fiene
Tom French
Jeff R. Johnson
Sandy Koppenol
Robert E. Lee
Catherine Stanford
John A. E. Wright

November 26, 2014

Re: Veto Message; Ordinance No. 1089

Dear City Council,

On November 24, 2014, the City Council adopted Ordinance No. 1089, approving the City's biennial budget for 2015 – 2016. The Ordinance was presented to me for signature in accordance with RCW 35A.12.130, but I am vetoing the Ordinance pursuant to the authority granted to me as Mayor by RCW 35A.12.100 and 35A.12.130. My objections to the Ordinance are provided below. .

Foremost, my concern is sustainability, stability and preservation of programs and services. I recognize and appreciate that the City Council and the Administration have been working toward these goals and have made progress, but I believe Ordinance No. 1089 moves forward too quickly and takes the City's focus off of these fundamental goals before we have achieved the desired end.

Staff reduction has in the recent past been a method used to deal with effects of a recession. I am worried that Ordinance No. 1089 places too big a burden on an already small, overstretched City staff who is working through multiple large projects for a City of our size. Specifically, the City also has two sizable and important public works projects, the Lyon Creek Flood Reduction project and the 178th Street Roadway Improvements Phase 2 project, which will not be completed until 2015 or 2016. These projects are supported by both the City Council and Administration and are of vital importance to our City. While staff has analyzed these projects carefully, there may well be unforeseen circumstances that lead to unanticipated use of staff time and city funds.

Additional projects in Ordinance No. 1089 directly impact staff members who are already overburdened with these key projects. Because of the burden these two projects place on the City, my proposed budget retained flexibility so that we could deal with unanticipated consequences while not overburdening our revenues or our staff. Until the Lyon Creek and 178th projects are complete, I am concerned with the impact of Ordinance No. 1089 on staff time and city funds. I am not opposed to the additional items in the Ordinance; my concern is with the timing.

I am requesting that the City Council reconsider the Ordinance and delay including its additions to my proposed budget for at least six months. I propose that the City Council could achieve its budget goals by using 2015 and/or 2016 midyear budget adjustments when we all have more information.

Another concern I have with Ordinance No. 1089 is the reliance on revenue from two new traffic cameras. Unfortunately, the required approval from the Washington State Department of Transportation for one of the new cameras has not yet been obtained, which may cause delay in installation and a resulting decrease in revenue. The 178th Street Safety project will likewise have an unknown effect on the traffic patterns in the area of the second new traffic camera for five to six months. While staff has attempted to factor these issues into revenue projections, until the cameras have been in operation for six months to a year I am opposed to expending funds in addition to those I have included in my proposed budget. A midyear budget adjustment should allow enough time so that revenue from new traffic cameras can be can be more accurately estimated.

Ordinance No. 1089 also includes a substantial reserve and expenditure for grant development. The information and details available on these expenditures are too limited for such a significant withdrawal from the City's general fund. The Community Identity and Vitality expenditure also lacks detail and fails to consider the staff time and expense that will be necessary to support the task force being envisioned in the Ordinance. I am also concerned that expenses in Ordinance 1089 that were not included in my proposed budget will eliminate the flexibility needed to adda traffic police officer, the anticipated need for which has been described to the City Council; or take advantage of help from the U. S. Army Corps of Engineers with with important fish passage projects.

For these reasons, it is my belief that it is in the best interest of the public that I veto Ordinance No. 1089. Pursuant to RCW 35A.12.130, "the council shall cause [the mayor's] objections to be entered at large upon the journal and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole membership, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto." In accordance with the statute and Council's governance rule 5.3.6, I am placing the Ordinance Veto Override of Ordinance No. 1089 as an item on the agenda for the December 11, 2014 regular City Council meeting.

Sincerely,

Mary Jane Goss

Mary Jane Goss
Mayor, City of Lake Forest Park