



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

Thursday, October 17, 2024 at 6:00 PM

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

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/86833156049>
Call into Webinar: 253-215-8782 | Webinar ID: 863 3315 6049

The City Council Budget and Finance Committee is providing opportunities for public comment by attending 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 Council Chambers. Fill the form out and the Presiding Officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

AGENDA

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

The Committee is not accepting online 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. September 2025 Budget Monitoring Dashboard

5. OLD BUSINESS

A. Proposed 2025-2026 Biennial Budget - City Council Deliberations and Recommendations.

6. NEW BUSINESS

- A.** Resolution 24-1974/Authorizing the Mayor to sign a contract with Transpogroup to conduct a Traffic Safety Study
- B.** Ordinance 24-1297/Amending the 2023-2024 Budget
- C.** Ordinance 24-1298/Amending the Lake Forest Park Municipal Code by creating a new Chapter 3.87, Traffic Safety Fund

7. ADJOURN

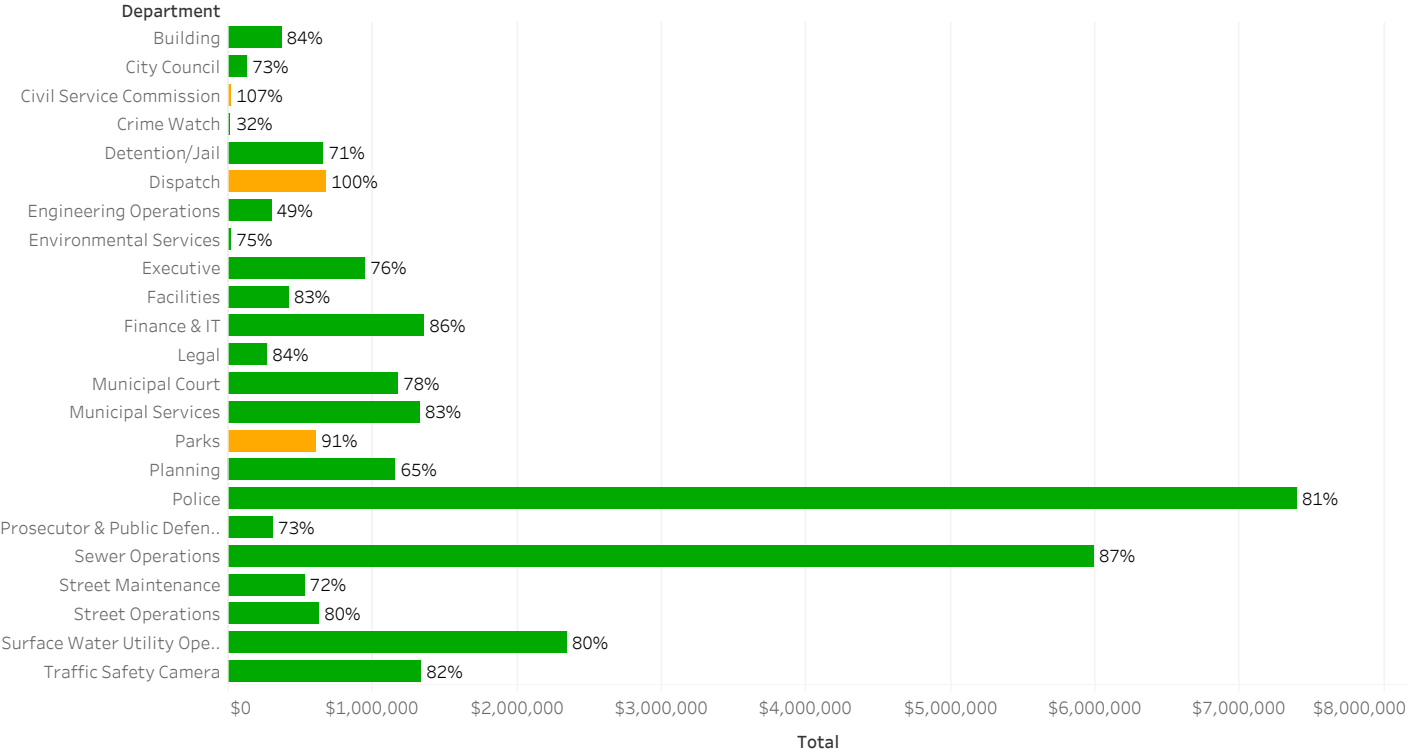
Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.

City of Lake Forest Park

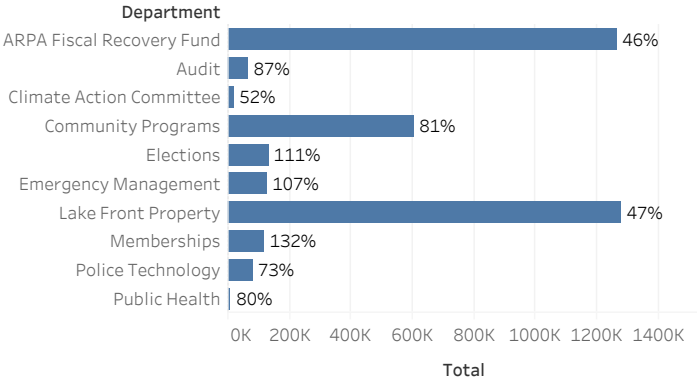
September 30, 2024 Budget Monitoring Dashboard

For the purposes of this reporting the budgetary period is January 1, 2023 to September 30, 2024. As of the date of this report we are approximately 87.5% through the budgetary period. Green shading indicates meeting or exceeding budgeted performance; yellow indicates not meeting budgeted performance at this time. Percentages, where shown, are the relative period-to-date (PTD) expenditures compared to the budgeted amounts for the budgetary period.

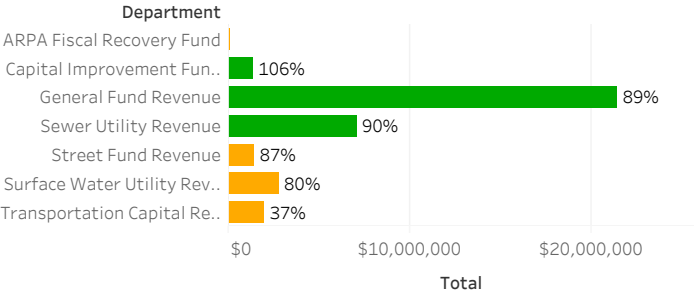
Operating Departments



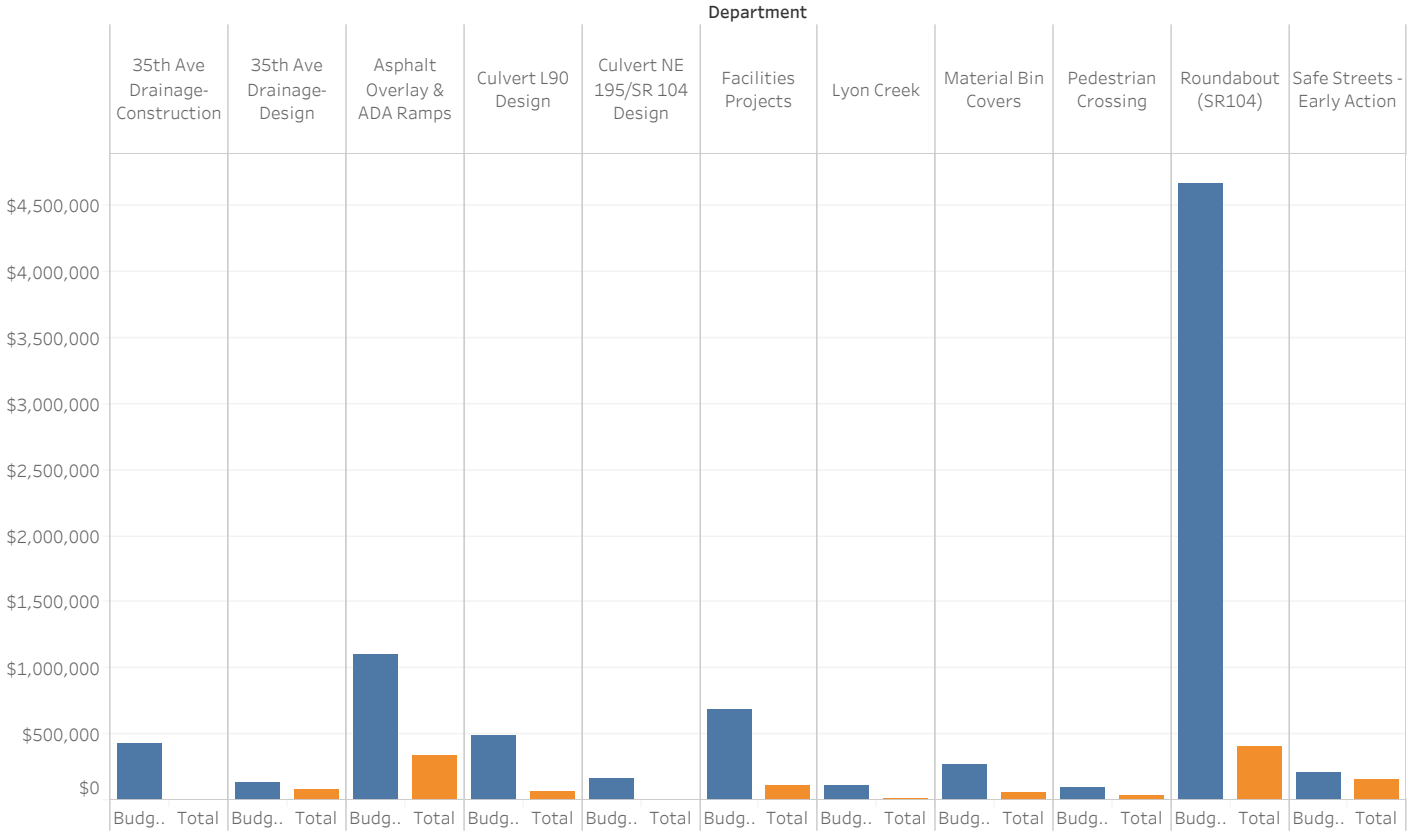
Non-Operating Departments



Revenue by Fund



Capital



September 30, 2024 Budget Monitoring

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Percentages shown on this report are the relative period-to-date (PTD) expenditures compared to the budgeted amounts for the budgetary period.

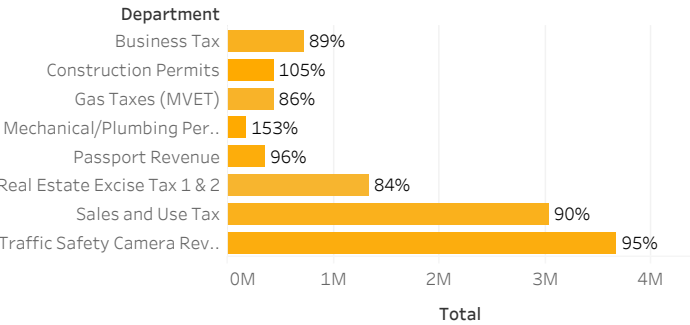
Operating Departments

Department	Budget	Total	Percentage
Building	437,000	\$367,593	84%
City Council	180,000	\$130,884	73%
Civil Service Commission	19,600	\$21,043	107%
Crime Watch	10,000	\$3,245	32%
Detention/Jail	924,000	\$659,157	71%
Dispatch	678,589	\$681,511	100%
Engineering Operations	618,573	\$302,158	49%
Environmental Services	30,800	\$22,954	75%
Executive	1,236,200	\$942,316	76%
Facilities	499,032	\$413,951	83%
Finance & IT	1,583,100	\$1,358,755	86%
Legal	320,000	\$267,514	84%
Municipal Court	1,510,348	\$1,179,237	78%
Municipal Services	1,601,708	\$1,326,719	83%
Parks	671,900	\$611,832	91%
Planning	1,775,260	\$1,157,365	65%
Police	9,106,617	\$7,393,473	81%
Prosecutor & Public Defen..	423,069	\$307,074	73%
Sewer Operations	6,912,338	\$5,985,902	87%
Street Maintenance	730,400	\$527,573	72%
Street Operations	785,084	\$625,834	80%
Surface Water Utility Ope..	2,944,040	\$2,346,727	80%
Traffic Safety Camera	1,625,950	\$1,337,149	82%

Revenue by Fund

Department	Budget	Total	Percentage
ARPA Fiscal Recovery Fund	0	\$0	
Capital Improvement Fund Revenue	1,279,500	\$1,354,088	106%
General Fund Revenue	24,056,304	\$21,432,149	89%
Sewer Utility Revenue	7,860,788	\$7,061,698	90%
Street Fund Revenue	1,670,000	\$1,449,208	87%
Surface Water Utility Revenue	3,523,981	\$2,808,324	80%
Transportation Capital Revenue	5,351,805	\$1,997,809	37%

Revenue by Line Item



Non-Operating Departments

Department	Budget	Total	Percentage
ARPA Fiscal Recovery Fund	2,762,993	\$1,266,749	46%
Audit	75,000	\$65,036	87%
Climate Action Committee	35,000	\$18,323	52%
Community Programs	747,450	\$605,074	81%
Elections	118,000	\$131,034	111%
Emergency Management	116,100	\$124,538	107%
Lake Front Property	2,709,206	\$1,280,466	47%
Memberships	88,345	\$116,390	132%
Police Technology	107,600	\$78,708	73%
Public Health	8,700	\$6,942	80%

Capital

Department	Budget	Total
Roundabout (SR104)	4,664,700	\$405,546
Asphalt Overlay & ADA Ramps	1,100,000	\$339,266
Safe Streets - Early Action	210,000	\$151,630
Facilities Projects	685,500	\$104,283
35th Ave Drainage- Design	135,696	\$77,739
Culvert L90 Design	490,000	\$69,506
Material Bin Covers	270,000	\$56,228
Pedestrian Crossing	100,000	\$32,405
28th Ave Culvert Repair	155,000	\$29,797
Lyon Creek	106,000	\$5,891
Culvert NE 195/SR 104 Design	160,000	\$2,035
35th Ave Drainage- Construction	424,304	\$0

2025-2026 Budget

Council Budget & Finance Committee

Phillip Hill, City Administrator

Lindsey Vaughn, Finance Director



October 17, 2024

Climate Project Coordinator

Climate Project Coordinator

Salary	Benefits	Total
\$ 120,000.00	\$ 57,600.00	\$ 177,600.00

Solid Waste Utility Tax*

5%	6%	7%	8%	9%	10%
\$ 128,450.00	\$ 154,140.00	\$ 179,830.00	\$ 205,520.00	\$ 231,210.00	\$ 256,900.00

*Source: Republic Services ESTIMATED

PW Staffing

	Sewer	Surface	Trans Capital	NEW 992
Current				
Sr. PM	29% \$ 28,169.47	30% \$ 42,164.29	50% \$ 70,273.66	
PM	15% \$ 14,784.41	65% \$ 64,065.77	20% \$ 19,712.54	
	\$ 42,953.87	\$ 106,229.97	\$ 89,986.21	
Sr. PM	29% \$ 28,169.47	30% \$ 42,164.29	50% \$ 70,273.66	
PM	38% \$ 29,568.82	40% \$ 39,425.09	30% \$ 29,568.82	
Active Trans. PM	18% \$ 9,858.27	10% \$ 9,858.27	0%	50% \$ 78,553.33
	\$ 67,534.54	\$ 91,645.54	\$ 99,842.48	
	\$ 24,943.68	\$ (14,784.41)	\$ 9,858.27	



	Sewer	Surface	Trans Capital	
Current				
Sr. PM	29% \$ 28,169.47	30% \$ 42,164.29	50% \$ 70,273.66	
PM	15% \$ 14,784.41	65% \$ 64,065.77	20% \$ 19,712.54	\$ 98,542.72
	\$ 42,953.87	\$ 106,229.97	\$ 89,986.21	
Sr. PM	29% \$ 28,169.47	0%	0%	50% \$ 112,437.86
PM	38% \$ 29,568.82	40% \$ 39,425.09	30% \$ 29,568.82	
	\$ 57,678.28	\$ 39,425.09	\$ 29,568.82	
	\$ 14,784.41	\$ (96,864.88)	\$ (90,417.36)	
NPDES		100% \$ 145,068.08		
		\$ 76,156.12	\$ (81,910)	

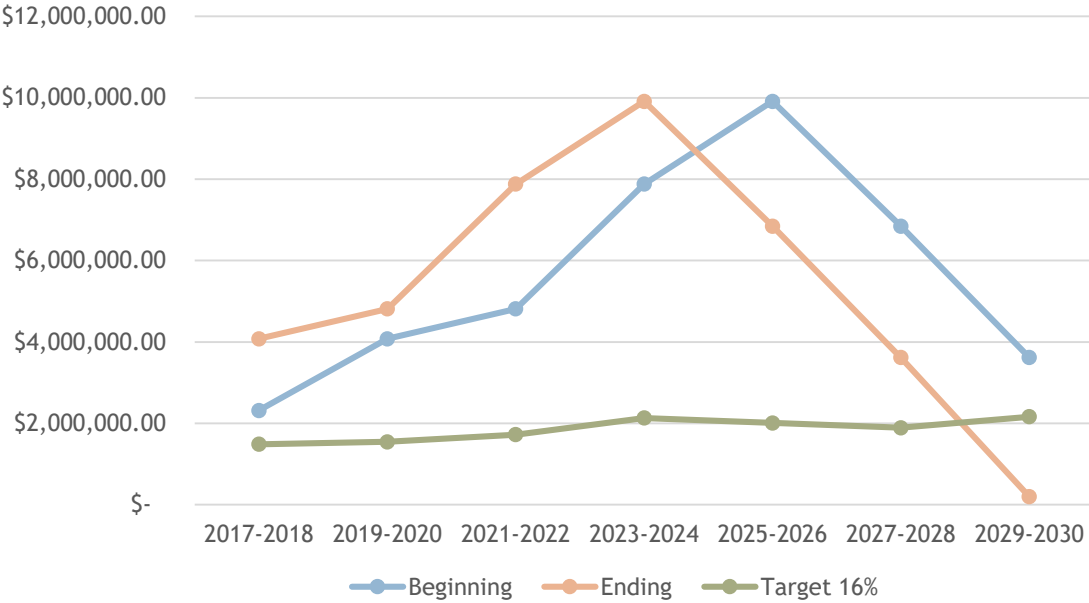


FTE's

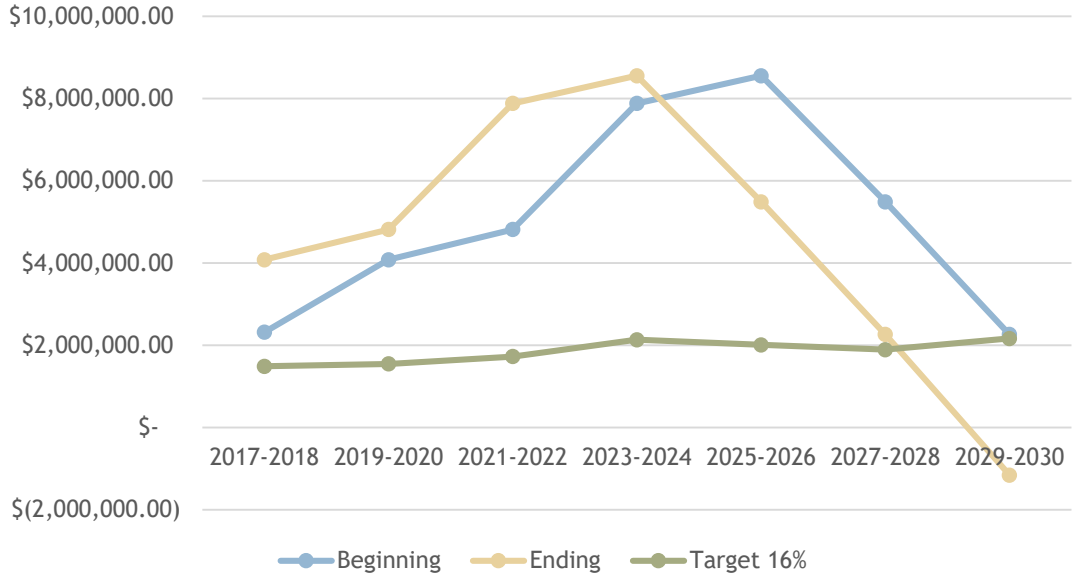
Working Budgeted Employee Schedule											
Department	2019	2020	2021	2022	2023	2024	2025	2026	Fund 002	Proposed 2025/2026	Delta
Executive	2.5	2.5	2.5	2.5	2.5	2.5	3.3	3.3		3.3	0.8
Municipal Court	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	2.0	6.3	2.0
Municipal Services	4.75	4.75	4.6	4.6	4.85	5.35	5.35	5.35		5.4	0.0
Finance & Information Technology	5.38	5.38	5.2	5.2	5.6	5.6	5.6	5.6		5.6	0.0
Community Development					1.00	1.00	1.00	1.00		1.0	0.0
Planning	3.6	3.6	3.6	3.6	3.75	2.75	2.75	2.75		2.8	0.0
Building	2	2	1.75	1.75	1.8	1.8	1.8	1.8		1.8	0.0
Environmental Sustainability						1.00	1.00	1.00		1.0	0.0
Community Services: to Police	0.95	0.95	0.95	0.95	0.35	0.35	0	0		0.0	-0.35
Engineering: to Public Works	1.0	1.0	1.0	1.0	0.0	0.0	0	0		0.0	0.0
Police	23	23	23	23	23	23	23.35	23.35	2.0	25.35	2.35
Emergency Management	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		1.0	0.0
Public Works	9.9	9.9	10.9	10.9	12.5	12.5	13.5	12.7	0.8	13.5	1.0
Total Budgeted FTE's	58.38	58.38	58.8	58.8	60.65	61.15	62.95	62.15	4.8	66.95	5.8

General Fund 6-Year Forecast

General Fund Beginning/Ending Fund Analysis



General Fund without ARPA Funds



Questions?





CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date October 17, 2024

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 24-1974/Authorizing the Mayor to sign a contract with Transpogroup to conduct a Traffic Safety Study

Legislative History

- First Presentation – October 17, 2024, City Council Budget & Finance Meeting
- Second Presentation – October 21, 2024, City Council Committee of the Whole Meeting
- Third Presentation – October 24, 2024 City Council Regular Meeting

Attachments:

1. Resolution 24-1974 authorizing the Mayor to sign a contract with Transpogroup to conduct a Traffic Safety Study
2. Professional Services Agreement with Transpogroup
3. Transpogroup Scope of Work and Fee

Executive Summary

During the March 26, 2024, council retreat, several priority items were identified for study by the city’s contract traffic engineering firm as Goal 5. “Improve multimodal safety through the collection and analysis of safety related data. (46 points)”. Those priorities include, 1. Develop Recommended Speed Limits for State Routes, and evaluate for the possible installation of Traffic Safety Speed Camera locations, 2. Evaluate Traffic Safety Camera Locations, specifically a new red-light camera pair at SR 104 & 35th Ave. NE, and a possible additional school zone camera near Brookside elementary to account for the unique road configuration, and 3. Evaluate New Marked Crosswalk Locations near 19115 Ballinger Way (SR104) and NE 178th Street at 40th Avenue NE.

The fee associated with this scope of work exceeds the mayor’s signing authority, requiring council approval. The fee associated with an equity analysis of possible camera locations along SR 522 and

SR 104, and at SR 104 & 35th Ave. NE, by EcoNW, will be determined following the completion of this study based on the number of speed camera locations recommended.

Background

Relying on data collected by the Washington State Department of Transportation (WSDOT) the city has made efforts to have speeds on SR 522 and SR 104 reduced to as low as 30 mph. WSDOT recently reduced the speed on SR 104 from 40 mph to 35 mph and one section of SR 522 from 40 mph to 35 mph. Based on concerns from council, the administration was directed to procure a study that does not rely on previous assumptions to vet the appropriate speed limit for these two state highways as they pass through Lake Forest Park.

Additional concerns raised during the council retreat for pedestrian safety are noted above and included in the proposed scope of work. No prior work has been done related to those possible improvements.

Fiscal & Policy Implications

Council acted earlier this year to allocate additional funding to the Safe Streets, Early Action Investments fund sufficient to cover this expenditure.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Adopt the Resolution 	The Mayor will execute the contract with Transpogroup
<ul style="list-style-type: none"> • Reject the Resolution 	The contract will not be executed

Staff Recommendation

Move to adopt Resolution 24-1974/Authorizing the Mayor to sign a contract with Transpogroup to conduct a Traffic Safety Study.

RESOLUTION NO. 24-1974

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PROFESSIONAL SERVICES CONTRACT WITH TRANSPORTATION SOLUTIONS, INC. FOR TRAFFIC SAFETY STUDY.

WHEREAS, the City Council identified a goal of improving multimodal safety through the collection and analysis of safety-related data; and

WHEREAS, the Consultant provided the City with a proposal to complete the required additional services, which City staff have reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign a professional services agreement with Transportation Solutions, Inc. in substantially the form included herewith as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of October, 2024.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Consultant Services with
Transpo Group USA, Inc. for Traffic Engineering Services**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Transpo Group USA, Inc.** (the "Consultant"), a Washington corporation, dated this ____ day of _____, 2024.

Consultant Business: Transpo Group USA, Inc.
Consultant Address: 12131 113th Ave NE #203, Kirkland, WA 98034
Consultant Phone: 425.821-3665
Contact Name Jon Pascal
Consultant e-mail: jon.pascal@transpogroup.com
Federal Employee ID No.: 42-1610744
Authorized City Representative Phillip Hill, City Administrator
for this contract:

WHEREAS, the City desires to explore reducing speed limits along state highways in the City, and the placement of additional traffic safety cameras; and

WHEREAS, public convenience and necessity require the City obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City finds that Transpo Group USA, Inc. is qualified and experienced in assisting cities in effective, strategic communication of levy lid lift ballot measures with residents.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for traffic safety purposes ("collectively "Scope of Work" or the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The City may revise the Work and the compensation only by a written Change Order signed by the authorized representatives of the parties that shall become a part of this Agreement.

The project manager(s) of the Work shall be Jon Pascal. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than January 31, 2025, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services shall not to exceed forty-one thousand eight hundred dollars (\$41,800.00) total.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@cityoffp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibits A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this

indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

D. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage.

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

I. Public Entity Full Availability of Consultant Limits.

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Phillip Hill, City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:

Transpo Group USA, Inc.
12131 113th Ave NE #203, Kirkland, WA 98034
425.821-3665

Attn: Jon Pascal

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written

<p>CITY OF LAKE FOREST PARK WASHINGTON</p> <p>By: _____ Thomas French, Mayor</p> <p>_____</p> <p>Date</p>	<p><i>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</i></p> <p>Transpo Group USA, Inc.</p> <p>By</p> <p>_____</p> <p>Jon Pascal</p> <p>Its: Managing Principal</p> <p>Date:</p>
<p>ATTEST:</p>	

Matthew McLean, City Clerk
Date: _____

APPROVED AS TO FORM:
Kim Adams Pratt, City Attorney
Date: _____

Cost Estimate Worksheet

Number / Project Name
1.23191.01 / LFP Speed Studies

Billing rates are effective from April 27, 2024 through April 25, 2025, within the ranges shown in the attachment.
 Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	Quality Control	Project Engineer	CAD/ Graphics	Project Admin
initials	JCP	BAS	BA3	CD	AMC
labor category	Prin L7	Eng L6	AnyL L3	PA L4	PA L5
cost rate	\$295.00	\$245.00	\$145.00	\$155.00	\$190.00

Labor:

	Work Task					Hours	Cost	
1	TASK 1							
2	Project Management / Meetings	10	3		4	1	18	\$4,495
3								
4	TASK 2							
5	Review Existing Data / Studies / Collect Data	4	4	32			40	\$6,800
6	Develop Speed Limits for State Routes	8	12	16	2	1	39	\$8,120
7								
8	TASK 3							
9	Speed and Safety Analysis	6	3	32		1	42	\$7,335
10	Documentation / Recommendations	8	4	40	2		54	\$9,450
11								
12	TASK 4							
13	Crossing Analysis	2	2	12		1	17	\$3,010
14	Documentation / Recommendations	2	2	8	2		14	\$2,550
15								
16								
17								
18								
19								
20								
Total Hours		40	30	140	10	4	224	
Labor Costs		\$11,800	\$7,350	\$20,300	\$1,550	\$760		\$41,760

Reimbursable Expenses:

Item	Reimburs. Cost
1 Application	
2 Business Meals	
3 Mileage	
4 Miscellaneous	
5 Models/Renderings/Photos	
6 Parking	
7 Records Filing	
8 Registrations	
9 Reproductions	
10 Shipping/Courier	
11 Specialty Software	
12 Supplies	
13 Traffic Accident Data	
14 Traffic Count Vendors	
15 Travel, Hotel, Taxi, & Air Fare	
Sub Total	\$0
Total Cost	\$0

Subconsultants:

Firm	Subs. Cost
1	
2	
3	
4	
5	
Sub Total	\$0
Total (Cost + 15 percent)	\$0

TOTAL ESTIMATE \$41,800

Exhibit A

Scope of Services

Client Name:	City of Lake Forest Park		
Project Name:	Speed & Safety Studies		
Exhibit Dated:	September 9, 2024	TG:	1.23191.01

Background

Transpo Group USA, Inc. (Transpo) will provide traffic engineering services to the City of Lake Forest Park (City) to complete multiple speed and safety studies.

One task will evaluate the posted speed limits for both the SR 522 and SR 104 facilities. While the City does not maintain, operate or set the speed limits on these two state routes (that is the responsibility of the Washington State Department of Transportation (WSDOT)), an engineering analysis will be conducted to determine the appropriate speed limits on the two state facilities within the Lake Forest Park city limits.

Another task will conduct speed and safety analysis to evaluate locations for additional automated speed monitoring and red-light cameras. The analysis will address requirements of RCW 46.63.170 when locating automated enforcement cameras.

A final task will evaluate and document potential new designated and marked crosswalks with RRFB pedestrian activated lights. The crossing locations to be reviewed are at 19115 Ballinger Way NE (SR 104), and NE 178th Street at 40th Avenue NE.

The work conducted as part of this scope would build upon the City’s Safe Speed Study, previous analysis conducted by Transpo as part of the City’s Traffic Calming Program, and data and studies conducted by WSDOT.

State Law Requirements

New State law expands the authority for local agencies to install automated traffic safety cameras to detect speed violations along state highways classified as City streets and stoplight violations at intersections of two or more arterials controlled by a traffic signal.

The local legislative authority must prepare an analysis of the locations within the jurisdiction where automated traffic safety cameras are proposed to be located. The analysis must show a demonstrated need for traffic cameras based on one or more of the following in the vicinity of the proposed camera location: Travel by vulnerable road users, evidence of vehicles speeding, rates of collision, reports showing near collisions, and anticipated or actual ineffectiveness or infeasibility of other mitigation measures.

Scope of Work

Task 1 – Project Management / Meetings

Transpo will manage the overall study effort. It is assumed Transpo and City staff will regularly coordinate throughout the study to manage scope, budget, schedule, and review key study outcomes.

Progress Reports / Invoicing

Detailed progress reports and invoices will be prepared on a monthly basis and provided to the City. The invoices and progress report will identify the work that has been completed, and compare the overall budget expended.

Project Coordination Meetings

Virtual coordination meetings will be held as-needed to review key assumptions and deliverables. Three coordination meetings are assumed as part of the scope of work. Additional meetings may require revisiting the proposed fee and schedule. The first meeting will be a kick-off meeting with City staff to review and discuss the scope of work and approach to completing the effort. The second coordination meeting will review initial findings and obtain feedback from staff before the draft report is prepared. The third meeting will review comments on the draft report and discuss the release of the findings to the general public and City Council.

City Council Meetings

Transpo will attend and present at two City Council meetings to present results and final recommendations. It is assumed that attendance at the Council meetings will be in-person.

Consultant Task 1 Deliverables

- *Monthly progress reports (3)*
- *Three check-in meetings with City staff (virtual)*
- *Presentation and attendance at two City Council meetings (in-person)*

Task 2 – Evaluate Speed Limits for State Routes

Review Existing Data, Previous Speed Studies, and Collect Traffic Data

Transpo will review the available inventory of previous traffic data and previous speed studies on both SR 522 and SR 104. The data will be compiled and used as a baseline for supplemental data collection. It is anticipated that Transpo will collect traffic data at two locations along both SR 522 and SR 104 (4 locations total) under the on-call traffic services contract. This data will be collected via pneumatic tube counter and will capture both speed, volume and vehicle classification data for a one-week period.

The information will be used to highlight traffic volumes, and 50th and 85th percentile speeds. The latest collision data will be summarized for both state routes. The information would be evaluated to identify any correlation or inconsistencies between the data which could be used as a starting point for the evaluation.

Develop Recommended Speed Limits for State Routes

The data will be assembled and used to establish recommended speed limits for SR 522 and SR 104 within Lake Forest Park. Transpo will assemble the traffic and safety data and be prepared to discuss speed setting methodologies with WSDOT and the City, seeking consistency with WSDOT's preferred approaches and those applied to state routes in neighboring cities such as Shoreline, Kenmore and Bothell. Applying a consistent speed setting methodology across jurisdictions is viewed by Transpo and the City as a key to encourage compliance with posted speed limits.

The project team proposes hosting a meeting with WSDOT and City of Lake Forest Park staff to discuss methodologies for speed limit setting, the data gathered by Transpo, and the approach to how the speed studies are being conducted.

A summary memorandum will be prepared, adding to previously completed studies by Transpo on behalf of the City of Lake Forest Park, to summarize the recommended speed limits based on the assembled traffic and safety data, and the speed setting methodology that was utilized.

The efforts will be consolidated into a document and presentation file, with proposed speed limit changes clearly identified. One round of review is assumed by the City staff before submission to WSDOT for review.

Consultant Task 2 Deliverables

- *Draft and final study document summarizing the evaluation conducted and final recommendations (PDF electronic copy only)*
- *One meeting with WSDOT and City staff*

Task 3 – Evaluate Traffic Safety Camera Locations

A speed and safety analysis will be conducted to evaluate locations for additional speed monitoring and red-light cameras. The analysis will address requirements of RCW 46.63.170 when locating automated enforcement cameras.

Speed and Safety Analysis for Additional Speed Cameras on the State Highways

Transpo will obtain and review available speed, collision and traffic data for the SR 522 and SR 104 corridors through Lake Forest Park. The effort will build from the analysis and data conducted as part of the prior task. Both corridors are being considered for new automated speed enforcement cameras. The data will be used to assess the crash risk by summarizing the number of vehicles exceeding the speed limit and to what degree. The safety analysis will be both quantitative and qualitative. Based on the results of the analysis, Transpo will prepare a summary memorandum documenting the findings of the analysis to address the requirements of State RCW 46.63.170. The memo will include recommendations on potentially viable locations to locate new speed enforcement cameras.

Safety Analysis for Additional Red Light Camera

Transpo will obtain and review available speed, collision and traffic data at SR 104 and 35th Avenue NE corridor. The data will be used to assess the crash risk. The safety analysis will be both quantitative and qualitative. Based on the results of the analysis, Transpo will document the findings of the analysis in a memorandum to address the requirements of State RCW 46.63.170. One round of review is assumed by City staff.

Speed Analysis for Additional Speed Camera on NE 178th Street

Transpo will review recent speed and traffic data for the NE 178th Street corridor through Lake Forest Park. The effort will build from the analysis and data conducted as part of the prior task. The City is interested in understanding whether a speed enforcement camera should be re-installed in front of Brookside Elementary to address eastbound vehicle speeds. Data will be summarized for the period since the new cameras were installed. Based on the results of the analysis, Transpo will prepare a summary memorandum documenting the findings to address the requirements of State RCW 46.63.170. The memo will include a recommendation on whether this is a viable location.

Consultant Task 3 Deliverables

- *Draft and final memorandum summarizing the traffic safety analysis (PDF electronic copy only)*

Task 4 – Evaluate New Marked Crosswalk Locations

Two new pedestrian crossing locations will be evaluated and documented. The crossing locations to be reviewed are at 19115 Ballinger Way NE (SR 104), and NE 178th Street at 40th Avenue NE. Factors such as observed vehicle speeds, sight distances, location of bus stops and pedestrian generators, lighting, and input from city staff will be used to evaluate the locations for a marked crosswalk. Each potential crossing location will be evaluated against best practices and national research including NCHRP Report 562: Improving Pedestrian Safety at Unsignalized Crossings and the NACTO Urban Street Design Guide. The evaluation will assess the best location and type of design feature for any new marked pedestrian crossing. Based on the results of the evaluation, Transpo will prepare a summary memorandum documenting the findings of the analysis and any recommended design treatments.

Consultant Task 4 Deliverables

- *Draft and final memorandum summarizing the crossing analysis for 2 locations (PDF electronic copy only)*

Assumptions and Agency Support

Transpo is entitled to rely upon the completeness and accuracy of information and services furnished by the City of Lake Forest Park and WSDOT.

- All available speed and volume data, GIS data, and any relevant prior speed studies would be provided by the City and/or WSDOT.
- No formal public outreach activities or materials are assumed to be included in the scope of work, other than meetings with City staff and support at one council meeting.
- Response to WSDOT comments on the final document is not included in the scope and would be subject to a future amendment as it is difficult to determine the level of effort required without understanding their comments.

Schedule

After contract execution, the completion of the draft report is anticipated to take approximately 8 to 10 weeks. Should the scope of services or project information change following contract execution, Transpo will notify the City if these changes will affect the schedule and require a contract amendment.

Fee Estimate

A budget not to exceed \$41,800.



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date October 24, 2024

Originating Department Finance Department

Contact Person Lindsey Vaughn, Finance Director

Title Ordinance 24-1297/Amending the 2023-2024 Budget

Legislative History

- Budget & Finance Committee Meeting October 17, 2024
- City Council Regular Meeting October 24, 2024

Attachments:

1. Ordinance 24-1297 Amending 2023-2024 Biennial Budget
2. Ordinance 24-1298 Creating Traffic Safety Fund, Fund 002

Executive Summary

Proposed Ordinance 24-1297 would amend the 2023-2024 budget to reflect actual performance rather than the projected amounts used to adopt the budget. The City of Lake Forest Park develops a budget based on a set of predictions about the future. A city budget is a living document, and since it is impossible to know what will happen in the future, adjustments to the adopted budget are frequently required once the budgetary period is underway. A formal change to an adopted budget is known as a budget amendment. Budgets are adopted at the fund level, as opposed to the line-item or department level. Therefore, budget amendments are also made at the fund level.

Budget amendments do not require public hearings and do not have specific timelines associated with them. However, it is best practice to formally amend a budget before an expenditure is allocated (amend before you spend). A budget amendment must be passed before the last day of the budgetary period to become effective for that adopted fiscal period.

Background

The City adopts a biennial budget spanning two years. Local governments choosing to adopt biennial budgets are required by state statute to perform an in-depth review mid-way through the budget cycle

to pinpoint any substantial discrepancies between the projected amounts and the actual financial results. A mid-biennial budget adjustment should be considered if significant differences are identified. Mid-biennial budget adjustments are a time to 'true-up' the adopted budget to reflect actual performance. Budgets are living documents created with the best knowledge at the time of adoption. Budget adjustments, or amendments, are considered a normal course of action in local government.

Fiscal & Policy Implications

General Fund 001:

The other side of the lost revenue transfer for the closing out of the ARPA federal funds was not entered and needs to be corrected and shown properly in the financials prior to the close of 2024.

Traffic Safety Fund 002 *Newly being created:

Proposed Ordinance 24-1298 creates the Traffic Safety Fund, Fund 002. The City Council made the safety decision to authorize school walk zone traffic safety cameras and cameras are now operating in one school walk zone. The funds are highly restricted by state statutes and therefore a separate sub fund of the general fund has been created to transparently show the revenues and expenditures independent of the general fund. In addition to creating the separate fund, the budget dollars need to be amended to allow revenues and expenditures to properly be allocated to stay in legal compliance.

ARPA Fund 107:

The funds must be fully committed by the end of 2024 and spent by 2026. The City has fully allocated and will be closing out the ARPA fund.

Capital Improvement Fund 301:

The City Council recently approved the purchase of the Rose property located at 19001 40th Place NE that neighbors 5 Acre Woods. The property is 2.43 acres and will be used for parks and open space for the community. The sale closed September 27, 2024.

Transportation Capital Fund 302:

The Traffic Safety Fund has allocated funds to support traffic safety expenses that will be allocated and funded out of the transportation capital fund for all future safe streets, early action studies and construction improvement to enhance multimodal travel through the City.

Sewer Utility Fund 401:

The City slightly underestimated the King County wastewater treatment charges that need to be appropriately allocated before the close of the biennial budget calendar year.

Sewer Capital Fund 402:

The City recently adopted the contract to proceed forward with the Beach Drive Sewer Lift Station design that was not originally allocated within the current 2024 budget.

Surface Water Utility Fund 403:

The early predicted estimates for professional services and system maintenance operations were estimated to significantly exceed the originally budgeted line items for multiple consultant expenses, and operational surface water system maintenance for inspections, cleaning and maintenance. The cost to maintain compliance of the National Pollutant Discharge Elimination System permit has significantly increased as has been discussed for multiple years from the City's Public Works Department.

Vehicle & Equipment Replacement Fund 501:

When the City created the 502 Information Technology Fund during the last budget process, allocating the original beginning fund balance transfer of \$150,000 was not allocated as an expenditure in the Vehicle and Equipment Replacement Fund 501 and needs to be allocated prior to the close of the fiscal year.

Information Technology Fund 502:

On the other side of the beginning fund balance transfer from the Vehicle & Equipment Replacement fund is the revenue side of the \$150,000 being transferred. That transaction created the beginning fund balance, or cash balance, of \$150,000 to start 2023.

See the table below:

GENERAL FUND 001					
		Revenue (R)/ Expend. (E)	2023-2024 Adjustment Amount	Total Revenue	Total Expenditure
Lost Revenue Transfer from Fund 107 ARPA	R		\$ 1,332,990	\$ 1,332,990	
General Fund Revenue Adjustment Total			\$ 1,332,990	\$ 1,332,990	
General Fund Expenditure Adjustment Total			\$ -		\$ -
Total Net Change to the General Fund			\$ 1,332,990		
TRAFFIC SAFETY FUND 002: NEW					
Traffic Safety Camera Fines	R		\$ 1,044,000	\$ 1,044,000	
Investment Interest	R		\$ 10,000	\$ 10,000	
Traffic Safety Fund Revenue Adjustment Total			\$ 1,054,000	\$ 1,054,000	
Salaries - Court			\$ 150,000		\$ 150,000
Salaries - Police			\$ 200,000		\$ 200,000
Employee Benefits - Court			\$ 100,000		\$ 100,000
Employee Benefits - Police			\$ 125,000		\$ 125,000
Traffic Camera Service Fee			\$ 40,000		\$ 40,000
Traffic Calming Transfer OUT to 302			\$ 150,000		\$ 150,000
Traffic Safety Fund Expenditure Adjustment Total			\$ 765,000		\$ 765,000
Total Net Change to the Traffic Safety Fund			\$ 289,000		
CAPITAL IMPROVEMENT FUND 301					
			2023-2024 Budget Amount	Total Revenue	Total Expenditure
Capital Improvement Fund Revenue Adjustment Total			\$ -	\$ -	\$ -
Rose Property Acquisition	E		\$ 1,600,000		\$ 1,600,000
Rose Property Acquisition additional costs	E		\$ 200,000		\$ 200,000
Capital Improvement Fund Expenditure Adjustment Total			\$ 1,800,000	\$ -	\$ 1,800,000
Total Net Change to the Transportation Benefit District Fund			\$ (1,800,000)		

TRANSPORTATION CAPITAL FUND 302				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
Transfer in From Traffic Safety Fund 002	R	\$ 150,000	\$ 150,000	
Transportation Capital Fund Adjustment Total		\$ 150,000	\$ 150,000	
<hr/>				
Transportation Capital Fund Revenue Adjustment Total		\$ -		\$ -
Total Net Change to the Transportation Capital Fund		\$ 150,000		
<hr/>				
SEWER OPERATION FUND 401				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
<hr/>				
Sewer Operation Fund Revenue Adjustment Total		\$ -	\$ -	
<hr/>				
METRO Charges		\$ 250,000		\$ 250,000
Sewer Operation Fund Expenditure Adjustment Total		\$ 250,000	\$ -	\$ 250,000
Total Net Change to the Sewer Operation Fund		\$ (250,000)		
<hr/>				
SEWER CAPITAL FUND 402				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
<hr/>				
Sewer Capital Fund Revenue Adjustment Total		\$ -	\$ -	
<hr/>				
Beach Drive Sewer Lift Station Design	E	\$ 250,000		\$ 250,000
Sewer Capital Fund Expenditure Adjustment Total		\$ 250,000		\$ 250,000
Total Net Change to the Sewer Capital Fund		\$ 250,000		
<hr/>				
SURFACE WATER OPERATIOND FUND 403				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
<hr/>				
Surface Water Operations Revenue Adjustment Total		\$ -	\$ -	
<hr/>				
Professional Services Engineering: Early 2024 yearend estimates	E	\$ 185,000		\$ 185,000
System Maintenance & Operation: Early 2024 yearend estimates	E	\$ 150,000		\$ 150,000
Surface Water Operation Fund Expenditure Adjustment Total		\$ 335,000		\$ 335,000
Total Net Change to the Surface Water Operation Fund		(335,000)		
<hr/>				
VEHICLE & EQUIPMENT REPLACEMENT FUND 501				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
<hr/>				
Transfer In From General Fund 001	R		\$ -	
Vehicle and Equipment Revenue Adjustment Total		\$ -	\$ -	
<hr/>				
Transfer to IT Fund 502: Budget Beginning Fund Balance Transfer	E	\$ 150,000		\$ 150,000
Public Works Contract Fund Expenditure Adjustment Total		\$ 150,000		\$ 150,000
Total Net Change to the Vehicle & Equipment Fund		\$ (150,000)		
<hr/>				
INFORMATION TECHNOLOGY FUND 502				
<u>Title</u>		<u>2023-2024</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
<hr/>				
Transfer In from Vehicle & Equipment Replacement Fund 501	R	\$ 150,000	\$ 150,000	
Information Technology Fund Revenue Adjustment Total		\$ 150,000	\$ 150,000	
<hr/>				
Information Technology Fund Expenditure Adjustment Total		\$ -		\$ -
Total Net Change to the Information Technology Fund		\$ 150,000		

Please see the table below that shows allocation changes by fund.

Fund No.	Fund Name	Actual Beginning Fund	2023-2024 Adopted/Amended		2023-2024 Proposed Budget Amendment		Projected Ending Fund
			Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	7,879,903	24,056,303	25,928,853	25,389,293	25,928,853	7,340,343
002	Traffic Safety Fund	-	-	-	1,054,000	765,000	289,000
101	Street Fund	766,207	1,670,000	1,738,353	1,670,000	1,738,353	697,854
102	Council Contingency Fund	742,970	55,000	-	55,000	-	797,970
104	Transportation Benefit District	689,364	1,251,500	804,686	1,251,500	804,686	1,136,178
105	Budget Stabilization Fund	323,554	21,000	-	21,000	-	344,554
106	Strategic Opportunity Fund	756,196	2,760,000	2,109,206	2,760,000	2,109,206	1,406,990
107	ARPA Fiscal Recovery Fund	2,724,742	-	2,724,742	-	2,724,742	-
301	Capital Improvement Fund	1,833,074	1,279,500	909,000	1,279,500	2,709,000	403,574
302	Transportation Capital Fund	2,370,096	5,351,805	6,693,273	5,501,805	6,693,273	1,178,628
303	Facilities Maintenance Fund	958,019	354,500	685,500	354,500	685,500	627,019
401	Sewer Utility Fund	932,732	7,860,788	7,860,400	7,860,788	8,110,400	683,120
402	Sewer Capital Fund	2,725,903	404,000	-	404,000	250,000	2,879,903
403	Surface Water Utility Fund	1,249,247	3,523,981	3,723,153	3,523,981	4,058,153	715,075
404	Surface Water Capital Fund	1,394,820	1,010,000	2,351,000	1,010,000	2,351,000	53,820
406	Sewer Bond Reserve	108,291	2,000	-	2,000	-	110,291
407	PW Trust Fund Repayment Fund	647,195	495,500	488,004	495,500	488,004	654,691
501	Replacement Fund	779,264	1,348,669	607,799	1,348,669	757,799	1,370,134
502	Information Technology Fund	150,000	309,154	336,533	459,154	336,533	272,621

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Adopt budget amendment ordinance 	Aligning the budget to reflect additional revenues and expenditures
<ul style="list-style-type: none"> Do not adopt budget amendment ordinance 	Keep the budget appropriations as currently adopted and not align the budget numbers to reflect the current financial allocations.

Staff Recommendation

Adopt Ordinance 24-1297/Amending budget Ordinance 1256 and subsequent budget amendment ordinances.

Adopt Ordinance 24-1298/Creating Traffic Safety Fund, Fund 002

ORDINANCE NO. 24-1297

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE ADOPTED BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2023-2024, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

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

WHEREAS, a budget for fiscal years 2023-2024 was adopted by Ordinance No. 1256 and subsequently amended by various ordinances; and

WHEREAS, the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council’s strategic plan goal areas; and

WHEREAS, the City is required by Chapter 35A.34. RCW to review all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget for fiscal years 2023-2024 adopted by Ordinance No. 156 and subsequently amended, is being amended herein to reflect actual performance for the budget’s fiscal period.

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

Section 1. AMENDMENT. The 2023-2024 budget is hereby amended as follows:

Fund No.	Fund Name	Actual Beginning Fund	2023-2024 Adopted/Amended		2023-2024 Proposed Budget Amendment		Projected Ending Fund
			Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	7,879,903	24,056,303	25,928,853	25,389,293	25,928,853	7,340,343
002	Traffic Safety Fund	-	-	-	1,054,000	765,000	289,000
101	Street Fund	766,207	1,670,000	1,738,353	1,670,000	1,738,353	697,854
102	Council Contingency Fund	742,970	55,000	-	55,000	-	797,970
104	Transportation Benefit District	689,364	1,251,500	804,686	1,251,500	804,686	1,136,178
105	Budget Stabilization Fund	323,554	21,000	-	21,000	-	344,554
106	Strategic Opportunity Fund	756,196	2,760,000	2,109,206	2,760,000	2,109,206	1,406,990
107	ARPA Fiscal Recovery Fund	2,724,742	-	2,724,742	-	2,724,742	-
301	Capital Improvement Fund	1,833,074	1,279,500	909,000	1,279,500	2,709,000	403,574
302	Transportation Capital Fund	2,370,096	5,351,805	6,693,273	5,501,805	6,693,273	1,178,628
303	Facilities Maintenance Fund	958,019	354,500	685,500	354,500	685,500	627,019
401	Sewer Utility Fund	932,732	7,860,788	7,860,400	7,860,788	8,110,400	683,120
402	Sewer Capital Fund	2,725,903	404,000	-	404,000	250,000	2,879,903
403	Surface Water Utility Fund	1,249,247	3,523,981	3,723,153	3,523,981	4,058,153	715,075
404	Surface Water Capital Fund	1,394,820	1,010,000	2,351,000	1,010,000	2,351,000	53,820
406	Sewer Bond Reserve	108,291	2,000	-	2,000	-	110,291
407	PW Trust Fund Repayment Fund	647,195	495,500	488,004	495,500	488,004	654,691
501	Replacement Fund	779,264	1,348,669	607,799	1,348,669	757,799	1,370,134
502	Information Technology Fund	150,000	309,154	336,533	459,154	336,533	272,621

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ___ day of November, 2024.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: October 24, 2024
Adopted: _____
Posted: _____
Published: _____
Effective: _____

ORDINANCE NO. 24-1298

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE LAKE FOREST PARK MUNICIPAL CODE BY CREATING CHAPTER 3.87, TRAFFIC SAFETY FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, in 2024, the State Legislature adopted amendments to Chapter 46.63 RCW, Disposition of Traffic Infractions, that mandates how revenue generated from automatic traffic safety camera programs is used by cities; and

WHEREAS, revenue from school walk zone cameras may only be used for traffic safety activities and to pay the cost to administer, install, operate and maintain the traffic safety cameras; and

WHEREAS, the City has identified that there is a need to create an additional fund for school walk zone traffic safety camera fines that would be titled “Traffic Safety” (Fund 002); and

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

Section 1. ADOPTION. Chapter 3.87 LFPMC, Traffic Safety Fund, is hereby created as follows:

3.87.010 Established.

There is created the Traffic Safety Fund to be known as Fund Number 002. The Traffic Safety Fund shall receive money obtained from fines collected from all traffic safety cameras except traffic safety cameras used in school speed zones and used to detect stoplight violations. The exception applies to the school speed zone and stoplight cameras existing as of January 1, 2024, and one additional school speed zone camera and one additional stoplight camera. Pursuant to RCW 46.63.220, as amended, the City shall use the Traffic Safety Fund for traffic safety activities; the cost to administer, install, operate, and maintain traffic safety cameras including the cost of processing infractions; and the Cooper Jones active transportation safety account in the state treasury.

Section 2. SEVERABILITY. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this Ordinance, including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of _____ 2024.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: October 24, 2024
Adopted:
Posted:
Published:
Effective: