



# CITY OF LAKE FOREST PARK CITY COUNCIL BUDGET AND FINANCE COMMITTEE MEETING

**Thursday, February 15, 2024 at 6:00 PM**

**Meeting Location: In Person and Virtual / Zoom  
17425 Ballinger Way NE Lake Forest Park, WA 98155**

---

## **INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:**

**Join Zoom Webinar:** <https://us06web.zoom.us/j/86833156049>  
**Call into Webinar:** 253-215-8782 | **Webinar ID:** 868 3315 6049

The City Council Budget and Finance Committee is providing opportunities for public comment by joining the meeting webinar (via computer or phone) or in person to provide oral public comment.

### **HOW TO PARTICIPATE WITH ORAL COMMENTS:**

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the room. Fill out the form and the presiding officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker.

If you are attending the meeting via Zoom, in order to address the Committee during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing meeting host will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. The meeting is being recorded.

For up-to-date information on agendas, please visit the City’s website at [www.cityoflfp.gov](http://www.cityoflfp.gov).

## **AGENDA**

- 1. CALL TO ORDER: 6:00 P.M.**
- 2. ADOPTION OF AGENDA**
- 3. PUBLIC COMMENTS**

*This portion of the agenda is set aside for the public to address the Committee on agenda items.  
**Comments are limited to a three (3) minute time limit.***

- 4. DIRECTOR'S REPORT**

**A.** December 2023 Budget Monitoring Dashboard

## **5. NEW BUSINESS**

- A.** Request for the possible addition of a part-time Passport Clerk
- B.** Capital Improvement Project Update

## **6. ADJOURN**

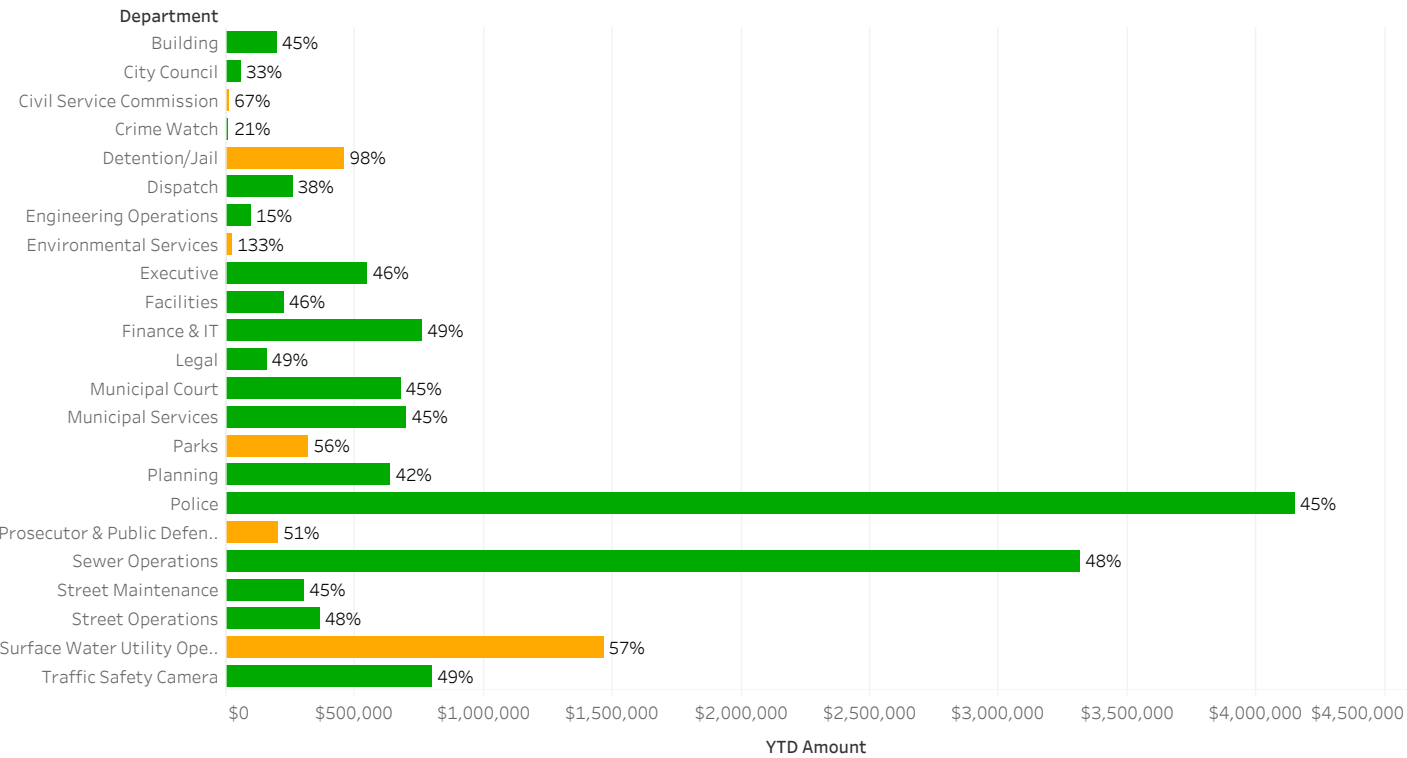
*Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.*

# City of Lake Forest Park

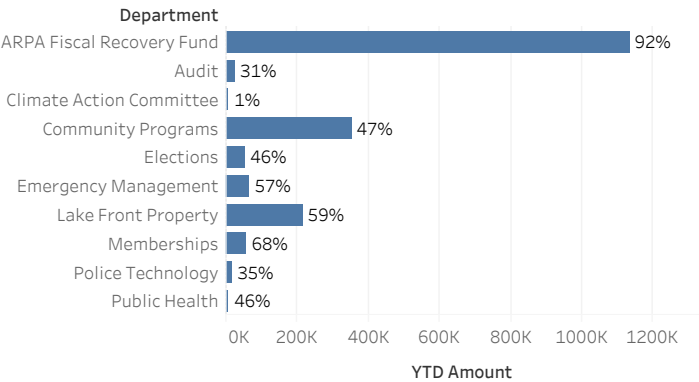
## December 31, 2023 Budget Monitoring Dashboard

For the purposes of this reporting the budgetary period is January 1, 2023 to December 31, 2024. As of the date of this report we are approximately 50.0% through the budgetary period. Green shading indicates that the fund is on target with budgeted performance; yellow indicates that budgeted performance should be watched at this time. Percentages, where shown, are the relative period-to-date (PTD) expenditures compared to the budgeted amounts for the budgetary period.

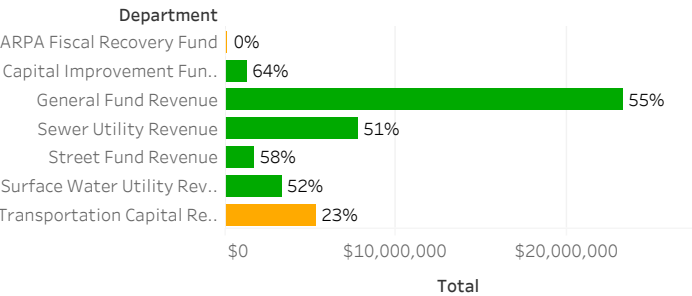
### Operating Departments



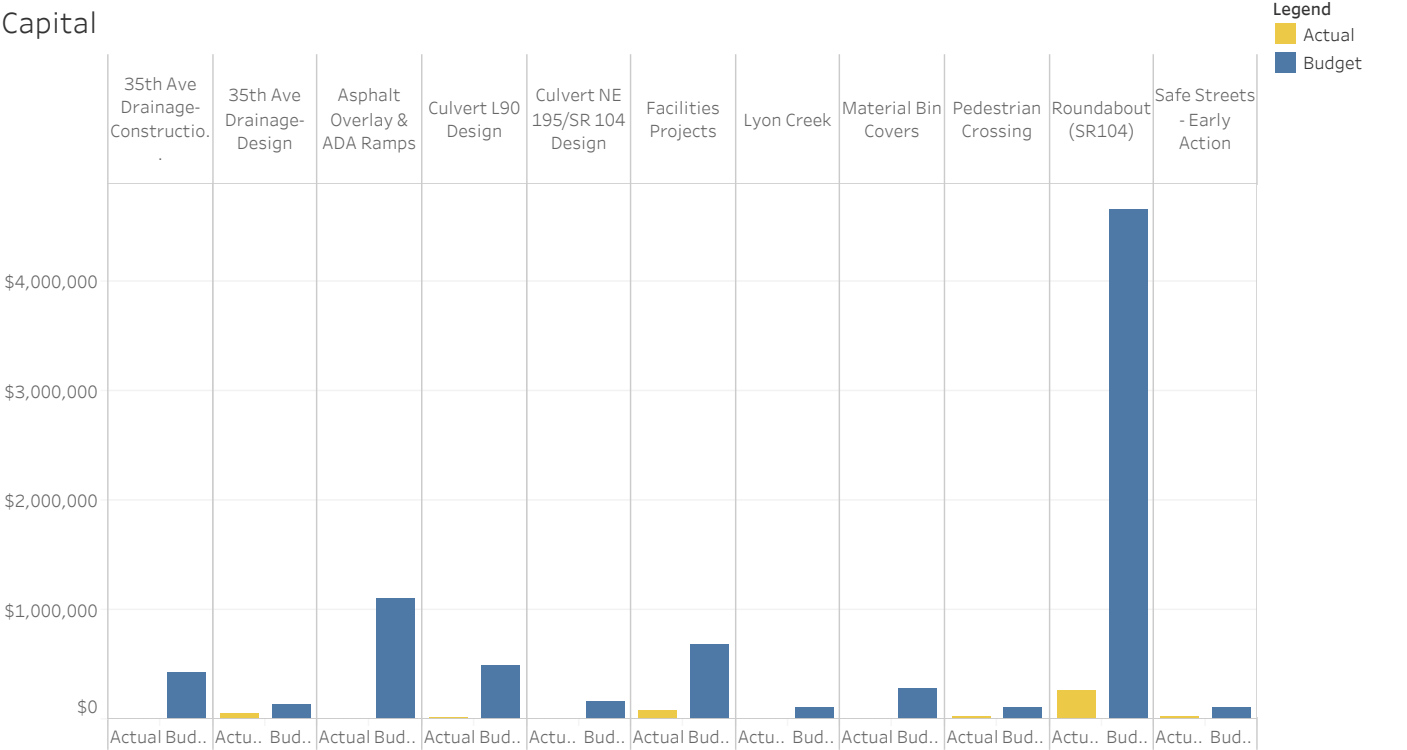
### Non-Operating Departments



### Revenue by Fund



### Capital



December 31, 2023 Budget Monitoring

For the purposes of this reporting the budgetary period is January 1, 2021 to December 31, 2022.  
As of the date of this report we are approximately 50.0% through the budgetary period.  
Percentages shown on this report are the relative period-to-date (PTD) expenditures compared to the budgeted amounts for the budgetary period.

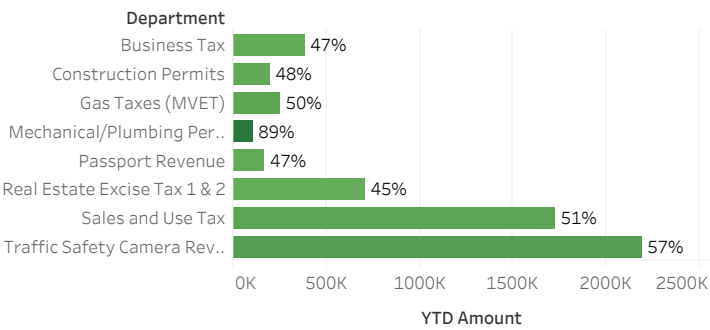
Operating Departments

Department	Budget	Actual	Percentage
Building	\$437,000	\$194,988	45%
City Council	\$172,000	\$56,219	33%
Civil Service Commission	\$19,600	\$13,053	67%
Crime Watch	\$10,000	\$2,130	21%
Detention/Jail	\$469,000	\$457,537	98%
Dispatch	\$678,589	\$254,736	38%
Engineering Operations	\$618,573	\$93,605	15%
Environmental Services	\$15,800	\$21,082	133%
Executive	\$1,181,200	\$546,288	46%
Facilities	\$482,232	\$222,164	46%
Finance & IT	\$1,569,100	\$763,309	49%
Legal	\$320,000	\$155,591	49%
Municipal Court	\$1,510,348	\$678,495	45%
Municipal Services	\$1,561,708	\$701,336	45%
Parks	\$570,400	\$318,588	56%
Planning	\$1,535,200	\$637,608	42%
Police	\$9,133,317	\$4,149,587	45%
Prosecutor & Public Defender	\$390,069	\$199,071	51%
Sewer Operations	\$6,841,338	\$3,313,988	48%
Street Maintenance	\$670,400	\$299,495	45%
Street Operations	\$750,084	\$363,673	48%
Surface Water Utility Operati..	\$2,595,313	\$1,467,848	57%
Traffic Safety Camera	\$1,625,950	\$801,661	49%

Revenue by Fund

Department	Budget	Actual	Percentage
ARPA Fiscal Recovery Fund	\$0	\$2,724,742	0%
Capital Improvement Fund Revenue	\$1,244,500	\$798,268	64%
General Fund Revenue	\$23,335,544	\$12,910,894	55%
Sewer Utility Revenue	\$7,789,788	\$3,978,410	51%
Street Fund Revenue	\$1,660,000	\$963,781	58%
Surface Water Utility Revenue	\$3,263,981	\$1,689,525	52%
Transportation Capital Revenue	\$5,281,785	\$1,226,974	23%

Revenue by Line Item



Non-Operating Departments

Department	Budget	Actual	Percentage
ARPA Fiscal Recovery Fund	\$1,230,000	\$1,134,035	92%
Audit	\$75,000	\$23,033	31%
Climate Action Committee	\$35,000	\$319	1%
Community Programs	\$747,450	\$354,335	47%
Elections	\$118,000	\$53,808	46%
Emergency Management	\$116,100	\$66,055	57%
Lake Front Property	\$362,000	\$214,766	59%
Memberships	\$84,345	\$57,451	68%
Police Technology	\$48,700	\$17,004	35%
Public Health	\$8,700	\$4,000	46%

Capital

Department	Budget	Actual
35th Ave Drainage- Construction	\$424,304	
35th Ave Drainage- Design	\$135,696	\$58,754
Asphalt Overlay & ADA Ramps	\$1,100,000	\$0
Culvert L90 Design	\$490,000	\$13,874
Culvert NE 195/SR 104 Design	\$160,000	\$2,035
Facilities Projects	\$685,500	\$82,871
Lyon Creek	\$106,000	\$5,891
Material Bin Covers	\$270,000	\$5,474
Pedestrian Crossing	\$100,000	\$23,332
Roundabout (SR104)	\$4,664,700	\$260,816
Safe Streets - Early Action	\$100,000	\$30,356



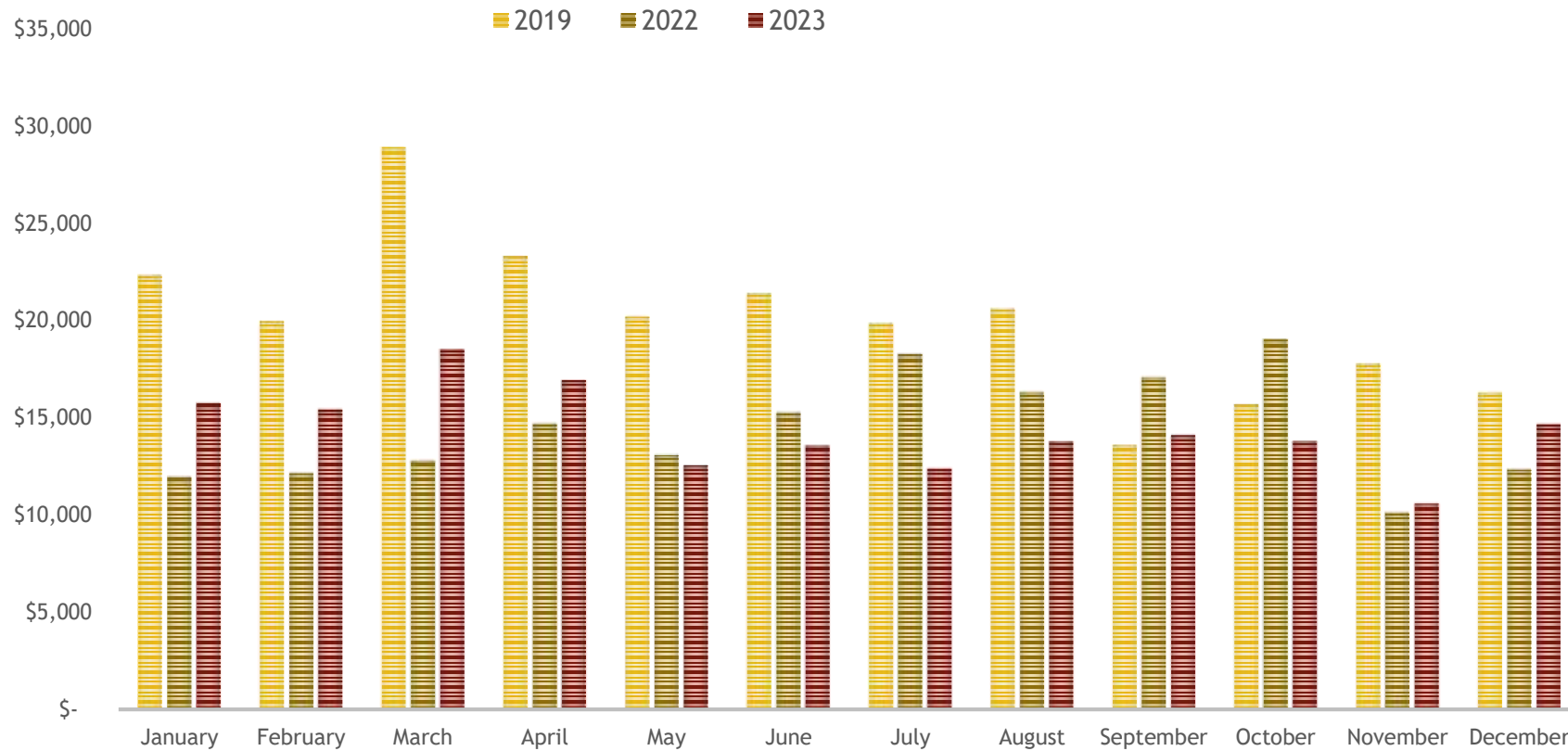
# ▶ Passport Clerk

Matt McLean

City Clerk/Municipal Services Manager

# Passport income per month

## PASSPORT INCOME PER MONTH

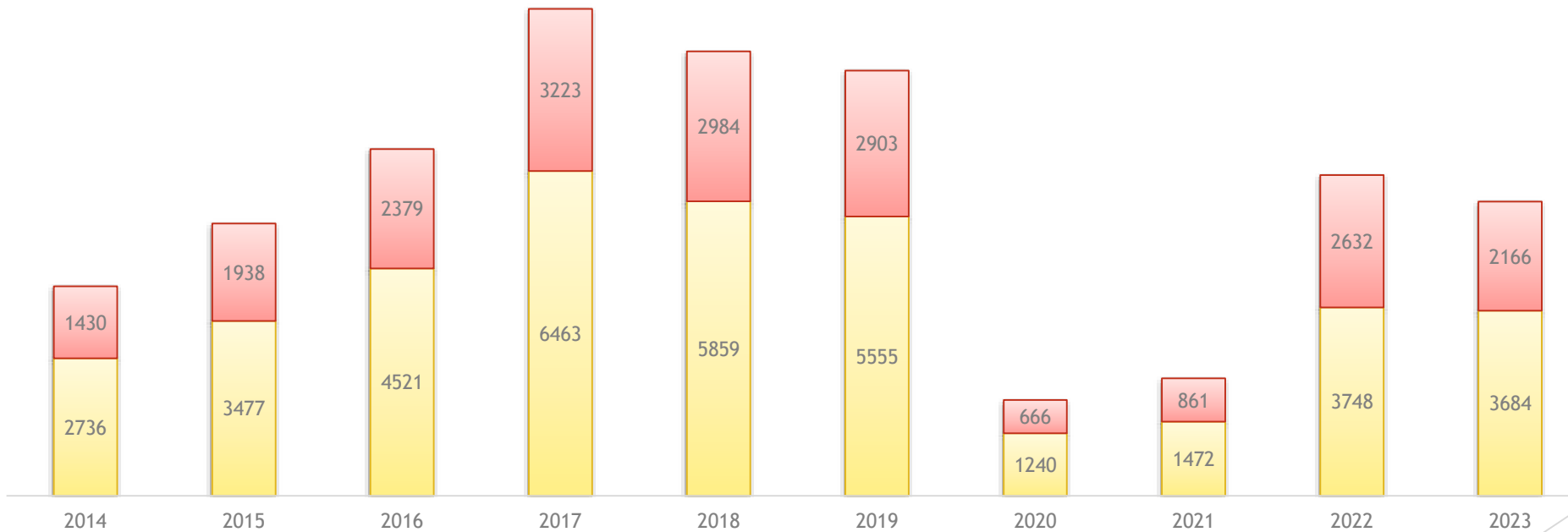


# Passports application processed vs. Photos

Section 5, ItemA.

## NUMBER OF PASSPORTS AND PHOTOS

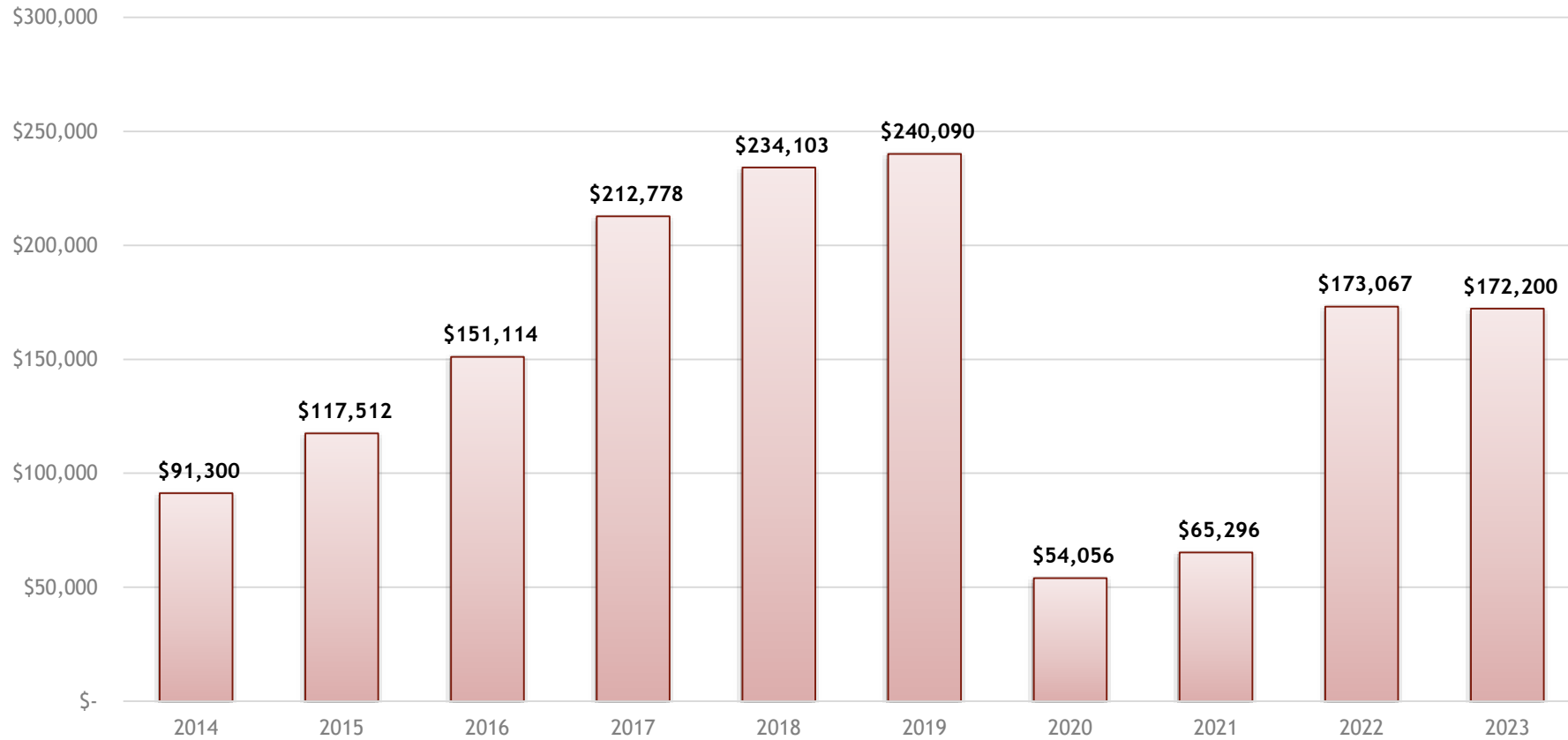
Passports Photos



# Annual Passport Revenues

Section 5, ItemA.

## PASSPORT INCOME PER ANNUM





# Passport Clerk Costs vs. Revenues

		Weekly		3 month average	Year total
Salary		\$761.80		\$8,684.52	\$34,738.08
Earnings		\$2,240.00		\$27,825.00	\$111,300.00
Difference		\$1,478.20		\$19,140.48	\$76,561.92
Hours		20 /week		228	912
Salary w/Benefits		\$38.09 /hour		\$8,684.52	\$34,738.08
Weekly Salary w/Benefits		\$761.80			
Passport Applications		64 /week		795	3180
Passport Revenue		\$2,240		\$27,825.00	\$111,300.00
Yearly Anticipated		3168			
Anticipated Revenue		\$110,880.00			

# Does the Committee want to add an additional part-time passport clerk?

- ▶ The benefits of adding it sooner
  - ▶ Collect additional revenues
  - ▶ Revenues will start as soon as it is staffed
    - ▶ Probably about a couple of weeks after Council approvals
  - ▶ The public will have greater access to book passport appointments
- ▶ Regular Budget discussion
  - ▶ Revenues won't be collected until next year
  - ▶ Revenues won't start until staffed after January 1
  - ▶ The public will have to wait until after January to have improved access

Project Name	Phase	Financials			Schedules		Project Health			Notes
		Budget	Forecast	Secured Funding	Target	Forecast	Budget	Funding	Schedule	
40th Place Roundabout Transportation Solutions	Design (90%)	\$1,043,341	\$1,043,341	\$1,043,341	Apr-23	Aug-24	<div></div>	<div></div>	<div></div>	
40th Place Roundabout	Construction		\$5,266,439	\$3,245,684	Oct-23	Dec-25	<div></div>	<div></div>	<div></div>	Estimated funding gap rose roughly \$500,000 due to inflation, LFPWD water main relocation, and increasing easement acquisition estimates. Pursuing additional funding on several fronts. Possibility of securing up to an additional \$1M in funding from TIB.
L90 Culvert (35th & SR104) Gray & Osborne	Design (90%)	\$763,000	\$602,600	\$602,600	Apr-23	Apr-25	<div></div>	<div></div>	<div></div>	Forecast less than Budget with removal of L80 from project. Coordinating with WSDOT project.
L90 Culvert (35th & SR104)	Construction		\$2,991,991	\$2,847,600	Sep-24	Sep-26	<div></div>	<div></div>	<div></div>	Estimated schedule until contractor secured. Delayed to match WSDOT schedule.
Lakefront Park DCG/Watershed	Pre-design	\$273,959	\$273,959	\$273,959	Dec-24	Dec-24	<div></div>	<div></div>	<div></div>	"Budget" is design only.
Material Bin Covers Pace Engineers	Design	\$50,000	\$50,000	\$50,000	Dec-23	Dec-23	<div></div>	<div></div>	<div></div>	"Budget" is design only.
Material Bin Covers	Construction		\$220,000	\$220,000	Dec-24		<div></div>	<div></div>	<div></div>	
35th Avenue NE Drainage	Design (60%)	\$135,696	\$135,696	\$135,696	May-22	Apr-24	<div></div>	<div></div>	<div></div>	
35 <sup>th</sup> Ave NE Drainage Improvements	Construction		\$375,823		Oct-22	Oct-24	<div></div>	<div></div>	<div></div>	Cost estimate is coming more into focus and reduced by roughly \$30,000.
Grade Separated Crossing V&M Structural Engineers	Design (30%)	\$100,000	\$100,000	\$100,000	Jul-23	May-24	<div></div>	<div></div>	<div></div>	"Budget" is design only.
Totals		\$2,365,996	\$11,059,849	\$8,518,880						

Targets	Legend
<b>Budget:</b> Budget is equal to or greater than forecast (Council or Mayor approved)	<div></div> Meeting Target
<b>Funding:</b> Funding is equal to or greater than forecast	<div></div> Not Meeting Target, Plan in Place
<b>Schedule:</b> Schedule is equal to or earlier than forecast	<div></div> Not Meeting Target
For projects with a yet to be approved budget, Forecast is estimated by consultant/Administration. Budget is that approved by Council or through Mayor's signing authority.	