

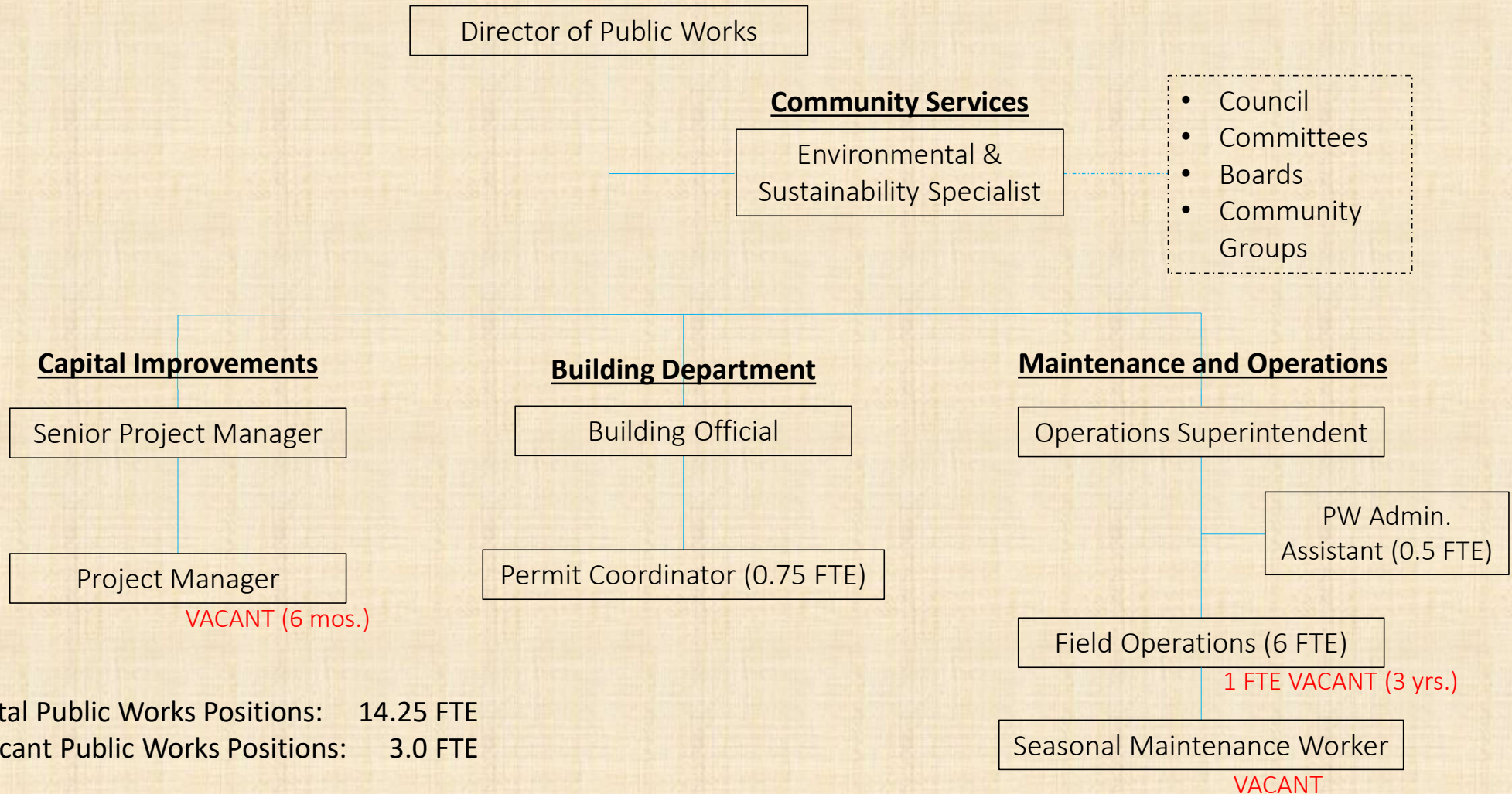
City of Lake Forest Park

2023-2024 Public Works Budget Presentation

September 15, 2022

City of Lake Forest Park
Public Works Department

Organizational Chart



Challenges for Public Works

- Staffing needs
- Inflationary effects
- Increased regulatory requirements
- Limited funds

Future Budget Impacts

- Increased training needs and opportunities
- Improved communication and outreach
- Replenish office and field needs
- Focus increases greater than \$5,000 for the biennium (\$2,500/year)

PUBLIC WORKS – BY THE NUMBERS

Assets Maintained and Operated

- 110 miles of paved streets
- 10 miles of sidewalks
- 3 facilities (City Hall and Public Works (2))
- 39 miles of storm sewers
- 9 miles of ditch lines
- 45 miles of sanitary sewers
- 35+ sewer grinder pumps maintained
- 600+ annual sewer locates
- 40 acres of parks and open spaces

BUILDING DEPARTMENT

MISSION

Serve all residents in a positive and courteous manner to ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work, and visit.

SERVICES PROVIDED

- Provide development and building compliance review and inspection to conform to the City's land use and building codes.
- Respond to code enforcement requests with site visits, document violations, and interact with the violators and complainants.
- Provide timely and accurate land use and construction standards information to our residents.
- Address resident inquiries regarding the building code and permit-related procedures.
- Permit and inspect right-of-way activities prior to and after utility contractors complete their work.
- Sewer permits are reviewed and processed through the Building Department.

Department Budget Summary, Building

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Salaries	\$ 276,000	\$ 276,000	\$ 295,000	6.9%
Overtime	\$ 2,000	\$ -	\$ 2,000	0.0%
Employee Benefits	\$ 99,500	\$ 92,668	\$ 91,500	-8.0%
Office / Operating Supplies	\$ 6,000	\$ 3,899	\$ 6,000	0.0%
Professional Services	\$ 12,000	\$ 5,927	\$ 10,000	-16.7%
Fire Marshall Inspections	\$ 2,000	\$ 1,480	\$ 2,000	0.0%
Communications	\$ 1,650	\$ 1,266	\$ 1,500	-9.1%
Dues / Subscriptions	\$ 1,045	\$ 804	\$ 1,000	-4.3%
Training	\$ 2,500	\$ -	\$ 2,500	0.0%
Total	\$ 402,695	\$ 382,043	\$ 411,500	2.2%

PUBLIC WORKS DEPARTMENT — PARKS

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including public parks and their related assets

SERVICES PROVIDED

- Provide landscaping maintenance services to preserve and improve our nearly **40 acres** of parks and open spaces.
- Public Works is responsible for opening the parks as well as the overall condition of the parks and trail system.
- Maintenance activities include tending to the trees, shrubs, annual plantings, grassed areas, sports facilities, irrigation systems and **six miles** of pathways.
- Other amenities serviced by Public Works includes drinking fountains, tennis courts, viewing decks, boardwalks, parking areas, signage, and the outdoor play equipment.
- Public Works provides barricades and other support for special activities that take place in any of our parks.

Department Budget Summary, Public Works

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Parks</u>				
Salaries	\$ 257,500	\$ 225,978	\$ 274,500	6.6%
Overtime	\$ 8,000	\$ 4,682	\$ 3,000	-62.5%
On-Call Services	\$ 8,000	\$ 6,343	\$ 5,000	-37.5%
Employee Benefits	\$ 106,500	\$ 99,327	\$ 89,000	-16.4%
Safety Clothing / Boots	\$ 1,200	\$ 500	\$ 1,000	-16.7%
Office Supplies	\$ 500	\$ 332	\$ 5,300	960.0%
Operating Supplies	\$ 17,000	\$ 12,650	\$ 8,000	-52.9%
Kenmore Closeout Charges	\$ -	\$ -	\$ -	
Small Tools & Equipment	\$ 3,400	\$ 3,830	\$ 8,000	135.3%
Professional Services	\$ 32,000	\$ 11,505	\$ 30,000	-6.3%
Communications	\$ 6,600	\$ 6,669	\$ 8,000	21.2%
Travel Exp. (lodging, meals)	\$ -	\$ 1,764	\$ 500	
Equipment Rental	\$ 6,000	\$ 5,843	\$ 4,000	-33.3%
Insurance	\$ 17,200	\$ 16,659	\$ 25,976	51.0%
Utilities	\$ 52,500	\$ 49,924	\$ 55,000	4.8%
Repairs & Maintenance	\$ 56,000	\$ 60,948	\$ 30,000	-46.4%
Repairs & Maintenance - Enhancement	\$ -	\$ 20	\$ -	
Dues / Subscriptions	\$ 385	\$ 309	\$ 1,000	159.7%
Training	\$ 1,000	\$ 1,000	\$ 2,000	100.0%
Total Parks	\$ 573,785	\$ 508,283	\$ 550,276	-4.1%

PUBLIC WORKS DEPARTMENT — FACILITIES

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including the public facilities.

SERVICES PROVIDED

- Public Works maintains City Hall, the Public Works Office, and the Public Works Maintenance Shop according to a facility preventive maintenance program.
- Maintenance activities include a hybrid approach by using in-house crews and outside vendors to address a wide array of operations from janitorial and HVAC upkeep to carpet replacement and painting.
- Compliance with regulations related to fire codes, elevator services, ADA requirements, energy efficiency, and security service, along with many more building amenities are maintained by Public Works.

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Facilities</u>				
Salaries	\$ 59,000	\$ 56,883	\$ 67,000	13.6%
Overtime	\$ 2,000	\$ 1,545	\$ 2,500	25.0%
On-Call Services	\$ 1,600	\$ 1,461	\$ 1,500	-6.3%
Employee Benefits	\$ 26,000	\$ 25,114	\$ 21,500	-17.3%
Safety Clothing / Boots	\$ 700	\$ 325	\$ 600	-14.3%
Office Supplies	\$ 400	\$ 411	\$ 600	50.0%
Operating Supplies	\$ 17,710	\$ 17,599	\$ 21,000	18.6%
Small Tools & Equipment	\$ 3,000	\$ 3,059	\$ 3,000	0.0%
Property Assessments	\$ 18,500	\$ 18,152	\$ 20,000	8.1%
Janitorial Contract	\$ 90,000	\$ 76,691	\$ 90,000	0.0%
Professional Services	\$ 30,000	\$ 30,009	\$ 35,000	16.7%
Communications	\$ 1,980	\$ 1,602	\$ 2,000	1.0%
Travel Exp. (lodging, meals)	\$ 200	\$ 516	\$ 1,000	400.0%
Equipment Rental	\$ 800	\$ 683	\$ 1,500	87.5%
Insurance	\$ 4,250	\$ 4,108	\$ 6,406	50.7%
Utilities - P.W. Facilities	\$ 21,500	\$ 21,485	\$ 25,000	16.3%
Utilities - City Hall	\$ 134,500	\$ 122,218	\$ 130,000	-3.3%
Repairs & Maintenance	\$ 43,500	\$ 52,016	\$ 46,000	5.7%
Emergency Management	\$ 2,000	\$ -	\$ 1,000	-50.0%
Dues & Subscriptions	\$ 400	\$ 118	\$ 200	-50.0%
Training	\$ 200	\$ 200	\$ 400	100.0%
Comcast Broadcast Equip.				
Bid Bond Deposit Refund				
Machinery & Equipment				
Total Facilities	\$ 458,240	\$ 434,196	\$ 476,206	3.9%

PUBLIC WORKS DEPARTMENT — STREET MAINT.

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including public streets.

SERVICES PROVIDED

- Public Works maintains approximately **55 center lane miles** of pavement within the City's limits.
- Maintenance activities primarily focus on the preserving our existing pavement with minor improvements such as shoulder repairs, crack sealing, and patching.
- Public Works contracts with King County to maintain and/or replace traffic signs and pavement markings.
- City crews conduct all deicing, plowing, and sanding activities throughout the City.
- This budget includes the electricity costs associated with the City-owned streetlights.
- The Street Maintenance funds covers the non-salary related portion of the work.

Department Budget Summary, Public Works				
Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Street Maintenance</u>				
Road Surface Maintenance	\$ 45,000	\$ 44,975	\$ 50,000	11.1%
Repairs & Maintenance	\$ 2,750	\$ 2,750	\$ 2,000	-27.3%
Shoulder Maintenance	\$ 26,000	\$ 26,076	\$ 30,000	15.4%
Structure Maintenance	\$ 15,400	\$ 14,680	\$ 19,400	26.0%
Traffic / Pedestrian Maint.	\$ -	\$ -	\$ -	
Street Lighting Maintenance	\$ 310,000	\$ 284,619	\$ 291,000	-6.1%
Sign Replacement	\$ 8,800	\$ 8,533	\$ 8,800	0.0%
Sign Maintenance	\$ 46,200	\$ 45,431	\$ 46,200	0.0%
Pavement Marking / Striping	\$ 48,400	\$ 29,922	\$ 53,000	9.5%
Snow Plowing / Sanding	\$ 90,000	\$ 28,303	\$ 90,000	0.0%
Roadside Maintenance	\$ 78,000	\$ 78,746	\$ 80,000	2.6%
Roadside Maintenance - Enhancement	\$ -	\$ -	\$ -	
Total Street Maintenance	\$ 670,550	\$ 564,036	\$ 670,400	0.0%

PUBLIC WORKS DEPARTMENT — STREET OPS.

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including public streets.

SERVICES PROVIDED

- The Engineering group in Public Works establishes, oversees, and manages the Capital Improvements Program.
- Engineering is involved with capital projects, master planning, professional services, and the sewer and surface water utilities.
- Typical projects led by engineering include bridge replacements, roadway reconstructions, sewer lift station replacements and NPDES conformance; contracts for designed elements such as ADA compliant ramps, new surface water improvements, culvert replacement projects, and major roadway projects.
- The Street Maintenance funds covers the salary related portion of the work.

Department Budget Summary, Public Works

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Street Operations				
Machinery & Equipment				
On-Call Services				
Salaries	\$ 431,300	\$ 377,352	\$ 401,000	-7.0%
Overtime	\$ 10,000	\$ 7,971	\$ 10,000	0.0%
On-Call Services	\$ 14,000	\$ 10,567	\$ 11,000	-21.4%
Employee Benefits	\$ 187,200	\$ 168,118	\$ 143,000	-23.6%
Safety Clothing / Boots	\$ 1,980	\$ 781	\$ 3,000	51.5%
Office Supplies	\$ 1,540	\$ 691	\$ 1,500	-2.6%
Operating Supplies	\$ 9,600	\$ 9,227	\$ 10,000	4.2%
Small Tools & Equipment	\$ 3,000	\$ 2,891	\$ 3,500	16.7%
Professional Services	\$ 66,000	\$ 65,537	\$ 70,000	6.1%
Legal Publishing	\$ -	\$ -	\$ -	
Communications	\$ 10,500	\$ 10,185	\$ 12,000	14.3%
Travel Exp. (lodging, meals)	\$ 500	\$ 2,851	\$ 1,000	100.0%
Equipment Rental	\$ 5,500	\$ 5,369	\$ 2,500	-54.5%
Insurance	\$ 28,750	\$ 27,866	\$ 43,449	51.1%
Utilities	\$ 13,000	\$ 10,352	\$ 13,000	0.0%
Dues / Subscriptions	\$ 550	\$ 561	\$ 500	-9.1%
Training	\$ 1,500	\$ 1,525	\$ 1,000	-33.3%
Copier Rental	\$ 1,400	\$ 745	\$ -	-100.0%
Interfund Svc. To Fund (001)	\$ 97,852	\$ 104,376	\$ 104,376	6.7%
Interfund Svc. To (501 & 502)	\$ 72,996	\$ 72,996	\$ 115,076	57.6%
Total Street Operations	\$ 957,168	\$ 879,959	\$ 945,901	-1.2%

PUBLIC WORKS DEPARTMENT — ENGINEERING

MISSION

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

SERVICES PROVIDED

- The Engineering group in Public Works establishes, oversees, and manages the Capital Improvements Program.
- Engineering is involved with capital projects, master planning, professional services, and the sewer and surface water utilities.
- Typical projects led by engineering include bridge replacements, roadway reconstructions, sewer lift station replacements and NPDES conformance; contracts for designed elements such as ADA compliant ramps, new surface water improvements, culvert replacement projects, and major roadway projects.

Department Budget Summary, Public Works

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Engineering Operations</u>				
Interfund Svc. To GF (001)	\$ 41,570	\$ 50,736	\$ 50,500	21.5%
Office / Operating Supplies	\$ -	\$ 652	\$ -	
Interfund Svc. To Replacement (501 & 502)	\$ 4,882	\$ 4,882	\$ 16,608	240.2%
Professional Services	\$ 50,000	\$ 146,449	\$ 100,000	100.0%
Travel Exp. (lodging & meals)	\$ 6,500	\$ -	\$ 8,000	23.1%
Training	\$ 2,000	\$ -	\$ 4,000	100.0%
Lobbying Activity	\$ 80,500	\$ 87,850	\$ 95,000	18.0%
Salaries	\$ 294,500	\$ 245,642	\$ 298,500	1.4%
Overtime	\$ -	\$ 3,552	\$ 6,000	
Employee Benefits	\$ 115,000	\$ 84,419	\$ 18,000	-84.3%
Insurance	\$ 8,050	\$ 7,798	\$ 12,158	51.0%
Dues / Subscriptions	\$ 600	\$ 797	\$ -	-100.0%
Total Engineering Operations	\$ 603,602	\$ 632,776	\$ 608,766	0.9%

PUBLIC WORKS DEPARTMENT — SEWER UTILITY

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including public sanitary sewers.

SERVICES PROVIDED

- Public Works maintains **45 miles of sanitary sewer lines, pressure mains, and two lift stations** within the City, including televising, cleaning, and performing repairs as needed.
- King County operates the wastewater facility and the City acts as the billing agent for the County's portion of the fees (METRO Charges).

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Sewer Utility</u>				
Salaries	\$ 506,000	\$ 471,733	\$ 565,500	11.8%
Overtime	\$ 9,900	\$ 9,949	\$ 10,000	1.0%
On-Call Services	\$ 5,500	\$ 11,197	\$ 8,000	45.5%
Employee Benefits	\$ 220,000	\$ 188,023	\$ 184,000	-16.4%
Safety Clothing / Boots	\$ 2,000	\$ 1,781	\$ 8,000	300.0%
Office Supplies	\$ 1,980	\$ 1,337	\$ 2,000	1.0%
Operating Supplies/Materials	\$ 13,200	\$ 11,879	\$ 15,000	13.6%
Small Tools & Equipment	\$ 9,900	\$ 9,914	\$ 14,000	41.4%
METRO Charges	\$ 4,763,000	\$ 4,742,036	\$ 5,204,772	9.3%
Professional Services	\$ 121,000	\$ 69,176	\$ 125,000	3.3%
Communications	\$ 16,500	\$ 9,288	\$ 17,000	3.0%
Travel Exp. (lodging, meals)	\$ 220	\$ 2,877	\$ 1,000	354.5%
Advertising	\$ 1,100	\$ -	\$ 1,000	-9.1%
Equipment Rental	\$ 2,200	\$ -	\$ 2,000	-9.1%
Insurance	\$ 30,600	\$ 29,659	\$ 46,246	51.1%
Utilities	\$ 16,500	\$ 16,541	\$ 18,000	9.1%
Repairs & Maintenance	\$ 123,200	\$ 123,288	\$ 130,000	5.5%
Dues & Subscriptions	\$ 2,200	\$ 692	\$ 11,000	400.0%
Training	\$ 2,660	\$ 625	\$ 3,000	12.8%
METRO Charges (DNU)				
Taxes & Assessments: Sewer Utility Fund 40	\$ 52,800	\$ 197,815	\$ 70,000	32.6%
Taxes & Assessments: PWTF Repayment	\$ 6,000	\$ 2,002	\$ 2,800	-53.3%
Taxes & Assessments (DNU)				
Copier Rental	\$ 1,540	\$ 750	\$ 1,500	-3%
Public Works Trust Fund-Ronald				
Public Works Trust Fund-Int.				
Repayment of PWTF Loan (Prin)	\$ 479,214	\$ 479,214	\$ 479,214	0.0%
Repayment of PWTF Loan (Int.)	\$ 10,782	\$ 10,782	\$ 5,990	-44.4%
Machinery & Equipment				
Interfund Svc. To GF (001)	\$ 246,360	\$ 236,409	\$ 243,000	-1.4%
Interfund Svs. To Fund (501 & 502)	\$ 70,606	\$ 70,606	\$ 119,062	.
Interfund Svc.Trans. Cap. (302)	\$ 56,011	\$ 56,011	\$ 56,200	0.3%
Transfer To Sewer Cap. (402)	\$ 200,000	\$ 200,000	\$ 250,000	25.0%
Transfer To PWTF Repay. (407)	\$ 350,000	\$ 350,000	\$ 336,000	-4.0%
Total Sewer Utility	\$ 7,320,973	\$ 7,303,586	\$ 7,929,284	8.3%

PUBLIC WORKS DEPARTMENT — S.W. UTILITY

MISSION

Efficiently operate, responsibly maintain, and improve the City's most valuable assets including public surface water infrastructure.

SERVICES PROVIDED

- Public Works oversees, manages, and operates the City's Surface Water Utility which includes **39 miles of storm lines and 9 miles of ditches.**
- In accordance with our NPDES permit and direction from the Department of Ecology, the City works to ensure that stormwater, surface water, and run off water is conveyed and treated appropriately before discharged into our waterways.

Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
<u>Surface Water Utility</u>				
Salaries	\$ 625,500	\$ 613,969	\$ 695,500	11.2%
Overtime	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
On-Call Services	\$ 12,000	\$ 12,080	\$ 15,000	25.0%
Employee Benefits	\$ 276,000	\$ 241,515	\$ 168,500	-38.9%
Safety Clothing / Boots	\$ 2,500	\$ 1,938	\$ 3,000	20.0%
Office Supplies	\$ 1,650	\$ 2,081	\$ 8,000	384.8%
Operating Supplies	\$ 15,400	\$ 22,895	\$ 18,000	16.9%
Taxes & Assessments	\$ 43,000	\$ 46,998	\$ 43,000	0.0%
Small Tools & Equipment	\$ 6,600	\$ 7,043	\$ 10,000	51.5%
Prof. Services/Engineering	\$ 306,616	\$ 277,059	\$ 373,000	21.7%
Communications	\$ 17,600	\$ 33,478	\$ 30,000	70.5%
Travel Exp. (lodging, meals)	\$ 1,000	\$ 3,421	\$ 1,000	0.0%
Equipment Rental	\$ 1,100	\$ 8,155	\$ 5,000	354.5%
Insurance	\$ 41,300	\$ 40,035	\$ 62,424	51.1%
Utilities	\$ 3,080	\$ 957	\$ 3,200	3.9%
System Maintenance & Operation	\$ 418,000	\$ 651,159	\$ 500,000	19.6%
Street Drainage Maintenance	\$ 121,000	\$ 12,564	\$ 125,000	3.3%
Neighborhood Surface Water	\$ 16,500	\$ -	\$ 20,000	21.2%
Repairs & Maintenance	\$ 15,400	\$ -	\$ 20,000	29.9%
Dues / Subscriptions	\$ 550	\$ 19,716	\$ 42,300	7590.9%
Training	\$ 7,000	\$ 4,550	\$ 10,000	42.9%
County Administration Billing	\$ 44,000	\$ 19,085	\$ 25,000	-43.2%
Copier Rental	\$ 1,400	\$ 593	\$ 2,000	42.9%
Sweeper Principal	\$ 109,527	\$ 109,527	\$ 88,771	-19.0%
Sweeper Interest	\$ 13,501	\$ 13,501	\$ 3,501	-74.1%
Interfund Svc. To GF (001)	\$ 126,824	\$ 140,636	\$ 141,000	11.2%
Interfund Svc. To Replacement Fund (501 & 5	\$ 91,772	\$ 91,772	\$ 156,914	71.0%
Transfer To Surface Water Capital (404)	\$ 350,000	\$ 350,000	\$ 425,000	21.4%
Total Surface Water Utility	\$ 2,678,820	\$ 2,734,727	\$ 3,005,109	12.2%

PUBLIC WORKS DEPARTMENT - SUMMARY

	2021-2022	2023-2024		
	Adopted Budget	Proposed Budget	Change (\$)	Change (%)
Building	\$402,695	\$411,500	\$8,805	2.20%
Parks	\$573,785	\$550,276	-\$23,509	-4.10%
Facilities	\$458,240	\$476,206	\$17,966	3.90%
Street Maintenance	\$670,550	\$670,400	-\$150	0.00%
Street Operations	\$957,168	\$945,901	-\$11,267	-1.20%
Engineering Operations	\$603,602	\$608,766	\$5,164	0.90%
Sewer Utility*	\$7,320,973	\$7,929,284	\$608,311	8.30%
Surface Water Utility	\$2,678,820	\$3,005,109	\$326,289	12.20%
Totals:	\$13,665,833	\$14,597,442	\$931,609	6.82%
*King County Utility Sewer Increase 5.75% (pass through)				\$441,772
Total without KC rate increase				3.36%

NEW INITIATIVES – GOING GREEN



Electric Ford F-150 Lightning

NEW INITIATIVES – GOING GREEN




Electric Maintenance Fleet

September 15, 2022
Budget and Finance Committee
Meeting:


Planning Department's 2023-24
Proposed Budget

A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.


Accomplishments in 2021-2022

- Code Updates Recommended by Planning Commission during 2021-2022:
 - Accessory Dwelling Unit Regulations
 - Sign Code
 - Critical Area Reasonable Use Exception Regulations
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

Accomplishments in 2021-2022

- Code Updates Adopted by Council during 2021-2022:
 - Town Center Zoning Regulation and Design Guidelines and other related code updates including Multifamily Residential Property Tax Exemption
 - Interim Development Regulation pertaining to Emergency Shelters and Housing
 - Accessory Dwelling Unit Regulations
 - Tree Preservation Regulations
- 
- A series of white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

Land Use Initiatives Anticipated during 2023-2024

- Adoption of Shoreline Master Program Update
 - Public Outreach Phase of Comprehensive Plan Periodic Update
 - Adoption of Comprehensive Plan Periodic Update (adoption due by end of 2024)
 - Subdivision Code Update
 - Wireless Communication Facilities Code Update
 - Stormwater Mapping and Policy Integration with Comprehensive Plan
- 

Budget Highlights

City Arborist - Increasing the position's hours to 30 hours/week will improve monitoring of replacement tree planting and allow more time for the City Arborist to engage in community forest planning with the Tree Board.

Department Staffing Summary, Planning	Full Time Equivalent (FTE)	
	2021-2022	2023-2024
Department Employee Count	3.60	3.80

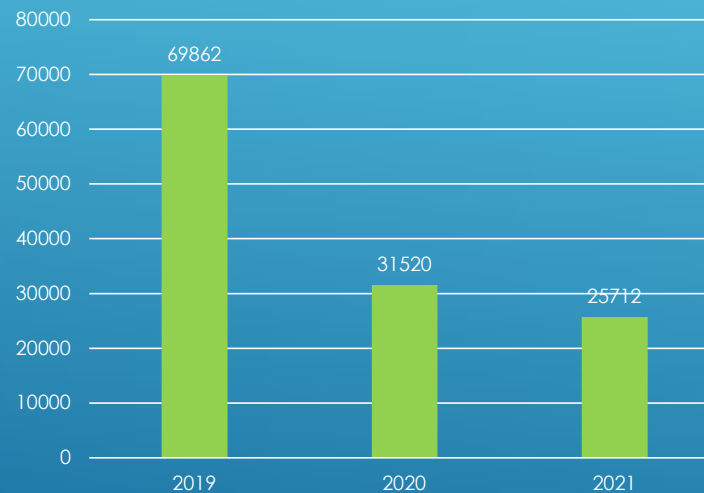
Department Budget Summary, Planning				
Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Salaries	\$ 728,600	\$ 718,933	\$ 776,000	6.5%
Overtime	\$ 4,000	\$ 3,000	\$ 3,000	-25.0%
Employee Benefits	\$ 258,400	\$ 241,998	\$ 298,500	15.5%
Office / Operating Supplies	\$ 8,000	\$ 3,000	\$ 5,000	-37.5%
Professional Services	\$ 154,000	\$ 112,119	\$ 250,000	62.3%
Engineering Services	\$ 110,000	\$ 51,075	\$ 125,000	13.6%
Communications	\$ 8,800	\$ 8,216	\$ 8,400	-4.5%
Travel Exp. (lodging, meals)	\$ -	\$ -	\$ -	
Advertising	\$ 10,000	\$ 4,829	\$ 10,000	0.0%
Dues / Subscriptions	\$ 3,000	\$ 2,303	\$ 3,000	0.0%
Training	\$ 5,500	\$ 3,231	\$ 5,000	-9.1%
Copier Rental	\$ 4,000	\$ 2,000	\$ 4,000	0.0%
Machinery & Equipment	\$ -	\$ -	\$ -	
Tree Acct. Operating Supplies	\$ 2,000	\$ 3,996	\$ 6,000	200.0%
Tree Acct. Professional Svcs.	\$ 48,000	\$ 40,000	\$ 5,000	-89.6%
Total	\$ 1,294,300	\$ 1,150,704	\$ 1,487,900	15.0%

Annual Permitted Tree Removal and Replacement 2019 through 2021

Annual Permitted Tree
Removal Totals



Canopy Replacement Required
(Sq. Ft.)



2.9 acres of mature canopy
to verify

Budget Highlights

Engineering Services: Increase is intended to cover 522 BRT review which is reimbursed by ST deposit

Department Staffing Summary, Planning	Full Time Equivalent (FTE)	
	2021-2022	2023-2024
Department Employee Count	3.60	3.80

Department Budget Summary, Planning				
Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Salaries	\$ 728,600	\$ 718,933	\$ 776,000	6.5%
Overtime	\$ 4,000	\$ 3,000	\$ 3,000	-25.0%
Employee Benefits	\$ 258,400	\$ 241,998	\$ 298,500	15.5%
Office / Operating Supplies	\$ 8,000	\$ 3,000	\$ 5,000	-37.5%
Professional Services	\$ 154,000	\$ 112,119	\$ 250,000	62.3%
Engineering Services	\$ 110,000	\$ 51,075	\$ 125,000	13.6%
Communications	\$ 8,800	\$ 8,216	\$ 8,400	-4.5%
Travel Exp. (lodging, meals)	\$ -	\$ -	\$ -	
Advertising	\$ 10,000	\$ 4,829	\$ 10,000	0.0%
Dues / Subscriptions	\$ 3,000	\$ 2,303	\$ 3,000	0.0%
Training	\$ 5,500	\$ 3,231	\$ 5,000	-9.1%
Copier Rental	\$ 4,000	\$ 2,000	\$ 4,000	0.0%
Machinery & Equipment	\$ -	\$ -	\$ -	
Tree Acct. Operating Supplies	\$ 2,000	\$ 3,996	\$ 6,000	200.0%
Tree Acct. Professional Svcs.	\$ 48,000	\$ 40,000	\$ 5,000	-89.6%
Total	\$ 1,294,300	\$ 1,150,704	\$ 1,487,900	15.0%

Professional Services Breakdown

Planning 4100		
	2023	2024
Hearing Examiner	\$ 10,000	\$ 10,000
Accela/Carahsoft/Elavon (1)	\$ 60,000	\$ 5,000
Tree Canopy Study (2)	\$ 20,000	\$ -
SMP Adoption (3)	\$ 5,000	\$ -
2024 Comprehensive Plan Update (4)	\$ 50,000	\$ 50,000
Contingency	\$ 20,000	\$ 20,000
Total	\$ 165,000	\$ 85,000

- 1) Accela has offered to fix the price for two years if we purchase the license for both in 2023:
\$55,637.80

Professional Services Breakdown

Planning 4100		
	2023	2024
Hearing Examiner	\$ 10,000	\$ 10,000
Accela/Carahsoft/Elavon (1)	\$ 60,000	\$ 5,000
Tree Canopy Study (2)	\$ 20,000	\$ -
SMP Adoption (3)	\$ 5,000	\$ -
2024 Comprehensive Plan Update (4)	\$ 50,000	\$ 50,000
Contingency	\$ 20,000	\$ 20,000
Total	\$ 165,000	\$ 85,000

2) Tree Canopy Study – Field work will likely continue into 2023 and additional budget will be needed for data analysis and report production and review.

Professional Services Breakdown

Planning 4100			
	2023		2024
Hearing Examiner	\$	10,000	\$ 10,000
Accela/Carahsoft/Elavon (1)	\$	60,000	\$ 5,000
Tree Canopy Study (2)	\$	20,000	\$ -
SMP Adoption (3)	\$	5,000	\$ -
2024 Comprehensive Plan Update (4)	\$	50,000	\$ 50,000
Contingency	\$	20,000	\$ 20,000
Total	\$	165,000	\$ 85,000

3) SMP Update – consultant assistance with public meetings, local adoption, and final review by Department of Ecology

Professional Services Breakdown

Planning 4100			
		2023	2024
Hearing Examiner	\$	10,000	\$ 10,000
Accela/Carahsoft/Elavon (1)	\$	60,000	\$ 5,000
Tree Canopy Study (2)	\$	20,000	\$ -
SMP Adoption (3)	\$	5,000	\$ -
2024 Comprehensive Plan Update (4)	\$	50,000	\$ 50,000
Contingency	\$	20,000	\$ 20,000
Total	\$	165,000	\$ 85,000

4) Comprehensive Plan Update – The 2015 update consulting contract was roughly \$160,000. This update should be less extensive but still requires significant public engagement. State requirement for adoption by end of year 2024.



Finance & Information Technology Department

CITY OF LAKE FOREST PARK

Finance Department

Department Budget Summary, Finance and Information Technology				
Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Salaries	\$ 976,600	\$ 976,600	\$ 1,048,500	7.4%
Overtime	\$ -	\$ -	\$ 2,000	
Employee Benefits	\$ 313,900	\$ 313,900	\$ 405,500	29.2%
Office / Operating Supplies	\$ 9,000	\$ 8,738	\$ 9,500	5.6%
Professional Services	\$ 58,000	\$ 63,334	\$ 50,000	-13.8%
Communications	\$ 11,800	\$ 10,935	\$ 12,500	5.9%
Travel Exp. (lodging, meals)	\$ -	\$ 3,565	\$ 9,500	
Advertising	\$ -	\$ 500	\$ 1,000	
Dues / Subscriptions	\$ 1,300	\$ 3,029	\$ 3,500	169.2%
Training	\$ 7,000	\$ 3,935	\$ 10,500	50.0%
Municipal Auditor Expenses	\$ 74,000	\$ 69,577	\$ 75,000	1.4%
Total	\$ 1,451,600	\$ 1,454,113	\$ 1,627,500	12.1%

Finance/IT Staff

Department Staffing Summary, Finance and IT	Full Time Equivalent (FTE)	
	2022-2023	2023-2024
Department Employee Count	5.20	5.60

New staffing request of 0.4 FTE

- Transition to Full Time Accountant
- Assist Municipal Court with finance related duties due to Washington State Auditor recommendation

Fund Structure Chart

Internal Service Funds

Vehicle &
Equipment
Replacement
Fund

Information
Technology Fund



New – 2023/2024 Biennial Budget

Information Technology Internal Service Fund

Information Technology Fund				
Description	2021-2022 Adopted Budget	2021-2022 Projected	2023-2024 Budget	% Change
Capital Equipment Purchases/Replacment: Hardware	\$ -	\$ -	\$ 130,000	
Computer Software	\$ -	\$ -	\$ 150,533	
Professional Services	\$ -	\$ -	\$ 56,000	
Total	\$ -	\$ -	\$ 336,533	0.0%

Questions
