



CITY OF LAKE FOREST PARK CITY COUNCIL SPECIAL WORK SESSION

Thursday, September 22, 2022 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:

Please note, this link works for both the Special Work Session (6:00 p.m.) and Regular Meeting (7:00 p.m.).

**Join Zoom Webinar: <https://us06web.zoom.us/j/88111507622>
Call into Webinar: 253-215-8782 | Webinar ID: 881 1150 7622**

Public Comment is not taken during the Work Session.

As allowed by law, the Council may add items not listed on the agenda.
For up-to-date information on agendas, please visit the City's website at www.cityoflfp.com

Meetings are shown on the city's website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AGENDA

- 1. CALL TO ORDER: 6:00 PM**
- 2. ADOPTION OF AGENDA**
- 3. COUNCIL DISCUSSION TOPICS**

A. Mayor's Proposed Revenue Projection Overview

- 4. ADJOURN**

FUTURE SCHEDULE

--Monday, September 26, 2022 City Council Budget and Finance Committee Special Meeting 6 pm
hybrid meeting (Zoom and City Hall)

--Thursday, October 13, 2022 City Council Work Session Meeting 6 pm *hybrid meeting (Zoom and City Hall)*

--Thursday, October 13, 2022 City Council Regular Business Meeting 7 pm *hybrid meeting (Zoom and City Hall)*

Thursday, October 20, 2022 City Council Budget and Finance Committee Meeting 6 pm *hybrid meeting (Zoom and City Hall)*

--Monday, October 24, 2022 City Council Committee of the Whole Meeting 6 pm *hybrid meeting (Zoom and City Hall)*

--Thursday, October 27, 2022 City Council Regular Business meeting 7:00 pm *hybrid meeting (Zoom and City Hall)*

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.

Revenue Overview

CITY OF LAKE FOREST PARK

Revenue Presentation Overview

1. Walk through the City's Funds individually (on the revenue side only)
2. Review what revenue increases are currently being proposed
3. Revisit additional revenue options – from City Council retreat discussion
4. If time, begin Council Question & Answer process
5. Public Comment – Regular City Council Meeting
6. Monday, September 26, 2022 start of City Council Deliberations (Full Budget Calendar page 25)

City of Lake Forest Park Budget Calendar, 2023-2024 Biennium				
22-Sep-22	Thursday	Mayor's Proposed Revenue Projection Overview & Public Comment After the Mayor's Proposed 2023-2024 Biennial Budget	6:00 PM	Work Session, Open to the Public
26-Sep-22	Monday	Begin City Council Budget Deliberations and Recommendations	6:00 PM	Special Budget & Finance Meeting, Open to the Public

Revenue: General Fund page 30 of Mayor's Proposed Budget

Revenue Forecast			
Description	Method	<u>2021-2022 Projected</u>	<u>2023-2024 Budget</u>
<u>GENERAL FUND</u>			
TAXES			
Property Tax	T	\$ 6,830,442	\$ 6,902,329
Sales and Use Tax	T	\$ 3,074,176	\$ 3,355,357
Affordable/Supportive Housing	A	\$ 24,880	\$ 25,000
Local Criminal Justice / State	T	\$ 874,613	\$ 914,364
Business Tax	A	\$ 799,881	\$ 815,879
Solid Waste Collection Tax	T	\$ 267,985	\$ 280,165
Utility Tax	T	\$ 691,841	\$ 695,301
Sea. City Light Contract Fee	T	\$ 1,001,176	\$ 1,025,100
Leasehold Excise Tax	A	\$ 2,533	\$ 2,750
Admission Tax	T	\$ 11,187	\$ 22,710
TOTAL TAXES		\$ 13,578,715	\$ 14,038,954

Revenue: General Fund page 31 of Mayor's Proposed Budget

Revenue Forecast			
	Method		
Description		<u>2021-2022 Projected</u>	<u>2023-2024 Budget</u>
<u>GENERAL FUND</u>			
LICENSES AND PERMITS			
Cable Television Franchise Fee	T	\$ 390,687	\$ 392,640
Telecommunication Franchise	T	\$ 12,500	\$ 10,000
Business Licenses	T	\$ 167,410	\$ 170,850
Construction Permits	T	\$ 351,441	\$ 420,000
Land Use Permits	T	\$ 150,835	\$ 160,000
Plumbing Permits	T	\$ 34,563	\$ 36,500
Mechanical Permits	T	\$ 76,654	\$ 82,000
Concealed Weapon Permit / City	T	\$ 4,822	\$ 5,075
Development Tech. Surcharge	T	\$ 29,189	\$ 38,500
Credit Card Fee	T	\$ 9,888	\$ 10,000
Other Licenses / Permits	T	\$ 45,765	\$ 60,900
TOTAL LICENSES AND PERMITS		\$ 1,273,755	\$ 1,386,465

Revenue: General Fund page 31 of Mayor's Proposed Budget

INTERGOVERNMENTAL REVENUES			
Bulletproof Vest Partnership	A	\$ 4,224	\$ 7,800
Less than Lethal - Dept. of Commerce	A	\$ 62,604	
EMPG Grant	E	\$ 40,800	\$ 42,230
SB 5092 Appropriations	A	\$ 52,802	\$ -
Multimodal Transportation City	E	\$ 35,886	\$ 37,555
Criminal Justice - Population	E	\$ 9,019	\$ 9,700
CJ - Special Programs	E	\$ 32,244	\$ 33,000
Marijuana Excise Tax Distrib.	A	\$ 34,972	\$ 39,585
DUI Distribution	T	\$ 4,383	\$ 4,800
Liquor Excise Tax	A	\$ 180,992	\$ 198,940
Liquor Board Profits	A	\$ 210,828	\$ 214,065
Local Hazardous Waste Grant	A	\$ 11,315	\$ 17,000
KC Waste Reduction Recycling	A	\$ 24,865	\$ 20,000
KC Waterworks Grant	A	\$ 48,293	
TOTAL INTERGOVERNMENTAL		\$ 753,227	\$ 624,675

Revenue: General Fund

page 32 of Mayor's Proposed Budget

Revenue Forecast			
	Method		
Description		<u>2021-2022 Projected</u>	<u>2023-2024 Budget</u>
<u>GENERAL FUND</u>			
CHARGES FOR GOODS AND SERVICES			
Court Administrative Fees	-	\$ 927	\$ 1,750
Interfund Svc. From Fund Surface Water	T	\$ 131,016	\$ 140,636
Interfund Svc. From Fund Sewer Utility	T	\$ 247,360	\$ 232,818
Interfund Svc. From Fund Streets	T	\$ 97,852	\$ 104,376
Interfund Svc. From Fund Transportation Capital	T	\$ 42,570	\$ 49,472
Interfund Svc. From Capital Improvement	T	\$ 10,442	\$ 6,834
Interfund Svc. From Replacement Fund	T	\$ 12,636	\$ 13,250
Passport Revenue	T	\$ 240,595	\$ 372,000
Adult Probation Services	T	\$ 60,000	\$ 75,000
Television/Cable Sub. Fee	T	\$ 14,826	\$ 15,499
Support Service From TBD	T	\$ 2,958	\$ 2,916
Animal Control Reimbursement	T	\$ 6,900	\$ 3,000
TOTAL CHARGES FOR GOODS & SERVICES		\$ 868,081	\$ 1,017,551

Revenue: General Fund page 33 of Mayor's Proposed Budget

Revenue Forecast			
	Method		
Description		2021-2022 Projected	2023-2024 Budget
GENERAL FUND			
MISCELLANEOUS REVENUE			
Investment Interest	T	\$ 17,469	\$ 20,000
Sales Tax Interest-State Treas	T	\$ 2,638	\$ 4,000
Turner (Lakefront) Rent	A	\$ 24,000	\$ 24,000
Facility Rental Fees		\$ 1,000	\$ 3,000
Donations	-	\$ 100	\$ 1,000
Safe Harbor Donations (DV)	-	\$ 500	\$ -
City Forestry Account	T	\$ 9,433	\$ 12,000
Sales of Surplus		\$ 400	\$ 3,000
P-Card Rebate	A	\$ 20,157	\$ 22,500
Forfeits / Asset Seizure	T	\$ 5,614	\$ 1,000
Cash Adjustments	-	\$ 73	\$ -
Police Miscellaneous Revenue		\$ 23,217	\$ 16,000
Miscellaneous Court Fees		\$ 528	\$ 600
Notary Fees		\$ 1,050	\$ 5,500
Refundable Sound Transit Deposit		\$ 97,206	
Miscellaneous Revenue	A	\$ 41,476	\$ 45,000
Transfer from ARPA 107 Fund		\$ 186,612	\$ 998,000
TOTAL MISCELLANEOUS		\$ 431,474	\$ 1,155,600
TOTAL GENERAL FUND REVENUE		\$ 21,663,556	\$ 22,264,246

Revenue Overview: **page 33** of Mayor's Proposed Budget

<u>STREET FUND</u>				
R.O.W. Permits - Construction	T	\$	105,310	\$ 135,000
ROW Rev. / Utility Franchise	T	\$	469,830	\$ 485,000
Gas Taxes (MVET Cities)	A	\$	501,069	\$ 502,500
Investment Interest	T	\$	2,301	\$ 5,000
Miscellaneous Revenue	T			\$ 2,000
Transfer From Gen. Fund (001)	A	\$	263,000	\$ 491,000
TOTAL		\$	1,341,511	\$ 1,620,500
<u>COUNCIL CONTINGENCY FUND</u>				
Investment Interest	T		1,742	10,000
TOTAL		\$	1,742	10,000
<u>TRANSPORTATION BENEFIT DISTRICT</u>				
TBD Vehicle Fees-State	T	\$	864,481	\$ 850,000
Investment Interest	T	\$	2,431	\$ 6,000
TOTAL		\$	866,912	\$ 856,000

Revenue Overview: **page 34** of Mayor's Proposed Budget

Revenue Forecast			
Description	Method	<u>2021-2022 Projected</u>	<u>2023-2024 Budget</u>
<u>BUDGET STABILIZATION FUND</u>			
Interest	T	923	2,000
TOTAL		923	2,000
<u>STRATEGIC OPPORTUNITY FUND</u>			
Dept of Commerce State Grant Lake Front Prop.	-	423,360	-
Recreation & Cons. State Grant Lake Front Prop	-	856,949	-
King County Park Levy Grant Lake Front Prop.	-	2,269,691	-
KC Conservation Futures Grant Lake Front Prop.	-	950,000	-
KC Conservation Futures Grant (Parks)			625,000
Interest	T	724	2,000
IF from Sewer Capital (402) Fund		1,300,000	-
Transfer from Fund (301)		800,000	-
TOTAL		6,600,724	627,000
<u>ARPA FUND</u>			
American Rescue Plan Act 2021	A	3,771,455	-
TOTAL		3,771,455	-

Revenue Overview: **page 34** of Mayor's Proposed Budget

<u>CAPITAL IMPROVEMENT FUND</u>				
Real Estate Excise Tax I	T	\$	1,245,037	\$ 800,000
King County Parks Levy	T	\$	268,241	\$ 271,000
Investment Interest	T	\$	4,655	\$ 6,000
Transfer from Fund (302)		\$	60,000	\$ 60,000
TOTAL		\$	1,577,933	\$ 1,137,000
<u>TRANSPORTATION CAPITAL FUND</u>				
Real Estate Excise Tax II	T	\$	1,245,037	\$ 800,000
WSDOT Grants RAB	-	\$	31,619	\$ 618,381
State Transportation Improvement Board RAB	-	\$	125,816	\$ 2,435,382
Department of Commerce	A			\$ 100,000
Interfund Svc From Surface Water	T	\$	56,011	\$ 56,011
Interfund Svc. From Sewer	T	\$	56,011	\$ 56,011
Investment Interest	T	\$	4,830	\$ 8,500
Transfer From TBD (104) Overlay/ADA Ramps	A	\$	1,200,000	\$ 800,000
TOTAL		\$	2,719,323	\$ 4,874,285

Revenue Overview: page 35 of Mayor's Proposed Budget

Revenue Forecast			
Description	Method	2021-2022 Projected	2023-2024 Budget
<u>CAPITAL FACILITIES MAINTENANCE FUND</u>			
Investment Interest	T	\$ 2,102	\$ 6,000
Trans. From Capital Fund	A	\$ 350,000	\$ 300,000
TOTAL		352,102	\$ 306,000
<u>SEWER UTILITY FUND</u>			
Licenses and Permits	T	\$ 30,800	\$ 30,000
Utility Charges	T	\$ 6,515,676	\$ 7,306,288
Late Charges - Utility Bills	T	\$ 18,213	\$ 40,000
Investment Interest	T	\$ 6,493	\$ 11,500
Sewer Miscellaneous Revenue	-	\$ -	\$ 3,000
Sewer Certificate Fee	T	\$ 1,740	\$ 2,000
Sewer Lien Filing/Removal Fee	T	\$ -	\$ 1,000
TOTAL		6,572,921	\$ 7,393,788
<u>SEWER CAPITAL FUND</u>			
Investment Interest	T	\$ 6,760	\$ 20,000
Interfund Loan from Strat. Opp (106) Interest		\$ 1,000	\$ -
Interfund Loan from Strat. Opp (106) Lake Front	-	\$ 1,300,000	\$ -
Transfer From Sewer Fund	A	\$ 200,000	\$ 250,000
TOTAL		\$ 1,507,760	\$ 270,000

Revenue Overview: **page 35** of Mayor's Proposed Budget

<u>SURFACE WATER UTILITY FUND</u>			
Muni. Stormwater Grant (DOE)	A	\$ 2,003	\$ -
Utility Service Charges	T	\$ 2,640,416	\$ 3,056,481
Investment Interest	T	\$ 4,152	\$ 10,000
Miscellaneous Revenue	-	\$ -	\$ 3,000
TOTAL		\$ 2,646,572	\$ 3,069,481
<u>SURFACE WATER CAPITAL FUND</u>			
Muni. Stormwater Grant (DOE)	A	\$ 43,534	\$ -
WSDOT Grant	A	\$ 8,608	\$ 265,000
Department of Commerce	A	\$ -	\$ 225,000
King County Flood District	A	\$ 245,274	\$ -
Investment Interest	A	\$ 2,865	\$ 10,000
Miscellaneous Revenue	-	\$ 59,510	\$ -
Trans From Surface Water (403)	A	\$ 350,000	\$ 425,000
TOTAL		\$ 709,792	\$ 925,000

Revenue Overview: **page 36** of Mayor's Proposed Budget

Revenue Forecast			
Description	Method	<u>2021-2022 Projected</u>	<u>2023-2024 Budget</u>
<u>SEWER BOND RESERVE FUND</u>			
Investment Interest	T	358	2,000
TOTAL		358	2,000
<u>PUBLIC WORKS TRUST FUND REPAYMENT FUND</u>			
Excise Tax Revenue	T	50,000	51,000
Connection Charges	T	70,408	100,000
Investment Interest	T	1,659	8,500
Transfer From Sewer Utility	A	350,000	336,000
TOTAL		472,067	495,500

Revenue Overview: page 36 of Mayor's Proposed Budget

VEHICLE & EQUIPMENT REPAIR & REPLACEMENT FUND				
Interfund Svc. From Fund General Fund	A	\$	318,664	\$ 901,246
Interfund Svc. From Fund Streets	A	\$	72,996	\$ 102,144
Interfund Svc. From Fund Surface Water	A	\$	91,772	\$ 137,168
Interfund Svc. From Fund Sewer Utility	A	\$	70,606	\$ 105,234
Interfund Svc. From Fund Transportation Capital	A	\$	4,882	\$ 12,878
Investment Interest	T	\$	3,376	\$ 4,000
Equipment Sales	A	\$	30,525	\$ -
Trans. In from Surface Water Cap. (404)		\$	40,000	\$ -
TOTAL		\$	632,821	\$ 1,262,670
INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND				
Interfund Svc. From Fund General Fund				\$ 254,188
Interfund Svc. From Fund Streets				\$ 12,932
Interfund Svc. From Fund Surface Water	-			\$ 19,746
Interfund Svc. From Fund Sewer Utility				\$ 3,730
Interfund Svc. From Fund PW Contract				\$ 13,828
Interfund Svc. From Fund Transportation Capital				\$ 3,730
Investment Interest				\$ 1,000
				\$ 309,154

Additional Revenue Options

Revenue Source	Increase	New Revenue	Restrictions
TBD Vehicle License Fee	\$ 10	\$ 109,000	Transportation
TBD Sales Tax	0.10%	\$ 150,000	
Annual Value		\$ 259,000	
Biennial Value		\$ 518,000	
Sewer Utility Tax	6%	\$ 192,000	Unrestricted
Surface Water Utility Tax	6%	\$ 78,000	
Annual Value		\$ 270,000	
Biennial Value		\$ 540,000	
Technology Fee	5%		Unrestricted
Annual Value		\$ 15,000	
Biennial Value		\$ 30,000	
Voter Approved			
CPI Property Tax Levy	3%		Unrestricted
Annual Value		\$ 90,000	
Biennial Value		\$ 180,000	

