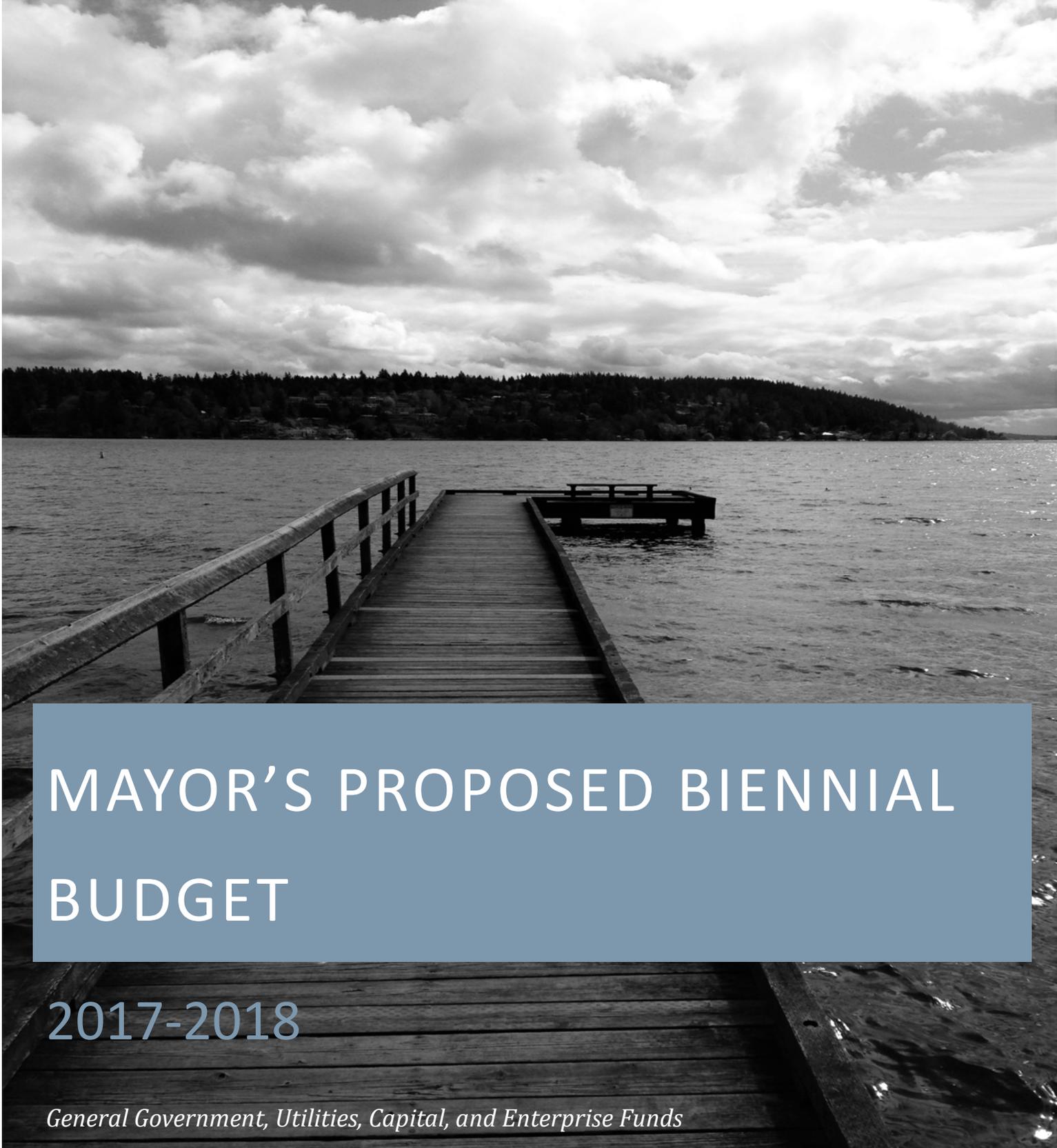


City of Lake Forest Park | cityoflfp.com

17425 Ballinger Way NE | Lake Forest Park | WA

Tel (206) 368-5440



MAYOR'S PROPOSED BIENNIAL BUDGET

2017-2018

General Government, Utilities, Capital, and Enterprise Funds

CONTENTS

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Mayor
Jeff R. Johnson

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Councilmembers
Tom French
Phillippa M. Kassover
Mark Phillips
E. John Resha III
Semra Riddle
Catherine Stanford
John A. E. Wright

TO: Lake Forest Park City Council

FROM: Jeff Johnson, Mayor

RE: MAYOR'S BUDGET MESSAGE – 2017-2018 Preliminary Budget
PLANNING A NEW BEGINNING ...

After 30 years of having a part-time job with the Seattle Seahawks, this year I began a new part-time job as your Mayor. By its nature, in my old job we moved back and forth a lot. In my job as Mayor, it is my hope that we have our eyes focused solidly on the future, and I will spend my time in office trying to move the City one direction -- forward. It is in that spirit and with that outlook that I deliver to you the 2017-2018 Preliminary Budget.

My humble goal for Lake Forest Park, while it is on my watch, is to make the City I love better and better with each passing year. While the City government is in our hands, we need to do something. A few weeks ago, the City Council passed its first strategic plan, and combined it with the City-Wide Work Plan. It is a document that outlines values and creates a vision for the next 5-7 years. It also creates a policy blueprint for us to move the city organization forward -- to move toward a compelling future. This blueprint will take planning, time and resources to build and the budget I am bringing you carefully and judiciously uses the resources we have to get us started. The planning is already underway with Safe Streets, Safe Highways and Healthy Creeks. Let's get it started.

Introduction: The budget I am submitting to the City Council is balanced. General Fund revenues once again do not quite equal expenditures, with this difference pretty small -- being about \$135,000, and more than \$135,000 being taken up by one-time needs or improvements. As well, the budget is balanced meeting the new sixteen percent (16%) unallocated cash balance standard adopted in the Comprehensive Financial Management Policies. The City is in a good position for General Fund cash reserves with regard to this 16%, the Council Contingency (\$690,000), and the Budget Stabilization Fund (\$300,000), plus unallocated reserves of \$350,000 above the 16%. The entire financial policies document is included as an appendix to this document.

In putting together the budget, I have tried, with varying degrees of success, to emphasize the things needed to take care of Lake Forest Park: public safety – taking care of our community; community services – taking care of those most in need; and infrastructure -- taking care of our street and utility assets. We have a great police department, and one of the things I was unsuccessful in doing is figuring out a sustainable way to keep the additional police officer the City Council allowed while the

Police Department worked its way through retirements and vacancies. This budget does include matching funds for a community officer to support the COPS grant application. The budget also includes good increases for the Shoreline Senior Center and the Center for Human Services. It does not match what was lost from United Way funding, but it is an improvement. I want to have as big of a heart as the Council will accept for our vulnerable. The ST3 ballot measure, if passed, would be the largest infrastructure investment ever in Lake Forest Park, and we have to prepare for its possible approval. The Safe Highways study that was funded by legislative repurposing of money for Lake Forest Park is a good start, and we need to give it our full attention. This budget does not include sufficient funding for a town center sub-area plan, but it merits discussion and critical thinking. This area is the most likely location for a parking structure and smart planning will be needed for changes in vehicle circulation and retail/housing options. An improved and vibrant town center is also the best opportunity to improve our sales tax, which supports budget sustainability. The thought at this point is to have a good discussion and decide after the election whether it is worth reducing fund balance to do this study.

In the following sections of this message, I will describe the programs of the City and highlight efforts to move the City forward. With limited exceptions, this budget is put together by preserving existing levels of service. Hang in there. It takes a lot of pieces to put together a city and its budget, and the state law requires that I describe them.

GENERAL FUND

It has been noted before that the General Fund is the workhorse of the City Budget, with more than seventy-five percent (75%) of the total employee positions. The following is a department by department recap, in the order in which the departments appear in the budget. The services provided by each department are best described in the narrative at the beginning of each departmental budget. The following sections cover the highlights.

Revenues: General Fund revenue highlights are few. This is a substantially tax-dependent Fund and taxes tend to grow slowly, if at all. This budget includes adjusting the property tax by the one percent (1%) increase that can be voted by Council. Sales tax is trending a little higher than usual, mainly as the 12 Degrees North construction sales tax comes into the budget. This same project has caused permit fees and review service fees to spike – which coincides with a demand for more services. This project will be winding down by the end of the upcoming biennium. Passport fees have been on a decided upward trend. Traffic camera fees have not met 2015-16 projections and have been ratcheted back for 2017-18. The purpose is still to influence driver behavior and reduce collisions, and that still happens at a net gain to the budget.

Executive: This department has the Mayor, City Administrator and Human Resources services. This department remains without direct clerical support since the recessionary cuts, which hampers responsiveness. An operational move has been made to transfer web site and some communications program responsibilities to Municipal Services, which has helped. The 2017-18 budget provides \$30,000 professional services

allocation for a labor negotiator. It also continues the state legislative advocate services for a biennial cost of about \$30,000. We live in an area where billions of dollars are allocated and spent regionally, in addition to the state and federal level. The 2016 budget included a \$10,000 allocation for regional advocacy, which was very helpful to position Lake Forest Park well in the SR 522/523 cities coalition. This allocation was not continued. Rather than draw down fund balance for this, we will come to the City Council if an opportunity presents itself. There is a compensation study underway at this time, and \$40,000 has been set aside in the Professional Services to cover proposed adjustments.

Council: This budget year-in and year-out is almost identical. The 2016 budget had several one-time professional services allocations totaling nearly \$60,000. This is reduced to cover ongoing needs for the 2017-18 biennium to \$30,000.

Finance: The 2016 operational reorganization has been successful, including the movement of the payroll function fully to Finance. A set-aside of \$10,000 has been included to pay for reclassification of positions taking more responsibility. Also, \$15,000 has been included to expand on-line services offerings, with a particular focus on business licensing. The Information Technology (IT) services are overseen by Finance. This budget provides for an IT service back-up contract in the amount of \$10,000. We cannot go another year without back-stopping this one-person service. The budget also (in the Replacement Fund) includes the replacement of the notebook technology for the Council paperless program.

Municipal Services: The communications program has received increased attention since many responsibilities were transferred to the Deputy Clerk. The Council Communications Committee is also receiving staff support from that position. A budget enhancement is included to retool the website with the current vendor at \$15,950, with an ongoing cost of \$5,000. As we near the 10-year anniversary of needing passports to go to Canada (resulting in many renewals), our passport revenue has been a plus for the budget.

Legal: Legal services will exceed the 2016 budget, with litigation and public records costs as leading factors. A \$16,000 increase for the biennium is included.

Municipal Court: Several line items have been increased to keep up with changing needs and legal requirements.

Police: This is the largest combined department in the City budget. As noted above, there were personnel needs this budget partially addresses. It was also decided to let the issues around public records for dash cameras and body cameras take a little more time to sort themselves out. Police requests for a City Hall security study (\$15,000) and reception areas safety glass (\$54,000) are included in the Capital Improvement Fund. The police request for active warning speed signs (\$14,500) is addressed in two ways. Two portable radar sign units will be acquired with some of the Transportation Benefit District funds in this year's budget. The 2017-18 CIP also includes \$70,000 in early action money in case there are small, quick improvements like this that can come out of the Safe Streets study and priorities. Chief Sutton also asked for some portable radios

to bridge the gap to the new PSERN communications system – and he has found a way to do this in the current budget, and we applaud this enterprising nature.

Community Services: This is a budgetary department that has a partial position to support committee, task force and commission work; oversees the community partner contracts; and supports community outreach elements of environmental and waste reduction programs. This month, the staff member spearheaded the very successful “Picnic in the Park” community event. A \$10,000 allocation is included for each year in the biennium to continue to develop this event. This budget also has special increases of twenty-five percent (25%) for Center for Human Services, and twenty percent (20%) for the Shoreline Senior Center. Among our community partners, these agencies help our most needy and vulnerable. Their recent cuts from other funders leave our citizens in the funding gap.

Planning & Building: This department is in the midst of the changeover to new software that will allow the Council and Administration to see reports in better frequency and detail than the past, as well as allowing applicants and citizens to track permits. The department is also experiencing the highest permit and other activity volumes in anyone’s memory. The 12 Degrees North project will keep the activity high during the biennium. As a result, the budget is submitted to include the term-limited temporary Planning Technician position at 1 FTE for the entire biennium. We are not ready to propose an addition to the long-term staffing level before evaluating workload projections beyond 2018. There is not an allocation for \$160,000 for a town center sub-area plan. As explained above, there should be a discussion of allocation triggers for the Council, after the Sound Transit Prop. 1 election. This study, if determined necessary, will at least position the City to determine whether targeted improvement in the retail area can contribute to budget sustainability as well as local retail/housing options for our citizens. It also allows the City to examine the changes proposed by ST3 with regard to impacts on highway and land uses, and with regard to opportunities for the land use system.

Parks & Facilities: There is currently a Parks Task Force looking at maintenance service levels. The staff and community perception is that there is a post-recession slow deterioration in the quality of our parks. The budget will be submitted before the findings of the Task Force are submitted. To try to be nimble, an allocation of \$60,000 in professional services has been submitted as a down payment on service level improvements – half each for park maintenance (General Fund) and streetscape maintenance (Streets Fund). As Council is aware, there is a CIP effort to add some park land to Pfingst Animal Acres (dependent on grants). There is also a grant/parks levy effort to redevelop Eagle Scout Park for more active recreation (playground) which is not likely to flow over into the 2017-18 biennium other than the small addition to the maintenance load.

Council will notice that several line items in the facilities budget have been updated to reflect actual contract and maintenance numbers. There is a CIP effort to do a building safety study for City Hall, to update the safety glass at the reception counters, and a third project to examine building efficiency. The remaining interior of the building is funded to be re-painted in the biennium.

OTHER FUNDS

Public Works & Engineering: Streets, Surface Water, Sewer and Kenmore contract are separate funds. They are kept at current levels of service. Parks & Facilities are General Fund departments staffed and managed by Public Works, and are described above. Surface Water again anticipates a 6% fee increase to support the planned program of culvert replacements and strategic plan goal of Healthy Creeks. A creek planning consultant effort is underway and the next package of replacements to promote to funding agencies should be determined early in the biennium. A \$50,000 capital expenditure is included for a sewer camera. This will be a cash expenditure. It will pay for itself in a few years.

Engineering is finishing the job of recent project closeout and will spend a good part of the biennium nurturing CIP development and seeking the next round of grants for the Mobility and Healthy Creeks goals of the strategic plan.

Capital Improvement Program: The CIP often drives the efforts for infrastructure improvement, and for parks and facilities. Its fund sources such as REET 1 & 2, TBD, Surface Water and Sewer fees manifest themselves in projects budgeted in the Capital Improvement Fund; Transportation Capital; Sewer Capital; and Surface Water Capital. As noted above, a number of projects have been identified. Also, consistent with the theme of this message, there are street, highway and surface water planning efforts underway that will be likely to populate the CIP with future projects. You will also notice some items that do not have allocations in the six year planning period. These are placeholders with strategy or funding problems to be solved. Primary among them is the need for attention to the replacement of the Public Works office facility. The work of the Parks Task Force, and the results of the Safe Highways and Safe Streets studies are likely to expose the need for serious policy effort to fund infrastructure improvement and replacement needs.

Replacement Fund: This fund has had a makeover starting with the 2013-14 biennium. It has made vehicle, equipment replacement and computer replacement much more routine. The only thing to be noted here is the replacement of the original Council paperless notepad equipment. There is hope this will resolve some of the operational difficulties

The staff and I will cooperate and assist the City Council through the hearing and adoption process, and I wish you a successful budget season.

BUDGET SUMMARY

2017-2018

Mayor's Proposed Budget, September 22, 2016

BUDGET IN BRIEF

2017-2018 Biennial Budget

The 2017-2018 Budget in Brief presents a quick snapshot of the Mayor’s Proposed 2017-2018 Biennial Budget (the Proposed Budget) and the General Fund. The Proposed Budget continues to fund existing levels of service for all existing City programs and makes additional investments in the following areas.

Community Safety: The Proposed Budget invests in active speed warning signs that are intended to change driver behavior on the City’s streets by displaying the speed that a vehicle is traveling and posting the speed limit at the location. Additionally, subject to receiving a grant that will pay for 2/3’s of the cost of an additional police officer, the Budget adds a community resource officer to the ranks in the Police Department. This additional officer will focus on community programs. An increase in the appropriation for emergency management is also included; the enhancement will provide additional funding to ensure the City is prepared in the event of a significant emergency.

Communication with the Community: The proposed budget includes funding for an updated website. The new website will facilitate better communication with the community and will increase opportunities for the community to interact with the City Government online. Additionally, funding is provided for an expansion of the services offered by the City online. It is expected that the business licensing program will be available online during the 17-18 biennium as a result of this enhancement.

Infrastructure Planning and Maintenance: Enhancements in streetscape and parks maintenance are funded in the Proposal, these enhancements will increase the frequency and depth of the vegetation and infrastructure maintenance performed along roadways and in our parks. The Proposed Budget also continues funding for a federal lobbyist which has helped the City obtain millions of dollars in grants for projects in the current biennium.

For an in-depth look at the budget, visit cityofflp.com or contact the Finance Department at (206) 368-5440.

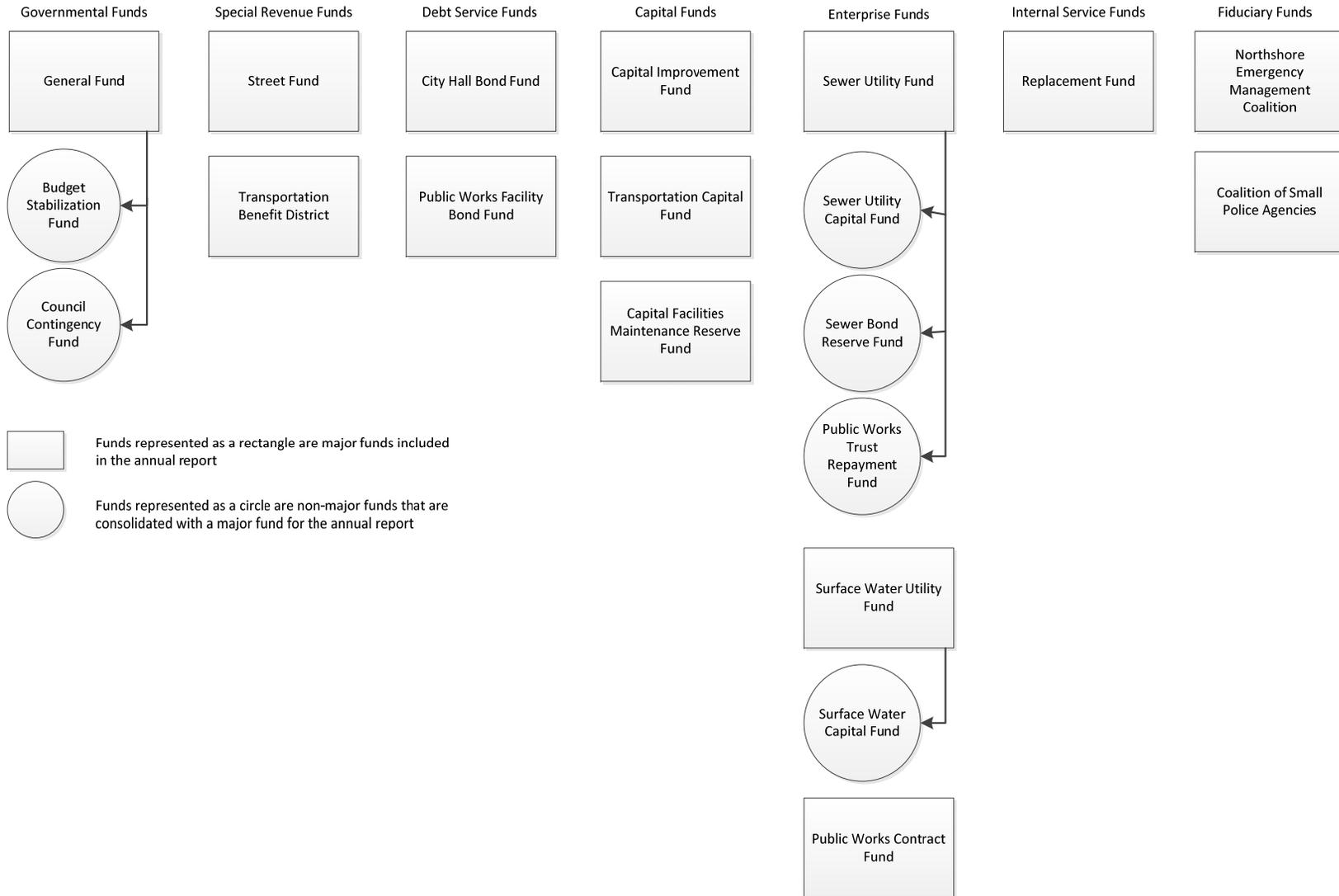
General Fund Revenues	
Taxes	11,119,321
License and Permits	1,573,298
Intergovernmental	613,988
Charges for Goods and Svcs.	824,246
Fines and Penalties	2,661,666
Misc. Revenue	38,300
Total General Fund Revenue	16,830,819
General Fund Expenditures	
General Government	6,391,370
Public Safety	8,166,912
Transportation	16,614
Environment	1,761,314
Social Services	7,000
Culture and Recreation	539,758
Capital Expenditures	66,356
Total General Fund Expenditures	16,949,324

ORGANIZATION CHARTS

2017-2018

Mayor's Proposed Budget, September 22, 2016

FINANCIAL ORGANIZATION CHART (FUND STRUCTURE)



SUMMARY FINANCIAL POLICIES

2017-2018

Mayor's Proposed Budget, September 22, 2016

SUMMARY FINANCIAL MANAGEMENT POLICIES

The Summary Financial Management Policies is a brief summary of the financial policies adopted by the City Council that directs the work of the administration for financial matters. The Comprehensive Financial Management Policies (the Policies) is the detailed document of financial policies; some of the matters addressed in the comprehensive policy are absent in this summary. The complete Comprehensive Financial Management Policies document can be found in the appendix.



Fund Accounting and the Budget Accounting and Reporting System

The City of Lake Forest Park (the City) utilizes fund accounting method of accounting and keeps its books and records on the cash basis of accounting. The City utilizes the Budget and Accounting Reporting System for Cash Basis Entities (BARS) published by the Washington State Auditor's Office for accounting and reporting matters. The use of fund accounting and BARS for accounting and reporting are dictated by state statute. Appropriate internal controls will be designed and maintained to ensure the safeguarding of City assets and the quality of reporting.

Long Range Financial Planning

The primary tool for long range financial planning is the six-year financial forecast that includes projected revenue and expense for six years beginning on the first day of the current biennium. The six-year financial forecast is updated every year during biennial budget development or during the mid-biennial budget review and adjustment. The policies dictate the use of prudent assumptions in the development and updating of the six-year financial forecast.

Biennial Budget Development and Adoption

The City adopts a biennial, or two year, budget in even numbered years. Biennial budgets begin on odd numbered years. Budgets are developed at the line item level of revenue and expense, but are adopted at the fund level meaning that a single revenue and a single expense is adopted for each of the City's funds. The adopted budget includes a schedule of staff positions.

SUMMARY FINANCIAL MANAGEMENT POLICIES

The City budget implements City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council. The Mayor working with his/her administration develops a “Mayor’s Proposed Budget”, which is presented to the City Council for consideration of changes and adoption. The City Council may make any changes to the Mayor’s Proposed Budget that the Council desires and ultimately the City Council is responsible for adopting the final budget.

The Director of Finance is responsible for the management of the budget process and subsequent budget status reporting to departments and the City Administrator. Budget monitoring is the responsibility of departments and the City Administrator.

Fund Balances and Reserves

The Policy establishes fund balance reserves for all of the City’s operating funds; for the purposes of the Policy operating funds are those with payroll expense. All operating funds have a minimum fund balance target of eight percent (8%) except as noted below.

- General Fund, 16 percent
- Street Fund, 16 percent
- Sewer Utility Fund, 16 percent
- Surface Water Utility, 16 percent

Minimum fund balance targets are calculated as a percentage of current year revenue, less identified one-time revenue. General Fund ending fund balance is calculated as the sum of ending fund balances in the General Fund, the Council Contingency Fund, and the Budget Stabilization Fund.

Revenues

The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles. Revenue forecasts will be prepared using prudent assumptions. One time revenues will be identified during budget development and in the six-year financial forecast. Grant revenue will be included in future resources when staff determines that the revenue is likely to be received.

Expenditures and Contracts

Department Directors have primary responsibility for purchasing and expenditures for their respective departments in accordance with the adopted budget and purchasing policy. Purchasing and contracting rules and requirements are contained in the purchasing policy and related legislation.

Expenditures are reviewed by a member of the City Council prior to the payment being released to the vendor, except in the case of a “prepaid batch” and/or payroll. A prepaid batch is a batch of checks that are paid in advance City Council review due to the Council’s meeting schedule. Amounts paid in a prepaid batch are subject to the same purchasing policy and staff approval process as a normal check batch.

SUMMARY FINANCIAL MANAGEMENT POLICIES

Debt

Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

Investments

The City will utilize the Washington State Local Government Investment Pool (LGIP) as its primary investment vehicle.

The City may utilize investments provided by the City's Bank as a supplement to the LGIP for short-term investments. All such Bank investments shall fully comply with State law as allowable investments for City monies.

Assets

Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than \$5,000 and having a useful life in excess of one year. Assets with a value or cost under \$5,000, but more than \$300 are defined as small and attractive assets. A Fixed Asset Policy and a Small and Attractive Asset Policy maintain accountability for the City's non-cash assets.

COMPLETE COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES ([link](#))

BUDGET PROCESS

2017-2018

Mayor's Proposed Budget, September 22, 2016

THE BUDGET PROCESS

The City adopts a biennial, or two year, budget in even numbered years. Biennial budgets begin in odd numbered years. In the simplest form the budget process can be divided into two distinct phases, development of the Mayor's proposed budget and development of the City Council's budget. In actual practice there are many steps in the process, the following is a summary of the various steps of the budget process.



PHASE ONE: DEVELOPMENT OF THE MAYOR'S PROPOSED BUDGET

Step One: The Budget Calendar

The budget process kicks off with the budget calendar. The Administration works with the Budget and Finance Committee to draft a budget calendar which assigns dates to each milestone in the budget process.

Step Two: Mayor Communicates Budget Priorities and Calls for Department Budget Requests

The Administration begins the budget process with the consideration of budget priorities; those priorities are subsequently communicated to departments. Next, the City Administrator instructs department heads to prepare a budget request for their respective department for the biennium. The Finance Department works with departments to prepare preliminary revenue estimates.

Step Three: Department Presentations to the Budget Team

The third step of the budget process is department presentations to the administration's budget team; the budget team consists of the Mayor, City Administrator, and Finance Director. This step of the process occurs when the Mayor is considering department budget proposals; department presentations help to inform the Mayor's decisions about the budget.

Step Four: Creation of the Mayor's Proposed Budget

Next, the Mayor communicates to the Finance Department what to include in the Mayor's Proposed Budget. The Finance Department prepares the mayor's proposed budget and begins the exercise of balancing the budget.

THE BUDGET PROCESS

Step Five: Mayor's Proposed Budget and Public Hearings on Budget Related Legislation

Step five of the budget process is the Mayor's presentation of the Mayor's Proposed Budget to the City Council at an open public meeting; historically public hearings on the proposed property tax levy, utility rates, and fees schedule have also been scheduled for the same open public meeting. The public hearings are continued to another open public meeting.

The City Council's deliberations on the budget officially start immediately after the Mayor releases his/her proposed budget. It should be noted that the Council is generally gathering data and considering the budget in advance of the official release of the Mayor's Proposed Budget.

PHASE TWO: DEVELOPMENT OF THE CITY COUNCIL'S BUDGET AND BUDGET ADOPTION

Step One: Studying the Mayor's Proposed Budget and Information Gathering

The second phase of the budget process kicks off with the City Council, sitting as the Budget and Finance Committee, studying the Mayor's proposed budget, asking questions, and gathering information. The Budget and Finance Committee also solicits feedback and information from the community in the form of public hearings and town hall meeting(s).

Step Six: Budget and Finance Committee Makes Budget Recommendations to the City Council

After review of the Mayor's Proposed Budget, consideration of the City Council's priorities and goals, and input from the community, the Budget and Finance Committee makes budget recommendations to the City Council.

Step Seven: City Council Deliberations, Finalize the Council's Budget

At this point the City Council works with Finance Department staff to create a final version of the budget and prepares the budget for adoption. Final public hearings must occur before the City Council calls for a vote on the budget.

Step Eight: Budget Adoption

The final step of the budget process is for the City Council to call for a vote to adopt the budget. The budget is adopted by majority vote of the City Council. Final public hearings and votes on the property tax levy rate, utility rates, and the fee schedule generally occur around the same time as the budget, but are technically subject to different timelines.

CONSOLIDATED FINANCIAL SCHEDULES

2017-2018

Mayor's Proposed Budget, September 22, 2016

CONSOLIDATED FINANCIAL SCHEDULE

City of Lake Forest Park							
Consolidated Financial Schedule, Mayor's Proposed Budget							
For the Biennium Ending December 31, 2018							
	Fund Type						Total
	General	Special Revenue	Debt Service	Capital	Enterprise / Utility	Internal Service	
Beginning Cash and Investments ¹							
Fund Balance, Reserved	-	800,837	-	1,263,208	5,144,282	256,470	7,464,797
Fund Balance, Unreserved	2,255,836	-	-	-	288,815	-	2,544,651
Total Beginning Cash and Investments	2,255,836	800,837	-	1,263,208	5,433,097	256,470	10,009,448
Revenues							
Taxes	11,119,321	1,391,424	-	900,000	-	-	13,410,745
License and Permits	1,573,298	528,000	-	-	50,000	-	2,151,298
Intergovernmental Revenues	613,988	-	-	919,075	500,000	924,242	2,957,305
Charges for Goods and Services	824,246	-	-	-	10,714,834	-	11,539,080
Fines and Penalties	2,661,666	-	-	-	-	-	2,661,666
Miscellaneous Revenue	38,300	9,900	-	8,400	83,050	2,200	141,850
Transfers	-	-	64,334	-	-	-	64,334
Total Revenues	16,830,819	1,929,324	64,334	1,827,475	11,347,884	926,442	32,926,278
Operating Expenditures							
General Government	6,391,370	139,605	-	372,317	2,006,975	212,402	9,122,669
Public Safety	8,166,912	-	-	-	-	-	8,166,912
Utilities	-	-	-	-	5,008,584	-	5,008,584
Transportation	16,614	1,308,116	-	147,000	1,298	155,062	1,628,090
Natural and Economic Environment	1,761,314	-	-	-	1,501,507	-	3,262,821
Social Services	7,000	-	-	-	-	-	7,000
Culture and Recreation	539,758	-	-	-	-	-	539,758
Micellaneous Expense	-	-	-	-	-	-	-
Total Operating Expenditures	16,882,968	1,447,721	-	519,317	8,518,364	367,464	27,735,834
Nonoperating Expenditures							
Other Financing Uses	-	-	-	-	-	-	-
Debt Service	-	-	64,334	-	596,762	-	661,096
Capital Expenditures	66,356	-	-	1,860,663	804,000	449,169	3,180,188
Total Nonoperating Expenditures	66,356	-	64,334	1,860,663	1,400,762	449,169	3,841,284
Total Expenditures	16,949,324	1,447,721	64,334	2,379,980	9,919,126	816,633	31,577,118
Increase (Decrease) in Cash and Investments	(118,505)	481,603	-	(552,505)	1,428,758	109,809	1,349,160
Ending Cash and Investments							
Fund Balance, Reserved	-	1,282,440	-	710,703	6,573,040	366,279	8,932,462
Fund Balance, Unreserved	2,137,331	-	-	-	288,815	-	2,426,146
Total Ending Cash and Investments	2,137,331	1,282,440	-	710,703	6,861,855	366,279	11,358,608

¹ Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

City of Lake Forest Park
 Four-Year Consolidated and Fund Financial Schedules, Mayor's Proposed Budget
 For the Four Year Period Ending December 31, 2018

	Fund Type												Total
	General		Special Revenue		Debt Service		Capital		Enterprise / Utility		Internal Service		
	2015-2016	2017-2018	2015-2016	2017-2018	2015-2016	2017-2018	2015-2016	2017-2018	2015-2016	2017-2018	2015-2016	2017-2018	
Beginning Cash and Investments ¹													
Fund Balance, Reserved	-	-	620,726	800,837	411,391	-	1,500,139	1,263,208	3,918,798	5,144,282	316,709	256,470	14,232,560
Fund Balance, Unreserved	2,617,762	2,255,836	-	-	-	-	-	-	288,815	288,815	-	-	5,451,228
Total Beginning Cash and Investments	2,617,762	2,255,836	620,726	800,837	411,391	-	1,500,139	1,263,208	4,207,613	5,433,097	316,709	256,470	19,683,788
Operating Revenues													
Taxes	10,747,172	11,119,321	-	1,391,424	-	-	1,128,988	900,000	54,079	-	-	-	25,340,984
License and Permits	1,604,269	1,573,298	517,101	528,000	-	-	-	-	30,000	50,000	-	-	4,302,668
Intergovernmental Revenues	407,177	613,988	528,177	-	-	-	1,717,791	919,075	4,368,263	500,000	-	924,242	9,978,713
Charges for Goods and Services	823,933	824,246	301,575	-	-	-	311,685	-	11,083,299	10,714,834	704,357	-	24,763,929
Fines and Penalties	2,445,063	2,661,666	-	-	-	-	-	-	-	-	-	-	5,106,729
Miscellaneous Revenue	23,621	38,300	1,239	9,900	437	-	3,027	8,400	10,627	83,050	561	2,200	181,362
Total Operating Revenues	16,051,235	16,830,819	1,348,092	1,929,324	437	-	3,161,491	1,827,475	15,546,268	11,347,884	704,918	926,442	69,674,385
Nonoperating Revenues													
Other Financing Sources	13,920	-	-	-	-	-	-	-	661,421	-	4,694	-	680,035
Transfers In	-	-	-	-	357,755	64,334	100,000	-	90,000	-	-	-	612,089
Total Nonoperating Revenues	13,920	-	-	-	357,755	64,334	100,000	-	751,421	-	4,694	-	1,292,124
Total Revenues	16,065,155	16,830,819	1,348,092	1,929,324	358,192	64,334	3,261,491	1,827,475	16,297,689	11,347,884	709,612	926,442	70,966,509
Operating Expenditures													
General Government	5,790,565	6,391,370	193,539	139,605	-	-	87,386	372,317	1,940,687	2,006,975	243,301	212,402	17,378,147
Public Safety	7,741,345	8,166,912	-	-	-	-	-	-	-	-	-	-	15,908,257
Utilities	43,873	-	-	-	-	-	-	-	5,351,026	5,008,584	-	-	10,403,483
Transportation	-	16,614	949,140	1,308,116	-	-	60,806	147,000	-	1,298	167,571	155,062	2,805,607
Natural and Economic Environment	1,607,976	1,761,314	-	-	-	-	-	-	1,372,855	1,501,507	-	-	6,243,652
Social Services	2,933	7,000	-	-	-	-	-	-	-	-	-	-	9,933
Culture and Recreation	510,583	539,758	-	-	-	-	-	-	-	-	-	-	1,050,341
Micellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenditures	15,697,275	16,882,968	1,142,679	1,447,721	-	-	148,192	519,317	8,664,568	8,518,364	410,872	367,464	53,799,420
Nonoperating Expenditures													
Other Financing Uses	661,421	-	-	-	-	-	-	-	-	-	-	-	661,421
Debt Service	-	-	-	-	769,583	64,334	-	-	679,730	596,762	-	-	2,110,409
Capital Expenditures	36,405	66,356	-	-	-	-	2,987,210	1,860,663	5,190,035	804,000	356,630	449,169	11,750,468
Transfers Out	31,980	-	25,302	-	-	-	363,020	-	110,768	-	-	-	531,070
Total Nonoperating Expenditures	729,806	66,356	25,302	-	769,583	64,334	3,350,230	1,860,663	5,980,533	1,400,762	356,630	449,169	15,053,368
Total Expenditures	16,427,081	16,949,324	1,167,981	1,447,721	769,583	64,334	3,498,422	2,379,980	14,645,101	9,919,126	767,502	816,633	68,852,788
Increase (Decrease) in Cash and Investments	(361,926)	(118,505)	180,111	481,603	(411,391)	-	(236,931)	(552,505)	1,652,588	1,428,758	(57,890)	109,809	2,113,721
Ending Cash and Investments													
Fund Balance, Reserved	-	-	800,837	1,282,440	-	-	1,263,208	710,703	5,571,386	6,573,040	258,819	366,279	16,826,712
Fund Balance, Unreserved	2,255,836	2,137,331	-	-	-	-	-	-	288,815	288,815	-	-	4,970,797
Total Ending Cash and Investments	2,255,836	2,137,331	800,837	1,282,440	-	-	1,263,208	710,703	5,860,201	6,861,855	258,819	366,279	21,797,509

¹ Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

REVENUES

2017-2018

Mayor's Proposed Budget, September 22, 2016

REVENUE

REVENUE POLICY

The City's Revenue Policy (the Policy) states that the City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

The Policy continues that where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Finance Committee on a periodic basis.

With respect to grant revenue, the policy states that grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

REVENUE FORECAST DEVELOPMENT

The City forecasts revenue for each line item of revenue expected to be received during the biennium. Each revenue is forecasted using one of three forecasting methods: the application of trend analysis, utilization of trusted economists' estimates, and actual amounts pledged by the funding agencies or programs.



Trend Analysis

Trend analysis is a method used to predict what will happen in the future based on what has happened in the past. The use of trend analysis begins by removing unusual or one-time events from prior period results. Next, an average of the prior period results is calculated, that average is the starting point for the forecast for future periods. If unusual, or one-time, events are expected in the upcoming periods, those items are added in; the result is the projected amount for the upcoming period. Trend analysis is used to forecast many types of revenue the City receives including utility taxes, permit fees, and revenue from franchise agreements.

Economists' Estimates

Many of the City's revenues projections are calculated by applying forecasts established by trusted sources to the City's data. King County and the City of Seattle publish a variety of forecasts established by their economists on a periodic basis. Since the City of Lake Forest Park is located within King County and borders the City of Seattle, Lake Forest Park can expect to have a similar experience as those entities. As such, staff utilizes the estimates established

REVENUE

by those trusted economists to forecast several revenue sources. Staff also, however, considers factors that are unique to the City of Lake Forest Park in its forecasts of these items.

Projections Based on Actuals

Several of the City's revenue sources are received from other governmental agencies, including the State of Washington. In many cases, the funding agency publishes the amount that the City will receive in advance of making payment of those amounts. When the funding agency publishes the amount of the future payment as either a lump sum, or an amount that is based on a known value, like population, the City refers to this type of projection as "actual". An example is Liquor Profits that are distributed by the State to cities based on population. The City forecasts Liquor Profit Revenue by multiplying the per capita distribution amount by the published population of Lake Forest Park, the result is the forecasted Liquor Profit Revenue.

The schedule on the following pages display revenue projections for the biennium and includes a column labeled "Projection Method". The projection method column indicates which projection method described in the preceding narrative was used to project the revenue for the biennium.

Revenue Forecast							
Description	Method	Notes	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Budget
GENERAL FUND							
TAXES							
Property Tax	T	1	2,930,089	2,963,815	3,018,656	3,073,275	3,137,564
Sales and Use Tax	E	2	729,119	909,357	875,000	889,072	926,502
Local Criminal Justice / State	E		300,999	325,932	310,278	313,212	326,398
Business Tax	E		231,520	302,451	280,000	282,014	259,947
Solid Waste Collection Tax	A		86,391	87,863	96,759	97,727	98,704
Utility Tax	T	3	570,598	529,087	555,000	555,000	560,550
Sea. City Light Contract Fee	T	3	251,213	233,440	266,368	279,687	293,671
Admission Tax	T		10,841	10,202	13,328	13,000	13,000
TOTAL TAXES			5,110,771	5,362,147	5,415,389	5,502,986	5,616,335

-
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REVENUE

Revenue Forecast							
Description	Method	Notes	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Budget
GENERAL FUND							
LICENSES AND PERMITS							
Cable Television Franchise Fee	T		224,570	232,845	220,000	226,600	233,398
Telecommunication Franchise	T		2,750	2,500	10,000	7,500	7,500
Business Licenses	T		50,622	73,320	50,000	50,000	50,000
Construction Permits	T	4	174,781	248,269	325,000	275,000	250,000
King County Trail Application	A		1,050	3,000	1,650	-	-
Land Use Permits	T	4	209,126	245,809	150,000	96,000	86,000
Plumbing Permits	T	4	18,806	30,409	45,000	55,000	45,000
Mechanical Permits	T	4	25,983	38,113	50,000	44,500	34,500
Concealed Weapon Permit / City	T		1,433	1,656	2,000	1,500	1,500
Development Tech. Surcharge	T	4	-	25,290	32,000	23,525	20,775
Other Licenses / Permits	T		31,310	34,414	31,152	32,500	32,500
TOTAL LICENSES AND PERMITS			740,431	935,624	916,802	812,125	761,173
INTERGOVERNMENTAL REVENUES							
Bulletproof Vest Partnership	A		474	3,043	-	1,000	1,000
COPS Grant	A		-	-	-	67,000	67,000
Coordinated Prevention Grant	A		4,397	19,109	-	3,500	3,500
Traffic Safety Comm. Grant	A		6,407	6,653	2,000	6,500	6,500
Multimodal Transportation City	E		-	-	13,587	13,587	13,587
Criminal Justice - Population	A		3,285	3,407	3,570	4,011	4,011
CJ - Special Programs	A		12,081	12,483	12,367	13,458	13,458
DUI Distribution	T		2,283	1,932	1,500	2,000	2,000
Liquor Excise Tax	E		23,827	62,633	56,483	60,430	60,430
Liquor Board Profits	E		112,666	83,799	111,818	109,343	109,343
Marijuana Excise Tax	E		-	-	-	7,505	7,505
Local Hazardous Waste Grant	A		7,871	-	8,537	8,000	8,000
KC Waste Reduction Recycling	A		28,286	-	1,500	10,660	10,660
TOTAL INTERGOVERNMENTAL			201,575	193,059	211,361	306,994	306,994

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REVENUE

Revenue Forecast							
Description	Method	Notes	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Budget
GENERAL FUND							
CHARGES FOR GOODS AND SERVICES							
AWC Wellness Grant	-		-	480	-	-	-
Court Administrative Fees	-		1,809	-	-	-	-
Interfund Svc. From Fund (403)	T		73,857	48,708	51,686	49,439	56,680
Interfund Svc. From Fund (401)	T		39,676	78,055	76,790	79,226	85,414
Interfund Svc. From Fund (101)	T		73,857	56,643	62,075	57,493	58,355
Interfund Svc. From Fund (450)	T		41,397	57,167	58,063	58,025	58,895
Interfund Svc. From Fund (634)	T		-	1,216	-	1,234	1,253
Interfund Svc. From Fund (302)	T		29,747	19,863	20,048	20,161	20,463
Interfund Svc. From (301)	T		-	1,622	-	1,646	1,671
Interfund Svc. From (501)	T		-	4,054	-	4,115	4,177
Passport Rev. (Passport/Photo)	T		92,268	118,654	130,000	120,000	110,000
Adult Probation Services	T		55,707	-	-	-	-
Television/Cable Sub. Fee	T		-	6,024	12,000	12,000	12,000
Support Service From TBD (104)	T		5,000	-	1,000	1,000	1,000
Animal Control Reimbursement	E		4,791	1,170	5,500	5,000	5,000
TOTAL CHARGES FOR GOODS & SERVICES			418,110	393,656	417,162	409,338	414,908
FINES AND PENALTIES							
Other Civil Penalties	A		1,558	-	-	-	-
Traffic Infraction Penalties	-	5	67,664	-	-	-	-
Traffic Safety Camera Fines	T		1,051,824	767,780	1,000,000	1,125,000	1,125,000
Legislative Assessment	-	5	8,580	-	-	-	-
Civil Parking Infraction Penal	-	5	3,901	-	-	-	-
DUI Fines	-	5	10,369	-	-	-	-
Other Crim. Traffic Misdemeanor	-	5	21,494	-	-	-	-
Other Crim. Non-Traffic Fines	-	5	4,827	-	-	-	-
Court Costs Recouped	-	5	13,591	-	-	-	-
Misc. G.F. Court Revenue	A		-	205,833	191,590	205,833	205,833
TOTAL FINES AND PENALTIES			1,183,809	973,613	1,191,590	1,330,833	1,330,833

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REVENUE

Revenue Forecast							
Description	Method	Notes	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Budget
GENERAL FUND							
MISCELLANEOUS REVENUE							
Investment Interest	E		1,421	1,661	1,750	4,000	4,000
Sales Tax Interest-State Treas	E		223	511	300	300	300
Facility Rental Fees	-		100	-	-	-	-
Space & Facilities Leases	A		-	25	-	-	-
Donations	-		650	-	-	-	-
Donations-Public Safety	-		770	1,100	-	-	-
Safe Harbor Donations (DV)	-		306	425	-	-	-
City Forestry Account	T		1,650	6,620	32,000	5,000	5,000
Forfeits / Asset Seizure	-		-	5,213	-	-	-
Restitution	-		880	525	-	-	-
Cash Adjustments	-		26	(36)	-	-	-
Miscellaneous Court Fees	-	5	184	-	-	-	-
Notary Services	T		1,275	1,200	1,200	800	800
Fingerprinting Services	T		20	40	50	50	50
Miscellaneous Revenue	A		1,866	1,887	2,700	5,000	5,000
Emergency Services	T		10,521	-	7,800	4,000	4,000
School Safety Speed	-		96	-	-	-	-
FSA Forfeitures	-		8,254	-	-	-	-
Insurance Recoveries	-		-	676	-	-	-
TOTAL MISCELLANEOUS			28,242	19,847	45,800	19,150	19,150
TOTAL GENERAL FUND REVENUE			7,682,936	7,877,945	8,198,104	8,381,425	8,449,393
STREET FUND							
R.O.W. Permits - Construction	T		94,823	63,509	32,000	60,000	60,000
ROW Rev. / Utility Franchise	T		210,314	216,792	200,000	200,000	200,000
R.O.W. Permits	T		4,200	4,800	-	4,000	4,000
Gas Taxes (MVET Cities)	E		261,557	268,668	270,000	281,575	281,575
Roadway Maint. From TBD (104)	A		150,000	150,000	100,000	-	-
Kenmore Interlocal Reimb.	-		5,981	1,575	-	-	-
Investment Interest	T		450	745	2,000	2,000	2,000
FSA Forfeitures	-		67	-	-	-	-
TOTAL			727,393	706,088	604,000	547,575	547,575

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REVENUE

Revenue Forecast							
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COUNCIL CONTINGENCY FUND							
Investment Interest	T		656	2,083	1,800	1,800	1,800
TOTAL			656	2,083	1,800	1,800	1,800
TRANSPORTATION BENEFIT DISTRICT							
TBD Vehicle Fees-State	T		207,372	214,513	303,894	414,137	414,137
Investment Interest	T		180	234	300	400	400
TOTAL			208,863	218,912	307,794	418,137	418,137
BUDGET STABILIZATION FUND							
Interest	T		83	571	750	750	750
TOTAL			83	571	750	750	750
CITY HALL BOND FUND							
Investment Interest	T		535	393	-	-	-
TOTAL			535	393	-	-	-
PUBLIC WORKS FACILITY BOND FUND							
Investment Interest	T		34	40	-	-	-
TOTAL			34	40	-	-	-
CAPITAL IMPROVEMENT FUND							
Real Estate Excise Tax I	T		324,181	389,494	325,000	225,000	225,000
K.Co. Parks Levy	A		41,191	31,816	27,500	27,500	27,500
K.Co. Flood District Levy	A		-	55,748	-	-	-
State Parks Grant Program	A		-	-	-	270,075	119,000
WCIA Risk Reduction Grant	-		7,473	-	-	-	-
Investment Interest	T		580	846	2,000	2,000	2,000
City Hall Improvement Bond	-		1,750	-	-	-	-
TOTAL			375,176	477,905	354,500	524,575	373,500

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TRANSPORTATION CAPITAL FUND							
Real Estate Excise Tax II	T		324,181	389,494	325,000	225,000	225,000
Fed. Safe TeaLU (178th)	-		24,216	775,107	-	-	-
Fed. 178th Roadway Imp.	-		52,162	-	-	-	-
WSDOT Safe Routes to School	-		-	377,080	-	-	-
State Trans. Imp. Board-Design	-		290,197	450,540	561,225	-	-
State TIB-Urban Arterial Prog.	-		23,235	-	-	-	-
Safe Highways Program	-		-	-	-	150,000	325,000
Investment Interest	T		690	841	1,500	1,500	1,500
TOTAL			714,681	1,993,062	887,725	376,500	551,500
CAPITAL FACILITIES MAINTENANCE FUND							
Investment Interest	T		133	187	700	700	700
TOTAL			133	187		700	700
SEWER UTILITY FUND							
Licenses and Permits	T		13,500	19,500	25,000	25,000	25,000
Sewer Lien Filing/Removal Fee	-		-	185	-	-	-
Utility Charges	A	6	2,741,871	2,874,057	2,898,487	3,005,797	3,031,346
Charges for Goods & Services	-		-	-	-	-	-
Late Charges - Utility Bills	T		31,321	34,184	35,000	35,000	35,000
Investment Interest	T		494	558	1,500	1,500	1,500
Sewer Certificate Fee	T		800	800	1,000	-	-
TOTAL			2,787,987	2,929,284		3,067,297	3,092,846
SURFACE WATER UTILITY FUND							
Utility Service Charges	A	7	953,886	1,016,835	1,132,388	1,200,332	1,262,352
Kenmore Interlocal Reimb.	-		11,423	9,106	2,225	-	-
Investment Interest	T		426	552	2,000	2,000	2,000
TOTAL			965,734	1,026,492	1,136,613	1,202,332	1,264,352

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Revenue Forecast							
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<u>SURFACE WATER CAPITAL FUND</u>							
Lyon Creek FEMA Pre-Disaster	A		284,071	2,355,164	-	-	-
Muni. Stormwater Grant (DOE)	A		113,790	56,210	-	-	500,000
WSDOT Grant	A		-	1,427,525	-	-	-
King County Flood District	A		104,799	529,364	-	-	-
Investment Interest	A		434	335	705	-	-
Transfer from Trans. Cap.(302)	A		30,000	-	30,000	-	-
Trans From Surface Water (403)	A		137,344	-	137,344	-	-
TOTAL			670,439	4,368,597	168,049	-	500,000
<u>SEWER BOND RESERVE FUND</u>							
Investment Interest	T		96	115	350	350	350
TOTAL			96	115	350	350	350
<u>PUBLIC WORKS TRUST FUND REPAYMENT FUND</u>							
Excise Tax Revenue	-		(288,870)	-	-	-	-
Excise Tax Revenue	-		27,999	25,368	28,711	-	-
Excise Tax Revenue	-		1,628	-	-	-	-
Connection Charges	T	4	75,510	171,156	275,000	275,000	150,000
Investment Interest	T		297	399	1,250	1,750	2,000
TOTAL			(183,436)	196,923	304,961	276,750	152,000
<u>PUBLIC WORKS CONTRACT FUND</u>							
Kenmore Interlocal Agreement	A		847,901	873,223	856,094	881,777	908,230
Investment Interest	T		263	401	800	800	800
TOTAL			848,164	873,624	856,894	882,577	909,030
<u>REPLACEMENT FUND</u>							
Investment Interest	T		335	384	1,100	1,100	1,100
Interfund Svc. From Fund (001)	A		186,771	194,071	194,071	227,171	227,171
Interfund Svc. From Fund (101)	A		32,762	34,959	34,959	37,315	37,315
Interfund Svc. From Fund (302)	A		-	-	-	2,508	2,508
Interfund Svc. From Fund (403)	A		32,842	37,487	37,487	46,101	46,101
Interfund Svc. From Fund (401)	A		11,499	14,131	14,131	44,399	44,399
Interfund Svc. From Fund (450)	A		88,319	-	-	104,627	104,627
Equipment Sales	A		20,015	2,347	16,014	-	-
TOTAL			372,543	283,379	297,762	463,221	463,221

- 1-Property tax projections assume a 1% increase, plus an increase from new construction of approximately \$24k.
- 2-Projection includes a percentage increase forecasted by economists, plus construction sales tax on construction.
- 3-Projection includes the combined effects of conservation and changes in technology that impact collections.
- 4-Additional revenue is projected as a result of development in the Southern Gateway of the City.
- 5-Revenues resulting from fees and fines levied by the Court are budgeted as a group, but are reported separately.
- 6-King County treatment charges are scheduled to increase in 2017; by policy rates will reflect this increase.
- 7-Surface water utility revenue includes an additional amount resulting from the sunseting of rate credits for school district property in the city.

REVENUE

Revenue Forecast							
Description	Method	Notes	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Budget
<u>SURFACE WATER CAPITAL FUND</u>							
Lyon Creek FEMA Pre-Disaster	A		284,071	2,355,164	-	-	-
Muni. Stormwater Grant (DOE)	A		113,790	56,210	-	-	500,000
WSDOT Grant	A		-	1,427,525	-	-	-
King County Flood District	A		104,799	529,364	-	-	-
Investment Interest	A		434	335	705	-	-
Transfer from Trans. Cap.(302)	A		30,000	-	30,000	-	-
Trans From Surface Water (403)	A		137,344	-	137,344	-	-
TOTAL			670,439	4,368,597	168,049	-	500,000
<u>SEWER BOND RESERVE FUND</u>							
Investment Interest	T		96	115	350	350	350
TOTAL			96	115	350	350	350
<u>PUBLIC WORKS TRUST FUND REPAYMENT FUND</u>							
Excise Tax Revenue	-		(288,870)	-	-	-	-
Excise Tax Revenue	-		27,999	25,368	28,711	-	-
Excise Tax Revenue	-		1,628	-	-	-	-
Connection Charges	T	4	75,510	171,156	275,000	275,000	150,000
Investment Interest	T		297	399	1,250	1,750	2,000
TOTAL			(183,436)	196,923	304,961	276,750	152,000
<u>PUBLIC WORKS CONTRACT FUND</u>							
Kenmore Interlocal Agreement	A		847,901	873,223	856,094	881,777	908,230
Investment Interest	T		263	401	800	800	800
TOTAL			848,164	873,624	856,894	882,577	909,030
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- 6-King County treatment charges are scheduled to increase in 2017; by policy rates will reflect this increase.
- 7-Surface water utility revenue includes an additional amount resulting from the sunseting of rate credits for school district property in the city.

DEBT

2017-2018

Mayor's Proposed Budget, September 22, 2016

DEBT

DEBT POLICY

The City's debt policy states that debt may be utilized to address short-term cash flow needs and to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages. The debt policy also requires that debt is used prudently in a manner that avoids any adverse impact on the City's credit rating or ability to issue additional debt. The Policy requires that prior to the issuance of any debt staff perform significant analysis to ensure that all policy requirements are met and that the Mayor and City Council are well aware of long term effects of the debt issuance.

DEBT LIMIT

External restrictions on the issuance of debt also exist. The State Constitution sets limits for the amount of debt that a city can issue, lower statutory limits have been enacted based on the legislature's perception of what is safe and reasonable. The statutory debt limit for cities is currently set at 1.5% of assessed value for non-voted debt and 2.5% of assessed value for voted and non-voted debt combined. It should be noted that non-voted refers to a vote of the public, non-voted debt is councilmanic, meaning that it requires only a vote of the City Council.

The following table is the City of Lake Forest Park Debt Limit Calculation.

<u>2016 Assessed Valuation</u>	<u>Non-Voted Percent</u>	<u>Non-Voted Limit</u>	<u>Voted Percent Limit</u>	<u>Voted Limit</u>	<u>Combined Limit</u>
\$ 2,443,275,523	1.5%	\$ 36,649,133	2.5%	\$ 61,081,888	\$ 61,081,888

CURRENT DEBT

The following table is a listing of the City's current debt and debt payment schedule.

<u>Debt</u>	<u>Payments</u>					<u>Total</u>
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021-2025</u>	
Sewer Extension	250,389	249,191	247,993	246,795	1,216,005	2,210,373
PW Facility	85,778	-	-	-	-	85,778
Sewer Acquisition I	68,864	-	-	-	-	68,864
Sewer Acquisition II	7,938	7,717	7,496	-	-	23,151
Surface Water Facilities	9,035	8,946	-	-	-	17,981
Total	422,004	265,854	255,489	246,795	1,216,005	2,406,147

POSITIONS & SALARY SCHEDULE

2017-2018

Mayor's Proposed Budget, September 22, 2016

2017 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						13,520
Human Resources Manager	1.00	6,186	6,598	7,010	7,535	7,836	8,248
	<u>2.50</u>						
Judicial							
Municipal Court Judge	0.60						13,161
Court Administrator	1.00	5,916	6,310	6,705	7,099	7,493	7,888
Court Clerk	2.50	3,409	3,636	3,863	4,092	4,319	4,546
Probation Officer	0.20	4,749	5,066	5,382	5,699	6,015	6,332
Pro-tem Judges		\$55 per hour					
	<u>4.30</u>						
Municipal							
City Clerk	1.00	5,960	6,356	6,754	7,152	7,549	7,946
Deputy City Clerk	1.00	4,340	4,629	4,919	5,208	5,497	5,786
Records Mgmt. & Office Support	1.00	3,194	3,406	3,620	3,832	4,046	4,258
Office Assistant/Reception	1.00	3,512	3,747	3,981	4,215	4,449	4,683
Passport Clerk	0.45	3,144	3,354	3,563	3,773	3,983	4,192
	<u>4.45</u>						
Finance							
Finance Director	1.00	7,669	8,180	8,692	9,203	9,714	10,225
Accounting Supervisor	1.00	4,928	5,256	5,585	5,913	6,242	6,570
Business and Tax Accountant	1.00	3,855	4,112	4,368	4,626	4,883	5,139
Utility and Payroll Analyst	1.00	4,488	4,787	5,086	5,386	5,685	5,984
Info. Tech. Program Manager	1.00	6,206	6,619	7,034	7,447	7,861	8,275
Accounting Clerk	0.38	3,910	4,171	4,431	4,692	4,953	5,214
	<u>5.38</u>						
Planning							
Planning & Building Director	1.00	7,766	8,283	8,801	9,320	9,837	10,355
Building Inspector	1.00	4,824	5,146	5,467	5,788	6,110	6,431
Principal Planner	1.00	5,687	6,067	6,445	6,825	7,203	7,583
Permit Technician	1.00	3,899	4,159	4,419	4,679	4,939	5,198
Assistant Planner, Limited Term	1.00	4,093	4,338	4,599	4,866	5,133	5,400
	<u>5.00</u>						
Community Services							
Community Volunteer Coordinator	0.60	3,963	4,227	4,491	4,755	5,019	5,284
Domestic Violence Advocate	0.35	4,101	4,375	4,648	4,922	5,195	5,469
	<u>0.95</u>						
Engineering							
City Engineer	1.00	7,234	7,716	8,198	8,681	9,163	9,646
	<u>1.00</u>						

2017 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police							
Police Chief	1.00						12,029
Police Captain	1.00						9,225
Administrative Sergeant	1.00						7,897
Sergeant 2	3.00						7,520
Sergeant 1	0.00						7,146
Police Officer	10.00	5,088	5,490	5,926	6,358		
Detective	2.00	5,597	6,039	6,519	6,994		
Traffic/Motorcycle	1.00	5,342	5,764	6,223	6,675		
K-9	1.00	5,342	5,764	6,223	6,675		
Support Services Officer	1.00	4,124	4,418	4,712	5,014		
Records Specialist	2.00	3,979	4,121	4,262	4,402	4,542	4,683
	<u>23.00</u>						
Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)							
Public Works Director/Deputy Ciy Admin.	1.00	9,084	9,356	9,941	10,525	11,110	11,695
Public Works Superintendent	1.00	5,167	5,512	5,856	6,200	6,545	6,889
Environmental Program Mgr.	1.00	5,110	5,450	5,791	6,131	6,472	6,813
Surface Water Technician	0.40	3,963	4,227	4,491	4,755	5,019	5,284
PW Admin. Assistant	0.50	3,855	4,112	4,368	4,626	4,883	5,139
Lead Maintenance Worker	2.00	5,040	5,218	5,396	5,574	5,752	5,930
Maintenance Worker	9.00	4,689	4,854	5,020	5,185	5,351	5,516
	<u>14.90</u>						
Total Positions in Budget	<u>61.48</u>						

2018 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						14,204
Human Resources Manager	1.00	6,310	6,730	7,151	7,685	7,993	8,413
	<u>2.50</u>						
Judicial							
Municipal Court Judge	0.60						13,161
Court Administrator	1.00	6,034	6,436	6,839	7,241	7,643	8,046
Court Clerk	2.50	3,477	3,709	3,941	4,174	4,405	4,637
Probation Officer	0.20	4,844	5,167	5,490	5,813	6,136	6,459
Pro-tem Judges		\$55 per hour					
	<u>4.30</u>						
Municipal							
City Clerk	1.00	6,079	6,484	6,889	7,295	7,700	8,105
Deputy City Clerk	1.00	4,427	4,722	5,017	5,312	5,607	5,902
Records Mgmt. & Office Support	1.00	3,258	3,475	3,692	3,909	4,127	4,343
Office Assistant/Reception	1.00	3,582	3,822	4,061	4,299	4,538	4,777
Passport Clerk	0.45	3,207	3,421	3,634	3,849	4,062	4,276
	<u>4.45</u>						
Finance							
Finance Director	1.00	7,823	8,344	8,865	9,387	9,908	10,430
Accounting Supervisor	1.00	5,026	5,361	5,696	6,032	6,367	6,702
Business and Tax Accountant	1.00	3,932	4,194	4,456	4,719	4,980	5,242
Utility and Payroll Analyst	1.00	4,578	4,883	5,188	5,494	5,799	6,104
Info. Tech. Program Manager	1.00	6,330	6,752	7,174	7,596	8,018	8,441
Accounting Clerk	0.38	3,988	4,254	4,520	4,786	5,052	5,318
	<u>5.38</u>						
Planning							
Planning & Building Director	1.00	7,921	8,449	8,977	9,506	10,034	10,562
Building Inspector	1.00	4,920	5,249	5,576	5,904	6,232	6,560
Principal Planner	1.00	5,800	6,188	6,574	6,961	7,347	7,735
Permit Technician	1.00	3,977	4,242	4,507	4,772	5,037	5,302
Assistant Planner, Limited Term	1.00	4,175	4,425	4,691	4,963	5,236	5,508
	<u>5.00</u>						
Community Services							
Community Volunteer Coordinator	0.60	4,043	4,312	4,581	4,851	5,120	5,389
Domestic Violence Advocate	0.35	4,183	4,462	4,741	5,020	5,299	5,578
	<u>0.95</u>						
Engineering							
City Engineer	1.00	7,378	7,871	8,362	8,855	9,346	9,839
	<u>1.00</u>						

2018 Budgeted Positions and Salary Schedule

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police							
Police Chief	1.00						12,638
Police Captain	1.00						9,409
Administrative Sergeant	1.00						8,055
Sergeant 2	3.00						7,671
Sergeant 1	0.00						7,289
Police Officer	10.00	5,189	5,600	6,045	6,485		
Detective	2.00	5,708	6,160	6,650	7,134		
Traffic/Motorcycle	1.00	5,449	5,879	6,348	6,809		
K-9	1.00	5,449	5,879	6,348	6,809		
Support Services Officer	1.00	4,206	4,507	4,806	5,115		
Records Specialist	2.00	4,058	4,203	4,348	4,490	4,632	4,777
	<u>23.00</u>						
Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)							
Public Works Director/Deputy Ciy Admin.	1.00	9,265	9,543	10,140	10,736	11,332	11,929
Public Works Superintendent	1.00	5,270	5,622	5,973	6,324	6,676	7,027
Environmental Program Mgr.	1.00	5,212	5,559	5,907	6,254	6,602	6,949
Surface Water Technician	0.40	4,043	4,312	4,581	4,851	5,120	5,389
PW Admin. Assistant	0.50	3,932	4,194	4,456	4,719	4,980	5,242
Lead Maintenance Worker	2.00	5,166	5,349	5,531	5,713	5,896	6,078
Maintenance Worker	9.00	4,806	4,975	5,145	5,315	5,484	5,654
	<u>14.90</u>						
Total Positions in Budget	<u>61.48</u>						

DEPARTMENT SUMMARIES

2017-2018

Mayor's Proposed Budget, September 22, 2016

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.

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.cityofflp.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

CITY COUNCIL

CITY COUNCIL GOALS

The City Council is most effective in looking at the future Lake Forest Park. This has been done through its retreat and strategic plan development process. City Council Strategic Plan goals are:

Mobility – Providing, maintaining and enhancing a safe, accessible and integrated mobility system, emphasizing bicycle, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.

Healthy Environment – Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife and promote human health.

Community Vitality – Creating a sense of community pride and identity in order to create and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together.

Public Safety and Access to Justice – Maintaining a safe community and an accessible justice system through fair, equitable and customer service driven systems.

Accountable and Engaged Government – Delivering a financially sustainable, model government that is responsive to the people of Lake Forest Park.

These goals will be furthered in the 2017-18 biennium by several plans and studies that will help to direct resources, set priorities, and create value for our community. They are: Safe Highways; Safe Streets; Healthy Creeks; Developing Community Events; Communication Plan; Town Center Sub-Area Plan; and Parks, Recreation & Open Space Plan

Department Budget Summary, City Council		
Description	2015-2016	2017-2018
Salaries	100,800	100,800
Employee Benefits	8,420	8,092
Supplies	839	1,200
Professional Services	57,982	30,750
Communication-Legislative Act.	4,000	8,000
Travel Exp. (lodging, meals)	8,580	12,000
Conference - Training	5,322	6,000
	185,942	166,842

EXECUTIVE DEPARTMENT

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.

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 administrative staff.

EXECUTIVE DEPARTMENT

ADMINISTRATION KEY 2015-2016 ACCOMPLISHMENTS

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

- Stability. Final General Fund financial results for 2014 & 2015 were a surplus, revenues exceeded expenditures and cash balance grew over \$200,000 each year.
- Regional advocacy for Sound Transit 25-year plan
- Federal advocacy for surface water and streets
- Successful franchises with Republic (solid waste), Seattle City Light (electric) and Century Link (cable TV).
- Strategic Planning. Working with the City Council in development of the Strategic Plan

Human Resources

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

HR KEY 2015-2016 ACCOMPLISHMENTS

- Successful labor negotiations for successor contracts for the Police Guild and Teamsters union
- Coordinating 2016 pay study for management/professional/exempt/and support group
- Association of Washington Cities Well-City Award for 2015 and 2016, 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 had assumed interim responsibility for this work, which includes serving as webmaster and receiving support from the City Administrator and content maintenance responsibilities distributed to city departments.

COMMUNICATIONS/WEBSITE KEY 2015-2016 ACCOMPLISHMENTS

- Increased frequency of newsflashes and public notices
- Continued production of city newsletter within limited budget constraints – four issues per year

EXECUTIVE DEPARTMENT

- Secured adoption of social media policy; started Facebook and Twitter messages plus Instagram LFP photo wall.

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.

RISK MANAGEMENT KEY 2015-2016 ACCOMPLISHMENTS

- City Administrator elected as vice president of Washington Cities Insurance Authority
- Successful completion of the 2015 member compact (cyber risk focus) and 2016 member compact (parks)
- Coordination of risk-oriented training for staff members, including numerous directly provided and reimbursed trainings during 2015 & 2016.

Executive Department Staffing	(FTE)	
	2017	2018
Department Employee Count	2.50	2.50

Department Budget Summary, Executive Department		
Description	2015-2016	2017-2018
Salaries	577,417	605,949
Employee Benefits	208,554	212,841
Office/Operating Supplies	2,317	3,000
Small Tools and Equipment	107	400
Professional Services	74,281	82,220
Communications	7,678	10,500
Travel Exp. (lodging, meals)	8,833	8,550
Dues / Subscriptions	2,717	3,620
Training	8,780	13,750
Volunteer & Staff Recognition	4,790	6,000
Mayor's Reserve	43,257	90,000
	938,730	1,036,829

LEGAL SERVICES (CONTRACT)

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 under separate contracts.

WHAT WE DO

- Legal consultation during City Council meetings
- Conferences with staff on various City issues, such as:
 - Land use
 - Public Records Requests
 - 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



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.

The 2016 legal year to date has been impacted by defending litigation and complex public records requests. This has led to planning for higher legal expenses in the 2017-18 biennium. If extraordinary legal circumstances arise during the 2017-2018 budget cycle, additional funds will need to be provided for legal services—either by directly charging the appropriate fund, or by budget amendment.

Department Budget Summary, Contract Legal Services		
Description	2015-2016	2017-2018
Contract Legal Services	239,907	270,000

MUNICIPAL SERVICES DEPARTMENT

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:

- Reception for City Hall – assist visitors and callers; process incoming and outgoing mail; process and issue pet licenses and solicitors, special event, and facility use permits; process payments for sewer utility, business licenses, and building permits
- Public records requests – coordinate and respond to all requests within five business days
- Council meeting support – staff all council meetings; prepare, coordinate, distribute, post electronically agenda materials, ordinances, resolutions, minutes; publish and post notices
- 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
- Passport services – process application and photo services
- Notary services – provide to general public for fee set by resolution

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



MUNICIPAL SERVICES DEPARTMENT

- 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 to the general public

KEY 2015-2016 ACCOMPLISHMENTS

City Council Support

- Provided staff support at all Council regular meetings, study sessions, committee of the whole, communications committee and special meetings
- Prepared action minutes, ordinances, resolutions, contracts and agreements, correspondence, and other documents

Records Management / Public Disclosure

- Annual Update of Citywide Essential Records Protection Plan and Records Disaster Plan
- Issued quarterly records management updates to departments
- Researched options and vendors for proposed enterprise content management system
- Established policy and procedure for agreements/contracts and public records requests
- Streamlined maintenance and disposition of active and inactive agreements and contracts

Passport Services

- Continued passport application acceptance and photo services
- Hired part-time Saturday passport agents for additional help to reduce customer wait time

Reception Services

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

Administration Services

- Transitioned website administration to department; increased responsibility for writing newsflashes and adding items to the website
- Coordinated and prepared quarterly City newsletter for printing and distribution
- Lead on citywide communications team; includes additional



2017-2018 PLANNED ACTIVITIES

- Continue to provide access to City services and records as required by state law
- Redesign and upgrade website for ease of access to City information and improved user navigation
- Continue to emphasize teamwork and training through department meetings

MUNICIPAL SERVICES DEPARTMENT

Municipal Services Department Staffing		(FTE)	
		<u>2017</u>	<u>2018</u>
Department Employee Count		4.45	4.45
Department Budget Summary, Municipal Services			
Description	2015-2016	2017-2018	
Salaries	558,058	642,651	
Overtime	588	-	
Employee Benefits	189,900	206,020	
Office/Operating Supplies	24,313	30,000	
Professional Services	9,146	26,950	
LFP Code Update	5,597	6,000	
Communications	25,372	28,000	
Newsletter	33,458	40,000	
Communications / Internet	11,693	12,000	
Travel Exp. (lodging, meals)	4,524	3,600	
Advertising	3,257	3,000	
Postage Equipment Rental	4,403	4,600	
Insurance	149,484	160,426	
Repairs & Maintenance	2,363	4,000	
Dues / Subscriptions	2,933	3,000	
Training	3,315	4,000	
Taxes & Assessments (Passport)	3,755	4,000	
Copier Rental	-	8,644	
Machinery & Equipment	15,020	5,356	
Total Municipal Services	1,047,178	1,192,247	
<u>Elections</u>			
Election/Voter Costs	70,231	70,000	
<u>City Memberships</u>			
Association of WA Cities	16,711	17,500	
Puget Sound Regional Council	11,362	12,600	
Sound Cities Association	14,736	16,000	
SeaShore Transportation Forum	400	400	
Puget Sound Clean Air Agency	19,111	23,500	
National League of Cities	1,489	2,978	
OMWBE	200	200	
NUHSA - N. Urban H.S. Alliance	1,000	2,000	
Total City Memberships	65,009	75,178	

FINANCE AND INFORMATION TECHNOLOGY

MISSION

The mission of the Finance and Information Technology (IT) Department is to provide high quality finance and technology services that are responsive to our internal and external customer needs, delivers the services that the community desires, and demonstrates the careful stewardship of resources.

WHAT WE DO

Finance and Information Technology is responsible for all financial and technological aspects of the City government including:

- Budget Preparation and Administration
- Financial Reporting and Audit Representation
- Investment and Debt Management
- Treasury and Disbursements
- Business Tax and License Program
- Utility Accounting
- Payroll Processing and Accounting
- Information and Technology Services



2015-2016 DEPARTMENT ACCOMPLISHMENTS

The Finance and IT Department performed all daily finance and IT functions during the 2015-2016 biennium and completed several additional projects aligned with our mission. The following are a few notable accomplishments:

- Recipient of the State Auditor's Office Stewardship Award
- Launched E-commerce for the Lake Forest Park Sewer Utility
- Replaced the City's phone system
- Created and Implemented an IT Business Continuity Plan
- Streamlined business licensing process to significantly reduce wait times
- Implemented a web based payroll system

2017-2018 DEPARTMENT PLANNED ACTIVITY

Finance and IT will be working on a number of process improvement opportunities during the biennium in our ongoing effort to streamline Department operations. The Department will also be working on the following projects:

FINANCE AND INFORMATION TECHNOLOGY

- Operational continuity planning in utility accounting and business licensing
- Offering more opportunities for the community to do business with the City online including:
 - Business licensing and renewals
 - Utility online forms and self service
 - Finance and utility website update
- Publishing an entirely new budget document that is aligned with best practices in budget presentation



DEPARTMENT STAFFING AND BUDGET SUMMARY

Finance and Information Technology Staffing	(FTE)	
	2017	2018
Department Employee Count	5.38	5.38

Department Budget Summary, Finance		
Description	2015-2016	2017-2018
Salaries	792,239	842,835
Overtime	4,166	-
Employee Benefits	251,767	265,322
Office / Operating Supplies	30,154	14,000
Professional Services	18,515	34,000
Communications	6,245	7,500
Travel Exp. (lodging, meals)	5,853	7,000
Advertising	150	-
Info. Svcs. - Repairs & Maint.	7,479	-
Copier Rental	-	5,280
Dues / Subscriptions	1,940	2,000
Training	5,537	6,000
Machinery & Equipment	1,691	2,000
Municipal Auditor Expenses	39,193	54,000
Total	\$1,164,931	\$1,239,937

COMMUNITY SERVICES



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, 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. The City's Community Partners are: Senior Center, Center for Human Services, YMCA Hang Time, Shoreline/Lake Forest Park Arts Council and Friends of Third Place Commons.

Parks and Recreation: The City supports and maintains seven parks in Lake Forest Park. Art programs, volunteer activities, and clean up events 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, recycling and reusing through its annual green fair, farmer's market events, programs and distribution of literature and publications on the City website and social media. The City also receives waste reduction and recycling grants that are used for a variety of waste reduction activities.

COMMUNITY SERVICES

Youth Council: The Lake Forest Park Youth Council is composed of approximately 15-20 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 2015/2016 Accomplishments

Human Services Programs

- Hundreds of residents used the Senior Center for activities and services
- On average, 80 youth visit Hang Time after school program per day
- Thousands of hours of counseling and family services provided to residents
- 300+ attendees at each park concert
- Over 900 events are offered at Third Place Commons per year
- Hundreds of residents enrolled in recreation programs
- Continue to develop and improve volunteer participation and commitment to City's events and activities
- Youth Council program implementation and internships at City Hall
- Community event, Picnic in the Park was brought back for an annual event

Grant Funded Programs

- 400+ attendees at Annual Green Fair
- 2,500+ pounds of batteries recycled
- 500 pounds of electronic waste recycled
- 1000's of hazardous light bulbs recycled
- Trex Boardwalk was installed at Whispering Willow with educational signage and successful plastic bag recycling program
- Two Natural Yard Care workshops provided throughout the year
- Promotion of waste reduction and recycling programs through educational giveaways



COMMUNITY SERVICES

2017-2018 Planned Activities

- Continuing Human Service contracts with Community Partners
- Increase hazardous waste recycling through grant funded programs
- Adding recycled playground equipment and educational signage/program on recycling and reusing

Department Budget Summary, Community Programs		
Description	2015-2016	2017-2018
Salaries	108,346	121,972
Overtime	467	1,000
Employee Benefits	31,305	38,113
Office / Operating Supplies	152	300
Community Development	53,040	54,000
Lake Forest Park Arts Council	32,640	33,000
Communications	1,707	6,000
Travel Exp. (lodging, meals)	167	300
Dues / Subscriptions	1,787	2,000
Training	300	600
Senior Services	25,300	34,000
Teen Services	500	1,000
Middle - After School Prog.	23,100	24,000
Drug & Alcohol Prevention	26,400	34,000
Recreation Programs	27,752	35,200
Local Hazardous Waste Grant	16,048	16,000
Coordinated Prevention Grant	7,500	6,000
Waste Reduction/Recycle Grant	11,671	10,000
King County Alcohol Program	2,933	6,000
	371,115	423,485

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 policies and procedures.

DUTIES OF THE PRESIDING JUDGE

- 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 biennial 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 nominating Committee. Judge Portnoy completed revisions to the Washington State Judge's DUI Bench Book, in

MUNICIPAL COURT

collaboration with the Administrative Office of the Court (AOC) and the Washington Traffic Safety Commission.

Court Administrator Kelley Gradwohl is an active member of the National Association for Court Management (NACM) and the District and Municipal Court Management Association (DMCMA). She holds a certificate in court management from the National Center for State Courts (NCSC). She was elected president of the Washington State Association of Youth Courts in the fall of 2014. She continues to serve as the Court liaison to the Leadership Team.

2014-2015 Court Accomplishments

- Added half time court cashier
- Implemented RAPS pilot program
- Began enhanced probation program
- *Skip the Trip to Court* Campaign
- Created court logo

2014-2015 Awards and Recognition

- 2014, 2015, Food Frenzy/First Place Per Capita, Public Sector Legal Organizations
- \$1,200 Youth Court Donation made by Shoreline Achievers Kiwanis Club

2014-2016 Noteworthy

- Court hosts training and education sessions: legal financial obligations and the heroin epidemic
- Youth court creates logo
- Probation officer speaks before LFP rotary

2016-2017 Planned Court Activities

- Continue to monitor RAPS pilot 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

2015-2016 MAJOR CHANGES IN THE COURT

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. The program safeguards the community, helps reduce pre-trial incarceration costs, reduces the failure to appear rate and promotes defendant accountability.

MUNICIPAL COURT

The Court utilizes the program for pre-trial sobriety monitoring for people charged with drug or alcohol offenses. A 2013 unfunded state mandate requires pre-trial installation of an ignition interlock device for anyone charged with a DUI who has a prior DUI within a lifetime.

The Court is experiencing a significant increase in the number of defendants assigned to the program. A 63% increase was noted in electronic monitoring costs between 2014 and 2015. Costs for drug patch supplies and analysis have also increased notably. The 2016 trend indicates a continued increase in costs for the program.

Release and Planning Services (RAPS):

The RAPS program is a voluntary program created in collaboration with the Center for Human Services (CHS), Shoreline, designed for motivated offenders who have a desire to change the direction of their life course. Research shows that offenders often experience multiple problems, such as mental illness or substance abuse which lead to difficulties in accessing services to meet their basic needs. The key service requirement for those returning to the local community is related to immediate needs and ongoing persona support. The RAPS program consists of two, one hour sessions with a professional CHS resource counselor who works with the offender to design a customized, step by step plan to achieve a desire life goal.



Municipal Court Staffing	(FTE)	
	<u>2017</u>	<u>2018</u>
Department Employee Count	4.30	4.30

MUNICIPAL COURT

Department Budget Summary, Municipal Court		
Description	2015-2016	2017-2018
Salaries	645,736	684,426
Employee Benefits	201,448	261,348
Court Supplies	10,803	15,106
Court Banking Fees	-	6,100
Youth Court Supplies	-	4,084
Small Tools & Equipment	344	300
Prof. Svcs.-Security	26,160	26,204
Communications	12,791	11,000
Travel Exp. (lodging, meals)	3,403	2,400
Insurance	28,267	31,284
Repair & Maintenance	4,408	500
Dues - Subscriptions	3,348	3,000
Training	2,001	2,000
Jury Service	2,731	3,000
Interpreters	5,909	6,000
Salaries - Pro Tem	7,450	5,000
Employee Benefits - Pro Tem	656	440
Probation Costs	5,418	10,000
Copier Rental	-	4,566
Machinery & Equipment	2,577	1,000
Total Court	963,448	1,077,758

POLICE DEPARTMENT

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 23, 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.



DEPARTMENT GOALS

The Police Department has identified four goals for the work of the Department:

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

POLICE DEPARTMENT

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 *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 *Emergency Management Division* is overseen by the Police Chief. Responsibilities include coordinating the newly formed Northshore Emergency Management Coalition (NEMCo), 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.

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 accountability, and providing emergency management oversight.
- Enhance relationship with our schools to continue emergency response planning and exercises.

POLICE DEPARTMENT

- 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.

2017 – 2018 PLANNED ACTIVITIES

- Increase proactive law enforcement activities linked to the Operational Plan
- Implement Strategic Traffic Safety Plan
- Enhance NEMCo responsibilities
- Reduce crime related to residential burglaries

<i>Type of Call</i>	2013	2014	2015	+/-	
<i>Alarms</i>	310	366	371	1%	↑
<i>Assault / Fights / Harassment</i>	52	58	76	31%	↑
<i>Burglary / Theft</i>	370	462	425	-8%	↓
<i>Disturbance / Noise</i>	155	208	194	-7%	↓
<i>Domestic</i>	60	74	65	-12%	↓
<i>Information / 911 Hang-up</i>	281	350	318	-9%	↓
<i>Investigations</i>	1365	1387	1745	26%	↑
<i>Juvenile</i>	60	50	51	2%	↑
<i>Liquor / Narcotics</i>	80	76	77	1%	↑
<i>Miscellaneous</i>	1518	1606	1264	-21%	↓
<i>Parking</i>	240	253	346	37%	↑
<i>Public Service</i>	1900	1832	2481	35%	↑
<i>Robbery</i>	3	3	3	0%	---
<i>Traffic</i>	2365	2709	3735	38%	↑
<i>Trespass</i>	58	55	64	16%	↑

DEPARTMENT STAFFING AND BUDGET SUMMARY

Police Department Staffing	(FTE)	
	<u>2017</u>	<u>2018</u>
Department Employee Count	22.00	22.00

POLICE DEPARTMENT

Department Budget Summary, Police Department		
Description	2015-2016	2017-2018
<u>Police Department Operations</u>		
Salaries	3,817,305	3,999,180
Overtime	206,085	190,000
Employee Benefits	1,462,137	1,526,360
LEOFF 1 Expenses	63,025	70,000
Disability Insurance	6,934	7,626
Uniform Expenses	41,667	42,000
Police - Dry Cleaning Contract	900	1,200
Police - Badges & Vests	20,095	18,000
Supplies - General	16,126	19,920
Operations / Vehicle Supplies	37,966	47,000
K-9 Narcotics	8,484	10,000
Fuel	59,952	67,000
Small Tools & Equipment	8,921	2,000
Professional Services	43,949	44,000
Juvenile Intervention Program	-	-
Communications	107,212	110,000
Travel Exp. (lodging, meals)	14,986	16,000
Copier Rental	-	11,334
Insurance	194,363	215,110
Vehicle Repair & Maintenance	94,303	84,000
Office Equip.- Repair & Maint.	23,318	4,746
Operations Repair/Maintenance	3,255	4,000
Dues / Subscriptions	16,444	13,900
Training	30,705	30,000
Call Out Services - SWAT	3,244	4,400
Safe Harbor Expenses (DV)	500	1,000
Computer Hardware/Software	2,134	4,000
Machinery & Equipment	5,500	13,000
Police Total	6,289,511	6,555,776
<u>Crime Watch</u>		
Employee Benefits	11	-
Supplies	7,162	5,000
Comm. Oriented Policing Prog.	6,622	10,000
Crime Watch Total	13,795	15,000

POLICE DEPARTMENT

Department Budget Summary, Police Department		
Description	2015-2016	2017-2018
<u>Emergency Management</u>		
Office / Operating Supplies	9,729	1,000
Professional Services	923	82,000
Travel Expenses	500	1,000
Dues / Subscriptions	55,165	-
Training	1,325	2,000
Machinery & Equipment	500	4,000
Emergency Management Total	68,141	90,000
<u>Traffic Safety Camera Program</u>		
Professional Services	768,176	930,000
Traffic Safety Camera Total	768,176	930,000
<u>Dispatch</u>		
Equipment Maintenance	43,442	55,000
Contracted Services	196,882	211,670
Equipment Maintenance	-	-
Contracted Services	-	-
Dispatch Total	240,324	266,670
<u>Civil Service Commission</u>		
Supplies	852	1,000
Professional Services	10,647	15,000
Travel Exp.(lodging, meals)	633	1,400
Training	200	400
Civil Service Commission Total	12,332	17,800
<u>Animal Control</u>		
Animal Control Services	13,195	16,000
Animal Control Total	13,195	16,000
Police Department Total	7,405,474	7,891,246

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 2.0% in 2017 and estimating the same in 2018. An inflationary increase is built into the prosecutor contract. The increase is an assumption of inflation (Seattle CPI 1.8%) for urban consumers for 2016.

PUBLIC DEFENDER

The Public Defender service was bid out in 2014. It resulted in an estimated cost increase of about (10%) for the Public Defender for 2016. Higher costs are the result of a new state court ruling limiting the caseloads of public defenders. Through one and one-half years of this service, the Public Defender has been able to easily manage within the prescribed case limits.

DETENTION AND ELECTRONIC HOME MONITORING

The budget actual amount reflects the Municipal Court using home detention in some sentencing, when criteria are met, a separate line item was added in this budget to account for electronic home monitoring. The 2017-2018 budget takes into account this factor and are set with a projected increase because sentencing needs cannot be projected with accuracy in a court this size.

Department Budget Summary, Other Criminal Justice		
Description	2015-2016	2017-2018
Prosecutor	168,859	177,195
Public Defender	190,249	190,000
Elec. Monitor/Wk. Release	17,953	50,000
Witness Fee (Court)	1,510	-
Jail Expenses	292,459	265,000
Other Criminal Justice Total	671,030	682,195

PLANNING AND BUILDING DEPARTMENT

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.

Planning Commission issues reviewed in 2015-2016:

- 2015 Comprehensive Plan Update Recommended Draft for Adoption (September 2015)
- Zoning Code Amendment to create a conditional use for Conservation Cluster Housing Recommendation for Adoption (February, 2016)
- Tree Regulations Update Recommendation for Adoption (September, 2016)

Land use policy issues brought to Council in 2015-2016

- Retail Marijuana - Adopted (March 2015)
- Comprehensive Plan Update - Adopted (January 2016)
- Code Enforcement Process Update
- Land Use Process Update
- Tree Regulations Update

PLANNING AND BUILDING DEPARTMENT

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 assuring compliance, public notification of complex projects, and construction inspections. In certain cases, compliance review involves a public hearing before the City’s Hearing Examiner, which the Department also supports.

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. The recently adopted update to the code enforcement regulations will improve the efficiency with which City staff is able to resolve violations. This activity is not offset by permit fees.

Tree Removal and Replacement: The City’s tree protection regulations were last updated in 2011. As a result of the recent increase in development activity, new updates will be considered by Council for adoption in late 2016. These updates will place a higher priority on preserving and protecting existing trees.

The City Arborist is retiring effective August 31, 2016. The Department will most likely seek a contract with an interim arborist and then determine if a request for proposals process is necessary to appoint a regular consulting arborist next year. Current charges for tree permits involving the City Arborist are based on fee of \$105 per hour. The City has been paying the outgoing arborist \$95 per hour. Initial inquiries show that potential interim arborists are charging \$135 per hour, so fees will most likely need to increase in 2017 to adjust for higher expenses.

Planning & Building Counter Assistance: The City places a high priority on providing timely, accurate information on land use and construction standards to the public. The permit counter has been receiving an average of 1800 visitors/year over the last few years. Many more received help by phone and email. In early 2017, a new permit system is scheduled for implementation that will allow applying for and checking the status of permits electronically.

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.

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

PLANNING AND BUILDING DEPARTMENT

Planning and Building Department Staffing	(FTE)	
	2017	2018
Department Employee Count	5.00	5.00

Department Budget Summary, Planning and Building		
Description	2015-2016	2017-2018
<u>Planning</u>		
Copier Rental	-	3,554
Tree Acct. Operating Supplies	2,000	4,000
Tree Acct. Professional Svcs.	3,269	2,000
Salaries	398,614	472,288
Overtime	1,102	-
Employee Benefits	130,428	152,294
Office / Operating Supplies	10,012	8,446
Professional Services	104,357	64,000
Engineering Services	174,935	180,000
Communications	5,109	5,000
Travel Exp. (lodging, meals)	1,325	1,700
Advertising	4,710	12,000
Dues / Subscriptions	2,342	2,800
Training	3,184	3,000
Machinery & Equipment	4,315	31,000
Planning Total	845,703	942,083
<u>Building</u>		
Salaries	255,120	286,426
Overtime	2,728	-
Employee Benefits	90,325	94,074
Office / Operating Supplies	5,979	6,000
Professional Services	21,688	30,000
Fire Marshall Inspections	1,380	2,000
Communications	962	1,200
Dues / Subscriptions	530	600
Machinery & Equipment	5,168	6,000
Building Total	383,878	426,300
Planning and Building Total	1,229,581	1,368,383

PUBLIC WORKS DEPARTMENT

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

Your 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. Services include 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/ Other

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.

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 such as; drinking fountains, two tennis courts, viewing decks, boardwalks, parking areas, park signage, and outdoor play equipment.

PUBLIC WORKS DEPARTMENT

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 by the Transportation Benefit District's approved plan.

Surface Water Utility, Funding Source: Surface Water Utility Fund

Surface water facility maintenance, operations and capital improvement are provided by the Surface Water Utility Fund. This includes geographic information systems mapping of the City's system, street sweeping, inspections of surface water infrastructure, capital project design and construction, and maintenance of the network of pipelines, ditches, detention facilities and streams.

Surface water utility funds are also used to implement the stormwater management program that seeks to improve water quality through public education and involvement, inspection, operations review and monitoring. This includes neighborhood environmental mini-grants and Stream Keepers' water quality monitoring.

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.



PUBLIC WORKS DEPARTMENT

KEY 2015-16 ACCOMPLISHMENTS

Facilities and Parks

- Maintained parks and facilities in light of ongoing 2015-2016 budget reductions
- Completed the design, permitting, and construction of phase II of Whispering Willow Park
- Repaired and maintained playground equipment at Horizon View Park
- Completed Lyon Creek Waterfront Preserve

Streets

- Completed NE 178th Street Phase 2 project - \$2.4 million project
- Maintained street signs, regulatory signs, and street markings
- Mowed 21 miles of slope
- Repaired streets with 40 tons of asphalt
- Overlaid 1.5 lane miles of street surface
- Collaborated with WSDOT to restrict turning from Brookside Blvd NE onto SR 522
- Coordinated with the Police Department to install no parking signs on NE 165th and 39th Ave NE
- Installed pedestrian flags at three major intersection to assist pedestrian travel



Surface Water

- Completed Lyon Creek Flood Reduction Project - \$6.5 million project
- Replaced McAleer Creek culvert at NE 178th Street
- Participated in the King County Flood Control District project review process
- Continued participation in the Lake Ballinger/McAleer Creek Forum
- Administered millions of dollars of county/state/federal funds for capital projects
- Maintained Water Quality permit compliance
- Maintained 8 miles of ditch lines
- Swept 1,025 miles of city streets

Sewer Utility

- 3500 residents served by the sewer utility
- 630 sewer locates

PUBLIC WORKS DEPARTMENT

- 2 sanitary sewer lift stations maintained
- 33 sewer grinder pumps serviced
- Completed digitization of sewer records

2017-18 PLANNED ACTIVITIES

Facilities and Parks

- Construct boardwalks over the wetlands on the McKinnon Creek Trail
- Work with volunteer groups to assist with parks maintenance
- Design restoration project to stabilize the Animal Acres Park slope
- Complete a Parks, Recreation and Open Space Plan (PROS Plan)
- Construct a picnic shelter in Animal Acres Park

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 and enhancements
- Pursue integrated multi-modal transportation opportunities

Surface Water Utility

- 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
- Improve water quality through public outreach, mini-grants, collaboration with upstream jurisdictions, and implementation of green infrastructure principles in capital projects.

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
- Work towards integrating GIS platform into sewer utility

PUBLIC WORKS DEPARTMENT

Public Works Department Staffing	(FTE)	
	2017	2018
Department Employee Count	15.62	15.62

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Parks</u>		
Salaries	258,888	239,865
Overtime	5,607	12,069
On-Call Services	3,547	7,635
Employee Benefits	104,791	101,355
Safety Clothing / Boots	966	1,400
Office Supplies	412	800
Operating Supplies	11,167	12,000
Small Tools & Equipment	2,311	3,400
Professional Services	25,426	40,000
Communications	3,388	3,600
Travel Exp. (lodging, meals)	194	300
Equipment Rental	6,439	7,000
Insurance	16,070	17,784
Utilities	27,664	35,600
Repairs & Maintenance	42,318	56,000
Dues / Subscriptions	295	350
Training	1,101	600
Parks Total	510,583	539,758

PUBLIC WORKS DEPARTMENT

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Facilities</u>		
Salaries	61,949	63,770
Overtime	1,399	3,011
On-Call Services	887	1,909
Employee Benefits	27,465	26,665
Safety Clothing / Boots	476	700
Office Supplies	299	400
Operating Supplies	11,285	16,120
Small Tools & Equipment	1,607	3,000
Janitorial Contract	67,653	71,114
Professional Services	56,878	90,000
Communications	1,595	1,800
Travel Exp. (lodging, meals)	96	200
Equipment Rental	400	800
Insurance	8,009	8,864
Utilities - P.W. Facilities	3,774	6,000
Utilities - City Hall	103,320	116,870
Repairs & Maintenance	44,696	46,500
Emergency Management	1,000	2,000
Dues & Subscriptions	148	400
Training	551	200
Property Assessments	10,529	13,000
Comcast Broadcast Equip.	43,873	-
Bid Bond Deposit Refund	-	-
Facilities Total	447,888	473,323
<u>Street Maintenance</u>		
Road Surface Maintenance	21,857	40,500
Repairs & Maintenance	5,352	2,000
Shoulder Maintenance	16,590	24,000
Structure Maintenance	14,544	12,000
Street Lighting Maintenance	79,423	100,000
Sign Replacement	6,157	6,000
Sign Maintenance	26,780	40,000
Pavement Marking / Striping	45,810	32,000
Snow Plowing / Sanding	9,939	15,000
Roadside Maintenance	80,130	72,000
Street Maintenance Total	306,581	343,500

PUBLIC WORKS DEPARTMENT

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Street Operations</u>		
Salaries	362,304	377,104
Overtime	7,957	17,127
On-Call Services	5,025	10,817
Employee Benefits	155,748	156,118
Safety Clothing / Boots	1,428	2,000
Office Supplies	1,480	702
Operating Supplies	9,500	9,000
Small Tools & Equipment	2,842	3,000
Professional Services	57,971	36,000
Legal Publishing	171	-
Communications	4,520	5,000
Travel Exp. (lodging, meals)	290	400
Equipment Rental	4,000	5,000
Insurance	22,916	26,648
Utilities	3,095	2,200
Dues / Subscriptions	443	500
Training	2,868	3,000
Copier Rental	-	1,299
Street Operations Total	642,559	655,914
<u>Engineering Operations</u>		
Professional Services	60,500	112,500
Travel Exp. (lodging & meals)	56	200
Advertising	-	-
Training	250	-
Salaries	236,504	234,376
Overtime	146	-
Employee Benefits	87,848	94,590
Insurance	8,411	9,790
Dues / Subscriptions	316	400
Engineering Operations Total	394,031	451,856

PUBLIC WORKS DEPARTMENT

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Sewer Operations</u>		
Legal Expenses	13,171	5,000
Salaries	231,082	251,438
Overtime	4,150	8,267
On-Call Services	1,774	5,076
Employee Benefits	89,334	94,088
Safety Clothing / Boots	516	600
Office Supplies	1,156	1,702
Operating Supplies/Materials	10,882	8,000
Small Tools & Equipment	1,510	12,000
Professional Services	69,044	105,000
Communications	3,614	6,200
Travel Exp. (lodging, meals)	135	200
Advertising	400	1,000
Equipment Rental	3,000	2,000
Insurance	9,752	11,354
Utilities	6,671	6,000
Repairs & Maintenance	91,664	104,000
Dues & Subscriptions	914	200
Training	1,031	1,000
METRO Charges	4,040,832	4,258,226
Taxes & Assessments	50,329	42,000
Copier Rental	-	1,298
Ronald Assumption - Principal	124,000	19,000
Public Works Trust Fund-Ronald	16,712	18,000
Ronald Assumption - Interest	13,845	2,200
Public Works Trust Fund-Int.	1,838	40,000
Machinery & Equipment	15,000	29,000
Interfund Svc. To T. Cap.(302)	153,184	153,184
Sewer Operations Total	4,955,538	5,186,034

PUBLIC WORKS DEPARTMENT

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Surface Water Operations</u>		
Legal Services	1,000	2,000
Copier Rental	-	-
Salaries	485,808	513,357
Overtime	8,876	-
On-Call Services	5,025	5,076
Employee Benefits	198,361	211,523
Safety Clothing / Boots	1,428	2,000
Office Supplies	1,443	702
Operating Supplies	14,718	14,000
Small Tools & Equipment	3,234	5,000
Prof. Services/Engineering	112,320	162,500
Communications	12,024	16,000
Travel Exp. (lodging, meals)	1,660	8,000
Equipment Rental	2,000	4,000
Insurance	22,916	26,648
Utilities	2,776	2,200
System Maintenance & Operation	286,580	300,000
Street Drainage Maintenance	106,430	110,000
Neighborhood Surface Water	31,108	10,000
Repairs & Maintenance	10,341	12,000
Dues / Subscriptions	20,585	25,000
Training	4,157	5,000
County Administration Billing	-	-
Taxes & Assessments	33,667	36,000
Surface Water Operations Total	1,366,456	1,471,007

PUBLIC WORKS DEPARTMENT

Department Budget Summary, Public Works		
Description	2015-2016	2017-2018
<u>Public Works Contract Operations</u>		
Salaries	799,371	837,198
Overtime	21,179	22,105
On-Call Services	13,302	13,438
Employee Benefits	367,158	361,928
Safety Clothing/Boots	3,861	5,000
Office Supplies	1,690	600
Operating Supplies	9,965	10,000
Small Tools & Equipment	10,953	13,000
Communications	14,071	17,000
Travel Exp. (lodging, meals)	782	1,000
Equipment Rental	3,500	7,000
Insurance	61,459	71,489
Utilities	2,609	6,000
Dues / Subscriptions	1,191	1,500
Training	5,059	5,000
Public Works Contract Operations Total	1,316,149	1,372,258

VEHICLE AND EQUIPMENT SERVICES AND REPLACEMENT FUND

PURPOSE

The purpose of the vehicle and 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 purchase, replacement, operation, and repair of major City assets such as vehicles, machinery, major equipment, and network and computer hardware.



WHAT WE DO

Vehicle and equipment services plans for the purchase and replacement of the City's vehicles and equipment. The services provided include planning for the maintenance and operating costs associated with those assets.

Most often purchases of new or replacement equipment are made by utilizing contracts secured by Washington State Department of Enterprise Services. The Washington State Department of Enterprise services contracts with vendors after a competitive bidding process has been performed. The utilization of these contracts by the City ensures that the City gets the best pricing on its purchases and satisfies the requirements of the City's purchasing policy. The City contracts with Northshore Utility District for vehicle and equipment maintenance and repair. The City also purchases fuel from the Northshore Utility District.

Description	2015-2016	2017-2018
Info.Svc. & Equip. Replacement	239,247	212,402
Public Works - Fuel	67,358	85,226
Public Works Equip. - Maint.	100,213	69,836
PD Vehicle Replacement	173,513	157,000
PW Equipment - Replacement	22,996	68,000
PW Vehicles - Replacement	160,121	224,169
Total	763,449	816,633

CAPITAL IMPROVEMENT PLAN (CIP)

2017-2018

Mayor's Proposed Budget, September 22, 2016

	2017						
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Transportation Benefit District
City Hall Risk Assessment	-	-	15,000	-	-	-	-
Reception Safety Glass	-	-	54,000	-	-	-	-
City Hall Space Efficiency Study	-	-	20,000	-	-	-	-
City Hall Facilities	-	-	49,264	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	4,558	4,558	4,558	-	-
Police Department Evidence Storage	2,000	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	270,075	270,075	-
Safe Highways	-	-	-	-	-	150,000	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	37,500	-	-	-	-	37,500
Safe Streets Study: Early Action Investments	-	17,500	-	-	-	-	17,500
37th Ave Sidewalk	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	60,000	-	-	-
Hillside Creek Restoration	-	-	-	-	-	-	-
Expenditures	2,000	205,000	142,822	64,558	274,633	420,075	155,000

Legacy projects

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

New Projects in 2017 CIP Update

	2018						
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Transportation Benefit District
City Hall Risk Assessment	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-
City Hall Facilities	-	-	164,380	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	8,082	8,082	8,082	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-
McKinnon Creek Trail	45,357	-	-	-	-	-	-
Tennis Court Lighting	35,000	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	119,000	-
Safe Highways	-	-	-	-	-	325,000	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	37,500	-	-	-	-	37,500
Safe Streets Study: Early Action Investments	-	17,500	-	-	-	-	17,500
37th Ave Sidewalk	-	60,000	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	215,000	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	500,000	-
Hillside Creek Restoration	-	-	-	-	-	-	-
Expenditures	80,357	265,000	172,462	8,082	223,082	944,000	155,000

Legacy projects

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

New Projects in 2017 CIP Update

	2019						
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Transportation Benefit District
City Hall Risk Assessment	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-
City Hall Facilities	-	-	99,887	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	413	413	413	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	60,000	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	-	-
Safe Highways	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	-	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	1,150,000	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	400,000	-	1,600,000	-
Hillside Creek Restoration	-	-	-	-	-	-	-
Expenditures	-	150,000	100,301	460,413	1,150,413	1,600,000	100,000

Legacy projects

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

New Projects in 2017 CIP Update

	2020						Transportation Benefit District
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	
City Hall Risk Assessment	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-
City Hall Facilities	-	-	431,005			-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	-	-
Safe Highways	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	75,000	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	560,000	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	100,000	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	800,000	-	3,200,000	-
Hillside Creek Restoration	-	-	-	-	-	-	-
Expenditures	-	225,000	431,005	800,000	100,000	3,760,000	100,000

Legacy projects

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

New Projects in 2017 CIP Update

	2021						
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Transportation Benefit District
City Hall Risk Assessment	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-
City Hall Facilities	-	-	50,647	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	-	-
Safe Highways	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	-	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	2,210,000	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	50,000	50,000	-	50,000	-	-	-
Culvert Replacement	-	-	-	800,000	-	3,200,000	-
Hillside Creek Restoration	-	-	-	-	-	-	-
Expenditures	50,000	200,000	50,647	850,000	-	5,410,000	100,000

Legacy projects

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

New Projects in 2017 CIP Update

	2022						
	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State/Federal Funding	Transportation Benefit District
City Hall Risk Assessment	-	-	-	-	-	-	-
Reception Safety Glass	-	-	-	-	-	-	-
City Hall Space Efficiency Study	-	-	-	-	-	-	-
City Hall Facilities	-	-	-	-	-	-	-
New Public Works Office Building	-	-	-	-	-	-	-
Public Works Facilities	-	-	-	-	-	-	-
Police Department Evidence Storage	-	-	-	-	-	-	-
McKinnon Creek Trail	-	-	-	-	-	-	-
Tennis Court Lighting	-	-	-	-	-	-	-
Animal Acres Park Restoration	-	-	-	-	-	-	-
Park Property Acquisition/Development	-	-	-	-	-	-	-
Safe Highways	-	-	-	-	-	-	-
Annual Street Overlay Program	-	150,000	-	-	-	-	100,000
ADA Ramps	-	-	-	-	-	-	-
Safe Streets Study: Early Action Investments	-	-	-	-	-	-	-
37th Ave Sidewalk	-	-	-	-	-	-	-
Beach Drive Sewer Lift Stations	-	-	-	-	-	-	-
Comprehensive Sanitary Sewer Plan	-	-	-	-	-	-	-
Sheridan Beach Sewer Reliability Study	-	-	-	-	-	-	-
Material Bins Covers	-	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-	-
Hillside Creek Restoration	-	-	-	50,000	-	-	-
Expenditures	-	150,000	-	50,000	-	-	100,000

Legacy projects

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

New Projects in 2017 CIP Update

City Hall Risk Assessment

Description	Comprehensive risk assessment of City Hall. This risk assessment should include the following: Police Department vehicle parking, reception areas (Court, PD, City Hall), Council Chambers/Courtroom, security during Court, exterior windows, reinforced security at City Hall entrance (bollard posts), police patrol area access. This is not a comprehensive list, rather an example of items to be included.
Background	Over the past decade, active shooter incidents and violent encounters in public facilities have increased dramatically. The safety of our employees is of the highest priority.
Policy Basis	
Total Project Cost	\$15,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	\$0
Change from Prior CIP	New project
Project Start Date	Ongoing
Anticipated Completion Date	Ongoing
Project Status	Ongoing
Project Rating	High

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$64,798		\$15,000						\$49,798
In-House Costs	\$3,735	\$0		\$0	\$0	\$0	\$0		\$3,735
TOTAL	\$68,532	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$53,532

Estimated Staff Hours	104	0	0	0	0	0	0	0	104
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
Capital Facilities - REET I	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$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	\$15,000	\$0	\$15,000	\$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

Reception Safety Glass

Description	Installation of safety glass in reception areas within City Hall (Police, Court and Main Reception).
Background	Over the past decade, active shooter incidents and violent encounters in public facilities have increased dramatically. The safety of our employees is of the highest priority.
Policy Basis	
Total Project Cost	\$54,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	\$0
Change from Prior CIP	New project
Project Start Date	Ongoing
Anticipated Completion Date	Ongoing
Project Status	Ongoing
Project Rating	High

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$54,000		\$54,000						
In-House Costs	\$0	\$0		\$0	\$0	\$0	\$0		\$0
TOTAL	\$54,000	\$0	\$54,000	\$0	\$0	\$0	\$0		\$0

Estimated Staff Hours	0	0	0	0	0	0	0	0	0
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
Capital Facilities - REET I	\$54,000	\$0	\$54,000	\$0	\$0	\$0	\$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	\$54,000	\$0	\$54,000	\$0	\$0	\$0	\$0		\$0

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

City Hall Space Efficiency Study

Description	This item is to perform a study of City Hall to identify whether the public counters can be moved in the building, so that the public is not required to enter employee work areas to conduct business with employees. The study would also look into whether the City Hall layout could be modified to gain useable and/or flexible employee work areas.
Background	City Hall is at capacity and when additional space is required for temporary staff permanent staff is often displaced to accommodate them. Additionally, staff has voiced security concerns regarding the public counters being located in employee areas of City Hall.
Policy Basis	
Total Project Cost	\$20,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	
Change from Prior CIP	New project
Project Start Date	Ongoing
Anticipated Completion Date	Ongoing
Project Status	Ongoing
Project Rating	

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$20,000		\$20,000						
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
In-House Costs	\$0								
TOTAL	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Staff Hours	0	0	0	0	0	0	0	0	0

REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
Capital Facilities - REET I	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0		\$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	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0

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

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	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	\$868,194
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	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$868,194	\$23,213	\$49,264	\$164,380	\$99,887	\$431,005	\$50,647		\$49,798
In-House Costs	\$0								
TOTAL	\$868,194	\$23,213	\$49,264	\$164,380	\$99,887	\$431,005	\$50,647		\$49,798

Estimated Staff Hours	0	0	0	0	0	0	0		0
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
Capital Facilities - REET I	\$868,194	\$23,213	\$49,264	\$164,380	\$99,887	\$431,005	\$50,647		\$49,798
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	\$868,194	\$23,213	\$49,264	\$164,380	\$99,887	\$431,005	\$50,647		\$49,798

	Environment	Feasibility	Plans	Public Health	Legal Mandate	Budget Impact	Outside Funding
Project Rating	Low	Medium	High	Medium	Low	Medium	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	Not Scheduled
Anticipated Completion Date	Not Scheduled
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$1,075,000

Estimated Staff Hours	1,786								1,786
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$1,075,000

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

Public Works Facilities

Description	Funding in 2017 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. 2017: Communications analysis between City Hall and the PW facility, replacement of the HVAC system. 2018: Exterior Painting, Hot Water Heaters, Appliance Replacement. 2018: Roof Replacement. 2019: New Flooring, Interior Painting. 2020: Electric Hot Water Heater (Shop). Future: New Siding, Exterior Painting, Appliances, Interior Painting.
Policy Basis	Communication
Total Project Cost	\$81,896
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	3/1/2017
Anticipated Completion Date	5/1/2020
Project Status	Pending Approval
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$36,733	\$13,674	\$24,249	\$1,240				
In-House Costs	\$0								
TOTAL	\$81,896	\$42,733	\$13,674	\$24,249	\$1,240	\$0	\$0	\$0	\$0

Estimated Staff Hours	60	60	0	0	0				
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
PW Facilities - SWM Capital, Sewer Capital	\$81,896	\$42,733	\$13,674	\$24,249	\$1,240				
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	\$81,896	\$42,733	\$13,674	\$24,249	\$1,240	\$0	\$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 2017 will be used evaluate the opportunities for evidence storage. Future funding will rely on the results of the evaluation.
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	1/1/2017
Anticipated Completion Date	6/1/2017
Project Status	Pending
Project Rating	Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$2,000		\$2,000						
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
In-House Costs	\$0								
TOTAL	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	3	3							
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	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

	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 2017 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	\$135,888
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	2018
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 2018.
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$20,254	\$20,254							
Permitting	\$5,236	\$5,236							
Right-of-way Acquisition	\$0								
Construction	\$110,398	\$65,041		\$45,357					
In-House Costs	\$0								
TOTAL	\$135,888	\$90,531	\$0	\$45,357	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	249	155	94						
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$135,888	\$90,531	\$0	\$45,357					
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	\$135,888	\$90,531	\$0	\$45,357	\$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	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$8,750			\$8,750					
Permitting	\$500			\$500					
Right-of-way Acquisition	\$0								
Construction	\$25,750			\$25,750					
In-House Costs	\$0								
TOTAL	\$35,000	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	0			0					
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$35,000	\$0	\$0	\$0	\$0	\$0

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

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	\$180,356
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	2019
Anticipated Completion Date	2019
Project Status	City is identifying potential outside funding sources.
Project Rating	Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$71,106	\$37,000			\$34,106				
Permitting	\$9,250	\$9,250							
Right-of-way Acquisition	\$0								
Construction	\$100,000				\$100,000				
In-House Costs	\$0								
TOTAL	\$180,356	\$46,250	\$0	\$0	\$134,106	\$0	\$0	\$0	\$0

Estimated Staff Hours	0	0	0			0			
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$120,356	\$46,250	\$0		\$74,106				
TOTAL	\$180,356	\$46,250	\$0	\$0	\$134,106	\$0	\$0	\$0	\$0

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

Park Property Acquisition - 17450 37th Ave NE

Description	Acquire the property at 17450 37th Ave NE to convert to a public nature park with an active recreation element.
Background	Acquisition and development of the 17450 37th Ave NE will increase the size of Pfingst Animal Acres Park from 3.85 acres to over 5 acres providing a very large natural central park in Lake Forest Park. It will be connected by sidewalks on all sides, ample street and off-street parking while providing nature trail connection between Brookside Boulevard and Brookside Elementary School. We anticipate the trail would be used each school day by students and parents. The area could be used as an outdoor classroom due to its immediate proximity to the elementary school and its amazing location at the convergence of two salmon-bearing streams.
Policy Basis	Park Acquisition - Sensitive Area Preservation
Total Project Cost	\$860,000
Method of Financing	King County Parks Levy, King County Conservation Futures Grant, Recreation Conservation Office Grant, King Conservation District Grant, Other grants to be determined
City Funding %	0% - 20%
In-House Costs Reimbursed	To Be Determined
Estimated Annual Maint. Costs	\$5,000
Change from Prior CIP	New Project
Project Start Date	Spring 2015
Anticipated Completion Date	Fall 2018
Project Status	City is identifying potential outside funding sources
Project Rating	Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$50,000			\$50,000					
Permitting	\$0								
Right-of-way Acquisition	\$540,150		\$540,150						
Construction	\$200,000			\$200,000					
In-House Costs	\$0								
TOTAL	\$790,150	\$0	\$540,150	\$250,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	0		0	0					
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$87,000			\$87,000					
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$44,000			\$44,000					
Sewer Capital Fund	\$270,075		\$270,075						
State/Federal Funding	\$389,075		\$270,075	\$119,000					
King Conservation	\$0								
King County Parks Levy	\$0								
TOTAL	\$790,150	\$0	\$540,150	\$250,000	\$0	\$0	\$0	\$0	\$0

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

Description	Transportation study of SR 522 and SR 104 corridors in Lake Forest Park.
Background	SR 520 tolling mitigation for a study of the SR 522 and SR 104 corridors in Lake Forest Park. The state appropriated \$500K in 2010 that is administered through WSDOT. The funding was extended to June 30, 2013 and is being considered by the State Legislature in 2016 for an extension and reassignment from funding for a Park and Ride to a Corridor Study. Of the original \$500,000 in state funds, \$475,000 remains. Once approved by the State Legislature, WSDOT will administer the funds on a reimbursement basis to the City.
Policy Basis	City Council goal is to improve transportation
Total Project Cost	\$475,000
Method of Financing	State Appropriation - WSDOT
City Funding %	0%
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	To Be Determined
Change from Prior CIP	2013 expenditures were reduced from \$500,000 to \$475,000. 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.
Project Start Date	2010
Anticipated Completion Date	2018
Project Status	State funding has been approved
Project Rating	Medium

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$475,000		\$150,000	\$325,000					
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
In-House Costs					\$0				
TOTAL	\$475,000	\$0	\$150,000	\$325,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	0			0	0				
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
State/Federal Funding	\$475,000		\$150,000	\$325,000					
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$475,000	\$0	\$150,000	\$325,000	\$0	\$0			\$0

	Environment	Feasibility	Plans	Public Health	Legal Mandate	Budget Impact	Outside Funding
Project Rating	High	High	High	High	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	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$2,334,000	\$684,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$150,000
In-House Costs	\$0								
TOTAL	\$2,334,000	\$684,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$150,000
Estimated Staff Hours									
REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$1,834,000	\$434,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000		\$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	\$2,084,000	\$684,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000		\$150,000

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

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 and construct a project every other year focusing initially on the Ballinger Way corridor.
Policy Basis	Federal Law
Total Project Cost	\$198,000
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	2017
Anticipated Completion Date	Ongoing
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$88,000	\$48,000		\$20,000		\$20,000			
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$110,000			\$55,000		\$55,000			
In-House Costs	\$0								
TOTAL	\$198,000	\$48,000	\$0	\$75,000	\$0	\$75,000	\$0	\$0	\$0

Estimated Staff Hours	0	0							
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$201,600	\$51,600	\$0	\$75,000	\$0	\$75,000	\$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	\$201,600	\$51,600	\$0	\$75,000	\$0	\$75,000	\$0	\$0	\$0

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

Safe Streets Study: Early Action Investments

Description	Small street safety improvement projects as depicted in the upcoming Safe Streets study.
Background	The City is proceeding with a Safe Streets study employing a consultant and including robust public participation to identify and prioritize needed safety improvements on local streets. It is anticipated that some of the needed improvements identified will be small scale, localized projects that can be accomplished without the need for (or would be ineligible for) outside funding which would necessarily delay such projects.
Policy Basis	
Total Project Cost	\$70,000
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	7/1/2017
Anticipated Completion Date	11/1/2018
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$20,000		\$10,000	\$10,000					
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$50,000		\$25,000	\$25,000					
In-House Costs	\$0								
TOTAL	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	0	0							
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$70,000		\$35,000	\$35,000					
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	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0

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

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.
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	\$2,830,000
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	2018
Anticipated Completion Date	2021
Project Status	Pending
Project Rating	Medium

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$830,000			\$60,000		\$560,000	\$210,000		
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$2,000,000						\$2,000,000		
In-House Costs	\$0								
TOTAL	\$2,830,000	\$0	\$0	\$60,000	\$0	\$560,000	\$2,210,000	\$0	\$0

Estimated Staff Hours	0	0	0						
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$60,000			\$60,000					
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
State/Federal Funding	\$2,770,000					\$560,000	\$2,210,000		
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$2,830,000	\$0	\$0	\$60,000	\$0	\$560,000	\$2,210,000	\$0	\$0

Project Rating	Environment High	Feasibility Medium	Plans High	Public Health High	Legal Mandate Low	Budget Impact Low	Outside Funding Medium
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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	\$1,365,000
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 to 2018-2019 The funding amounts and sources remain the same.
Project Start Date	2018
Anticipated Completion Date	2019
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$365,000			\$215,000	\$150,000				
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$1,000,000				\$1,000,000				
In-House Costs	\$0		\$0						
TOTAL	\$1,365,000	\$0	\$0	\$215,000	\$1,150,000	\$0	\$0	\$0	\$0

Estimated Staff Hours	0	0							
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$0								
Sewer Capital Fund	\$1,365,000		\$0	\$215,000	\$1,150,000				
State/Federal Funding	\$0								
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$1,365,000	\$0	\$0	\$215,000	\$1,150,000	\$0	\$0	\$0	\$0

Project Rating	Environment High	Feasibility Medium	Plans High	Public Health High	Legal Mandate High	Budget Impact High	Outside Funding Low
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Comprehensive Sanitary Sewer Plan

Description	Comprehensive Sanitary Sewer Plan
Background	The City's Comprehensive Sanitary Sewer Plan was last updated in 1999 and is in need of updating in order to satisfy State Department of Ecology regulations and other agencies.
Policy Basis	Growth Management Act
Total Project Cost	\$100,000
Method of Financing	Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	None
Estimated Annual Maint. Costs	None
Change from Prior CIP	New project
Project Start Date	Spring 2020
Anticipated Completion Date	Fall 2020
Project Status	Ongoing
Project Rating	Medium

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$100,000					\$100,000			
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
In-House Costs	\$0								
TOTAL	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0

Estimated Staff Hours	81	81							
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund (REET I)	\$0								
Transportation Capital Fund (REET II)	\$0								
LFP SWM Capital Fund	\$0								
Sewer Capital Fund	\$100,000					\$100,000			
State/Federal Funding	\$0								
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0

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

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. The specific purpose of the evaluation is to understand the reasons for sanitary sewer backflows in 2007 and to review the performance of backflow preventers installed by homeowners many years ago.
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	
Project Start Date	Pending
Anticipated Completion Date	Pending
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	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	\$10,000	\$0						

Estimated Staff Hours	10	10		0					
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$0								
Sewer Capital Fund	\$10,000	\$10,000							
State/Federal Funding	\$0								
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$10,000	\$10,000	\$0						

Project Rating	Environment	Feasibility	Plans	Public Health	Legal Mandate	Budget Impact	Outside Funding
	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	\$177,222
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	2021
Project Status	Ongoing
Project Rating	High

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$19,419	\$19,419							
Permitting	\$7,803	\$7,803							
Right-of-way Acquisition	\$0								
Construction	\$150,000						\$150,000		
In-House Costs	\$0								
TOTAL	\$177,222	\$27,222	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0

Estimated Staff Hours	0	0							0
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$50,000						\$50,000		
Transportation Capital Fund	\$50,000						\$50,000		
LFP SWM Capital Fund	\$77,222	\$27,222					\$50,000		\$0
Sewer Capital Fund	\$0								
State/Federal Funding	\$0								
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$177,222	\$27,222	\$0	\$0	\$0	\$0	\$150,000	\$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 structurally 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 2017 to replace four culverts. At least 11 culverts will still need to be replaced following the 2018 project. 2016 funding was 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 2018 to fund replacement of structurally deficient culverts L155, L60, L70, L110. Cost estimates are based on the 2009 Flood Reduction Planning Study and recent engineer's estimates for similar projects. Funding in 2016 was 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 2018 project.
Policy Basis	2009 Lake Forest Park Flood Reduction Planning Study
Total Project Cost	\$10,575,000
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	2017
Anticipated Completion Date	2021
Project Status	City is seeking outside funding opportunities
Project Rating	Medium

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$3,225,000	\$15,000	\$60,000	\$150,000	\$600,000	\$1,200,000	\$1,200,000		
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$7,350,000			\$350,000	\$1,400,000	\$2,800,000	\$2,800,000		
In-House Costs	\$0								
TOTAL	\$10,575,000	\$15,000	\$60,000	\$500,000	\$2,000,000	\$4,000,000	\$4,000,000	\$0	\$0

Estimated Staff Hours	31	31	0	0	0	0	0	0	0
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund (REET II)	\$0								
LFP SWM Capital Fund	\$2,076,125	\$16,125	\$60,000		\$400,000	\$800,000	\$800,000		
Sewer Capital Fund	\$0								
State/Federal Funding	\$8,500,000			\$500,000	\$1,600,000.00	\$3,200,000.00	\$3,200,000.00		
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$10,576,125	\$16,125	\$60,000	\$500,000	\$2,000,000	\$4,000,000	\$4,000,000	\$0	\$0

PWTF Loan Payment	\$27,069		\$3,867	\$3,867	\$3,867	\$3,867	\$3,867	\$3,867	\$3,867
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Project Rating	High	Low	High	Medium	Low	Medium	Low
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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	\$50,000
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	Pending
Anticipated Completion Date	Pending
Project Status	City is identifying possible outside funding sources
Project Rating	Medium

EXPENDITURES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$50,000							\$50,000	
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
In-House Costs	\$0								
TOTAL	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0

Estimated Staff Hours	0
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REVENUES	Total	Previous	2017	2018	2019	2020	2021	2022	Future
City Capital Fund	\$0								
Transportation Capital Fund	\$0								
LFP SWM Capital Fund	\$50,000							\$50,000	\$0
Sewer Capital Fund	\$0								
State/Federal Funding	\$0								
King County Flood Control District	\$0								
King County Parks Levy	\$0								
TOTAL	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0

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

APPENDIX

2017-2018

Mayor's Proposed Budget, September 22, 2016

SIX YEAR FINANCIAL FORECAST

2017-2018

Mayor's Proposed Budget, September 22, 2016

Six Year Financial Forecast

Description	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
General Fund							
Beginning Fund Balance	1,864,708	1,899,860	1,722,802	1,581,607	1,524,579	1,445,135	
Property Tax	3,073,275	3,137,564	3,179,921	3,222,850	3,266,358	3,310,454	101.35%
Sales and Use Tax	889,072	926,502	963,006	1,000,948	1,040,386	1,081,377	103.94%
Local Criminal Justice / State	313,212	326,398	339,258	352,625	366,518	380,959	103.94%
Business Tax	282,014	259,947	270,189	280,834	291,899	303,400	103.94%
Solid Waste Collection Tax	97,727	98,704	101,305	103,974	106,714	109,526	102.64%
Utility Tax	555,000	560,550	575,349	590,538	606,128	622,130	102.64%
Sea. City Light Contract Fee	279,687	293,671	301,424	309,382	317,549	325,933	102.64%
Admission Tax	13,000	13,000	13,000	13,000	13,000	13,000	100.00%
Cable Television Franchise Fee	226,600	233,398	239,560	245,884	252,375	259,038	102.64%
Telecommunication Franchise	7,500	7,500	7,698	7,901	8,110	8,324	102.64%
Business Licenses	50,000	50,000	51,320	52,675	54,065	55,493	102.64%
Construction Permits	275,000	250,000	256,600	263,374	270,327	277,464	102.64%
Land Use Permits	96,000	86,000	88,270	90,601	92,993	95,448	102.64%
Plumbing Permits	55,000	45,000	46,188	47,407	48,659	49,944	102.64%
Mechanical Permits	44,500	34,500	35,411	36,346	37,305	38,290	102.64%
Concealed Weapon Permit / City	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Development Tech. Surcharge	23,525	20,775	21,323	21,886	22,464	23,057	102.64%
Other Licenses / Permits	32,500	32,500	33,358	34,239	35,143	36,070	102.64%
Bulletproof Vest Partnership	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
COPS Grant	67,000	67,000	-	-	-	-	100.00%
Coordinated Prevention Grant	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Traffic Safety Comm. Grant	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Multimodal Transportation City	13,587	13,587	13,946	14,314	14,692	15,080	102.64%
Criminal Justice - Population	4,011	4,011	4,117	4,226	4,337	4,452	102.64%
CJ - Special Programs	13,458	13,458	13,813	14,178	14,552	14,936	102.64%
DUI Distribution	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Liquor Excise Tax	60,430	60,430	62,025	63,663	65,344	67,069	102.64%
Liquor Board Profits	109,343	109,343	112,230	115,193	118,234	121,355	102.64%
Marijuana Excise Tax	7,505	7,505	7,703	7,906	8,115	8,329	102.64%
Local Hazardous Waste Grant	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
KC Waste Reduction Recycling	10,660	10,660	10,941	11,230	11,527	11,831	102.64%
Interfund Svc. From Fund (403)	49,439	56,680	58,177	59,712	61,289	62,907	102.64%
Interfund Svc. From Fund (401)	79,226	85,414	87,669	89,984	92,359	94,797	102.64%
Interfund Svc. From Fund (101)	57,493	58,355	59,896	61,477	63,100	64,766	102.64%
Interfund Svc. From Fund (450)	58,025	58,895	60,450	62,046	63,684	65,365	102.64%
Interfund Svc. From Fund (634)	1,234	1,253	1,286	1,320	1,355	1,390	102.64%
Interfund Svc. From Fund (302)	20,161	20,463	21,004	21,558	22,127	22,711	102.64%
Interfund Svc. From (301)	1,646	1,671	1,715	1,760	1,807	1,855	102.64%
Interfund Svc. From (501)	4,115	4,177	4,287	4,400	4,516	4,635	102.64%
Passport Rev. (Passport/Photo)	120,000	110,000	112,904	115,885	118,944	122,084	102.64%
Adult Probation Services	-	-	-	-	-	-	102.64%
Television/Cable Sub. Fee	12,000	12,000	12,317	12,642	12,976	13,318	102.64%
Support Service From TBD (104)	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Animal Control Reimbursement	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Other Civil Penalties	-	-	-	-	-	-	102.64%
Traffic Infraction Penalties	-	-	-	-	-	-	102.64%
Traffic Safety Camera Fines	1,125,000	1,125,000	1,147,500	1,170,450	1,193,859	1,217,736	102.00%
Legislative Assessment	-	-	-	-	-	-	102.64%
Civil Parking Infraction Penal	-	-	-	-	-	-	102.64%
DUI Fines	-	-	-	-	-	-	102.64%
Other Crim. Traffic Misdemeanor	-	-	-	-	-	-	102.64%
Other Crim. Non-Traffic Fines	-	-	-	-	-	-	102.64%
Court Costs Recouped	-	-	-	-	-	-	102.64%
Misc. G.F. Court Revenue	205,833	205,833	209,949	214,148	218,431	222,800	102.00%
Investment Interest	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Sales Tax Interest-State Treas	300	300	308	316	324	333	102.64%
Facility Rental Fees	-	-	-	-	-	-	102.64%
Space & Facilities Leases	-	-	-	-	-	-	102.64%

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

Description	Six Year Financial Forecast						
	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
Copier Rental	4,322	4,322	4,436	4,553	4,673	4,797	102.64%
Machinery & Equipment	2,678	2,678	2,749	2,821	2,896	2,972	102.64%
Election/Voter Costs	45,000	25,000	25,660	26,337	27,033	27,746	102.64%
Association of WA Cities	8,750	8,750	8,981	9,218	9,461	9,711	102.64%
Puget Sound Regional Council	6,300	6,300	6,466	6,637	6,812	6,992	102.64%
Sound Cities Association	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
SeaShore Transportation Forum	200	200	205	211	216	222	102.64%
Puget Sound Clean Air Agency	11,500	12,000	12,317	12,642	12,976	13,318	102.64%
National League of Cities	1,489	1,489	1,528	1,569	1,610	1,653	102.64%
OMWBE	100	100	103	105	108	111	102.64%
NUHSA - N. Urban H.S. Alliance	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
<u>Finance and IT Department</u>							
Salaries	413,745	429,089	440,417	452,044	463,978	476,227	102.64%
Employee Benefits	130,005	135,317	140,730	146,359	152,213	158,302	104.00%
Office / Operating Supplies	7,000	7,000	7,185	7,374	7,569	7,769	102.64%
Professional Services	4,500	29,500	30,279	31,078	31,899	32,741	102.64%
Communications	3,750	3,750	3,849	3,951	4,055	4,162	102.64%
Travel Exp. (lodging, meals)	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Copier Rental	2,640	2,640	2,710	2,781	2,855	2,930	102.64%
Dues / Subscriptions	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Training	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Machinery & Equipment	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Municipal Auditor Expenses	36,000	18,000	18,475	18,963	19,464	19,977	102.64%
<u>Municipal Court</u>							
Salaries	339,135	345,291	354,406	363,763	373,366	383,223	102.64%
Employee Benefits	127,835	133,513	138,853	144,407	150,184	156,191	104.00%
Court Supplies	7,553	7,553	7,752	7,957	8,167	8,383	102.64%
Court Banking Fees	3,050	3,050	3,131	3,213	3,298	3,385	102.64%
Youth Court Supplies	2,042	2,042	2,096	2,151	2,208	2,266	102.64%
Small Tools & Equipment	150	150	154	158	162	166	102.64%
Prof. Svcs.-Security & Pro-tem	13,102	13,102	13,448	13,803	14,167	14,541	102.64%
Communications	5,500	5,500	5,645	5,794	5,947	6,104	102.64%
Travel Exp. (lodging, meals)	1,200	1,200	1,232	1,264	1,298	1,332	102.64%
Insurance	15,261	16,024	16,447	16,881	17,327	17,784	102.64%
Repair & Maintenance	250	250	257	263	270	277	102.64%
Dues - Subscriptions	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Training	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Jury Service	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Interpreters	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Salaries - Pro Tem	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Employee Benefits - Pro Tem	220	220	226	232	238	244	102.64%
Probation Supplies	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Copier Rental	2,283	2,283	2,343	2,405	2,469	2,534	102.64%
Machinery & Equipment	500	500	513	527	541	555	102.64%
<u>Other Criminal Justice</u>							
Prosecutor	87,720	89,475	91,837	94,262	96,750	99,304	102.64%
Public Defender	95,000	95,000	97,508	100,082	102,724	105,436	102.64%
<u>Police Department</u>							
Salaries	1,972,771	2,026,409	2,079,906	2,026,816	2,080,324	2,135,244	102.64%
Overtime	95,000	95,000	97,508	100,082	102,724	105,436	102.64%
Employee Benefits	743,963	782,397	813,693	846,240	880,090	915,294	104.00%
LEOFF 1 Expenses	35,000	35,000	35,924	36,872	37,846	38,845	102.64%
Disability Insurance	3,813	3,813	3,914	4,017	4,123	4,232	102.64%
Uniform Expenses	21,000	21,000	21,554	22,123	22,707	23,307	102.64%
Police - Dry Cleaning Contract	600	600	616	632	649	666	102.64%
Police - Badges & Vests	9,000	9,000	9,238	9,481	9,732	9,989	102.64%
Supplies - General	9,960	9,960	10,223	10,493	10,770	11,054	102.64%
Operations / Vehicle Supplies	23,500	23,500	24,120	24,757	25,411	26,082	102.64%
K-9 Narcotics	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Fuel	33,500	33,500	34,384	35,292	36,224	37,180	102.64%

Description	Six Year Financial Forecast						
	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
Small Tools & Equipment	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Professional Services	22,000	22,000	22,581	23,177	23,789	24,417	102.64%
Communications	55,000	55,000	56,452	57,942	59,472	61,042	102.64%
Travel Exp. (lodging, meals)	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Insurance	104,932	110,178	113,087	116,073	119,137	122,282	102.64%
Vehicle Repair & Maintenance	42,000	42,000	43,109	44,247	45,415	46,614	102.64%
Office Equip.- Repair & Maint.	2,373	2,373	2,436	2,500	2,566	2,634	102.64%
Operations Repair/Maintenance	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Dues / Subscriptions	6,950	6,950	7,133	7,322	7,515	7,713	102.64%
Training	15,000	15,000	15,396	15,802	16,220	16,648	102.64%
Call Out Services - SWAT	2,200	2,200	2,258	2,318	2,379	2,442	102.64%
Copier Rental	5,667	5,667	5,817	5,970	6,128	6,290	102.64%
Safe Harbor Expenses (DV)	500	500	513	527	541	555	102.64%
Computer Hardware/Software	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Machinery & Equipment	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Supplies	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Comm. Oriented Policing Prog.	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Office / Operating Supplies	500	500	513	527	541	555	102.64%
Professional Services	31,000	51,000	52,346	53,728	55,147	56,603	102.64%
Travel Expenses	500	500	513	527	541	555	102.64%
Training	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Machinery & Equipment	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Professional Services	465,000	465,000	477,276	489,876	502,809	516,083	102.64%
Equipment Maintenance	27,500	27,500	28,226	28,971	29,736	30,521	102.64%
Contracted Services	103,760	107,910	110,759	113,683	116,684	119,765	102.64%
Supplies	500	500	513	527	541	555	102.64%
Professional Services	6,500	8,500	8,724	8,955	9,191	9,434	102.64%
Travel Exp.(lodging, meals)	700	700	718	737	757	777	102.64%
Training	200	200	205	211	216	222	102.64%
Animal Control Services	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Tree Acct. Operating Supplies	4,000	-	-	-	-	-	102.64%
Tree Acct. Professional Svcs.	2,000	-	-	-	-	-	102.64%
Jail Expenses	132,500	132,500	135,998	139,588	143,273	147,056	102.64%
Elec. Monitor/Wk. Release	25,000	25,000	25,660	26,337	27,033	27,746	102.64%
<u>Community Programs</u>							
Salaries	60,233	61,739	63,369	65,042	66,759	68,521	102.64%
Overtime	500	500	513	527	541	555	102.64%
Employee Benefits	18,587	19,527	20,308	21,120	21,965	22,843	104.00%
Office / Operating Supplies	150	150	154	158	162	166	102.64%
Community Development	27,000	27,000	27,713	28,444	29,195	29,966	102.64%
Lake Forest Park Arts Council	16,500	16,500	16,936	17,383	17,842	18,313	102.64%
Communications	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Travel Exp. (lodging, meals)	150	150	154	158	162	166	102.64%
Dues / Subscriptions	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Training	300	300	308	316	324	333	102.64%
Senior Services	17,000	17,000	17,449	17,909	18,382	18,868	102.64%
Teen Services	500	500	513	527	541	555	102.64%
Middle - After School Prog.	12,000	12,000	12,317	12,642	12,976	13,318	102.64%
Drug & Alcohol Prevention	17,000	17,000	17,449	17,909	18,382	18,868	102.64%
Recreation Programs	17,600	17,600	18,065	18,542	19,031	19,533	102.64%
Local Hazardous Waste Grant	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Coordinated Prevention Grant	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Waste Reduction/Recycle Grant	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
King County Alcohol Program	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
<u>Planning and Building Department</u>							
Copier Rental	1,777	1,777	1,824	1,872	1,921	1,972	102.64%
Salaries	223,970	248,319	204,874	210,283	215,835	221,533	102.64%
Employee Benefits	74,808	77,486	70,586	73,409	76,345	79,399	104.00%
Office / Operating Supplies	4,223	4,223	4,334	4,449	4,566	4,687	102.64%
Professional Services	32,000	32,000	32,845	33,712	34,602	35,515	102.64%

Description	Six Year Financial Forecast						
	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
Engineering Services	90,000	90,000	92,376	94,815	97,318	99,887	102.64%
Communications	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Travel Exp. (lodging, meals)	850	850	872	895	919	943	102.64%
Advertising	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Dues / Subscriptions	1,400	1,400	1,437	1,475	1,514	1,554	102.64%
Training	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Machinery & Equipment	15,500	15,500	15,909	16,329	16,760	17,203	102.64%
Salaries	141,445	144,981	148,809	152,737	156,769	160,908	102.64%
Employee Benefits	46,035	48,039	49,308	50,609	51,945	53,317	102.64%
Office / Operating Supplies	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Professional Services	15,000	15,000	15,396	15,802	16,220	16,648	102.64%
Fire Marshall Inspections	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Communications	600	600	616	632	649	666	102.64%
Dues / Subscriptions	300	300	308	316	324	333	102.64%
Machinery & Equipment	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
<u>Parks</u>							
Salaries	118,452	121,413	124,618	127,908	131,285	134,751	102.64%
Overtime	5,887	6,182	6,345	6,512	6,684	6,861	102.64%
On-Call Services	3,725	3,911	4,014	4,120	4,229	4,340	102.64%
Employee Benefits	50,171	51,184	53,231	55,361	57,575	59,878	104.00%
Safety Clothing / Boots	700	700	718	737	757	777	102.64%
Office Supplies	400	400	411	421	433	444	102.64%
Operating Supplies	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Small Tools & Equipment	1,700	1,700	1,745	1,791	1,838	1,887	102.64%
Professional Services	5,000	35,000	35,924	36,872	37,846	38,845	102.64%
Communications	1,800	1,800	1,848	1,896	1,946	1,998	102.64%
Travel Exp. (lodging, meals)	150	150	154	158	162	166	102.64%
Equipment Rental	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Insurance	8,675	9,109	9,349	9,596	9,849	10,110	102.64%
Utilities	17,700	17,900	18,373	18,858	19,355	19,866	102.64%
Repairs & Maintenance	28,000	28,000	28,739	29,498	30,277	31,076	102.64%
Dues / Subscriptions	175	175	180	184	189	194	102.64%
Training	300	300	308	316	324	333	102.64%
<u>Facilities</u>							
Salaries	31,491	32,279	33,131	34,006	34,903	35,825	102.64%
Overtime	1,469	1,542	1,583	1,624	1,667	1,711	102.64%
On-Call Services	931	978	1,004	1,030	1,057	1,085	102.64%
Employee Benefits	13,191	13,474	14,013	14,573	15,156	15,763	104.00%
Safety Clothing / Boots	350	350	359	369	378	388	102.64%
Office Supplies	200	200	205	211	216	222	102.64%
Operating Supplies	8,000	8,120	8,334	8,554	8,780	9,012	102.64%
Small Tools & Equipment	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Janitorial Contract	35,118	35,996	36,946	37,922	38,923	39,950	102.64%
Professional Services	30,000	60,000	61,584	63,210	64,879	66,591	102.64%
Communications	900	900	924	948	973	999	102.64%
Travel Exp. (lodging, meals)	100	100	103	105	108	111	102.64%
Equipment Rental	400	400	411	421	433	444	102.64%
Insurance	4,324	4,540	4,660	4,783	4,909	5,039	102.64%
Utilities - P.W. Facilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Utilities - City Hall	58,000	58,870	60,424	62,019	63,657	65,337	102.64%
Repairs & Maintenance	23,000	23,500	24,120	24,757	25,411	26,082	102.64%
Emergency Management	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Dues & Subscriptions	200	200	205	211	216	222	102.64%
Training	100	100	103	105	108	111	102.64%
Property Assessments	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Total General Fund Expenditure	8,346,273	8,626,451	8,813,652	8,958,438	9,215,850	9,480,894	

Street Fund							
Beginning Fund Balance	704,408	769,624	769,795	769,970	770,150	770,335	
R.O.W. Permits - Construction	60,000	60,000	61,584	63,210	64,879	66,591	102.64%

Description	Six Year Financial Forecast						
	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
ROW Rev. / Utility Franchise	200,000	200,000	205,280	210,699	216,262	221,971	102.64%
R.O.W. Permits	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Gas Taxes (MVET Cities)	281,575	281,575	289,009	296,638	304,470	312,508	102.64%
Roadway Maint. From TBD (104)	-	-	-	-	-	-	102.64%
Kenmore Interlocal Reimb.	-	-	-	-	-	-	102.64%
Investment Interest	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
FSA Forfeitures	-	-	-	-	-	-	102.64%
Total Street Fund Revenue	547,575	547,575	562,031	576,869	592,098	607,729	
Road Surface Maintenance	20,000	20,500	21,041	21,597	22,167	22,752	102.64%
Repairs & Maintenance	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Shoulder Maintenance	12,000	12,000	12,317	12,642	12,976	13,318	102.64%
Structure Maintenance	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Street Lighting Maintenance	50,000	50,000	51,320	52,675	54,065	55,493	102.64%
Sign Replacement	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Sign Maintenance	20,000	20,000	20,528	21,070	21,626	22,197	102.64%
Pavement Marking / Striping	16,000	16,000	16,422	16,856	17,301	17,758	102.64%
Snow Plowing / Sanding	7,500	7,500	7,698	7,901	8,110	8,324	102.64%
Roadside Maintenance	36,000	36,000	36,950	37,926	38,927	39,955	102.64%
Salaries	186,224	190,880	195,919	201,091	206,400	211,849	102.64%
Overtime	8,355	8,772	9,004	9,242	9,486	9,736	102.64%
On-Call Services	5,276	5,540	5,687	5,837	5,991	6,149	102.64%
Employee Benefits	77,225	78,893	80,976	83,114	85,308	87,560	102.64%
Safety Clothing / Boots	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Office Supplies	351	351	360	370	380	390	102.64%
Operating Supplies	4,500	4,500	4,619	4,741	4,866	4,994	102.64%
Small Tools & Equipment	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Professional Services	18,000	18,000	18,475	18,963	19,464	19,977	102.64%
Legal Publishing	-	-	-	-	-	-	102.64%
Communications	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Travel Exp. (lodging, meals)	200	200	205	211	216	222	102.64%
Equipment Rental	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Insurance	12,999	13,649	14,009	14,379	14,759	15,148	102.64%
Utilities	1,100	1,100	1,129	1,159	1,189	1,221	102.64%
Dues / Subscriptions	250	250	257	263	270	277	102.64%
Training	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Copier Rental	649	649	666	684	702	721	102.64%
Interfund Svc. To Cap. (302)	-	-	-	-	-	-	102.64%
Interfund Svc. To Fund (001)	63,006	-	-	-	-	-	102.64%
Interfund Svc. To (501)	37,315	37,315	38,301	39,312	40,350	41,415	102.64%
Transfer To PWFB (202)	10,365	-	-	-	-	-	102.64%
Total Street Fund Expenditure	606,316	541,100	555,385	570,047	585,097	600,543	

Council Contingency Fund							
Beginning Fund Balance	690,308	692,108	693,908	695,756	697,652	699,598	
Investment Interest	1,800	1,800	1,848	1,896	1,946	1,998	102.64%
Total Council Contingency Revenue	1,800	1,800	1,848	1,896	1,946	1,998	

Transportation Benefit District							
Beginning Fund Balance	100,701	343,770	603,307	767,854	932,413	1,096,982	
TBD Vehicle Fees-State	414,137	414,137	414,137	414,137	414,137	414,137	100.00%
Investment Interest	400	400	411	421	433	444	102.64%
Transfer from TBD (634)	-	-	-	-	-	-	102.64%
Total TBD Revenue	414,537	414,537	414,548	414,558	414,570	414,581	
Roadway Maint. To Street-101	-	-	-	-	-	-	102.64%
Support Service To G.F. (001)	1,968	-	-	-	-	-	102.64%
Safety Infrastructure	14,500	-	-	-	-	-	102.64%
Roadway Maint. To Tran Cap-302	155,000	155,000	250,000	250,000	250,000	250,000	100.00%
Insurance	-	-	-	-	-	-	102.64%
Total TBD Expenditure	171,468	155,000	250,000	250,000	250,000	250,000	

Six Year Financial Forecast

Description	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
Budget Stabilization Fund							
Beginning Fund Balance	300,654	301,404	302,154	302,924	303,714	304,525	
Interest	750	750	770	790	811	832	102.64%
Transfer From Gen. Fund (001)	-	-	-	-	-	-	102.64%
Total Budget Stabilization Revenue	750	750	770	790	811	832	
Capital Improvement Fund							
Beginning Fund Balance	820,968	803,393	977,536	1,202,831	1,434,073	1,621,421	
Real Estate Excise Tax I	225,000	225,000	230,940	237,037	243,295	249,718	102.64%
K.Co. Parks Levy	27,500	27,500	28,226	28,971	29,736	30,521	102.64%
K.Co. Flood District Levy	-	-	-	-	-	-	102.64%
State Parks Grant Program	270,075	119,000	-	-	-	-	102.64%
WCIA Risk Reduction Grant	-	-	-	-	-	-	102.64%
Investment Interest	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
City Hall Improvement Bond	-	-	-	-	-	-	102.64%
Transfer from GF (001)	-	-	-	-	-	-	102.64%
Total Capital Improvement Fund Revenue	524,575	373,500	261,219	268,115	275,193	282,458	
City Hall Improvements	2,000	-	-	-	-	-	102.64%
King County Parks Levy	-	35,000	35,924	36,872	37,846	38,845	102.64%
Horizon View Park	-	-	-	-	-	-	102.64%
McKinnon Creek Trail Svcs.	-	45,357	-	-	-	-	102.64%
Material Bin Covers	-	-	-	-	50,000	-	102.64%
Professional Services	-	-	-	-	-	-	102.64%
Park Acquisition and Dev.	540,150	119,000	-	-	-	-	102.64%
Interfund Svc. To Fund (001)	-	-	-	-	-	-	102.64%
Interfund Svc. Trans. Cap.-302	-	-	-	-	-	-	102.64%
Trans. To Long Term Bond (201)	-	-	-	-	-	-	102.64%
Trans. to Sewer Capital (402)	-	-	-	-	-	-	102.64%
Trans. To Cap. Res. Fund (303)	-	-	-	-	-	-	102.64%
Total Capital Improvement Fund Expendit	542,150	199,357	35,924	36,872	87,846	38,845	
Transportation Capital Fund							
Beginning Fund Balance	695,197	422,727	136,808	108,077	71,303	(23,755)	
Real Estate Excise Tax II	225,000	225,000	230,940	237,037	243,295	249,718	102.64%
Fed. Safe TeaLU (178th)	-	-	-	-	-	-	102.64%
Fed. 178th Roadway Imp.	-	-	-	-	-	-	102.64%
WSDOT Safe Routes to School	-	-	-	-	-	-	102.64%
State Trans. Imp. Board-Design	-	-	-	-	-	-	102.64%
State TIB-Urban Arterial Prog.	-	-	-	-	-	-	102.64%
Safe Highways Program	150,000	325,000	-	-	-	-	102.64%
Interfund Svc From S.Wtr (403)	-	-	-	-	-	-	102.64%
Interfund Svc From C.Imp (301)	-	-	-	-	-	-	102.64%
Interfund Svc. From Swr. (401)	-	-	-	-	-	-	102.64%
Interfund Svc. From GF (001)	-	-	-	-	-	-	102.64%
Interfund Svc. From Street-101	-	-	-	-	-	-	102.64%
Roadway Maint. From TBD (104)	155,000	155,000	250,000	250,000	250,000	250,000	102.64%
Investment Interest	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Total Transportation Capital Fund Revenue	531,500	706,500	482,480	488,617	494,917	501,382	
Interfund Svc. To GF (001)	52,018	-	-	-	-	-	102.64%
Interfund Svc. To Replacement (501)	2,508	2,508	2,574	2,642	2,712	2,783	102.64%
Professional Services	72,500	72,500	74,414	76,379	78,395	80,465	102.64%
Travel Exp. (lodging & meals)	100	100	103	105	108	111	102.64%
Advertising	-	-	-	-	-	-	102.64%
Training	-	-	-	-	-	-	102.64%
Salaries	115,741	118,635	121,767	124,982	128,281	131,668	102.64%
Overtime	-	-	-	-	-	-	102.64%
Employee Benefits	46,128	48,462	50,401	52,417	54,513	56,694	104.00%
Insurance	4,775	5,014	5,147	5,282	5,422	5,565	102.64%
Dues / Subscriptions	200	200	205	211	216	222	102.64%
Transfer to Surface Wtr. Cap.	-	-	-	-	-	-	102.64%

Description	Six Year Financial Forecast						Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	
Roadway Overlays (REET 2)	250,000	250,000	256,600	263,374	270,327	277,464	102.64%
Salaries	-	-	-	-	-	-	102.64%
Overtime	-	-	-	-	-	-	102.64%
Employee Benefits	-	-	-	-	-	-	102.64%
Safe Highways Program	150,000	325,000	-	-	-	-	102.64%
Material Bin Covers	-	-	-	-	50,000	-	102.64%
Pedestrian Facility Program	110,000	170,000	-	-	-	-	102.64%
Total Transportation Capital Expenditures	803,970	992,419	511,210	525,391	589,975	554,971	

Capital Facilities Maintenance Fund							
Beginning Fund Balance	190,334	198,212	176,450	154,113	131,187	107,656	
Investment Interest	700	700	718	737	757	777	102.64%
Trans. From Capital Fund (301)	150,000	150,000	153,960	158,025	162,196	166,478	102.64%
Total Cap. Facilities Maint. Fund Revenue	150,700	150,700	154,678	158,762	162,953	167,255	
Operating Supplies	35,000	-	-	-	-	-	102.64%
Small Tools & Equipment	-	-	-	-	-	-	102.64%
Misc. Building Improvements	107,822	172,462	99,887	143,525	16,881	17,327	102.64%
Painting	-	-	-	-	-	-	102.64%
Electrical	-	-	-	-	-	-	102.64%
HVAC	-	-	-	-	-	-	102.64%
Total Capital Facilities Maint. Fund Expenditures	142,822	172,462	177,015	181,688	186,485	191,408	102.64%

Sewer Utility Fund							
Beginning Fund Balance	579,570	582,067	609,543	637,094	664,696	692,325	
Licenses and Permits	25,000	25,000	25,660	26,337	27,033	27,746	102.64%
Sewer Lien Filing/Removal Fee	-	-	-	-	-	-	102.64%
Utility Charges	3,005,797	3,031,346	3,111,374	3,193,514	3,277,823	3,364,357	102.64%
Charges for Goods & Services	-	-	-	-	-	-	102.64%
Late Charges - Utility Bills	35,000	35,000	35,924	36,872	37,846	38,845	102.64%
Investment Interest	1,500	1,500	1,540	1,580	1,622	1,665	102.64%
Sewer Certificate Fee	-	-	-	-	-	-	102.64%
Sewer Utility Fund Revenue	3,067,297	3,092,846	3,174,497	3,258,304	3,344,323	3,432,614	102.64%
Legal Expenses	-	-	-	-	-	-	102.64%
Salaries	121,698	124,740	128,034	131,414	134,883	138,444	102.64%
Overtime	4,103	4,164	4,274	4,387	4,503	4,621	102.64%
On-Call Services	2,519	2,557	2,625	2,694	2,765	2,838	102.64%
Employee Benefits	46,313	47,775	49,687	51,674	53,741	55,891	104.00%
Safety Clothing / Boots	300	300	308	316	324	333	102.64%
Office Supplies	851	851	873	897	920	944	102.64%
Operating Supplies/Materials	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Small Tools & Equipment	11,000	1,000	1,026	1,053	1,081	1,110	102.64%
Professional Services	52,500	52,500	53,886	55,309	56,769	58,267	102.64%
Communications	3,000	3,200	3,284	3,371	3,460	3,552	102.64%
Travel Exp. (lodging, meals)	100	100	103	105	108	111	102.64%
Advertising	500	500	513	527	541	555	102.64%
Equipment Rental	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Insurance	5,539	5,816	5,969	6,127	6,289	6,455	102.64%
Utilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Repairs & Maintenance	52,000	52,000	53,373	54,782	56,228	57,713	102.64%
Dues & Subscriptions	100	100	103	105	108	111	102.64%
Training	500	500	513	527	541	555	102.64%
METRO Charges	2,129,113	2,129,113	2,185,322	2,243,014	2,302,230	2,363,009	102.64%
Taxes & Assessments	21,000	21,000	21,554	22,123	22,707	23,307	102.64%
Copier Rental	649	649	666	684	702	720	102.64%
Ronald Assumption - Principal	9,500	9,500	9,751	10,008	10,272	10,544	102.64%
Public Works Trust Fund-Ronald	9,000	9,000	9,238	9,481	9,732	9,989	102.64%
Ronald Assumption - Interest	1,100	1,100	1,129	1,159	1,189	1,221	102.64%
Public Works Trust Fund-Int.	20,000	20,000	20,528	21,070	21,626	22,197	102.64%
Machinery & Equipment	14,500	14,500	14,883	15,276	15,679	16,093	102.64%
Interfund Svc. To GF (001)	76,710	85,414	87,669	89,983	92,359	94,797	102.64%

Description	Six Year Financial Forecast						Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	
Interfund Svs. To Fund (501)	44,399	44,399	45,571	46,775	48,009	49,277	102.64%
Interfund Svc. To T. Cap.(302)	76,592	76,592	78,614	80,689	82,820	85,006	102.64%
Transfer To Sewer Cap. (402)	200,000	200,000	205,280	210,699	216,262	221,971	102.64%
Transfer To PWTF Repay. (407)	150,000	150,000	153,960	158,025	162,196	166,478	102.64%
Transfer To PWFB Fund (202)	3,214	-	-	-	-	-	102.64%
Total Sewer Utility Fund Expenditure	3,064,800	3,065,371	3,146,946	3,230,702	3,316,695	3,404,986	

Sewer Capital Fund							
Beginning Fund Balance	2,097,953	2,298,395	2,280,313	1,332,430	1,304,872	1,526,540	
Investment Interest	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Transfer from Cap. Fac. (301)	-	-	-	-	-	-	102.64%
Transfer From Sewer Fund (401)	200,000	200,000	205,280	210,699	216,262	221,971	102.64%
Total Sewer Capital Fund Revenue	205,000	205,000	210,412	215,967	221,668	227,520	
Salaries	-	-	-	-	-	-	102.64%
Employee Benefits	-	-	-	-	-	-	102.64%
Professional Services	4,558	8,082	8,295	-	-	-	102.64%
Beach Dr. Sewer Lift Station	-	215,000	1,150,000	-	-	-	102.64%
Sewer Facilities Projects	-	-	-	143,525	-	-	102.64%
Water/Sewer Comp. Plan	-	-	-	100,000	-	-	102.64%
Total Sewer Capital Fund Expenditure	4,558	223,082	1,158,295	243,525	-	-	

Surface Water Utility Fund							
Beginning Fund Balance	666,197	939,875	1,198,881	1,464,725	1,737,587	2,017,653	
Utility Service Charges	1,200,332	1,200,332	1,232,020	1,264,546	1,297,930	1,332,195	102.64%
State and Federal Grant Programs	-	-	-	-	-	-	102.64%
Investment Interest	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Total Surface Water Utility Revenue	1,202,332	1,202,332	1,234,073	1,266,653	1,300,092	1,334,415	
Legal Services	-	-	-	-	-	-	102.64%
Copier Rental	-	-	-	-	-	-	102.64%
Salaries	253,510	259,847	266,707	273,749	280,976	288,393	102.64%
Overtime	-	-	-	-	-	-	102.64%
On-Call Services	2,519	2,557	2,625	2,694	2,765	2,838	102.64%
Employee Benefits	104,250	107,274	111,565	116,027	120,668	125,495	104.00%
Safety Clothing / Boots	1,000	1,000	1,026	1,053	1,081	1,110	102.64%
Office Supplies	351	351	360	370	380	390	102.64%
Operating Supplies	7,000	7,000	7,185	7,374	7,569	7,769	102.64%
Small Tools & Equipment	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Prof. Services/Engineering	65,000	130,000	133,432	136,955	140,570	144,281	102.64%
Communications	8,000	8,000	8,211	8,428	8,650	8,879	102.64%
Travel Exp. (lodging, meals)	4,000	4,000	4,106	4,214	4,325	4,439	102.64%
Equipment Rental	2,000	2,000	2,053	2,107	2,163	2,220	102.64%
Insurance	12,999	13,649	14,009	14,379	14,759	15,148	102.64%
Utilities	1,100	1,100	1,129	1,159	1,189	1,221	102.64%
System Maintenance & Operation	150,000	150,000	153,960	158,025	162,196	166,478	102.64%
Street Drainage Maintenance	55,000	55,000	56,452	57,942	59,472	61,042	102.64%
Neighborhood Surface Water	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Repairs & Maintenance	6,000	6,000	6,158	6,321	6,488	6,659	102.64%
Dues / Subscriptions	12,500	12,500	12,830	13,169	13,516	13,873	102.64%
Training	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
County Administration Billing	-	-	-	-	-	-	102.64%
Taxes & Assessments	18,000	18,000	18,475	18,963	19,464	19,977	102.64%
PWTF Loan Payment	8,858	8,858	9,092	9,332	9,578	9,831	102.64%
PWTF Loan Interest	177	89	91	93	96	98	102.64%
Interfund Svc. To GF (001)	49,924	-	-	-	-	-	102.64%
Interfund Svc. To Fund (501)	46,101	46,101	47,318	48,567	49,849	51,165	102.64%
Interfund Svc. To T. Cap.(302)	-	-	-	-	-	-	102.64%
Interfund Svc. To Fund (450)	-	-	-	-	-	-	102.64%
Transfer To P.W. Fac. (202)	10,365	-	-	-	-	-	102.64%
Transfer To Sur.Water Cap.-404	100,000	100,000	102,640	105,350	108,131	110,986	102.64%
Total Surface Water Utility Expend.	928,653	943,326	968,229	993,791	1,020,027	1,046,955	102.64%

Six Year Financial Forecast

Description	2017 Budget	2018 Budget	2019	2020	2021	2022	Projection
Surface Water Capital Fund							
Beginning Fund Balance	661,420	696,862	288,780	1,531,420	3,893,245	6,313,375	
State and Federal Grant Programs	-	-	1,600,000	3,200,000	3,200,000	-	102.64%
Muni. Stormwater Grant (DOE)	-	-	-	-	-	-	102.64%
WSDOT Grant	-	-	-	-	-	-	102.64%
King County Flood District	-	-	-	-	-	-	102.64%
Investment Interest	-	-	-	-	-	-	102.64%
Transfer from Trans. Cap.(302)	-	-	-	-	-	-	102.64%
Trans From Surface Water (403)	100,000	100,000	102,640	105,350	108,131	110,986	102.64%
Total Surface Water Capital Revenue	100,000	100,000	1,702,640	3,305,350	3,308,131	110,986	102.64%
Professional Services	4,558	8,082	-	-	-	-	102.64%
Advertising	-	-	-	-	-	-	102.64%
Office/Operating Supplies	-	-	-	-	-	-	102.64%
Professional Services	-	-	-	-	-	-	102.64%
Communications	-	-	-	-	-	-	102.64%
Surface Water Facility Projects	-	-	-	143,525	66,881	-	102.64%
Surface Water Projects	60,000	500,000	460,000	800,000	821,120	50,000	102.64%
Lyon Creek Prop. Purchase	-	-	-	-	-	-	102.64%
Total Surface Water Capital Expend.	64,558	508,082	460,000	943,525	888,001	50,000	102.64%
Public Works Contract Fund							
Beginning Fund Balance	430,767	442,158	467,191	490,401	511,640	530,752	
Kenmore Interlocal Agreement	881,777	881,777	905,056	928,949	953,473	978,645	102.64%
Investment Interest	800	800	821	843	865	888	102.64%
Total Public Works Contract Revenue	882,577	882,577	905,877	929,792	954,339	979,533	102.64%
Salaries	413,431	423,767	434,955	446,437	458,223	470,320	102.64%
Overtime	10,970	11,135	11,429	11,731	12,040	12,358	102.64%
On-Call Services	6,669	6,769	6,948	7,131	7,319	7,513	102.64%
Employee Benefits	179,244	182,684	189,991	197,591	205,495	213,715	104.00%
Safety Clothing/Boots	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Office Supplies	300	300	308	316	324	333	102.64%
Operating Supplies	5,000	5,000	5,132	5,267	5,407	5,549	102.64%
Small Tools & Equipment	6,500	6,500	6,672	6,848	7,029	7,214	102.64%
Communications	8,500	8,500	8,724	8,955	9,191	9,434	102.64%
Travel Exp. (lodging, meals)	500	500	513	527	541	555	102.64%
Equipment Rental	3,500	3,500	3,592	3,687	3,785	3,884	102.64%
Insurance	34,873	36,616	37,583	38,575	39,593	40,639	102.64%
Utilities	3,000	3,000	3,079	3,160	3,244	3,330	102.64%
Dues / Subscriptions	750	750	770	790	811	832	102.64%
Training	2,500	2,500	2,566	2,634	2,703	2,775	102.64%
Interfund Svc. To GF (001)	58,934	58,895	60,450	62,046	63,684	65,365	102.64%
Interfund Svc. To Fund (501)	104,627	104,627	107,389	110,224	113,134	116,121	102.64%
Transfer To PWFB Fund (202)	29,388	-	-	-	-	-	102.64%
Total Public Works Contract Expend.	871,186	857,543	882,667	908,553	935,226	962,711	
Replacement Fund							
Beginning Fund Balance	327,605	380,002	432,783	486,957	542,561	599,633	
Interfund Svc. From Fund (001)	227,171	227,171	233,168	239,324	245,642	252,127	102.64%
Interfund Svc. From Fund (101)	37,315	37,315	38,301	39,312	40,350	41,415	102.64%
Interfund Svc. From Fund (403)	46,101	46,101	47,318	48,567	49,849	51,165	102.64%
Interfund Svc. From Fund (401)	44,399	44,399	45,571	46,775	48,009	49,277	102.64%
Interfund Svc. From Fund (450)	104,627	104,627	107,389	110,224	113,134	116,121	102.64%
Investment Interest	1,100	1,484	1,523	1,563	1,604	1,647	102.64%
Equipment Sales	-	-	-	-	-	-	102.64%
Total Replacement Fund Revenue	460,713	461,097	473,270	485,764	498,589	511,751	
Interfund Svc. To Fund (001)	-	-	-	-	-	-	102.64%
Info.Svc. & Equip. Replacement	106,201	106,201	109,005	111,882	114,836	117,868	102.64%
Public Works - Fuel	42,613	42,613	43,738	44,893	46,078	47,294	102.64%
Public Works Equip. - Maint.	34,918	34,918	35,840	36,786	37,757	38,754	102.64%

Description	Six Year Financial Forecast						Projection
	2017 Budget	2018 Budget	2019	2020	2021	2022	
PD Vehicle Replacement	78,500	78,500	80,572	82,700	84,883	87,124	102.64%
PW Equipment - Replacement	34,000	34,000	34,898	35,819	36,765	37,735	102.64%
PW Vehicles - Replacement	112,085	112,085	115,044	118,081	121,198	124,398	102.64%
Total Replacement Fund Expenditure	408,317	408,317	419,096	430,160	441,516	453,172	

COMPRHENSIVE FINANCIAL MANAGEMENT POLICIES

2017-2018

Mayor's Proposed Budget, September 22, 2016

City of Lake Forest Park

Comprehensive Financial Management Policies

August 11, 2016

City of Lake Forest Park
Comprehensive Financial Management Policies

The City's Comprehensive Financial Management Policies serves as a Mayor and Council-approved framework for the financial planning, budgeting accounting reporting and other financial management practices. The purpose of these policies is to ensure the City operates in a prudent manner, using sound fiscal policies to ensure the safekeeping of the City's assets and provide the delivery of services to the community.

A. Director of Finance

1. The Director of Finance is designated as the City's Chief Financial Officer and City Treasurer.
2. The Director of Finance is designated as the City's Auditing Officer pursuant to RCW 42.22.080 and as such will be responsible for the review of all claims and certification that the goods have been received or the services rendered and that the claims are valid and should be paid by the City.

B. City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund* is the general operating fund of the City. It accounts for all financial resources and transactions, except those required to be accounted for in another fund.
2. The *Street Fund* is required by state law to account for State-shared Motor Vehicle Fuel Tax revenue distributed on a per capita basis for transportation maintenance or capital improvements (RCW 47.24).
3. The *Surface Water Utility Fund* accounts for fees charged to all property owners for maintenance to the City's surface water drainage system (Ord. 459, Section 10 (1990)).
4. The *Sewer Utility Fund* accounts for collections from property owners connected to the City's sewer system. Expenditures include payment to King County and for City sewer system operating costs (Ord. 106, Section 5 (1966)).
5. The *Public Works Contract Fund*¹ – accounts for costs related to the agreement to provide services to Kenmore or other agency.

¹ The Public Works Contract Fund (Fund 450) was created administratively as part of the 2002 budget cycle, as referenced on page 152 of the 2002 City of Lake Forest Park Budget Book.

6. The *Transportation Benefit District* Fund accounts for revenues authorized by RCW 36.73 and supports the Street Overlay program, snow removal and street sweeping. It can be used to support local and regional transportation plans (Ord. 1003 (2009)).

DEBT SERVICE FUNDS

7. The Long Term General Obligation Bond Fund (*City Hall Bond Fund*) – accounts for transfers of REET from the Capital Improvement Fund to pay Debt Service on City Hall Bonds (RCW 82.46.035).
8. The *Public Works Facility Bond Fund* – accounts for transfers from the General Fund, Street Fund, Surface Water Fund, Sewer Utility Fund and Public Works Contract Fund to pay Debt Service on City Bonds for the Public Works Facility (Ord. 880, Section 14 (2002)).

RESERVE FUNDS

9. The *Council Contingency Reserve Fund* is established per RCW 35A.33.45 for capital purchases or for operating shortfalls due to unforeseen cost increases or unanticipated revenue losses (Ord. 660 (1995)).
10. The *Budget Stabilization Fund* is established as a subsidiary fund to the General Fund and accounts for transfers from the General Fund in accordance with Ordinance No. 1071. The City Council may authorize transfers during Biennial Budget adoption or Mid-biennial Adjustment to the Adopted Budget between the parent and subsidiary fund to mitigate fluctuations in General Fund revenues and expenditures in order to provide for uninterrupted public services (Ord. 1071 (2014)).

CAPITAL FUNDS

11. The *Capital Improvement Fund* accounts for the excise tax on the sale of real property within the City, the Parks Levy, grants and other sources. Real Estate Excise Tax (REET) proceeds are restricted pursuant by State law. Expenditures from the Fund are for facility and parks capital projects (RCW 82.46.035).
12. The Capital Facilities Reserve Fund, established by Ordinance No. 1051 (2012), is for the purposes of providing a reserve account for anticipated major maintenance and repairs to City Hall and the Public Works Facility. Transfers to the account for City Hall maintenance and repairs shall be from REET. Transfers to the account for Public Works facility maintenance and repairs shall be made from various funds in rough proportion to the annual percentage of maintenance-worker hours dedicated to the work supported by those various funds.
13. The *Transportation Capital Fund* accounts for REET and other sources for transportation capital projects (RCW 82.46.035).

14. The *Surface Water Capital Fund* accounts for transfers of storm water fees for capital improvements to the City's surface water drainage system (Ord. 459, Section 10 (1990)).
15. The *Sewer Capital Fund* accounts for transfers from Sewer rates for capital improvements to the City's Sewer Capital Fund (Ord. 927 (2005)).
16. The *Vehicle/Equipment Replacement Fund* accounts for the expenditures for the repair, maintenance and replacement for the City's vehicles, the City's information technology equipment and licensing, and Fixed Assets (Ord. 659 (1995)).

AGENCY FUNDS

1. Periodically the City may administratively create one or more agency funds to support regional coalitions of two or more local entities where the City has agreed to act as the finance fiduciary. Any such funds are to be created administratively, are governed by the agreement creating the coalition, and if created pursuant to an interlocal agreement approved by the City Council, do not require separate council action.

C. Financial Planning and Budget

1. The Director of Finance shall develop a financial planning calendar that will provide for the timely update of the six-year financial forecasts for all City funds to adopt the City's biennial Budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.
2. A six-year financial forecast shall be prepared and updated on a biennial basis for all City funds as a multi-year financial planning tool. The financial forecast shall be integrated in the City's biennial operating capital budgeting process.
3. The City will use prudent revenue and expenditure assumptions in the development of the six-year financial forecast and budgets for all City funds.
4. The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.
5. When budgeting for the General Fund, the Recommended Biennial Budget proposed by the Mayor shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.
6. The relationship between the General Fund and Capital Improvement Fund budgets will be incorporated into the financial forecasts and the biennial Budget Process.

Maintenance and operating costs associated with new Capital Improvement Plan projects shall be estimated and included for each project within the Capital Improvement Plan. Such costs should be included in the operating budgets when the projects are complete.

7. The City shall prepare and adopt its Budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The adopted biennial budget will include one revenue and one expenditure amount for the biennium for each of the City's funds; budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council. The Director of Finance shall be responsible for the management of the City's biennial budget development process. The Director of Finance shall provide timely and accurate budget monitoring reports to Department Directors on a regular basis and quarterly budget monitoring reports to the Council Budget Committee.
8. Department Directors have primary responsibility for the development, implementation, management, and monitoring of their respective Budgets in accordance with direction from the Mayor. Any significant variances from the adopted budget shall be reported by Department Directors to the City Administrator in a timely manner.
9. The biennial budget process and materials shall be developed in a manner to provide information in a readily understandable manner, and to the greatest extent possible avoid jargon, acronyms, and the like.
10. One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.
11. Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial Budget.
12. In accordance with State law, the City Council will adopt the Biennial Budget at the Fund level. The Mayor is authorized to transfer budgeted amounts within any fund (budget adjustment).
13. The City shall exhaust restricted funds to finance uses authorized by State or local law before general funds are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

D. Fund Balances and Reserves

Operating funds of the city have a minimum fund balance target equal to 30 days operating expense or eight percent (8%) except as noted below.²

1. General Fund, 60 days operating expense or 16 percent of total estimated current year revenue
 - Street Fund, 60 days operating expense or 16 percent of total estimated current year revenue
 - Sewer Fund, 60 days operating expense or 16 percent of total estimated current year revenue
 - Surface Water Utility Fund, 60 days operating expense or 16 percent of total estimated current year revenue.

Current year revenue is defined as total estimated (budgeted) resources less beginning fund balances and one time revenues. Projected variances from the minimum fund targets shall be disclosed during the biennial Budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. Fund Balance targets may be modified by Council action.

2. The Council Contingency Reserve should be maintained in accordance with RCW 35A.33.145 to cover unforeseen issues.
3. City's Long-Term General Obligation Bond Fund reserve should be maintained to provide for City Hall Bond debt service payments.
4. The Budget Stabilization Fund should be maintained to provide for General Fund operating reserves in accordance with Ordinance 1071.

E. Accounting

1. The City will maintain an accounting and financial reporting system that fully meets governmental accounting professional standards and State of Washington budgeting, accounting, and reporting requirements as established in the Cash Basis Budgeting Accounting and Reporting System (BARS) Manual.
2. Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. This includes recording all purchased fixed assets in the fixed asset inventory system at the time of purchase. This enables the City to have timely and accurate financial reporting of its assets.
3. The City will report the results of operations using the cash basis of accounting allowed by the State for reporting.

² Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

F. Financial Reporting

1. The City shall prepare and submit in a timely manner an Annual Financial Report to the Washington State Auditor's Office in accordance with the standards established for such reports.

G. Revenues

4. The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.
5. Where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Finance Committee on a periodic basis.
6. Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.
7. Investment Interest shall be credited to the appropriate City funds based on the monthly cash balances.

H. Expenditures and Contract Management

1. The City shall implement procedures for purchasing, credit card usage, and contract management consistent with the policy framework established in this section.
2. The Department Directors have primary responsibility for purchasing and expenditures for their respective Budgets in accordance with the adopted Biennial Budget. Any significant variances from the adopted budget shall be reported by Department Directors to the City Administrator in a timely manner.
3. Subject to competitive bidding requirements, the administration/staff is granted the authority to execute contracts for goods and services up to a contract value of \$50,000 for Public Works and \$30,000 for all others. Staff is allowed to exercise this authority only when the purchase is consistent with the type of acquisition routinely and regularly included in a line item in the current year adopted budget. Contracts or services that could reasonably be defined as carrying out policy provisions in the budget are not subject to the aforementioned contracting authority.
4. In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property or to public safety and meets the definition of "emergency" in RCW 39.04.280(3), a contract of up to \$100,000 is authorized. Reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617.

5. City claims payments will be reviewed by a member of the City Council (Currently the Finance Committee Chair). The Councilmember review is intended to provide for a general, high-level review of claims to assure that adequate documentation is being maintained and the initiating department along with the Finance Department are doing appropriate due diligence in their review activities.
6. The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

I. Debt

1. Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.
2. When evaluating the use of non-voted (councilmanic) debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles. Debt may be considered when there is sufficient projected discretionary revenue to service the debt.
3. Voted and non-voted (councilmanic) debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating or ability to issue subsequent or additional debt.
4. Upon the issuance of any debt, the City will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, State and local laws, policies and regulations.

J. Investments

1. The City will utilize the Washington State Local Government Investment Pool (LGIP) as its primary investment vehicle.
2. The City may utilize investments provided by the City's Bank as a supplement to the LGIP for short-term investments. All such Bank investments shall fully comply with State law as allowable investments for City monies.

K. Assets

1. Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than \$5,000 and having a useful life in excess of one year. Assets with a value or cost under \$5,000, but more than \$300 are not defined as fixed assets and are subject to the Small and Attractive Asset Policy.
2. Small and Attractive Assets are safeguarded by a Small and Attractive Asset Policy designed to ensure controls over items that might not be noticed immediately after disappearance. The Policy maintains accountability for items that do not meet the criteria of a fixed asset.

GLOSSARY AND ACRONYMS

2017-2018

Mayor's Proposed Budget, September 22, 2016

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.

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 statutes.

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

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

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

WCIA Washington Cities Insurance Authority

WCPDA Washington Cities Planning Directors Association

WFOA Washington Finance Officers Association

WMCA Washington Municipal Clerks Association

WMTA Washington Municipal Treasurer’s Association

WRPA Washington Recreation and Parks Association

WSAMA Washington State Association of Municipal Attorneys

WSEMA Washington State Emergency Management Association

WSRA Washington State Recycling Association