



**City of Lake Forest Park**  
**Special Budget & Finance Meeting**  
**September 24, 2020**  
**6:00 p.m.**  
**Lake Forest Park City Hall**  
**17425 Ballinger Way NE**  
**AGENDA**

**Meeting to be Held Virtually**

See page 2 for information about how to watch the meeting online

**City Hall is Closed to the Public**

**Committee Members for Budget:** John Resha (Chair), Tom French, Semra Riddle, Phillipa Kassover, John Wright, Mark Phillips, and Lorri Bodi

**Discuss 2021-2022 Budget – Responses to Key Questions**

**Identify additional issues for discussion**

**Citizen Comments** (*Each speaker has 3 minutes to comment*)

See page 2 for how information on how to provide oral comments during Citizen Comments

**Adjourn**

**Budget Committee Discussion Documents and Attachments**

1. Mayor's Proposed 2021-2022 Biennial Budget (link)
2. Responses to 9/17 Budget & Finance Meeting – Posted on Friday 9/25

## HOW TO SUBMIT ORAL CITIZEN COMMENTS

<https://www.cityofflp.com/629/Virtual-Budget-and-Finance-Committee-Meetings>

*Because the City has implemented oral comments, written comments are no longer accepted under Citizen Comments.*

Please click the link below to join the webinar:

When: Sep 24, 2020 06:00 PM Pacific Time (US and Canada)

Topic: Council Budget & Finance and Regular Business Meetings 9/24/2020

Please click the link below to join the webinar:

<https://zoom.us/j/94509697769>

Or iPhone one-tap :

US: +12532158782,,94509697769# or +14086380968,,94509697769#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 346 248  
7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 945 0969 7769

International numbers available: <https://zoom.us/u/a8fiwb9KP>



# Memo

**To:** City Council  
**From:** Administration  
**Date:** September 25, 2020  
**Re:** 9/17 Budget & Finance Meeting - Request for more information

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1. Municipal Services: The newsletter for the City of Lake Forest Park is a quarterly printed mailing called the LFP Times that is mailed to all residents to keep them informed on current and upcoming City news. The newsletter actual costs are trending below what was previously budgeted, and a small portion of the expense is being allocated to the surface water fund. The budget is being trued up to the actual amount that is being spent to produce the LFP Times.
2. Municipal Court Pro Tem Judge: The judicial coverage is needed in the event of affidavit or recusal, mandatory training and conferences, unexpected absences, sick leave, or vacation leave. The Court cannot operate without a judicial authority presiding. The increase is more accurately reflecting the actual expense for the Pro Tem Judge.
3. Planning Professional Services Staff versus Consultant provided from Director Bennett

## Professional Services

Several code update projects were identified that could potentially get underway and be completed during the biennium. The following are projects that I believe can be developed and moved through the adoption process with just City staff support: wireless facilities, accessory dwelling, subdivision, tree preservation, and low impact development.

As explained below, there are three code update initiatives (or related projects) that would be better handled with the assistance of a consultant: Shoreline Master Plan, sign code, and the tree canopy study (mandated by City code).

The assistance of a design review consultant is also proposed for both years of the biennium with the assumption that the Town Center code update will establish a Design Review Board. Given the high-profile nature of a potential proposal from Sound Transit or MGP, the City would be better served having a design professional work with the applicant's designers and prepare recommendations to the DRB rather than regular Planning staff.

Engineering Services

This line item pays for development engineering review services that are predominantly performed by PACE Engineering. Actual expenditures fluctuate from year to year depending on the volume of land subdivision proposals and applications requiring drainage review. In order to do this work in-house, the City would need to hire a licensed surveyor and a licensed civil engineer. Even in the busiest of the past three years, the expenditures on development review are roughly a quarter of the cost associated with paying qualified FTE's to perform such work.

<b>Planning 4100</b>		
	<b>2021</b>	<b>2022</b>
Hearing Examiner	\$ 10,000	\$ 10,000
Design Review Consultant (1)	\$ 15,000	\$ 15,000
Accela/Carahsoft/Elavon	\$ 32,000	\$ 32,000
Tree Canopy Study (2)	\$ -	\$ 20,000
SMP Adoption (3)	\$ 5,000	\$ -
Sign Code Update (4)	\$ 10,000	\$ -
Contingency	\$ 20,000	\$ 20,000
<b>Total</b>	<b>\$ 92,000</b>	<b>\$ 97,000</b>

- 1) Design Review Consultant – As currently drafted, the adoption of the Town Center code updates will require the creation of a Design Review Board and specialized architectural review for compliance with design guidelines.
  - 2) Tree Canopy Study – LFPMC 16.14 requires tree canopy study every five years beginning in 2022.
  - 3) SMP Adoption – consultant assistance with public meetings and final review by Department of Ecology
  - 4) Sign Code Update - update will more complex than other zoning/land use code updates in order to comply with case law and to work effectively with Town Center and Southern Gateway design guidelines
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4. Lobbying Expenses both the State & Federal lobbyist are currently being paid from the Transportation Capital Fund and the Surface Water Capital Fund, with the invoices being split 50% and equally paid by each fund. The current allocation was internally determined to still be appropriate for the 2021/2022 Biennial Budget.
  5. Public Works Utilities pays for the water and sewer bills for the Public Works office building and shop area located at 19201 Ballinger Way NE. Previously, when the Public Works Contract between the City of Kenmore and the City of Lake Forest Park was actively in place the utility expenses were split. Now that the Public Works Contract has

been closed, the City of Lake Forest Park is currently budgeting the full cost of the sewer and water utility expenses for the Public Works office & shop. The facility utilities actual costs exceeded the amount that was budgeted in the 2019/2020 budget. The budget increase is triuing up the budget allocation for the actual expenditure cost.

6. Transportation Benefit District (TBD): The voters of Washington State passed Initiative 976 that removed the ability for the City to collect an additional councilmanic motor vehicle tab fee. The funds supported the City’s annual capital street overlay program. I-976 currently resides in the Court awaiting a final decision. During this time, there is a current hold on the Transportation Benefit District vehicle tab fees until the Court has made a final decision. If I-976 is overturned, or new funding is identified, the following projects (not prioritized) have been identified and would be completed based on a current evaluation.

TBD List:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Brookside Blvd NE	SR-522	NE 178th St
44th Ave NE	Brookside Blvd NE	NE 178th St
NE 160th St	37th Ave NE	38th Ave NE
37th Ave NE	NE 160th St	NE 156th St
NE 156th St	37th Ave NE	35th Ave NE
36th Ave NE	NE 156th St	EOR
38th Ave NE	NE 160th St	NE 162nd St
40th PI NE	SR-104	140' S of 45th PI NE
41st Ave NE	NE 165th	South EOR
NE 161st St	41st Ave NE	West EOR
NE 160th St	41st Ave NE	West EOR

7. Capital Improvement Plan Project Expenditures:
  - a. SR 104 Roundabout Project- The amount of \$405,000 budgeted in 2021 is the correct budgeted dollar amount for design. The design of the roundabout project will be completed within the 2021 calendar year. Request for qualifications is currently out for responses. The amount of \$2,787,000 budgeted in 2022 is the correct amount as well. The construction for the project is scheduled for 2022 and anticipated to be completed in one construction season.
  - b. Culverts L80/90- The budgeted dollar amount of \$461,000 in 2020 and \$252,000 in 2021 are the correct amounts related to design. The \$3,990,000 in 2022 represents the anticipated, currently unfunded, construction costs. The design work has already begun, and the construction will begin as early as 2022 if grant funds can be secured.
8. Discussion Items: bookmarked for October 15, 2020 Budget & Finance Meeting
  - a. City Council Professional Services & Comm. Legislative Act. Expenditure budgets.

- b. Community Partners Funding/Reserve.
  - i. Homeless Youth Project Rent at Town Center.
- c. Lake Front Property Discussion.
- d. Vehicles: Hybrid and electric vehicles will have to be a future Council policy discussion.
- e. Replenishing reserves as a percentage of increasing revenues.
- f. B&O Tax trend.
- g. Traffic camera revenue vs. expenditures.
- h. Future of transportation capital projects.
- i. Proviso