



City of Federal Way Washington



# 2023-24

**Proposed**  
**Biennial**  
**Budget**

For the years ending December 31, 2023 and 2024



**2023-2024 BIENNIAL BUDGET  
PUBLIC MEETINGS**

The following City Council meetings have been scheduled to consider the 2023-24 Biennial Budget. All meetings will be held in-person in Council Chambers at City Hall, with a remote option available.

**Tuesday, September 20, 2022 at 5:00 p.m.** **Workshop/Study Session**  
• Budget Overview - Revenue Forecast & Economic Assumptions (Groom & Davis)

**Tuesday, September 20, 2022 at 6:30 p.m.** **Regular City Council Meeting**  
• Mayor Ferrell Presents Proposed 2023-2024 Biennial Budget to Council

**Monday, September 26, 2022 at 5:00 p.m.** **Workshop/Study Session**

Budget Presentations:

- Federal Way Municipal Court (Judge Larson & Judge Bales)
- Finance; Human Resources; City Clerk's Office; Legal; Community Development; Economic Development; Emergency Management; Information Technology, City Council and Mayor's Office (Davis)
- Performing Arts & Event Center, Dumas Bay, and Federal Way Community Center & Parks Department (Hutton)

**Thursday, September 29, 2022 at 5:00 p.m.** **Workshop/Study Session**  
Budget Presentations Continued:  
• Police Department (Chief Hwang); and Public Works (Walsh);  
• Debt: Operations Shop and Capital Planning (Davis, Groom, Walsh)

**Tuesday, October 4, 2022 at 5:00 p.m.** **Workshop/Study Session**  
• City Council Deliberations on the 2023-2024 Biennial Budget

**Tuesday, October 18, 2022 at 5:00 p.m.** **Workshop/Study Session**  
• Continue City Council Budget Deliberations on the 2023-2024 Biennial Budget

**Tuesday, October 18, 2022 at 6:30 p.m.** **Regular City Council Meeting**  
• **Revenue Public Hearing:** Proposed 2023 Property Tax Levy (*required by RCW 84.55.120*)  
• **Preliminary Public Hearing:** 2023-2024 Biennial Budget (*required by RCW 35A.34*)

**Tuesday, November 1, 2022 at 6:30 p.m.** **Regular City Council Meeting**  
• **Final Budget Public Hearing:** continued from Oct 18 meeting (*required by RCW 35A.34*)  
• Introduction Ordinance/2023-2024 Biennial Budget  
• Introduction Ordinance/2023 Property Tax Levy

**Tuesday, November 15, 2022 at 6:30 p.m.** **Regular City Council Meeting**  
• Enactment Ordinance/2023-2024 Biennial Budget  
• Enactment Ordinance/2023 Property Tax Rate  
• Resolution/2023 Fee Schedule

**2022 CITY OFFICIALS  
EXECUTIVE & LEGISLATIVE BODY**



**JIM FERRELL**  
Mayor



**LINDA KOCHMAR**  
Council President



**SUSAN HONDA**  
Deputy Mayor



**LYDIA ASSEFA-DAWSON**  
Councilmember #1



**ERICA NORTON**  
Councilmember #2



**HOANG V. TRAN**  
Councilmember #4



**JACK WALSH**  
Councilmember #5



**JACK DOVEY**  
Councilmember #6

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Term Expires</u></b>
Mayor	Jim Ferrell	12/31/2025
Position #1	Lydia Assefa-Dawson	12/31/2023
Position #2	Erica Norton	12/31/2025
Position #3	Susan Honda, Deputy Mayor	12/31/2023
Position #4	Hoang V. Tran	12/31/2025
Position #5	Jack Walsh	12/31/2023
Position #6	Jack Dovey	12/31/2025
Position #7	Linda Kochmar, Council President	12/31/2023

**CITY ADMINISTRATION**

---

Mayor ..... Jim Ferrell  
Interim City Administrator ..... Brian Davis  
  
City Attorney ..... Ryan Call  
City Clerk ..... Stephanie Courtney  
Community Development Director ..... Brian Davis  
Economic Development Director ..... Vacant  
Finance Director ..... Steve Groom  
Human Resources Manager ..... Vanessa Audett  
IT Director ..... Thomas Fichtner  
Parks Director ..... John Hutton  
Police Chief ..... Andy Hwang  
Public Works Director ..... EJ Walsh

**JUDICIAL BRANCH**

---

Presiding Judge ..... David Larson  
  
Judge ..... Brad Bales  
Court Administrator ..... Tiziana Giazzi

**FINANCE DEPARTMENT STAFF**

---

Deputy Finance Director ..... Chase Donnelly  
  
Accounting Specialist ..... Jennifer Pettie  
Accounting Technician ..... Donielle Nevels  
Administrative Assistant ..... Sherri Nelson  
Financial Analyst ..... David Liang  
Financial Analyst ..... Haileen Valdez Madarang  
Payroll Analyst ..... Janet Nolte  
Sr Financial Analyst ..... Linda Walker



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Federal Way  
Washington**

For the Biennium Beginning

**January 01, 2021**

*Christopher P. Morill*

Executive Director

## TABLE OF CONTENTS

	Page
<b>INTRODUCTION</b>	
Schedule of Budget Study Sessions .....	2
City Officials, Legislative Body and Staff .....	3
GFOA Award .....	5
<b>TABLE OF CONTENTS</b> .....	6
<b>BUDGET TRANSMITTAL MESSAGE</b>	
Overall City Revenue, Expenditure, and Fund Balance .....	10
2023-24 Budget Goals .....	11
Challenges of the 2023-24 Budget .....	12
Accomplishments of the 2023-24 Budget .....	13
Revenue Forecasting .....	14
Citywide Debt .....	16
Citywide Cash Position .....	16
Expense Management and Course Correction .....	17
<b>BUDGET ORDINANCE</b> .....	18
<b>OPERATING BUDGET - CITYWIDE</b>	
2023 Proposed Budget – Summary of Revenues and Expenditures – All Funds .....	23
2024 Proposed Budget – Summary of Revenues and Expenditures – All Funds .....	24
Explanation of Major Changes in Fund Balances .....	25
Fund Structure and City Departments .....	26
Sources and Uses – All Funds .....	28
Expenditure Summary – All Funds .....	29
General and Street Fund Consolidated Summary .....	30
Expenditure Summary – General Fund .....	31
City-Wide Staff Positions .....	34
Funded and Unfunded Budget Needs .....	35
Major Revenue Forecasts .....	36
<b>LONG RANGE FINANCIAL PLAN</b> .....	42
<b>OPERATING BUDGET BY DEPARTMENT</b>	
Mayor’s Office .....	57
City Council .....	71
Community Development Services .....	74
Finance .....	89
Information Technology .....	92
Law .....	96
Municipal Court .....	103
Parks, Recreation and Cultural Services .....	108
Police .....	126
Public Works .....	137
<b>OPERATING BUDGET BY FUND</b>	
General Fund .....	163
Street Fund .....	165
Arterial Street Fund .....	167
Utility Tax Fund .....	169

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

Affordable & Supportive Housing Sales & Use Tax Fund.....	170
Solid Waste and Recycling Fund .....	171
Special Contracts/Studies Fund.....	172
Hotel/Motel Lodging Tax Fund .....	173
Community Center.....	174
Traffic Safety Fund .....	175
Real Estate Excise Tax (REET) Fund .....	177
Utility Tax Proposition 1 Fund .....	178
Performing Arts and Events Center Operations Fund .....	179
Solid Waste 10% Utility Tax Fund.....	180
Community Development Block Grant Fund .....	181
Path and Trails Reserve Fund .....	182
Technology Fund.....	183
Jail Fund.....	184
Strategic Reserve Fund .....	185
Parks Reserve Fund .....	186
Debt Service Fund .....	187
Capital Project Fund – Downtown Redevelopment Fund .....	189
Capital Project Fund – City Facilities.....	190
Capital Project Fund – Parks .....	191
Capital Project Fund – Surface Water Management .....	192
Capital Project Fund – Transportation Systems .....	194
Capital Project Reserve Fund .....	197
Surface Water Management (SWM) Fund .....	198
Dumas Bay Centre Fund .....	200
Risk Management Fund.....	202
Information Technology Fund .....	203
Mail and Duplication Services Fund.....	205
Fleet and Equipment Fund.....	206
Building and Furnishings Fund.....	208
Health Insurance Fund.....	209
Unemployment Insurance Fund .....	210
<b>DEBT</b>	
Debt Summary.....	212
<b>CAPITAL BUDGET</b>	
Capital Summary .....	216
6-Year Capital Improvement Plan - Parks.....	217
Capital Improvement Plan Projects - Parks.....	218
6-Year Capital Improvement Plan - Surface Water Management.....	226
Capital Improvement Plan Projects - Surface Water Management.....	227
6-Year Capital Improvement Plan – Transportation Systems .....	245
Capital Improvement Plan Projects – Transportation Systems.....	246
<b>APPENDIX</b>	
Organization chart .....	289
City map .....	290
Demographic Statistics .....	291
Principal Taxpayers .....	292
Principal Employers .....	292
Local Taxes on Businesses .....	293
Fire and Emergency Medical Response Statistics .....	293
Public Education Statistics.....	293
Taxable Retail and Real Estate Sales Trend.....	293
Capital Assets by Function .....	294

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

Operating Indicators by Function .....	295
Budget process.....	296
Financial policies – Operating Budget.....	297
Financial policies – Capital Budget and Debt .....	300
Criteria for Prioritizing Projects.....	304
Basis of accounting and budgeting .....	305
Accounting for Funds.....	307
Glossary of Budget Terms .....	308
Acronyms used in Budget .....	317

# BUDGET TRANSMITTAL MESSAGE



## **BUDGET TRANSMITTAL MESSAGE**

October 17, 2022

### ***Dear Citizens of the City of Federal Way and Members of the City Council:***

This budget, the culmination of months of combined effort by city staff in every department, fulfills the following purposes:

- Communicates transparently our commitment to serve our citizens, residents and taxpayers.
- Provides an operational guide to balancing prioritized service delivery with demonstrated accountability to budgetary controls.
- Communicates the long-term vision of City Council and City Management.
- Links funding to service delivery commitments, keeping within our means.



This transmittal message and accompanying material presents summary information to give the reader a clear picture of the city's structure and overall services plan in sufficient detail to assure transparency and accountability.

The 2023-24 Budget, once adopted by City Council, incorporates all the direction discussed and approved during the entire public budget process. This document presents a balanced General Fund budget; revenues and available resources exceed expenditures resulting in a positive contribution to reserves.

### **2023-24 PROPOSED BUDGET SUMMARY**

---

As shown in the table below, the proposed budget shows forecasted revenues and expenses compared to current and prior year with ending fund balance:

Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
			Adopted	Adjusted	Projected			Chg	% Chg
<i>BEGINNING FUND BALANCE</i>	\$69,236,800	\$ 72,206,885	\$60,598,909	\$92,287,328	\$ 92,287,328	\$ 71,207,836	\$ 62,173,646	\$ (21,079,492)	-22.8%
Total Revenues	117,605,137	141,472,804	116,601,304	146,840,628	153,703,035	145,723,974	181,349,382	(1,116,654)	-0.8%
Total Expenditures	114,635,052	121,392,361	121,334,610	174,724,524	174,782,524	154,758,165	187,211,223	(19,966,361)	-11.4%
<b>Changes in Fund Balance</b>	2,970,085	20,080,443	(4,733,306)	(27,883,896)	(21,079,489)	(9,034,191)	(5,861,841)	18,849,704	-67.6%
<i>ENDING FUND BALANCE:</i>	\$72,206,885	\$ 92,287,328	\$55,865,604	\$64,403,432	\$ 71,207,836	\$ 62,173,646	\$ 56,311,805	\$ (2,229,787)	-3.5%

## 2023-24 BUDGET GOALS

---

The budget process requires us to evaluate annually the city's priorities, between immediate services and infrastructure, across many funds, being mindful of long-term fiscal sustainability. The goals of this Budget are:

- Make increased investments in the City's commitment to public safety
- Achieve a balanced budget in every fund
- Assure appropriately-prioritized service delivery
- Provide for on-going fiscal strength and sustainability
- Continue to fulfill commitments to existing infrastructure obligations

The 2023-24 Budget achieves all of these goals.

## FUNCTIONS OF THIS BUDGET

---

- **Policy Document.** This budget articulates service delivery and long-term fiscal sustainability decisions. As a policy document, the budget makes specific linkages between desired goals and current and foreseeable circumstances.
- **Communications Document.** The budget is the result of a process that is a conversation with citizens, voters and taxpayers of the City. The budget is more about services than it is about money, the result of citizen input prioritizing how limited resources are best used to serve the needs of our city.
- **Operations Guide.** The budget lists every department and program of the city. Demand for services always exceeds resources.
- **Legal Authorization.** The budget is the legal appropriation authorization to fund the various operations of the City in the attainment of policy issues and goals. It must meet all the legal requirements, time lines and constraints of state statute, and the city's municipal code.

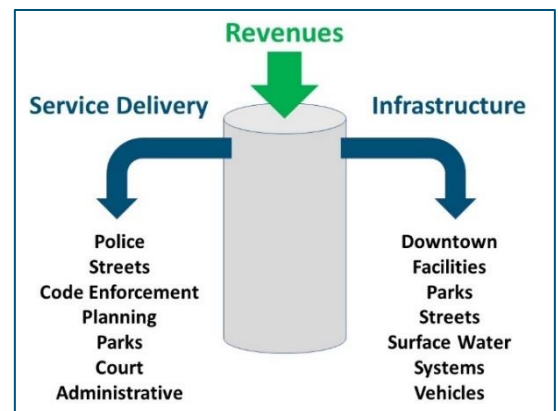
## PRIORITIZING EXPENDITURES AT THE POLICY LEVEL

---

City Council authorizes, at the moment of budget adoption, city staff to execute both the service delivery and the ongoing care of the city's infrastructure.

At the policy level, the balancing of service levels and maintenance of infrastructure is as fundamental as it gets. Further, the incremental additions of services and infrastructure in response to the ever-growing demands requires balancing near- and long-term planning, and involves defending the fiscal health and sustainability of the city.

This proposed budget balances current-year service delivery and maintaining and replacing the city's perpetual infrastructure care.



## **CHALLENGES OF THE 2023-24 BUDGET**

---

The 2023-24 budget funds the commitment to maintain services at existing levels as well as maintaining infrastructure. State law requires cities to have a balanced budget each year - expenses cannot exceed available resources, which means both incoming revenues plus unspent reserves. Why does the city face this as a challenge every year? Existing obligations have created a growing challenge for every city, even before new ideas are suggested. Citizens, residents and taxpayers continue to expect service delivery in new ways, however the City's ability to maintain services with increasing costs and refresh existing infrastructure are a challenge that stretch cities' resources.

- **Staffing.** Budget-balancing efforts of past years have always put stress on the city's staff to be increasingly efficient and to prioritize effectively. Every budget year, the City seeks to prudently add more staff in response to service delivery demand. During the last biennium the City added public safety staff for increased police officers and support. This budget maintains that commitment.
- **Jail Cost.** With the dual causation of pandemic and legislative changes, incarceration volume dropped, creating short-lived savings, but has risen during 2022. The first six months of 2022 are seeing a 57% increase over the same period in 2021. Simultaneously, there has been an increased cost in the City's share of underlying cost.
- **Streets Infrastructure.** The City's infrastructure is the City's largest asset, with 315 miles of streets to maintain, stripe and light. The past expenditures for road maintenance have been chronically challenging, less than adequate for on-going maintenance and scheduled replacement. Over the years, funding has been limited in all funds and continues to be limited in the General Fund as employee costs increase and property tax funding fails to keep pace. This is a major challenge impacting the repair and maintenance of infrastructure.
- **Vehicles.** The City's vehicles include a wide variety: police patrol SUV's, large industrial mowers, specialized street construction equipment, and a fleet of vehicles serving citizens across every department and program. The planning process to replace on a scheduled rotation requires every program to set aside as part of its budget one year's share of total replacement. On one hand funds should be there when needed, but alternatively by systematically replacing vehicles on schedule, perpetual replacement is assured. This, too, is a major challenge since predicted useful lives vary as well as the quantity of total vehicles as city circumstances evolve.
- **Parks Infrastructure.** A city with a single park might finance the playground and other assets over the life of the equipment thereby spreading the costs appropriately across the users. Our city saves financing costs by perpetually replacing of park infrastructure on a pay as we go basis, replacing each one of twenty parks each year. Equipment therefore has to last twenty years, so pausing even one year could harm the entire park system. Park Management within existing budgets has proved challenging and this year inflation has put additional pressure on the Parks Budget.
- **Property Tax cap.** The state statutes concerning property taxation in general limit increase of property tax revenue to 1% for existing property valuation. Properties in Federal Way have enjoyed increased value in recent years of 6-13%, while the levy on them has been capped at 1%. The results are a squeeze on the city's budget, putting increasing reliance on other revenue sources, primarily Sales Tax and Utility Taxes. Services and infrastructure that were reliably financed by property tax in the past are still required, with reduced financing available. The city has juggled and course-corrected by managing savings judiciously every year. Continued careful management will be required in 2023 and 2024.
- **Economic effects of COVID-19.** As in most cities in America, the COVID-related economic consequences of business restrictions and closures impacted the City's Sales Tax, Lodging Tax, Building Permit Fees, Business Licenses, Utility Tax, Gambling Tax and various criminal justice revenues. Sales Tax revenue suffered the greatest immediate dollar amount decrease to the City's budget but rebounded after two months. Lodging Tax suffered the greatest prolonged dollar amount decrease and is projected

---

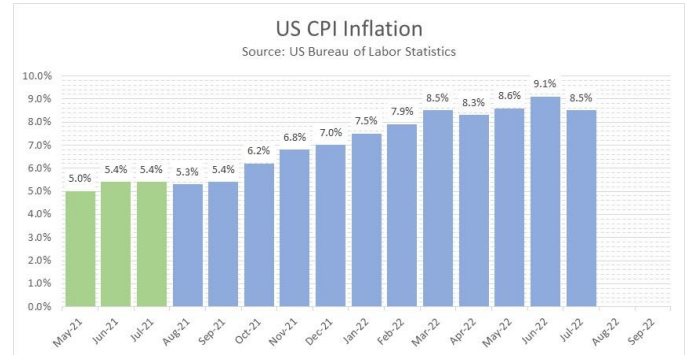
**Existing Obligations?**  
Perpetual infrastructure  
and equipment  
replacement must be  
assured before anything  
new can be added.

---

## CITY OF FEDERAL WAY 2023-24 BUDGET

to return to pre-COVID levels after two years, an indicator of the protracted harm to the hotel and related business sector, a component of the broader city's economy. As the development of this budget, the future still holds significant uncertainties.

- **Inflation and Recession concerns.** July's report of the US Bureau of Labor Statics reported that inflation decreased slightly to 8.5% from 9.1%, however it was the 14th month above 5%. While inflation will work to raise both sales tax and the assessed values underlying property tax, recession concerns put a damper on expectation of the volume of sales activity. The situation hardly new; the 12-month trend is enough of a baseline to give us some confidence to extrapolate.
- **Addressing the chronic Budget Squeeze.** Even though inflation is going up by as much as 3% a year, and even though the value of homes is increasing as much as 14% or 15% a year (and in some areas even more), by state law, the city can only increase property tax revenue by 1% annually on existing property. This has hampered the ability to ensure that funding for core services is growing at the same or similar rate as population and inflation. This is especially challenging since about 22% of all general fund revenue comes from property tax.



## ACCOMPLISHMENTS OF THE 2023-24 BUDGET

Budget needs were submitted from all departments and citywide needs, as every year, exceed forecasted funding. It is not a surprise that money will fix every problem in the city and there is not enough money. Therefore, the budget process itself must rigorously consider all requests so that the adopted budget represents the highest priorities of the city within available revenues. The top priorities that funding will cover include:

- **Staffing – Public Safety.** During 2021, an unprecedented 13 police officers were added along with 3 support staff, to pro-actively combat what is a nation-wide situation. The 2023-24 Budget maintains this commitment to public safety.
- **Staffing – Public Information Requests.** The addition of a public records position will respond to increased volume of public document requests to alleviate workload across several departments.
- **Staffing – Public Works.** Winter operations staffing is increased slightly following multiple years of consistent workload.
- **Parks Infrastructure** - Alderbrook and Celebration Parks are next in the rotation for playground equipment for 2023 and 2024
- **Insurance increase** - premiums on existing insurance increased as did our self-insured deductible reserve for pre-2020 cases.
- **Jail cost** - the budget absorbed a non-discretionary jail cost expense increase.
- **Public Safety Communications** – ValleyComm contract, the 911 cost-sharing arrangement with Auburn, Tukwila, Renton, Des Moines and Kent, increased in non-discretionary equipment and staffing costs.
- **Lakehaven hydrant maintenance** - increased due to our share of maintenance costs.
- **PD Vehicle** - perpetual replacement increase due to expansion of patrol car fleet.
- **Road salt** - an increase for winter operations in line with prior-year actual usage trend.

**What's In and What's Out? Money will fix every problem in the city but there's not enough money. That's why budgeting matters.**

## CITY OF FEDERAL WAY 2023-24 BUDGET

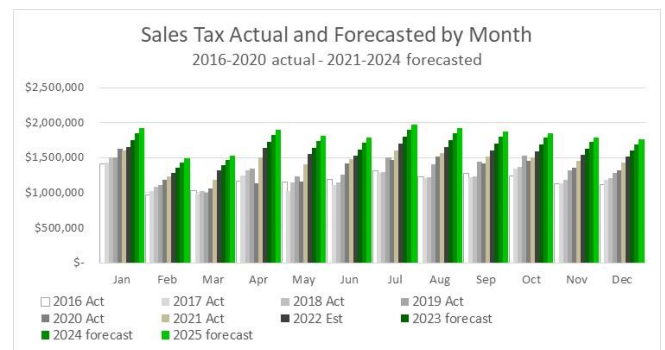
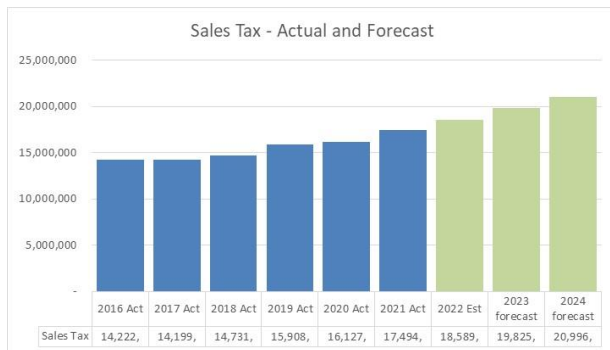
### REVENUE FORECASTING

In preparing the city's budget, care has been taken to forecast revenues cautiously, conservatively, so that the resulting budget has a high degree of confidence that the budgeted revenue will be realized and the expenditures authorized that rely on that revenue are supported. Ordinarily, simple extrapolation of the historical trend of each revenue is reliable, however due to the economic impacts of the COVID pandemic of 2020 and following, trend analysis has required a bit more analysis and evaluation of the circumstances specific to this city.

The city's three most material tax revenues are:

	2023	2024
Sales Tax	\$ 19.8 million	\$ 21.0 million
Utility Taxes	\$ 17.4 million	\$ 17.4 million
Property Tax	\$ 11.8 million	\$ 11.9 million

### Federal Way Local Economy and Sales Tax Forecast

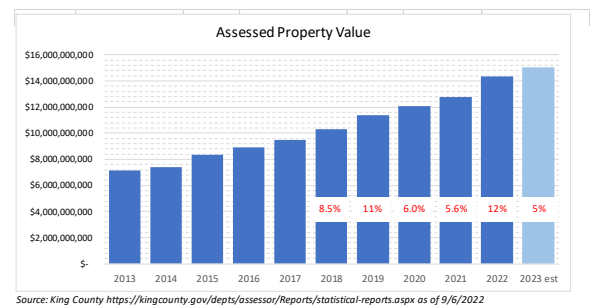


Sales Tax is the single biggest economic indicator of how well businesses in Federal Way are thriving, as well as the citizens' ability to prosper. The revenue remitted to the city from the state in the first six months of 2022 exceeded the same six months in the prior year by 6.9%, each month ranging from 3.1% to 11.0% over the same month in prior year. The remainder of 2022, 2023 and 2024 is forecasted at an average increase of 5.7% over the same month in the prior period. This results in an estimated increase of \$1,235,000 for 2023 over estimated 2022 and of \$1,171,000 for 2024 over 2023.

### Assessed Valuation and Property Tax Forecast

**Property Valuation.** King County Assessor's office provides certified assessed value (AV) by September 25<sup>th</sup> every year. The graph at right, shows the historical trend and it is expected to continue. Property values have proven to be resilient in the City of Federal Way, resulting in value to property owners that has exceeded the pace of property taxation.

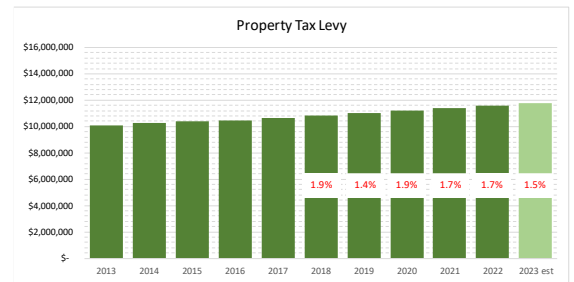
**The \$1.60 Levy Cap.** The state constitution establishes the maximum regular property tax levy for all taxing districts combined at 1%, or \$10 per \$1,000 of a property's market value. This cap is further divided by statute to the various taxing districts, with the maximum regular property tax levy of \$3.60 per thousand dollars assessed valuation (AV), however cities do not receive this amount, it is allocated across all taxing districts, of which the city is only one. The City's property tax allocation is reduced by \$0.50 allocated to library and \$1.50 to fire district. Therefore, the City's maximum levy is capped at \$1.60.



Source: King County <https://kingcounty.gov/depts/assessor/Reports/statistical-reports.aspx> as of 9/6/2022

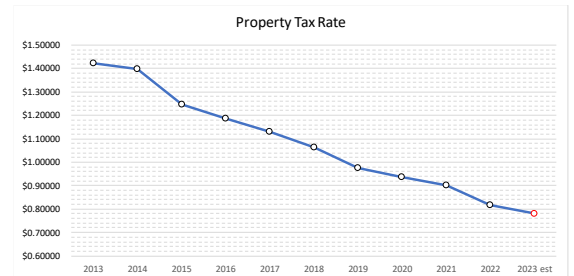
## CITY OF FEDERAL WAY 2023-24 BUDGET

**Property Tax Levy.** The City's property tax levy amount is regulated by state statute (RCW 84.52). Even though the value of homes has increased historically in recent years as much as 12% a year (citywide average), by state law, the city can only increase property tax on existing property by 1% annually. Property tax revenue is estimated to increase 1.5% annually because there does continue to be a thriving increase to property due to new construction, supported by recent historical trends.



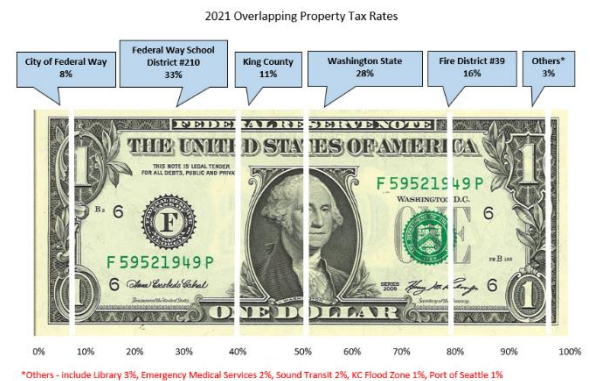
Source: King County <https://kingcounty.gov/depts/assessor/Reports/statistical-reports.aspx> as of 9/6/2022

**Property Tax Rate.** In 2022, the King County Assessor levied \$11,608,378 on City of Federal Way's Assessed Value (AV) of \$14,324,776,457, therefore the Property Tax rate was approximately \$0.81 per thousand dollars AV. It is important to note that the City has no ability for rate-setting. The rate is purely a function of assessed value, provided by the County Assessor, and the levy, which is capped by State statute. Therefore, the resulting decline in property tax rate, shown in the graph to right, is purely a result of property tax valuation increase and a cap on the levy which is not permitted to keep pace with property values. The calculated tax rate for 2023 is estimated at \$0.6900, pending final AV.



Source: King County <https://kingcounty.gov/depts/assessor/Reports/statistical-reports.aspx> as of 9/6/2022

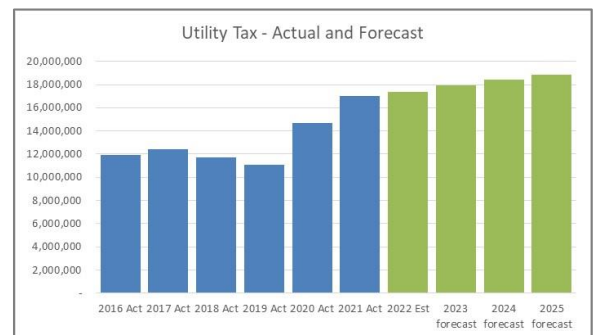
**Overlapping Property Tax Rates.** As of the last annual audit, for the year ended December 31, 2021, most recent data is shown in the graphic here. Subsequent changes are thought to be minimal and no material increases or decreases are known at this time. This shows that the average Federal Way property owner sees these agencies on their tax bill and the City represents about 8% of the total.



## Utility Tax Revenue Forecast

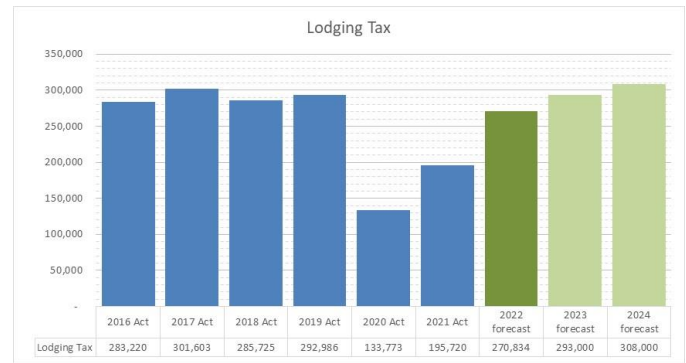
As with many municipalities, Utility Taxes are a consolidation of several individual utility taxes: telephone, electric, natural gas, cable, surface water, sewer, solid waste, and water utilities. Cities in Washington State are authorized to levy a business and occupation tax (RCW 35.22.280(32)) on public utility businesses based on utilities within the city or town, known as a utility tax. The rate of taxes for electric, phone, and natural gas utilities are limited to 7.75% (RCW 35.21.870). Utility taxes are a general-purpose revenue source that are allocated in a balanced budget to fund commitments to capital projects, debt service and city services.

Utility taxes received a 10% increase when the solid waste rate changed from 7.75% to 17.75% in 2019. Rates for the 2023-24 are not being changed by any city council action; the forecasted increase in revenue is attributable to a slight increase in projected volume and the underlying rates charged by the utilities.



## Lodging Tax Revenue Forecast

In formulating the 2023-24 Budget, with six months of actual lodging tax remitted to the City of Federal Way, the remaining six months were forecasted, using pre-COVID 2019 data, month by month, and extrapolating the recovery the tourism industry has slowly experienced. March 2020 was the initial month that overnight hotel stays dropped precipitously, with two months experiencing a 77% drop compared to prior year. Twenty-eight months later, hotels in the City of Federal Way generated revenues in the first half of 2022 that are still only up to 90% of 2019 levels. Not only have volumes of hotel stays suffered, but hotels may have resorted to drastic price cuts in order to facilitate the return of tourism-related business. Again, the City of Federal Way depends on the hotel and tourism sector to thrive in order for the City's lodging tax revenue to return and thereby fund the expenditures that the City can provide to foster and encourage tourism activity.

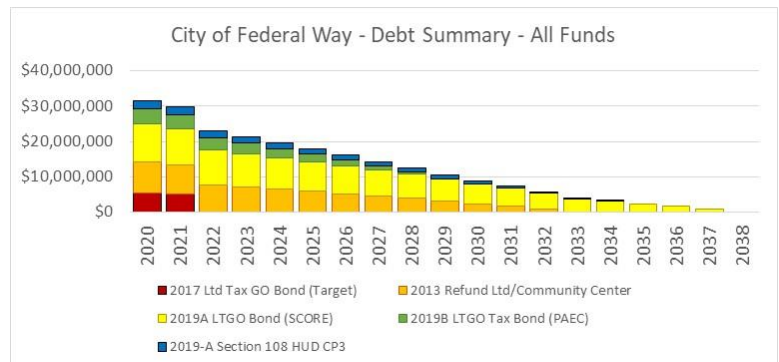


On August 8th, city staff advised the Lodging Tax Advisory Committee of forecasted Lodging Tax revenue projections and provided a proposed budget allocation for tourism enhancement grants in 2023-24.

## CITYWIDE DEBT

The City's current debt consists of the remaining debt for capital projects that were financed over multiple years. Debt issued resulting from the facility built in partnership with other jurisdictions for the SCORE jail facility continues through 2037. Debt issued for the construction of the Federal Way Community Center continues through 2032. Debt issued for construction of the Performing Arts and Event Center has two components which will be extinguished in 2029 and 2035.

No debt is proposed at this time for the 2023-24 Budget, however planning for a maintenance and operations shop for Public Works, Parks and Police Vehicles is being evaluated which will likely rely on debt funding. While that would be an amendment to the Budget, it is prudent to keep a long-term view.

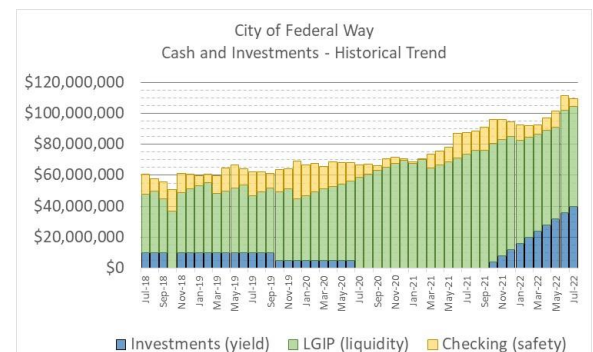


## CITYWIDE CASH POSITION

The City's cash position has grown increasingly stronger in recent years. The American Rescue Plan Act grant infused \$19.2 million dollars which will be spent over the next two to three years, however is currently largely invested pending disbursement. Total cash is largely comprised of funds across the city's many restricted funds, each fund spendable only for its restricted purpose.

New for 2023-24, investment revenue is budgeted at \$1.8 million dollars per year, the result of investment activity on a pooled basis that commenced in 2021. As shown in the graph at right, investments had completely matured and the city has revived the investment program resulting in a revenue stream that has allowed the budget to be balanced.

By systematically laddering maturity dates \$1 million at a time instead of leaving in the variable-rate government investment pool managed by the state treasurer, spendable yield has been



## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

created while maintaining safety and liquidity and assuring sufficient cashflow for operations, capital expenditures and debt service.

### **AMERICAN RESCUE PLAN ACT (ARPA)**

---

The City of Federal Way was awarded \$19.2 million under this Federal legislation, designed to assist cities with mitigating the economic impact of COVID and rebuilding cities' financial stability and long-term fiscal health. A very long list of eligible uses has been considered over the past two years and even as this budget is being prepared, some decisions remain to be finalized. This budget contemplates the continued work on prioritizing and approving and assumes a high probability for spending on projects currently proposed. There exists, however, some chance that further course correcting could be possible should ARPA not ultimately fund needs that would need to be otherwise budgeted.

### **EXPENSE MANAGEMENT AND FUTURE COURSE CORRECTION**

---

As in past years, the city manages year-round, each department carefully monitoring and tracking month by month. As circumstances change, department heads have authority to transfer budget between lines, and the Mayor has executive authority to transfer budget between departments within each fund. Budget Amendments are brought to City Council approximately quarterly to effect needed changes across funds and to recognize off-setting new revenues and expenses. This careful management sometimes yields net savings to the city, however more commonly this allows course corrections such as being able to green-light priorities awaiting funding on the budget request lists that were formulated and prioritized during the months-long budget process. This permits the Mayor to maximize service delivery using citywide priorities.

---

#### **2023-24 Budget**

- ✓ Increases Investment in Public Safety
  - ✓ Navigates Economic Uncertainty
  - ✓ Maintains City's Commitments to Services and Infrastructure
- 

### **SUMMARY**

---

The development of the city budget requires an enormous commitment by all City Departments and the Finance Department's Budget Team. The Finance team works year-round meeting and coordinating with all city departments with an eye toward each up-coming budget. The coordination, calculations and technical expertise of Finance staff to make this document possible deserve recognition for their skilled efforts. We are proud of the work done day in and day out by all City staff, which goes on continuously, necessarily coinciding with budget work. With the support of the City Council, it is the efforts of our outstanding employees that make the City work for our residents and make Federal Way an exceptional place to live, work and play.

This budget demonstrates our commitment to making the City of Federal Way an increasingly financially well-managed city.

Respectfully submitted,

---

Jim Ferrell, Mayor, City of Federal Way

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE of the City of Federal Way, Washington, relating to  
budget and finance, adopting the 2023-2024 Biennial Budget.**

---

WHEREAS, the tax estimates and budget for the City of Federal Way, Washington, for the 2023-2024 fiscal biennium have been prepared and filed on September 15, 2022 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

WHEREAS, the budget was printed for distribution and notice published in the official paper of the City of Federal Way setting the time and place for hearing on the budget and said notice stating copies of the budget can be obtained on-line and at the Office of the City Clerk; and

WHEREAS, the City Council of the City of Federal Way held public hearings on September 20, 26, 29, October 4, 18, and November 1, 2022, and having considered the public comments presented;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FEDERAL WAY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. 2023-2024 Biennial Budget: That the budget for the 2023-2024 biennium is hereby adopted in the amounts and for the purposes as shown on the attached Exhibit A ("2023-2024 Proposed Budget").

Section 2. Administration: The Mayor shall administer the Biennial Budget and in doing so may authorize adjustments to the extent that they are consistent with the budget approved herein.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or situation, be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance

*Ordinance No. 22-\_\_\_\_\_*

*Page 1 of 3  
Rev 1/22*

or its application to any other person or situation. The City Council of the City of Federal Way hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clauses, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This ordinance shall be effective January 1, 2023.

PASSED by the City Council of the City of Federal Way this \_\_\_\_\_ day of November, 2022.

CITY OF FEDERAL WAY:

\_\_\_\_\_  
JIM FERRELL, MAYOR

ATTEST:

\_\_\_\_\_  
STEPHANIE COURTNEY, CMC, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
J. RYAN CALL, CITY ATTORNEY

Ordinance No. 22-\_\_\_\_\_

Page 2 of 3  
Rev 1/22

FILED WITH THE CITY CLERK: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
ORDINANCE NO.: \_\_\_\_\_

**CITY OF FEDERAL WAY 2023-24 BUDGET**

EXHIBIT A							
2023-2024 Proposed Budget							
Fund	2023			2024			Ending Fund Balance
	Beginning Fund Balance	Revenue	Expenditure	Beginning Fund Balance	Revenue	Expenditure	
<b>General Fund</b>	\$ 12,415,532	\$ 56,854,231	\$ 60,077,654	\$ 9,192,109	\$ 61,108,379	\$ 61,300,485	\$ 9,000,003
<b>Special Revenue Funds:</b>							
Street	210,983	5,715,475	5,426,458	500,000	5,595,163	5,595,163	500,000
Arterial Street	100,001	1,563,000	1,563,000	100,001	1,563,000	1,563,000	100,001
Utility Tax	4,579,047	11,830,565	11,619,868	4,789,743	11,782,564	15,072,308	1,500,000
Sales/Use Tax - Affrd. & Supprt. Housing	140,702	125,000	125,000	140,702	125,000	125,000	140,702
Solid Waste/Recycling	311,052	722,200	641,647	391,604	722,200	654,343	459,462
Special Contract/Studies	462,890	-	-	462,890	-	-	462,890
Hotel/Motel Lodging Tax	1,720,995	293,000	65,000	1,948,995	308,000	65,000	2,191,995
Community Center	980,517	2,799,376	2,279,893	1,500,000	2,306,857	2,306,857	1,500,000
Traffic Safety Fund	3,109,153	3,000,000	3,846,735	2,262,419	3,060,000	4,122,419	1,200,000
Utility Tax Proposition 1	1,612,395	3,859,478	4,471,873	1,000,000	4,603,704	4,603,704	1,000,000
Performing Arts & Event Center	541,702	2,387,767	2,483,359	446,111	2,259,757	2,483,359	222,509
Soild Waste 10% Utility Tax	152,012	2,200,000	2,200,000	152,012	2,300,000	2,300,000	152,012
Community Development Block Grant	28,268	886,193	886,193	28,269	789,717	789,717	28,268
Paths and Trails	1,895,150	170,600	100,000	1,965,750	172,216	600,000	1,537,966
Technology	235,810	149,250	-	385,060	149,250	-	534,310
Jail Service	164,252	2,335,748	2,500,000	(0)	2,700,000	2,700,000	(0)
Strategic Reserve	3,000,001	-	-	3,000,001	-	-	3,000,001
Parks Reserve	1,120,891	5,000	-	1,125,891	5,000	-	1,130,891
<b>Debt Service Fund</b>	3,118,184	2,446,368	2,446,368	3,118,184	2,446,459	2,446,459	3,118,184
<b>Capital Project Funds:</b>							
Real Estate Excise Tax	4,110,900	5,521,000	7,055,343	2,576,557	5,576,000	5,788,245	2,364,312
Downtown Redevelopment	3,496,123	-	205,000	3,291,123	-	150,000	3,141,123
Municipal Facilities	175,185	-	-	175,185	-	-	175,185
Parks	1,497,896	367,000	367,000	1,497,896	767,000	767,000	1,497,896
Surface Water Management	1,744,296	2,044,312	3,359,608	429,000	1,556,230	1,805,273	179,957
Transportation	1,125,725	19,269,000	19,912,000	482,725	50,927,649	49,507,000	1,903,373
Capital Project Reserve	369,963	-	-	369,963	-	-	369,963
<b>Enterprise Fund:</b>							
Surface Water Management	2,897,393	6,226,871	6,450,608	2,673,656	6,228,298	8,104,300	797,654
Dumas Bay Centre	1,132,849	1,155,846	764,097	1,524,599	792,696	773,784	1,543,510
<b>Internal Service Funds:</b>							
Risk Management	1,158,255	2,307,763	2,657,763	808,255	2,120,877	2,329,131	600,001
Information Technology	3,734,945	3,243,845	3,646,229	3,332,561	3,288,845	3,393,541	3,227,865
Mail & Duplication	255,919	135,947	154,901	236,965	135,947	161,901	211,011
Fleet & Equipment	7,621,866	2,425,039	3,336,067	6,710,838	2,399,475	1,711,734	7,398,580
Buildings & Furnishings	2,161,252	728,099	789,772	2,099,579	603,099	664,772	2,037,906
Health Insurance	3,579,885	4,956,000	5,256,726	3,279,159	4,956,000	5,256,726	2,978,433
Unemployment Insurance	245,846	-	70,000	175,846	-	70,000	105,846
<b>Grand Total All Funds</b>	<b>\$ 71,207,836</b>	<b>\$ 145,723,974</b>	<b>\$ 154,758,165</b>	<b>\$ 62,173,646</b>	<b>\$ 181,349,382</b>	<b>\$ 187,211,223</b>	<b>\$ 56,311,805</b>

# CITYWIDE OPERATING BUDGET



**CITY OF FEDERAL WAY 2023-24 BUDGET**

**2023 BUDGET – SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS**

<b>FUND/DEPARTMENT</b>	<b>Beginning Fund Balance</b>	<b>2023 Revenues</b>	<b>2023 Expenditures</b>	<b>Ending Fund Balance</b>	<b>% Change in Fund Balance</b>
General Fund	\$ 12,415,532	\$ 56,854,231	\$ 60,077,654	\$ 9,192,109	-26.0%
<b>Special Revenue Funds:</b>					
Street	\$ 210,983	\$ 5,715,475	\$ 5,426,458	\$ 500,000	137.0%
Arterial Street	100,001	1,563,000	1,563,000	100,001	0.0%
Affordable & Support. Housing Sales/Use Tax	140,702	125,000	125,000	140,702	0.0%
Utility Tax	4,579,047	11,830,565	11,619,868	4,789,743	4.6%
Solid Waste and Recycling	311,052	722,200	641,647	391,604	25.9%
Special Studies/Contract	462,890	-	-	462,890	0.0%
Hotel/Motel Lodging Tax	1,720,995	293,000	65,000	1,948,995	13.2%
Community Center	980,517	2,799,376	2,279,893	1,500,000	53.0%
Traffic Safety	3,109,153	3,000,000	3,846,735	2,262,419	-27.2%
Utility Tax Proposition 1	1,612,395	3,859,478	4,471,873	1,000,000	-38.0%
Performing Arts & Event Center	541,702	2,387,767	2,483,359	446,111	-17.6%
Soild Waste 10% Utility Tax	152,012	2,200,000	2,200,000	152,012	0.0%
Community Development Block Grant	28,268	886,193	886,193	28,269	0.0%
Paths and Trails	1,895,150	170,600	100,000	1,965,750	3.7%
Technology	235,810	149,250	-	385,060	63.3%
Jail	164,252	2,335,748	2,500,000	(0)	-100.0%
Strategic Reserve	3,000,001	-	-	3,000,001	0.0%
Parks Reserve	1,120,891	5,000	-	1,125,891	0.4%
<b>Total Special Revenue Funds</b>	<b>\$ 20,365,822</b>	<b>\$ 38,042,652</b>	<b>\$ 38,209,027</b>	<b>\$20,199,447</b>	<b>-0.8%</b>
Debt Service	\$ 3,118,184	\$ 2,446,368	\$ 2,446,368	\$ 3,118,184	0.0%
<b>Total Debt Service Fund</b>	<b>\$ 3,118,184</b>	<b>\$ 2,446,368</b>	<b>\$ 2,446,368</b>	<b>\$ 3,118,184</b>	<b>0.0%</b>
<b>Capital Project Funds</b>					
Real Estate Excise Tax	\$ 4,110,900	\$ 5,521,000	\$ 7,055,343	\$ 2,576,557	-37.3%
Downtown Redevelopment	3,496,123	-	205,000	3,291,123	-5.9%
Capital Project - Municipal Facilities	175,185	-	-	175,185	0.0%
Capital Project - Parks	1,497,896	367,000	367,000	1,497,896	0.0%
Capital Project - Surface Water Mgt	1,744,296	2,044,312	3,359,608	429,000	-75.4%
Capital Project - Transportation	1,125,725	19,269,000	19,912,000	482,725	-57.1%
Capital Project Reserve	369,963	-	-	369,963	0.0%
<b>Total Capital Project Funds</b>	<b>\$ 12,520,088</b>	<b>\$ 27,201,312</b>	<b>\$ 30,898,951</b>	<b>\$ 8,822,448</b>	<b>-29.5%</b>
<b>Enterprise Funds</b>					
Surface Water Management	\$ 2,897,393	\$ 6,226,871	\$ 6,450,608	\$ 2,673,656	-7.7%
Dumas Bay Centre	1,132,849	1,155,846	764,097	1,524,599	34.6%
<b>Total Enterprise Funds</b>	<b>\$ 4,030,242</b>	<b>\$ 7,382,717</b>	<b>\$ 7,214,705</b>	<b>\$ 4,198,254</b>	<b>4.2%</b>
<b>Internal Service Funds</b>					
Risk Management	\$ 1,158,255	\$ 2,307,763	\$ 2,657,763	\$ 808,255	-30.2%
Information Systems	3,734,945	3,243,845	3,646,229	3,332,561	-10.8%
Mail and Duplication	255,919	135,947	154,901	236,965	-7.4%
Fleet and Equipment	7,621,866	2,425,039	3,336,067	6,710,838	-12.0%
Building and Furnishings	2,161,252	728,099	789,772	2,099,579	-2.9%
Health Insurance	3,579,885	4,956,000	5,256,726	3,279,159	-8.4%
Unemployment Insurance	245,846	-	70,000	175,846	-28.5%
<b>Total Internal Service Funds</b>	<b>\$ 18,757,968</b>	<b>\$ 13,796,693</b>	<b>\$ 15,911,458</b>	<b>\$16,643,203</b>	<b>-11.3%</b>
<b>Grand Total</b>	<b>\$ 71,207,836</b>	<b>\$ 145,723,974</b>	<b>\$ 154,758,165</b>	<b>\$62,173,646</b>	<b>-12.7%</b>

## 2024 BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

FUND/DEPARTMENT	Beginning Fund Balance	2024 Revenues	2024 Expenditures	Ending Fund Balance	% Change in Fund Balance
General Fund	\$ 9,192,109	\$ 61,108,379	\$ 61,300,485	\$ 9,000,003	-2.1%
<b>Special Revenue Funds:</b>					
Street	\$ 500,000	\$ 5,595,163	\$ 5,595,163	\$ 500,000	0.0%
Arterial Street	100,001	1,563,000	1,563,000	100,001	0.0%
Affordable & Support. Housing Sales/Use Tax	140,702	125,000	125,000	140,702	0.0%
Utility Tax	4,789,743	11,782,564	15,072,308	1,500,000	-68.7%
Solid Waste and Recycling	391,604	722,200	654,343	459,462	17.3%
Special Studies/Contract	462,890	-	-	462,890	0.0%
Hotel/Motel Lodging Tax	1,948,995	308,000	65,000	2,191,995	12.5%
Community Center	1,500,000	2,306,857	2,306,857	1,500,000	0.0%
Traffic Safety	2,262,419	3,060,000	4,122,419	1,200,000	-47.0%
Utility Tax Proposition 1	1,000,000	4,603,704	4,603,704	1,000,000	0.0%
Performing Arts & Event Center	446,111	2,259,757	2,483,359	222,509	-50.1%
Soild Waste 10% Utility Tax	152,012	2,300,000	2,300,000	152,012	0.0%
Community Development Block Grant	28,269	789,717	789,717	28,268	0.0%
Paths and Trails	1,965,750	172,216	600,000	1,537,966	-21.8%
Technology	385,060	149,250	-	534,310	38.8%
Jail	(0)	2,700,000	2,700,000	(0)	13.8%
Strategic Reserve	3,000,001	-	-	3,000,001	0.0%
Parks Reserve	1,125,891	5,000	-	1,130,891	0.4%
<b>Total Special Revenue Funds</b>	<b>\$20,199,447</b>	<b>\$ 38,442,429</b>	<b>\$ 42,980,870</b>	<b>\$15,661,006</b>	<b>-22.5%</b>
Debt Service	\$ 3,118,184	\$ 2,446,459	\$ 2,446,459	\$ 3,118,184	0.0%
<b>Total Debt Service Fund</b>	<b>\$ 3,118,184</b>	<b>\$ 2,446,459</b>	<b>\$ 2,446,459</b>	<b>\$ 3,118,184</b>	<b>0.0%</b>
<b>Capital Project Funds</b>					
Real Estate Excise Tax	\$ 2,576,557	\$ 5,576,000	\$ 5,788,245	\$ 2,364,312	-8.2%
Downtown Redevelopment	3,291,123	-	150,000	3,141,123	-4.6%
Capital Project - Municipal Facilities	175,185	-	-	175,185	0.0%
Capital Project - Parks	1,497,896	767,000	767,000	1,497,896	0.0%
Capital Project - Surface Water Mgt	429,000	1,556,230	1,805,273	179,957	-58.1%
Capital Project - Transportation	482,725	50,927,649	49,507,000	1,903,373	294.3%
Capital Project Reserve	369,963	-	-	369,963	0.0%
<b>Total Capital Project Funds</b>	<b>\$ 8,822,448</b>	<b>\$ 58,826,879</b>	<b>\$ 58,017,518</b>	<b>\$ 9,631,809</b>	<b>9.2%</b>
<b>Enterprise Funds</b>					
Surface Water Management	\$ 2,673,656	\$ 6,228,298	\$ 8,104,300	\$ 797,654	-70.2%
Dumas Bay Centre	1,524,599	792,696	773,784	1,543,510	1.2%
<b>Total Enterprise Funds</b>	<b>\$ 4,198,254</b>	<b>\$ 7,020,994</b>	<b>\$ 8,878,084</b>	<b>\$ 2,341,164</b>	<b>-44.2%</b>
<b>Internal Service Funds</b>					
Risk Management	\$ 808,255	\$ 2,120,877	\$ 2,329,131	\$ 600,001	-25.8%
Information Systems	3,332,561	3,288,845	3,393,541	3,227,865	-3.1%
Mail and Duplication	236,965	135,947	161,901	211,011	-11.0%
Fleet and Equipment	6,710,838	2,399,475	1,711,734	7,398,580	10.2%
Building and Furnishings	2,099,579	603,099	664,772	2,037,906	-2.9%
Health Insurance	3,279,159	4,956,000	5,256,726	2,978,433	-9.2%
Unemployment Insurance	175,846	-	70,000	105,846	-39.8%
<b>Total Internal Service Funds</b>	<b>\$16,643,203</b>	<b>\$ 13,504,243</b>	<b>\$ 13,587,805</b>	<b>\$16,559,641</b>	<b>-0.5%</b>
<b>Grand Total</b>	<b>\$ 62,173,646</b>	<b>\$ 181,349,382</b>	<b>\$187,211,223</b>	<b>\$ 56,311,805</b>	<b>-9.4%</b>

**EXPLANATION OF MAJOR CHANGES IN FUND BALANCE**

Fund balances are budgeted to remain within the required balances of council-authorized fund balance reserve policy. Broadly, the General Fund's fund balance reflects the one-time inflow and then the expenditure of \$19.2 million from the ARPA grant. Capital Fund fund balances indicate a decrease due to some prior-year revenues being spent in 2023 and 2024. Compared to the previous biennium budget, the following are material changes:

**General Fund** – The 2023 ending fund balance decreased due to addition of 13 new Police Officers, 2 Records Specialists, 2 Public Records Officers, 0.5 FTE Admin Assistant II reclassified to 1 Human Resources Technician, 5 Maintenance Workers, 1 City Administrator, 0.75 FTE HS/CDBG Coordinator, Shopping cart initiative, and ValleyComm 911 contract increase.

**Street Fund** – The 2023 ending fund balance increased due to additional General Fund support provided to the fund for operations.

**Federal Way Community Center Fund** – The 2023 ending fund balance increased due to additional Utility Tax Fund support provided to the fund for operations.

**Traffic Safety Fund** – The 2023 ending fund balance decreased due to increased costs for body worn cameras, and salary and benefit increases for Police positions.

**Utility Tax Proposition 1 Fund** – The 2023 ending fund balance decreased due to salary and benefit increases for Police positions, and increased public defender contracted services.

**Capital Project – Surface Water Management Fund** – The 2023 ending fund balance decreased due to funding surface water management capital projects.

**Capital Project – Transportation Fund** – The 2023 ending fund balance decreased due to funding street and transportation capital projects.

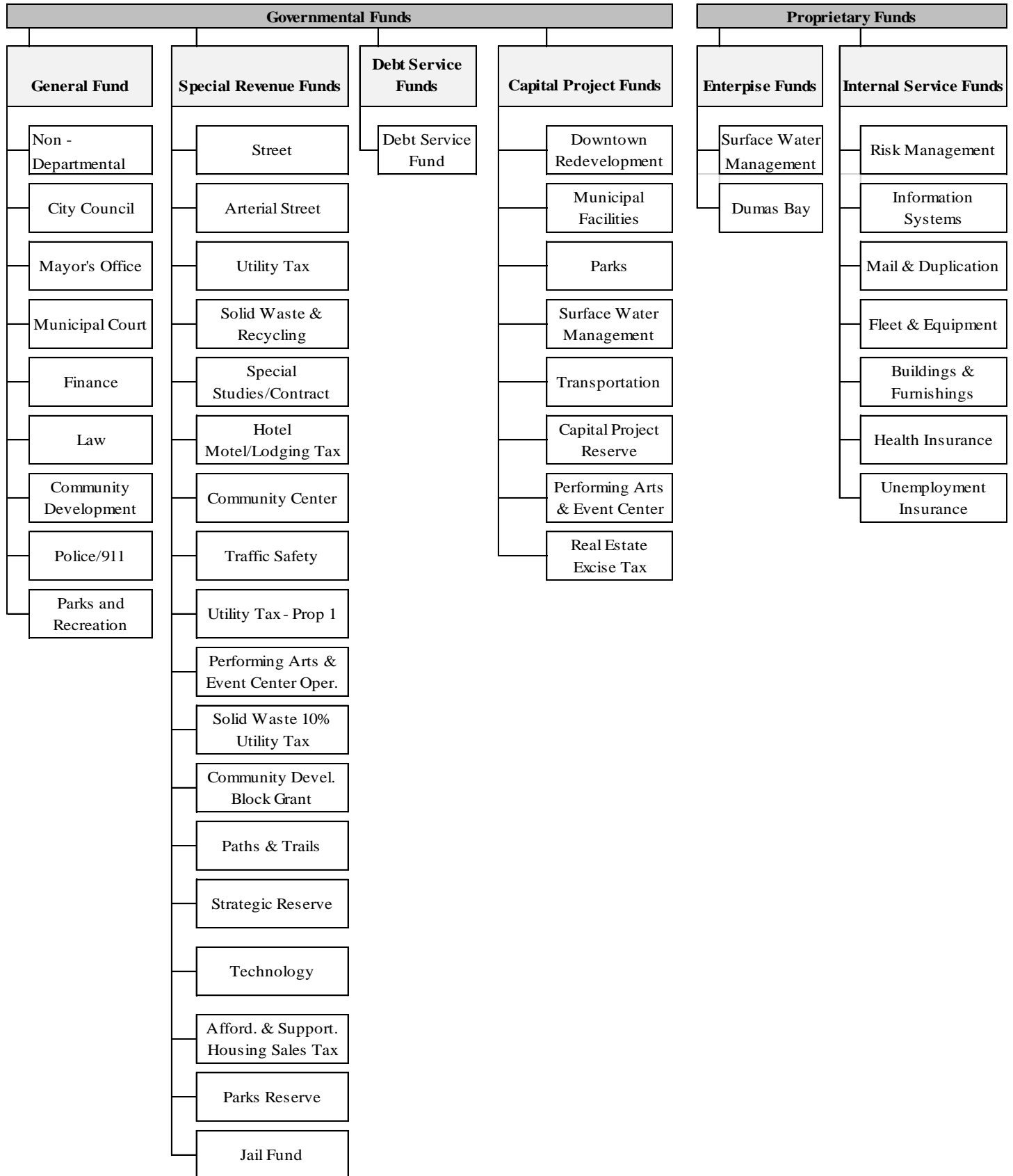
**Dumas Bay Centre Fund** – The 2023 ending fund balance increased due to additional Utility Tax Fund support provided to the fund for operations.

**Risk Management Fund** – The 2023 ending fund balance decreased due to increased insurance premium costs.

**Fleet & Equipment Fund** – The 2023 ending fund balance decreased due to progress on replacing overdue vehicle and equipment.

## THE CITY'S FUNDS STRUCTURE

All Funds except General Fund are restricted for a specific purpose



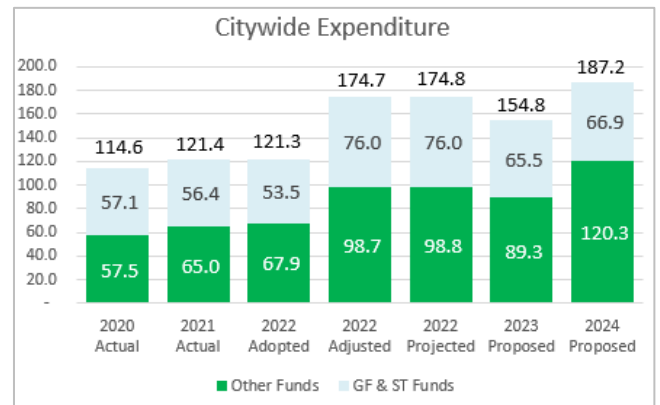
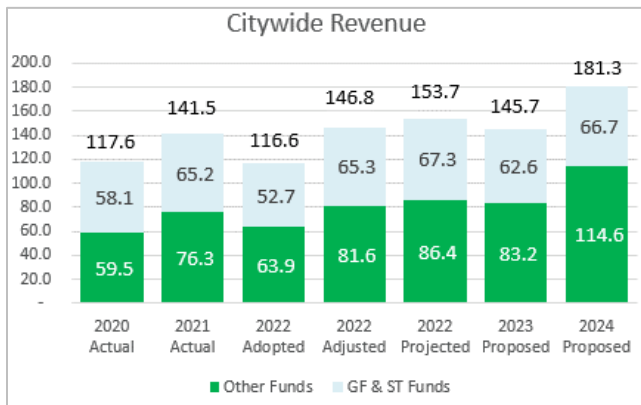
**CITY OF FEDERAL WAY 2023-24 BUDGET**

Operations - Services/Support
Capital - Infrastructure

Fund #/Fund Name	Infrastructure & Services				Operations & Services Only									
	IT	Parks	Police	PW	CD	Clerk	Council	Econ	Finance	HR	Legal	Court	Mayor	Non-Dept
001/101 General/Streets	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	
502 Information Systems	Cap													
503 Mail & Duplication	Cap													
107 Special Contracts/Studies Fund	Ops													
121 Technology	Ops													
113 Real Estate Excise Tax Fund		Cap		Cap					Cap					
120 Path & Trails		Cap												
189 Parks Reserve Fund		Cap												
303 Parks		Cap												
504 Fleet & Equipment		Cap	Cap	Cap	Cap				Cap					
111 Federal Way Community Center		Ops												
114 Prop 1 Utility Tax		Ops	Ops		Ops						Ops	Ops	Ops	
115 Performing Arts & Event Ctr Operations		Ops												
402 Dumas Bay Centre Fund		Ops												
505 Buildings & Furnishings		Ops												
112 Traffic Safety Fund			Ops	Ops								Ops		
122 Jail Fund			Ops											
102 Arterial Street				Cap										
116 Solid Waste 10% Utility Tax				Cap										
304 Surface Water Management				Cap										
306 Transportation				Cap										
106 Solid Waste & Recycling				Ops										
401 Surface Water Management				Ops										
104 Affordable & Supportive Housing Sales Tax					Ops									
119 CDBG					Ops									
109 Hotel/Motel Lodging Tax									Ops					
501 Risk Management											Ops			
506 Health Self Insurance Fund														Ops
507 Unemployment Insurance Fund														Ops
103 Utility Tax														Ops
188 Strategic Reserve Fund														Ops
201 Debt Service														Cap
301 Downtown Redevelopment														Cap
302 Municipal Facilities														Cap
307 Capital Project Reserve Fund														Cap

# CITY OF FEDERAL WAY 2023-24 BUDGET

## SOURCES & USES – ALL FUNDS



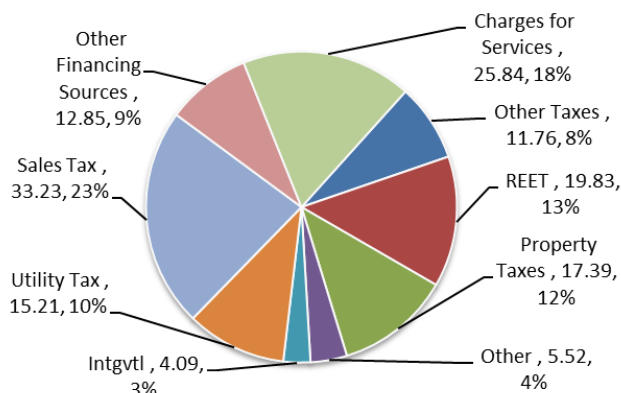
Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
			Adopted	Adjusted	Projected			Chg	% Chg
<b>BEGINNING FUND BALANCE</b>	\$ 69,236,800	\$ 72,206,885	\$ 60,598,909	\$ 92,287,328	\$ 92,287,328	\$ 71,207,836	\$ 62,173,646	\$ (21,079,492)	-22.8%
<b>REVENUE:</b>									
Property Taxes	\$11,092,158	\$ 11,260,318	\$ 11,357,280	\$ 11,357,280	\$ 11,357,000	\$ 11,761,639	\$ 11,938,554	\$ 404,359	3.6%
Sales Tax	16,127,570	17,494,058	15,949,755	16,949,755	18,589,455	19,825,000	20,996,000	2,875,245	17.0%
Criminal Justice Sales Tax	2,807,139	3,270,840	3,027,361	3,027,361	3,200,000	3,027,361	3,027,361	-	0.0%
Utility Tax	14,672,457	16,992,423	15,177,606	15,677,606	17,391,748	17,391,000	17,443,000	1,713,394	10.9%
Real Estate Excise tax	4,467,111	5,174,908	3,640,000	4,421,454	6,015,754	5,521,000	5,576,000	1,099,546	24.9%
Other Taxes	789,015	2,513,742	762,513	887,513	1,481,834	1,064,865	1,132,371	177,352	20.0%
Licenses and Permits	3,916,412	3,843,510	3,800,552	3,800,552	4,429,444	4,295,044	3,892,249	494,492	13.0%
Intergovernmental	13,357,061	19,303,885	8,691,893	30,834,979	29,925,764	15,210,453	9,297,950	(15,624,526)	-50.7%
Charges for Services	22,152,975	30,537,511	25,181,793	28,258,690	29,441,521	33,234,217	28,103,557	4,975,527	17.6%
Fines and Penalties	2,898,187	3,782,220	3,699,428	3,699,428	4,483,000	3,828,937	3,916,040	129,508	3.5%
Miscellaneous	2,589,913	2,221,859	4,152,311	3,902,311	3,736,310	4,236,456	46,239,456	334,145	8.6%
Proprietary Fund Revenue	808,069	301,265	488,000	488,000	154,506	490,250	490,250	2,250	0.5%
Other Financing Sources	21,927,070	24,776,267	20,672,812	23,535,699	23,496,699	25,837,751	29,296,593	2,302,052	9.8%
<b>Total Revenues</b>	<b>117,605,137</b>	<b>141,472,804</b>	<b>116,601,304</b>	<b>146,840,628</b>	<b>153,703,035</b>	<b>145,723,974</b>	<b>181,349,382</b>	<b>(1,116,654)</b>	<b>-0.8%</b>
<b>EXPENDITURE:</b>									
City Council	\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,581	\$ 517,545	\$ 516,779	\$ (6,035)	-1.2%
Mayor's Office	1,507,449	1,745,119	1,574,923	1,746,301	1,746,301	2,163,763	2,181,453	417,462	23.9%
Performing Arts & Event Center	1,452,916	1,653,440	2,299,757	2,631,641	2,631,641	2,483,359	2,483,359	(148,282)	-5.6%
Municipal Court	1,955,894	2,028,413	2,074,615	2,509,634	2,509,634	2,271,321	2,315,376	(238,313)	-9.5%
Finance	1,023,437	1,128,174	1,287,736	1,077,480	1,077,480	1,331,417	1,381,464	253,937	23.6%
City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	229,151	37.0%
Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	103,601	17.4%
Information Technology	2,473,826	2,542,978	2,906,915	4,461,315	4,461,315	3,801,130	3,555,442	(660,185)	-14.8%
Law -Civil	3,174,499	2,469,910	2,461,072	2,635,812	2,635,812	3,638,381	3,324,244	1,002,569	38.0%
Law-Criminal	946,893	1,016,846	1,055,138	1,195,024	1,195,024	1,303,785	1,331,928	108,762	9.1%
Community Development	2,715,958	2,839,527	2,792,217	3,530,338	3,530,338	3,722,867	3,774,224	192,529	5.5%
Economic Development	427,297	416,890	439,756	441,423	441,423	399,768	411,326	(41,656)	-9.4%
Community Services	1,862,645	1,964,717	1,733,503	3,143,371	3,143,371	2,069,410	1,993,407	(1,073,961)	-34.2%
Jail Contract Costs	2,712,884	2,223,602	3,319,584	1,819,584	1,819,584	2,500,000	2,700,000	680,416	37.4%
911 Dispatch	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	330,439	12.0%
Police	23,103,329	24,802,094	25,343,757	26,246,162	26,246,162	29,887,715	31,500,265	3,641,553	13.9%
Parks, Recr & Cultural Svcs	6,662,136	8,888,413	8,969,962	9,816,314	9,816,314	9,368,489	10,234,412	(447,826)	-4.6%
Public Works	21,424,781	26,471,164	26,436,182	52,626,958	52,626,958	43,671,384	71,979,382	(8,955,573)	-17.0%
Non-Departmental	38,921,516	36,714,126	34,263,378	56,356,858	56,414,858	41,001,909	42,656,452	(15,354,949)	-27.2%
<b>Total Expenditures</b>	<b>114,635,052</b>	<b>121,392,361</b>	<b>121,334,610</b>	<b>174,724,524</b>	<b>174,782,524</b>	<b>154,758,165</b>	<b>187,211,223</b>	<b>(19,966,361)</b>	<b>-11.4%</b>
<b>Changes in Fund Balance</b>	<b>2,970,085</b>	<b>20,080,443</b>	<b>(4,733,306)</b>	<b>(27,883,896)</b>	<b>(21,079,489)</b>	<b>(9,034,191)</b>	<b>(5,861,841)</b>	<b>18,849,704</b>	<b>-67.6%</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 72,206,885</b>	<b>\$ 92,287,328</b>	<b>\$ 55,865,604</b>	<b>\$ 64,403,432</b>	<b>\$ 71,207,836</b>	<b>\$ 62,173,646</b>	<b>\$ 56,311,805</b>	<b>\$ (2,229,787)</b>	<b>-3.5%</b>

**EXPENDITURES SUMMARY – ALL FUNDS**

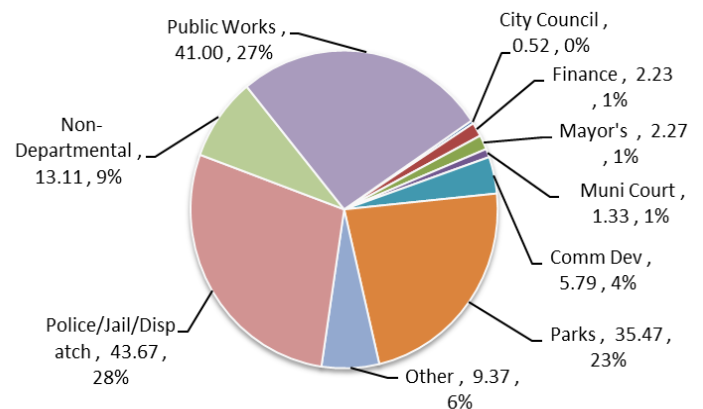
Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 31,747,430	\$ 34,212,459	\$ 37,037,724	\$ 38,229,848	\$ 38,229,848	\$ 41,977,643	\$ 43,374,544	\$ 3,747,794	9.8%
2XX	Benefits	11,019,373	11,475,128	12,003,324	12,178,014	12,178,014	13,976,083	14,525,663	1,798,069	14.8%
3XX	Supplies	2,426,789	3,162,113	2,026,274	2,737,736	2,737,736	2,822,922	2,819,573	85,186	3.1%
4XX	Services and Charges	23,552,206	22,621,865	20,397,528	25,633,093	25,693,093	23,165,370	22,688,356	(2,467,724)	-9.6%
5XX	Intergovernmental	6,003,315	6,500,767	7,324,283	6,134,427	6,134,427	7,023,328	7,431,371	888,901	14.5%
6XX	Capital Outlay	8,445,210	8,290,153	11,563,290	55,510,728	55,510,728	28,025,966	55,353,073	(27,484,762)	-49.5%
7XX	Debt Service-Principal	1,890,181	1,948,716	2,162,716	2,162,716	2,162,716	1,654,000	1,704,000	(508,716)	-23.5%
8XX	Debt Service-Interest	1,083,181	1,041,374	1,022,171	1,022,171	1,022,171	794,290	744,381	(227,881)	-22.3%
9XX	Internal Services/Other	6,771,229	8,152,005	7,124,488	7,698,503	7,698,503	9,480,810	9,273,667	1,782,307	23.2%
0XX	Other Financing Use	21,696,137	23,987,781	20,672,812	23,417,287	23,415,287	25,837,751	29,296,593	2,420,464	10.3%
Total Expenditures:		\$ 114,635,052	\$ 121,392,361	\$ 121,334,610	\$ 174,724,524	\$ 174,782,524	\$ 154,758,165	\$ 187,211,223	\$ (19,966,361)	-11.4%

1. Salaries & Wages/Benefits increase due to adding 13 Police Officers, 2 Records Specialists, 0.5 FTE Admin Assistant II reclassified to 1 Human Resources Technician
- 6 Maintenance Workers, 2 Public Records Officers, 1 Senior Engineering Technician, 1 Engineering Construction Inspector, and 1 HS/CDBG Coordinator.
2. Services and Charges decrease due to decreased SWM and Transportation capital expenditures categorized under services and charges instead of capital outlay.
3. Capital outlay decrease is due to elimination of one-time ARPA expenditures, and capital projects in 2022 for SWM, transportation, and overlay projects that are not yet carried forward into 2023.
4. Intergovernmental increase is due to increased Valleycomm and jail services.
5. Internal Service increase is due to increase in contribution to fleet and equipment fund.

**All Funds 2023 Revenues \$145.72M**



**All Funds 2023 Expenditures \$154.76M**



**CITY OF FEDERAL WAY 2023-24 BUDGET**

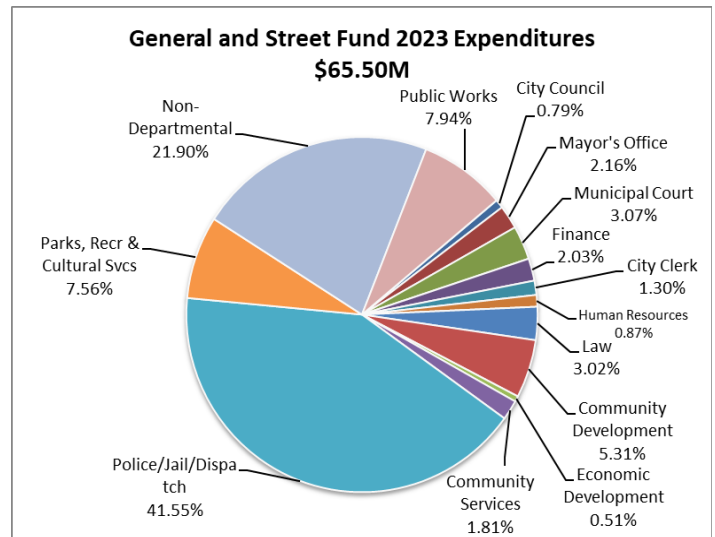
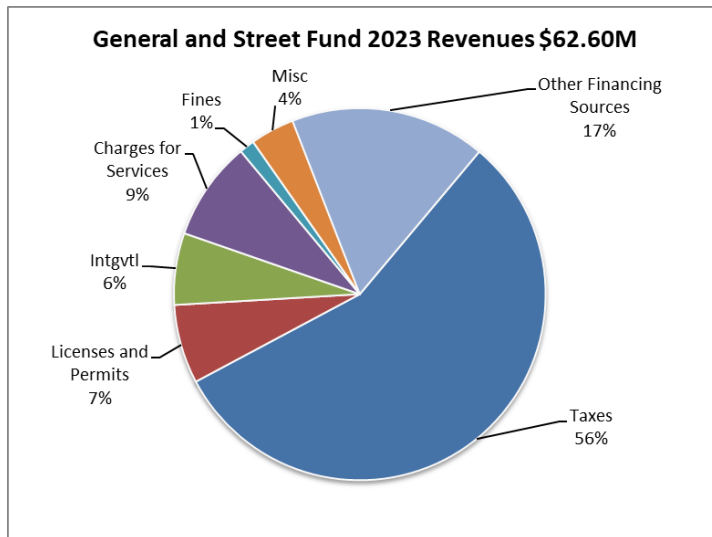
**GENERAL AND STREET FUND CONSOLIDATED SUMMARY**

Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
			Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>BEGINNING FUND BALANCE</i>	\$ 11,604,046	\$ 12,575,815	\$ 10,252,674	\$ 21,339,329	\$ 21,339,329	\$ 12,626,515	\$ 9,692,109	\$ (8,712,814)	-40.8%
<b>REVENUE SUMMARY:</b>									
Property Tax	11,092,158	11,260,318	11,357,280	11,357,280	11,357,000	11,761,639	11,938,554	404,359	3.6%
Sales Tax	16,127,570	17,494,058	15,949,755	16,949,755	18,589,455	19,825,000	20,996,000	2,875,245	17.0%
Criminal Justice Sales Tax	2,807,139	3,270,840	3,027,361	3,027,361	3,200,000	3,027,361	3,027,361	-	0.0%
Other Taxes	221,613	869,785	452,513	452,513	743,000	485,265	536,155	32,752	7.2%
Licenses and Permits	3,844,916	3,778,743	3,800,552	3,800,552	4,399,444	4,295,044	3,892,249	494,492	13.0%
Intergovernmental	8,343,375	13,369,986	3,304,000	13,284,219	12,902,888	3,905,260	3,946,233	(9,378,959)	-70.6%
Charges for Services	2,955,999	4,563,366	4,974,910	5,034,655	4,504,057	5,397,108	5,139,471	362,453	7.2%
Fines and Penalties	737,582	872,906	824,986	824,986	612,000	826,937	854,040	1,950	0.2%
Miscellaneous	1,542,620	724,446	1,034,630	1,034,630	1,498,000	2,401,448	2,404,448	1,366,818	132.1%
Other Financing Sources	10,427,377	8,967,991	7,985,575	9,484,399	9,482,399	10,644,645	13,969,030	1,160,246	12.2%
Total Revenues	\$ 58,100,350	\$ 65,172,439	\$ 52,711,562	\$ 65,250,350	\$ 67,288,244	\$ 62,569,706	\$ 66,703,542	\$ (2,680,644)	-4.1%
<b>EXPENDITURE SUMMARY:</b>									
City Council	\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,580	\$ 517,545	\$ 516,779	\$ (6,036)	-1.2%
Mayor's Office	851,227	1,069,546	923,847	1,095,225	1,095,225	1,412,687	1,430,377	\$ 317,462	29.0%
Municipal Court	1,780,793	1,871,113	1,818,905	2,253,925	2,253,925	2,010,913	2,051,723	\$ (243,011)	-10.8%
Finance	1,023,437	1,128,174	1,287,736	1,077,480	1,077,480	1,331,417	1,381,464	\$ 253,937	23.6%
City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	\$ 229,151	37.0%
Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	\$ 103,601	17.4%
Law -Civil	825,669	679,317	974,797	921,433	921,433	980,618	995,113	\$ 59,185	6.4%
Law-Criminal	709,570	768,882	776,142	916,028	916,028	995,576	1,013,080	\$ 79,548	8.7%
Community Development	2,614,486	2,743,475	2,683,103	3,171,225	3,171,225	3,477,402	3,524,299	\$ 306,178	9.7%
Economic Development	398,512	382,498	284,756	286,423	286,423	334,768	346,326	\$ 48,344	16.9%
Community Services	917,560	875,800	975,180	911,305	911,305	1,183,217	1,203,690	\$ 271,913	29.8%
Jail Contract Costs	2,712,884	-	-	-	-	-	-	\$ -	n/a
911 Dispatch	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	\$ 330,439	12.0%
Police	18,706,106	19,654,107	20,492,402	20,649,002	20,649,002	24,138,081	25,320,581	\$ 3,489,078	16.9%
Parks, Recr & Cultural Svcs	3,808,310	4,561,865	4,193,695	4,720,147	4,720,147	4,949,176	5,000,901	\$ 229,028	4.9%
Public Works	4,061,117	4,198,731	4,567,989	4,838,794	4,838,794	5,198,188	5,366,894	\$ 359,394	7.4%
Non-Departmental	14,449,318	13,988,468	10,109,569	30,673,763	30,673,763	14,348,604	13,872,714	\$ (16,325,159)	-53.2%
Total Expenditures	\$ 57,128,581	\$ 56,408,925	\$ 53,464,236	\$ 76,001,058	\$ 76,001,058	\$ 65,504,112	\$ 66,895,648	\$ (10,496,946)	-13.8%
<b>Changes in Fund Balance</b>	\$ 971,769	\$ 8,763,514	\$ (752,674)	\$ (10,750,708)	\$ (8,712,814)	\$ (2,934,406)	\$ (192,106)	\$ 7,816,302	-72.7%
<i>ENDING FUND BALANCE:</i>	\$ 12,575,815	\$ 21,339,329	\$ 9,500,000	\$ 10,588,621	\$ 12,626,515	\$ 9,692,109	\$ 9,500,003	\$ (896,512)	-8.5%

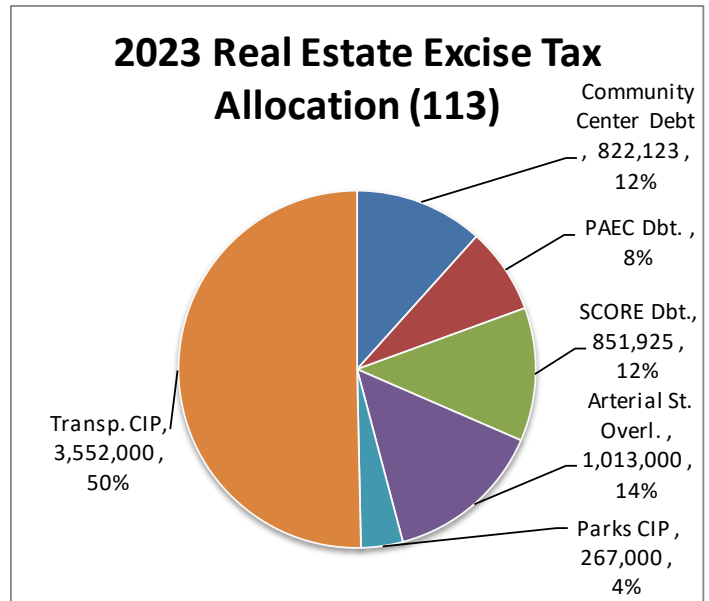
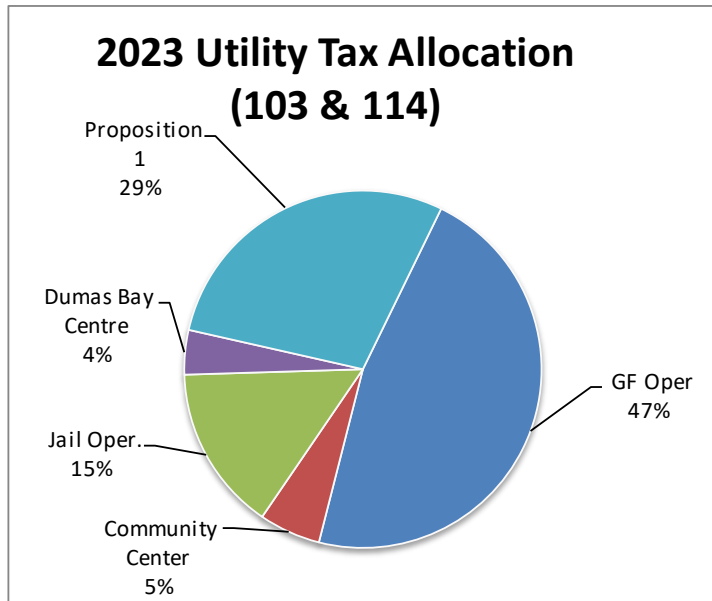
**EXPENDITURE SUMMARY – GENERAL FUND**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 23,627,515	\$ 24,591,960	\$ 25,967,379	\$ 26,788,483	\$ 26,788,483	\$ 30,490,057	\$ 31,630,656	\$ 3,701,574	13.8%
2XX	Benefits	8,002,259	8,253,131	8,732,062	8,831,894	8,831,894	10,181,485	10,608,174	1,349,590	15.3%
3XX	Supplies	1,574,845	1,259,067	875,006	1,156,664	1,156,664	1,154,543	1,151,194	(2,121)	-0.2%
4XX	Services and Charges	7,077,552	6,230,151	5,081,460	5,946,516	5,946,516	6,370,591	6,453,209	424,074	7.1%
5XX	Intergovernmental	5,256,543	4,076,371	3,891,205	3,931,349	3,931,349	4,465,588	4,686,457	534,239	13.6%
6XX	Capital Outlay	1,211,854	113,412	-	19,167,491	19,167,491	-	-	(19,167,491)	-100.0%
9XX	Internal Services	5,709,689	7,013,907	6,201,298	6,775,313	6,775,313	8,554,620	8,347,477	1,779,307	26.3%
0XX	Other Financing Use	4,668,324	4,870,926	2,715,826	3,403,348	3,403,348	4,287,228	4,018,481	883,880	26.0%
Total Expenditures:		\$ 57,128,581	\$ 56,408,925	\$ 53,464,236	\$ 76,001,058	\$ 76,001,058	\$ 65,504,112	\$ 66,895,648	\$ (10,496,946)	-13.8%

1. Salaries & Wages/Benefits increase due to adding 13 Police Officers, 2 Records Specialists, 0.5 FTE Admin Assistant II reclassified to 1 Human Resources Technician, 5 Maintenance Workers, 2 Public Records Officers, 1 City Administrator, and 0.75 FTE HS/CDBG Coordinator.
2. Intergovernmental increase is due to Valleycomm 911 Contract increase.
3. Capital Outlay decrease is primarily due to one-time ARPA expenditures.
4. Internal Services increase is due to increase in contribution to fleet and equipment.



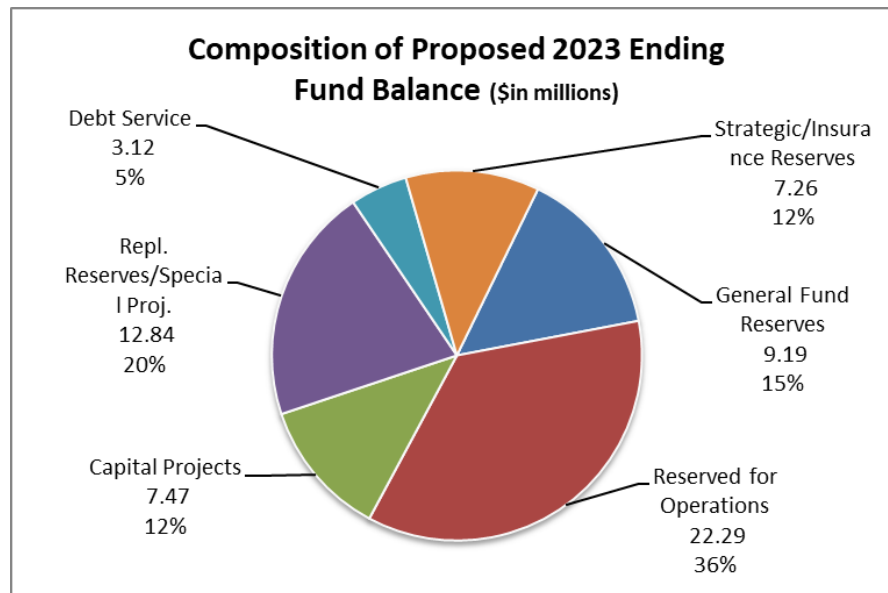
**UTILITY TAX AND REAL ESTATE EXCISE TAX ALLOCATION TO OTHER FUNDS**



Utility Tax Allocation	2023	2024
Proposed Revenue	\$ 15,191,001	\$ 15,143,000
<b>Uses</b>		
GF Baseline Operations	7,288,429	10,488,060
Community Center (FWCC) Oper.	868,501	375,982
Jail Oper.	2,335,748	2,700,000
Dumas Bay Centre (DBC) Oper.	628,148	264,998
<b>Subtotal Other Financing Uses</b>	<b>11,120,826</b>	<b>13,829,040</b>
<b>Proposition 1</b>		
Municipal Court	198,857	202,103
Parks	118,551	121,097
Mayor's	751,076	751,076
Law	308,209	318,848
Police	2,974,715	3,085,654
Community Development	120,465	124,925
<b>Subtotal Proposition 1 Expenditures</b>	<b>4,471,873</b>	<b>4,603,704</b>
<b>Total Uses &amp; Expenditures</b>	<b>\$ 15,592,699</b>	<b>\$ 18,432,744</b>
<b>Proposed Change in Fund Balance</b>	<b>\$ (401,698)</b>	<b>\$ (3,289,744)</b>

REET Allocation	2023	2024
Proposed Revenue	\$ 5,521,000	\$ 5,576,000
<b>Uses</b>		
Community Center Debt	822,123	827,873
PAEC Debt	549,295	549,298
SCORE Debt	851,925	850,425
Arterial Street Overlay	1,013,000	1,013,000
Parks CIP	267,000	267,000
Transportation CIP	3,552,000	2,280,649
<b>Total Uses</b>	<b>\$ 7,055,343</b>	<b>\$ 5,788,245</b>
<b>Proposed Change in Fund Balance</b>	<b>\$(1,534,343)</b>	<b>\$ (212,245)</b>

## ENDING FUND BALANCE



Fund Balance	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	2023 Proposed vs Reserve Policy	
			Adopted	Adjusted	Projected				
<b>General Fund Operating Cash Flow Reserve</b>	\$ 12,075,815	\$ 20,773,125	\$ 9,000,000	\$ 10,088,621	\$ 12,415,532	\$ 9,192,109	\$ 9,000,003	\$ 9,000,000	\$ 3
<b>Reserved for Operations</b>									
Street Fund - Snow & Ice Removal	500,000	566,204	500,000	500,000	210,983	500,000	500,000	500,000	0
Utility Tax	2,198,214	3,593,005	1,622,493	3,385,633	4,579,047	4,789,743	1,500,000	1,500,000	(0)
Affordable & Supp House Sales & Use Tax	125,151	255,702	-	130,702	140,702	140,702	140,702	-	140,702
Solid Waste	213,550	261,325	187,119	271,812	311,052	391,604	459,462	-	459,462
Hotel / Motel Lodging Tax	1,441,177	1,602,856	1,335,006	1,605,161	1,720,995	1,948,995	2,191,995	200,000	1,991,995
Community Center	1,500,000	1,502,625	1,500,000	1,500,392	980,517	1,500,000	1,500,000	1,500,000	0
Traffic Safety	1,216,159	2,132,495	529,951	2,124,095	3,109,153	2,262,419	1,200,000	1,200,000	(0)
Real Estate Excise Tax	2,882,436	4,084,586	2,000,000	2,546,600	4,110,900	2,576,557	2,364,312	-	2,364,312
Utility Tax Proposition 1	1,332,301	1,263,679	1,000,000	1,263,679	1,612,395	1,000,000	1,000,000	1,000,000	(0)
Performing Arts & Event Center Operations	0	873,590	-	873,587	541,702	446,111	222,509	-	222,509
Soild Waste 10% Utility Tax	-	1,418,862	-	-	152,012	152,012	152,012	-	152,012
CDBG Grant	30,805	28,269	21,250	28,268	28,268	28,269	28,268	-	28,268
Paths & Trails	1,488,063	1,585,150	1,498,437	1,724,150	1,895,150	1,965,750	1,537,966	-	1,537,966
Information Technology	116,999	295,110	191,802	160,060	235,810	385,060	534,310	-	534,310
Jail	-	164,252	0	164,252	164,252	(0)	(0)	-	(0)
Dumas Bay Centre	1,500,000	1,500,001	1,500,000	1,500,000	1,132,849	1,524,599	1,543,510	1,500,000	43,510
Surface Water Management	3,118,858	2,777,142	1,846,020	1,455,025	2,897,393	2,673,656	797,654	690,000	107,654
<b>Capital Projects/Reserves</b>									-
Overlay	1,398,599	659,918	440,324	100,001	100,001	100,001	100,001	100,000	1
Capital Projects	12,258,764	18,170,576	7,974,591	8,094,225	8,039,225	5,875,929	6,897,534	500,000	6,397,534
Parks Reserve	1,131,684	1,131,994	1,125,000	1,125,891	1,120,891	1,125,891	1,130,891	1,125,000	5,891
Capital Project Reserve	369,862	369,963	367,936	369,963	369,963	369,963	369,963	-	369,963
<b>Replacement Reserves</b>									
Information Technology Equipment	3,857,394	4,236,907	3,707,088	3,763,945	3,734,945	3,332,561	3,227,865	-	3,227,865
Special Projects - Govt. Access Channel	817,918	882,890	341,927	432,890	462,890	462,890	462,890	-	462,890
Copier Equipment	273,277	304,979	165,159	255,919	255,919	236,965	211,011	-	211,011
Fleet & Equipment	7,572,421	7,557,939	7,612,809	7,739,181	7,621,866	6,710,838	7,398,580	-	7,398,580
Building & Furnishings	2,952,554	2,265,683	2,000,000	2,161,911	2,161,252	2,099,579	2,037,906	2,000,000	37,906
<b>Debt Service</b>									
Debt Service	3,569,746	3,672,023	2,730,578	3,148,184	3,118,184	3,118,184	3,118,184	-	3,118,184
<b>Strategic/Insurance Reserves</b>									
Self Insurance Reserve (Risk/Health/Unemp)	4,665,336	5,357,476	3,668,113	4,889,280	4,983,986	4,263,260	3,684,280	600,000	3,084,280
Strategic Reserve	3,599,801	2,999,001	3,000,000	3,000,001	3,000,001	3,000,001	3,000,001	3,000,001	-
<b>Total Reserved Fund Balance</b>	\$ 72,206,885	\$ 92,287,328	\$ 55,865,604	\$ 64,403,429	\$ 71,207,836	\$ 62,173,646	\$ 56,311,805	\$ 24,415,001	31,896,803
<b>Total Ending Fund Balance</b>	\$ 72,206,885	\$ 92,287,328	\$ 55,865,604	\$ 64,403,429	\$ 71,207,836	\$ 62,173,646	\$ 56,311,805	\$ 24,415,001	31,896,803

# CITY OF FEDERAL WAY 2023-24 BUDGET

## CITYWIDE SERVICE DELIVERY AND SUPPORT STAFF (full-time equivalent positions)

Department / Division	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed
			Adopted	Adjusted	Projected		
<b>Subtotal City Council</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.50</b>	<b>4.50</b>
<u>Mayor's Office</u>							
Administration*	5.34	5.34	5.34	5.34	5.34	6.34	6.34
Economic Development	1.00	2.00	1.00	2.00	2.00	2.00	2.00
Emergency Management	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources*	3.50	4.00	3.50	3.50	3.50	4.00	4.00
City Clerk*	2.50	2.50	2.50	2.50	2.50	3.50	3.50
<b>Subtotal Mayor's Office</b>	<b>13.34</b>	<b>14.84</b>	<b>13.34</b>	<b>14.34</b>	<b>14.34</b>	<b>16.84</b>	<b>16.84</b>
<b>Subtotal Information Technology</b>	<b>8.00</b>	<b>10.00</b>	<b>8.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<u>Municipal Court</u>							
Court Operations	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Probation Services	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>Subtotal Municipal Court</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Subtotal Finance</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<u>Law</u>							
Civil Legal Services	4.30	4.30	4.30	4.30	4.30	4.30	4.30
Criminal Prosecution Services	8.20	9.20	8.20	9.20	9.20	9.20	9.20
<b>Subtotal Law</b>	<b>12.50</b>	<b>13.50</b>	<b>12.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>
<u>Community Development</u>							
Administration	4.58	4.58	4.58	5.50	5.50	5.50	5.50
Planning	6.80	6.80	5.80	6.80	6.80	6.80	6.80
Building	11.00	13.00	11.73	13.00	13.00	13.00	13.00
Community Services	3.80	2.50	3.07	3.50	3.50	4.20	4.20
<b>Subtotal Community Development*</b>	<b>26.18</b>	<b>26.88</b>	<b>25.18</b>	<b>28.80</b>	<b>28.80</b>	<b>29.50</b>	<b>29.50</b>
<u>Police</u>							
Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Support Services	62.00	57.00	76.00	57.00	58.00	58.00	58.00
Field Operations	103.00	127.00	92.00	127.00	126.00	126.00	126.00
<b>Subtotal Police*</b>	<b>167.00</b>	<b>186.00</b>	<b>170.00</b>	<b>186.00</b>	<b>186.00</b>	<b>186.00</b>	<b>186.00</b>
<u>Park, Recreation &amp; Cultural Services</u>							
Administration	1.80	1.80	1.80	1.80	1.80	1.80	1.80
General Recreation	6.83	7.13	6.83	7.13	7.13	7.13	7.13
Community Center	11.33	11.33	11.33	11.33	11.33	11.33	11.33
Dumas Bay Centre	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Park Maintenance	16.25	17.00	17.00	17.00	17.00	20.00	20.00
Performing Arts & Event Center	-	-	-	-	-	-	-
<b>Subtotal Park, Recreation &amp; Cultural Services *</b>	<b>39.21</b>	<b>40.26</b>	<b>39.96</b>	<b>40.26</b>	<b>39.26</b>	<b>42.26</b>	<b>42.26</b>
<u>Public Works</u>							
Administration	1.61	1.61	1.61	1.61	1.61	1.61	1.61
Development Services	2.85	2.70	2.85	2.85	2.70	2.70	2.70
Traffic Services	5.28	5.28	5.28	7.28	7.28	7.28	7.28
Street Services	12.00	14.05	12.00	14.00	14.05	15.05	15.05
Operational Services	19.00	22.15	21.00	23.00	25.15	28.15	28.15
Solid Waste/Recycling	2.41	4.71	2.41	2.41	2.71	2.71	2.71
Surface Water Management	12.85	14.50	14.85	13.85	11.50	12.50	12.50
<b>Subtotal Public Works*</b>	<b>56.00</b>	<b>65.00</b>	<b>60.00</b>	<b>65.00</b>	<b>65.00</b>	<b>70.00</b>	<b>70.00</b>
<b>Total Ongoing City Staffing</b>	<b>352.43</b>	<b>386.68</b>	<b>359.18</b>	<b>388.10</b>	<b>386.10</b>	<b>397.60</b>	<b>397.60</b>

\* 1 FTE City Administrator added to Mayor's office

\* 0.5 FTE Administrative Assistant II reclassified to 1.0 FTE Human Resources Technician in Human Resources Department

\* 1 FTE Public Records Officer added to City Clerk Department

\* 1 FTE HS/CDBG Coordinator added to Community Development of which 0.50 FTE is funded by grant

\* 13 FTE Police officer, 2 FTE Records Specialist, and 1 FTE Public Records Coordinator added to Police Department

\* 3 FTE Maintenance Worker II added to Parks Department, and reduction of 1 FTE Chef/Kitchen Coordinator

\* 3 FTE Maintenance Worker II, 1 FTE Senior Engineering Technician, and 1 FTE Engineering Construction Inspector added to Public Works Department

**FUNDED AND UNFUNDED NEEDS**

Limited by revenue, the following shows what budget needs have been prioritized into the 2023-24 Budget. The unfunded needs represent what is not yet able to be funded in the budget, so would be eligible for the next dollars available either through higher-than-budgeted revenue or expense savings. These lists are shown in descending order of materiality, not priority.

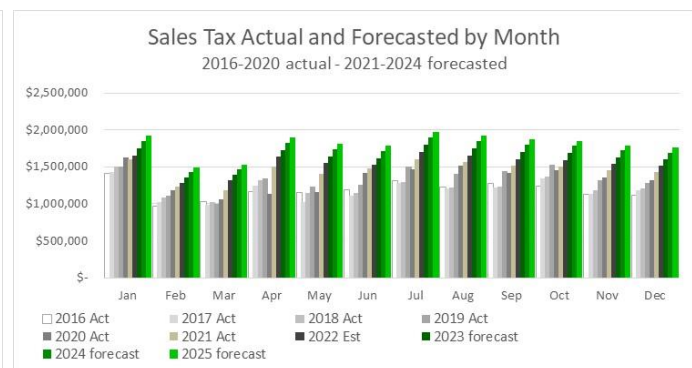
Top 10+ additions to the 2023 Budget	Top 10+ unfunded needs in 2023
1. Public Safety Salaries & Benefits increase \$1,500,000	1. Vehicle replacement reserve due to delayed replacement and cost increases
2. Jail cost increase \$680,000	2. Vehicle replacement backlog
3. Citywide Insurance cost increase \$598,000	3. Opticom traffic signal preemption system upgrade \$1,500,000
4. PD Body-worn camera increase \$460,000	4. Additional PD special emphasis \$537,000
5. Required self-insurance reserve increase \$350,000	5. City Hall roof replacement \$500,000
6. ValleyComm 911 system cost increase \$330,000	6. City Hall fire panel replacement \$500,000
7. PD Vehicle replacements \$308,000	7. Parks Tennis Court renovations \$500,000
8. Lakehaven hydrant support costs \$281,000	8. IT CRAC unit replacement \$200,000
9. PW winter operations staffing \$257,000	9. Sacajawea Park track replacement \$200,000
10. Shopping Cart Remediation \$250,000	10. Public Works Streetlight program increase \$190,000
11. Parks playground perpetual replacement \$162,000	11. Celebration Park Roofs \$185,000
12. Contractual accrued vacation payouts \$120,000	12. Public Works tree canopy management increase \$150,000
13. Road salt in line with historical usage \$105,000	13. Parks Capital Project Planner/Manager
14. Public records staffing to keep pace with demand \$103,000	14. Social Services Grants \$123,000
15. Increased election costs \$100,000	15. Parks Pressure Washer and Skid \$100,000
16. Public defender contract cost increase \$100,000	

## MAJOR REVENUE FORECASTS

## SALES TAX FORECAST

Revenue remitted to the city from the state in the first six months of 2022 have exceeded the same six months in prior year by 6.9%, each month ranging from 3.1% to 11.0% over the same month in prior year. The entire year of 2019 exceeded 2018 by 8.0%, 2021 exceeded 2020 by 8.5%. The year of 2020 was impacted by COVID, particularly the two months of April and May, after which sales tax returned to pre-COVID levels and above. That year did impact simple extrapolation and therefore every month is forecasted separately, attempting to exclude the anomaly of COVID. The remaining months are forecasted at the average increase of 5.7% over the same month in the prior period and that same figure is used going forward through every month of 2025 to produce the 2023 and 2024 budgeted Sales Tax Revenues. This results in an estimated increase of \$1,235,000 for 2023 over estimated 2022 and of \$1,171,000 for 2024 over 2023.

								Estimated escalator for forecasted months		
								105.9%	105.9%	105.9%
	2016 Act	2017 Act	2018 Act	2019 Act	2020 Act	2021 Act	2022 Act	2022 Est	2023 forecast	2024 forecast
Jan	\$ 1,407,385	\$ 1,427,326	\$ 1,502,207	\$ 1,501,715	\$ 1,632,752	\$ 1,604,220	\$ 1,653,281	\$ 1,653,281	\$ 1,751,000	\$ 1,854,000
Feb	967,408	1,023,938	1,084,522	1,104,726	1,182,535	1,228,579	1,284,275	1,284,275	1,361,000	1,441,000
Mar	1,031,972	984,581	1,025,585	997,513	1,066,267	1,185,132	1,314,196	1,314,196	1,392,000	1,474,000
Apr	1,169,154	1,251,616	1,319,134	1,346,880	1,130,545	1,508,266	1,636,738	1,636,738	1,734,000	1,836,000
May	1,148,897	1,020,631	1,144,354	1,229,332	1,154,633	1,401,831	1,556,411	1,556,411	1,649,000	1,746,000
Jun	1,191,650	1,113,539	1,148,178	1,263,066	1,423,588	1,473,417	1,534,290	1,534,290	1,625,000	1,721,000
Jul	1,308,122	1,288,291	1,297,748	1,502,252	1,473,117	1,607,373	1,679,199	1,679,199	1,779,000	1,884,000
Aug	1,230,986	1,210,774	1,220,004	1,401,269	1,511,762	1,566,626	1,785,214	1,785,214	1,891,000	2,003,000
Sep	1,271,590	1,221,028	1,228,595	1,438,593	1,419,920	1,520,312	-	1,487,000	1,707,000	1,808,000
Oct	1,241,815	1,346,048	1,363,500	1,528,439	1,456,510	1,509,402	-	1,599,000	1,694,000	1,794,000
Nov	1,133,454	1,130,197	1,184,206	1,316,631	1,351,208	1,455,577	-	1,542,000	1,634,000	1,731,000
Dec	1,120,063	1,181,491	1,213,777	1,278,447	1,324,732	1,433,324	-	1,518,000	1,608,000	1,704,000
	14,222,496	14,199,460	14,731,810	15,908,863	16,127,569	17,494,058		18,589,604	19,825,000	20,996,000
		(23,036)	532,350	1,177,053	218,706	1,366,489		1,095,546	1,235,396	1,171,000
		-0.2%	3.7%	8.0%	1.4%	8.5%	6.9%	6.3%	6.6%	5.9%



## CITY OF FEDERAL WAY 2023-24 BUDGET

**PROPERTY TAX LEVY.** Even though the value of homes has increased historically in recent years as much as 12% a year (citywide average), by state law, the city can only increase property tax revenue by 1% annually on existing property values. The City's property tax levy amount is regulated by state statute (RCW 84.52). Pending updated valuation figures from King County Assessor's Office, property tax revenue is forecasted at 1.50% increase per year.

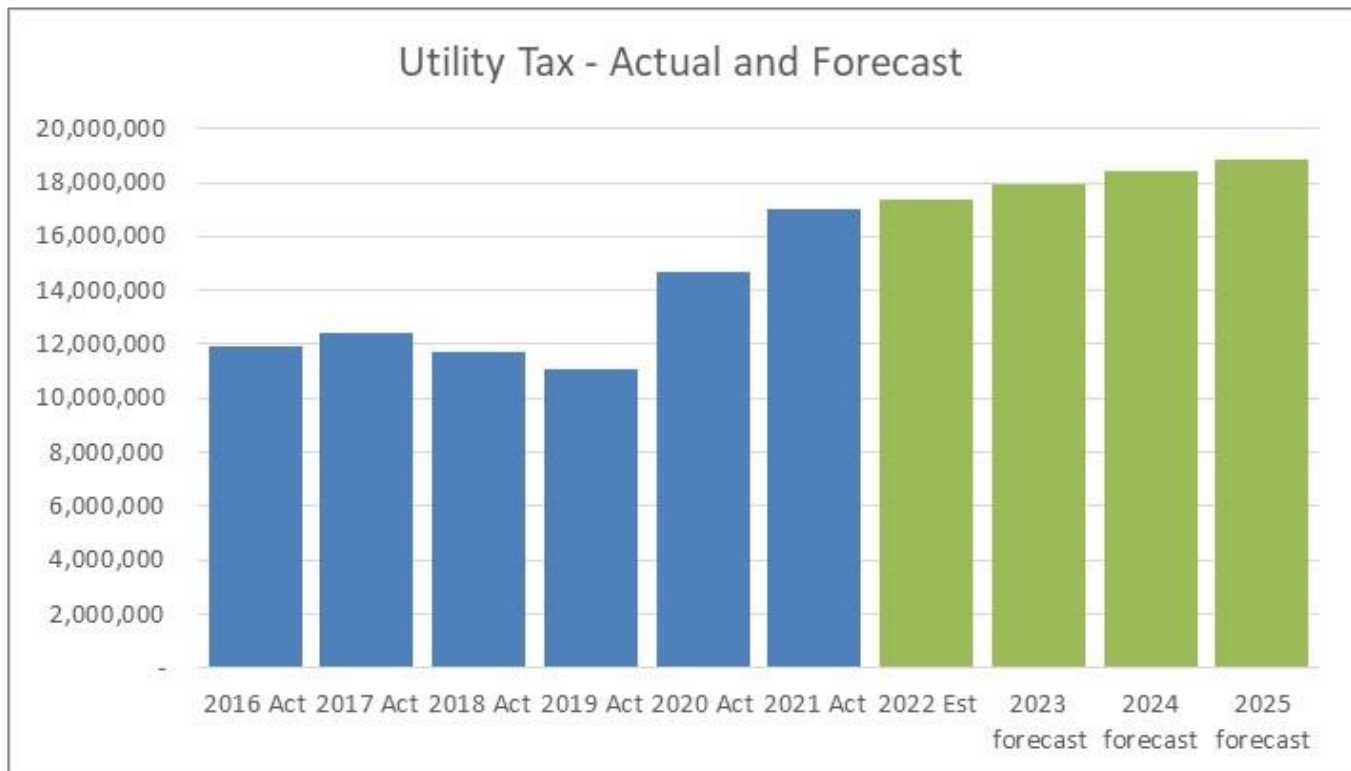
	2016	2017	2018	2019	2020	2021	2022	Estimated escalator for forecast months		
								101.5%	101.5%	101.5%
	2016	2017	2018	2019	2020	2021	2022	2022 Est	2023 forecast	2024 forecast
Jan	932	(3,140)	2,035	277	1,998	(919)	1,170	\$ 1,170	\$ 1,000	\$ 1,000
Feb	104,649	81,198	79,236	121,654	129,750	98,681	19,670	19,670	20,000	20,000
Mar	314,946	391,741	440,319	398,493	412,465	511,477	604,601	604,601	614,000	623,000
Apr	2,763,153	2,969,370	4,003,599	3,742,631	3,610,605	3,393,639	2,730,982	2,730,982	2,772,000	2,814,000
May	2,303,522	2,114,970	1,084,573	1,466,187	1,036,964	1,964,521	2,808,598	2,808,598	2,851,000	2,894,000
Jun	54,021	33,271	69,818	53,981	609,643	73,616	73,666	73,666	75,000	76,000
Jul	23,467	34,813	23,479	48,704	94,490	37,568	23,346	23,346	24,000	24,000
Aug	65,357	8,113	39,795	66,266	68,126	52,928	85,386	85,386	87,000	88,000
Sep	308,183	203,034	192,851	215,895	195,148	215,737	178,291	178,291	181,000	184,000
Oct	1,665,244	1,573,495	3,730,348	3,554,163	3,738,736	1,366,173	-	1,387,000	1,408,000	1,429,000
Nov	2,818,648	3,030,822	1,070,714	1,141,913	1,100,636	3,473,277	-	3,612,500	3,644,000	3,700,000
Dec	64,332	69,884	62,894	107,265	93,599	82,231	-	83,000	84,000	85,000
	10,486,454	10,507,571	10,799,658	10,917,429	11,092,160	11,268,928	6,525,709	11,608,209	11,761,000	11,938,000
		100.2%	102.8%	101.1%	101.6%	101.6%		339,281	152,791	177,000
								3.0%	1.3%	1.5%



## UTILITY TAX REVENUE FORECAST

Utility Taxes are a consolidation of several individual utility taxes: telephone, electric, natural gas, cable, surface water, sewer, solid waste, and water utilities. Cities in Washington State are authorized to levy a business and occupation tax (RCW 35.22.280(32)) on public utility businesses based on utilities within the city or town, known as a utility tax. The rate of taxes for electric, phone, and natural gas utilities are limited to 7.75% (RCW 35.21.870). Utility taxes received a 10% increase when the solid waste rate changed from 7.75% to 17.75% in 2019. Rates for the 2023-24 are not being changed by any city council action; the forecasted increase in revenue is attributable to a slight increase in projected volume only, estimated at 3% per year.

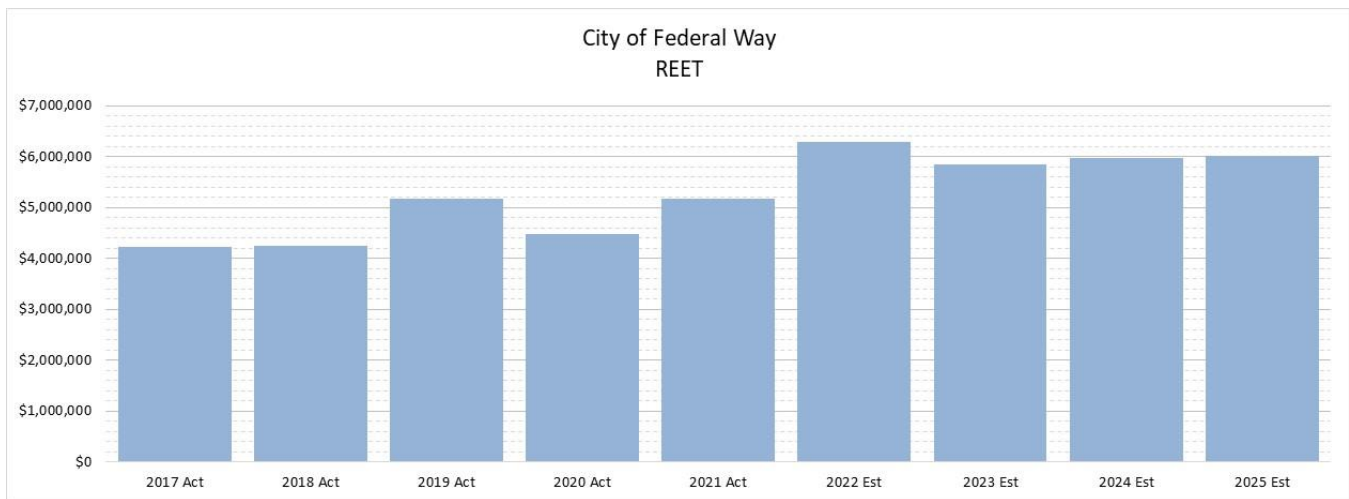
								103.7%	100.0%	100.3%
	2016 Act	2017 Act	2018 Act	2019 Act	2020 Act	2021 Act	2022 Act	2022 Est	2023 forecast	2024 forecast
Jan	\$ 1,140,664	\$ 1,148,307	\$ 1,085,651	\$ 781,055	\$ 996,379	\$ 1,396,834	\$ 1,692,180	1,692,180	1,692,000	1,697,000
Feb	\$ 1,072,515	\$ 1,242,665	\$ 1,147,253	\$ 1,108,776	\$ 1,122,530	\$ 1,420,015	\$ 1,642,378	1,642,378	1,642,000	1,647,000
Mar	\$ 1,164,983	\$ 1,164,062	\$ 1,110,736	\$ 1,376,813	\$ 1,096,086	\$ 1,505,864	\$ 1,755,285	1,755,285	1,755,000	1,760,000
Apr	\$ 938,297	\$ 1,214,103	\$ 1,217,269	\$ 939,409	\$ 963,935	\$ 1,627,736	\$ 1,413,785	1,413,785	1,414,000	1,418,000
May	\$ 811,091	\$ 896,598	\$ 889,403	\$ 815,993	\$ 797,507	\$ 1,820,591	\$ 1,389,291	1,389,291	1,389,000	1,393,000
Jun	\$ 909,581	\$ 900,058	\$ 833,485	\$ 797,684	\$ 2,398,996	\$ 1,236,109	\$ 1,213,829	1,213,829	1,214,000	1,218,000
Jul	\$ 403,486	\$ 380,887	\$ 778,972	\$ 785,130	\$ 1,083,596	\$ 1,232,554	\$ -	1,278,000	1,278,000	1,282,000
Aug	\$ 1,286,236	\$ 1,317,904	\$ 782,716	\$ 786,724	\$ 870,098	\$ 1,197,098	\$ -	1,242,000	1,242,000	1,246,000
Sep	\$ 1,045,923	\$ 1,007,614	\$ 979,316	\$ 866,190	\$ 1,428,106	\$ 1,438,956	\$ -	1,492,000	1,492,000	1,496,000
Oct	\$ 820,144	\$ 879,697	\$ 845,425	\$ 771,503	\$ 1,090,121	\$ 1,141,163	\$ -	1,184,000	1,184,000	1,188,000
Nov	\$ 994,070	\$ 1,032,190	\$ 930,920	\$ 961,516	\$ 1,195,279	\$ 764,192	\$ -	793,000	793,000	795,000
Dec	\$ 1,330,127	\$ 1,253,864	\$ 1,128,298	\$ 1,118,788	\$ 1,635,543	\$ 2,213,907	\$ -	2,296,000	2,296,000	2,303,000
	11,917,116	12,437,948	11,729,444	11,109,580	14,678,176	16,995,019	9,106,748	17,391,748	17,391,000	17,443,000
		520,832	(708,504)	(619,864)	3,568,596	2,316,843	(5,571,428)	2,713,572	(748)	52,000
		4.4%	-5.7%	-5.3%	32.1%	15.8%	-38.0%	18.5%	0.0%	0.3%



**REAL ESTATE EXCISE TAX (REET)**

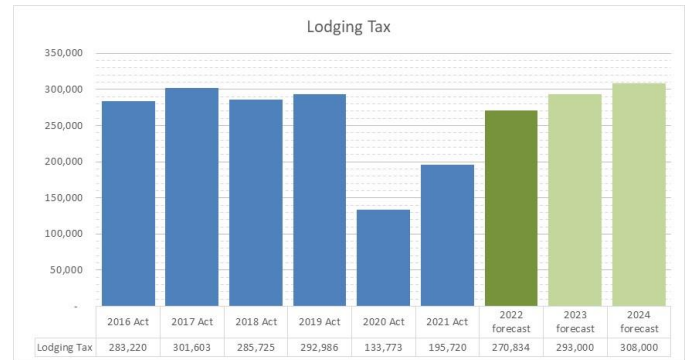
REET is a function of both volume of real estate transactions and of property values. While the property value trend has increased steadily and reliably, recent rate hikes in the mortgage and commercial lending space have cast doubt on the pace of transactions in the future. In order to budget cautiously, past remittances have been analyzed for large one-time transactions and forecasting has excluded the assumption that large properties will continue. The volume of residential properties was left as a baseline, so that should residential transactions slow, the elimination of commercial transactions from the estimate will serve as the hedge. That produces a revenue forecast that should be attainable. Should revenue fall short of forecast, capital spending could be managed at a slower pace, and should revenue exceed forecast, budget amendments can be brought with equal and offsetting additional revenue and expenditures, green-lighting additional REET-eligible projects. Out-months are forecasted at a 1% increase.

	one-time large transactions							2.0%	1.0%	1.0%
	2015	2016	2017	2018	2019	2020	2021	\$	\$	\$
Jan	155,922	386,409	239,882	201,603	242,395	193,226	193,639	241,514	244,000	246,000
Feb	150,860	533,534	194,677	176,339	588,487	273,266	237,843	269,472	272,000	275,000
Mar	331,315	165,413	969,730	250,809	253,664	164,884	339,701	458,276	463,000	468,000
Apr	148,984	245,886	221,872	533,980	237,306	185,348	427,556	489,224	494,000	499,000
May	302,118	220,243	385,350	295,897	296,386	309,742	381,942	927,268	382,000	384,000
Jun	345,929	328,219	384,086	330,483	493,407	237,980	509,935	544,704	550,000	556,000
Jul	302,572	331,410	352,290	373,877	327,771	315,033	438,542	653,733	660,000	667,000
Aug	324,637	289,291	333,709	321,824	799,244	286,510	898,086	649,564	656,000	663,000
Sep	199,688	933,582	301,674	219,285	349,971	432,262	419,855	428,000	432,000	436,000
Oct	246,044	987,072	248,500	438,041	388,533	317,205	551,866	563,000	569,000	575,000
Nov	189,651	590,835	315,762	368,949	258,753	272,994	353,248	360,000	364,000	368,000
Dec	333,438	253,246	278,806	729,735	935,728	1,478,659	422,693	431,000	435,000	439,000
	3,031,159	5,265,138	4,226,336	4,240,825	5,171,643	4,467,111	5,174,908	6,015,754	5,521,000	5,576,000
		74%	-20%	0%	22%	-14%	16%	16%	-8%	1%



## LODGING TAX REVENUE FORECAST

In formulating the 2023-24 Budget, with six months of actual lodging tax remitted to the City of Federal Way, the remaining six months were forecasted, using pre-COVID 2019 data, month by month, and extrapolating the recovery the tourism industry has slowly experienced. March 2020 was the initial month that overnight hotel stays dropped precipitously, with two months experiencing a 77% drop compared to prior year. Revenues in the first half of 2022 are up to 90% of 2019 levels.



Figures in red, below, indicate the months of depressed economic activity, and the blue indicates estimated recovery compared to pre-COVID (2019) levels:

	Actual							forecast		
	2016	2017	2018	2019	2020	2021	2022	2022	2023	2024
Jan	15,431	15,621	16,916	22,862	20,477	7,186	15,770	15,770	22,000	23,000
Feb	15,983	16,835	18,162	17,340	18,201	8,765	16,937	16,937	17,000	18,000
Mar	20,565	21,304	22,378	21,015	12,425	9,582	19,965	19,965	21,000	22,000
Apr	22,013	24,629	25,072	26,343	6,289	13,702	26,925	26,925	26,000	27,000
May	19,591	20,733	21,482	21,450	11,734	16,381	19,237	19,237	21,000	23,000
Jun	22,788	25,010	25,192	23,485	5,397	15,774	20,135	21,000	23,000	25,000
Jul	30,642	33,813	30,269	31,724	10,228	21,509	-	29,000	32,000	33,000
Aug	34,121	37,288	34,273	31,912	9,697	26,408	-	30,000	32,000	34,000
Sep	37,138	37,094	34,135	32,607	10,950	24,748	-	31,000	33,000	35,000
Oct	26,933	27,262	27,704	26,575	9,957	19,722	-	25,000	27,000	28,000
Nov	20,758	22,865	15,633	26,284	12,109	17,395	-	25,000	27,000	28,000
Dec	17,255	19,147	14,509	11,389	6,309	14,547	-	11,000	12,000	12,000
	283,220	301,603	285,725	292,986	133,773	195,720	118,968	270,834	293,000	308,000

Dropoff due to economic effects of pandemic

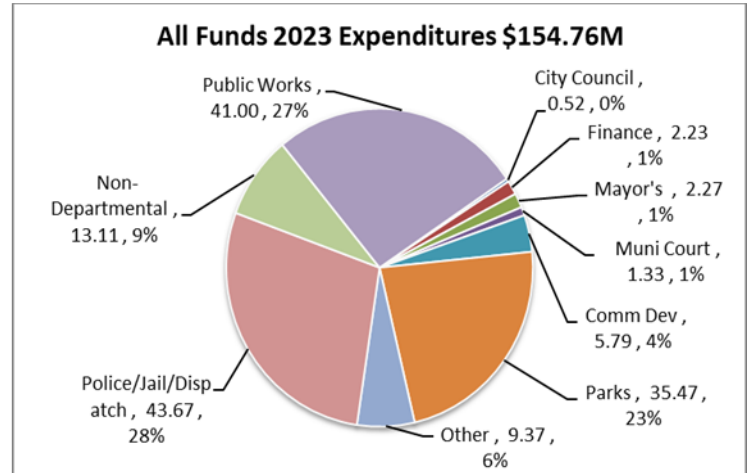
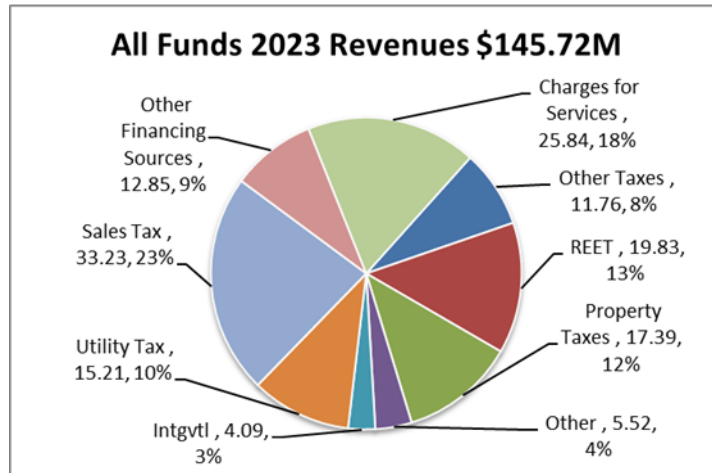
	Prior year vs.			2019 vs						
	2017	2018	2019	2020	2021	2022	2022 forecast	2023 forecast	2024 forecast	
Jan	101.2%	108.3%	135.1%	89.6%	31.4%	69.0%		98.0%	102.5%	
Feb	105.3%	107.9%	95.5%	105.0%	50.5%	97.7%		98.0%	102.5%	
Mar	103.6%	105.0%	93.9%	59.1%	45.6%	95.0%		98.0%	102.5%	
Apr	111.9%	101.8%	105.1%	23.9%	52.0%	102.2%		99.0%	102.5%	
May	105.8%	103.6%	99.9%	54.7%	76.4%	89.7%		99.0%	105.0%	
Jun	109.7%	100.7%	93.2%	23.0%	67.2%		91.0%	99.0%	105.0%	
Jul	110.4%	89.5%	104.8%	32.2%	67.8%		92.0%	100.0%	105.0%	
Aug	109.3%	91.9%	93.1%	30.4%	82.8%		93.0%	100.0%	105.0%	
Sep		99.9%	92.0%	33.6%	75.9%		94.0%	100.0%	107.5%	
Oct	101.2%	101.6%	95.9%	37.5%	74.2%		95.0%	101.0%	105.0%	
Nov	110.2%	68.4%	168.1%	46.1%	66.2%		96.0%	101.0%	105.0%	
Dec	111.0%	75.8%	78.5%	55.4%	127.7%		97.0%	101.0%	105.0%	

Gradual actual and projected recovery

# LONG-RANGE PLAN



## LONG RANGE FINANCIAL PLAN



The City's fiscal policy requires the City to prepare long range projections (LRP) for six years beyond current budget period. The projection extends current operations to the future to see if the services are sustainable and the magnitude of, if any, future financing gaps. This future planning allows the City to begin to proactively plan and implement corrective measures to avoid sudden drastic changes in service levels or in revenue/tax policies. The City's fiscal policy requires the city to fund its on-going services from on-going revenues, so new programs must be considered with great care. The City utilizes a five-year trend to project for future sources/uses; The City also takes into consideration the known current economic climate to adjust these trends accordingly.

The following sections will provide an overview of the government-operating environment, highlights of significant changes in the 2023/24 budget conditions, and the assumptions used in developing this budget and future projections.

## OVERVIEW OF GENERAL ECONOMY

Federal Way, like cities everywhere, is coming out of the COVID-19 pandemic and is contemplating both recession and inflation. The US Bureau of Labor Statistics reported, for August 2022, a year-over-year increase in CPI of 8.3%, down from 8.5% in July and also down from the apparent peak in June of 9.1%, after thirteen months of nearly continuous monthly increases, all above 5%, since May 2021.

The local economic indicator of Sales Tax receipts indicates that there were only 2 months of downturn compared to same period prior year, in April and May of 2020. All other months, before and since, exceeded same month prior year. The first eight months of 2022 have exceeded same eight months of 2021 by 7.5%.

Lodging Tax, on the other hand, experienced the immediate drop as the entire national tourism industry, in March 2020 and 29 months later is only just up to 92% of pre-COVID lodging tax receipts, however trending strongly enough to indicate a trajectory that suggests both volumes and return to normal pricing are essentially back to normal prior to the beginning of the 2023-24 budget.

Property values, as assessed by King County, have been surprisingly resilient. Following a strong real estate market period in 2021, the September 2022 preliminary estimate for Total AV for the City of Federal way is \$17.1 billion, up 19.5% over \$14.3 billion in prior year. Real Property sales, similarly, reflect a strong Real Estate market as evidenced by the Real Estate Excise Tax remitted to the city from King County, the first eight months of 2022 \$4.0 million exceeding \$3.4 million for the same period in 2021 by 16.8%.

## CITY OF FEDERAL WAY 2023-24 BUDGET

Finance Department staff tracks and monitors all of these economic indicators and reports both internally and to the City Council's Finance / Economic Development / Regional Affairs Committee (FEDRAC) on a monthly basis, for the purpose of assessing the city's sensitivity to economic change.

All these factors are considered in 2023-24 revenue forecasting and accompanying authorization for expenditures, and city management has processes in place to exercise caution and vigilance and as the biennium begins following budget adoption; reporting is in place to monitor budget-to-actual performance should course correction be appropriate.

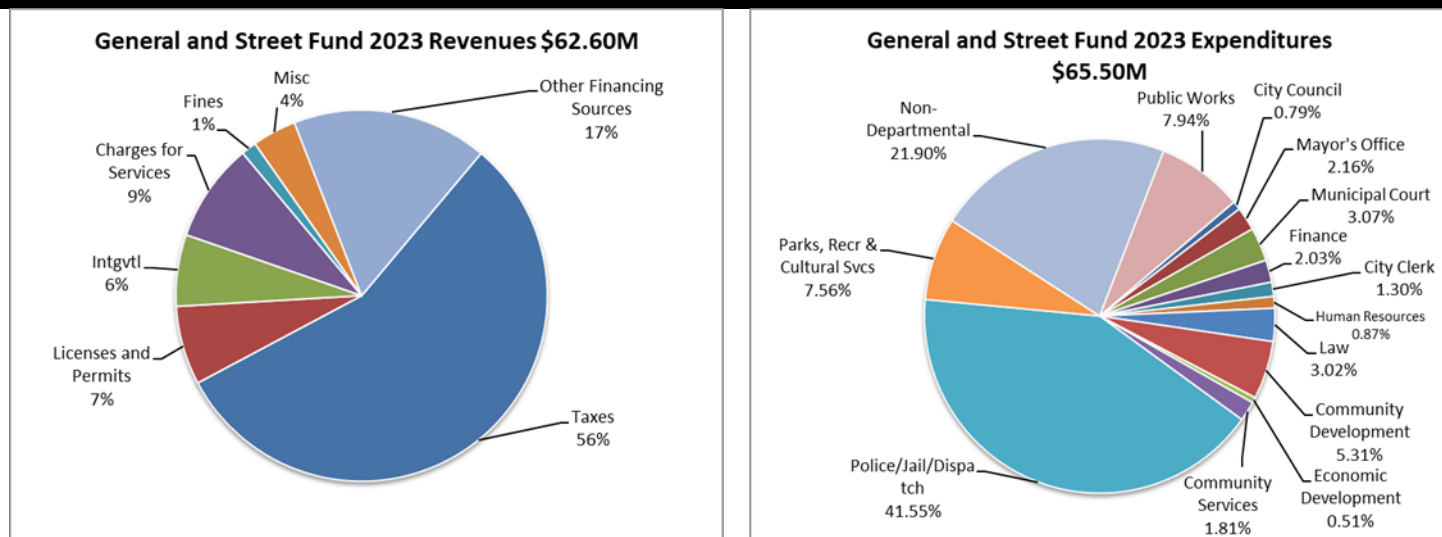
### OVERALL OPERATING REVENUES/EXPENDITURES

Operating revenues and expenditures projection is an integral part of planning the City's future financial strategy. Revenues are projected cautiously and conservatively using a five-year trend, adjusted for COVID-related and other anomalies. The City's three major tax revenues are projected to increase minimally, primarily, compared to the 2022 projected amount: Property tax is projected to increase by 3.6% in 2023 and 1.5% in 2024; sales tax activity is projected to increase by 6.6% 2023 and 5.9% in 2024; and utility tax is projected to remain roughly flat in 2023 and 2024.

Overall City operating revenues, including other financing sources and intergovernmental grants, are projected at \$145.7M for 2023 and \$181.4M for 2024. The major increase in 2024 revenue and other financing sources is due to proceeds from debt issued for the joint operations and maintenance facility.

Overall operating expenditures, including normal debt services and capital, but excluding other financing uses or transfers total of \$128.9M and \$157.9M for 2023 and 2024, respectively. Compared to 2023, this is a \$22.4M decrease from 2022 projected estimate. The is primarily due to one-time spending for ARPA expenditures in the 2022 budget. Expenditures projections in 2023 and 2024 are based on prior year spending with adjustments for projected items such as increases in department contract costs, insurance premiums, jail costs, salary and wage increases, and addition of 13 Police Officers, 3 support staff, 1 City Administrator and Public Works winter operations staffing.

### GENERAL AND STREET FUND OPERATIONS



Of all the funds, the General and Street Funds are the two funds accounting for general city services that are primarily supported by taxes. Taxes are the most significant source, accounts for 56% of the General & Street Fund operating revenues. The major revenue sources that account for taxes are Property Tax, Sales Tax, and Criminal Justice Sales Tax.

**TAXES**

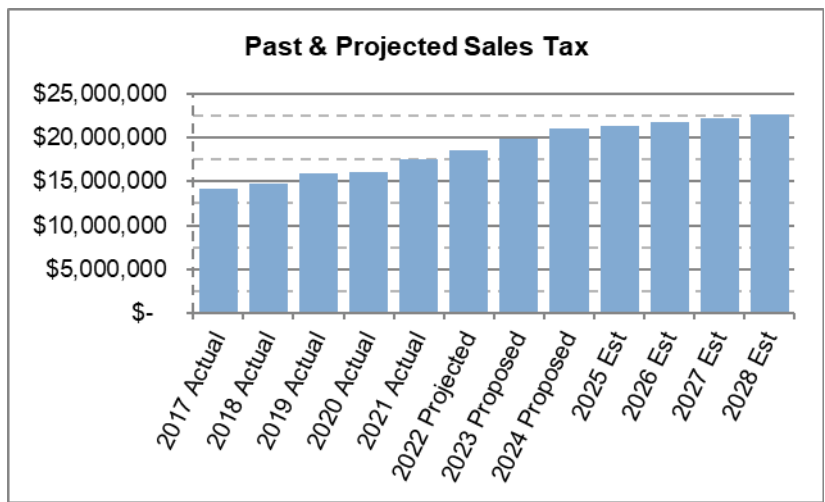
Tax revenues provide approximately 56% of the City's General/Street Fund operating revenues. They include Sales Tax at 32%, Property Tax at 19%, Criminal Justice Sales Tax at 5%, and other Taxes of 0.8%.

**SALES TAX (RCW 82.14)**

The City of Federal Way has a local sales and use tax rate of up to 1% to fund general government programs. Of this total 15% is provided to King County per state law. Currently the City imposes both the basic 0.5% and the optional 0.5% sales and use tax. This tax is imposed on personal and business purchases of tangible property. The retail sales tax is also assessed on some services such as repairs and construction. Revenues are accounted for in the General Fund.

Sales tax is the largest single revenue source for the City of Federal Way representing 32% of General Fund and Street Fund Revenue. It is anticipated to generate \$18.6M in 2022 and is projected to grow 6.6% in 2023 and grow 5.9% in 2024, then grow 2.0% per year in 2025 to 2028.

Year	Sales Tax	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 14,199,460	\$ (23,037)	-0.2%
2018 Actual	14,731,810	532,350	3.7%
2019 Actual	15,908,863	1,177,053	8.0%
2020 Actual	16,127,570	218,707	1.4%
2021 Actual	17,494,058	1,366,488	8.5%
2022 Projected	18,589,455	1,095,397	6.3%
2023 Proposed	19,825,000	1,235,545	6.6%
2024 Proposed	20,996,000	1,171,000	5.9%
2025 Est	21,416,000	420,000	2.0%
2026 Est	21,844,000	428,000	2.0%
2027 Est	22,281,000	437,000	2.0%
2028 Est	22,727,000	446,000	2.0%



Currently, most retail activities in the City are subject to a 10.1% sales tax.

For every \$1.00 collected for sales tax, the City receives less than 9% or nine cents.



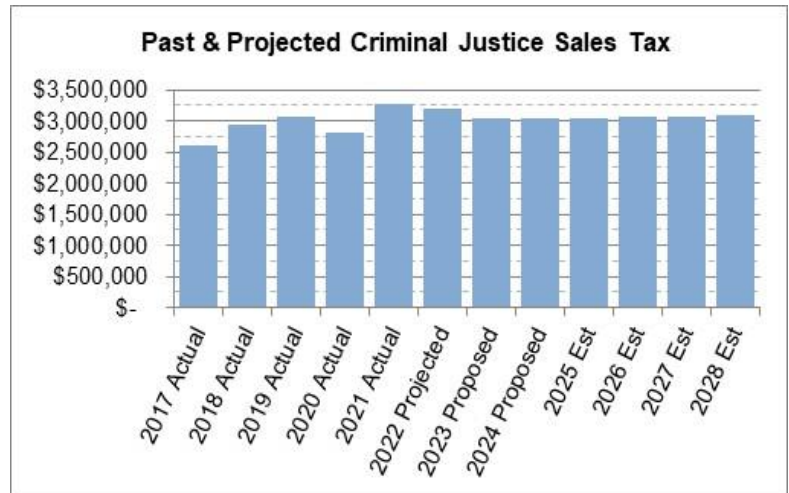
Agency	Tax Rate
State	6.50%
Sound Transit	1.40%
King County Metro Transit	0.90%
City of Federal Way	0.85%
King County Sales tax	0.15%
King County Mental Health	0.10%
Criminal Justice Sales Tax	0.10%
Housing and related services	0.10%
<b>Total Sales Tax Rate</b>	<b>10.10%</b>

## CITY OF FEDERAL WAY 2023-24 BUDGET

### CRIMINAL JUSTICE SALES TAX (RCW 82.14.340)

Criminal Justice Sales Tax is a local option sales tax of 0.10 percent that is collected in addition to retail sales tax and use taxes by the Department of Revenue. Ten percent of the money is distributed to the county in which the tax was collected. The remainder of the moneys (ninety percent) is then distributed to the county (for unincorporated areas) and cities within the county based on population as last determined by the Office of Financial Management. Because it employs a more diverse tax base and different distribution formula than regular sales taxes, this source is projected to stay the same from 2023 to 2024, and increase 0.5% per year in 2025 to 2028.

Year	Criminal Justice Sales Tax	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 2,616,306	\$ 116,779	4.7%
2018 Actual	2,927,406	311,100	11.9%
2019 Actual	3,056,010	128,604	4.4%
2020 Actual	2,807,139	(248,871)	-8.1%
2021 Actual	3,270,840	463,701	16.5%
2022 Projected	3,200,000	(70,840)	-2.2%
2023 Proposed	3,027,361	(172,639)	-5.4%
2024 Proposed	3,027,361	-	0.0%
2025 Est	3,042,000	14,639	0.5%
2026 Est	3,057,000	15,000	0.5%
2027 Est	3,072,000	15,000	0.5%
2028 Est	3,087,000	15,000	0.5%



### PROPERTY TAX (RCW 84.52)

Property tax is the third largest revenue for Federal Way and is deposited into the General Fund. The City's property tax levy amount is subject to a number of limitations in the state statute:

#### 1. The \$1.60 Levy Cap:

The combined total levies for the City and special districts cannot exceed \$3.60 per thousand dollars AV. The amount the City could levy is reduced by what the library district (\$0.50) and the fire district (\$1.50) are levying. Therefore, the City's maximum levy rate is \$1.60. This levy cap can be exceeded (excess levy) with voter approval.

Most properties in Federal Way are taxed at \$10.97453 per \$1,000 AV in 2022, of which, in 2021, the most recent complete year the City received approximately 7.44% or \$0.81689 per \$1,000 AV.

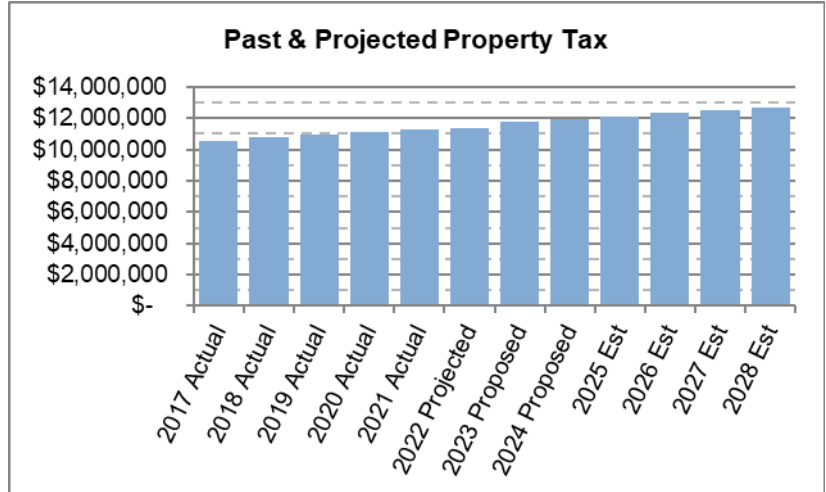


## CITY OF FEDERAL WAY 2023-24 BUDGET

Therefore, for each \$1.00 in property tax paid, only \$0.0744 (7.44¢) is available for City services. The remaining goes to the Federal Way School District (31.62¢), King County (11.19¢), the State (25.67¢), the library, port, ferry, and flood control districts (4.75¢ combined), Sound Transit (1.68¢), and local Fire Department/Emergency Medical Services (17.65¢).

The following tables show the City's past and projected property tax. New construction is also added to the 1% levy limit. Future property tax is projected conservatively at 1.5%.

Year	Property Tax	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 10,507,571	\$ 148,676	1.4%
2018 Actual	10,799,658	292,088	2.8%
2019 Actual	10,917,428	117,770	1.1%
2020 Actual	11,092,158	174,730	1.6%
2021 Actual	11,260,318	168,160	1.5%
2022 Projected	11,357,000	96,682	0.9%
2023 Proposed	11,761,639	404,639	3.6%
2024 Proposed	11,938,554	176,915	1.5%
2025 Est	12,118,000	179,446	1.5%
2026 Est	12,300,000	182,000	1.5%
2027 Est	12,485,000	185,000	1.5%
2028 Est	12,672,000	187,000	1.5%



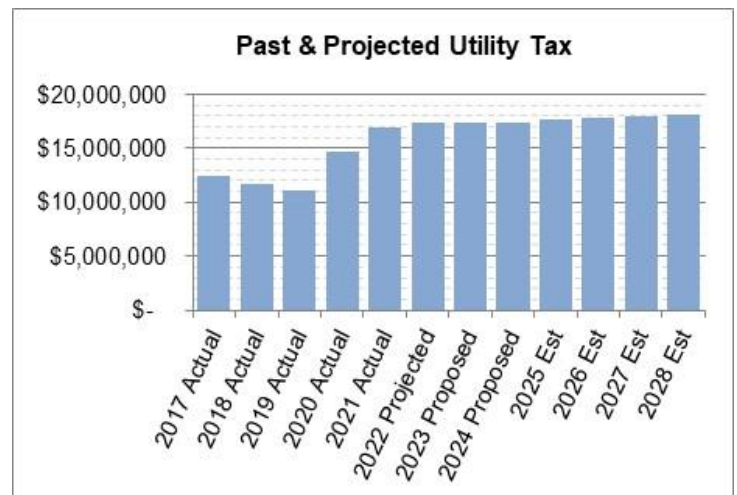
## UTILITY TAXES

Cities and towns in Washington State levy a business and occupation tax (RCW 35.22.280(32)) on public utility businesses based on revenues they generate within the city or town, better known as a utility tax. The rate of taxes for electric, phone, and natural gas utilities are limited to 6% (RCW 35.21.870) without voter approval. No limitation on tax rates on other public utilities.

The City first instituted a 1.37% utility tax on telephone, electric, natural gas, cable, surface water, and solid waste utilities in 1995; raising it to 5% in 1996, 6% in 2003, and 7.75% in 2007. In 2018 the city imposed the same 7.75% tax on water and sewer utilities, and in 2019 the solid waste rate changed from 7.75% to 17.75%. The additional 10% collected will be used to maintain, repair, and preserve residential streets.

The 1.75% increase in 2007 was approved by Federal way voters at the November 2006 general election to fund a Police and Community Safety Improvement initiative consisting of 24.5 FTEs in police,

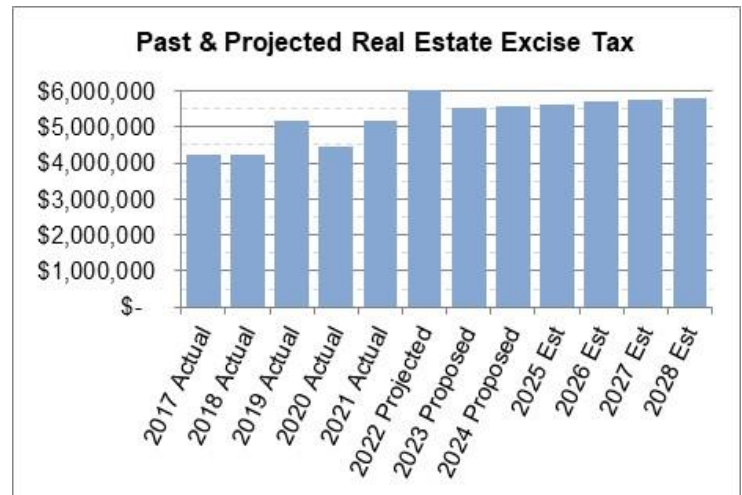
Year	Utility Tax	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 12,425,975	\$ 523,109	4.4%
2018 Actual	11,719,589	(706,386)	-5.7%
2019 Actual	11,102,083	(617,506)	-5.3%
2020 Actual	14,672,457	3,570,374	32.2%
2021 Actual	16,992,709	2,320,252	15.8%
2022 Projected	17,391,748	399,039	2.3%
2023 Proposed	17,391,000	(748)	0.0%
2024 Proposed	17,443,000	52,000	0.3%
2025 Est	17,617,000	174,000	1.0%
2026 Est	17,793,000	176,000	1.0%
2027 Est	17,971,000	178,000	1.0%
2028 Est	18,151,000	180,000	1.0%



**REAL ESTATE EXCISE TAX (REET)**

All cities may levy a quarter percent tax (described as "the first quarter percent of the real estate excise tax" or "REET 1 RCW 82.46.010"). Cities and counties planning under the Growth Management Act (GMA) have the authority to levy a second quarter percent tax (REET 2 RCW 82.46.035). The City of Federal Way enacted both quarter percent of the REET in 1990 for use on capital projects and capital facilities debt service.

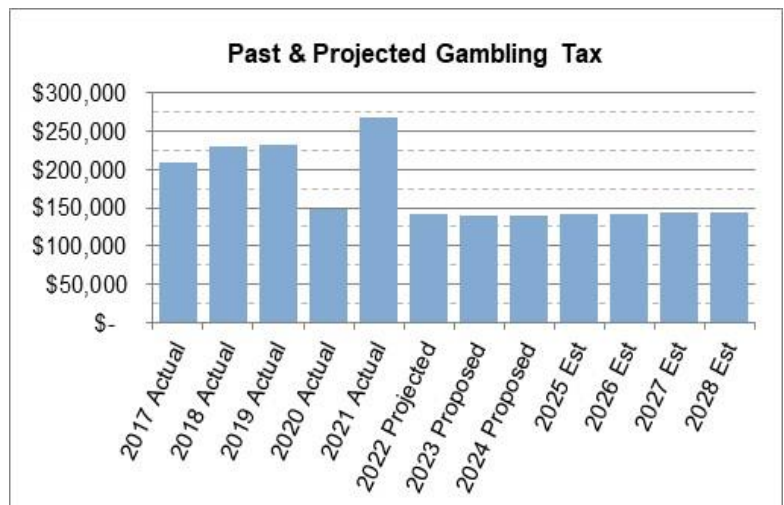
Year	REET	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 4,226,335	\$(1,038,803)	-19.7%
2018 Actual	4,240,825	14,490	0.3%
2019 Actual	5,171,643	930,818	21.9%
2020 Actual	4,467,111	(704,532)	-13.6%
2021 Actual	5,174,908	707,797	15.8%
2022 Projected	6,015,754	840,846	16.2%
2023 Proposed	5,521,000	(494,754)	-8.2%
2024 Proposed	5,576,000	55,000	1.0%
2025 Est	5,632,000	56,000	1.0%
2026 Est	5,688,000	56,000	1.0%
2027 Est	5,745,000	57,000	1.0%
2028 Est	5,802,000	57,000	1.0%



**GAMBLING EXCISE TAX**

The City levied gambling taxes at their maximum allowed level on all activities: 5% for bingo and raffles, 2% for amusement games, 3% for punchboards and pull-tabs, and 10% for card rooms (RCW 9.46.110) prior to 2010. Revenues from these activities are required to be used for the purpose of public safety (RCW 9.46.113). The City receipts Gambling Tax in the General Fund and identifies the revenue as law enforcement resources.

Year	Gambling Tax	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 210,029	\$ 19,983	10.5%
2018 Actual	229,524	19,495	9.3%
2019 Actual	232,942	3,418	1.5%
2020 Actual	147,533	(85,410)	-36.7%
2021 Actual	268,398	120,865	81.9%
2022 Projected	141,000	(127,398)	-47.5%
2023 Proposed	140,000	(1,000)	-0.7%
2024 Proposed	140,000	-	0.0%
2025 Est	141,000	1,000	1.0%
2026 Est	142,000	1,000	1.0%
2027 Est	143,000	1,000	1.0%
2028 Est	144,000	1,000	1.0%



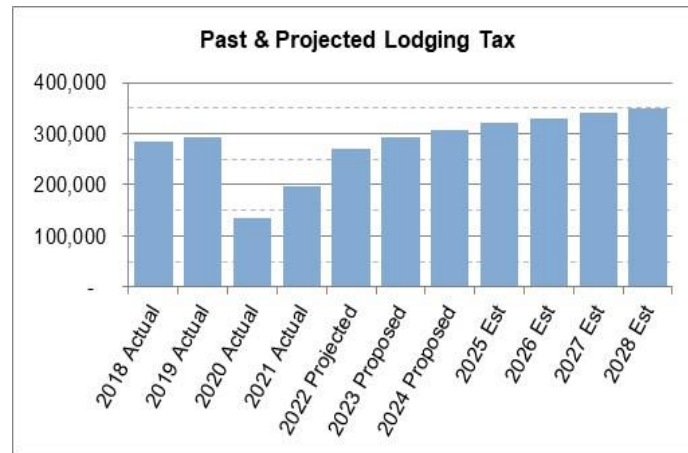
**LODGING TAX (RCW 67.28)**

Most cities in King County may levy a 1% Lodging Tax on overnight stays at hotels, motels, rooming houses, campgrounds, RV parks and similar facilities for continuous periods of less than 30 days. The total tax paid on overnight lodging in King County by visitors at a facility is 13.80%, including the 1% City Lodging Tax.

The City enacted its tax in 1999 to fund tourism promotion programs. The programs are accounted for in Hotel/Motel Lodging Tax Fund with projected revenues of \$293K in 2023 and \$308K in 2024.

Agency	Tax Rate
State	6.50%
Sound Transit	1.40%
King County Metro Transit	0.90%
City of Federal Way	0.85%
King County Sales tax	0.15%
King County Mental Health	0.10%
Criminal Justice Sales Tax	0.10%
Housing and related services	0.10%
<b>Subtotal Sales Tax Rate</b>	<b>10.10%</b>
Convention Center Tax	2.80%
Stadium Tax	2.00%
State Sales Tax Credit	-2.00%
City Lodging Tax	1.00%
<b>Total Tax on Lodging</b>	<b>13.90%</b>

Year	Lodging Tax Revenue	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 301,603	\$ 18,383	n/a
2018 Actual	285,725	(15,878)	-5.3%
2019 Actual	292,986	7,260	2.5%
2020 Actual	133,773	(159,213)	-54.3%
2021 Actual	195,720	61,947	46.3%
2022 Projected	270,834	75,114	38.4%
2023 Proposed	293,000	22,166	8.2%
2024 Proposed	308,000	15,000	5.1%
2025 Est	320,000	12,000	4.0%
2026 Est	330,000	10,000	3.0%
2027 Est	340,000	10,000	3.0%
2028 Est	350,000	10,000	3.0%

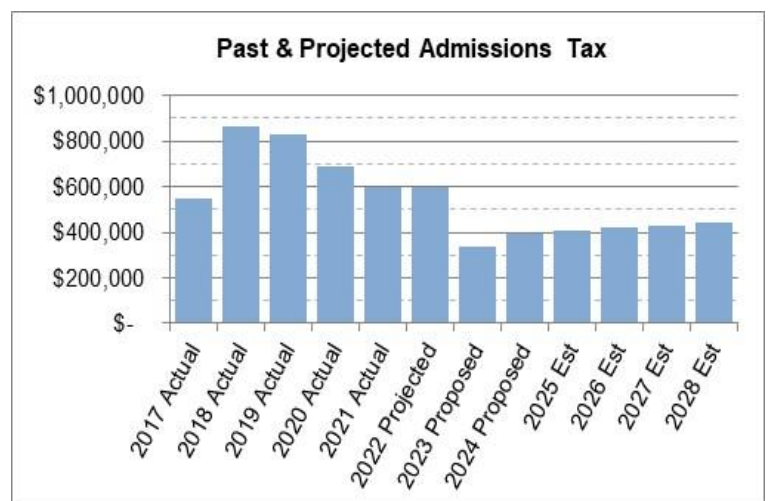


**ADMISSIONS TAX (RCW 36.38)**

In 2017, the City added an admissions tax upon any person who is charged an admissions fee to any place, including persons who are admitted free of charge, or at reduced rates to any place in the amount of five percent of the admission charge. The admissions tax shall not exceed sixty cents (\$0.60) per ticket of admission sold. Exemptions are included in city ordinance 19-872.

The City is projecting to receive \$339,265 in 2023 and \$390,155 in 2024, down from \$600,000 projected for 2022. Admissions tax is projected to increase by 4% in 2025 and 3% between 2026-2028.

Year	Admissions Tax Revenue	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 547,229	\$ 547,229	n/a
2018 Actual	867,169	319,940	58.5%
2019 Actual	827,537	(39,632)	-4.6%
2020 Actual	688,336	(139,201)	-16.8%
2021 Actual	597,434	(90,902)	-13.2%
2022 Projected	600,000	2,566	0.4%
2023 Proposed	339,265	(260,735)	-43.5%
2024 Proposed	390,155	50,890	15.0%
2025 Est	406,000	15,845	4.0%
2026 Est	418,000	12,000	3.0%
2027 Est	431,000	13,000	3.0%
2028 Est	444,000	13,000	3.0%

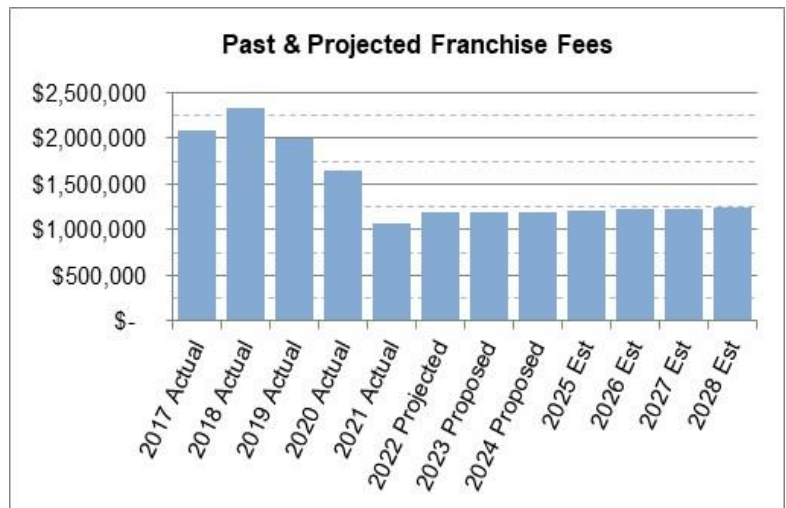


## CITY OF FEDERAL WAY 2023-24 BUDGET

### FRANCHISE FEE

Franchise fees are charges levied on private utilities for their use of City streets and other public properties to place utility infrastructure and to recoup City costs of administering franchise agreements. The franchise fees on light, natural gas, and telephone utilities are limited by statute to the actual administrative expenses incurred by the City directly related to receiving and approving permits, licenses, or franchisees. Cable TV franchise fees are governed by the Federal Cable Communications Policy Act of 1994 and are negotiated with cable companies for an amount not to exceed 5% of gross revenues, which is the primary source of the City's franchise fee revenue. The table below shows past and projected cable franchise fees projected in 2023 and 2024. Thereafter, revenue is projected at a 1% rate through 2028.

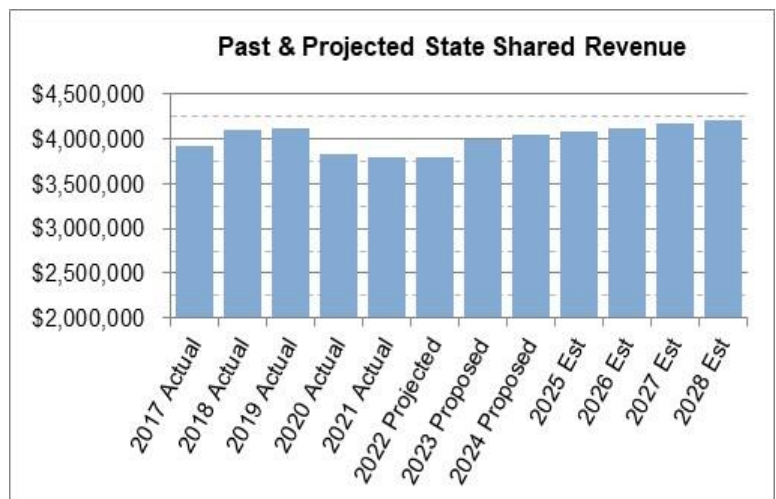
Year	Franchise Fees	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 2,080,201	\$ 488,642	30.7%
2018 Actual	2,327,610	247,409	11.9%
2019 Actual	1,992,803	(334,807)	-14.4%
2020 Actual	1,654,057	(338,746)	-17.0%
2021 Actual	1,068,600	(585,457)	-35.4%
2022 Projected	1,198,444	129,844	12.2%
2023 Proposed	1,198,444	-	0.0%
2024 Proposed	1,198,444	-	0.0%
2025 Est	1,210,000	11,556	1.0%
2026 Est	1,222,000	12,000	1.0%
2027 Est	1,234,000	12,000	1.0%
2028 Est	1,246,000	12,000	1.0%



### STATE SHARED REVENUES

State-shared revenues are from taxes and fees collected by the State and disbursed to municipalities based on population or other criteria. The source of these shared revenues includes: fuel tax (tax on gasoline consumption), liquor sales profit and excise tax, DUI impact, and criminal justice distribution. Fuel tax is distributed in the Arterial Street Fund, Paths and Trails Fund, and Transportation CIP Fund.

Year	State Shared Revenue	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 3,924,990	\$ 142,251	3.8%
2018 Actual	4,096,747	171,757	4.4%
2019 Actual	4,117,020	20,273	0.5%
2020 Actual	3,839,000	(278,020)	-6.8%
2021 Actual	3,802,671	(36,329)	-0.9%
2022 Projected	3,788,158	(14,513)	-0.4%
2023 Proposed	4,000,260	212,102	5.6%
2024 Proposed	4,045,233	44,973	1.1%
2025 Est	4,086,000	40,767	1.0%
2026 Est	4,127,000	41,000	1.0%
2027 Est	4,168,000	41,000	1.0%
2028 Est	4,210,000	42,000	1.0%



## SERVICES AND CHARGES

The services and charges revenue is generated from services provided to the general public. Some examples include:

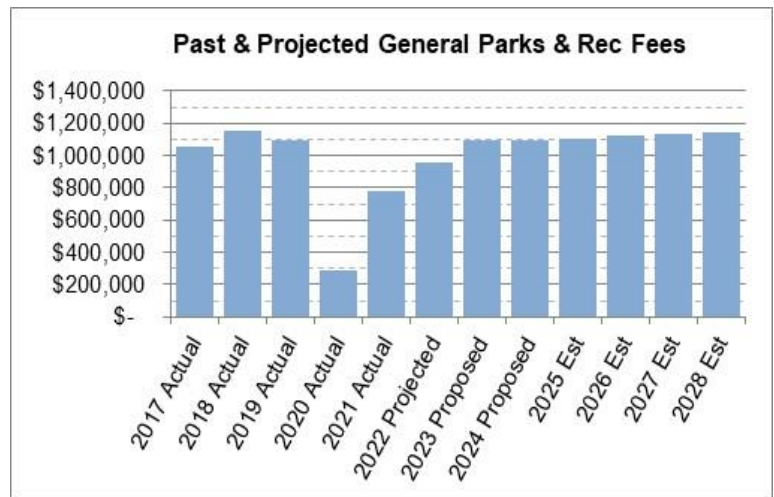
## SURFACE WATER MANAGEMENT FEES

The Surface Water Management (SWM) fund manages surface water run-off accounts for the City's only utility operation. The fees are based on the impervious surface area, including right-of-way. Single-family households pay a fixed rate per household amount. The proposed SWM fees for 2023/2024 are roughly \$6.2M for both years. Current year surface water management fees fund current year operating expenditures, and are also used on surface water management capital projects.

## GENERAL PARKS AND RECREATION FEES

Include programs such as youth and adult athletics, aerobics and fitness classes, aquatic programs, and special interest leisure classes like art, outdoor recreation and dance, and revenue is accounted for in the General Fund.

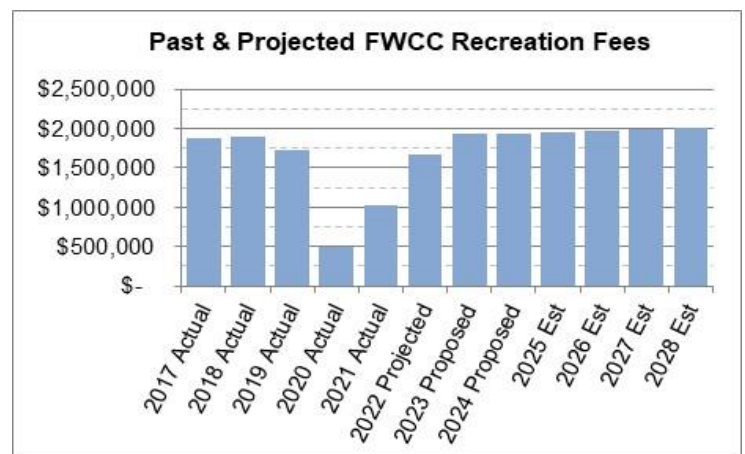
Year	General Parks & Rec Fees	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 1,051,409	\$ 10,112	1.0%
2018 Actual	1,153,264	101,855	9.7%
2019 Actual	1,091,288	(61,976)	-5.4%
2020 Actual	289,696	(801,592)	-73.5%
2021 Actual	778,954	489,258	168.9%
2022 Projected	956,000	177,046	22.7%
2023 Proposed	1,097,180	141,180	14.8%
2024 Proposed	1,097,180	-	0.0%
2025 Est	1,108,000	10,820	1.0%
2026 Est	1,119,000	11,000	1.0%
2027 Est	1,130,000	11,000	1.0%
2028 Est	1,141,000	33,000	1.0%



## FEDERAL WAY COMMUNITY CENTER

Include programs such as aquatics, fitness training, pool rentals, birthday parties, events and wedding rentals. The revenues from these programs are accounted for in the Federal Way Community Center Fund, a special revenue fund supported by user fees and a designated utility tax transfer.

Year	Federal Way Community Ctr	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 1,881,888	\$ 53,026	2.9%
2018 Actual	1,904,293	22,405	1.2%
2019 Actual	1,718,193	(186,100)	-9.8%
2020 Actual	495,155	(1,223,038)	-71.2%
2021 Actual	1,028,132	532,977	107.6%
2022 Projected	1,671,000	642,868	62.5%
2023 Proposed	1,930,875	259,875	15.6%
2024 Proposed	1,930,875	-	0.0%
2025 Est	1,950,184	19,309	1.0%
2026 Est	1,969,686	19,502	1.0%
2027 Est	1,989,382	19,697	1.0%
2028 Est	2,009,276	19,894	1.0%



## CITY OF FEDERAL WAY 2023-24 BUDGET

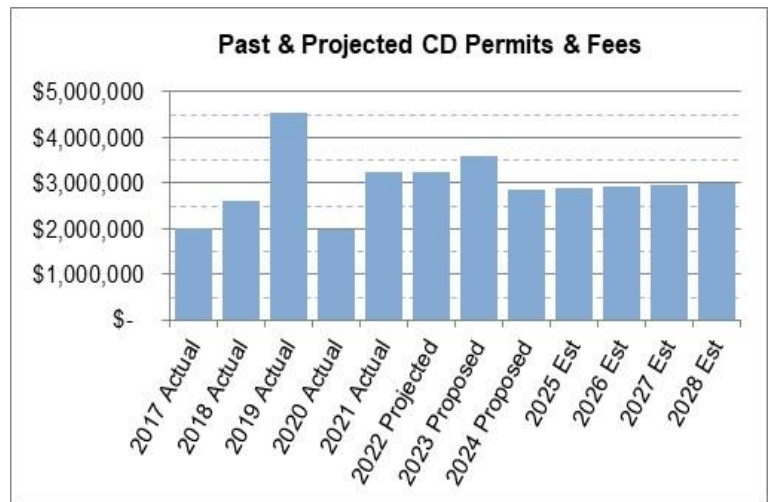
The facility rentals at **Dumas Bay Centre** are projected at \$528K for 2023 and 2024. Program revenues are estimated to increase by 1% each year through 2028.

The Dumas Bay Centre Fund will receive \$628K and \$265K respectively in utility tax subsidy for 2023 and 2024 to be used to offset any operating deficits of the retreat center as well as providing a source for both regular and deferred repairs and maintenance.

### PERMITS AND DEVELOPMENT FEE

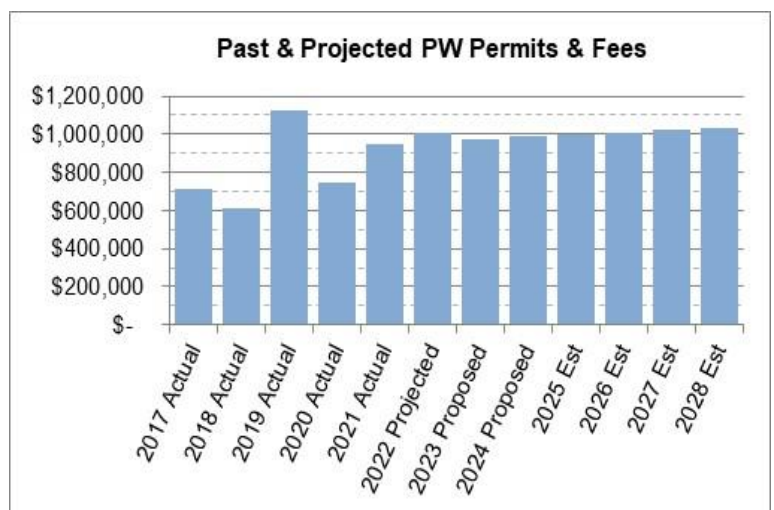
Community Development Permits and Fees include building, mechanical, electrical and plumbing permit fees, zoning fees and plan check fees. The majority of these fees are payable at the time the permit is issued. The revenues are deposited in the General Fund to offset building and planning service costs. The rates and policies regarding this fee are detailed in the International Building Code.

Year	CD Permits & Fees	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 2,019,477	\$ 253,371	14.3%
2018 Actual	2,595,395	575,917	28.5%
2019 Actual	4,546,432	1,951,038	75.2%
2020 Actual	1,964,825	(2,581,607)	-56.8%
2021 Actual	3,229,113	1,264,288	64.3%
2022 Projected	3,234,000	4,887	0.2%
2023 Proposed	3,586,285	352,285	10.9%
2024 Proposed	2,869,145	(717,140)	-20.0%
2025 Est	2,898,000	28,855	1.0%
2026 Est	2,927,000	29,000	1.0%
2027 Est	2,956,000	29,000	1.0%
2028 Est	2,986,000	88,000	1.0%



Public Works permits and development fees include right-of-way permits, plan review fees, inspection fees, transportation concurrency fees and traffic impact fees. The revenues are deposited in the Street Fund to offset service costs.

Year	PW Street Permits & Fees	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 713,274	\$ 225,785	46.3%
2018 Actual	612,714	(100,560)	-14.1%
2019 Actual	1,125,969	513,255	83.8%
2020 Actual	747,400	(378,569)	-33.6%
2021 Actual	947,886	200,487	26.8%
2022 Projected	1,004,572	56,685	6.0%
2023 Proposed	975,259	(29,313)	-2.9%
2024 Proposed	991,522	16,263	1.7%
2025 Est	1,001,000	9,478	1.0%
2026 Est	1,011,000	10,000	1.0%
2027 Est	1,021,000	10,000	1.0%
2028 Est	1,031,000	10,000	1.0%

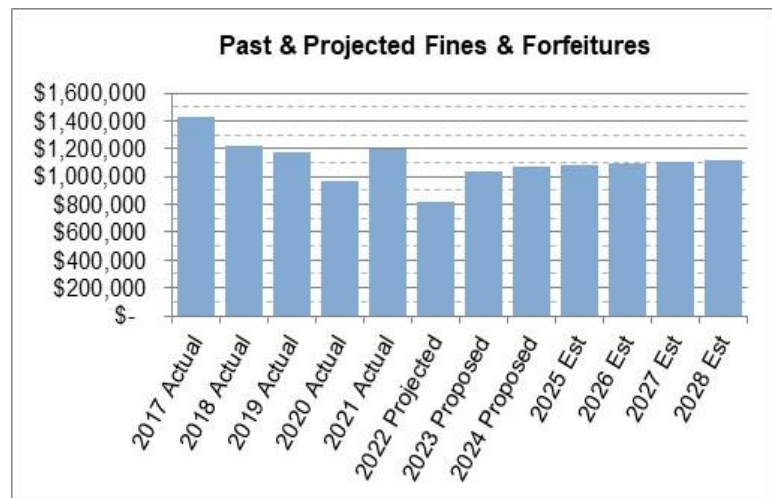


## MISCELLANEOUS REVENUES

## FINES AND FORFEITURES

The Municipal Court of the City of Federal Way is an inferior court (a court subject to the jurisdiction of another court known as the superior court, or a higher court) with exclusive original criminal jurisdiction of all violations of City laws. It also has the original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures declared or given by such city laws or by any state statutes. The Court also exercises all powers granted by Chapter 6 of said Justice Court and other Inferior Court Reorganization Law (Chapter 299, laws of 1964).

Year	Court Fines & Penalties	Chg Over Prior Year	
		\$	%
2017 Actual	\$ 1,428,585	\$ (33,146)	-2.3%
2018 Actual	1,217,913	(210,673)	-14.7%
2019 Actual	1,175,814	(42,098)	-3.5%
2020 Actual	967,212	(208,602)	-17.7%
2021 Actual	1,199,623	232,411	24.0%
2022 Projected	822,888	(376,735)	-31.4%
2023 Proposed	1,034,709	211,821	25.7%
2024 Proposed	1,069,812	35,103	3.4%
2025 Est	1,081,000	11,188	1.0%
2026 Est	1,092,000	11,000	1.0%
2027 Est	1,103,000	11,000	1.0%
2028 Est	1,114,000	33,000	1.0%



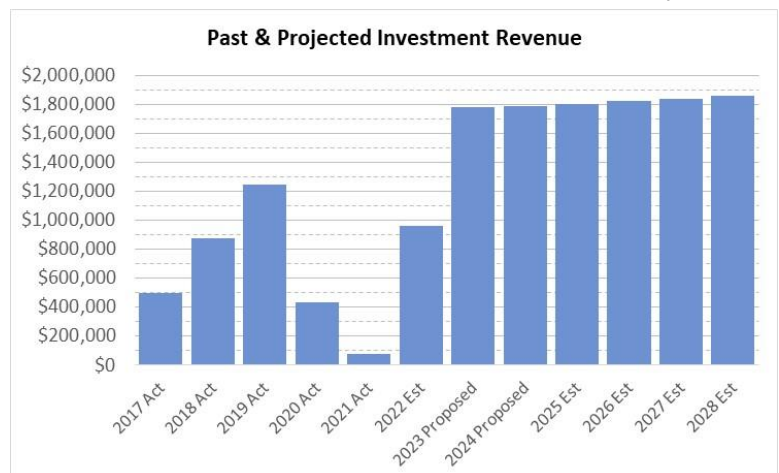
The City began operating its municipal court in January 2000. Fines and forfeitures are accounted for in the General Fund and do not include red light photo violations which are accounted for in the Traffic Safety Fund. The City also started a Probation service in the Court in 2015. Revenue is projected at 1.0% through 2028.

## OTHER MISCELLANEOUS

Miscellaneous revenues include interest income, cellular tower site leases, passport processing fees, etc. Most of the investment earnings are in reserve accounts, debt service prefunding reserves, and capital project funds.

## INVESTMENT INTEREST REVENUE

The Finance Department has a ladder investment portfolio of \$50 million and a variable liquidity balance in the State Local Government Investment Pool which has a variable rate. One investment matures every month, limiting reinvestment risk. Future purchases are estimated at 3%, lower than the current 4% currently being purchased, anticipating further cyclical uncertainty.



# CITY OF FEDERAL WAY 2023-24 BUDGET

## GENERAL & STREET FUND LONG RANGE PLAN

Item	2020	2021	2022			2023	2024	2025	2026	2027	2028
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	Projected	Projected	Projected	Projected
<b>BEGINNING FUND BALANCE</b>	\$ 11,604,046	\$ 12,575,815	\$ 10,252,674	\$ 21,339,329	\$ 21,339,329	\$ 12,626,515	\$ 9,692,109	\$ 9,500,003	\$ 9,348,703	\$ 9,243,392	\$ 9,190,280
<b>REVENUE SUMMARY:</b>											
Property Tax	\$ 11,092,158	\$ 11,260,318	\$ 11,357,280	\$ 11,357,280	\$ 11,357,000	\$ 11,761,639	\$ 11,938,554	\$ 12,118,000	\$ 12,300,000	\$ 12,485,000	\$ 12,672,000
Sales Tax	16,127,570	17,494,058	15,949,755	16,949,755	18,589,455	19,825,000	20,996,000	21,416,000	21,844,000	22,281,000	22,727,000
Criminal Justice Sales Tax	2,807,139	3,270,840	3,027,361	3,027,361	3,200,000	3,027,361	3,027,361	3,042,000	3,057,000	3,072,000	3,087,000
Other Taxes	221,613	869,785	452,513	452,513	743,000	485,265	536,155	541,517	546,932	552,401	557,925
Licenses and Permits	3,844,916	3,778,743	3,800,552	3,800,552	4,399,444	4,295,044	3,892,249	3,931,171	3,970,483	4,010,188	4,050,290
Intergovernmental	8,343,375	13,369,986	3,304,000	13,284,219	12,902,888	3,905,260	3,946,233	3,946,233	3,946,233	3,946,233	3,946,233
Charges for Services	2,955,999	4,563,366	4,974,910	5,034,655	4,504,057	5,397,108	5,139,471	5,190,865	5,242,774	5,295,202	5,348,154
Fines and Penalties	737,582	872,906	824,986	824,986	612,000	826,937	854,040	854,040	854,040	854,040	854,040
Miscellaneous	1,542,620	724,446	1,034,630	1,034,630	1,498,000	2,401,448	2,404,448	2,404,448	2,404,448	2,404,448	2,404,448
Other Financing Sources	10,427,377	8,967,991	7,985,575	9,484,399	9,482,399	10,644,645	13,969,030	13,969,030	13,969,030	13,969,030	13,969,030
<b>Total Revenues</b>	<b>\$ 58,100,350</b>	<b>\$ 65,172,439</b>	<b>\$ 52,711,562</b>	<b>\$ 65,250,350</b>	<b>\$ 67,288,244</b>	<b>\$ 62,569,706</b>	<b>\$ 66,703,542</b>	<b>\$ 67,413,304</b>	<b>\$ 68,134,940</b>	<b>\$ 68,869,542</b>	<b>\$ 69,616,119</b>
<b>EXPENDITURE SUMMARY:</b>											
City Council	\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,580	\$ 517,545	\$ 516,779	\$ 521,947	\$ 527,166	\$ 532,438	\$ 537,762
Mayor's Office	851,227	1,069,546	923,847	1,095,225	1,095,225	1,412,687	1,430,377	1,444,681	1,459,127	1,473,719	1,488,456
Municipal Court	1,780,793	1,871,113	1,818,905	2,253,925	2,253,925	2,010,913	2,051,723	2,072,240	2,092,962	2,113,892	2,135,031
Finance	1,023,437	1,128,174	1,287,736	1,077,480	1,077,480	1,331,417	1,381,464	1,395,279	1,409,231	1,423,324	1,437,557
City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	866,246	874,909	883,658	892,494
Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	721,178	728,390	735,673	743,030
Law - Civil	825,669	679,317	974,797	921,433	921,433	980,618	995,113	1,005,065	1,015,115	1,025,266	1,035,519
Law-Criminal	709,570	768,882	776,142	916,028	916,028	995,576	1,013,080	1,023,210	1,033,442	1,043,777	1,054,215
Community Development	2,614,486	2,743,475	2,683,103	3,171,225	3,171,225	3,477,402	3,524,299	3,559,542	3,595,138	3,631,089	3,667,400
Economic Development	398,512	382,498	284,756	286,423	286,423	334,768	346,326	349,790	353,288	356,820	360,389
Community Services	917,560	875,800	975,180	911,305	911,305	1,183,217	1,203,690	1,215,727	1,227,884	1,240,163	1,252,565
Jail Contract Costs	2,712,884	-	-	-	-	-	-	-	-	-	-
911 Dispatch	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	3,333,000	3,366,330	3,399,993	3,433,993
Police	18,706,106	19,654,107	20,492,402	20,649,002	20,649,002	24,138,081	25,320,581	25,573,787	25,829,525	26,087,820	26,348,698
Parks, Recr & Cultural Svcs	3,808,310	4,561,865	4,193,695	4,720,147	4,720,147	4,949,176	5,000,901	5,050,910	5,101,419	5,152,434	5,203,958
Public Works	4,061,117	4,198,731	4,567,989	4,838,794	4,838,794	5,198,188	5,366,894	5,420,563	5,474,768	5,529,516	5,584,811
Non-Departmental	14,449,318	13,988,468	10,109,569	30,673,763	30,673,763	14,348,604	13,872,714	14,011,441	14,151,556	14,293,071	14,436,002
<b>Total Expenditures</b>	<b>\$ 57,128,581</b>	<b>\$ 56,408,925</b>	<b>\$ 53,464,236</b>	<b>\$ 76,001,058</b>	<b>\$ 76,001,058</b>	<b>\$ 65,504,112</b>	<b>\$ 66,895,648</b>	<b>\$ 67,564,605</b>	<b>\$ 68,240,251</b>	<b>\$ 68,922,653</b>	<b>\$ 69,611,880</b>
<b>Changes in Fund Balance</b>	<b>\$ 971,769</b>	<b>\$ 8,763,514</b>	<b>\$ (752,674)</b>	<b>\$ (10,750,708)</b>	<b>\$ (8,712,814)</b>	<b>\$ (2,934,406)</b>	<b>\$ (192,107)</b>	<b>\$ (151,300)</b>	<b>\$ (105,311)</b>	<b>\$ (53,112)</b>	<b>\$ 4,240</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 12,575,815</b>	<b>\$ 21,339,329</b>	<b>\$ 9,500,000</b>	<b>\$ 10,588,621</b>	<b>\$ 12,626,515</b>	<b>\$ 9,692,109</b>	<b>\$ 9,500,003</b>	<b>\$ 9,348,703</b>	<b>\$ 9,243,392</b>	<b>\$ 9,190,280</b>	<b>\$ 9,194,520</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

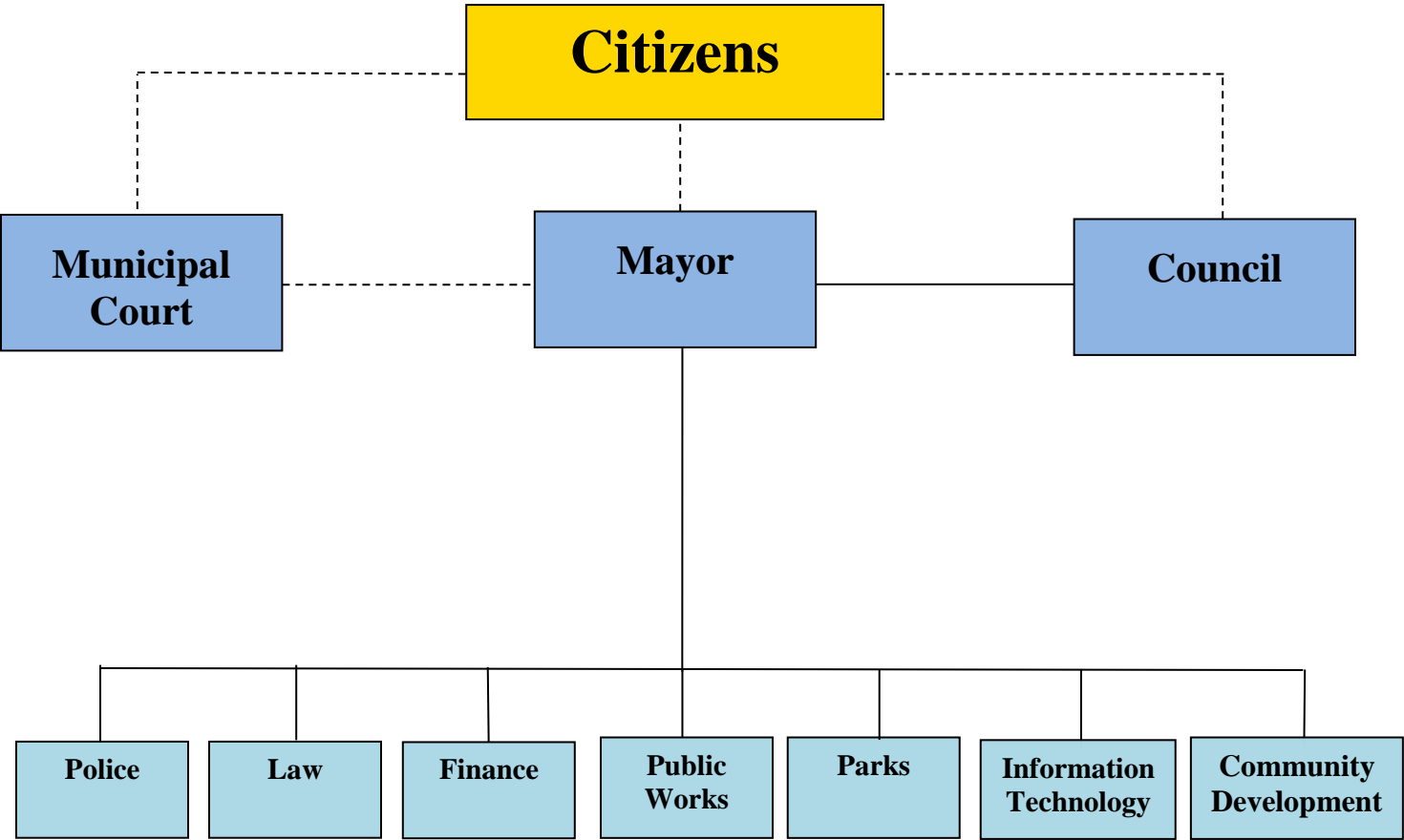
## ALL FUNDS LONG RANGE PLAN

Item	2020	2021	2022			2023	2024	2025	2026	2027	2028
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	Projected	Projected	Projected	Projected
<b>BEGINNING FUND BALANCE</b>	\$ 69,236,800	\$ 72,206,885	\$ 60,598,909	\$ 92,287,328	\$ 92,287,328	\$ 71,207,836	\$ 62,173,646	\$ 56,311,805	\$ 50,051,088	\$ 43,391,980	\$ 36,336,927
<b>OPERATING REVENUE:</b>											
Property Taxes	\$ 11,092,158	\$ 11,260,318	\$ 11,357,280	\$ 11,357,280	\$ 11,357,000	\$ 11,761,639	\$ 11,938,554	\$ 12,118,000	\$ 12,300,000	\$ 12,485,000	\$ 12,672,000
Sales Tax	16,127,570	17,494,058	15,949,755	16,949,755	18,589,455	19,825,000	20,996,000	21,416,000	21,844,000	22,281,000	22,727,000
Criminal Justice Sales Tax	2,807,139	3,270,840	3,027,361	3,027,361	3,200,000	3,027,361	3,027,361	3,042,000	3,057,000	3,072,000	3,087,000
Utility Tax	14,672,457	16,992,423	15,177,606	15,677,606	17,391,748	17,391,000	17,443,000	17,617,000	17,793,000	17,971,000	18,151,000
Real Estate Excise tax	4,467,111	5,174,908	3,640,000	4,421,454	6,015,754	5,521,000	5,576,000	5,632,000	5,688,000	5,745,000	5,802,000
Other Taxes	789,015	2,513,742	762,513	887,513	1,481,834	1,064,865	1,132,371	1,143,695	1,155,132	1,166,683	1,178,350
Licenses and Permits	3,916,412	3,843,510	3,800,552	3,800,552	4,429,444	4,295,044	3,892,249	3,931,171	3,970,483	4,010,188	4,050,290
Intergovernmental	13,357,061	19,303,885	8,691,893	30,834,979	29,925,764	15,210,453	9,297,950	9,297,950	9,297,950	9,297,950	9,297,950
Charges for Services	22,152,975	30,537,511	25,181,793	28,258,690	29,441,521	33,234,217	28,103,557	28,384,592	28,668,438	28,955,123	29,244,674
Fines and Penalties	2,898,187	3,782,220	3,699,428	3,699,428	4,483,000	3,828,937	3,916,040	3,916,040	3,916,040	3,916,040	3,916,040
Miscellaneous	2,589,913	2,221,859	4,152,311	3,902,311	3,736,310	4,236,456	46,239,456	46,239,456	46,239,456	46,239,456	46,239,456
Proprietary Fund Revenue	808,069	301,265	488,000	488,000	154,506	490,250	490,250	495,153	500,104	505,106	510,157
Other Financing Sources	21,927,070	24,776,267	20,672,812	23,535,699	23,496,699	25,837,751	29,296,593	29,589,559	29,885,455	30,184,310	30,486,153
<b>Total Revenues</b>	<b>\$ 117,605,137</b>	<b>\$ 141,472,804</b>	<b>\$ 116,601,304</b>	<b>\$ 146,840,628</b>	<b>\$ 153,703,035</b>	<b>\$ 145,723,974</b>	<b>\$ 181,349,382</b>	<b>\$ 182,822,617</b>	<b>\$ 184,315,059</b>	<b>\$ 185,828,855</b>	<b>\$ 187,362,069</b>
<b>OPERATING EXPENDITURE:</b>											
City Council	\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,581	\$ 517,545	\$ 516,779	\$ 521,947	\$ 527,167	\$ 532,438	\$ 537,763
Mayor's Office	1,507,449	1,745,119	1,574,923	1,746,301	1,746,301	2,163,763	2,181,453	2,203,267	2,225,300	2,247,553	2,270,029
Performing Arts & Event Center	1,452,916	1,653,440	2,299,757	2,631,641	2,631,641	2,483,359	2,483,359	2,508,193	2,533,275	2,558,607	2,584,193
Municipal Court	1,955,894	2,028,413	2,074,615	2,509,634	2,509,634	2,271,321	2,315,376	2,338,529	2,361,915	2,385,534	2,409,389
Finance	1,023,437	1,128,174	1,287,736	1,077,480	1,077,480	1,331,417	1,381,464	1,395,279	1,409,231	1,423,324	1,437,557
City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	866,246	874,909	883,658	892,494
Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	721,178	728,390	735,673	743,030
Information Technology	2,473,826	2,542,978	2,906,915	4,461,315	4,461,315	3,801,130	3,555,442	3,590,996	3,626,906	3,663,175	3,699,807
Law -Civil	3,174,499	2,469,910	2,461,072	2,635,812	2,635,812	3,638,381	3,324,244	3,357,487	3,391,062	3,424,972	3,459,222
Law-Criminal	946,893	1,016,846	1,055,138	1,195,024	1,195,024	1,303,785	1,331,928	1,345,247	1,358,700	1,372,287	1,386,009
Community Development	2,715,958	2,839,527	2,792,217	3,530,338	3,530,338	3,722,867	3,774,224	3,811,967	3,850,086	3,888,587	3,927,473
Economic Development	427,297	416,890	439,756	441,423	441,423	399,768	411,326	415,440	419,594	423,790	428,028
Community Services	1,862,645	1,964,717	1,733,503	3,143,371	3,143,371	2,069,410	1,993,407	2,013,341	2,033,475	2,053,810	2,074,348
Jail Contract Costs	2,712,884	2,223,602	3,319,584	1,819,584	1,819,584	2,500,000	2,700,000	2,727,000	2,754,270	2,781,813	2,809,631
911 Dispatch	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	3,333,000	3,366,330	3,399,993	3,433,993
Police	23,103,329	24,802,094	25,343,757	26,246,162	26,246,162	29,887,715	31,500,265	31,815,268	32,133,420	32,454,755	32,779,302
Parks, Recr & Cultural Svcs	6,662,136	8,888,413	8,969,962	9,816,314	9,816,314	9,368,489	10,234,412	10,336,756	10,440,124	10,544,525	10,649,970
Public Works	21,424,781	26,471,164	26,436,182	52,626,958	52,626,958	43,671,384	71,979,382	72,699,176	73,426,167	74,160,429	74,902,033
Non-Departmental	38,921,516	36,714,126	34,263,378	56,356,858	56,414,858	41,001,909	42,656,452	43,083,017	43,513,847	43,948,985	44,388,475
<b>Total Expenditures</b>	<b>\$ 114,635,052</b>	<b>\$ 121,392,361</b>	<b>\$ 121,334,610</b>	<b>\$ 174,724,524</b>	<b>\$ 174,782,524</b>	<b>\$ 154,758,165</b>	<b>\$ 187,211,223</b>	<b>\$ 189,083,333</b>	<b>\$ 190,974,167</b>	<b>\$ 192,883,908</b>	<b>\$ 194,812,747</b>
<b>Changes in Fund Balance</b>	<b>\$ 2,970,085</b>	<b>\$ 20,080,443</b>	<b>\$ (4,733,306)</b>	<b>\$ (27,883,896)</b>	<b>\$ (21,079,489)</b>	<b>\$ (9,034,191)</b>	<b>\$ (5,861,841)</b>	<b>\$ (6,260,716)</b>	<b>\$ (6,659,108)</b>	<b>\$ (7,055,054)</b>	<b>\$ (7,450,679)</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 72,206,885</b>	<b>\$ 92,287,328</b>	<b>\$ 55,865,604</b>	<b>\$ 64,403,432</b>	<b>\$ 71,207,836</b>	<b>\$ 62,173,646</b>	<b>\$ 56,311,805</b>	<b>\$ 50,051,088</b>	<b>\$ 43,391,980</b>	<b>\$ 36,336,927</b>	<b>\$ 28,886,248</b>

# OPERATING BUDGETS BY DEPARTMENT

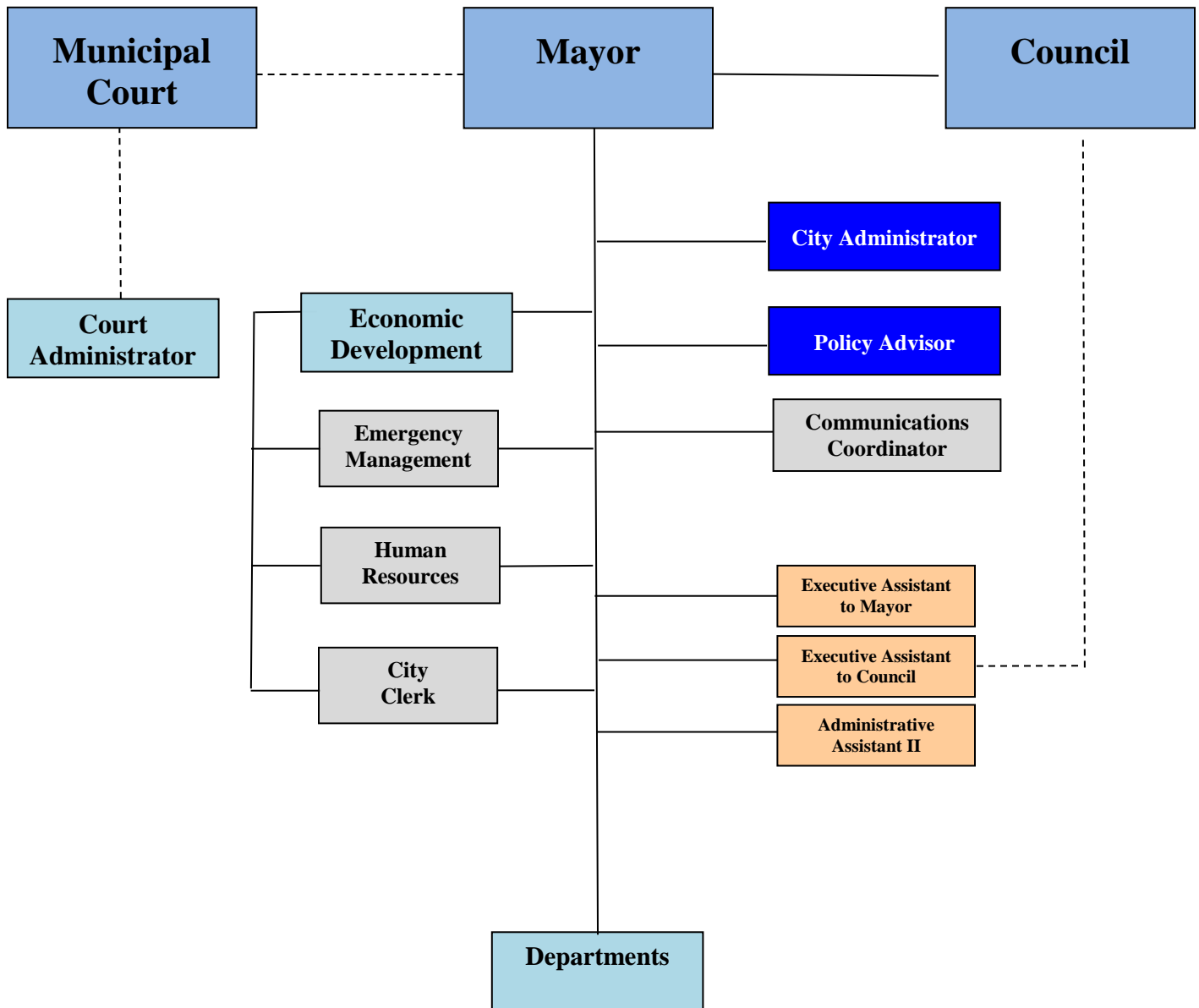


CITY OF FEDERAL WAY ORGANIZATION CHART



**MAYOR'S OFFICE**

*Mayor Jim Ferrell*



**MAYOR'S OFFICE**

Mayor Jim Ferrell

**DEPARTMENT POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	99a
City Administrator*	-	-	-	-	-	1.00	1.00	n/a
Intergovt/Public Affairs Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Policy Advisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Graphics Coordinator	0.34	0.34	0.34	0.34	0.34	0.34	0.34	34
Executive Assistant to Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
Director-Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58i
Administrative Assistant I	-	1.00	-	1.00	1.00	1.00	1.00	18
Emergency Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	52
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	64
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	39
Diversity, Equity, Inclusion Coordinator	-	0.50	-	-	-	-	-	39
Human Resources Technician*	-	-	-	-	-	1.00	1.00	na
Public Records Officer*	-	-	-	-	-	1.00	1.00	na
Administrative Assistant II*	-	0.50	-	-	0.50	-	-	28
Administrative Assistant I	0.50	-	0.50	0.50	-	-	-	18
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36a
Administrative Assistant II	-	0.50	-	-	0.50	0.50	0.50	28
Administrative Assistant I	0.50	-	0.50	0.50	-	-	-	18
<b>Total Regular Staffing</b>	13.34	14.84	13.34	14.34	14.34	16.84	16.84	n/a
<b>Change from prior year</b>	-	1.50	(1.50)	1.00	-	2.50	-	n/a
<b>Grand Total Staffing</b>	13.34	14.84	13.34	14.34	14.34	16.84	16.84	n/a

\* 1 FTE City Administrator added to Mayor's office

\* 0.5 FTE Administrative Assistant II reclassified to 1.0 FTE Human Resources Technician in Human Resources Department

\* 1 FTE Public Records Officer added to City Clerk Department

**MAYOR'S OFFICE**

Mayor Jim Ferrell

**DEPARTMENT OVERVIEW**

**PURPOSE/DESCRIPTION:**

The Mayor's Office is the executive branch of City government; the Mayor, who is elected and provides management direction and coordination of all City departments and activities, in accordance with policy direction of the City Council.

The Mayor's Office includes the following divisions; Administration, Economic Development, Emergency Management, Human Resources, and City Clerk.



**GOALS/OBJECTIVES:**

- Instill a customer service culture and can-do attitude in the City Government.
- Develop the biennial budget and manage city resources in a responsible and responsive manner.
- Lead and coordinate the City's role in local, regional, and federal issues.
- Implement Economic Development initiatives.
- Facilitate Council decision making and policy development by providing unbiased, thorough, and professional analysis.
- Execute City services authorized by the Council-adopted budget.
- Lead and coordinate communications with citizens, the news media, and city employees.

**DEPARTMENT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
MO	Admin	\$ 662,442	\$ 865,309	\$ 715,168	\$ 886,546	\$ 886,546	\$ 1,184,417	\$ 1,202,107	\$ 297,872	33.6%
ED	Economic Development	398,512	382,498	284,756	286,423	286,423	334,768	346,326	48,344	16.9%
CK	City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	229,151	37.0%
HR	Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	103,601	17.4%
Subtotal Operating Exp.:		\$ 2,140,102	\$ 2,643,044	\$ 2,096,654	\$ 2,387,006	\$ 2,387,006	\$ 3,065,974	\$ 3,120,141	\$ 678,968	28.4%
Other Funds Operating Expenditure Summary:										
101	Emergency Operations	\$ 188,786	\$ 204,237	\$ 208,679	\$ 208,679	\$ 208,679	\$ 228,270	\$ 228,270	\$ 19,590	9.4%
114	Proposition 1	656,222	675,573	651,076	651,076	651,076	751,076	751,076	100,000	15.4%
109	Hotel Motel Lodging Tax	28,785	34,393	155,000	155,000	155,000	65,000	65,000	(90,000)	-58.1%
Subtotal Operating Exp.:		\$ 873,793	\$ 914,203	\$ 1,014,755	\$ 1,014,755	\$ 1,014,755	\$ 1,044,346	\$ 1,044,346	\$ 29,590	2.9%
Total Expenditures:		\$ 3,013,895	\$ 3,557,247	\$ 3,111,409	\$ 3,401,761	\$ 3,401,761	\$ 4,110,320	\$ 4,164,486	\$ 708,559	20.8%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Mayor's Office's proposed operating budget totals \$4.11M in 2023 and \$4.16M in 2024. This is a 20.8% or \$0.71M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line items changes include:

- **Salaries & Wages/Benefits** – Increase of \$0.60M is due to reclassifying a Human Resources Technician position from Administration Assistant II, adding a City Clerk Public Records Officer position, and adding a City Administrator position.
- **Services and Charges** – Increase of \$0.10M is due to increase in public defender contracted services.

### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,301,611	\$ 1,496,140	\$ 1,285,916	\$ 1,406,130	\$ 1,406,130	\$ 1,912,448	\$ 1,953,074	\$ 506,317	36.0%
2XX	Benefits	468,572	508,537	487,698	481,232	481,232	571,801	583,019	90,569	18.8%
3XX	Supplies	14,090	28,485	20,711	27,293	27,293	28,499	28,499	1,206	4.4%
4XX	Services and Charges	982,966	1,087,294	1,088,634	1,208,655	1,208,655	1,219,122	1,221,445	10,466	0.9%
5XX	Intergovernmental	245,061	436,792	228,450	278,450	278,450	378,450	378,450	100,000	35.9%
6XX	Capital Outlays	1,596	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 3,013,895	\$ 3,557,247	\$ 3,111,409	\$ 3,401,761	\$ 3,401,761	\$ 4,110,320	\$ 4,164,486	\$ 708,559	20.8%

**MAYOR'S OFFICE - ADMINISTRATION**

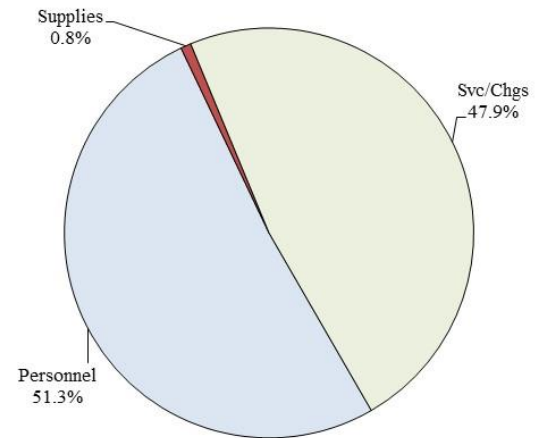
*Mayor Jim Ferrell*

**PURPOSE/DESCRIPTION:**

The City of Federal Way has a Mayor/Council form of government; the elected mayor is the chief executive officer of the City with management authority over all City departments. The mayor prepares the city budget for city council approval, then executes the operational implementation of all priorities funded by the adopted budget.

The Mayor's Office Administrative staff includes communications, public defender, and government affairs, and the Mayor's Office manages the Federal/State Lobbyist and media relations.

**2023 Proposed Expenditures by Category**



**GOALS/OBJECTIVES:**

- Ensure effective management and deployment of human, financial and material resources of the city as a whole

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Total FTEs managed <sup>1</sup>	386.68	386.10	397.60	397.60
• Total expenditure budget managed (in millions of \$)	\$121.39	\$174.78	\$154.76	\$187.21
<b>Efficiency Measures:</b>				
• Employees per 1000 population <sup>2</sup>	4	4	4	4
• General fund and Street Fund budget per capita <sup>2</sup>	\$554.66	\$747.31	\$644.09	\$657.77

1. Includes total authorized Full-Time Equivalents (FTE).

2. Population based on 2021 figures 101,700.

## CITY OF FEDERAL WAY 2023-24 BUDGET

### MAYOR'S OFFICE - ADMINISTRATION

Mayor Jim Ferrell

#### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	99a
City Administrator	-	-	-	-	-	1.00	1.00	n/a
Intergovt/Public Affairs Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Policy Advisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Graphics Coordinator	0.34	0.34	0.34	0.34	0.34	0.34	0.34	34
Executive Assistant to Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
<b>Total Regular Staffing</b>	5.34	5.34	5.34	5.34	5.34	6.34	6.34	n/a
<b>Change from prior year</b>	-	-	-	-	-	1.00	-	n/a
<b>Grand Total Staffing</b>	5.34	5.34	5.34	5.34	5.34	6.34	6.34	n/a

#### HIGHLIGHTS/CHANGES:

The Mayor's Office Administration proposed operating budget totals \$1.94M in 2023 and \$1.95M in 2024. This is a 25.9% or \$0.40M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line items changes include:

- **Salaries & Wages/Benefits** – Increase of 0.29M is due to adding a City Administrator position.
- **Services and Charges** – Increase of 0.11M primarily due to increase in public defender contracted services.

#### EXPENDITURE SUMMARY:

#### MAYOR'S OFFICE ADMINISTRATION – GENERAL FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 402,662	\$ 482,116	\$ 460,852	\$ 508,060	\$ 508,060	\$ 787,741	\$ 800,560	\$ 279,681	55.0%
2XX	Benefits	164,596	189,434	175,124	198,691	198,691	204,342	209,213	5,650	2.8%
3XX	Supplies	10,256	19,304	6,070	12,652	12,652	15,858	15,858	3,206	25.3%
4XX	Services and Charges	84,927	174,455	73,122	167,143	167,143	176,477	176,477	9,333	5.6%
Total Expenditures:		\$ 662,442	\$ 865,309	\$ 715,168	\$ 886,546	\$ 886,546	\$ 1,184,417	\$ 1,202,107	\$ 297,872	33.6%

#### MAYOR'S OFFICE ADMINISTRATION – UTILITY TAX PROPOSITION 1 FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
4XX	Services and Charges	\$ 656,222	\$ 675,573	\$ 651,076	\$ 651,076	\$ 651,076	\$ 751,076	\$ 751,076	\$ 100,000	15.4%
Total Expenditures:		\$ 656,222	\$ 675,573	\$ 651,076	\$ 651,076	\$ 651,076	\$ 751,076	\$ 751,076	\$ 100,000	15.4%

**MAYOR'S OFFICE - ECONOMIC DEVELOPMENT**

**PURPOSE/DESCRIPTION:**

Economic Development's mission is to pursue and retain, jobs and economic investments within the City of Federal Way.

**GOALS/OBJECTIVES:**

- Measurably contribute to a more sustainable and diversified economy.
- Help attract, expand & retain businesses, jobs and investments through new development and redevelopment)
- Build, enhance and promote City brand

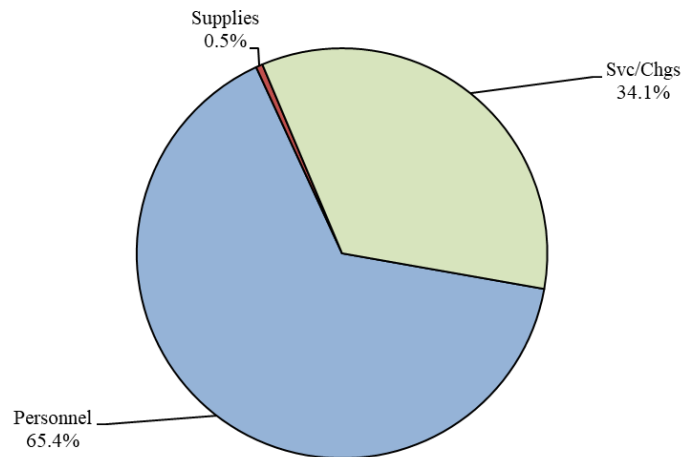
**2021/2022 ACCOMPLISHMENTS**

- "The Hub: Federal Way Higher Education Center" was opened in Fall 2021 to bring local access to higher education in Federal Way for current professionals and older students.
- Information, and technical job numbers increased by 55%, and 25%, respectively as result of "The Tech Hub Action Plan" (2021).
- Businesses displaced by the FW light rail station were retained and relocated within Federal Way city limits as part of efforts to attract, retain and expand businesses of all sizes in Federal Way.
- Preliminary work on the Economic Development "Five-year Plan" has been completed, ready to be adopted and advanced by a new incoming Economic Development director.

**2023/2024 GOALS**

- Fill Economic Development Director and support staff vacancies.
- Complete new "Five-year Plan" making gains in Information, Technical, and Retail sectors that build upon foundational gains in Social Service and Healthcare.
- Continue analysis and planful contributions with focus on Childcare, Seniors, Digital Banking and Broadband.

**2023 Proposed Expenditures by Category**



## MAYOR'S OFFICE - ECONOMIC DEVELOPMENT

## POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
General Fund:								
Director-Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58i
Administrative Assistant I	-	1.00	-	1.00	1.00	1.00	1.00	18
Total General Fund:	1.00	2.00	1.00	2.00	2.00	2.00	2.00	n/a
Total Regular Staffing	1.00	2.00	1.00	2.00	2.00	2.00	2.00	n/a
Change from prior year	-	1.00	(1.00)	1.00	-	-	-	n/a
Grand Total Staffing	1.00	2.00	1.00	2.00	2.00	2.00	2.00	n/a

## HIGHLIGHTS/CHANGES:

The Economic Development Division proposed operating budget totals \$0.40M in 2023 and \$0.41M in 2024. This is a 9.4% or \$0.04M decrease to the 2023 proposed budget from the 2022 adjusted budget. The below table includes the General Fund and the Hotel/Motel Lodging Tax fund.

## EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 249,119	\$ 256,827	\$ 153,072	\$ 176,725	\$ 176,725	\$ 189,312	\$ 197,688	\$ 12,587	7.1%
2XX	Benefits	51,703	60,087	58,167	36,182	36,182	71,939	75,121	35,757	98.8%
3XX	Supplies	2,409	5,846	4,100	4,100	4,100	2,100	2,100	(2,000)	-48.8%
4XX	Services and Charges	122,470	94,130	224,417	224,417	224,417	136,417	136,417	(88,000)	-39.2%
6XX	Capital Outlay	1,596	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 427,297	\$ 416,890	\$ 439,756	\$ 441,423	\$ 441,423	\$ 399,768	\$ 411,326	\$ (41,656)	-9.4%

**MAYOR'S OFFICE – EMERGENCY MANAGEMENT****PURPOSE/DESCRIPTION:**

The mission of Emergency Management is to prepare for natural or manmade disasters through public education, training, planning and building interagency cooperation.

**GOALS/OBJECTIVES:**

Ensure that the Emergency Management program stays compliant with the National Incident Management System so that the City stays eligible for Department of Homeland Security grant funding via the Emergency Operations Plan, training and using the Incident Command System.

Ensure that the City and the Greater Federal Way community can respond to and recover from disasters via exercises, drills, training and maintaining the emergency operations center in a state of constant readiness.

Continue incident response training and exercises for all staff assigned to the Greater Federal Way Emergency Operations Center.

Deliver outreach to the community, offering training and education materials or presentation on preparedness.

Continue to develop relationships with the community, faith-based organizations and other community service organizations in order to better prepare the community for disasters.

**POSITION INVENTORY:**

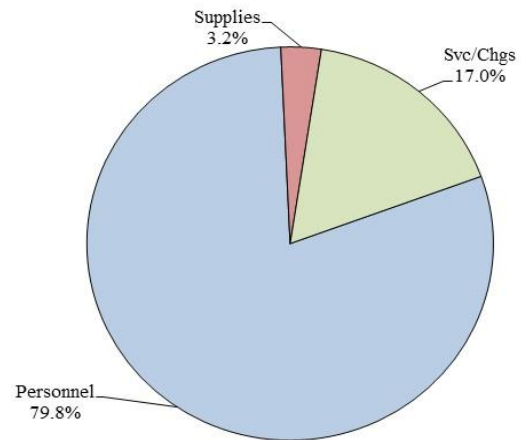
Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Emergency Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	<b>52</b>
<b>Total Regular Staffing</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$0.23M in 2023 and \$0.23M in 2024. This is a 9.4% or \$0.02M increase to the 2023 proposed budget from the 2022 adjusted budget.

**EXPENDITURE SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 108,020	\$ 120,019	\$ 117,840	\$ 117,840	\$ 117,840	\$ 132,036	\$ 132,036	\$ 14,196	12.0%
2XX	Benefits	43,266	46,718	44,779	44,779	44,779	50,174	50,174	5,394	12.0%
3XX	Supplies	-	-	7,300	7,300	7,300	7,300	7,300	-	0.0%
4XX	Services and Charges	37,500	37,500	38,760	38,760	38,760	38,760	38,760	-	0.0%
Total Expenditures:		\$ 188,786	\$ 204,237	\$ 208,679	\$ 208,679	\$ 208,679	\$ 228,270	\$ 228,270	\$ 19,590	9.4%

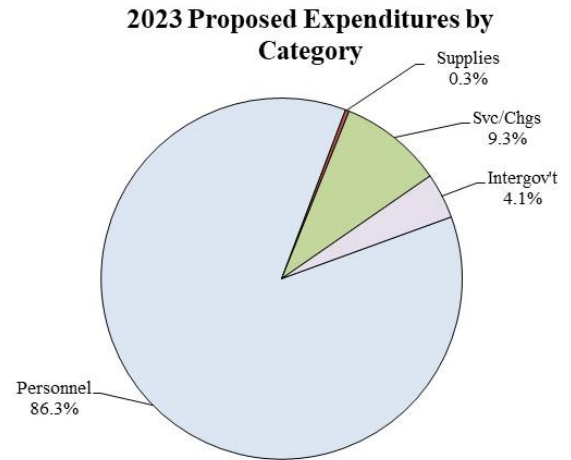
**2023 Proposed Expenditures by Category**

**MAYOR'S OFFICE – HUMAN RESOURCES**

*Vanessa Audett, Manager*

**PURPOSE/DESCRIPTION:**

This program provides management, administration, and coordination of the City's human resources functions and support of organizational development. The purpose of the program is to maintain a fair and equitable human resource management system by balancing the needs of employees and the City, and to ensure compliance with applicable rules and regulations. In addition, the division provides the support services of city-wide purchasing business cards and stationery, coordination of the Safety Committee, Federal Way Retirement System Board, Civil Service and worker's compensation claims processing.



**GOALS/OBJECTIVES:**

- Balance fiscal stewardship with employee welfare.
- Attract and retain a highly qualified, diverse workforce.
- Foster amicable employee/labor relations.
- Promote employee wellness, safety, productivity, and high performance.
- Ensure compliance with laws and regulations.
- Maintain consistency and fairness when implementing policy, decisions, and direction.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of employee applications processed	2,392	2,400	2,500	2,500
• Number of Public Safety Testing applications processed	218	225	230	230
• Number of recruitments coordinated	72	90	90	90
• Number of training hours provided	500	500	500	500
• Number of Wellness Your Way Accounts Managed	450	444	448	448
• Number of Onsite Biometric Participants	0	280	285	285
<b>Outcome Measures:</b>				
• % new employee orientations given in 3 days of employment	100%	100%	100%	100%
• Percent exit interviews completed	100%	100%	100%	100%
• Employee turnover rate	19%	20%	20%	20%
• Percent of minority employees in City workforce	30%	30%	30%	30%
• Worker's compensation experience factor	.8107	.8107	.8107	.8107

## CITY OF FEDERAL WAY 2023-24 BUDGET

### MAYOR'S OFFICE – HUMAN RESOURCES

Vanessa Audett, Manager

#### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	64
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	39
Human Resources Technician	-	-	-	-	-	1.00	1.00	na
Diversity, Equity, Inclusion Coordinator	-	0.50	-	-	-	-	-	39
Administrative Assistant II	-	0.50	-	-	0.50	-	-	28
Administrative Assistant I	0.50	-	0.50	0.50	-	-	-	18
<b>Total Regular Staffing</b>	3.50	4.00	3.50	3.50	3.50	4.00	4.00	n/a
<b>Change from prior year</b>	-	0.50	(0.50)	-	-	0.50	-	n/a
<b>Grand Total Staffing</b>	3.50	4.00	3.50	3.50	3.50	4.00	4.00	n/a

#### HIGHLIGHTS/CHANGES:

The Human Resource Division's proposed operating budget totals \$0.70M in 2023 and \$0.71M in 2024. This is a 17.4% or \$0.10M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits-** Increase of \$0.12M primarily due to 0.5 FTE Administrative Assistant II reclassified to 1.0 FTE Human Resources Technician

#### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 318,147	\$ 404,834	\$ 328,588	\$ 373,857	\$ 373,857	\$ 451,791	\$ 462,724	\$ 77,934	20.8%
2XX	Benefits	123,183	124,811	123,913	110,948	110,948	150,883	153,439	39,935	36.0%
3XX	Supplies	1,245	1,855	2,370	2,370	2,370	2,370	2,370	-	0.0%
4XX	Services and Charges	41,195	52,471	52,998	78,998	78,998	64,731	67,054	(14,267)	-18.1%
5XX	Intergovernmental	-	6,442	28,450	28,450	28,450	28,450	28,450	-	0.0%
Total Expenditures:		\$ 483,770	\$ 590,414	\$ 536,319	\$ 594,623	\$ 594,623	\$ 698,224	\$ 714,037	\$ 103,601	17.4%

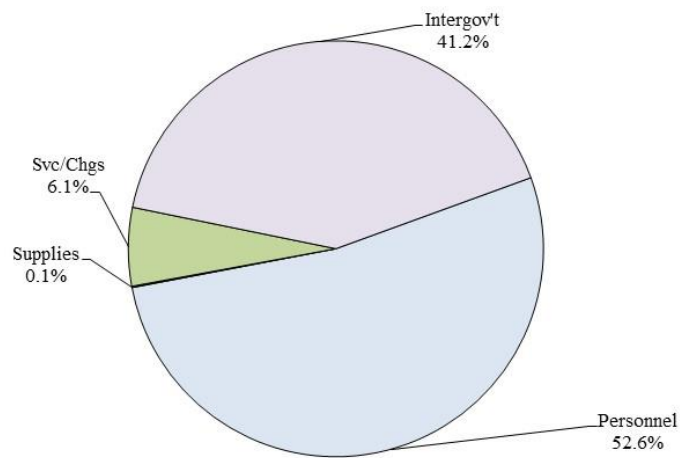
**MAYOR'S OFFICE – CITY CLERK**

*Stephanie Courtney, City Clerk*

**2021/2022 ACCOMPLISHMENTS**

- In response to the Governor's continued State of Emergency related to COVID-19, the Clerk's Office tracked and provided updated guidance and procedures to city staff, elected officials and the public for public city meetings, ensuring continued public participation and that the business of the city was not interrupted.
- Leveraged a training reimbursement opportunity from WCIA (Washington Cities Insurance Authority) enabling the City Clerk and Administrative Assistant to each attend training through the Northwest Clerk's Institute at the University of Puget Sound Campus.
- The Deputy City Clerk became Laserfiche Gold Certified, providing a solid and diverse knowledge base for all Laserfiche applications used by the city in an effort to begin leveraging the program for more than just a record repository.
- Introduced automated workflow processes through the Laserfiche system. This will improve accuracy and efficiency of processes throughout the city, and streamline automated filing of records related to public meetings and city contracts.

**2023 Proposed Expenditures by Category**



**PURPOSE/DESCRIPTION:**

The City Clerk's function documents all City Council Meetings; prepares Council meeting agendas, materials, and official minutes; administers city records per State guidelines; administers requests for public documents; maintains and updates information about the City, City Council, Commissions and Committees; administers Oaths of Office to Elected Officials; prepares and ensures timely publication of Public Notices; maintains the official City records and files, including Ordinances, Resolutions, and Contracts/Agreements; coordinates the City's Land Use Hearing Examiner program; Enforce Business Licensing regulations; performs Notary Public services.

**GOALS/OBJECTIVES:**

- Ensure smooth proceedings of City Council Regular and Special Meetings
- Provide consistent and accountable customer service to citizens, Councilmembers, and city staff by identifying opportunities to extend and improve services to meet the changing needs of our community
- Facilitate the disclosure of public records in an open, timely, and transparent manner
- Enable citizens to actively engage through involvement and participation in public meetings
- Revise internal workflow procedures to reduce the need for unnecessary paper duplication of City Council meeting materials
- Increase online subscriptions to council meeting agendas and automatic notifications of public meetings

**MAYOR'S OFFICE – CITY CLERK**

*Stephanie Courtney, City Clerk*

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Agenda Bills processed and submitted to the City Council for approval	306	268	275	275
• Legal Notices prepared and published annually	64	72	70	70
• Sets of Official Minutes prepared	47	44	45	45
• Citizens/Residents/Public who provided comment at City Council meetings	375	267	275	275
• City Council Ordinances processed	22	20	20	20
• City Council Resolutions processed	14	22	20	20
• City Agreements and Amendments processed	247	255	250	265
• City Meetings noticed per the Open Public Meetings Act	244	260	265	270
• Applications processed for Citizen Commissions/Committees/Boards	41	43	40	40
• Public Record Requests received	429	478	475	475
• Number of Boxes of stored records that met retention	206	71	100	100
<b>Outcome Measures:</b>				
• Public Records Requests administered within 5-days per RCW 42.56.	100%	100%	100%	100%
• Ordinances and Resolutions processed within 5-days.	100%	100%	100%	100%
• Required legal postings, including agendas, minutes are posted on the city website in compliance with state law.	100%	100%	100%	100%
• Accurate and timely preparation of City Council meeting packet materials	100%	100%	100%	100%
• Meeting materials provided to City Council 4-days prior to meetings	100%	100%	100%	100%
• Draft minutes submitted for approval by next meeting date	100%	100%	100%	100%
• Fully executed contracts (and amendments) processed within 3-working days	100%	100%	100%	100%
• Official City Meeting Calendar published to satisfy OPMA requirements	100%	100%	100%	100%

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36a
Public Records Officer	-	-	-	-	-	1.00	1.00	na
Administrative Assistant II	-	0.50	-	-	0.50	0.50	0.50	28
Administrative Assistant I	0.50	-	0.50	0.50	-	-	-	18
<b>Total Regular Staffing</b>	2.50	2.50	2.50	2.50	2.50	3.50	3.50	n/a
<b>Change from prior year</b>	-	-	-	-	-	1.00	-	n/a
<b>Grand Total Staffing</b>	2.50	2.50	2.50	2.50	2.50	3.50	3.50	n/a

**MAYOR'S OFFICE – CITY CLERK**

*Stephanie Courtney, City Clerk*

**HIGHLIGHTS/CHANGES:**

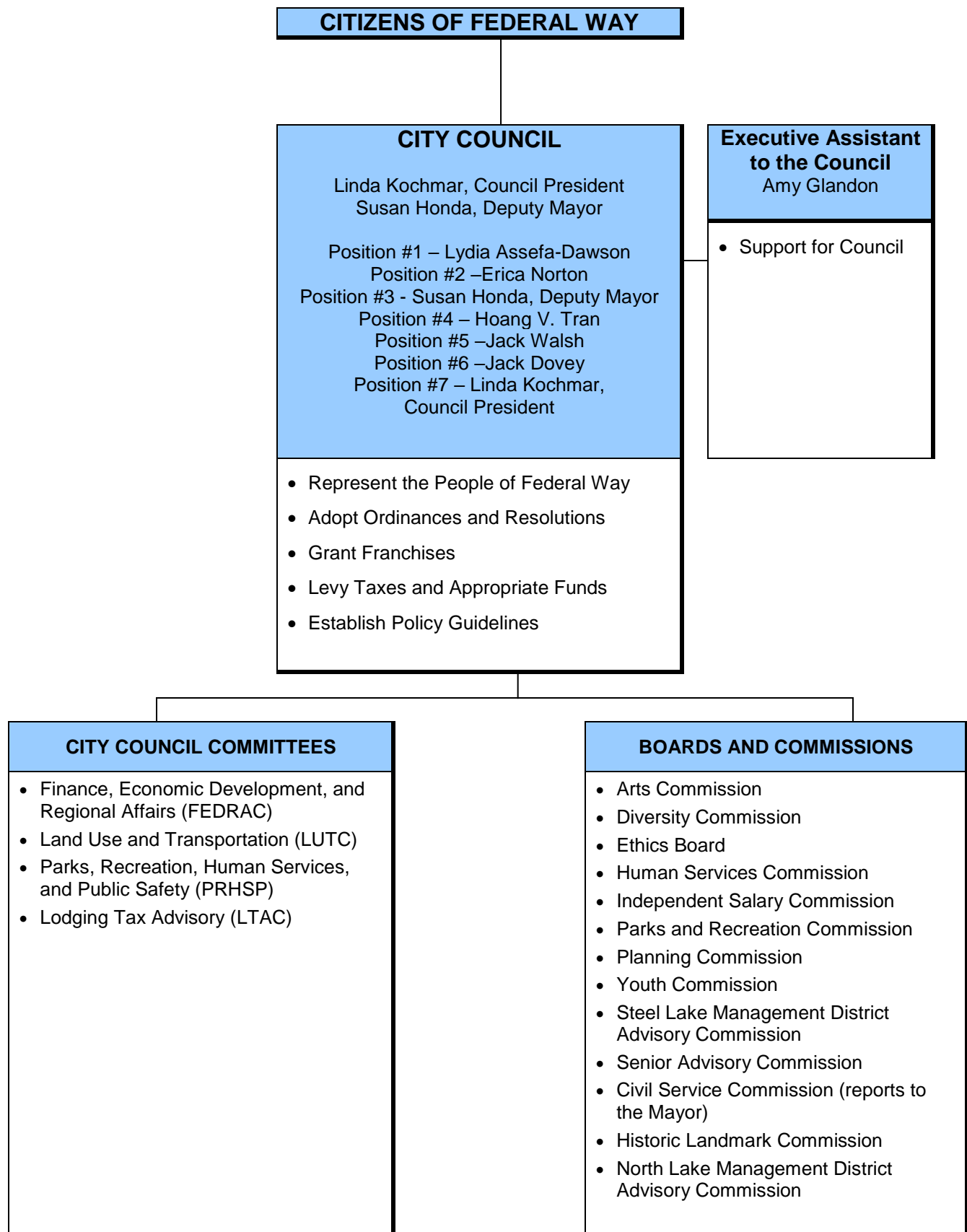
The City Clerk's proposed operating budget totals \$0.85M in 2023 and \$0.86M in 2024. This is a 37.0% or \$0.23M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Increase of \$0.13M due to adding a Public Records Officer position
- **Intergovernmental** – Increase of \$0.10M due to increased election costs.

**EXPENDITURE SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 223,664	\$ 232,343	\$ 225,564	\$ 229,649	\$ 229,649	\$ 351,569	\$ 360,066	\$ 121,919	53.1%
2XX	Benefits	85,823	87,488	85,714	90,632	90,632	94,464	95,071	3,832	4.2%
3XX	Supplies	179	1,480	871	871	871	871	871	-	0.0%
4XX	Services and Charges	40,652	53,163	48,261	48,261	48,261	51,661	51,661	3,400	7.0%
5XX	Intergovernmental	245,061	430,349	200,000	250,000	250,000	350,000	350,000	100,000	40.0%
Total Expenditures:		\$ 595,379	\$ 804,823	\$ 560,410	\$ 619,413	\$ 619,413	\$ 848,565	\$ 857,669	\$ 229,151	37.0%

**CITY COUNCIL**



**CITY COUNCIL**

**DEPARTMENT OVERVIEW**

**PURPOSE/DESCRIPTION:**

The City Council is the seven-member legislative branch of city government elected by and representing the people of Federal Way. Council Members elect one of their members as the Council President and the Mayor is elected by Federal Way residents. The City Council is the policy determining body of the City and exercises all legislative powers authorized under the State Constitution which are not specifically denied by State law, including adoption of ordinances, levying of taxes, and appropriation of funds.



Budgeted expenses include statewide association dues, training and education, travel reimbursement, supplies and other operating expenses.

**GOALS/OBJECTIVES:**

- Integrate the public safety strategy into all facets of City operations, building on a strong community-based approach.
- Create a multi-use urban city center that is pedestrian friendly, linked to neighborhoods and parks, and services as the social and economic hub of the City.
- Establish Federal Way as an economic leader and job center in South King County by attracting a regional market for high quality office and retail businesses.
- Maintain the capital facilities plan and provide financing options for transportation and surface water improvements, parks, recreation, cultural arts and public facilities.
- Ensure a responsive service culture within the City organization where employees listen carefully, treat citizens and each other respectfully and solve problems creatively, efficiently, and proactively.
- Position Federal Way as a regional leader by working collaboratively with other local and regional jurisdictions in order to leverage resources.
- Increase sustainable revenue streams to fully fund the city budget, programs and infrastructure.
- Address public safety issues for residents and businesses.
- City government will develop a plan to realize our 2030 vision of becoming a tech hub.
- Develop a plan to address and prevent homelessness and related issues.

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Council President	-	-	-	0.50	0.50	0.50	0.50	01c
Deputy Mayor	0.50	0.50	0.50	0.50	0.50	0.50	0.50	01c
Council Member*	3.00	3.00	3.00	2.50	2.50	2.50	2.50	01a
Executive Assistant to Council	0.70	0.70	0.70	0.70	0.70	1.00	1.00	34
<b>Total Regular Staffing</b>	4.20	4.20	4.20	4.20	4.20	4.50	4.50	n/a
<b>Change from prior year</b>		-	-	-	-	0.30	-	n/a
<b>Grand Total Staffing</b>	4.20	4.20	4.20	4.20	4.20	4.50	4.50	n/a

\*7 Council Members at 0.50 FTE each, includes Deputy Mayor, and Council President.

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

### **CITY COUNCIL**

#### **HIGHLIGHTS/CHANGES:**

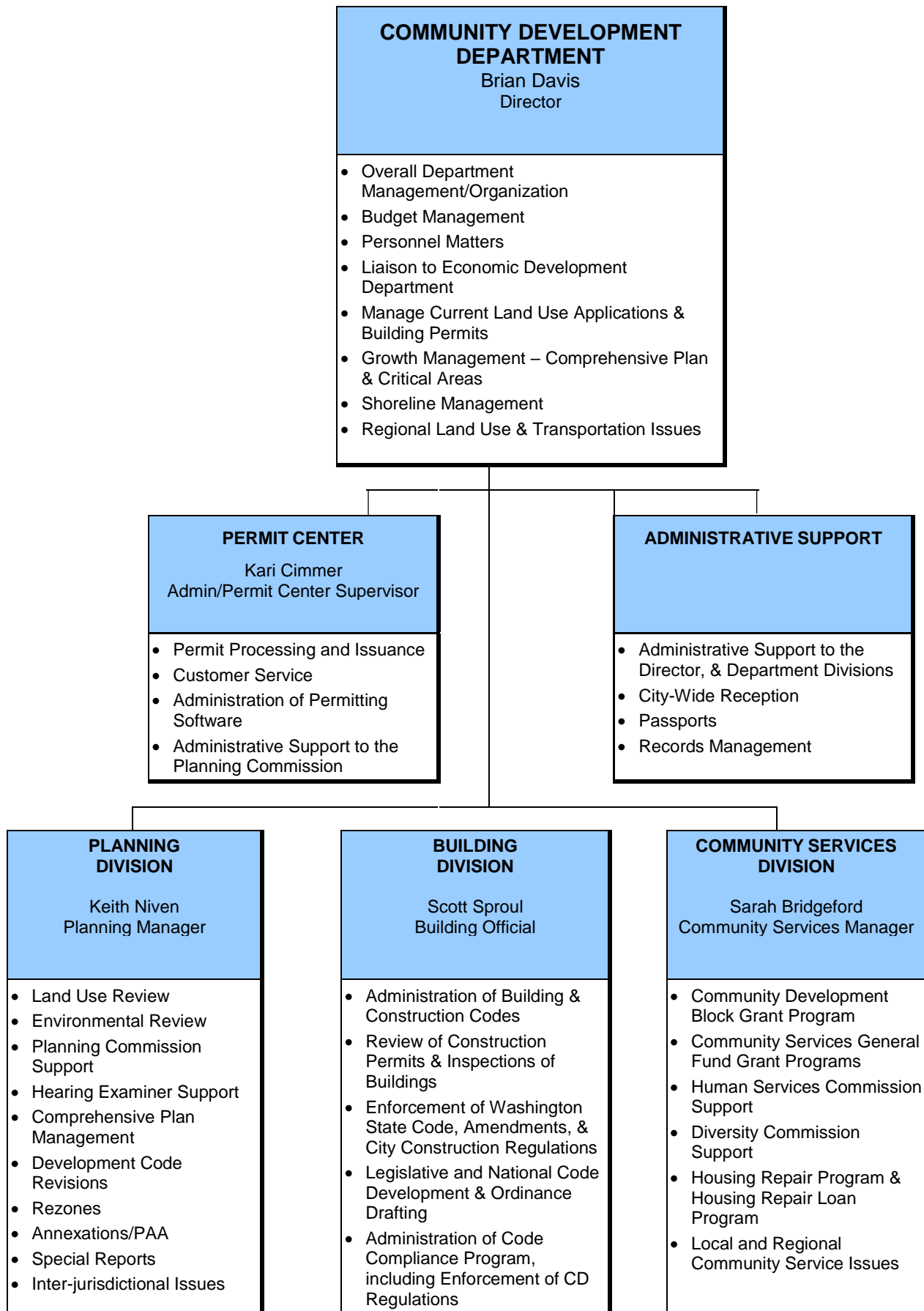
The City Council's proposed operating budget totals \$0.52M in 2023 and \$0.52M in 2024. This is a 1.2% or \$0.006M decrease to the 2023 proposed budget from the 2022 adjusted budget.

#### **EXPENDITURE SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 162,679	\$ 178,965	\$ 168,512	\$ 190,178	\$ 190,178	\$ 186,224	\$ 189,568	\$ (3,953)	-2.1%
2XX	Benefits	87,040	88,469	120,527	91,748	91,748	105,065	105,956	13,318	14.5%
3XX	Supplies	6,756	4,911	6,537	6,537	6,537	6,537	6,537	-	0.0%
4XX	Services and Charges	214,844	232,155	235,118	235,118	235,118	219,718	214,718	(15,400)	-6.5%
Total Expenditures:		\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,580	\$ 517,545	\$ 516,779	\$ (6,035)	-1.2%

**COMMUNITY DEVELOPMENT**

*Brian Davis, Director*



**2021/2022 ACCOMPLISHMENTS**

- Completed staff training and integration of BlueBeam Revu, a digital plan review system
- Completed initial work to integrate with MyBuildingPermit, an online program that will facilitate a smoother intake of permit applications
- Annual Comprehensive Plan (Comp Plan) Amendments
- Initiated Code Updates resulting from HB 1220
- Won a Dept. of Commerce Grant for Housing Action Plan – Housing Production
- Sound Transit TC-3 Planning and Development
- S 320<sup>th</sup> DIP Planning
- Various Title 18 and 19 Code Amendments
- South Sound Transit Station Sub-Area Plan
- Downtown Planning
- Writing a new Comp Plan Chapter – Arts/Culture/Historic Preservation
- Permitting for Woodbridge Project
- Completed implementation of CARES Act CDBG funding providing rent assistance, financial counseling, and homeless services in response to COVID-19
- Created the Diversity, Equity, and Inclusion Analyst position and expanded it to full time, implemented language line access for residents and customers, and prepared for strategic planning to begin in next biennium

**2023/2024 ANTICIPATED KEY PROJECTS**

- Support economic development projects in the City Center and throughout the City
- Writing a new Comp Plan Chapter – Climate & Resiliency
- Writing a new Comp Plan Chapter – Parks
- Writing a new Comp Plan Chapter – Human Services
- Annual Comp Plan Amendments
- Various Title 19 Code Amendments
- Sign Code Update
- Accessory Dwelling Unit Code Update
- Downtown Planning
- Periodic Update of the Comprehensive Plan and Adoption by City Council
- Certification of the Comprehensive Plan by Dept. of Commerce, by Puget Sound Regional Council, and by King County
- Complete update and staff training for permit tracking software
- Complete integration into MyBuildingPermit and go-live within the first quarter of 2023
- Continue to partner and coordinate with South King Fire and Rescue to provide fire prevention plan review
- Complete update to Comprehensive Plan
- Develop and begin implementation of a strategic diversity, equity, and inclusion plan
- Develop, administer and enforce International Codes for plan review, construction, and inspection
- Continue to work closely with and partner with South King Fire and Rescue in order to provide fire prevention plan review
- Continue process code amendments with a focus on economic development

**COMMUNITY DEVELOPMENT**

Brian Davis, Director

**DEPARTMENT OVERVIEW****DEPARTMENT POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>General Fund:</b>								
Director-Community Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	66
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	52
Community Services Manager	0.72	0.72	0.72	0.72	0.72	0.72	0.72	52
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51
Principal Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48
Senior Planner (1.0 FTE Sound Transit Funded)	1.80	2.80	1.80	2.80	2.80	2.80	2.80	44
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
Combination Electrical/Bldg Inspector/Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Inspector/Plans Examiner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	39
Diversity, Equity, Inclusion Analyst	-	-	-	1.00	1.00	1.00	1.00	39
HS/CDBG Coordinator (0.50 FTE Funded by grant)	0.83	0.83	0.83	0.72	0.72	1.47	1.47	39
Associate Planner	3.00	2.00	2.00	2.00	2.00	2.00	2.00	38
Code Compliance Officer (1.0 FTE Prop 1 funded)	2.00	3.00	2.73	3.00	3.00	3.00	3.00	37
Permit Center Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Lead Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Executive Assistant to Council	-	0.15	0.15	0.15	0.15	-	-	31a
Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Administrative Assistant II	1.00	1.00	1.00	0.60	0.60	0.60	0.60	28
Permit Center Technician	0.90	0.90	0.90	0.90	0.90	0.90	0.90	27
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20
Office Technician II	0.68	0.68	0.68	2.00	2.00	2.00	2.00	19
Graffiti Technician	1.00	2.00	1.00	2.00	2.00	2.00	2.00	14
<b>Total General Fund:</b>	23.93	26.08	23.81	27.89	27.89	28.49	28.49	n/a
<b>CDBG Fund</b>								
Community Services Manager	0.28	0.28	0.28	0.28	0.28	0.28	0.28	52
HS/CDBG Coordinator	0.17	0.17	0.17	0.28	0.28	0.53	0.53	39
Code Compliance Officer	1.00	-	0.27	-	-	-	-	36
Recreation Coordinator	0.50	0.20	0.50	0.20	0.20	0.20	0.20	33
Executive Assistant to Council	0.30	0.15	0.15	0.15	0.15	-	-	31a
<b>Total CDBG:</b>	2.25	0.80	1.37	0.91	0.91	1.01	1.01	n/a
<b>Total Regular Staffing</b>	26.18	26.88	25.18	28.80	28.80	29.50	29.50	n/a
<b>Change from prior year</b>	-	0.70	(1.70)	3.62	-	0.70	-	n/a
<b>Grand Total Staffing</b>	26.18	26.88	25.18	28.80	28.80	29.50	29.50	n/a

**COMMUNITY DEVELOPMENT**

Brian Davis, Director

**PURPOSE/DESCRIPTION:**

The mission of the Community Development Department is to help maintain and improve the quality of life in Federal Way by managing and fostering the safe, orderly, and beneficial development and implementation of land use, building construction, code enforcement, and community services programs with the input from Federal Way's citizens and within the policy framework provided by the City Council.



The Community Development Department is organized into four divisions. <sup>1</sup> The Administrative Division provides the overall management and support of the department, accepts passport applications, and manages public records requests. The Permit Center provides discerning customer service throughout an applicant's development process and supports the Planning Commission. <sup>2</sup> The Planning Division administers and enforces land use, subdivision, and environmental codes and policies. In addition, the division performs long-range planning and policy work, including comprehensive plan updates and amendments, code revisions, and annexations, as well as subarea and/or special planning projects. The division also supports the Planning Commission. <sup>3</sup> The Building Division administers and enforces building codes for construction, mechanical, electrical, plumbing, and signs, including plan review and inspection. In addition, through code compliance, it enforces land use and building code provisions to abate illegal and/or nuisance conditions throughout the city. <sup>4</sup> The Community Services Division assists our community with providing funding and support for critical services for low- and moderate-income citizens, including administration and operation of the Home Repair Program and Commercial Loan Program. Additionally, the division supports the Human Services Commission and Diversity Commission.

**GOALS/OBJECTIVES:**

- Ensure that planning efforts and the regulatory environment provide for a balance between protection of the environment and neighborhoods and accommodating new development to house a growing population and jobs
- Strengthen human service agencies and the social wellbeing and economic health of the community by administering and monitoring grants as a CDBG direct-entitlement city

**DEPARTMENT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary										
71	Administration	\$ 494,125	\$ 497,651	\$ 503,605	\$ 549,162	\$ 549,162	\$ 620,593	\$ 632,222	\$ 71,431	13.0%
73	Planning	816,841	867,569	804,333	1,264,333	1,264,333	1,386,799	1,400,186	122,466	9.7%
74	Building	1,303,520	1,378,255	1,375,166	1,357,730	1,357,730	1,470,011	1,491,891	112,281	8.3%
83	Community Services	917,560	875,800	975,180	911,305	911,305	1,183,217	1,203,690	271,913	29.8%
Subtotal GF Operating Exp.:		\$ 3,532,046	\$ 3,619,275	\$ 3,658,283	\$ 4,082,529	\$ 4,082,529	\$ 4,660,619	\$ 4,727,989	\$ 578,090	14.2%
Non-General Fund Operating Expenditure Summary:										
104	Sales/Use Tax - Affrd. & Supprt. Housing	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 125,000	\$ 125,000	\$ (125,000)	-50.0%
114	Prop 1 Fund	101,472	96,052	109,114	109,114	109,114	120,465	124,925	11,352	10.4%
119	Comm Dev Block Grant	945,084	1,088,917	758,323	2,232,066	2,232,066	886,193	789,717	(1,345,873)	-60.3%
Subtotal Non-GF Oper. Exp.:		\$ 1,046,556	\$ 1,184,969	\$ 867,437	\$ 2,591,180	\$ 2,591,180	\$ 1,131,658	\$ 1,039,643	\$ (1,459,522)	-56.3%
Total Expenditures:		\$ 4,578,603	\$ 4,804,244	\$ 4,525,720	\$ 6,673,709	\$ 6,673,709	\$ 5,792,277	\$ 5,767,632	\$ (881,431)	-13.2%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

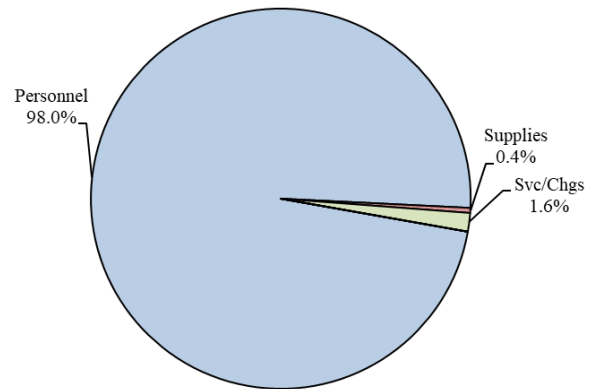
The Department of Community Development overall proposed operating budget totals \$5.79M in 2023 and \$5.77M in 2024. This is a 13.2% or \$0.88M decrease to the 2023 proposed budget from the 2022 adjusted budget.

Major line item changes include:

- **Services and Charges** – Decrease of \$1.29M due to reduction in one-time Community Development Block Grant projects and one-time COVID Child Care services.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	\$ 2,018,348	\$ 2,172,525	\$ 2,156,170	\$ 2,241,290	\$ 2,241,290	\$ 2,664,735	\$ 2,706,003	\$ 423,446	18.9%
2XX	Benefits	775,671	804,028	807,974	747,076	747,076	983,176	1,001,518	236,100	31.6%
3XX	Supplies	27,658	17,336	21,800	55,700	55,700	24,300	24,300	(31,400)	-56.4%
4XX	Services and Charges	1,419,810	1,714,827	1,225,350	3,315,218	3,315,218	2,025,016	1,940,761	(1,290,202)	-38.9%
5XX	Intergovernmental	97,420	92,993	87,350	87,350	87,350	92,050	92,050	4,700	5.4%
7XX	Debt Service-Principal	159,000	-	159,000	159,000	159,000	-	-	(159,000)	-100.0%
8XX	Debt Service-Interest	80,696	2,534	68,075	68,075	68,075	-	-	(68,075)	-100.0%
9XX	Internal Service/Other	-	-	-	-	-	3,000	3,000	3,000	100.0%
Total Expenditures:		\$ 4,578,603	\$ 4,804,244	\$ 4,525,720	\$ 6,673,709	\$ 6,673,709	\$ 5,792,277	\$ 5,767,632	\$ (881,431)	-13.2%

**COMMUNITY DEVELOPMENT - ADMINISTRATION***Brian Davis, Director***2023 Proposed Expenditures by Category****PURPOSE/DESCRIPTION:**

The mission of the Administrative work team is to strive together to provide friendly, courteous, and thorough services to our external and internal customers in a timely and efficient manner. The division coordinates staff support throughout the department, organizes the department's resources, and facilitates communication. Overall department management is provided by the Director of Community Development. The division provides office support to the department in the areas of word processing, records maintenance, training, personnel, supplies, and scheduling. In addition, the division provides the city-wide receptionist and is a passport acceptance facility. The primary goal is to provide high-quality customer service to citizens, businesses, public agencies, other city departments, and departmental staff.

**GOALS/OBJECTIVES:**

- Provide a work environment within the department that encourages creativity and longevity
- Participate in regional and legislative discussions regarding planning, building, and community services
- Work with division managers to improve quality, efficiency, and effectiveness of customer service
- Provide quality administrative services to assist department and city staff in providing superior public service
- Provide quality records management through implementation of the Washington State Records Retention Schedule

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of customers served via phone, email, walk-in	19,102	19,100	19,000	19,000
Number of Public Records Requests processed	174	185	180	180
Number of passport applications processed	1,012	1,600	1,600	1,700
Number of Planning Commission meetings	18	14	18	18
<b>Outcome Measures:</b>				
Percent of documents completed on time	95%	95%	95%	95%

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-Community Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	66
Administrative Assistant II	1.00	1.00	1.00	0.60	0.60	0.60	0.60	28
Permit Center Technician	0.90	0.90	0.90	0.90	0.90	0.90	0.90	27
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20
Office Technician II	0.68	0.68	0.68	2.00	2.00	2.00	2.00	19
<b>Total Regular Staffing</b>	4.58	4.58	4.58	5.50	5.50	5.50	5.50	n/a
<b>Change from prior year</b>	-	-	-	0.92	0.92	-	-	n/a
<b>Grand Total Staffing</b>	4.58	4.58	4.58	5.50	5.50	5.50	5.50	n/a

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

### **COMMUNITY DEVELOPMENT - ADMINISTRATION**

*Brian Davis, Director*

#### **HIGHLIGHTS/CHANGES:**

The Department of Community Development Administration Division proposed operating budget totals \$0.62M in 2023 and \$0.63M in 2024. This is a 13.0% or \$0.07M increase to the 2023 proposed budget from the 2022 adjusted budget.

#### **EXPENDITURE SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 355,565	\$ 358,251	\$ 358,090	\$ 406,470	\$ 406,470	\$ 440,690	\$ 449,117	\$ 34,220	8.4%
2XX	Benefits	134,125	131,909	136,074	129,351	129,351	167,462	170,664	38,111	29.5%
3XX	Supplies	2,575	3,704	2,625	3,525	3,525	2,625	2,625	(900)	-25.5%
4XX	Services and Charges	1,860	3,787	6,816	9,816	9,816	9,816	9,816	-	0.0%
Total Expenditures:		\$ 494,125	\$ 497,651	\$ 503,605	\$ 549,162	\$ 549,162	\$ 620,593	\$ 632,222	\$ 71,431	13.0%

**COMMUNITY DEVELOPMENT - PLANNING**

*Keith Niven, Planning Manager*

**PURPOSE/DESCRIPTION:**

The mission of the Planning Division is to work in partnership with property owners and the development community in developing plans and codes which are implemented to improve quality of life; promote responsible development; balance environmental protection, and development opportunities; seek creative solutions to regional issues; and provide for adequate infrastructure and local government services.

The division processes land use applications; monitors compliance with the *Federal Way Revised Code*; processes code amendments and comprehensive plan amendments; and manages federal, state, and local environmental processes and regulations. The division aids other departments to formulate policy and code amendments; provides technical assistance for City projects and annexations; and coordinates the City's response to land use appeal issues as directed by the City Council and Mayor.

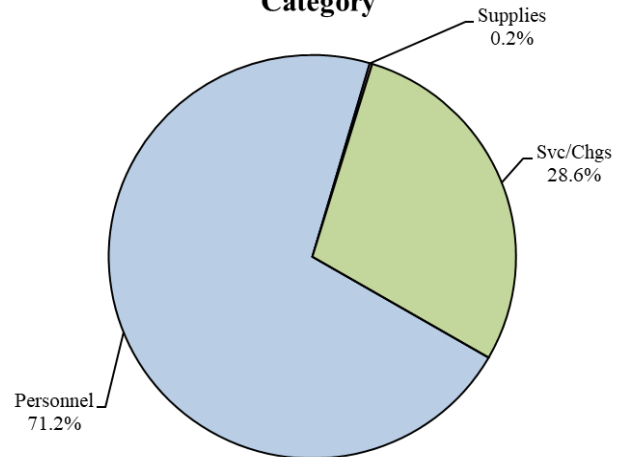
The division prepares, maintains and oversees the City's comprehensive plan consistent with the Growth Management Act. For 2023 and 2024, the division will be focusing on the periodic update of the City's comprehensive plan. This update must be approved by the City Council no later than December 31, 2024. The division is also responsible for implementing other special projects and mandates required through the Growth Management Act or other new legislation. Recent examples include necessary code amendments resulting from the passage of HB 1220 relating to permanent supportive housing and emergency housing. Further, the division responds to and prepares special studies and other projects at the direction of the City Council and Mayor. For these budget years, this will include efforts to plan for Downtown and the South ST Station sub area.

Over the next 20 years, the City is planning for continued growth. With County-provided targets of over 11,000 housing units and 20,000 new jobs and the Sound Transit Downtown station scheduled to open in 2024, permit activity is expected to increase for the foreseeable future.

**GOALS/OBJECTIVES:**

- Support economic development projects in the City Center and throughout the city
- Coordinate with planned Sound Transit facility improvements
- Complete code amendments to keep the City code relevant and to continually look for opportunities for clarity and improved permitting efficiencies
- Continue to support the development process with timely land use and subdivision permit review and issuance
- Continue to provide excellent customer service

**2023 Proposed Expenditures by Category**



## CITY OF FEDERAL WAY 2023-24 BUDGET

### COMMUNITY DEVELOPMENT - PLANNING

Keith Niven, Planning Manager

#### PERFORMANCE MEASURES:

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Pre-application conferences held.	33	42	45	45
Number of drop-in questions-telephone and front counter.	3,900	3,900	3,900	3,900
Land use/subdivision applications received.	135	110	120	140
Administrative Decisions	93	150	155	155
Planning Commission meetings supported	18	14	18	18
<b>Efficiency Measures:</b>				
Average number of calendar days to complete pre-applications	55	56	50	50
Average turnaround time for Administrative Decision response	15	15	15	15

#### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51
Principal Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48
Senior Planner (1.0 FTE Sound Transit Funded)	1.80	2.80	1.80	2.80	2.80	2.80	2.80	44
Associate Planner	3.00	2.00	2.00	2.00	2.00	2.00	2.00	38
<b>Total Regular Staffing</b>	6.80	6.80	5.80	6.80	6.80	6.80	6.80	n/a
<b>Change from prior year</b>	-	-	(1.00)	1.00	-	-	-	n/a
<b>Grand Total Staffing</b>	6.80	6.80	5.80	6.80	6.80	6.80	6.80	n/a

#### HIGHLIGHTS/CHANGES:

The Department of Community Development Planning Division proposed operating budget totals \$1.39M in 2023 and \$1.40M in 2024. This is a 9.7% or \$0.12M increase to the 2023 proposed budget from the 2022 adjusted budget.

#### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			Proposed	Proposed
Expenditure Summary:										
1XX	Salaries & Wages	\$ 520,886	\$ 619,397	\$ 550,514	\$ 550,514	\$ 550,514	\$ 718,243	\$ 727,944	\$ 167,729	30.5%
2XX	Benefits	174,756	203,165	204,662	204,662	204,662	269,398	273,085	64,737	31.6%
3XX	Supplies	925	4,910	2,850	32,850	32,850	2,850	2,850	(30,000)	-91.3%
4XX	Services and Charges	120,274	40,096	46,257	476,257	476,257	396,257	396,257	(80,000)	-16.8%
5XX	Intergovernmental	-	-	50	50	50	50	50	-	0.0%
Total Expenditures:		\$ 816,841	\$ 867,569	\$ 804,333	\$ 1,264,333	\$ 1,264,333	\$ 1,386,799	\$ 1,400,186	\$ 122,466	9.7%

**COMMUNITY DEVELOPMENT - BUILDING**

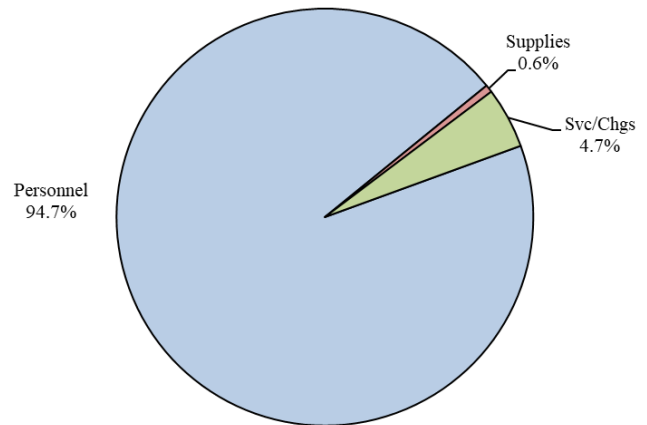
Scott Sproul, Building Official

**2023 Proposed Expenditures by Category**

**PURPOSE/DESCRIPTION:**

It is the mission of the Building Division to protect the health, safety, and welfare of people by creating better buildings and safer communities by providing the highest quality plan review, inspections and code enforcement. Municipal code regulations establish minimum standards for safeguarding life, limb, health, property, public welfare, and quality of life for the city's citizens.

The division is comprised of three groups: plan review, inspection, and code compliance. All three support the permit process and compliance with city and state codes. The division is responsible for the administration of the state building code as amended by the *Federal Way Revised Code*, including the International Building, Residential, Mechanical, Fuel Gas, and the Uniform Plumbing Codes; the National Electric Code State Electrical Code; and the Washington State Energy Code. The division is also responsible for the administration of the International Property Maintenance Code; and assuring compliance with sign provisions of the Federal Way revised code. The division works closely with members of South King Fire and Rescue in administering the International Fire Code. Graffiti control is also one of the division's responsibilities. The division reviews applications and conducts inspections of all newly built buildings and structures; covering residential, multifamily, industrial and commercial structures and appurtenances. The building division is responsible for the review and inspection of construction applications, including zoning requirements. In addition, the division responds to customer complaints and records requests generated from the community as well as other departments and agencies.



**GOAL/OBJECTIVES:**

- Support economic development projects in the City Center and throughout the city
- Continue to make improvements to permit review and inspection; and code compliance procedures
- Install upgrades; and implement streamlining of the automated permit tracking system
- Identify code compliance issues and work toward prompt compliance; keep staff trained on changes to codes
- Maintain high volumes of reactive code compliance investigations and violation orders while implementing proactive code compliance practices and procedures
- Provide quality construction reviews and inspections
- Process large project permits and perform inspections for large project permits issued or applied for in 2021/22 for projects proposed or to be completed in 2023/24:
  - IRG Site Redevelopment
  - 50 Sound Transit Projects/Permits
  - Woodbridge Building A
  - Smith Brothers Farms
  - Federal Way High School Apprenticeship Yard
  - Redondo Heights Transit-Oriented-Development, Site C
  - Twin Lakes Veterinarian Training Facility
  - WA Laser Institute Training Facility
  - Federal Way Mixed Use Parking/Multi-family/Retail Buildings
  - Taco Bell at Pavilion Centre
  - Papé Kenworth NW Development
  - Lakehaven Site Re-Development
  - Federal Way High School Memorial Field Upgrades
  - Olympic View K-8 School Building Replacement
  - Commons Mall site developments for Dick's Drive-In, Harborstone Credit Union, and Amazon Fresh

## CITY OF FEDERAL WAY 2023-24 BUDGET

### Future Projects:

- Christ's Church Ministry Center, Redondo Heights Sr. Living Apartments, IRG Site Redevelopment, and Illahee Middle School Building Replacement

- Develop and upgrade forms, handouts, customer service brochures, and online information
- Develop policies, procedures, and Best Practice Methods (BMPs)
- Develop user friendly maintainable reports in order to track performance measures
- Retain institutional knowledge held by trained staff; fill vacated positions with experienced, competent individuals

### PERFORMANCE MEASURES:

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Total permit applications reviewed	582	730	650	675
Valuation of issued permits	\$136m	\$242m	\$150m	\$125m
<b>Outcome Measures:</b>				
New Single Family (NSF) permits issued < 30 days	50%	75%	75%	75%
Tenant Improvement permits (TI) issued < 30 days	75%	75%	75%	75%
Total number of permit inspections per year	5,956	5,550	5,650	5,650
Total number of complaints received and investigated	861	990	1,000	1,000
<b>Efficiency Measures:</b>				
Average staff hours per NSF permit – Review/Inspection	4/15	4/15	4/15	4/15
Average staff hours per TI permit – Review/Inspection	4/10	4/10	4/10	4/10
Inspection Hours	2,606	2,300	2,500	2,500

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2020	2022		2023	2024	Grade
			Adopted	Adjusted	Projected	Proposed	Proposed	
General Fund:								
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	52
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
Inspector/Plans Examiner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	39
Combination Electrical/Bldg Inspector/Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Code Compliance Officer (1.0 FTE Prop 1 funded)	2.00	3.00	2.73	3.00	3.00	3.00	3.00	37
Permit Center Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Lead Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Graffiti Technician	1.00	2.00	1.00	2.00	2.00	2.00	2.00	14
Total Regular Staffing	11.00	13.00	11.73	13.00	13.00	13.00	13.00	n/a
Change from prior year	-	2.00	(1.27)	1.27	-	-	-	n/a
Grand Total Staffing	11.00	13.00	11.73	13.00	13.00	13.00	13.00	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Department of Community Development Building Division proposed operating budget totals \$1.59M in 2023 and \$1.62M in 2024. This is a 8.4% or \$0.12M increase to the 2023 proposed budget from the 2022 adjusted budget.

### EXPENDITURE SUMMARY:

#### COMMUNITY DEVELOPMENT BUILDING – GENERAL FUND

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 840,428	\$ 900,967	\$ 881,952	\$ 918,691	\$ 918,691	\$ 1,004,898	\$ 1,020,753	\$ 86,207	9.4%
2XX	Benefits	360,635	372,595	333,774	279,599	279,599	380,672	386,697	101,074	36.1%
3XX	Supplies	22,944	7,256	9,375	9,375	9,375	9,375	9,375	-	0.0%
4XX	Services and Charges	78,750	96,032	150,065	150,065	150,065	75,065	75,065	(75,000)	-50.0%
5XX	Intergovernmental	763	1,405	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,303,520	\$ 1,378,255	\$ 1,375,166	\$ 1,357,730	\$ 1,357,730	\$ 1,470,011	\$ 1,491,891	\$ 112,281	8.3%

#### COMMUNITY DEVELOPMENT BUILDING – UTILITY TAX PROPOSITION 1 FUND

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 72,612	\$ 69,381	\$ 79,068	\$ 79,068	\$ 79,068	\$ 87,294	\$ 90,526	\$ 8,226	10.4%
2XX	Benefits	28,860	26,670	30,046	30,046	30,046	33,172	34,400	3,126	10.4%
Total Expenditures:		\$ 101,472	\$ 96,052	\$ 109,114	\$ 109,114	\$ 109,114	\$ 120,465	\$ 124,925	\$ 11,352	10.4%

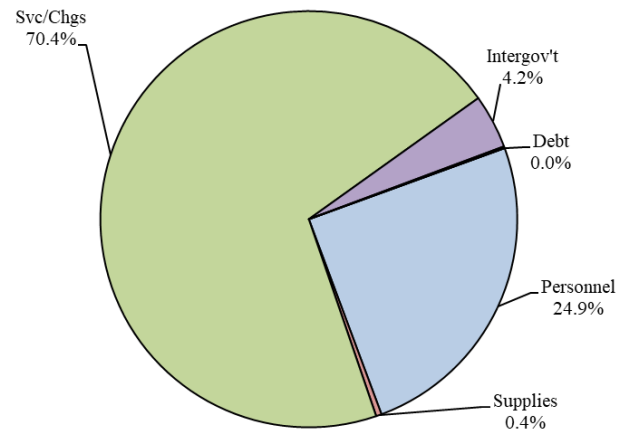
**COMMUNITY DEVELOPMENT - COMMUNITY SERVICES**

*Sarah Bridgeford, Community Services Manager*

**PURPOSE/DESCRIPTION:**

The mission of the Community Services Division is to ensure that an effective and collaborative delivery system is in place to: assist Federal Way residents to meet basic needs including housing, health, and hunger; promote individual and community safety through prevention, intervention, and crisis services; and promote services fostering stability and self-sufficiency. To achieve this, the division will: assess and anticipate community needs; manage an efficient and user-friendly funding application process; oversee and evaluate contracts with local service providers; and coordinate with other funders, community organizations, and city departments. The division budget covers the development of programs and services for community residents, including grant coordination, performance monitoring, and the overall management of all general fund community services contracts and Community Development Block Grant (CDBG) funds. Community Services includes programs in the three CDBG goals and strategy areas identified in the city's Consolidated Plan (2020-2024): 1) expand economic opportunities; 2) preserve affordable housing; 3) prevent and address homelessness; and 3) establish suitable living environments. CDBG supports construction or rehabilitation of community facilities, neighborhood improvements, and affordable housing, direct community service programs and planning activities that principally benefit low- and moderate-income individuals. The division staffs the Human Services Commission and Diversity Commission, in addition to representing the city on policy-making bodies and community organizations.

**2023 Proposed Expenditures by Category**



**GOAL/OBJECTIVES:**

- Continue implementation of CDBG and Human Services General Fund programs, including monitoring of contracts of funded human service agencies;
- Continue to work on local and regional efforts to address housing and human service needs;
- Develop and submit to HUD the required 2023 and 2024 CDBG Annual Action Plans;
- Update the Community Needs Assessment for the low- and moderate-income persons and households in Federal Way;
- Evaluate and make changes to the Human Services Grant application and award process, criteria, and management system including ongoing focus to ensure equitable grantmaking;
- Participate in regional social services planning efforts to advance access for Federal Way residents;
- Continue to support low- and moderate-income homeowners through the Home Repair Program; and
- Achieve HUD recognition that the city's program properly administers the Federal CDBG rules and regulations.

**COMMUNITY DEVELOPMENT - COMMUNITY SERVICES**

Sarah Bridgeford, Community Services Manager

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of community services contracts managed.	45	45	45	45
Number of community services contract payments processed.	180	180	180	180
Number of community services applications processed.	75	75	85	85
Number of CDBG applications processed.	10	10	15	15
Number of CDBG contracts managed.	20	12	10	10
<b>Outcome Measures:</b>				
Percent of contracts fully executed in timely manner.	100%	100%	100%	100%
Number of Human Service Commission meetings supported.	12	14	12	14
Number of Owner-occupied housing units stabilized.	100%	100%	100%	100%

**POSITION INVENTORY:**

Positions	2020	2021	2022			2023	2024	Grade
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	
<b>General Fund:</b>								
Community Services Manager	0.72	0.72	0.72	0.72	0.72	0.72	0.72	52
HS/CDBG Coordinator (0.50 FTE Funded by grant)	0.83	0.83	0.83	0.72	0.72	1.47	1.47	39
Diversity, Equity, Inclusion Analyst	-	-	-	1.00	1.00	1.00	1.00	39
Executive Assistant to Council	-	0.15	0.15	0.15	0.15	-	-	31a
<b>Total General Fund:</b>	1.55	1.70	1.70	2.59	2.59	3.19	3.19	n/a
<b>CDBG Fund</b>								
Community Services Manager	0.28	0.28	0.28	0.28	0.28	0.28	0.28	52
HS/CDBG Coordinator	0.17	0.17	0.17	0.28	0.28	0.53	0.53	39
Code Compliance Officer	1.00	-	0.27	-	-	-	-	36
Recreation Coordinator	0.50	0.20	0.50	0.20	0.20	0.20	0.20	33
Executive Assistant to Council	0.30	0.15	0.15	0.15	0.15	-	-	31a
<b>Total CDBG:</b>	2.25	0.80	1.37	0.91	0.91	1.01	1.01	n/a
<b>Total Regular Staffing</b>	3.80	2.50	3.07	3.50	3.50	4.20	4.20	n/a
<b>Change from prior year</b>		(1.30)	0.57	0.43	-	0.70	-	n/a
<b>Grand Total Staffing</b>	3.80	2.50	3.07	3.50	3.50	4.20	4.20	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Department of Community Development Community Services Division proposed operating budget totals \$2.19M in 2023 and \$2.12M in 2024. This is a 35.3% or \$1.20M decrease to the 2023 proposed budget from the 2022 adjusted budget. The table below includes the General Fund, the Affordable & Supporting Housing Sales & Use Tax Fund, and the Community Development Block Grant Fund. Major line item changes include:

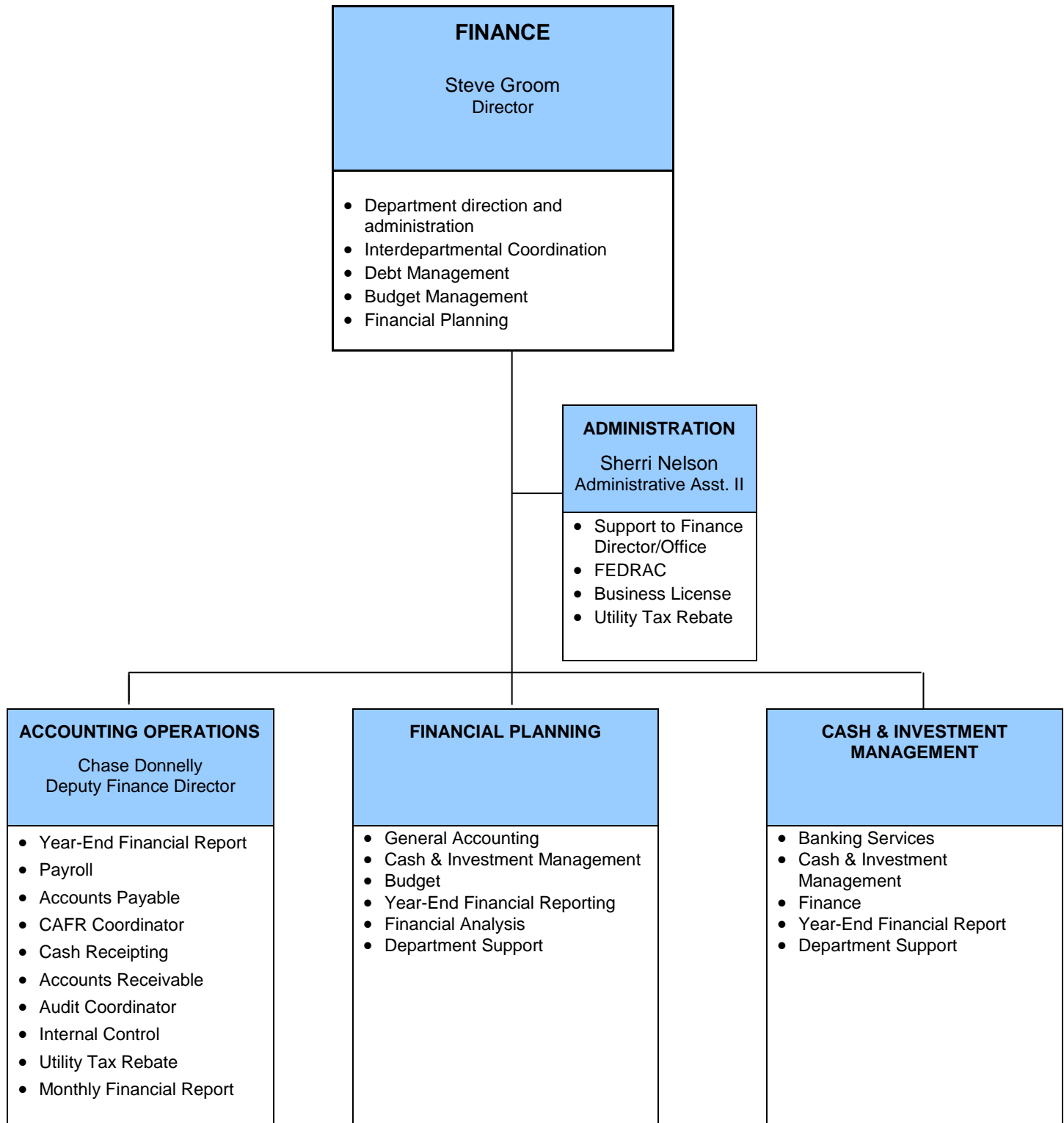
- **Services and Charges** – Decrease of \$1.14M primarily due to reduction in one-time Community Development Block Grant projects and one-time COVID Child Care services.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 228,857	\$ 224,529	\$ 286,547	\$ 286,547	\$ 286,547	\$ 413,610	\$ 417,663	\$ 127,064	44.3%
2XX	Benefits	77,295	69,689	103,419	103,419	103,419	132,472	136,672	29,053	28.1%
3XX	Supplies	1,213	1,466	6,950	9,950	9,950	9,450	9,450	(500)	-5.0%
4XX	Services and Charges	1,218,925	1,574,912	1,022,212	2,679,080	2,679,080	1,543,878	1,459,623	(1,135,202)	-42.4%
5XX	Intergovernmental	96,658	91,588	87,300	87,300	87,300	92,000	92,000	4,700	5.4%
7XX	Debt Service-Princ	159,000	-	159,000	159,000	159,000	-	-	(159,000)	-100.0%
8XX	Debt Service-Interest	80,696	2,534	68,075	68,075	68,075	-	-	(68,075)	-100.0%
9XX	Internal Services/Other	-	-	-	-	-	3,000	3,000	3,000	100.0%
Total Expenditures:		\$ 1,862,645	\$ 1,964,717	\$ 1,733,503	\$ 3,393,371	\$ 3,393,371	\$ 2,194,410	\$ 2,118,407	\$ (1,198,961)	-35.3%

**FINANCE DEPARTMENT**

*Steve Groom, Finance Director*



**FINANCE DEPARTMENT***Steve Groom, Finance Director***2021/2022 ACCOMPLISHMENTS**

- The department has received an unqualified audit opinion on the City's timely and reliable annual audited financial reports consecutively since 1994.
- Received the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting consecutively since incorporation and expects to continue.
- Received the GFOA Award for Distinguished Budget Presentation since incorporation and expects to continue.
- Continually seeking to increasingly improve communication and presentation of the City's financial information to internal city management, City Council members, and to citizens, taxpayers, local businesses, property owners and voters to whom the City is accountable.
- Continued monthly budget-to-actual financial management
- Continued long-term strategic financial, operational, capital and debt planning

**2023/2024 ANTICIPATED KEY PROJECTS**

- Maintain internal controls and Audit readiness
- Pay semi-monthly Payroll accurately and on time
- Pay Accounts Payable invoices accurately, timely and coded correctly
- Capture and record daily cash receipts
- Cash management and Investment of reserves
- City-wide strategic financial planning
- Develop and complete a comprehensive budget process (GFOA award)
- Post-Budget monitoring, collaborative course-correcting
- Provide monthly accounting processes and financial reporting (GFOA award)

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of invoices paid annually	9,897	10,000	10,000	10,000
• Number of transactions receipted annually at Finance counter compared to total transactions receipted City Hall	3,209 / 10,757 29.83%	3,209/10,757 29.83%	3,209/10,757 29.83%	3,209/10,757 29.83%
• Number of new business licenses issued / Total	2,995/9,135	2,995/12,130	2,995/15,125	2,995/18,120
<b>Efficiency Measures:</b>				
FTE Staffing: Finance/City-Wide	10 / 386.68	9 / 386.10	9 / 397.60	9 / 397.60

## CITY OF FEDERAL WAY 2023-24 BUDGET

### FINANCE DEPARTMENT

Steve Groom, Finance Director

#### PURPOSE/DESCRIPTION:

The purpose of the Finance Department is to provide accurate financial information from which educated judgments can be made on the financial health of the City and decisions can be made by management regarding City operations. The Finance Department's responsibilities include accounts payable, accounts receivable, payroll, general accounting, financial planning, cash and investment management, cash receipting, business licensing, internal control monitoring, audit, monthly, quarterly and annual financial reporting, budget preparation and financial analysis.



#### GOAL/OBJECTIVES:

- Provide timely and accurate accounting and financial reporting to citizens, City Council, and city staff.
- Process Payroll semi-monthly accurately and on time.
- Ensure proper internal control in City operations to safeguard City resources.
- Pay Accounts Payable invoices accurately and timely.
- Develop a comprehensive Budget process
- Invest city cash to maximize spendable yield, assuring safety and liquidity.

#### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	67
Deputy Finance Director	-	1.00	-	1.00	1.00	1.00	1.00	58
Accounting Manager	1.00	-	1.00	-	-	-	-	52
Senior Financial Analyst	-	-	-	1.00	1.00	1.00	1.00	44
Financial Analyst	3.00	3.00	3.00	2.00	2.00	2.00	2.00	39
Payroll Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
Accounting Technician II	2.00	2.00	2.00	2.00	1.00	1.00	1.00	25
<b>Total Regular Staffing</b>	10.00	10.00	10.00	10.00	9.00	9.00	9.00	n/a
<b>Change from prior year</b>	-	-	-	-	(1.00)	-	-	n/a
<b>Grand Total Staffing</b>	10.00	10.00	10.00	10.00	9.00	9.00	9.00	n/a

#### HIGHLIGHTS/CHANGES:

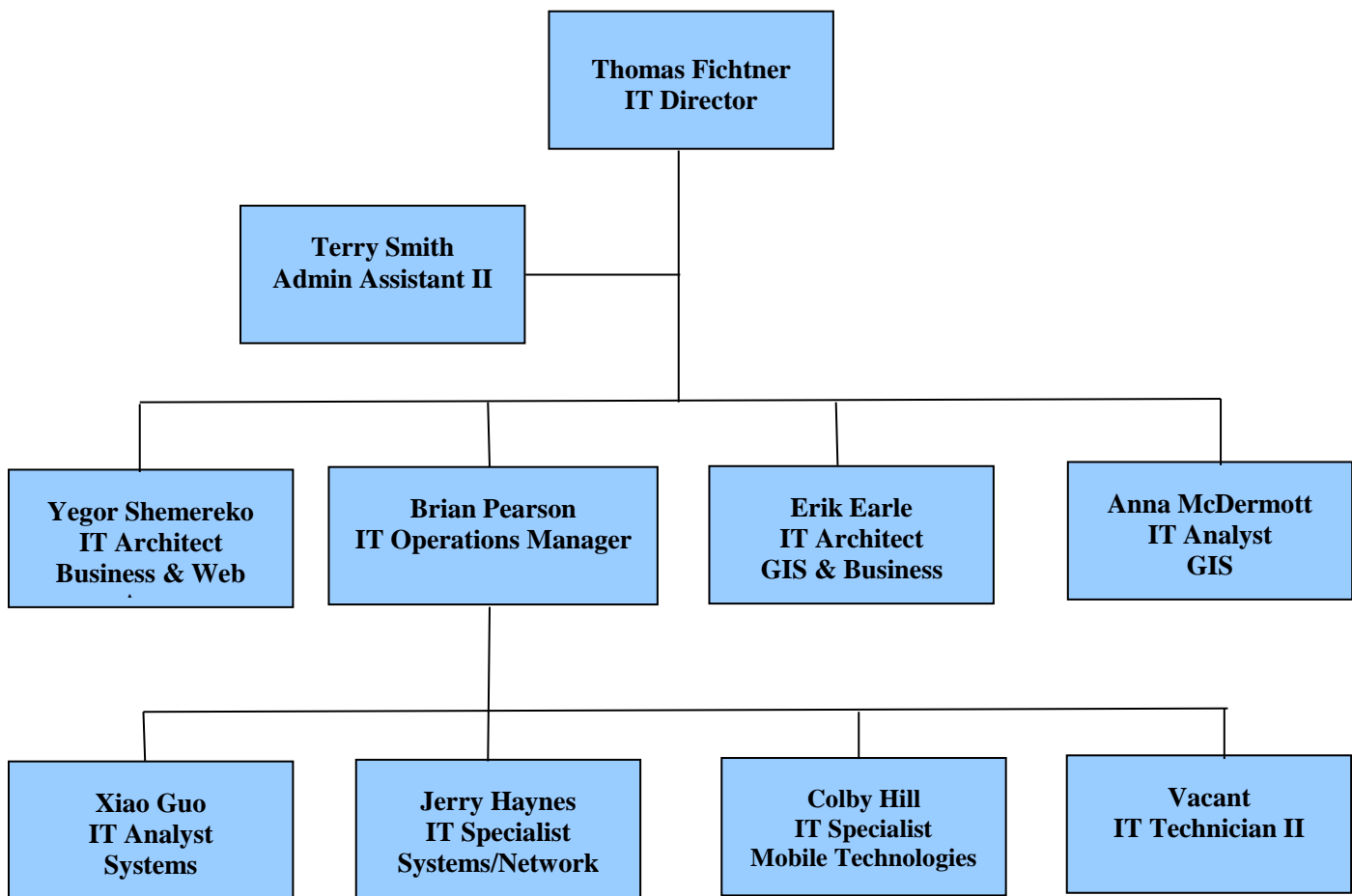
The Finance proposed operating budget totals \$1.33M in 2023 and \$1.38M in 2024. This is a 23.6% or \$0.25M increase to the 2023 proposed budget from the 2022 adjusted budget.

#### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 688,419	\$ 722,134	\$ 891,080	\$ 722,899	\$ 722,899	\$ 921,907	\$ 958,173	\$ 199,008	27.5%
2XX	Benefits	245,234	262,876	308,023	265,949	265,949	320,878	334,659	54,929	20.7%
3XX	Supplies	4,366	5,440	5,620	5,620	5,620	5,620	5,620	-	0.0%
4XX	Services and Charges	8,420	62,511	16,796	16,796	16,796	16,796	16,796	-	0.0%
5XX	Intergovernmental	76,998	75,212	66,216	66,216	66,216	66,216	66,216	-	0.0%
Total Expenditures:		\$ 1,023,437	\$ 1,128,174	\$ 1,287,736	\$ 1,077,480	\$ 1,077,480	\$ 1,331,417	\$ 1,381,464	\$ 253,937	23.6%

## **INFORMATION TECHNOLOGY**

*Thomas Fichtner, Information Technology Director*



### **2021/2022 ACCOMPLISHMENTS**

- Expanded the Safe City camera network
- Made significant network, endpoint, and mobile device security improvements
- Implemented a new IT Service Desk system
- Formed a new Business Continuity and Disaster Recovery Plan
- Migrated to a new Court system
- Initiated a Broadband Planning Study
- Continued deployment of mobile technology in response to COVID-19
- Supported the Police body worn camera program
- Added off-shift and Saturday IT support

### **2023/2024 ANTICIPATED KEY PROJECTS**

- Microsoft 365 migration
- Network & server infrastructure refresh
- Increase Internet bandwidth and redundancy
- City website update
- Access Control System update
- Establish IT Governance structure
- Desktop and laptop replacement

## CITY OF FEDERAL WAY 2023-24 BUDGET

### PERFORMANCE MEASURES:

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
<b>Information Systems</b>				
• New systems implementation	2	3	2	1
• Users served	400	400	450	450
• Personal computers (PCs) maintained	500	500	500	500
• Number of support calls received annually	3,000	3,000	3,200	3,500
• Number of applications maintained	120	123	118	119
• Number of Servers	95	98	100	102
<b>Communication</b>				
• Number of phones operated and maintained	460	460	460	460
• Number of cellular phones operated and maintained.	290	310	320	330
• Number of cellular data cards operated and maintained.	130	141	150	160
• Total CityOfFederalWay.com Users	279,985	245,233	250,000	250,000
• Total CityOfFederalWay.com Pageviews	845,316	831,715	850,000	850,000
• Number of radios maintained	282	305	310	310
<b>GIS</b>				
• Number of map requests and analyses	130	130	100	100
• Number of standard data layers	150	150	150	150
<b>GAC/web</b>				
• Number of web pages maintained	250	250	250	250
• Number of Bulletin pages broadcasted	90	97	110	120
• Hours of TV broadcasting per day	24	24	24	24
• Number of Cable customer calls handled	5	7	11	11
<b>Outcome Measures:</b>				
<b>Information Systems</b>				
• Percent technical response within 2-4 hours	70.0%	75.0%	80.0%	80.0%
• Percent IT system up-time during normal business hours	99.5%	99.5%	99.5%	99.5%
<b>Communication</b>				
• Percent communications up-time during normal business hours	99.9%	99.9%	99.9%	99.9%
<b>GIS</b>				
• Number of map requests by the public	15	15	15	15

**INFORMATION TECHNOLOGY**

Thomas Fichtner, Information Technology Director

**DEPARTMENT OVERVIEW****PURPOSE/DESCRIPTION:**

The Information Technology Department provides city-wide information technology needs and services. This includes designing, purchasing, configuring, maintaining, supporting and upgrading all data, voice, and video systems; manage contracted services, staff training; Geographical Information Systems (GIS); Government Access Channel (GAC) broadcasting; cable; Internet/Intranet services; and mail and duplications. Communication Services include technical services, support, maintenance and enhancements for city telephone systems, cellular phones, pagers, radio equipment, building wiring and all other communications-related needs. GIS services include developing and maintaining the city's spatial database, producing maps, analyzing data, generating reports, providing staff training, and developing user-friendly interfaces. A/V, GAC & Cable Rate Services include local government information broadcasting (live-broadcast City Council meetings and taped video programs, as well as news, events, and general city information via billboard-type messages). In addition, the division oversees cable TV franchise agreements and regulations, and is responsible for coordinating and responding to citizens' complaints regarding cable services. Internet, Intranet, & Web Services include developing and maintaining the city's web site, secure fire sharing, email, remote access, and intergovernmental services; providing training for staff; monitoring system security; developing interfaces; and integrating internal systems with Internet services.

**GOALS/OBJECTIVES:**

- Streamline City operations through integration and systems automation.
- Seek new technology and apply where it is cost effective.
- Improve access to City services and information through online systems.
- Provide a secure and reliable information technology infrastructure.
- Provide up-to-date hardware and software tools for staff.

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
IT Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	62
IT Operations Manager	-	1.00	-	1.00	1.00	1.00	1.00	55
IT Architect/GIS & Business	-	1.00	-	1.00	1.00	1.00	1.00	46
IT Architect Web, App, Security	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
IT Supervisor/Systems & Help Desk	1.00	-	1.00	-	-	-	-	44
IT Analyst Applications/GIS	2.00	1.00	2.00	1.00	1.00	1.00	1.00	39
IT Analyst Systems	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
IT Specialist - Systems/Network Support	-	1.00	-	1.00	1.00	1.00	1.00	35
IT Specialist - Mobile Technologies	-	1.00	-	1.00	1.00	1.00	1.00	35
IT Technician II/User Support	2.00	1.00	2.00	1.00	1.00	1.00	1.00	32
Administrative Assistant II	-	1.00	-	1.00	1.00	1.00	1.00	28
<b>Total Regular Staffing</b>	8.00	10.00	8.00	10.00	10.00	10.00	10.00	n/a
<b>Change from prior year</b>	-	2.00	(2.00)	-	-	-	-	n/a
<b>Grand Total Staffing</b>	8.00	10.00	8.00	10.00	10.00	10.00	10.00	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### DEPARTMENT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
107	Special Contract	\$ 6,484	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ (450,000)	-100.0%
121	Technology Fee	44,488	48,913	14,300	284,300	284,300	-	-	(284,300)	-100.0%
502	Information Technology	2,356,522	2,398,821	2,707,608	3,542,008	3,542,008	3,646,229	3,393,541	-	0.0%
503	Mail & Duplication	66,332	95,245	185,007	185,007	185,007	154,901	161,901	(30,106)	-16.3%
Total Expenditures:		\$ 2,473,826	\$ 2,542,978	\$ 2,906,915	\$ 4,461,315	\$ 4,461,315	\$ 3,801,130	\$ 3,555,442	\$ (660,185)	-14.8%

### HIGHLIGHTS/CHANGES:

The Information Technology proposed operating budget totals \$3.80M in 2023 and \$3.56M in 2024. This is a 14.8% or \$0.66M decrease to the 2023 proposed budget from the 2022 adjusted budget. Major line items changes include:

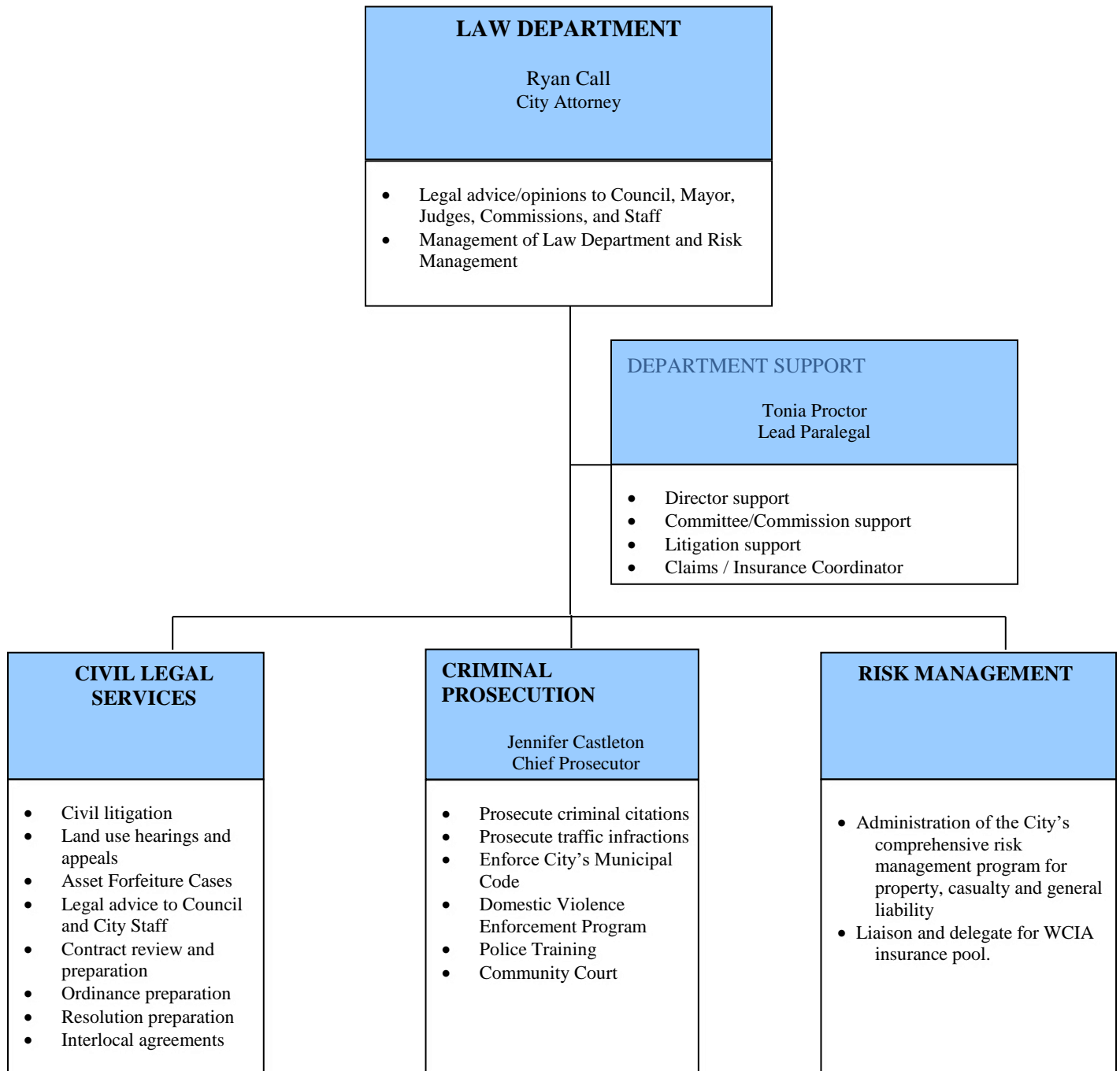
- **Services and Charges** – Increase of \$0.05M due to increased cost of IT services, purchase of software, and additional cost for services for Microsoft licenses.
- **Capital Outlay** – Decrease of \$0.94M due to less equipment scheduled for replacement, and one-time project completion.

### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 721,776	\$ 813,294	\$ 813,886	\$ 883,886	\$ 883,886	\$1,016,399	\$1,049,234	\$ 132,513	15.0%
2XX	Benefits	257,292	280,920	282,565	282,565	282,565	378,442	390,919	95,877	33.9%
3XX	Supplies	33,191	59,983	66,056	66,056	66,056	66,056	66,056	-	0.0%
4XX	Services and Charges	937,913	1,064,783	1,212,055	1,436,355	1,436,355	1,490,555	1,535,555	54,200	3.8%
5XX	Intergovernmental	149,749	165,794	156,778	156,778	156,778	156,778	156,778	-	0.0%
6XX	Capital Outlay	373,906	158,203	375,575	1,635,675	1,635,675	692,900	356,900	(942,775)	-57.6%
Total Expenditures:		\$ 2,473,826	\$ 2,542,978	\$ 2,906,915	\$ 4,461,315	\$ 4,461,315	\$3,801,130	\$3,555,442	\$ (660,185)	-14.8%

**LAW DEPARTMENT**

*Ryan Call, City Attorney*



**LAW DEPARTMENT**

*Ryan Call, City Attorney*

**2021/2022 ACCOMPLISHMENTS**

- Provide legal advice to the Mayor, Council, Municipal Court, and staff
- Drafted and reviewed approximately 1,050 contracts
- Continued defending all pending litigation
- Supported management in labor negotiations
- Represented the City in code violations cases
- Supported staff in processing PRA requests
- Collected approximately \$415,000 for damage to City property
- Prosecuted asset forfeitures, including real property
- Prosecuted all adult misdemeanor and gross misdemeanor cases
- Selected and started implementation of new prosecution software

**2023/2024 ANTICIPATED KEY PROJECTS**

- Continue to provide legal advice to staff and assist departments with projects
- Continue to assist staff in redevelopment projects throughout the City
- Continue updating FWRC to remain compliant with state and federal law
- Update the contracting and purchasing manual
- Continue to review and update contracting forms
- Continue prosecuting adult misdemeanors and gross misdemeanor cases
- Continue collection efforts for damaged City property
- Continue advising on mandated public safety standards
- Continue to provide training for police officers
- Finalize implementation of new prosecution software

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	66
Chief City Prosecutor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55
Assistant City Attorney (0.5 FTE funded by Prop. 1)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	53
City Prosecutor (1.5 FTE funded by Prop. 1)	3.00	4.00	3.00	4.00	4.00	4.00	4.00	48
Lead Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32
Domestic Violence Legal Advocate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Legal Assistant	2.50	2.50	2.50	2.50	2.50	2.50	2.50	28
<b>Total Regular Staffing</b>	12.50	13.50	12.50	13.50	13.50	13.50	13.50	n/a
<b>Change from prior year</b>	-	1.00	(1.00)	-	-	-	-	n/a
<b>Grand Total Staffing</b>	12.50	13.50	12.50	13.50	13.50	13.50	13.50	n/a

**LAW DEPARTMENT**

Ryan Call, City Attorney

**PURPOSE/DESCRIPTION:**

The City Attorney's office is divided into three divisions: Civil, Criminal, and Risk Management. <sup>1</sup> The Civil Division provides legal services to the Mayor, City Council, Municipal Court, Boards and Commissions, City management and staff. <sup>2</sup> The Criminal Division assists in providing prosecution, pre-sentencing and sentencing, and providing assistance and safety and the criminal justice system information to domestic violence victims. <sup>3</sup> The Risk Management Division administers insurance and evaluates the risk throughout the City.

**GOALS/OBJECTIVES:**

- Provide quality and cost-effective legal advice and services to the Mayor, City Council, Municipal Court, Boards and Commissions and City Departments;
- Defend or prosecute all litigation involving the City;
- Advise and train City staff to minimize potential litigation.

**DEPARTMENT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			Proposed	% Chg
General Fund Operating Expenditure Summary:										
112	Traffic Safety	\$ -	\$ 2,269	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
51	Civil Legal Svcs	825,669	679,317	974,797	921,433	921,433	980,618	995,113	59,185	6.4%
52	Criminal Prosecution	709,570	768,882	776,142	916,028	916,028	995,576	1,013,080	79,548	8.7%
Subtotal Operating Exp.:		\$ 1,535,239	\$ 1,450,468	\$ 1,750,938	\$ 1,837,460	\$ 1,837,460	\$ 1,976,194	\$ 2,008,193	\$ 138,734	7.6%
Non-General Fund Operating Expenditure Summary:										
114	Proposition 1	237,322	247,963	278,996	278,996	278,996	308,209	318,848	29,213	10.5%
501	Risk Management	2,348,831	1,788,325	1,486,275	1,714,379	1,714,379	2,657,763	2,329,131	943,384	55.0%
Subtotal Non-GF Oper. Exp.:		\$ 2,586,153	\$ 2,036,288	\$ 1,765,271	\$ 1,993,375	\$ 1,993,375	\$ 2,965,972	\$ 2,647,979	\$ 972,597	48.8%
Total Expenditures:		\$ 4,121,392	\$ 3,486,755	\$ 3,516,210	\$ 3,830,836	\$ 3,830,836	\$ 4,942,166	\$ 4,656,173	\$ 1,111,331	29.0%

**HIGHLIGHTS/CHANGES:**

The Law Department's proposed operating budget totals \$4.94M in 2023 and \$4.66M in 2024. This is a 29.0% or \$1.1M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Services and Charges** – Increase of \$0.94M due to increase in insurance premiums and one-time legal settlements.

**Expenditure Summary:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,138,860	\$ 1,185,296	\$ 1,214,230	\$ 1,338,069	\$ 1,338,069	\$ 1,400,239	\$ 1,430,949	\$ 62,170	4.6%
2XX	Benefits	382,048	389,472	461,407	424,090	424,090	527,567	538,945	103,477	24.4%
3XX	Supplies	2,536	6,584	5,525	5,525	5,525	6,225	6,225	700	12.7%
4XX	Services and Charges	2,447,948	1,905,403	1,834,547	2,062,651	2,062,651	3,007,635	2,679,553	944,984	45.8%
5XX	Intergovernmental	-	-	500	500	500	500	500	-	0.0%
0XX	Other Financing Use	150,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 4,121,392	\$ 3,486,755	\$ 3,516,210	\$ 3,830,836	\$ 3,830,836	\$ 4,942,166	\$ 4,656,173	\$ 1,111,331	29.0%

**LAW DEPARTMENT - CIVIL LEGAL SERVICES**

*Ryan Call, City Attorney*

**PURPOSE/DESCRIPTION:**

The City Attorney, and two Assistant City Attorneys, aided by support staff, provide legal advice to the Mayor, City Council, Municipal Court, all City Boards and Commissions, Department Directors and staff. The most important function of the Civil Division of the Law Department is to provide proactive legal advice to all City officials and staff. This ensures the actions of the City are legally defensible, complies with the most current state and federal laws, and minimizes the risk of litigation.

The Civil Division supports the Council's policy of contracting for services by drafting, reviewing, and approving all contracts. Other duties include preparing ordinances, resolutions, orders, interlocal agreements, and coordinating and supervising the services of outside legal counsel. The Civil Division also oversees Risk Management for the City.

A portion of Proposition 1 Funding is used by the Civil Division to litigate asset forfeiture cases and code enforcement matters.

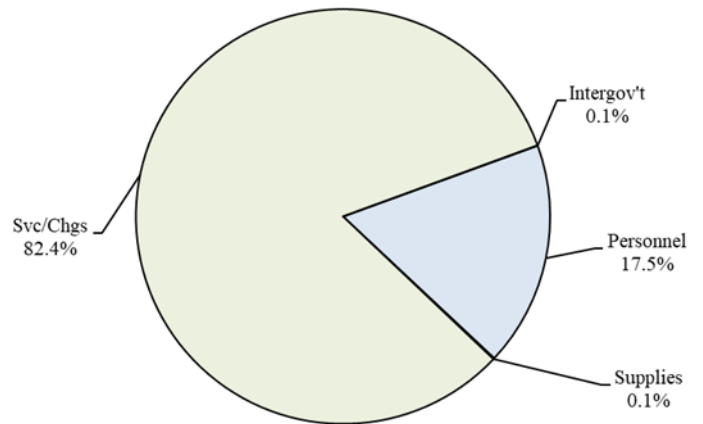
**GOALS/OBJECTIVES:**

- Provide timely and accurate legal advice to the Mayor, City Council, Municipal Court, and staff on all legal questions
- Assist and pursue the City's legislative goals
- Review and provide code revisions in order to keep the Code current with state and federal laws
- Draft, negotiate and review franchises, contracts, leases, development agreements, real estate transactions, and labor agreements
- Provide training for contracts, supervision, police, and public records
- Provide risk management oversight

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of contracts drafted/reviewed	531	519	520	520
• Number of Ordinances/Resolutions Drafted/Reviewed	36	35	35	35
• Number of Litigation matters (excludes condemnation litigation)	9	9	10	10
• Number of Labor Agreements	5	6	5	5
• Asset Forfeitures	6	6	3	3
<b>Efficiency Measures:</b>				
• Contracts reviewed per attorney per year	177	173	173	173

**2023 Proposed Expenditures by Category**



## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-City Attorney	0.80	0.80	0.80	0.80	0.80	0.80	0.80	66
Assistant City Attorney	1.50	1.50	1.50	1.50	1.50	1.50	1.50	53
Lead Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
<b>Total Regular Staffing</b>	4.30	4.30	4.30	4.30	4.30	4.30	4.30	n/a
<b>Change from prior year</b>		-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	4.30	4.30	4.30	4.30	4.30	4.30	4.30	n/a

### HIGHLIGHTS/CHANGES:

The Law Department Civil Division's proposed operating budget totals \$3.64M in 2023 and \$3.32M in 2024. This is a 38.0% or \$1.00M increase to the 2023 proposed budget from the 2022 adjusted budget. The table below includes the General Fund, the Traffic Safety Fund, and the Risk Management Fund. Major line item changes include:

- **Services and Charges** – Net increase of \$0.94M primarily due to increase in insurance premiums and one-time legal settlements.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	429,408	427,195	458,027	443,432	443,432	462,246	472,750	18,813	4.2%
2XX	Benefits	148,953	141,067	174,050	135,281	135,281	175,653	179,645	40,372	29.8%
3XX	Supplies	1,490	5,117	2,950	2,950	2,950	3,150	3,150	200	6.8%
4XX	Services and Charges	2,444,648	1,896,531	1,825,544	2,053,648	2,053,648	2,996,832	2,668,200	943,184	45.9%
5XX	Intergovernmental	-	-	500	500	500	500	500	-	0.0%
0XX	Other Financing Use	150,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 3,174,499	\$ 2,469,910	\$ 2,461,072	\$ 2,635,812	\$ 2,635,812	\$ 3,638,381	\$ 3,324,244	\$ 1,002,569	38.0%

**LAW DEPARTMENT - CRIMINAL PROSECUTION SERVICES**

*Jennifer Castleton, Chief Prosecutor*

**PURPOSE/DESCRIPTION:**

Five attorneys act as City Prosecutors in the Federal Way Municipal Court where non-felony cases are prosecuted. The prosecutors also appear on appeals from these cases. Legal defense for indigent defendants is provided through a contract with an outside law firm under the Mayor's budget. The prosecution staff handles an average of 750 infractions and 2000 criminal citations per year.

The City Prosecutors and support staff coordinate all facets of enforcement of the City's Municipal Code: law enforcement, municipal court personnel, probation services, jail bookings and transport, counseling services, citizen/witness coordination, appointed and private defense counsels, and outside jurisdictions on shared defendants.

In addition, the prosecutors and support staff have frequent contact with citizens, victims, witnesses and defendants, respond to questions about victim assistance, criminal procedures, and case setting information, and advise the police regarding criminal and infraction matters.

The Criminal Prosecution Division continues to use Proposition 1 Funding for the prosecution of Domestic Violence offenses, persistent City Code violators, and prosecution of drug/asset forfeitures.

**GOALS/OBJECTIVES:**

- Protect the safety of the public through effective prosecution of offenders.
- Work with the Police Department for effective prosecution of domestic violence matters, DUI, and drug/asset forfeitures.
- Effectively use resources by working with the Police Department and Municipal Court to use the prosecutor and staff time more efficiently and reduce officer overtime.
- Provide training for police officers.

**PERFORMANCE MEASURES:**

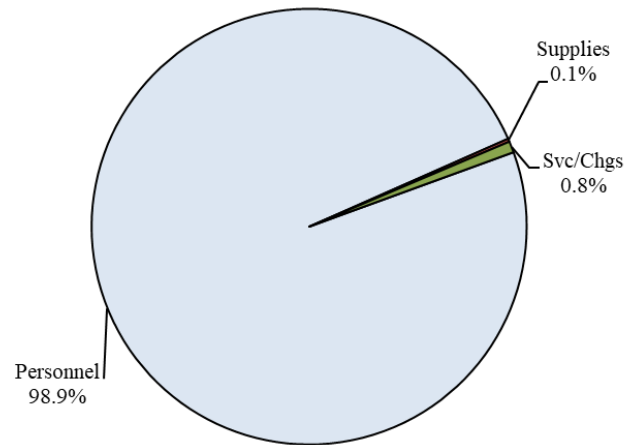
Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Cases filed – criminal citations	1960	2035	3000	3000
• Domestic Violence cases received in System*- (included in above criminal citation filings)	342	393	450	450
<b>Outcome Measures:</b>				
• Total resolved cases	572	700	2750	2750
<b>Efficiency Measures:</b>				
• Criminal cases per prosecutor*	490**	407***	600	600

\*Doesn't include cases reviewed but not charged

\*\*The average cases per prosecutor are based on 4 FTE's

\*\*\* The average cases per prosecutor are based on 5 FTE's

**2023 Proposed Expenditures by Category**



## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-City Attorney	0.20	0.20	0.20	0.20	0.20	0.20	0.20	66
Chief City Prosecutor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55
Assistant City Attorney (0.5 FTE funded by P	0.50	0.50	0.50	0.50	0.50	0.50	0.50	53
City Prosecutor (1.5 FTE funded by Prop. 1)	3.00	4.00	3.00	4.00	4.00	4.00	4.00	48
Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32
Domestic Violence Legal Advocate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Legal Assistant	1.50	1.50	1.50	1.50	1.50	1.50	1.50	28
<b>Total Regular Staffing</b>	8.20	9.20	8.20	9.20	9.20	9.20	9.20	n/a
<b>Change from prior year</b>	-	1.00	(1.00)	-	-	-	-	n/a
<b>Grand Total Staffing</b>	8.20	9.20	8.20	9.20	9.20	9.20	9.20	n/a

### HIGHLIGHTS/CHANGES:

The Law Department Criminal Division's proposed operating budget totals \$1.30M in 2023 and \$1.33M in 2024. This is a 9.1% or \$0.11M increase to the 2023 proposed budget from the 2022 adjusted budget.

### EXPENDITURE SUMMARY:

#### CRIMINAL PROSECUTION SERVICES – GENERAL FUND

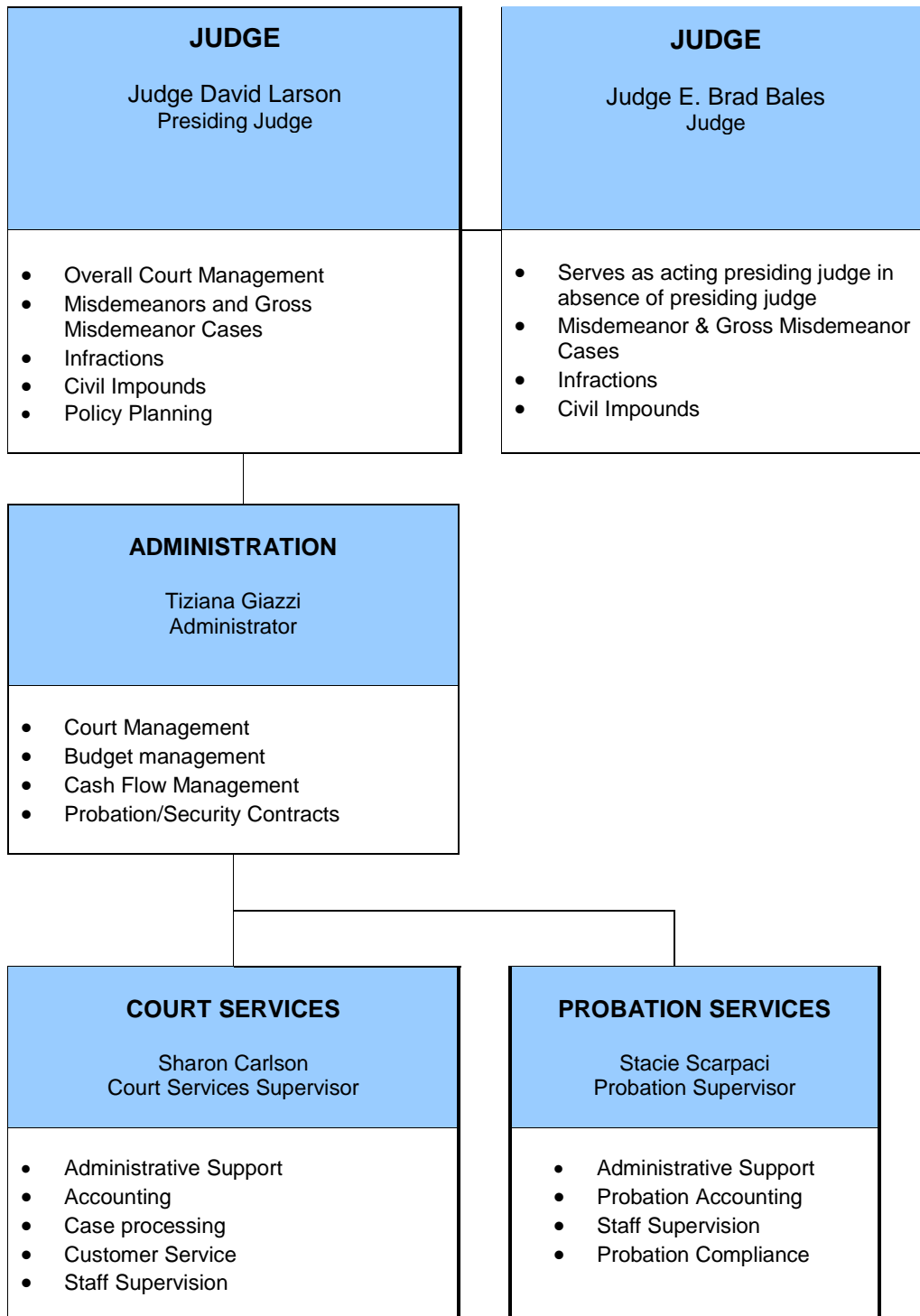
Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 528,662	\$ 568,029	\$ 554,032	\$ 692,466	\$ 692,466	\$ 714,653	\$ 727,150	\$ 22,187	3.2%
2XX	Benefits	176,563	190,513	210,532	211,984	211,984	267,045	271,502	55,061	26.0%
3XX	Supplies	1,046	1,468	2,575	2,575	2,575	3,075	3,075	500	19.4%
4XX	Services and Charges	3,300	8,873	9,003	9,003	9,003	10,803	11,353	1,800	20.0%
Total Expenditures:		\$ 709,570	\$ 768,882	\$ 776,142	\$ 916,028	\$ 916,028	\$ 995,576	\$ 1,013,080	\$ 79,548	8.7%

#### CRIMINAL PROSECUTION SERVICES – UTILITY TAX PROPOSITION 1 FUND

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			Proposed	Proposed
Expenditure Summary:										
1XX	Salaries & Wages	\$ 180,790	\$ 190,072	\$ 202,171	\$ 202,171	\$ 202,171	\$ 223,340	\$ 231,050	\$ 21,169	10.5%
2XX	Benefits	56,532	57,891	76,825	76,825	76,825	84,869	87,799	8,044	10.5%
Total Expenditures:		\$ 237,322	\$ 247,963	\$ 278,996	\$ 278,996	\$ 278,996	\$ 308,209	\$ 318,848	\$ 29,213	10.5%

**MUNICIPAL COURT**

*David Larson, Presiding Judge*



## **MUNICIPAL COURT**

*David Larson, Presiding Judge*

### **2021/2022 ACCOMPLISHMENTS**

#### **PERSONNEL**

- Maintain and encourage continued professional development for all staff.
- Ongoing training and maintenance of new case management system.
- Staff continues to maintain a high degree of professional competency and customer service.



#### **COMMUNITY OUTREACH**

- Judge Brad Bales was added to the court in February to replace Judge Robertson
- Partnered with King County Adult and Juvenile Detention for the PALS program (Pretrial Assessment and Linkage Services)
- Continue to maintain a Community Court in spite of the difficulties
  - Note: COVID-19 has resulted in the loss of Valley Cities as a partner, but we gained Peer Kent, Ideal Option, and the Multi Service Center as partners.
- Forged a new partnership with Peer Kent and Des Moines Municipal Court for peer services
- Partnered with Game of Life and Phenomenal She for mentor referrals
- Conducted a Sequential Intercept Mapping workshop with over 50 stakeholders
- Began to institute the use of the Sequential Intercept Model
- Entered into an Interlocal Agreement for probation services with South King County Municipal Courts
- Continue to partner with South Seattle College on Justice Involved Solutions education and training program
- Sponsored the annual Federal Way School District and the Federal Way Arts Commission Court Art Contest
  - COVID-19 interfered with the ability to hold the 2020 and 2021 contest, but the 2022 contest was held
- Judge Larson helps teach *Street Law* once per week at Todd Beamer High School
- Judge Larson is a member of several statewide committees:
  - Board of Judicial Administration, Public Trust and Confidence Committee
  - District and Municipal Court Judges Association, Legislative Committee
  - District and Municipal Court Judges Association, Therapeutic Courts Committee
  - District and Municipal Court Judges Association, Council on Independent Courts
  - Civil Learning Council
- Continued regular coordination meetings with Judges, Court Administrator, Court Services Supervisor, Probation, Prosecutor, and Public Defenders

#### **PROGRAMS/COST REDUCTIONS/EFFICIENCIES**

- Replaced JustWare with OCourt due to the discontinuation of support by the provider of JustWare software
  - The implementation of OCourt will align us better with most courts in King County
- Implement the use of a new public defense firm hired by the City
- The Court applied for and received a grant of \$271,776 out of monies appropriated by the legislature in SB5476. The funds are being used to:
  - Fund Sequential Intercept Mapping workshop (\$24,000)
  - 1.6 FTEs of peer services to be shared with Des Moines Municipal Court through December 31, 2023 (\$247,776)
- Retained Policy Research Associates to conduct the Sequential Intercept Mapping workshop which resulted in the mapping of resources and services for South King County
- Cleared backlog of trials and hearings caused by COVID
- Reclassified staff to provide more equitable opportunities for staff growth, compensation, and increased retention
- Implemented text reminders to defendants for court dates to increase attendance. This will hopefully serve to reduce the need for arrest warrants which would mean less jail bookings/expense

**2023/24 ANTICIPATED KEY PROJECTS**

- We need to implement the use of the Sequential Intercept Model at all intercepts including the community, law enforcement, the court, jails, and probation
- We need to bolster the use of the Sequential Intercept Model citywide by hiring a coordinator that can benefit Community Development, Police, and the Court
- Continue to work with the police, mayor, prosecutor, defense counsel, probation and other agencies to develop jail and jail alternative programs that reduce costs yet assure public safety.
- Implement therapeutic programs for first time offenders.

**PURPOSE/DESCRIPTION:**

The Municipal Court of the City of Federal Way is organized under RCW 3.50 with jurisdiction over violations of the Federal Way Revised Code and Revised Code of Washington provisions adopted by the City that occur within the boundaries of the City of Federal Way.

**GOALS/OBJECTIVES:**

- Provide an accessible forum for individuals to resolve issues.
- Provide a forum to settle disputes in a fair, efficient, courteous and dignified way in accordance with due process of law.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Traffic Infraction Filings/Parking	4,705	8,000	5,500	5,500
• Non-Traffic Infraction Filings	138	250	200	200
• DUI Filings	142	200	180	180
• Criminal Traffic Filings	872	1,100	900	900
• Criminal Non-Traffic Filings	946	1,800	1,066	1,066
• Civil Filings	5	6	5	5
• Photo Enforcement Filings	34,568	25,000	32,000	32,000
• <b>Total Case Filings</b>	<b>41,376</b>	<b>36,356</b>	<b>39,851</b>	<b>39,851</b>
• Infraction Hearings Held/Parking	2,864	4,500	3,600	3,600
• Non-Traffic Infraction Hearings Held	41	-	50	50
• DUI Hearings Held	1,956	1,800	1,900	1,900
• Criminal Traffic Hearings Held	2,701	2,700	2,800	2,800
• Criminal Non-Traffic Hearings Held	6,899	6,800	7,500	7,500
• Civil Hearings Held	9	-	10	10
• Photo Enforcement Hearings Held	5,105	6,500	6,500	6,500
• <b>Total Hearings Held</b>	<b>19,575</b>	<b>22,300</b>	<b>22,360</b>	<b>22,360</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

## POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Municipal Court Judge (0.5 FTE funded by Prop 1)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	58g
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	56
Probation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
Court Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	40
Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Probation Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Judicial Specialist	-	-	-	-	9.00	9.00	9.00	24
Court Clerk II	4.00	4.00	4.00	4.00	-	-	-	21c
Court Clerk I	5.00	5.00	5.00	5.00	-	-	-	14c
<b>Total Regular Staffing</b>	16.00	16.00	16.00	16.00	16.00	16.00	16.00	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	16.00	16.00	16.00	16.00	16.00	16.00	16.00	n/a

## DEPARTMENT SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
022	General Operations	\$ 1,417,982	\$ 1,494,116	\$ 1,433,566	\$ 1,775,540	\$ 1,775,540	\$ 1,584,120	\$ 1,614,396	\$ (191,420)	-10.8%
021	Probation	362,811	376,998	385,340	478,385	478,385	426,794	437,327	(51,592)	-10.8%
Subtotal Operating Exp:		\$ 1,780,793	\$ 1,871,113	\$ 1,818,905	\$ 2,253,925	\$ 2,253,925	\$ 2,010,913	\$ 2,051,723	\$ (243,011)	-10.8%
Non-General Fund Operating Expenditure Summary:										
112	Traffic Safety	\$ -	\$ 7,577	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ -	0.0%
114	Proposition 1	175,101	149,723	194,159	194,159	194,159	198,857	202,103	4,698	2.4%
Prop 1 and Traffic Safety Exp:		\$ 175,101	\$ 157,300	\$ 255,709	\$ 255,709	\$ 255,709	\$ 260,407	\$ 263,653	\$ 4,698	1.8%
Total Expenditures:		\$ 1,955,894	\$ 2,028,413	\$ 2,074,615	\$ 2,509,634	\$ 2,509,634	\$ 2,271,321	\$ 2,315,376	\$ (238,313)	-9.5%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Municipal Court's proposed operating budget totals \$2.27M in 2023 and \$2.32M in 2024. This is 9.5% or \$0.24M decrease to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

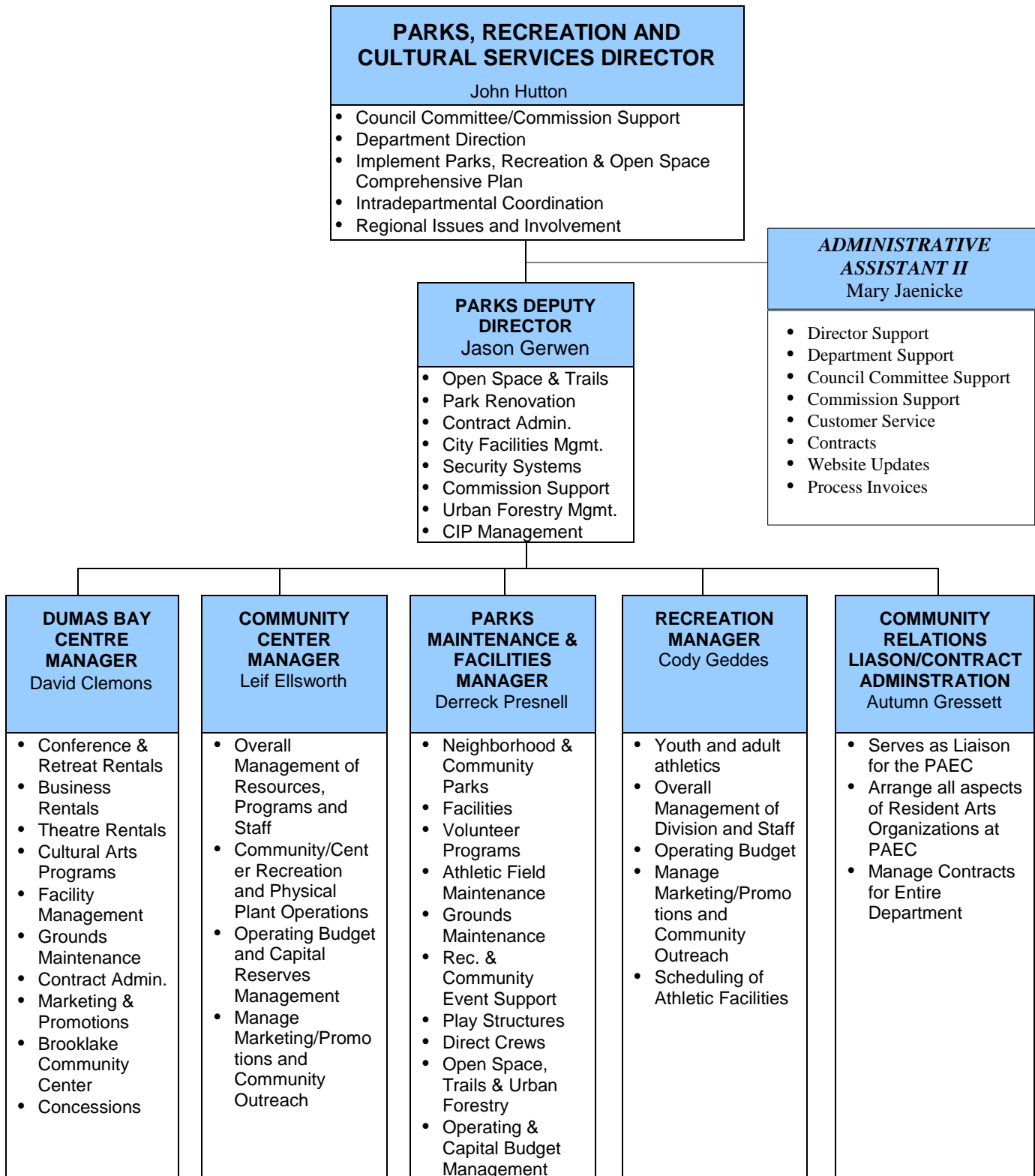
- **Services and Charges** – Decrease of \$0.27M due to elimination of one-time Administrative Office of Courts grant services.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Municipal Court General Fund Operations Expenditure Summary:										
1XX	Salaries & Wages	\$ 896,880	\$ 976,835	\$ 963,701	\$ 1,011,875	\$ 1,011,875	\$ 1,055,307	\$ 1,077,246	\$ 43,432	4.3%
2XX	Benefits	358,432	373,807	343,216	344,089	344,089	374,265	382,602	30,176	8.8%
3XX	Supplies	19,570	7,903	10,050	10,050	10,050	12,950	12,950	2,900	28.9%
4XX	Services and Charges	87,674	135,570	116,598	409,526	409,526	141,598	141,598	(267,928)	-65.4%
6XX	Capital Outlay	55,427	-	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 1,417,982	\$ 1,494,116	\$ 1,433,566	\$ 1,775,540	\$ 1,775,540	\$ 1,584,120	\$ 1,614,396	\$ (191,420)	-10.8%
Probation Office General Fund Expenditure Summary:										
1XX	Salaries & Wages	\$ 196,188	\$ 216,844	\$ 214,344	\$ 275,694	\$ 275,694	\$ 244,628	\$ 252,261	\$ (31,066)	-11.3%
2XX	Benefits	87,221	90,109	81,451	113,147	113,147	92,921	95,821	(20,226)	-17.9%
3XX	Supplies	-	995	6,900	6,900	6,900	6,000	6,000	(900)	-13.0%
4XX	Services and Charges	79,402	69,050	82,645	82,645	82,645	83,245	83,245	600	0.7%
Subtotal Probation Exp:		\$ 362,811	\$ 376,998	\$ 385,340	\$ 478,385	\$ 478,385	\$ 426,794	\$ 437,327	\$ (51,592)	-10.8%
Prop 1 Fund Expenditure Summary:										
1XX	Salaries & Wages	\$ 131,500	\$ 115,295	\$ 140,695	\$ 140,695	\$ 140,695	\$ 144,099	\$ 146,451	\$ 3,404	2.4%
2XX	Benefits	43,601	34,427	53,464	53,464	53,464	54,758	55,652	1,294	2.4%
Subtotal Prop 1 Exp:		\$ 175,101	\$ 149,723	\$ 194,159	\$ 194,159	\$ 194,159	\$ 198,857	\$ 202,103	\$ 4,698	2.4%
Traffic Safety Fund Expenditure Summary:										
4XX	Services and Charges	\$ -	\$ 7,577	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ -	0.0%
Subtotal Traffic Safety Exp:		\$ -	\$ 7,577	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ -	0.0%
Total Expenditures:		\$ 1,955,894	\$ 2,028,413	\$ 2,074,615	\$ 2,509,634	\$ 2,509,634	\$ 2,271,321	\$ 2,315,376	\$ (238,313)	-9.5%

## Parks, Recreation and Cultural Services

John Hutton, Parks Director



**PARKS, RECREATION AND CULTURAL SERVICES**

John Hutton, Parks Director

**2021/2022 ACCOMPLISHMENTS**

- Coordination of significant safety upgrades, improvements and modifications to parks and facilities in response to Covid-19
- Major program enhancements to stay connected to community during pandemic.
- FWCC received a \$250K grant from King County to aid construction of new slide and play structure.
- PAEC Awarded \$531,068.40 through Shuttered Venue Operations Grant
- PAEC Awarded \$25,000 through King County Recovery Grant
- Adjusted the food service model at Dumas Bay Centre to a preferred caterer and continue to build a strong relationship with them.
- Constructed a continental breakfast bar at Dumas Bay Center which is run in-house.
- Continued improvements at Brooklake which included demolition of Brooklake mobile home and out building.
- Replaced Steel Lake barn roof, and two roofs at Saghalie Park restrooms.
- Replacement of Saghalie track.
- Provided temporary housing for Park Maintenance staff

**2023/2024 KEY PROJECTS ANTICIPATED**

- FWCC Slide and play structure replacement
- demolition of Brooklake Hall
- Playground replacements & repairs
- Facilities – HVAC Upgrades and security system replacements
- Support of the Korean Garden project
- Asphalt trail repairs
- Rebuilding of customer and clients at FWCC and DBC to beyond pre-pandemic levels
- Send staff members to Northwest Events Show

**PROPOSED CAPITAL PROJECTS AND FUNDING SOURCES (DOLLARS IN THOUSAND):**

2023 Proposed Projects	Sources (in thousands)					
	REET	Misc / Trsfers	Prior Years' Sources	Total Sources	Construct	Total Expenses
Major Maint & Impr. - Existing Park Facilities	\$ 105	\$ -	\$ -	\$ 105	\$ 105	\$ 105
Annual Playground Repair & Repl. Prog	162	-	-	162	162	162
Korean Garden	-	100	-	100	100	100
<b>Total 2023</b>	<b>\$ 267</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 367</b>	<b>\$ 367</b>	<b>\$ 367</b>

2024 Proposed Projects	Sources (in thousands)					
	REET	Misc / Trsfers	Prior Years' Sources	Total Sources	Construct	Total Expenses
Major Maint & Impr. - Existing Park Facilities	105	-	-	105	105	105
Annual Playground Repair & Repl. Prog	162	-	-	162	162	162
Asphalt Trail Repairs	-	500	-	500	500	500
<b>Total 2024</b>	<b>\$ 267</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 767</b>	<b>\$ 767</b>	<b>\$ 767</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

## DEPARTMENT POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Administration:</b>								
Director of Parks, Rec. & Cultural Svcs.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	65
CR Liaison/Contract Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	28
<b>General Recreation:</b>								
Recreation Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	47
CR Liaison/Contract Admin	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	34
Recreation Coordinator	3.50	3.80	3.50	3.80	3.80	3.80	3.80	33
Administrative Assistant II	-	1.00	-	1.00	1.00	1.00	1.00	28
Administrative Assistant I	1.00	-	1.00	-	-	-	-	18
<b>Maintenance:</b>								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	59
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Park & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Maintenance Worker III	-	-	-	3.00	3.00	3.00	3.00	30m
Maintenance Worker - II	3.00	3.00	3.00	6.00	6.00	8.00	8.00	26m
Maintenance Worker I (1.0 FTE funded by Prop. 1)	8.75	9.00	9.00	3.00	3.00	4.00	4.00	22m
Facilities Maintenance Worker	1.50	2.00	2.00	2.00	2.00	2.00	2.00	22m
<b>Total General Fund:</b>	24.88	25.93	25.63	25.93	25.93	28.93	28.93	n/a
<b>Federal Way Community Center:</b>								
Community Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	47
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	34
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Fitness Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Rental Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Customer Service Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Aquatic Facility Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30m
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Lead Lifeguard	2.00	2.00	2.00	2.00	2.00	2.00	2.00	13
<b>Total Federal Way Comm. Center:</b>	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
<b>Dumas Bay Centre:</b>								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Chef/Kitchen Coordinator	1.00	1.00	1.00	1.00	-	-	-	33
Dumas Bay Coordinator	-	-	-	-	1.00	1.00	1.00	33
Administrative Assistant I	1.00	1.00	1.00	1.00	-	-	-	18
<b>Total Dumas Bay Centre:</b>	3.00	3.00	3.00	3.00	2.00	2.00	2.00	n/a
<b>Total Regular Staffing</b>	39.21	40.26	39.96	40.26	39.26	42.26	42.26	n/a
<b>Change from prior year</b>	-	1.05	(0.30)	0.30	(1.00)	3.00	-	n/a
<b>Grand Total Staffing</b>	39.21	40.26	39.96	40.26	39.26	42.26	42.26	n/a

**PARKS, RECREATION AND CULTURAL SERVICES**

John Hutton, Parks Director

**DEPARTMENT OVERVIEW****PURPOSE/DESCRIPTION:**

The Parks, Recreation, and Cultural Services Department consists of five divisions: Parks Administration, Parks General Recreation, Federal Way Community Center, Dumas Bay Centre, and Parks Maintenance. The Department's mission is to enrich community life through the provision and stewardship of parks, leisure and cultural experiences.

**GOALS/OBJECTIVES:**

- Provide cost-efficient quality recreation and cultural programs to meet the needs of all ages, interests and abilities.
- Provide a high quality of maintenance for all park areas and facilities.
- Provide a balance of services and programs in parks and facilities for Federal Way's diverse population
- Plan and implement ongoing acquisition and development of parks to meet the goals and objectives outlined in the Park Plan updated in 2019.
- Promote ongoing public involvement through commissions, volunteers, public outreach and surveys.
- Manage and maintain all City buildings and structures.
- Promote a culture of teamwork and public service in all parks, recreation, and cultural activities.

**DEPARTMENT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
310	Administration	\$ 395,938	\$ 406,609	\$ 281,647	\$ 841,643	\$ 841,643	\$ 473,229	\$ 481,652	\$ (368,414)	-43.8%
33x	Maintenance	2,497,587	2,944,293	2,391,575	2,474,401	2,474,401	2,832,440	2,871,652	358,039	14.5%
35x	General Recreation	914,785	1,210,962	1,520,473	1,404,104	1,404,104	1,643,507	1,647,597	239,403	17.1%
Subtotal GF Operating Exp.:		\$ 3,808,310	\$ 4,561,865	\$ 4,193,695	\$ 4,720,147	\$ 4,720,147	\$ 4,949,176	\$ 5,000,901	\$ 229,028	4.9%
Non-General Fund Operating Expenditure Summary:										
111	FW Community Center	\$ 1,367,316	\$ 2,128,650	\$ 2,756,334	\$ 2,756,334	\$ 2,756,334	\$ 2,279,893	\$ 2,306,857	\$ (476,441)	-17.3%
Subtotal New Comm Center		\$ 1,367,316	\$ 2,128,650	\$ 2,756,334	\$ 2,756,334	\$ 2,756,334	\$ 2,279,893	\$ 2,306,857	\$ (476,441)	-17.3%
114	Prop 1 Fund	\$ 111,084	\$ 110,719	\$ 104,802	\$ 104,802	\$ 104,802	\$ 118,551	\$ 121,097	\$ 13,749	13.1%
Subtotal Prop 1 Fund		\$ 111,084	\$ 110,719	\$ 104,802	\$ 104,802	\$ 104,802	\$ 118,551	\$ 121,097	\$ 13,749	13.1%
115	PAEC Operating Fund	\$ 1,452,916	\$ 1,653,440	\$ 2,299,757	\$ 2,631,641	\$ 2,631,641	\$ 2,483,359	\$ 2,483,359	\$ (148,282)	-5.6%
Subtotal 115 PAEC Oper. Fund		\$ 1,452,916	\$ 1,653,440	\$ 2,299,757	\$ 2,631,641	\$ 2,631,641	\$ 2,483,359	\$ 2,483,359	\$ (148,282)	-5.6%
189	Parks Reserve	\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%
Subtotal 189 Parks RR Oper. Fund		\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%
120	Paths & Trails	\$ -	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 100,000	\$ 600,000	\$ 70,000	233.3%
Subtotal 120 P&T Oper. Fund		\$ -	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 100,000	\$ 600,000	\$ 70,000	233.3%
303	Parks CIP	\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%
Subtotal Parks CIP Fund		\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%
402	Dumas Bay Centre	\$ 602,682	\$ 632,483	\$ 930,210	\$ 1,000,110	\$ 1,000,110	\$ 764,097	\$ 773,784	\$ (236,014)	-23.6%
505	Bldg & Furnishings	555,315	1,185,961	594,127	594,127	594,127	789,772	664,772	195,645	32.9%
Enterprise Fund Oper		\$ 1,157,997	\$ 1,818,444	\$ 1,524,337	\$ 1,594,237	\$ 1,594,237	\$ 1,553,869	\$ 1,438,556	\$ (40,369)	-2.5%
Total Expenditures:		\$ 8,115,052	\$ 10,541,853	\$ 11,269,719	\$ 12,447,955	\$ 12,447,955	\$ 11,851,848	\$ 12,717,771	\$ (596,108)	-4.8%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Parks Department's proposed operating budget totals \$11.85M and \$12.72M in 2023 and 2024 respectively. This is a decrease of \$0.60M or 4.8% to the 2023 proposed budget from the 2022 adjusted operating budget. Major line item changes include:

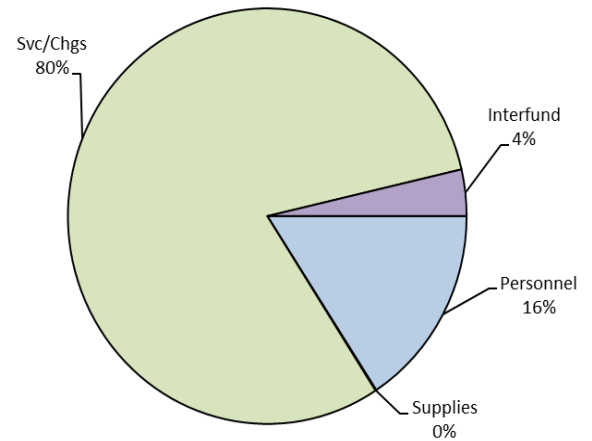
- **Salaries & Wages/Benefits** – Net Increase of \$0.25M due to adding 3 Parks Maintenance Workers.
- **Services and Charges** – Decrease of \$0.18M due to elimination of one-time grant for Performing Arts & Event Center services.
- **Capital Outlays** – Decrease of \$0.73M due to less Parks CIP projects, and 2022 capital projects that are not yet carried forward into 2023.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	\$ 3,300,083	\$ 4,025,168	\$ 4,340,413	\$ 4,524,645	\$ 4,524,645	\$ 4,844,317	\$ 4,911,266	\$ 319,673	7.1%
2XX	Benefits	1,238,723	1,371,143	1,095,039	1,347,259	1,347,259	1,280,354	1,304,329	(66,905)	-5.0%
3XX	Supplies	476,332	567,675	745,662	745,662	745,662	745,662	745,662	-	0.0%
4XX	Services and Charges	2,711,478	3,537,347	4,001,554	4,493,338	4,493,338	4,318,256	4,193,256	(175,082)	-3.9%
5XX	Intergovernmental	32,732	92,172	50,105	50,105	50,105	50,105	50,105	-	0.0%
6XX	Capital Outlays	215,731	41,670	875,000	1,095,000	1,095,000	367,000	767,000	(728,000)	-66.5%
9XX	Internal Services/Other	139,972	144,265	146,153	146,153	146,153	146,153	146,153	-	0.0%
0XX	Other Financing Use	-	762,414	15,793	45,793	45,793	100,000	600,000	54,207	118.4%
Total Expenditures:		\$ 8,115,052	\$ 10,541,853	\$ 11,269,719	\$ 12,447,955	\$ 12,447,955	\$ 11,851,848	\$ 12,717,771	\$ (596,108)	-4.8%

**PARKS, RECREATION AND CULTURAL SERVICES - ADMINISTRATION***John Hutton, Parks Director***PURPOSE/DESCRIPTION:**

The Administration Division is responsible for the overall coordination of the department and supervision of park planning, recreation, cultural services, and maintenance operations. It also provides leadership to meet its mission of providing quality recreation programs, park development, acquisition and stewardship of over 1,100 acres of park land and six major facilities. The Administration Division also provides support to the Parks, Recreation, and Public Safety Council Committee, Arts Commission, Parks and Recreation Commission and Youth Commission. Additionally, it acts as the coordinating or central office for customer inquiries and information distribution for all parks and recreation programs.

**2023 Proposed Expenditures by Category****GOALS/OBJECTIVES:**

- Improve and enhance new and existing parks, facilities, and program opportunities to provide multiple functions
- Provide a balance of services and programs in parks and facilities for Federal Way's diverse population
- Protect, retain, and improve open space and educate and promote community awareness of the natural systems
- Create community gathering spaces and activities including planning and coordination of downtown public space with economic & community development efforts.
- Plan and design trails and pedestrian connections to regional trails and neighboring jurisdictions to increase planning and implementation of park plans for new annexation areas.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of commissions and committees supported	4	4	4	4
Number of Capital Projects Managed	3	3	3	3
<b>Outcome Measures:</b>				
Total Acres of Park and Open Space	1124	1124	1124	1124
Total Square Feet of Facilities operated and maintained	251,791	251,791	251,791	251,791

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Administration:</b>								
Director of Parks, Rec. & Cultural Svcs.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	65
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	28
<b>Total Regular Staffing</b>	1.80	1.80	1.80	1.80	1.80	1.80	1.80	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	1.80	1.80	1.80	1.80	1.80	1.80	1.80	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### DEPARTMENT SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
310	Administration	\$ 395,938	\$ 406,609	\$ 281,647	\$ 841,643	\$ 841,643	\$ 473,229	\$ 481,652	\$ (368,414)	-43.8%
Subtotal GF Operating Exp.:		\$ 395,938	\$ 406,609	\$ 281,647	\$ 841,643	\$ 841,643	\$ 473,229	\$ 481,652	\$ (368,414)	-43.8%
Non-General Fund Operating Expenditure Summary:										
115	PAEC Operating Fund	\$ 1,452,916	\$ 1,653,440	\$ 2,299,757	\$ 2,631,641	\$ 2,631,641	\$ 2,483,359	\$ 2,483,359	\$ (148,282)	-5.6%
Subtotal 115 PAEC Oper. Fund		\$ 1,452,916	\$ 1,653,440	\$ 2,299,757	\$ 2,631,641	\$ 2,631,641	\$ 2,483,359	\$ 2,483,359	\$ (148,282)	-5.6%
Total Expenditures:		\$ 1,848,854	\$ 2,060,049	\$ 2,581,404	\$ 3,473,284	\$ 3,473,284	\$ 2,956,588	\$ 2,965,011	\$ (516,696)	-14.9%

### HIGHLIGHTS/CHANGES:

The Administration Division proposed operating budget for 2023/2024 is \$2.96M and \$2.97M respectively. This is a decrease of \$0.52M or 14.9% to the 2023 proposed budget from the 2022 adjusted operating budget. The below table includes the General Fund and the PAEC Operating Fund.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	294,442	306,850	199,555	517,394	517,394	338,788	344,892	(178,605)	-34.5%
2XX	Benefits	96,771	95,887	75,831	317,988	317,988	128,179	130,499	(189,809)	-59.7%
3XX	Supplies	2,578	400	2,110	2,110	2,110	2,110	2,110	-	0.0%
4XX	Services and Charges	1,348,096	1,549,946	2,196,942	2,528,826	2,528,826	2,380,544	2,380,544	(148,282)	-5.9%
9XX	Internal Services/Other	106,967	106,966	106,966	106,966	106,966	106,966	106,966	-	0.0%
Total Expenditures:		\$ 1,848,854	\$ 2,060,049	\$ 2,581,404	\$ 3,473,284	\$ 3,473,284	\$ 2,956,588	\$ 2,965,011	\$ (516,696)	-14.9%



New Flagpole and Veteran's Memorial in Federal Way

**PARKS, RECREATION AND CULTURAL SERVICES - GENERAL RECREATION**

Cody Geddes, Recreation Manager

**PURPOSE/DESCRIPTION:**

The General Recreation Division plans and manages a wide variety of recreation, community center, athletic, and cultural programs, services and special events that provide activities that foster community spirit, build individual self-confidence and enhance the quality of life. Recreation Division's other program areas include: Community Recreation & Day Camps, Inclusive Recreation for adults of all-abilities., Youth and Adult Athletics, Community Events, Senior Services and Arts and Cultural Services.

**GOALS/OBJECTIVES:**

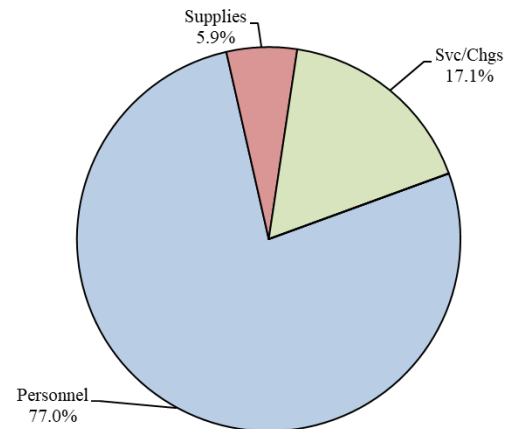
- Provide accessible recreation and cultural services and facilities for the community.
- Coordinate community events and celebrations that provide opportunities for the community to celebrate and connect.
- Provide services to enhance the health and wellbeing of our citizens.
- Provide recreation and inclusive services to individuals with disabilities and special needs.
- Provide spaces for the community to rent for business, performance, to celebrate special occasions.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Total Recreation & Cultural Services classes held	1,906	2,003	2,020	2,050
Total senior classes / drop-in services	1,631	1,852	2,000	2,100
Total Teen Participants	80	350	400	425
<b>Outcome Measures:</b>				
Recovery ratio	50%	68%	72%	71%
<b>Efficiency Measures:</b>				
Number of volunteer hours	480	850	1,000	1,200
Number of Recreation & Cultural Services enrollments	2,587	13,000	14,000	15,000
Number of Recreation & Cultural Services participant attendance	181,947	277,484	300,000	310,000

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
General Recreation:								
Recreation Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	47
CR Liaison/Contract Admin	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	34
Recreation Coordinator	3.50	3.80	3.50	3.80	3.80	3.80	3.80	33
Administrative Assistant II	-	1.00	-	1.00	1.00	1.00	1.00	28
Administrative Assistant I	1.00	-	1.00	-	-	-	-	18
Total General Fund:	6.83	7.13	6.83	7.13	7.13	7.13	7.13	n/a
Total Regular Staffing	6.83	7.13	6.83	7.13	7.13	7.13	7.13	n/a
Change from prior year	-	0.30	(0.30)	0.30	-	-	-	n/a
Grand Total Staffing	6.83	7.13	6.83	7.13	7.13	7.13	7.13	n/a

**2023 Proposed Expenditures by Category**

**CITY OF FEDERAL WAY 2023-24 BUDGET****HIGHLIGHTS/CHANGES:**

The General Recreation Division Budget includes Athletics and Special Services, and Community Recreation and Cultural Services. The General Recreation proposed operating budget for 2023/2024 is \$1.64M and \$1.65M respectively. This is an increase of \$0.24M or 17.1% to the 2023 proposed budget from the 2022 adjusted budget.

**EXPENDITURE SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	\$ 599,438	\$ 738,039	\$ 936,279	\$ 809,846	\$ 809,846	\$ 961,193	\$ 964,157	\$ 151,347	18.7%
2XX	Benefits	181,388	207,885	206,244	216,308	216,308	304,364	305,490	88,056	40.7%
3XX	Supplies	26,602	74,145	97,541	97,541	97,541	97,541	97,541	-	0.0%
4XX	Services and Charges	106,482	189,979	280,284	280,284	280,284	280,284	280,284	-	0.0%
5XX	Intergovernmental	875	915	125	125	125	125	125	-	0.0%
Total Expenditures:		\$ 914,785	\$ 1,210,962	\$ 1,520,473	\$ 1,404,104	\$ 1,404,104	\$ 1,643,507	\$ 1,647,597	\$ 239,403	17.1%

## **PARKS, RECREATION AND CULTURAL SERVICES - COMMUNITY CENTER**

*Leif Ellsworth, Community Center Manager*

### **PURPOSE/DESCRIPTION:**

The Federal Way Community Center opened in 2007. The facility features three gyms, two pools, fitness area, climbing wall, senior lounge, sauna/steam rooms, classroom space and community rooms for rental use. The facility charges a single-use fee and a discounted membership fee for pass holders, and also serves as a location for many general recreation classes and community events.

### **GOALS/OBJECTIVES:**

- Provide a facility that promotes fitness and health through dynamic exercise programming and a state-of-the-art fitness studio.
- Administer aquatics safety, education and fitness programs for all ages.
- Provide a contemporary venue and excellent service staff for community- wide event, private occasion, and business rentals.
- Provide opportunities for new athletic programs for young children that promote economic development.
- Serve as a venue for general recreation programs, athletics, and senior services.

### Membership

- Increase member retention from our current average of approximately 50% by implementing the following strategies:
- Continue using the fitness assessment for new members by using the following measures:
  - Find out what their fitness goals are.
  - Do some fitness assessing to gauge where they are now.
  - Connect the dots between where they are now and where they want to be by making fitness recommendations that will help them achieve results.
  - We believe that this simple process will not only lead to a higher retention rate (people stay and pay longer when they see results), but it will also increase our personal training revenue by at least \$20,000 each year.

### Front Desk

- Continue to invest in the education of our young people working at the front desk by implementing the following ideas:
  - Develop a semi-annual staff review with more specific success measures. Continue to invest in small pay increases for team members who are thriving and who show potential for longevity.
  - Send the entire team to a customer service seminar at least 1x per year.
  - Continue to cross train staff to work a variety of different departments, especially group fitness.
  - Increase the fun factor by having quarterly front desk team builders

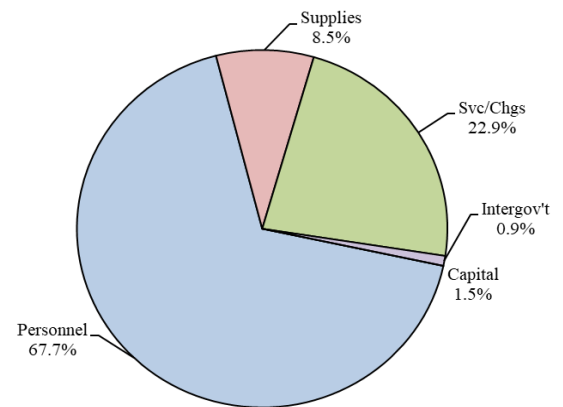
### Group Fitness

- Continue to grow our group fitness participation month by month and as a percentage of overall visits. We are currently seeing over 4,000 participants/month with approximately 26% of people scanning going to group fitness.

### Climbing

- Consider long-term options for the Climbing Pinnacle; everything from tearing it down to make room for expanded fitness programming, to designing new program uses.
- We want to try expanding our bouldering routes and add adult climbing classes.

**2023 Proposed Expenditures by Category**



## CITY OF FEDERAL WAY 2023-24 BUDGET

### PERFORMANCE MEASURES:

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of birthday party rentals	400	500	500	525
Number of special event rentals	50	100	100	100
Number of meeting rentals	200	400	400	425
<b>Efficiency Measures:</b>				
Operating within or better than designated utility tax contribution	Yes	Yes	Yes	Yes
<b>Efficiency Measures:</b>				
Number of active passes	3,000	3,250	3,250	3,500
Number of community center class enrollments	1,000	1,500	1,550	1,650
Number of pass holder visits	135,000	175,000	185,000	195,000
Number of daily admissions	56,250	72,000	75,000	77,500

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Federal Way Community Center:</b>								
Community Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	47
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	34
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Fitness Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Rental Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Customer Service Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Aquatic Facility Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30m
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Lead Lifeguard	2.00	2.00	2.00	2.00	2.00	2.00	2.00	13
<b>Total Federal Way Comm. Center:</b>	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
<b>Total Regular Staffing</b>	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The proposed operating budget is \$2.28M in 2023 and \$2.31 in 2024. This is a decrease of \$0.48M or 17.3% to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Capital Outlay** – Decrease of \$0.50M due to 2022 capital projects that are not yet carried forward into 2023.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 680,524	\$1,114,372	\$1,255,634	\$1,255,634	\$1,255,634	\$1,272,705	\$1,292,244	\$ 17,072	1.4%
2XX	Benefits	231,585	318,082	263,201	263,201	263,201	269,688	277,113	6,487	2.5%
3XX	Supplies	116,884	167,586	194,000	194,000	194,000	194,000	194,000	-	0.0%
4XX	Services and Charges	325,010	508,116	523,000	523,000	523,000	523,000	523,000	-	0.0%
5XX	Intergovernmental	13,314	20,496	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	-	-	500,000	500,000	500,000	-	-	(500,000)	-100.0%
Total Expenditures:		\$ 1,367,316	\$2,128,650	\$2,756,334	\$2,756,334	\$2,756,334	\$2,279,893	\$2,306,857	\$ (476,441)	-17.3%

**PARKS, RECREATION AND CULTURAL SERVICES - DUMAS BAY CENTRE**

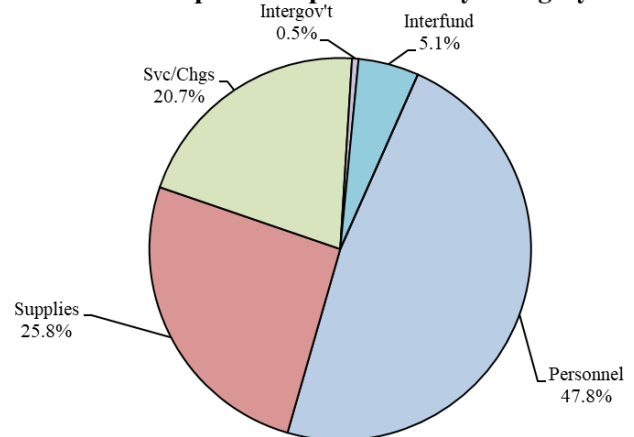
David Clemons, Dumas Bay Manager

**PURPOSE/DESCRIPTION:**

Dumas Bay Centre is operated as an enterprise fund. The multi-use facility offers business retreat and overnight and day use accommodations, rentals for events such as weddings and family celebrations. A 12-acre passive use park is located on the site and is managed by Dumas Bay Centre staff.

The Knutzen Family Theatre offers performance space for local artists and art organizations, production assistance for local arts organizations, performance and cultural arts events, cultural arts classes, technical theater classes, business and special events rentals.

The facility also provides space for Recreation and Cultural Services classes on the lower level of the building.

**2023 Proposed Expenditures by Category****GOALS/OBJECTIVES:**

- Provide a regional conference and retreat center that enhances economic development.
- Provide high quality rental space for private events & occasions.
- Manage the Dumas Bay Park property as a passive use park.
- Manage food service operation and increase revenue while raising awareness of the facility and services offered.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of use days	150	246	258	270
Number of overnight stays	85	168	176	185
Number of non-charged users	4	6	2	2
<b>Outcome Measures:</b>				
Recovery ratio	50.0%	75.0%	60%	70%
<b>Efficiency Measures:</b>				
Number of contracts managed	2	2	2	2
Number of retreats	75	75	75	75

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Dumas Bay Centre:</b>								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Chef/Kitchen Coordinator	1.00	1.00	1.00	1.00	-	-	-	33
Dumas Bay Coordinator	-	-	-	-	1.00	1.00	1.00	33
Administrative Assistant I	1.00	1.00	1.00	1.00	-	-	-	18
<b>Total Dumas Bay Centre:</b>	3.00	3.00	3.00	3.00	2.00	2.00	2.00	n/a
<i>Change from prior year</i>	-	-	-	-	(1.00)	-	-	n/a
<b>Grand Total Staffing</b>	3.00	3.00	3.00	3.00	2.00	2.00	2.00	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Dumas Bay Centre proposed operating budget totals \$0.76M in 2023 and \$0.77M in 2024. This is a 23.6% or \$0.24M decrease to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Services and Charges** – Decrease of \$0.14M due to reducing one-time maintenance projects within the facility.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			Proposed	Proposed
Expenditure Summary:										
1XX	Salaries & Wages	\$ 270,027	\$ 262,724	\$ 375,714	\$ 375,714	\$ 375,714	\$ 305,994	\$ 313,014	\$ (69,720)	-18.6%
2XX	Benefits	94,545	87,285	85,714	85,714	85,714	59,221	61,888	(26,494)	-30.9%
3XX	Supplies	50,982	88,070	197,036	197,036	197,036	197,036	197,036	-	0.0%
4XX	Services and Charges	153,005	146,603	228,359	298,259	298,259	158,459	158,459	(139,800)	-46.9%
5XX	Intergovernmental	1,119	10,502	4,200	4,200	4,200	4,200	4,200	-	0.0%
9XX	Internal Services/Other	33,005	37,299	39,187	39,187	39,187	39,187	39,187	-	0.0%
Total Expenditures:		\$ 602,682	\$ 632,483	\$ 930,210	\$ 1,000,110	\$ 1,000,110	\$ 764,097	\$ 773,784	\$ (236,014)	-23.6%

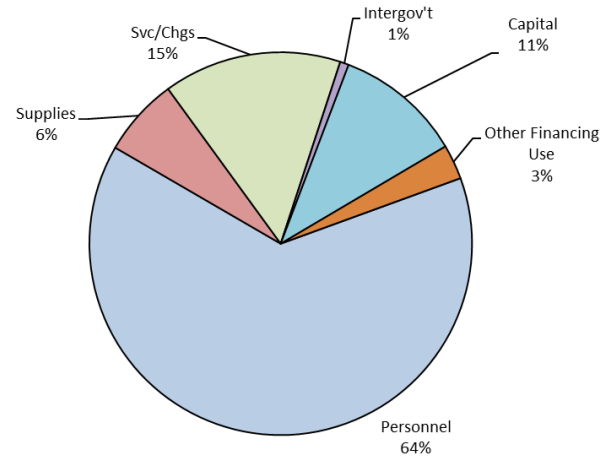
**PARKS, RECREATION AND CULTURAL SERVICES - PARK MAINTENANCE**

Jason Gerwen, Parks Deputy Director

**PURPOSE/DESCRIPTION:**

The City of Federal Way maintains 10 community parks, 19 neighborhood parks, and 6 major facilities. The City also maintains 32 undeveloped open spaces, three trail systems for use by its citizens, and a park system that exceeds 1,100 acres. The Park Maintenance Division is responsible for facility maintenance and operations of City Hall, Police Storage, Steel Lake Annex, Steel Lake Maintenance Facility, the landscape at the Community/Senior Center, Dumas Bay Centre, and other City buildings. In addition, they are responsible for grounds and landscape maintenance on all city parks, trails, and open space areas. Rental of park facilities and picnic sites is also administered by this division. An increasing level of public use requires substantial maintenance effort coordinating City personnel, contract services and community resources.

**2023 Proposed Expenditures by Category**



**GOALS/OBJECTIVES:**

- Complete a Park Maintenance Management Plan.
- Complete construction of a new maintenance building at Celebration Park.
- Follow maintenance plan to enhance maintenance of park system.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of parks with athletic fields	5	5	5	5
Number of sites requiring routine safety inspections	35	35	35	35
Number of park acres routinely maintained	657	657	657	657
Number of developed parks that require litter control	32	32	32	32
Number of restroom facilities	10	10	10	10
Number of city owned major facilities maintained	8	8	8	8
Number of other city owned buildings maintained	10	10	10	10
<b>Outcome Measures:</b>				
% of work orders completed w/in requested time frame	70%	70%	70%	70%
% acres of athletic fields maintained in good condition	75%	75%	80%	80%
% of park land mowed on schedule	85%	85%	85%	85%
% of trash removed on schedule	90%	90%	90%	90%
% of restrooms cleaned and sanitized daily	90%	90%	90%	90%

# CITY OF FEDERAL WAY 2023-24 BUDGET

## POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Maintenance:</b>								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	59
Parks Maintenance & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51
Park & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
Maintenance Worker III	-	-	-	2.00	2.00	2.00	2.00	30m
Maintenance Worker - II	2.00	2.00	2.00	6.00	6.00	8.00	8.00	26m
Maintenance Worker I (1.0 FTE funded by	8.75	9.00	9.00	3.00	3.00	4.00	4.00	22m
<b>Total Regular Staffing</b>	13.75	14.00	14.00	14.00	14.00	17.00	17.00	n/a
<b>Change from prior year</b>	-	0.25	-	-	-	3.00	-	n/a
<b>Grand Total Staffing</b>	13.75	14.00	14.00	14.00	14.00	17.00	17.00	n/a

## DEPARTMENT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
33x	Maintenance	\$ 2,497,587	\$ 2,944,293	\$ 2,391,575	\$ 2,474,401	\$ 2,474,401	\$ 2,832,440	\$ 2,871,652	\$ 358,039	14.5%
Subtotal GF Operating Exp.:		\$ 2,497,587	\$ 2,944,293	\$ 2,391,575	\$ 2,474,401	\$ 2,474,401	\$ 2,832,440	\$ 2,871,652	\$ 358,039	14.5%
Non-General Fund Operating Expenditure Summary:										
114	Prop 1 Fund	\$ 111,084	\$ 110,719	\$ 104,802	\$ 104,802	\$ 104,802	\$ 118,551	\$ 121,097	\$ 13,749	13.1%
120	Paths & Trails	-	200,000	-	30,000	30,000	100,000	600,000	70,000	233.3%
189	Parks Reserve	-	-	15,793	15,793	15,793	-	-	(15,793)	-100.0%
303	Parks CIP	217,428	68,735	375,000	595,000	595,000	367,000	767,000	(228,000)	-38.3%
Subtotal Parks Others Fund		\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%
Total Expenditures:		\$ 2,826,099	\$ 3,323,747	\$ 2,887,170	\$ 3,219,996	\$ 3,219,996	\$ 3,417,991	\$ 4,359,749	\$ 197,995	6.1%

## HIGHLIGHTS/CHANGES:

The Park Maintenance proposed operating budget totals \$3.42M in 2023 and \$4.36M in 2024. This is a 6.1% or \$0.20M increase to the 2023 proposed budget from the 2022 adjusted budget. The below table includes the General Fund, the Utility Tax Proposition 1 Fund, the Paths & Trails Fund, the Parks Reserve Fund, and the Parks CIP Fund. Major line item changes include:

- **Salaries & Wages/Benefits** – Net increase of \$0.38M due to adding 3 Parks Maintenance Workers.

## EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,339,024	\$ 1,476,783	\$ 1,407,224	\$ 1,400,050	\$ 1,400,050	\$ 1,748,437	\$ 1,779,759	\$ 348,387	24.9%
2XX	Benefits	577,174	603,432	400,965	400,965	400,965	436,367	446,802	35,401	8.8%
3XX	Supplies	230,164	197,887	226,166	226,166	226,166	226,166	226,166	-	0.0%
4XX	Services and Charges	446,580	743,716	436,742	526,742	526,742	514,742	514,742	(12,000)	-2.3%
5XX	Intergovernmental	17,425	60,259	25,280	25,280	25,280	25,280	25,280	-	0.0%
6XX	Capital Outlay	215,731	41,670	375,000	595,000	595,000	367,000	767,000	(228,000)	-38.3%
0XX	Other Financing Use	-	200,000	15,793	45,793	45,793	100,000	600,000	54,207	118.4%
Total Expenditures:		\$ 2,826,099	\$ 3,323,747	\$ 2,887,170	\$ 3,219,996	\$ 3,219,996	\$ 3,417,991	\$ 4,359,749	\$ 197,995	6.1%

**PARKS, RECREATION AND CULTURAL SERVICES - PARK MAINTENANCE FACILITIES**

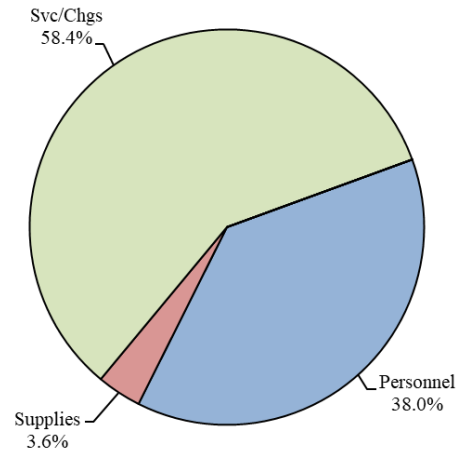
Derreck Presnell, Parks &amp; Facilities Manager

**PURPOSE/DESCRIPTION:**

The Park Maintenance Division is also responsible for facility maintenance and operations at City Hall Police, Storage Building, Steel Lake Annex, Steel Lake Maintenance Facility, the exterior of the Community Center, the Dumas Bay Centre, and the Brooklake Community Center and the Historical Society facility. Staff performs repairs and maintenance, manage contract services, coordinate annual facility and safety inspections and provide physical facilities support to all departments and public meetings.

**GOALS/OBJECTIVES:**

- Research and implement an energy savings plan
- Develop a preventative maintenance and operations plan
- Develop an operations manual for City Hall
- Provide ongoing maintenance and repairs
- Provide customer service to all departments & the public

**2023 Proposed Expenditures by Category****PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
Number of square feet maintained	251,791	251,791	251,791	251,791
Number of major buildings maintained	8	8	8	8
Number of other buildings maintained	10	10	10	10
Number of departments serviced	10	10	10	10
Number of service contractors used	28	28	36	36
<b>Outcome Measures:</b>				
% of work orders completed w/in requested time frame	85%	85%	70%	70%
% of trash removed on schedule	100%	100%	100%	100%
% of restrooms cleaned and sanitized daily	100%	100%	100%	100%

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Maintenance Worker III	-	-	-	1.00	1.00	1.00	1.00	30m
Maintenance Worker II	1.00	1.00	1.00	-	-	-	-	26m
Facility Maintenance Worker	1.50	2.00	2.00	2.00	2.00	2.00	2.00	22m
<b>Total Regular Staffing</b>	2.50	3.00	3.00	3.00	3.00	3.00	3.00	n/a
<b>Change from prior year</b>	-	0.50	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	2.50	3.00	3.00	3.00	3.00	3.00	3.00	n/a

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

### **HIGHLIGHTS/CHANGES:**

The Park Maintenance Facilities (Building & Furnishings Fund) proposed operating budget in 2023/2024 is \$0.79M and \$0.66M respectively. This is a 32.9% or \$0.20M increase to the 2023 proposed budget from the 2022 adjusted budget.

Major line item changes include:

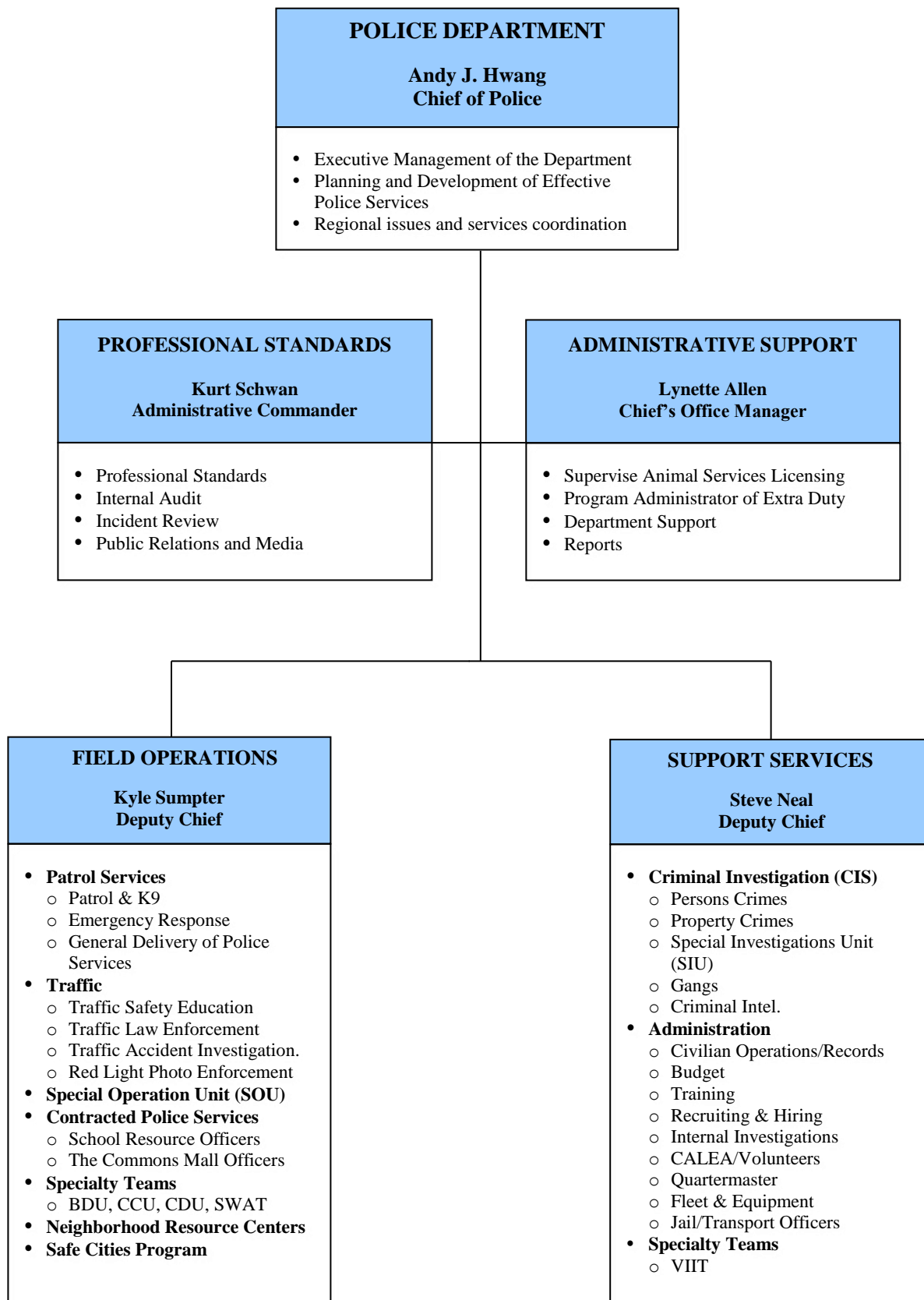
- **Salaries & Wages/Benefits** – Increase of \$0.07M primarily due to reclassifying a Maintenance Worker II to a Maintenance Worker III.
- **Services and Charges** – Increase of \$0.13M due to City Hall Elevator replacement.

### **EXPENDITURE SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 116,628	\$ 126,399	\$ 166,008	\$ 166,008	\$ 166,008	\$ 217,200	\$ 217,200	\$ 51,192	30.8%
2XX	Benefits	57,260	58,572	63,083	63,083	63,083	82,536	82,536	19,453	30.8%
3XX	Supplies	49,122	39,587	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	332,306	398,988	336,227	336,227	336,227	461,227	336,227	125,000	37.2%
0XX	Other Financing Uses	-	562,414	-	-	-	-	-	-	100.0%
Total Expenditures:		\$ 555,315	\$ 1,185,961	\$ 594,127	\$ 594,127	\$ 594,127	\$ 789,772	\$ 664,772	\$ 195,645	32.9%

**POLICE**

*Andy J. Hwang, Police Chief*



**POLICE**

Andy J. Hwang, Police Chief

**2021/2022 ACCOMPLISHMENTS**

- CALEA Reaccreditation
- Implemented Body Worn Camera Program
- Increased Directed Patrol efforts to reduce violent crime
- Use of ALPR and SafeCity LPR Technology
- Impacting Illegal Encampments to address quality of life crimes
- Retail Theft and Safety Initiative
- Solved several high-profile violent crimes

**2023/2024 AGENCY GOALS:**

- Provide for a safer community by having a positive impact on the index and quality of life crimes
- Increase uniformed police presence in Downtown core and Westway areas
- Obtain WASPC State Accreditation
- Crime Analysis information distribution and implementation of directed patrol and operational plans
- Maintain the RSO verification program to enhance public safety and provide better registration compliance
- Community engagement and building partnerships
- Illegal Encampment initiative to address quality of life crimes
- Promote officer wellness and safety at every level

**DEPARTMENT POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58D
Deputy Chief	2.00	2.00	2.00	2.00	2.00	2.00	2.00	55D
Commander	5.00	5.00	5.00	5.00	5.00	5.00	5.00	51C
Civilian Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Lieutenant (2 FTE - Prop 1 & 1-FTE Traffic Safety)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	45I
Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Records Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	35
Jail Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34A
Property/Evidence Supervisor	0.00	0.00	0.00	0.00	1.00	1.00	1.00	34
Police Officer* (16 FTE - Prop 1 & 9 FTE Traffic Safety)	113.00	129.00	116.00	129.00	129.00	129.00	129.00	32G
Crime Analyst Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32A
Property/Evidence Custodian	1.00	1.00	1.00	1.00	0.00	0.00	0.00	32
Executive Assistant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31
Crime Analyst/Prevention Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Calea/Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Transport Officer	3.00	3.00	3.00	3.00	3.00	3.00	3.00	30A
Quartermaster	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Public Records Coordinator	1.00	2.00	1.00	2.00	2.00	2.00	2.00	27A
Animal Services Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24A
Property/Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20A
Administrative Assistant I	4.00	4.00	4.00	4.00	4.00	4.00	4.00	18A
Records Specialist (1 FTE-Prop 1)	11.00	13.00	11.00	13.00	13.00	13.00	13.00	18A
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18A
<b>Total Regular Staffing</b>	167.00	186.00	170.00	186.00	186.00	186.00	186.00	n/a
<b>Change from prior year</b>		19.00	-16.00	16.00	0.00	0.00	0.00	n/a
<b>Grant Total Staffing</b>	167.00	186.00	170.00	186.00	186.00	186.00	186.00	n/a

\* 13 FTE Police officer, 2 FTE Records Specialist, and 1 FTE Public Records Coordinator added to Police Department

**POLICE**

Andy J. Hwang, Police Chief

**DEPARTMENT OVERVIEW****THE DEPARTMENT'S VISION AND VALUES:**

The Federal Way Police Department is a community-based police department that represents the special qualities and features of the City of Federal Way. The mission of the Federal Way Police Department is for every member to consistently earn the public's trust while enhancing the quality of life for residents, visitors, and businesses within our City. We accomplish our mission by providing the highest quality law enforcement, community education, and support services possible while making the best use of the resources entrusted to us. We are recognized as professional, innovative, progressive, ethical, and as a valued partner in building economic viability in our area.

**PURPOSE/DESCRIPTION:**

The Police Department provides city-wide community-based law enforcement services. The department strives to use innovative methods and advanced technology to enhance its efficiency and effectiveness, to provide safety to the Community. The Police Department works cooperatively with local law enforcement agencies such as the Valley Special Weapons and Tactics Team (SWAT); Valley Independent Investigative Team (VIIT) and police dispatch services through Valley Communications. Through teamwork and dedication, the agency remains committed to its new mission of providing the highest quality law enforcement, community education, and support services possible.

**GOALS/OBJECTIVES:**

The Federal Way Police Department strives to:

- Provide a safe environment through community involvement, innovation, and education.
- Be familiar with and practice current and modern law enforcement techniques and tactics.
- Maintain a dedicated, well trained, equipped force function with integrity, accountability, and team work.

**DEPARTMENT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
91	Office of the Chief	\$ 375,477	\$ 383,038	\$ 402,109	\$ 146,307	\$ 146,307	\$ 438,140	\$ 438,140	\$ 291,833	199.5%
92-97	Support Services	6,996,780	6,776,859	7,939,370	8,070,180	8,070,180	8,657,175	9,078,732	586,995	7.3%
11X	Field Operations	11,333,850	12,494,210	12,150,923	12,432,516	12,432,516	15,042,766	15,803,709	2,610,250	21.0%
Subtotal Exp W/O contract		\$ 18,706,106	\$ 19,654,107	\$ 20,492,402	\$ 20,649,002	\$ 20,649,002	\$ 24,138,081	\$ 25,320,581	\$ 3,489,078	16.9%
98	Jail Services	\$ 2,712,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
98	Valley Communications	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	330,439	12.0%
Subtotal Exp Contract		\$ 5,432,009	\$ 2,587,211	\$ 2,748,692	\$ 2,748,692	\$ 2,748,692	\$ 3,079,131	\$ 3,300,000	\$ 330,439	12.0%
Non-General Fund Expenditure Summary:										
112	Traffic Safety	\$ 1,938,474	\$ 2,604,496	\$ 2,019,227	\$ 2,765,031	\$ 2,765,031	\$ 2,774,920	\$ 3,094,030	\$ 9,888	0.4%
114	Prop 1 Fund	2,458,749	2,543,491	2,832,128	2,832,128	2,832,128	2,974,715	3,085,654	142,586	5.0%
122	Jail Fund	-	2,223,602	3,319,584	1,819,584	1,819,584	2,500,000	2,700,000	680,416	37.4%
		\$ 4,397,222	\$ 7,371,589	\$ 8,170,940	\$ 7,416,744	\$ 7,416,744	\$ 8,249,635	\$ 8,879,684	\$ 832,891	11.2%
Total Expenditures:		\$ 28,535,339	\$ 29,612,907	\$ 31,412,033	\$ 30,814,438	\$ 30,814,438	\$ 35,466,846	\$ 37,500,265	\$ 4,652,408	15.1%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Federal Way Police Department's primary objective will be to actively address crimes that impact the quality of life for our residents. The Police Department builds relationships with both private and public sector partners and the community itself, to bring every possible resource to bear. The Police Department will maintain its focus of continuing to identify quality individuals to fill anticipated vacancies. The agency will focus on its formal training programs in an effort to keep up with ever changing trends and legal issues. The department will also focus on continued improvement of service delivery, as it conducts a continual review of policies and procedures, as required by CALEA for National Accreditation.

The Police Department's proposed operating budget is \$35.5M in 2023 and \$37.5M in 2024. This is a 15.1% or \$4.7M increase to the 2023 proposed budget from the 2022 adjusted budget. The table below includes the General Fund, the Traffic Safety Fund, the Jail Fund, and Utility Tax Proposition 1 Fund. The Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$3.56M due to adding 13 new Police Officer FTE's, 2 new Records Specialists, and 1 Public Records Officer.
- **Intergovernmental Services** – Increase of \$0.98M due to increased Valley Communication Services, and increase jail services.

### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 16,061,832	\$ 17,133,287	\$ 18,057,400	\$ 18,497,356	\$ 18,497,356	\$ 20,897,629	\$ 21,883,895	\$ 2,400,273	13.0%
2XX	Benefits	5,307,021	5,459,848	6,151,406	5,913,844	5,913,844	7,073,788	7,448,569	1,159,944	19.6%
3XX	Supplies	506,599	1,280,264	336,655	836,259	836,259	941,455	941,455	105,196	12.6%
4XX	Services and Charges	1,101,509	1,274,033	1,180,724	1,226,724	1,226,724	1,388,724	1,391,724	162,000	13.2%
5XX	Intergovernmental	3,997,761	4,314,941	5,668,992	4,168,992	4,168,992	5,148,393	5,556,436	979,401	23.5%
6XX	Capital Outlay	86,353	133,678	-	154,406	154,406	-	-	(154,406)	-100.0%
9XX	Internal Services/Other	16,857	16,857	16,857	16,857	16,857	16,857	16,857	-	0.0%
0XX	Other Financing Use	1,457,406	-	-	-	-	-	261,329	-	n/a
Total Expenditures:		\$ 28,535,339	\$ 29,612,907	\$ 31,412,033	\$ 30,814,438	\$ 30,814,438	\$ 35,466,846	\$ 37,500,265	\$ 4,652,408	15.1%

**POLICE - ADMINISTRATION DIVISION**

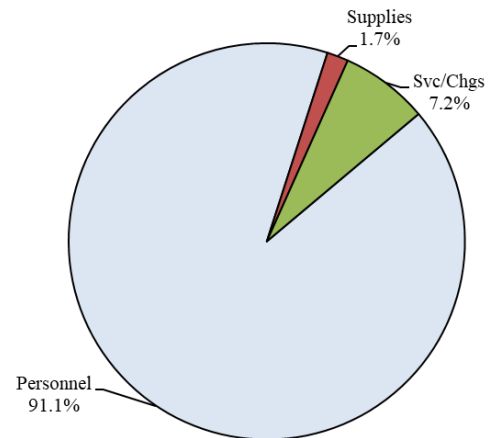
Andy J. Hwang, Police Chief

**PURPOSE/DESCRIPTION:**

The Administrative Division consists of the Office of the Chief. The Office of the Chief is responsible for the executive management of the department through planning. Within the Office of the Chief, staffing consists of the Chief of Police, and an Executive Assistant.

**GOALS/OBJECTIVES:**

- Overall Leadership and Management of the Police Department
- The establishment of Goals and Objectives
- Enhance the safety and quality of life for citizens
- Increase the operational efficiency and effectiveness of the agency

**2023 Proposed Expenditures by Category****PERFORMANCE MEASURES:**

Type/Description	2021	2022*	2023**	2024**
<b>Workload Measures:</b>				
• Number of Staff Hired	20	25**	25	25
• Number of Police Officer Applicants	545	718	700	700
• Total Crime Prevention Community Contacts	1221	1340	1400	1400
• Number of Orders of Protection Processed	1051	1196	1200	1200
• Number of Concealed Pistol Licenses Processed	1326	1284	1300	1300
• Number of Public Disclosure Requests	7072	6008	6500	6500
• Total Animal Services Incidents	1386	1216	1250	1250
<b>Outcome Measures:</b>				
• Number of Police Officer Candidate Background Investigations	115	115	115	115
• Number of Items Received into Property/Evidence	2069	2590	2500	2500
• Number of Orders of Protection Served	385	216	250	250
• Number of Standards Investigations (Internal Investigations.)	2	4	5	5
• FWPD Animal Licenses Sold	1113	1248	1300	1300
• Animal Infractions Written	74	90	80	80
<b>Efficiency Measures:</b>				
• Average Vacancy Rate (sworn)	6%	9%	5%	5%
• % of Background Investigations Resulting in Qualified Candidate	18%	18%	18%	18%

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**POSITION INVENTORY:**

Positions	2020	2021	2022			2023	2024	Grade
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	
Director-Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58D
Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Executive Assistant	-	-	-	-	-	-	-	31
<b>Total Regular Staffing</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	n/a
<b>Change from prior year</b>		-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	n/a

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

### **HIGHLIGHTS/CHANGES:**

The Administration Division will continue to manage and assess the department's current service levels to provide the City of Federal Way residents a cost effective and proactive police force. Federal Way Police Department members are encouraged to act as conduits of information from the community to the agency. Members are available to the public throughout the City, in the high schools and at substations, as well as the City Hall/Police facility. The information gathered by department members combined with statistical analysis, community surveys, and continuous evaluation of program effectiveness, will be used to best identify the needs of our community.

The Police Administration Division's proposed operating budget totals \$0.44M in 2023 and \$0.44M in 2024. This is a 199.5% or \$0.29M increase to the 2023 proposed budget from the 2022 adjusted budget.

### **EXPENDITURE SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 269,334	\$ 278,784	\$ 263,028	\$ 15,467	\$ 15,467	\$ 289,138	\$ 289,138	\$ 273,671	1769.4%
2XX	Benefits	84,697	89,358	99,951	91,710	91,710	109,872	109,872	18,163	19.8%
3XX	Supplies	2,799	538	7,630	7,630	7,630	7,630	7,630	-	0.0%
4XX	Services and Charges	18,647	14,358	31,500	31,500	31,500	31,500	31,500	-	0.0%
Total Expenditures:		\$ 375,477	\$ 383,038	\$ 402,109	\$ 146,307	\$ 146,307	\$ 438,140	\$ 438,140	\$ 291,833	199.5%

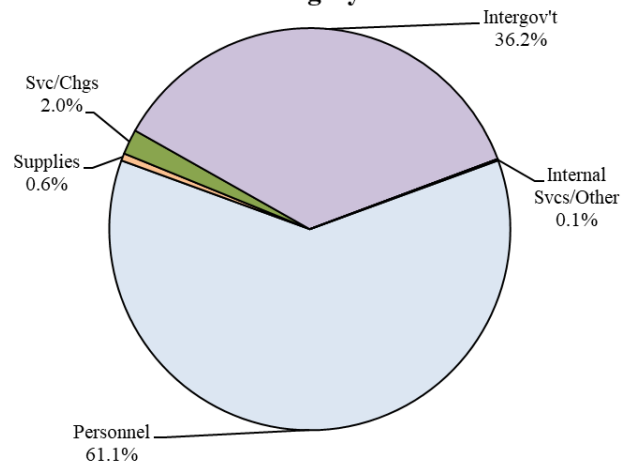
**POLICE - SUPPORT SERVICES DIVISION**

*Steve Neal, Police Deputy Chief*

**PURPOSE/DESCRIPTION:**

The Support Services Division consists of the department's Civilian Operations Section, the Administrative Section and the Criminal Investigations Section (CIS). CIS contains three investigative units that specialize in crimes committed against persons, crimes committed against property, and crimes involving narcotics and/or vice. CIS also has a 'Special Investigations' team tasked with identifying crime patterns and proactive enforcement efforts to address specific criminal problems. Each section is directed by a Commander or Civilian Manager that reports to the Deputy Chief or the Chief of Police. The sections provide the services described below.

**2023 Proposed Expenditures by Category**



**Civilian Operations**

- Records Unit
- Property / Evidence
- Crime Analysis / Prevention
- Public Records Coordination
- False Alarm Program
- Technology Initiatives
- Public Relations & Media

**Administrative Section**

- Department Budget
- Training
- Recruiting & Hiring
- Internal Investigations
- CALEA
- Quartermaster
- Fleet & Equipment
- Jail /Transport Officers
- Volunteer Coordination
- Public Information Officer (PIO)

**Criminal Investigations**

- Persons Crimes
- Property Crimes
- Special Investigations Unit (SIU)
- Gangs
- Criminal Intelligence

## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

#### POLICE SUPPORT SERVICES – GENERAL FUND

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55D
Commander	2.00	1.00	1.00	1.00	2.00	2.00	2.00	51C
Civilian Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Lieutenant (1 FTE - Prop 1)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	45I
Police Record Administrator	-	-	-	-	-	-	-	37
Records Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	35
Property/Evidence Supervisor	-	-	-	-	1.00	1.00	1.00	34
Jail Coordinator	-	-	-	-	-	-	-	34A
Property/Evidence Custodian	1.00	1.00	1.00	1.00	-	-	-	32
Police Officer (9 FTE - Prop 1)	26.00	19.00	41.00	19.00	19.00	19.00	19.00	32G
Crime Analyst Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32A
Crime Analyst/Prevention Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Calea/Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Transport Officer	-	-	-	-	-	-	-	30A
Quartermaster	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Public Records Coordinator	1.00	2.00	1.00	2.00	2.00	2.00	2.00	27A
Property/Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20A
Administrative Assistant I	3.00	3.00	3.00	3.00	3.00	3.00	3.00	18A
Records Specialist (1 FTE-Prop 1)	11.00	13.00	11.00	13.00	13.00	13.00	13.00	18A
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18A
<b>Total Regular Staffing</b>	58.00	53.00	72.00	53.00	54.00	54.00	54.00	n/a
<b>Change from prior year</b>	-	(5.00)	19.00	(19.00)	1.00	-	-	n/a
<b>Grant Total Staffing</b>	58.00	53.00	72.00	53.00	54.00	54.00	54.00	n/a

#### POLICE SUPPORT SERVICES – JAIL FUND

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Jail Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34A
Transport Officer	3.00	3.00	3.00	3.00	3.00	3.00	3.00	30A
<b>Total Regular Staffing</b>	4.00	4.00	4.00	4.00	4.00	4.00	4.00	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grant Total Staffing</b>	4.00	4.00	4.00	4.00	4.00	4.00	4.00	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The Administrative Section will continue to evaluate staffing levels and responsibilities. The Civilian Operations Section is managing ongoing changes to its environment as the department moves through several technological advances. Field laptop report writing; wireless access; automated recording of property and evidence handling will continue to be focus areas for the agency requiring a great deal of support from Support Services.

The Police Support Services' proposed operating budget totals \$14.24M in 2023 and \$15.08M in 2024. This is a 12.64% or \$1.60M increase to the 2023 proposed budget from the 2022 adjusted budget.

- **Salaries & Wages/Benefits** – Net increase of \$0.62M due to adding 2 new Records Specialists, and 1 Public Records Officer.
- **Intergovernmental Services** – Increase of \$0.98M due increased Valley Communication Services, and increase jail services.

### EXPENDITURE SUMMARY:

#### POLICE SUPPORT SERVICES – GENERAL FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 5,259,586	\$ 4,790,003	\$ 5,543,327	\$ 5,638,117	\$ 5,638,117	\$ 6,063,475	\$ 6,368,952	\$ 425,359	7.5%
2XX	Benefits	1,775,489	1,591,172	2,024,764	2,060,784	2,060,784	2,222,421	2,338,502	161,637	7.8%
3XX	Supplies	65,567	94,350	84,400	84,400	84,400	84,400	84,400	-	0.0%
4XX	Services and Charges	253,207	301,335	286,879	286,879	286,879	286,879	286,879	-	0.0%
5XX	Intergovernmental	3,997,637	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	330,439	12.0%
6XX	Capital Outlay	60,447	-	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	16,857	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	1,000,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 12,428,789	\$ 9,364,070	\$ 10,688,062	\$ 10,818,872	\$ 10,818,872	\$ 11,736,306	\$ 12,378,732	\$ 917,434	8.5%

#### POLICE SUPPORT SERVICES – JAIL FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ -	\$ 246,592	\$ 277,121	\$ 277,121	\$ 277,121	\$ 299,914	\$ 309,208	\$ 22,793	8.2%
2XX	Benefits	-	86,076	105,306	105,306	105,306	113,967	117,499	8,661	8.2%
3XX	Supplies	-	11,925	-	-	-	-	-	-	n/a
4XX	Services and Charges	-	18,150	-	-	-	-	-	-	n/a
5XX	Intergovernmental	-	1,726,052	2,920,300	1,420,300	1,420,300	2,069,262	2,256,436	648,962	45.7%
6XX	Capital Outlay	-	117,950	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	16,857	16,857	16,857	16,857	16,857	16,857	-	0.0%
Total Expenditures:		\$ -	\$ 2,223,602	\$ 3,319,584	\$ 1,819,584	\$ 1,819,584	\$ 2,500,000	\$ 2,700,000	\$ 680,416	37.4%

**POLICE - FIELD OPERATIONS DIVISION**

Steve Neal, Police Deputy Chief

**PURPOSE/DESCRIPTION:**

The core function of the Field Operation Division (Field Ops) is to protect people from violence. The division includes nearly everyone in police uniform. Field Ops provides 24-hour response to 911 calls for service. Field Ops investigates alleged crimes and vehicle collisions, and enforces laws and ordinances. Within Field Ops is “the backbone of local policing:” patrol. Field Ops also has uniformed specialty police officers in: Traffic, Special Operations Unit (SOU, bicycle team), School Resource Officers (SROs), the Commons Mall, K-9, Special Weapons and Tactics (SWAT Team), and the Bomb Disposal Unit (BDU).

**GOALS/OBJECTIVES:**

- Continue to participate in the overall department goal in the reduction of Index Crimes.
- Continue to find methods to reduce quality of life crimes and crimes that impact families.
- Maintain a pro-active approach to overall crime.

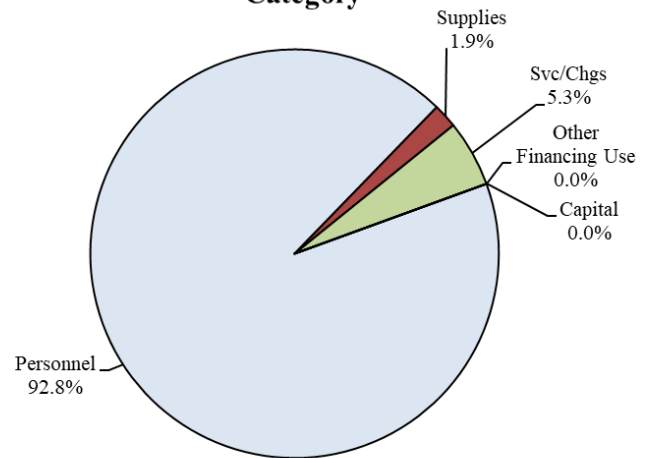
**PERFORMANCE MEASURES:**

Type/Description	2021	2022*	2023**	2024**
<b>Workload Measures:</b>				
• Calls for Service	73,437	75,056	75,000	75,000
• Number of Referrals from Child Protective Services CPS/APS	567	642	600	600
• CIS Cases Assigned	782	1,062	1,000	1,000
• Total Accidents Occurred	1,654	1,468	1,500	1,500
• DUI Traffic Enforcement	115	118	120	120
<b>Outcome Measures:</b>				
• Criminal Case Numbers Drawn	14,731	15,598	16,000	16,000
• Number of Reported False Alarms	1,682	1,774	1,750	1,750
• Total Index Crimes	8,228	8,718	8,800	8,800
• Total Arrests	2,688	2,770	2,700	2,700
• Total Citation/Infractions Issued	5,402	6,420	7,000	7,000
<b>Efficiency Measures:</b>				
• % of Criminal Cases Filed by CIS	39.1%	34.6%	35%	35%
• % of False Alarms that are Billable	22.4%	34.7%	35%	35%
• Response Time to Emergency Calls (Priority 1 calls)	5.43	5.88**	5.50	5.50
• Average Response Time (for all calls for service)	18.19	19.64	19.00	19.00
• Annual Change to Index Crimes	+2%	+13%**	-5%	-3%

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**2023 Proposed Expenditures by Category**



# CITY OF FEDERAL WAY 2023-24 BUDGET

## POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55D
Commander	3.00	4.00	4.00	4.00	3.00	3.00	3.00	51C
Lieutenant (1 FTE-Prop 1 & 1-FTE Traffic Safety)	9.00	9.00	9.00	9.00	9.00	9.00	9.00	45I
Police Officer (7 FTE-Prop 1 & 9 FTE Traffic Safety)	87.00	110.00	75.00	110.00	110.00	110.00	110.00	32G
Animal Services Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24A
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18A
<b>Total Regular Staffing</b>	103.00	127.00	92.00	127.00	126.00	126.00	126.00	n/a
<b>Change from prior year</b>	-	24.00	(35.00)	35.00	(1.00)	-	-	n/a
<b>Grand Total Staffing</b>	103.00	127.00	92.00	127.00	126.00	126.00	126.00	n/a

## HIGHLIGHTS/CHANGES:

The Police Operations Division's proposed operating budget totals \$20.79M in 2023 and \$21.98M in 2024. This is a 15.3% or \$2.76M increase to the 2023 proposed budget from the 2022 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net increase of \$2.65M primarily due to adding 13 new Police Officer FTE's.

## EXPENDITURE SUMMARY:

### POLICE FIELD OPERATION – GENERAL FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 8,010,215	\$ 8,790,933	\$ 8,921,130	\$ 9,263,716	\$ 9,263,716	\$ 10,879,063	\$ 11,428,297	\$ 1,615,347	17.4%
2XX	Benefits	2,485,318	2,705,251	2,770,823	2,430,624	2,430,624	3,357,933	3,566,642	927,308	38.2%
3XX	Supplies	438,233	569,837	244,625	329,425	329,425	389,425	389,425	60,000	18.2%
4XX	Services and Charges	374,053	410,784	214,345	254,345	254,345	416,345	419,345	162,000	63.7%
6XX	Capital Outlay	25,906	15,728	-	154,406	154,406	-	-	(154,406)	-100.0%
Total Expenditures:		\$ 11,333,850	\$ 12,494,210	\$ 12,150,923	\$ 12,432,516	\$ 12,432,516	\$ 15,042,766	\$ 15,803,709	\$ 2,610,250	21.0%

### POLICE FIELD OPERATION – TRAFFIC SAFETY

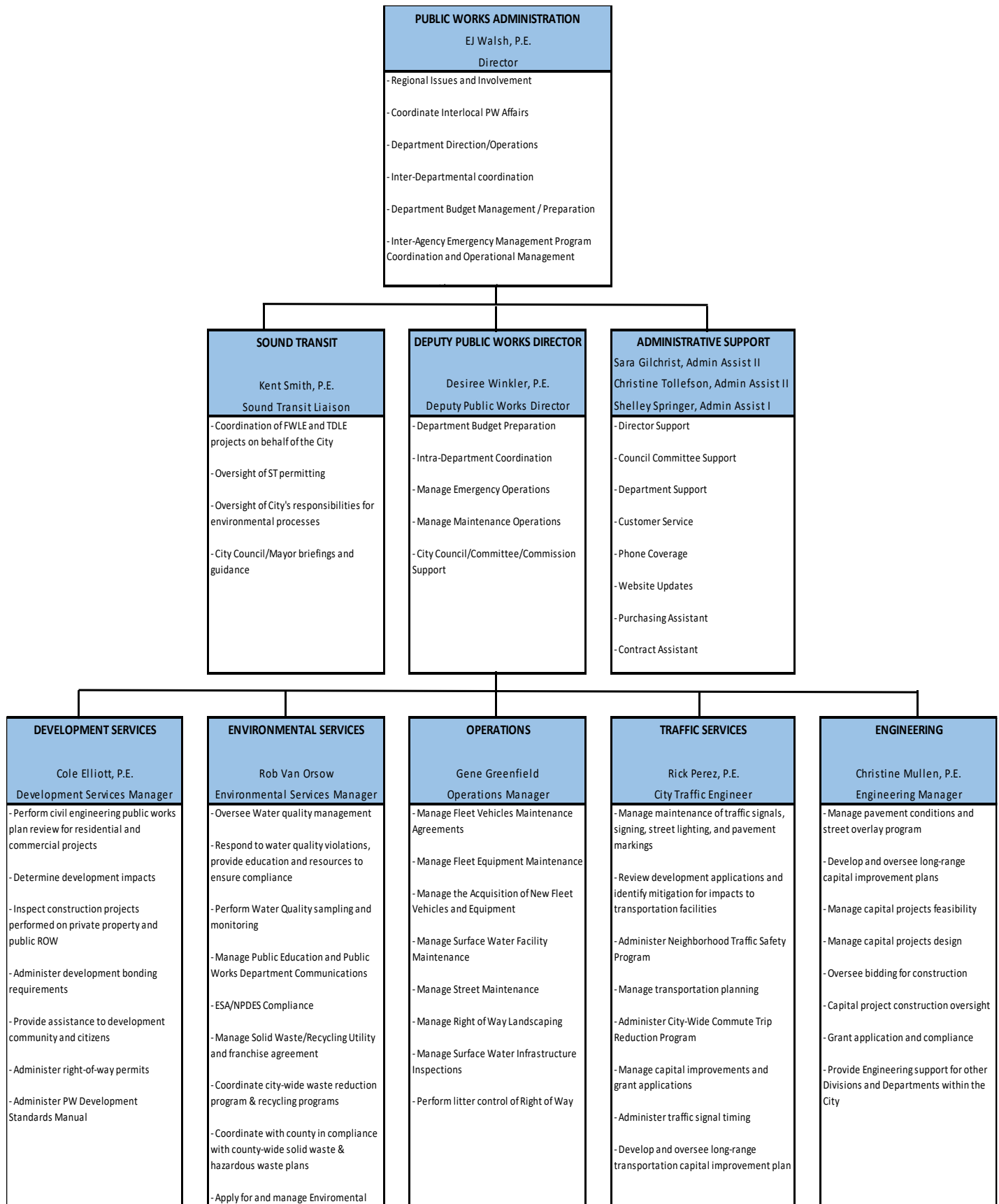
Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 712,419	\$ 1,136,026	\$ 1,000,527	\$ 1,250,669	\$ 1,250,669	\$ 1,210,449	\$ 1,252,319	\$ (40,220)	-3.2%
2XX	Benefits	313,046	335,449	370,700	445,558	445,558	450,471	466,381	4,912	1.1%
3XX	Supplies	-	603,614	-	414,804	414,804	460,000	460,000	45,196	10.9%
4XX	Services and Charges	455,603	529,407	648,000	654,000	654,000	654,000	654,000	-	0.0%
0XX	Other Financing Use	457,406	-	-	-	-	-	261,329	-	n/a
Total Expenditures:		\$ 1,938,474	\$ 2,604,496	\$ 2,019,227	\$ 2,765,031	\$ 2,765,031	\$ 2,774,920	\$ 3,094,030	\$ 9,888	0.4%

### POLICE FIELD OPERATION – UTILITY TAX PROPOSITION 1 FUND

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			Proposed	Proposed
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,810,277	\$ 1,890,950	\$ 2,052,267	\$ 2,052,267	\$ 2,052,267	\$ 2,155,590	\$ 2,235,981	\$ 103,323	5.0%
2XX	Benefits	648,471	652,541	779,861	779,861	779,861	819,124	849,673	39,263	5.0%
Total Expenditures:		\$ 2,458,749	\$ 2,543,491	\$ 2,832,128	\$ 2,832,128	\$ 2,832,128	\$ 2,974,715	\$ 3,085,654	\$ 142,586	5.0%

**PUBLIC WORKS DEPARTMENT**

*EJ WALSH, P.E., PUBLIC WORKS DIRECTOR*



**2021/2022 ACCOMPLISHMENTS**

Grants awarded in the total amount of **\$65,975,000** for transportation projects:

• Pacific Hwy Non-Motorized Trail (ROW)	\$ 725,000
• S 288 <sup>th</sup> St Road Diet – Military Rd S to 34 <sup>th</sup> Ave S	\$ 1,000,000
• S 288 <sup>th</sup> St Road Diet – 16 <sup>th</sup> Ave S to 34 <sup>th</sup> Ave S	\$ 2,000,000
• S 27 <sup>th</sup> Ave SW at SW 344 <sup>th</sup> St Compact Roundabout	\$ 695,000
• Citywide Pedestrian Safety	\$ 1,240,000
• City Center Access	\$ 30,000,000
• S 356 <sup>th</sup> St – 1 <sup>st</sup> Ave S to SR 99 (Link Light Rail Access)	\$ 20,000,000
• S 348 <sup>th</sup> St Preservation (9 <sup>th</sup> Ave S to SR 99)	\$ 930,000
• Pacific Hwy Non-Motorized Trail (Ph I CN)	\$ 1,835,000
• SR 99 & S 373 <sup>rd</sup> St Compact Roundabout	\$ 2,500,000
• Pacific Hwy Non-Motorized Trail (Ph II CN)	\$ 3,600,000
• S 320 <sup>th</sup> St Preservation (1 <sup>st</sup> Ave S to SR 99)	\$ 1,450,000

Grants awarded in the total amount of \$382,625 for Solid Waste & Recycling projects:

• DOE Solid Waste Financial Assistance Grant	\$ 102,487
• King County Hazardous Waste Management Grant	\$ 79,485
• King County Waste Reduction and Recycling Grant	\$ 110,653
• SWR Capacity Grant	\$ 50,000
• DOE Offramp Roadside Litter Control Grant	\$ 40,000

Completed the following key projects on time and within the approved budget, by leveraging all available sources of funding in addition to city funds:

- 2020 Pavement Repair Project
- Greenway Pavement Markings Phase 1
- SW 296<sup>th</sup> at 14<sup>th</sup> Slide Restoration
- Streets ADA Upgrades
- Greenway Pavement Markings Phase 2
- 2020 Asphalt Overlay Project
- 2021 Storm Repair
- 2021 Pavement Repair Project
- SW 320<sup>th</sup> St Preservation
- SW 356<sup>th</sup> St Preservation
- S Dash Pt Rd Sidewalk Improvements
- 2021 Asphalt Overlay Project
- Access Revision Report (ARR) for the City Center Access Project
- Updated FWRC Chapter 8.30.040 relating to speed limits
- Updated FWRC Chapters 4.22, 4.23, 4.24, 19.256, and 19.257 related to wireless communication facilities
- Updated FWRC Chapters 16.20.010 and 16.25.010 adopting the 2021 King County Stormwater Manual
- Updated FWRC Chapter 4.40 related to sidewalk repair and assessments
- Executed an interlocal agreement with WSDOT related to adaptive traffic signal maintenance
- Surplussed Town Center 4 property for FWLE garage expansion
- Executed a Master Lease Agreement with Verizon Wireless for Small Wireless facilities
- Executed a franchise amendment with T-Mobile related to wireless facilities
- Executed a franchise amendment with New Cingular Wireless related to wireless facilities
- Ratified the 2021 WRIA 9 Salmon Habitat Plan
- 2022 Comprehensive Plan Amendments for transportation facilities
- Updated Title VI Plan
- Completed the programming and site selection analysis for the Joint Operations and Maintenance Facility
- Selected the preferred alternative for the Joint Operations and Maintenance Facility

- Amended the Neighborhood Traffic Safety Program
- Completed a department reorganization moving all Operations under one Manager and combined Solid Waste and SWM Water Quality into the Environmental Services Division
- Implemented “Next Up – Leadership Challenge” Program to develop our future Public Works leaders
- Completed annual updates to the 6-year Transportation Improvement Program
- Updated Federal Way’s American with Disabilities Act (ADA) Transition Plan
- Completed over 1,000 sidewalk grinds on major arterials to remove trip hazards
- Met all Surface Water NPDES Phase II permit requirements
- Started our own in-house Commute Trip Reduction Program
- Executed an interlocal agreement with City of SeaTac to perform Commute Trip Reduction
- Provided numerous recycling and re-use events
- Conducted recycling quality study in order to improve education and outreach with the ultimate goal of maintaining high quality recycling stream
- Implemented a comprehensive education and outreach program for our Environmental Services Division including expanding our outreach an events and social media
- Performed snow/ice removal for two major events
- Developed and implemented a cost recovery process to improve the amount recovered and reduce the amount of time it takes to recover
- “Outside the Box” idea implemented a new construction management software (Headlight™) to improve documentation handling for construction projects
- “Outside the Box” idea implemented a Global Navigation Satellite System (GNSS) survey pole to be able to perform small scale survey work that directly feeds data into our computer aided drafting (CAD) software
- Completed on-going permitting and oversaw construction of Sound Transit’s Federal Way Link Extension project
- Worked with Sound Transit on the Operations and Maintenance Facility (OMF) south feasibility
- Worked with Sound Transit on the Tacoma Dome Link Extension (TDLE) preliminary feasibility
- Completed permitting and oversaw construction on several major development projects including, four elementary schools and Federal Way HS Apprenticeship Building, two IRG Warehouses, Lakehaven Headquarters Building, Commons Mall pad sites, Woodlands at Redondo Plat, Papé clear and grade, 348<sup>th</sup> / 1<sup>st</sup> Ave Mixed Use, and Smith Brothers Farms Distribution
- Completed the bi-annual pavement ratings
- Implemented a new program in Streets Maintenance called the CLR (Clean Litter from Right-of-ways) Crew included two new staff, vehicle, and the Madvac™
- Fleet purchased 22 vehicles and pieces of equipment



**PUBLIC WORKS DEPARTMENT**

*EJ WALSH, P.E., PUBLIC WORKS DIRECTOR*

**2023-2024 ANTICIPATED KEY PROJECTS**

**Design and Construction:**

- 2023 through 2025 Asphalt Overlay Program
- Adaptive Traffic Control System
- 16<sup>th</sup> Ave Trail – S 308<sup>th</sup> to S 288<sup>th</sup>
- 288<sup>th</sup> Road Diet – Pacific Hwy to 37<sup>th</sup> Ave S
- Military Road Preservation Project
- S 348<sup>th</sup> – 9<sup>th</sup> Ave S to Pacific Hwy Preservation Project
- Redondo Creek Culvert Replacement
- SWM Pipe Rehabilitation Project
- Cold Creek Culvert Replacement
- S 373<sup>rd</sup> / Pacific Hwy Intersection Improvements
- SW 344<sup>th</sup> and 21<sup>st</sup> Ave SW Compact Roundabout
- Citywide Pedestrian Safety Improvements
- S 320<sup>th</sup> / 21<sup>st</sup> Ave Traffic Signal
- Joint Use Operations and Maintenance Facility
- S 356<sup>th</sup> Culvert and Roadway widening.

**Departmental:**

- Review operations and programs and update / modify to ensure equitable access
- Continue to expand public outreach and engagement
- Continue to develop departmental efficiencies to optimize use of City resources
- Complete City Center Access Environmental documentation and review
- Update the Public Works Development Standards manual to reflect Code Updates, Changes in regulations and evolution of technologies for infrastructure
- Citywide Water Quality Monitoring Program
- Implement Neighborhood Drainage Program



**CITY OF FEDERAL WAY 2023-24 BUDGET**

**SWM CIP PROJECTS:**

2023 Proposed Projects	Sources (in thousands)			Expenses (in thousands)	
	User Fees	Grants	Total Sources	Constr Prj.	Total Expenses
Small CIP - Annual Program	\$ 150	\$ -	\$ 150	\$ 150	\$ 150
W. Hylebos Conservation Property Acquisition	150	1,000	1,150	1,150	1,150
South 356th Street Culvert Replacement	94	-	94	94	94
2018 Storm Drain CCTV Inspection and Assessment	100	-	100	100	100
Pipe Rehabilitation Project	317	-	317	317	317
Cold Creek Culvert Replacement	50	-	50	50	50
Redondo Creek Culvert Replacement at 16th Ave	850	-	850	850	850
Citywide Water Quality Monitoring	100	-	100	100	100
Annual CB Repair	75	-	75	75	75
Neighborhood Drainage Program	25	-	25	25	25
S 324th St and SR-99 Drainage Improvements	75	-	75	75	75
Pipe Upsizing at SW Campus Drive, West of 9th Ave SW	30	-	30	30	30
<b>Total 2023</b>	<b>\$ 2,016</b>	<b>\$ 1,000</b>	<b>\$ 3,016</b>	<b>\$ 3,016</b>	<b>\$ 3,016</b>

2024 Proposed Projects	Sources (in thousands)			Expenses (in thousands)	
	User Fees	Grants	Total Sources	Constr Prj.	Total Expenses
Small CIP - Annual Program	\$ 150	\$ -	\$ 150	\$ 150	\$ 150
W. Hylebos Conservation Property Acquisition	150	-	150	150	150
South 356th Street Culvert Replacement	225	-	225	225	225
2018 Storm Drain CCTV Inspection and Assessment	100	-	100	100	100
Pipe Rehabilitation Project	317	-	317	317	317
Cold Creek Culvert Replacement	80	-	80	80	80
Citywide Water Quality Monitoring	100	-	100	100	100
Annual CB Repair	75	-	75	75	75
Neighborhood Drainage Program	25	-	25	25	25
S 324th St and SR-99 Drainage Improvements	275	-	275	275	275
<b>Total 2024</b>	<b>\$ 1,497</b>	<b>\$ -</b>	<b>\$ 1,497</b>	<b>\$ 1,497</b>	<b>\$ 1,497</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

## TRANSPORTATION CIP PROJECTS:

2023 Proposed Projects	Sources (in thousands)								Expenses (in thousands)	
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Bond Trsfers	Prior Year's Sources	Total Sources	Constr Prj.	Total Expenses
S 320th St @ 1st Ave South	-	-	-	150	-	-	-	150	150	150
SR 99 HOV Lanes PH V	-	-	-	-	-	-	100	100	100	100
Adaptive Traffic Control System Project Phase I	20	-	-	-	-	-	-	20	20	20
SR 509: SW 312th St - 21st Ave SW SRTS Project	-	-	20	-	-	-	40	60	60	60
City Center Access Phase I - Environmental process update	-	-	-	500	-	-	-	500	500	500
Street Light LED Conversion	-	-	-	-	-	30	70	100	100	100
Variable Lane Use Control Signs	-	-	-	11	-	-	-	11	11	11
Adaptive Traffic Control System Project Phase III	-	-	-	5	-	-	-	5	5	5
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	10	-	-	-	-	10	10	10
16th Ave Trail - S 308th Street to S 288th Street	475	-	2,285	475	-	-	-	3,235	3,235	3,235
Sound Transit	-	-	897	-	-	-	-	897	897	897
S 314th St Improvement	-	-	200	-	-	-	18	218	218	218
SR 99 @ S 373rd St Roundabout w/Median Control	-	-	100	100	-	-	-	200	200	200
21st Ave S @ 320th St Traffic Signal	345	-	730	340	105	-	-	1,520	1,520	1,520
Citywide ADA Retrofit	150	-	-	-	100	-	-	250	250	250
S 356th St. - 1st Ave S - SR 99	-	-	-	300	-	300	-	600	600	600
SW 344th St. @ 27th Ave SW Compact Roundabout	180	-	560	-	-	180	-	920	920	920
Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade	100	-	600	-	-	-	-	700	700	700
Citywide Pedestrian Safety System Improvements	-	288	1,148	-	-	-	-	1,436	1,436	1,436
Military Rd S: S 320th St - SR 18 Preservation Project	-	-	600	-	-	605	-	1,205	1,205	1,205
SW King County Regional Trail Plan	-	10	105	-	-	-	10	125	125	125
S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements	275	-	1,100	275	-	-	-	1,650	1,650	1,650
Fiber Optic Network Loop - 317th to S 272nd	-	-	-	2,474	-	-	-	2,474	2,474	2,474
S 348th Preservation	7	8	840	-	-	171	-	1,026	1,026	1,026
Joint Operations & Maintenance Facility	2,000	-	-	-	-	-	-	2,000	2,000	2,000
S 320th St at 21st Ave S Grade Separation	-	-	-	-	-	-	200	200	200	200
High Friction Surface Treatments	-	-	100	-	-	-	-	100	100	100
<b>Total 2023</b>	<b>\$ 3,552</b>	<b>\$ 306</b>	<b>\$ 9,295</b>	<b>\$ 4,630</b>	<b>\$ 205</b>	<b>\$ 1,286</b>	<b>\$ 438</b>	<b>\$ 19,712</b>	<b>\$ 19,712</b>	<b>\$ 19,712</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

## TRANSPORTATION CIP PROJECTS:

2024 Proposed Projects	Sources (in thousands)								Expenses (in thousands)	
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Bond Trsfrs	Prior Year's Sources	Total Sources	Constr Prj.	Total Expenses
S 320th St @ 1st Ave South	-	-	-	303	-	-	-	303	303	303
SR 99 HOV Lanes PH V	-	-	-	-	-	-	100	100	100	100
S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	-	-	-	1,100	-	1,100	1,100	1,100
City Center Access Phase I - Environmental process update	-	-	-	300	-	-	-	300	300	300
Street Light LED Conversion	-	-	-	-	-	30	70	100	100	100
16th Ave Trail - S 308th Street to S 288th Street	155	155	325	-	-	-	-	635	635	635
Sound Transit	-	-	188	-	-	-	-	188	188	188
SR 99 @ S 373rd St Roundabout w/Median Control	-	-	400	140	-	-	-	540	540	540
Citywide ADA Retrofit	150	-	-	-	100	-	-	250	250	250
S 356th St. - 1st Ave S - SR 99	-	-	-	-	-	300	-	300	300	300
Citywide RRFB Upgrades	-	140	-	-	-	-	-	140	140	140
SW King County Regional Trail Plan	-	10	105	-	-	-	10	125	125	125
S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements	105	-	1,700	105	-	-	-	1,910	1,910	1,910
Joint Operations & Maintenance Facility	-	-	-	-	-	42,000	-	42,000	42,000	42,000
S 320th St at 21st Ave S Grade Separation	-	-	-	-	-	-	75	75	75	75
City Center Greenway	-	-	-	-	-	100	-	100	100	100
Adaptive Traffic Control System Phase IV (1st Ave S)	-	-	-	89	-	-	-	89	89	89
High Friction Surface Treatments	-	-	852	-	-	-	-	852	852	852
BPA Trail Extension - City Center	-	-	150	-	50	-	-	200	200	200
<b>Total 2024</b>	<b>\$ 410</b>	<b>\$ 305</b>	<b>\$ 3,720</b>	<b>\$ 937</b>	<b>\$ 150</b>	<b>\$ 43,530</b>	<b>\$ 255</b>	<b>\$ 49,307</b>	<b>\$ 49,307</b>	<b>\$ 49,307</b>

# CITY OF FEDERAL WAY 2023-24 BUDGET

## DEPARTMENT POSITION INVENTORY

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Street Fund:</b>								
Director-PW	0.73	0.73	0.73	0.73	0.73	0.73	0.73	66
Deputy Director-PW	0.38	0.38	0.38	0.38	0.38	0.38	0.38	59
City Traffic Engineer - Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	57
Capital Engineering Manager - .05 FTE Overlay & .10 FTE Transp CIP	1.00	1.00	1.00	1.00	1.00	1.00	1.00	57
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	56
Operations Manager - 0.05 FTE Transp CIP & 0.05 504 Fleet & Equipment	-	0.05	-	-	0.05	0.05	0.05	54
Sound Transit Liaison - 1 FTE Transp CIP	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Senior Traffic Engineer - Traffic Safety Fund	2.00	2.00	2.00	3.00	3.00	3.00	3.00	52
Senior Capital/Civil Engineer	3.00	2.00	3.00	2.00	2.00	2.00	2.00	50
Traffic Operations Engineer - Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Senior Engineer Plans Reviewer - 1 FTE Transp CIP	-	1.00	-	1.00	1.00	1.00	1.00	46
Capital Engineer - 0.50 FTE Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Senior Engineer Plans Reviewer	1.15	-	1.15	1.15	-	-	-	43
Transportation Planner	-	-	-	1.00	1.00	1.00	1.00	43
Engineering Plans Reviewer	1.00	2.00	1.00	1.00	2.00	2.00	2.00	41
Senior Engineering Technician - 0.75 FTE Transp CIP	-	1.00	-	1.00	1.00	1.50	1.50	39
Construction Inspector - 0.50 FTE Overlay & 2.5 FTE Transp CIP	4.00	5.00	4.00	5.00	5.00	5.50	5.50	37
Engineering Technician - 0.25 FTE Overlay	2.00	2.00	2.00	2.00	2.00	2.00	2.00	36
Administrative Assistant II - 0.50 FTE Transp. CIP	1.70	1.70	1.70	1.70	1.70	1.70	1.70	28
Administrative Assistant I	0.28	0.28	0.28	0.28	0.28	0.28	0.28	20
<b>Total Street Fund:</b>	21.74	23.64	21.74	25.74	25.64	26.64	26.64	n/a
<b>PW Operational:</b>								
Operations Manager - 0.05 FTE Transp CIP & 0.05 504 Fleet & Equipment	-	0.15	-	-	0.15	0.15	0.15	54
Street Systems Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
SWM Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
SWM Inspection Supervisor	-	1.00	-	-	1.00	1.00	1.00	40
SWM R/D Inspector	1.00	1.00	1.00	1.00	2.00	2.00	2.00	37
Fleet Maintenance Coordinator - 1 FTE 504 Fleet & Equipment	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Maintenance Worker III	-	-	-	4.00	4.00	4.00	4.00	30m
Maintenance Worker II (2 FTE 504 Fleet & Equipment)	4.00	4.00	4.00	3.00	3.00	6.00	6.00	26m
Maintenance Worker I - (1 FTE Overlay)	11.00	13.00	13.00	12.00	12.00	12.00	12.00	22m
<b>Total PW Operational:</b>	19.00	22.15	21.00	23.00	25.15	28.15	28.15	n/a
<b>Solid Waste &amp; Recycling:</b>								
Director-PW	0.12	0.12	0.12	0.12	0.12	0.12	0.12	66
Deputy Director-PW	0.12	0.12	0.12	0.12	0.12	0.12	0.12	59
Environmental Services Manager	-	0.30	-	-	0.30	0.30	0.30	54
Solid Waste/Recycling Manager	-	1.00	1.00	1.00	-	-	-	na
Environmental Services Contract Coordinator	-	1.00	-	-	1.00	1.00	1.00	39
Solid Waste/Recycling Coordinator	1.00	-	-	-	-	-	-	39
Public Education & Outreach Specialist	-	1.00	-	-	1.00	1.00	1.00	35
Recycling Project Manager	1.00	1.00	1.00	1.00	-	-	-	35
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	28
Administrative Assistant I	0.07	0.07	0.07	0.07	0.07	0.07	0.07	20
<b>Total Solid Waste &amp; Recycling:</b>	2.41	4.71	2.41	2.41	2.71	2.71	2.71	n/a
<b>Surface Water Management:</b>								
Director-PW	0.15	0.15	0.15	0.15	0.15	0.15	0.15	66
Deputy Director-PW	0.50	0.50	0.50	0.50	0.50	0.50	0.50	59
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	56
SWM Manager	1.00	-	1.00	1.00	-	-	-	54
Environmental Services Manager	-	0.70	-	-	0.70	0.70	0.70	54
Operations Manager	-	0.80	-	-	0.80	0.80	0.80	54
Senior Capital Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Capital Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Senior Engineer Plans Reviewer	0.85	-	0.85	0.85	-	-	-	43
SWM Asset Coordinator	-	1.00	1.00	1.00	1.00	1.00	1.00	43
SWM Water Quality Program Supervisor	-	1.00	-	-	1.00	1.00	1.00	43
Public Education & Outreach Supervisor	-	1.00	-	-	1.00	1.00	1.00	41
SWM Water Quality Program Coord	1.00	-	1.00	1.00	-	-	-	40
SWM Water Quality Specialist	1.00	1.00	1.00	-	2.00	2.00	2.00	39
Senior Engineering Technician	-	-	-	-	-	0.5	0.5	39
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.50	1.50	37
Surface Water Quality Specialist	-	-	-	-	-	-	-	35
SWM Pollution Control Specialist	-	1.00	1.00	1.00	-	-	-	na
Public Education & Outreach Specialist	1.00	-	1.00	1.00	-	-	-	34
Engineering Technician	1.00	1.00	1.00	1.00	-	-	-	32
Engineering Technician/Inspector	2.00	2.00	2.00	2.00	-	-	-	32
Administrative Assistant II	0.20	0.20	0.20	0.20	0.20	0.20	0.20	28
Administrative Assistant I	0.65	0.65	0.65	0.65	0.65	0.65	0.65	20
<b>Total Surface Water Management:</b>	12.85	14.50	14.85	13.85	11.50	12.50	12.50	n/a
<b>Total Regular Staffing</b>	56.00	65.00	60.00	65.00	65.00	70.00	70.00	n/a
<b>Change from prior year</b>	-	9.00	(5.00)	-	-	5.00	-	n/a
<b>Grand Total Staffing</b>	56.00	65.00	60.00	65.00	65.00	70.00	70.00	n/a

**PUBLIC WORKS DEPARTMENT**

EJ WALSH, P.E., PUBLIC WORKS DIRECTOR

**DEPARTMENT OVERVIEW****PURPOSE/DESCRIPTION:**

The Public Works Department is organized into six divisions. <sup>1</sup> The Administrative Division provides the overall management of the department. <sup>2</sup> The Development Services Division provides the engineering plan reviews, permitting, and inspections of private development and Right of Way projects. <sup>3</sup> The Traffic Division provides transportation planning, traffic operations, and neighborhood traffic services. <sup>4</sup> The Engineering Division provides city wide engineering support and the feasibility analysis, engineering design, bidding and construction oversight for all capital projects. <sup>5</sup> The Environmental Services Division manages the Solid Waste/Recycling Utility and Surface Water Utility enforcement, water quality, and education functions. <sup>6</sup> The Operations Division manages street and storm water operations and maintenance and the Fleet Maintenance Division which provides oversight on maintenance of all City non-police vehicles and equipment.

**DEPARTMENT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Street Fund Operating Expenditure Summary:										
210	Administration	\$ 252,976	\$ 251,668	\$ 284,931	\$ 284,931	\$ 284,931	\$ 315,218	\$ 317,110	\$ 30,287	10.6%
220	Development Svcs	381,023	327,354	374,048	374,048	374,048	360,636	371,667	(13,412)	-3.6%
230\260	Traffic Services	1,448,294	1,403,518	1,400,364	1,508,213	1,508,213	1,619,424	1,704,039	111,211	7.4%
240	Street Services	500,389	565,021	1,018,600	1,018,600	1,018,600	1,133,276	1,164,183	114,676	11.3%
240 Operation	Street Services - Operation	1,478,435	1,651,170	1,490,046	1,653,002	1,653,002	1,769,635	1,809,896	116,633	7.1%
Subtotal ST Operating Exp.:		\$ 4,061,117	\$ 4,198,731	\$ 4,567,989	\$ 4,838,794	\$ 4,838,794	\$ 5,198,188	\$ 5,366,894	\$ 359,394	7.4%
Non-Street Fund Operating Expenditure Summary:										
102	Arterial Street Overlay	\$ 1,910,468	\$ 2,332,950	\$ 3,051,111	\$ 2,077,917	\$ 2,077,917	\$ 1,563,000	\$ 1,563,000	\$ (514,917)	-24.8%
106	Solid Waste & Recycling	580,419	562,166	545,844	681,624	681,624	641,647	654,343	(39,976)	-5.9%
112	Traffic Safety Fund	583,233	729,829	694,741	703,141	703,141	1,010,265	966,839	307,124	43.7%
116	Solid Waste 10% Utility Tax	-	994,212	-	3,418,862	3,418,862	2,200,000	2,300,000	(1,218,862)	-35.7%
306	Transportation CIP	6,746,549	7,131,617	7,773,566	26,274,109	26,274,109	19,912,000	49,507,000	(6,362,109)	-24.2%
304	Surface Wtr Mgmt CIP	467,283	330,676	1,767,000	4,330,080	4,330,080	3,359,608	1,805,273	(970,472)	-22.4%
401	Surface Wtr Mgmt	3,193,455	5,454,458	4,652,652	4,927,652	4,927,652	4,480,333	6,089,726	(447,319)	-9.1%
401 Operation	Surface Wtr Mgmt - Operation	1,213,663	1,283,513	1,463,377	1,463,377	1,463,377	1,970,275	2,014,574	506,898	34.6%
504	Fleet & Equipment	2,668,595	3,453,012	1,919,901	3,911,401	3,911,401	3,336,067	1,711,734	(575,334)	-14.7%
Subtotal Non-ST Oper. Exp.:		\$ 17,363,665	\$ 22,272,433	\$ 21,868,192	\$ 47,788,163	\$ 47,788,163	\$ 38,473,196	\$ 66,612,488	\$ (9,314,967)	-19.5%
Total Expenditures:		\$ 21,424,781	\$ 26,471,164	\$ 26,436,182	\$ 52,626,958	\$ 52,626,958	\$ 43,671,384	\$ 71,979,382	\$ (8,955,573)	-17.0%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### Highlights/Changes:

The Public Works proposed operating budget totals \$43.67M in 2023 and \$71.98M in 2024. This is a 17.0% or \$9.00M decrease to the 2023 proposed budget from the 2022 adjusted budget.

Major line item changes include:

- **Services and Charges** – Net decrease of \$2.60M due to decreased 304 SWM capital expenditures and 306 Transportation capital expenditures categorized under services and charges instead of capital outlay.
- **Capital Outlays** – Net decrease of \$6.91M due to capital projects in 2022 for SWM, transportation, and overlay projects that are not yet carried forward into 2023.

### EXPENDITURE SUMMARY:

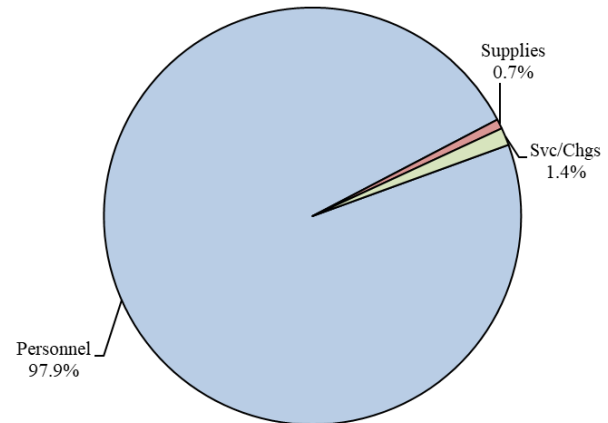
Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	\$ 4,727,496	\$ 5,176,676	\$ 6,574,878	\$ 6,745,794	\$ 6,745,794	\$ 6,689,709	\$ 6,816,423	\$ (56,085)	-0.8%
2XX	Benefits	1,746,596	1,811,492	1,810,553	1,813,301	1,813,301	2,213,068	2,283,676	399,768	22.0%
3XX	Supplies	851,581	1,152,755	800,758	972,134	972,134	979,618	976,269	7,484	0.8%
4XX	Services and Charges	4,507,351	4,960,741	3,068,584	4,852,744	4,852,744	2,254,673	2,329,673	(2,598,071)	-53.5%
5XX	Intergovernmental	1,357,404	1,268,990	1,021,592	1,011,736	1,011,736	1,100,836	1,100,836	89,100	8.8%
6XX	Capital Outlay	6,716,095	7,956,603	10,312,715	33,878,080	33,878,080	26,966,066	54,229,173	(6,912,014)	-20.4%
8XX	Debt Service-Interest	-	-	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	896,772	1,098,313	835,180	843,580	843,580	895,180	835,180	51,600	6.1%
0XX	Other Financing Uses	621,487	3,045,594	2,010,000	2,507,667	2,507,667	2,570,312	3,406,230	62,645	2.5%
Total Expenditures:		\$ 21,424,781	\$ 26,471,164	\$ 26,436,182	\$ 52,626,958	\$ 52,626,958	\$ 43,671,384	\$ 71,979,382	\$ (8,955,573)	-17.0%

**PUBLIC WORKS DEPARTMENT - ADMINISTRATION**

EJ WALSH, P.E., PUBLIC WORKS DIRECTOR

**2023 Proposed Expenditures by Category****PURPOSE/DESCRIPTION:**

The Administration Division of the Public Works Department provides the management of department-wide functions, inter-departmental coordination, participation in regional issues, maintenance of City Right of Ways, monitoring and overall departmental financial control. The administration of the Public Works Department is provided by the director, deputy director, and administrative assistants who provide support to the public and all department staff in the areas of purchasing, records management, budget preparation, scheduling and more.



The Director provides administrative and financial management of the Public Works Department and its divisions. The Director's responsibilities include: general policy decisions, participating in regional affairs, monitoring legislation and regulation changes, providing leadership in emergencies, and preparing and tracking the Department's budget. A key goal of the Administrative Division is providing excellent customer service to citizens, businesses, Council, public agencies, other City Departments, and Public Works staff.

The Division provides administrative, coordination and record keeping for the daily operation and maintenance of the transportation and pedestrian network. The Division also develops long range and comprehensive planning goals; prioritizes, and implements maintenance programs and capital improvement programs.

**GOALS/OBJECTIVES:**

The Administrative Division provides overall budget control and management of the Public Works Divisions while implementing the Council's vision for the City.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of service requests processed	2,580	2,784	3,589	4,589
<b>Outcome Measures:</b>				
• Percent of community requests responded to in same day	95%	90%	85%	85%
• Percent of time a "live" person is available to handle constituent calls	99%	99%	99%	99%

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-PW	0.73	0.73	0.73	0.73	0.73	0.73	0.73	66
Deputy Director-PW	0.38	0.38	0.38	0.38	0.38	0.38	0.38	59
Administrative Assistant II	0.50	0.50	0.50	0.50	0.50	0.50	0.50	28
<b>Total Street Fund:</b>	1.61	1.61	1.61	1.61	1.61	1.61	1.61	n/a
<b>Grand Total Staffing</b>	1.61	1.61	1.61	1.61	1.61	1.61	1.61	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$0.32M in 2023 and \$0.32M in 2024. This is a 10.6% or \$0.03M increase to the 2023 proposed budget from the 2022 adjusted budget.

### EXPENDITURE SUMMARY:

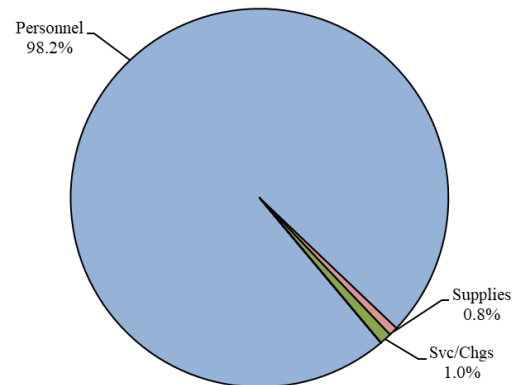
Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 187,558	\$ 185,113	\$ 201,668	\$ 201,668	\$ 201,668	\$ 223,615	\$ 224,986	\$ 21,947	10.9%
2XX	Benefits	63,075	59,962	76,634	76,634	76,634	84,974	85,495	8,340	10.9%
3XX	Supplies	1,453	4,289	2,350	2,350	2,350	2,350	2,350	-	0.0%
4XX	Services and Charges	889	2,305	4,279	4,279	4,279	4,279	4,279	-	0.0%
Total Expenditures:		\$ 252,976	\$ 251,668	\$ 284,931	\$ 284,931	\$ 284,931	\$ 315,218	\$ 317,110	\$ 30,287	10.6%



**PUBLIC WORKS DEPARTMENT - DEVELOPMENT SERVICES***Cole Elliott, P.E., Manager***PURPOSE/DESCRIPTION:**

The Development Services Division of the Public Works Department manages the permit processing and conducts construction inspections for all adopted developments submitted to the City for approval. Such developments include: subdivisions, boundary line adjustments and lot line eliminations, single family, multi-family and commercial permits, right of way permits, land use modifications, site plan reviews, etc. The Division also screens applications for completeness; assures and enforces conformance with approved plans, permits, codes, and City standards; issues code variances; maintains logs and status reports for all projects related to public works; provides technical assistance during construction; coordinates with Community Development and Building departments to facilitate the permit process; assists in maintenance of subdivision drawings and records; meets with customers and citizens on-site to identify development-related issues; and issues decisions regarding requests for modifications to surface water management and right-of-way requirements.

2023 Proposed Expenditures by Category

**GOALS/OBJECTIVES:**

The Development Services Division of the Public Works Department is committed to upholding the City of Federal Way's codes and development standards in a fair and consistent manner. Our goal is to accomplish this task by working closely with developers, contractors and property owners to provide them with a thorough and timely review of their projects and to provide guidance when needed to help bring projects to fruition.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of development review committee meetings attended	76	77	77	78
• Number of Engineering Approval reviews	8	9	10	11
• Number of Commercial Building Permit reviews	76	78	79	80
• Number of Plat Applications (Full & Short)	12	13	14	14
• Number of Single-Family Applications	333	343	350	355
• Number of Final Plats	6	7	8	8
• Franchise ROW Permits	497	512	515	520
• Non-Franchise ROW Permits	57	58	60	62
<b>Outcome Measures:</b>				
• Average review time - projects under construction	10 days	10 days	10 days	10 days
• Average review time - pre-application	10 days	10 days	10 days	10 days
• Average review time - building permits	30 days	30 days	25 days	25 days
• Average review time – SEPA	30 days	30 days	30 days	30 days
• Average review time - site plan review	30 days	30 days	35 days	35 days
• Average review time – Use Process Review 1	25 days	25 days	25 days	25 days
• Average review time - outside agency review	20 days	20 days	20 days	20 days
• Response time on requests for modifications	20 days	20 days	30 days	30 days
• Response time on requests for inspections	2 days	2 days	1 day	1 day
• Average review time – Franchise ROW permit	2 days	2 days	1 day	1 day
• Average review time – Non-Franchise ROW permit	5 days	5 days	7 days	7 days
<b>Efficiency Measures:</b>				
• Cost recovery ratio for the Division	48%	42%	45%	47%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	56
Senior Engineer Plans Reviewer	1.15	-	1.15	1.15	-	-	-	43
Engineering Plans Reviewer	1.00	2.00	1.00	1.00	2.00	2.00	2.00	41
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	28
Administrative Assistant I	0.10	0.10	0.10	0.10	0.10	0.10	0.10	20
<b>Total Regular Staffing</b>	2.85	2.70	2.85	2.85	2.70	2.70	2.70	n/a
<b>Change from prior year</b>	-	(0.15)	0.15	-	(0.15)	-	-	n/a
<b>Grand Total Staffing</b>	2.85	2.70	2.85	2.85	2.70	2.70	2.70	n/a

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$0.36M in 2023 and \$0.37M in 2024. This is a 3.6% or \$0.01M decrease to the 2023 proposed budget from the 2022 adjusted budget.

### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 198,516	\$ 239,713	\$ 266,347	\$ 266,347	\$ 266,347	\$ 256,628	\$ 264,621	\$ (9,719)	-3.6%
2XX	Benefits	62,757	76,583	101,212	101,212	101,212	97,519	100,556	(3,693)	-3.6%
3XX	Supplies	3,140	2,495	2,770	2,770	2,770	2,770	2,770	-	0.0%
4XX	Services and Charges	116,610	8,563	3,720	3,720	3,720	3,720	3,720	-	0.0%
Total Expenditures:		\$ 381,023	\$ 327,354	\$ 374,048	\$ 374,048	\$ 374,048	\$ 360,636	\$ 371,667	\$ (13,412)	-3.6%

**PUBLIC WORKS DEPARTMENT - TRAFFIC**

*Richard Perez, P.E., Traffic Engineer*

**PURPOSE/DESCRIPTION:**

The Traffic Services Division provides the City of Federal Way's transportation planning, traffic engineering, and traffic control devices maintenance functions. This includes traffic signals, traffic signal coordination, signs and pavement markings, Neighborhood Traffic Safety Program, traffic mitigation analyses for development, Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) programs, traffic design elements of street improvements, development/coordination of the Transportation Improvement Plan (TIP) and its grant applications, and transportation planning.

The 2021/2022 operating budget includes contracts for signs, pavement markings and traffic signal maintenance and operation services, provided by contract with King County and supplemented by a private on-call services contract. Arterial street lighting systems maintenance and operation services are provided by contract with Puget Sound Energy and King County.

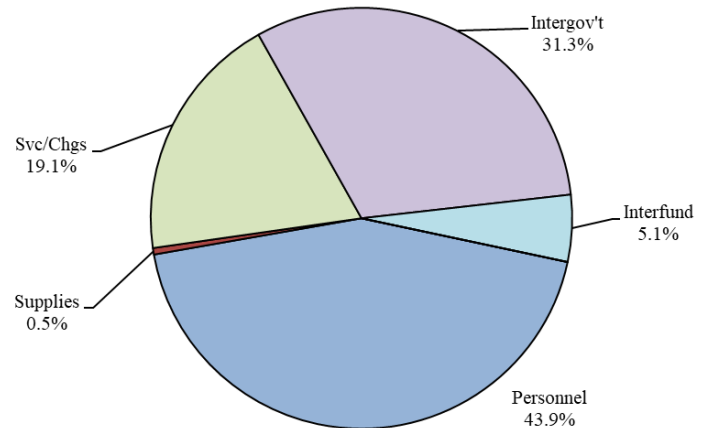
**GOALS/OBJECTIVES:**

The Traffic Division will continue to maintain and operate traffic control devices, review development for transportation impacts and identify appropriate mitigation measures, respond to citizen requests, support the Transportation Capital Improvement Program, and perform all transportation planning functions for the City.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of traffic signals	88	88	89	89
• Number of citizen action requests processed	500	550	575	575
• Number of development review applications	200	250	275	300
• Number of employees at commute trip reduction sites	4,000	4,000	4,000	4,200
<b>Outcome Measures:</b>				
• No. of timing plans developed for traffic signal coordination	100	100	115	115
• No. of traffic control changes implemented	60	60	60	60
• No. of neighborhood projects balloted	6	4	3	3
• Percent of development applications reviewed on time	100%	90%	90%	90%
• No. of City employees changing travel mode to non-single occupancy vehicle (SOV)	50	50	50	50
• No. of Neighborhood Traffic Safety Projects presented to Council	6	0	3	3
<b>Efficiency Measures:</b>				
• Percent reduction in delays at signalized intersections	10%	5%	5%	5%
• Percent change from SOV travel modes	1%	1.5%	1.5%	1.5%

**2023 Proposed Expenditures by Category**



## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
City Traffic Engineer - Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	57
Senior Traffic Engineer - Traffic Safety Fund	2.00	2.00	2.00	3.00	3.00	3.00	3.00	52
Traffic Operations Engineer - Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Transportation Planner	-	-	-	1.00	1.00	1.00	1.00	43
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	37
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	28
Administrative Assistant I	0.18	0.18	0.18	0.18	0.18	0.18	0.18	20
<b>Total Street Fund:</b>	5.28	5.28	5.28	7.28	7.28	7.28	7.28	n/a
<b>Grand Total Staffing</b>	5.28	5.28	5.28	7.28	7.28	7.28	7.28	n/a

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$2.63M in 2023 and \$2.67M in 2024. This is a 18.9% or \$0.42M increase to the 2023 proposed budget from the 2022 adjusted budget. This table includes Traffic and Commute Trip Reduction sections of the Street Fund, and the Traffic Safety Fund. Major line item changes include:

- **Intergovernmental** – Net increase of \$0.10M due to increased cost from King County for ROW and new traffic, signal, flashers maintenance.

### EXPENDITURE SUMMARY:

#### TRAFFIC – STREET FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 78,650	\$ 86,277	\$ 106,741	\$ 211,446	\$ 211,446	\$ 206,180	\$ 215,574	\$ (5,266)	-2.5%
2XX	Benefits	26,322	30,533	35,333	35,333	35,333	73,174	76,744	37,842	107.1%
3XX	Supplies	17,661	7,560	5,400	18,400	18,400	13,149	9,800	(5,251)	-28.5%
4XX	Services and Charges	486,066	464,982	518,298	518,298	518,298	503,084	578,084	(15,214)	-2.9%
5XX	Intergovernmental	819,597	814,304	734,592	724,736	724,736	823,836	823,836	99,100	13.7%
6XX	Capital Outlays	19,998	(138)	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,448,294	\$ 1,403,518	\$ 1,400,364	\$ 1,508,213	\$ 1,508,213	\$ 1,619,424	\$ 1,704,039	\$ 111,211	7.4%

#### TRAFFIC – TRAFFIC SAFETY FUND

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 422,432	\$ 438,100	\$ 449,088	\$ 449,088	\$ 449,088	\$ 634,250	\$ 646,260	\$ 185,162	41.2%
2XX	Benefits	160,801	160,247	170,653	170,653	170,653	241,015	245,579	70,362	41.2%
3XX	Supplies	-	28,542	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	102,939	75,000	83,400	83,400	135,000	75,000	51,600	61.9%
Total Expenditures:		\$ 583,233	\$ 729,829	\$ 694,741	\$ 703,141	\$ 703,141	\$1,010,265	\$ 966,839	\$ 307,124	43.7%

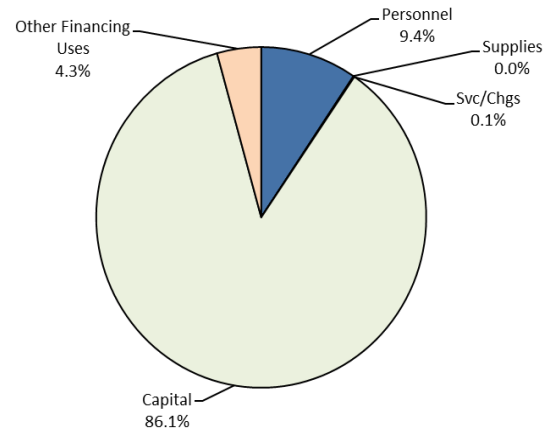
**PUBLIC WORKS DEPARTMENT - CAPITAL ENGINEERING**

Christine Mullen, P.E., Manager

**PURPOSE/DESCRIPTION:**

The Engineering Division of Public Works provides engineering services for the City, including the execution of the transportation and stormwater capital programs. Activities include planning, design, construction management, construction inspection of capital projects, and engineering support to other divisions and departments within the City.

The Division provides administrative and managerial functions in overseeing the development of infrastructure projects, construction management and the capital projects. The Division also is responsible to develop and revise comprehensive capital improvement projects; Develop and implement short- and long-range programs; Coordinate work projects with other City departments, contractors, government agencies, organizations and the public as required; inspect work in progress; Assure projects are completed in compliance with codes, specifications, and standards. The Division also applies to various sources for related grants and administers these funds.

**2023 Proposed Expenditures by Category****GOALS/OBJECTIVES:**

The Engineering Division provides civil engineering services to the Public Works Department and also supports other departments within the City with their engineering needs. The Engineering Division implements the Council's mission and direction on the Capital Improvement Programs. Our goal is to identify and apply for all state and federal grant funding available and applicable for the City's transportation and stormwater Capital Improvement Programs and to manage the successful completion of these projects within the available budget and on schedule.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Annual CIP Fund administered	\$13.7M	\$10.2M	\$27.4M	\$27.2M
• Grant dollars administered	\$4.6M	\$3.4M	\$8.3M	\$2.5M
• Number of lane miles repaired/rehabilitated	7.0	7.0	6.7	5.2
<b>Outcome Measures:</b>				
• Percent of CIP project completed on time and within budget	100%	100%	100%	100%

**DEPARTMENT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Non-General Fund Operating Expenditure Summary:										
240	Streets	\$ 500,389	\$ 565,021	\$ 1,018,600	\$ 1,018,600	\$ 1,018,600	\$ 1,133,276	\$ 1,164,183	\$ 114,676	11.3%
102	Overlay Program	1,910,468	2,332,950	3,051,111	2,077,917	2,077,917	1,563,000	1,563,000	(514,917)	-24.8%
116	Soild Waste 10% Utility Tax	-	994,212	-	3,418,862	3,418,862	2,200,000	2,300,000	(1,218,862)	-35.7%
304	SWM CIP	467,283	330,676	1,767,000	4,330,080	4,330,080	3,359,608	1,805,273	(970,472)	-22.4%
306	Transportation CIP	6,746,549	7,131,617	7,773,566	26,274,109	26,274,109	19,912,000	49,507,000	(6,362,109)	-24.2%
Total Expenditures:		\$ 9,624,688	\$11,354,476	\$13,610,277	\$ 37,119,568	\$ 37,119,568	\$28,167,884	\$ 56,339,455	\$ (8,951,684)	-24.1%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Street Fund:</b>								
Capital Engineering Manager - .05 FTE Overlay & .10 FTE Transp CIP	1.00	1.00	1.00	1.00	1.00	1.00	1.00	57
Operations Manager - 0.05 FTE Transp CIP & 0.05 504 Fleet & Equipment	-	0.05	-	-	0.05	0.05	0.05	54
Sound Transit Liaison - 1 FTE Transp CIP	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Senior Capital/Civil Engineer	3.00	2.00	3.00	2.00	2.00	2.00	2.00	50
Senior Engineer Plans Reviewer - 1 FTE Transp CIP	-	1.00	-	1.00	1.00	1.00	1.00	46
Capital Engineer - 0.50 FTE Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Senior Engineering Technician - 0.75 FTE Transp CIP	-	1.00	-	1.00	1.00	1.50	1.50	39
Construction Inspector - 0.50 FTE Overlay & 2.5 FTE Transp CIP	3.00	4.00	3.00	4.00	4.00	4.50	4.50	37
Engineering Technician - 0.25 FTE Overlay	2.00	2.00	2.00	2.00	2.00	2.00	2.00	36
Administrative Assistant II - 0.50 FTE Transp. CIP	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
<b>Total Street Fund:</b>	12.00	14.05	12.00	14.00	14.05	15.05	15.05	n/a
<b>Total Regular Staffing</b>	12.00	14.05	12.00	14.00	14.05	15.05	15.05	n/a
<b>Change from prior year</b>	-	2.05	(2.05)	(0.05)	0.05	1.00	-	n/a
<b>Grand Total Staffing</b>	12.00	14.05	12.00	14.00	14.05	15.05	15.05	n/a

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$28.17M in 2023 and \$56.34M in 2024. This is a 24.1% or \$8.95M decrease to the 2023 proposed budget from the 2022 adjusted budget. The below table includes the Street Fund, the Arterial Street Fund, the Solid Waste 10% Utility Tax Fund, SWM CIP Fund, and the Transportation CIP Fund.

Major line item changes include:

- **Services and Charges** – Net decrease of \$2.62M due to decreased 304 SWM capital expenditures and 306 Transportation capital expenditures categorized under services and charges instead of capital outlay.
- **Capital Outlays** – Net decrease of \$6.19M due to capital projects in 2022 for SWM, transportation, and overlay projects that are not yet carried forward into 2023.

### EXPENDITURE SUMMARY:

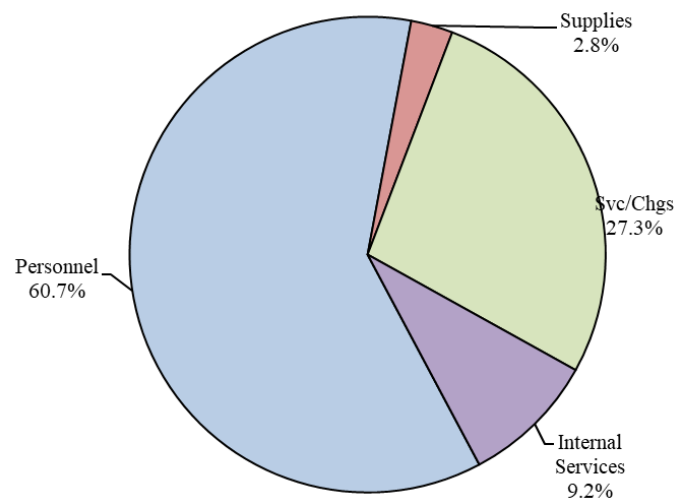
Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries and Wages	\$ 1,396,814	\$ 1,513,962	\$ 2,404,644	\$ 2,406,857	\$ 2,406,857	\$ 1,740,817	\$ 1,711,316	\$ (666,040)	-27.7%
2XX	Benefits	506,167	511,148	432,115	432,115	432,115	538,119	553,763	106,004	24.5%
3XX	Supplies	49,732	27,580	6,201	6,201	6,201	6,201	6,201	-	0.0%
4XX	Services and Charges	2,327,275	2,984,003	967,317	2,638,381	2,638,381	17,317	17,317	(2,621,064)	-99.3%
5XX	Intergovernmental	223,763	93,809	-	-	-	-	-	-	n/a
6XX	Capital Outlays	5,057,732	5,760,050	9,350,000	30,878,347	30,878,347	24,689,430	53,650,859	(6,188,917)	-20.0%
9XX	Internal Services/Other	18,204	18,397	-	-	-	-	-	-	100.0%
0XX	Other Financing Uses	45,000	445,525	450,000	757,667	757,667	1,176,000	400,000	418,333	55.2%
Total Expenditures:		\$ 9,624,688	\$ 11,354,476	\$ 13,610,277	\$ 37,119,568	\$ 37,119,568	\$ 28,167,884	\$ 56,339,455	\$ (8,951,684)	-24.1%

**PUBLIC WORKS DEPARTMENT - SOLID WASTE & RECYCLING**

*Rob Van Orsow, Environmental Services Manager*

In 2021, the Public Works Department restructured the SWM and Solid Waste Divisions into Environmental Services and Operation Divisions to allow for increased efficiencies, better utilize resources, and create redundancy within the Department. For the Environmental Services Division, the focus is on three major areas: Outreach and Education/Department Communications, Solid Waste and Recycling, and Surface Water Quality. Water Quality and Recycling share common and overlapping outreach methods and messages, so outreach can be provided more broadly and efficiently. The Department is also putting direct emphasis on reaching our diverse residents and business more equitably. The Department is also making full use of virtual outreach, and expanding access to services such as recycling events by bringing 'events' direct to residences rather than hosting large scale (and inefficient) recycling collection events.

**2023 Proposed Expenditures by Category**



**PURPOSE/DESCRIPTION:**

The Solid Waste and Recycling Utility's main objective is management of the City's solid waste services franchise, focusing on procurement and administration of contracted solid waste and recycling collection services for area businesses and residents. The Utility recently completed roll-out of a new contract with Waste Management as the franchised hauler. This contract runs through mid-2030, and implementation of the new contract's services will be ongoing through this biennium. Solid Waste Utility management includes: the annual rate modification process, operational review and corrective input, education and outreach planning and coordination, contract and services planning and implementation, and resolution of customer service issues. The Utility ensures the franchised hauler provides the highest level of service achievable through enforcing parameters set by the new contract.

The Utility implements and promotes waste reduction, recycling, composting and moderate risk waste programming for residents and businesses through direct assistance, production and distribution of outreach materials, and events focused on education and material collection options for a wide range of materials, including wastes not normally collected curbside. The Utility assists area businesses and residents with managing waste disposal in a cost-effective and environmentally-sound manner.

The Utility also participates in ongoing regional planning efforts related to solid waste, hazardous waste, and recycling. This includes: implementation of the recently adopted 2019 King County Comprehensive Solid Waste Management Plan (COSWMP) and ongoing rollout of Re+ regional waste diversion initiatives, and the 2021 update to the Hazardous Waste Management Plan (HWMP). The Utility also provides staff support for the HWMP Collection services workgroup to provide a city perspective in planning regional moderate risk waste services.

The Utility participates in the Design Advisory Group for the Algona Transfer Station replacement project (South King Recycling and Transfer Station). This new transfer facility will feature a permanent drop-off site for residents and businesses to safely dispose of hazardous wastes, as well as comprehensive recycling and yard debris drop-off services. Construction is scheduled to begin this biennium, with full operations slated for 2026. The Utility also participates in the Metropolitan Solid Waste Advisory Committee (MSWAC), which provides a forum for officials to coordinate with King County on regional solid waste system elements (waste reduction/recycling, alternative disposal options, green building/construction plus demolition debris management, rate setting, and transfer system services).

**GOALS/OBJECTIVES:**

- Focus on equity in communications, making information accessible and inclusive
- Host community events and workshops that are appealing to a wider range of residents, expanding the focus beyond sustainability to include resilience and creative use (and reuse) of at-hand resources
- Design and implement impactful outreach materials and related campaigns to enhance the community's understanding of the Department's functions, while also emphasizing the more focused services provided through this Division
- Ensuring compliance and implementation of the NPDES permit
- Protect public health and safety, prevent property flood damage by protect, preserve and enhance surface water and natural habitats
- Identify and correct illicit discharges and promote stormwater best management practices to avoid spills through periodic inspections

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Targeted item recycling collection events	11	13	10	10
• Repair Cafes	2	4	4	4
• Events with Staff Present (Tabling)	2	10	8	8
• Volunteer/Education Events	0	0	5	5
• Social Media Posts	139	140	150	150
<b>Outcome Measures:</b>				
• Grant revenue obtained	\$174,200	\$163,400	\$160,700	\$160,700

**POSITION INVENTORY:**

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Solid Waste &amp; Recycling:</b>								
Director-PW	0.12	0.12	0.12	0.12	0.12	0.12	0.12	66
Deputy Director-PW	0.12	0.12	0.12	0.12	0.12	0.12	0.12	59
Environmental Services Manager	-	0.30	-	-	0.30	0.30	0.30	54
Solid Waste/Recycling Manager	-	1.00	1.00	1.00	-	-	-	na
Environmental Services Contract Coordinator	-	1.00	-	-	1.00	1.00	1.00	39
Solid Waste/Recycling Coordinator	1.00	-	-	-	-	-	-	39
Public Education & Outreach Specialist	-	1.00	-	-	1.00	1.00	1.00	35
Recycling Project Manager	1.00	1.00	1.00	1.00	-	-	-	35
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	28
Administrative Assistant I	0.07	0.07	0.07	0.07	0.07	0.07	0.07	20
<b>Total Regular Staffing</b>	2.41	4.71	2.41	2.41	2.71	2.71	2.71	n/a
<b>Change from prior year</b>	-	2.30	(2.30)	-	0.30	-	-	n/a
<b>Grand Total Staffing</b>	2.41	4.71	2.41	2.41	2.71	2.71	2.71	n/a

## CITY OF FEDERAL WAY 2023-24 BUDGET

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$0.64M in 2023 and \$0.65M in 2024. This is a 5.9% or \$0.04M decrease to the 2023 proposed budget from the 2022 adjusted budget.

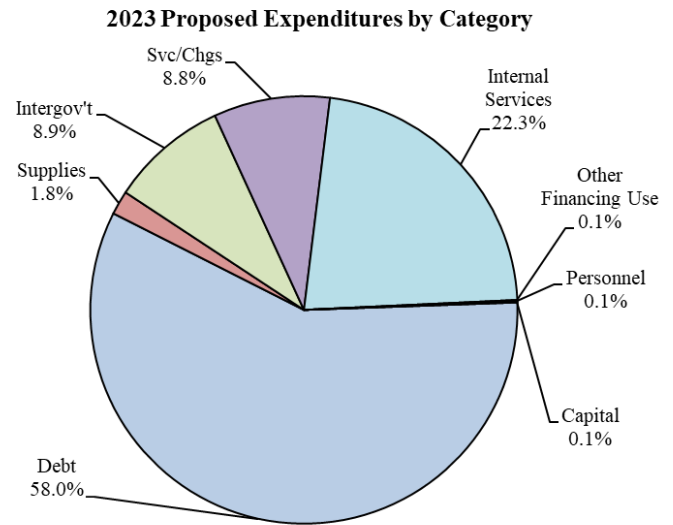
### EXPENDITURE SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 214,537	\$ 253,442	\$ 238,143	\$ 286,809	\$ 286,809	\$ 296,709	\$ 305,909	\$ 9,899	3.5%
2XX	Benefits	97,411	95,037	82,637	82,637	82,637	92,875	96,371	10,238	12.4%
3XX	Supplies	33,739	11,948	3,575	12,575	12,575	18,286	18,286	5,711	45.4%
4XX	Services and Charges	129,916	143,865	162,761	240,875	240,875	175,050	175,050	(65,825)	-27.3%
9XX	Internal Services/Other	61,817	57,876	58,727	58,727	58,727	58,727	58,727	-	0.0%
0XX	Other Financing Uses	43,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 580,419	\$ 562,166	\$ 545,844	\$ 681,624	\$ 681,624	\$ 641,647	\$ 654,343	\$ (39,976)	-5.9%

**PUBLIC WORKS DEPARTMENT - SURFACE WATER MANAGEMENT***Rob Van Orsow, Environmental Services Manager***PURPOSE/DESCRIPTION:**

The Public Works Department is improving the outgoing communications by increasing both our presence on social media, and by purposefully focusing on effective communications with our more diverse residents and businesses. The Department's communications are now managed within the Environmental Services Division. The goal is to increase public awareness of all Department functions, beyond those directly tied to Environmental Services.

The Surface Water Quality section is responsible for management of surface water (run-off and drainage) systems that are subject to the City's authority. Broadly, this involves protecting developed and undeveloped properties from flooding or runoff issues and also accommodating new residential and commercial growth. The SWM Utility also promotes the preservation of natural drainage systems, fishery resources, and wildlife habitat. The Division strives to protect and improve the quality of the surface water run-off and our local receiving waters (streams, creeks, ponds, lakes, wetlands, and ultimately Puget Sound). Water Quality related functions include the following: Water Quality Source Control Inspections and Enforcement, Public Education and Outreach, Retention/Detention Facilities Inspections, and Surface Water Quality Monitoring. Each function is required for the City to meet National Pollutant Discharge Elimination Systems (NPDES) municipal storm-water permit, in coordination with State storm-water standards.

**GOALS/OBJECTIVES:**

The Surface Water Management Utility is responsible for NPDES compliance and implementation of the City's Comprehensive Surface Water Management Plan. Core objectives include: protect public health and safety; prevent property flood damage; protect, preserve and enhance surface water and natural habitats to support groundwater quality; and protect and enhance surface water and sediment quality by controlling harm caused by urban hydrologic changes and surface water-borne pollutants. This is accomplished through inspections of businesses to identify and correct illicit discharges and promote best management practices to avoid potential spills; through periodic inspection of private storm drainage facilities; and through an array of outreach to the community

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Water Quality Grant Funds Administered	\$35K	\$35K	\$35K	\$35K
• E-newsletters Produced	10	13	18	18
<b>Outcome measures:</b>				
• Percent completion of water quality monitoring and sampling targets	N/A	25%	100%	100%
• Number of Source Control Inspections completed (minimum annual target)	20%	20%	20%	20%
• Completion and submittal of Stormwater Management Action Plan (annual requirement)	1x/year	1x/year	1x/year	1x/year
• Known Illicit Discharges - Response and Enforcement	100%	100%	100%	100%
• Assemble and Submit Ecology NPDES Annual Report	1x/year	1x/year	1x/year	1x/year
• Lake Management District Support: Quarterly Meetings and Coordination of Services	8x/year	8x/year	8x/year	8x/year
• Macroinvertebrates Site Sampling per Ecology Protocol	100%	100%	100%	100%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Surface Water Management:								
Director-PW	0.15	0.15	0.15	0.15	0.15	0.15	0.15	66
Deputy Director-PW	0.50	0.50	0.50	0.50	0.50	0.50	0.50	59
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	56
SWM Manager	1.00	-	1.00	1.00	-	-	-	54
Environmental Services Manager	-	0.70	-	-	0.70	0.70	0.70	54
Operations Manager	-	0.80	-	-	0.80	0.80	0.80	54
Senior Capital Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Capital Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Senior Engineer Plans Reviewer	0.85	-	0.85	0.85	-	-	-	43
SWM Asset Coordinator	-	1.00	1.00	1.00	1.00	1.00	1.00	43
SWM Water Quality Program Supervisor	-	1.00	-	-	1.00	1.00	1.00	43
Public Education & Outreach Supervisor	-	1.00	-	-	1.00	1.00	1.00	41
SWM Water Quality Program Coord	1.00	-	1.00	1.00	-	-	-	40
SWM Water Quality Specialist	1.00	1.00	1.00	-	2.00	2.00	2.00	39
Senior Engineering Technician	-	-	-	-	-	0.50	0.50	39
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.50	1.50	37
SWM Pollution Control Specialist	-	1.00	1.00	1.00	-	-	-	na
Public Education & Outreach Specialist	1.00	-	1.00	1.00	-	-	-	34
Engineering Technician	1.00	1.00	1.00	1.00	-	-	-	32
Engineering Technician/Inspector	2.00	2.00	2.00	2.00	-	-	-	32
Administrative Assistant II	0.20	0.20	0.20	0.20	0.20	0.20	0.20	28
Administrative Assistant I	0.65	0.65	0.65	0.65	0.65	0.65	0.65	20
Total Regular Staffing	12.85	14.50	14.85	13.85	11.50	12.50	12.50	n/a
Change from prior year	-	1.65	0.35	(0.65)	(2.35)	1.00	-	n/a
Grand Total Staffing	12.85	14.50	14.85	13.85	11.50	12.50	12.50	n/a

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$4.48M in 2023 and \$6.09M in 2024. This is a 9.1% or \$0.45M decrease to the 2023 proposed budget from the 2022 adjusted budget. The below table includes Surface Water Management operating fund. Major line item changes include:

- **Capital Outlay** – Net increase of \$0.09M due to replacing Skid Loader.
- **Other Financing Use** – Net decrease of \$0.36M due to decrease transfer out to capital projects.

### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 974,015	\$ 1,080,244	\$ 1,425,204	\$ 1,425,204	\$ 1,425,204	\$ 1,224,686	\$ 1,267,305	\$ (200,517)	-14.1%
2XX	Benefits	353,398	367,439	470,994	470,994	470,994	455,961	472,156	(15,033)	-3.2%
3XX	Supplies	11,975	41,082	20,000	26,000	26,000	56,900	56,900	30,900	118.8%
4XX	Services and Charges	191,191	82,169	186,429	265,429	265,429	279,529	279,529	14,100	5.3%
5XX	Intergovernmental	312,638	353,851	286,650	286,650	286,650	276,650	276,650	(10,000)	-3.5%
6XX	Capital Outlay	-	10,501	-	-	-	88,920	27,581	88,920	n/a
8XX	Debt Service-Interest	-	-	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	816,751	919,101	701,453	701,453	701,453	701,453	701,453	-	0.0%
0XX	Other Financing Use	533,487	2,600,069	1,560,000	1,750,000	1,750,000	1,394,312	3,006,230	(355,688)	-20.3%
Total Expenditures:		\$ 3,193,455	\$ 5,454,458	\$ 4,652,652	\$ 4,927,652	\$ 4,927,652	\$ 4,480,333	\$ 6,089,726	\$ (447,319)	-9.1%

**PUBLIC WORKS DEPARTMENT - OPERATIONS**

*Gene Greenfield, Operations Manager*

**PURPOSE/DESCRIPTION:**

The Operations Division manages the operations and maintenance of the City's streets, storm drainage, fleet (non-police) infrastructure and assets as well as maintains the City's conservation properties. In addition, the Operations Division is responsible for the City's emergency response for inclement weather and disasters including: snow and ice; landslides; localized flooding; wind events, etc.

The Streets maintenance program activities include: asphalt crack sealing, pothole filling, patching, and paving; sidewalk grinding and replacement; vegetation control; landscape and irrigation maintenance; garbage, litter, illegal dumping; temporary and emergency road closures; and responding to citizen requests within the Right of Way.

The Surface Water Management (SWM) maintenance program activities associated with the public storm and surface water system include the following program elements: Catch Basins, Manholes, Vaults, and Pipe Cleaning/Maintenance/Repair/Construction; Open Channel and Ditch Maintenance, Retention/Detention Ponds Maintenance, low impact development (LID) Infrastructure Maintenance, Flood Mitigation, as well as Emergency and Miscellaneous Services Program.

The Surface Water Management (SWM) inspection program activities include inspection of public surface water infrastructure, utility locating, business inspections, regional inspections, spill response, and coordination with the Department of Ecology.

Fleet maintenance program activities include: minor vehicle and equipment maintenance; contract management for fleet maintenance and fueling; purchase and surplus of vehicles and equipment; and vehicle and equipment outfitting.

**PERFORMANCE MEASURES:**

Type/Description	2021	2022	2023	2024
<b>Workload Measures:</b>				
• Number of street center lane mile within city limits	262	262	263	265
• Number of curb miles of sidewalk within city limits	296	296	300	304
• Number of acres of right-of-way landscaping maintained within city limits	33	33	34	35
• Number of curb miles mowed within city limits	61	61	61	64
• Number of garbage complaints responded to	1,589	2,551	3,686	5,025
• Number of Commercial Business Inspections (Private Drainage Facilities)	797	807	775	850
• Number of Retention/Detention Pond Facilities Maintained	239	240	241	245
• Number of Water Quality Vaults and Detention Tanks Maintained	424	339	445	330
• Number of LID Facilities Maintained (Filtera, Modular Wetland, Rain Garden)	43	43	45	45
• Number of catch basin Structures Inspected and Maintained	6,381	8,025	7,000	9,200
• Linear feet of ditches maintained	5,750	5,750	5,750	5,750
<b>Outcome measures:</b>				
• Percent of community requests responded to in same day	13%	11%	10%	8%
• Percent completion of storm monitoring and sampling targets	100%	100%	100%	100%
• Percent of planned lake and stream & water quality projects completed on time	100%	100%	100%	100%

## CITY OF FEDERAL WAY 2023-24 BUDGET

### POSITION INVENTORY:

Positions	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	Grade
			Adopted	Adjusted	Projected			
Street Fund:								
Operations Manager - 0.05 FTE Transp CIP & 0.05 504 Fleet & Equipment	-	0.15	-	-	0.15	0.15	0.15	54
Street Systems Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
SWM Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	42
SWM Inspection Supervisor	-	1.00	-	-	1.00	1.00	1.00	40
SWM R/D Inspector	1.00	1.00	1.00	1.00	2.00	2.00	2.00	37
Fleet Maintenance Coordinator - 1 FTE 504 Fleet & Equipment	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Maintenance Worker III	-	-	-	4.00	4.00	4.00	4.00	30m
Maintenance Worker II (2 FTE 504 Fleet & Equipment)	4.00	4.00	4.00	3.00	3.00	6.00	6.00	26m
Maintenance Worker I - (1 FTE Overlay)	11.00	13.00	13.00	12.00	12.00	12.00	12.00	22m
Total Street Fund:	19.00	22.15	21.00	23.00	25.15	28.15	28.15	n/a
Total Regular Staffing	19.00	22.15	21.00	23.00	25.15	28.15	28.15	n/a
Change from prior year	-	3.15	(1.15)	0.85	2.15	3.00	-	n/a
Grand Total Staffing	19.00	22.15	21.00	23.00	25.15	28.15	28.15	n/a

### DEPARTMENT SUMMARY:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Non-General Fund Operating Expenditure Summary:										
240 Operation	Street Services	\$ 1,478,435	\$ 1,651,170	\$ 1,490,046	\$ 1,653,002	\$ 1,653,002	\$ 1,769,635	\$ 1,809,896	\$ 116,633	7.1%
401 Operation	Surface Wtr Mgmt	1,213,663	1,283,513	1,463,377	1,463,377	1,463,377	1,970,275	2,014,574	506,898	34.6%
504	Fleet & Equipment	2,668,595	3,453,012	1,919,901	3,911,401	3,911,401	3,336,067	1,711,734	(575,334)	-14.7%
Total Expenditures:		\$ 5,360,693	\$ 6,387,695	\$ 4,873,325	\$ 7,027,781	\$ 7,027,781	\$ 7,075,977	\$ 5,536,203	\$ 48,197	0.7%

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$7.08M in 2023 and \$5.54M in 2024. This is a 0.7% or \$0.05M increase to the 2023 proposed budget from the 2022 adjusted budget. The below table includes Street operating Fund, Surface Water Management operating fund and Fleet & Equipment fund.

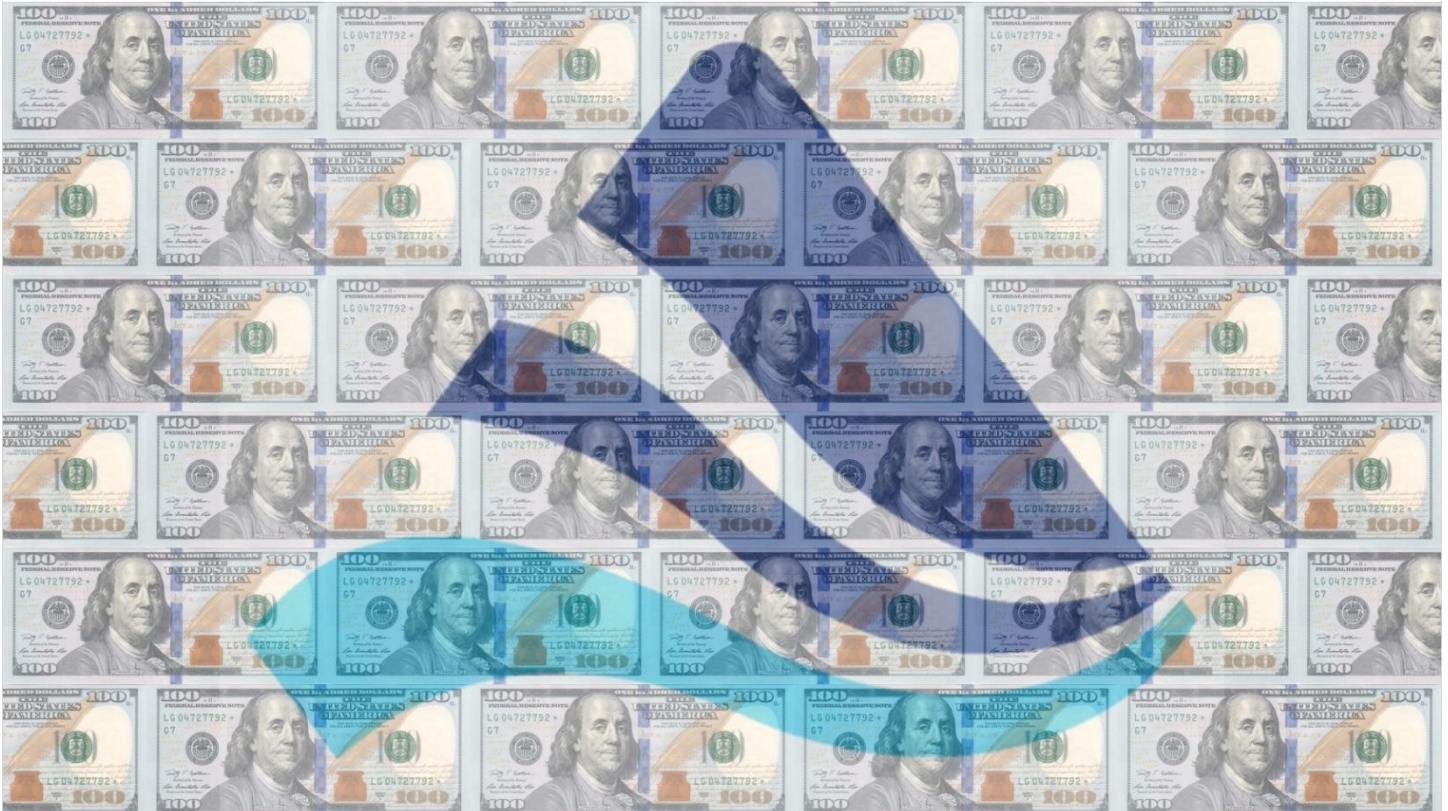
Major line item changes include:

- **Salaries & Wages/Benefits** – Net increase of \$0.79M primarily due to adding 3 Maintenance Worker II's.
- **Capital Outlay** – Net decrease of \$0.81M due to 2022 capital projects that are not yet carried forward into 2023.

### EXPENDITURE SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,254,974	\$1,379,826	\$1,483,043	\$ 1,498,375	\$ 1,498,375	\$2,106,823	\$2,180,452	\$ 608,448	40.6%
2XX	Benefits	476,665	510,542	440,975	443,723	443,723	629,432	653,012	185,709	41.9%
3XX	Supplies	733,880	1,029,260	760,462	903,838	903,838	879,962	879,962	(23,876)	-2.6%
4XX	Services and Charges	1,255,403	1,274,853	1,225,780	1,181,762	1,181,762	1,271,694	1,271,694	89,932	7.6%
5XX	Intergovernmental	1,406	7,025	350	350	350	350	350	-	0.0%
6XX	Capital Outlay	1,638,365	2,186,190	962,715	2,999,733	2,999,733	2,187,716	550,733	(812,017)	-27.1%
Total Expenditures:		\$ 5,360,693	\$ 6,387,695	\$ 4,873,325	\$ 7,027,781	\$ 7,027,781	\$ 7,075,977	\$ 5,536,203	\$ 48,197	0.7%

# BUDGET BY FUND



## 001: GENERAL FUND

## PURPOSE/DESCRIPTION:

The General Fund accounts for all receipts and disbursement transactions associated with all City operations that are not required to be accounted for in another fund. This fund is both tax- and general revenue supported. The fund is divided into ten primary departments: City Council, Mayor's Office, Municipal Court, Law, Finance, Human Resources, City Clerk, Community Development, Police Department, and Parks, Recreation and Cultural Services.

The Fund's major sources of revenue are property tax, sales tax, state shared & intergovernmental revenue, licenses and permits, charges for services, interfund service charges. Primary service areas include police protection and jail services, court services, land use and development services, parks and recreation, human services, general governmental (law, finance, human resources, etc.), and public works in the form of interfund transfer to Street Fund.

The General Fund has a policy reserve of \$9 million, or 17 percent, of operating expenditures is to accommodate the City's uneven cash flow, a minimum of two months' operating expenditure in reserves to manage the fluctuation in tax receipts, grant revenues, and general cash flow management.

The following presents sources and uses summary of the departmental budgets which comprise the General Fund. Also included is expenditure by object summary.

## SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 30,248,481	\$ 32,895,002	\$ 30,786,909	\$ 31,786,909	\$ 33,889,455	\$ 35,099,265	\$ 36,498,070	\$ 3,312,356	10.4%
32X	Licenses and Permits	3,611,569	3,493,456	3,600,552	3,600,552	4,131,444	4,095,044	3,692,249	494,492	13.7%
33X	Intergovernmental	7,168,788	12,113,845	2,004,000	11,984,219	11,768,888	2,605,260	2,646,233	(9,378,959)	-78.3%
34X	Charges for Services	2,441,947	3,900,766	4,238,338	4,298,083	3,767,486	4,621,849	4,347,949	323,766	7.5%
35X	Fines and Penalties	737,582	872,906	824,986	824,986	612,000	826,937	854,040	1,950	0.2%
36X	Miscellaneous	1,513,193	692,127	817,614	817,614	1,472,000	2,317,448	2,320,448	1,499,834	183.4%
39X	Other Financing Sources	8,139,598	6,735,166	5,889,726	6,956,718	6,954,718	7,288,429	10,749,389	331,711	4.8%
	Total Revenues:	\$ 53,861,157	\$ 60,703,267	\$ 48,162,125	\$ 60,269,081	\$ 62,595,991	\$ 56,854,231	\$ 61,108,379	\$ (3,414,850)	-5.7%
Expenditure Summary:										
010	City Council	\$ 471,319	\$ 504,501	\$ 530,695	\$ 523,580	\$ 523,580	\$ 517,545	\$ 516,779	\$ (6,036)	-1.2%
020	Mayor's Office	662,441	865,309	715,168	886,546	886,546	1,184,417	1,202,107	297,871	33.6%
022	Municipal Court	1,780,793	1,871,113	1,818,905	2,253,925	2,253,925	2,010,913	2,051,723	(243,011)	-10.8%
042	Finance	1,023,437	1,128,174	1,287,736	1,077,480	1,077,480	1,331,417	1,381,464	253,937	23.6%
044	City Clerk	595,379	804,823	560,410	619,413	619,413	848,565	857,669	229,151	37.0%
045	Human Resources	483,770	590,414	536,319	594,623	594,623	698,224	714,037	103,601	17.4%
051	Law -Civil	825,669	679,317	974,797	921,433	921,433	980,618	995,113	59,185	6.4%
052	Law-Criminal	709,570	768,882	776,142	916,028	916,028	995,576	1,013,080	79,548	8.7%
07X	Community Development	2,614,486	2,743,475	2,683,103	3,171,225	3,171,225	3,477,402	3,524,299	306,178	9.7%
075	Economic Development	398,512	382,498	284,756	286,423	286,423	334,768	346,326	48,344	16.9%
083	Community Services	917,560	875,800	975,180	911,305	911,305	1,183,217	1,203,690	271,913	29.8%
098	Jail Contract Costs	2,712,884	-	-	-	-	-	-	-	n/a
098	911 Dispatch	2,719,126	2,587,211	2,748,692	2,748,692	2,748,692	3,079,131	3,300,000	330,439	12.0%
09X/11X	Police	18,706,106	19,654,107	20,492,402	20,649,002	20,649,002	24,138,081	25,320,581	3,489,078	16.9%
3XX	Parks, Recr & Cultural Svcs	3,808,310	4,561,865	4,193,695	4,720,147	4,720,147	4,949,176	5,000,901	229,028	4.9%
XXX	Non-Departmental	14,449,318	13,988,468	10,109,569	30,673,763	30,673,763	14,348,604	13,872,714	(16,325,159)	-53.2%
	Total Expenditures:	\$ 52,878,679	\$ 52,005,957	\$ 48,687,568	\$ 70,953,585	\$ 70,953,585	\$ 60,077,654	\$ 61,300,485	\$ (10,875,931)	-15.3%
	Rev Over/(Under) Exp	\$ 982,478	\$ 8,697,310	\$ (525,443)	\$ (10,684,504)	\$ (8,357,594)	\$ (3,223,423)	\$ (192,106)	\$ 7,461,081	-69.8%
	Beginning Fund Balance, 1/1	\$ 11,093,337	\$ 12,075,815	\$ 9,525,443	\$ 20,773,125	\$ 20,773,125	\$ 12,415,532	\$ 9,192,109	\$ (8,357,594)	-40.2%
	Ending Fund Balance, 12/31	\$ 12,075,815	\$ 20,773,125	\$ 9,000,000	\$ 10,088,621	\$ 12,415,532	\$ 9,192,109	\$ 9,000,003	\$ (896,513)	-8.9%

**001: GENERAL FUND (CONTINUED)****EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 22,019,930	\$ 22,779,404	\$ 23,788,973	\$ 24,490,039	\$ 24,490,039	\$ 28,023,120	\$ 29,093,390	\$ 3,533,081	14.4%
2XX	Benefits	7,430,297	7,622,163	7,969,377	8,066,461	8,066,461	9,304,733	9,704,697	1,238,272	15.4%
3XX	Supplies	1,314,170	1,031,807	730,315	855,597	855,597	890,103	890,103	34,506	4.0%
4XX	Services and Charges	6,108,874	5,401,964	4,125,167	5,034,241	5,034,241	5,376,098	5,383,716	341,856	6.8%
5XX	Intergovernmental	4,435,540	3,255,059	3,156,613	3,206,613	3,206,613	3,641,752	3,862,621	435,139	13.6%
6XX	Capital Outlay	1,191,856	30,728	-	19,121,973	19,121,973	-	-	(19,121,973)	-100.0%
9XX	Internal Services/Other	5,709,689	7,013,907	6,201,298	6,775,313	6,775,313	8,554,620	8,347,477	1,779,307	26.3%
0XX	Other Financing Use	4,668,324	4,870,926	2,715,826	3,403,348	3,403,348	4,287,228	4,018,481	883,880	26.0%
Total Expenditures:		\$ 52,878,679	\$ 52,005,957	\$ 48,687,568	\$ 70,953,585	\$ 70,953,585	\$ 60,077,654	\$ 61,300,485	\$ (10,875,931)	-15.3%

**OTHER FINANCING SOURCES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from Utility Tax Fund	7,288,429	10,488,060
Transfer in from Traffic Safety Fund	-	261,329
<b>Total Other Financing Sources</b>	<b>7,288,429</b>	<b>10,749,389</b>

**OTHER FINANCING USES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Uses</b>		
Transfer out to Street Fund	2,956,216	2,819,641
Transfer out to PAEC Operating Fund	1,107,987	979,977
Transfer out to Debt Service Fund	223,025	218,863
<b>Total Other Financing Uses</b>	<b>4,287,228</b>	<b>4,018,481</b>

**101: STREET FUND****PURPOSE/DESCRIPTION:**

The Street Fund accounts for the receipt and disbursement of State-levied unrestricted motor vehicle fuel taxes, accounted for in a separate fund. The Street Fund provides public works services including planning, engineering, construction and maintenance related to city streets, sidewalks and appurtenances, including pedestrian and bicycle paths, lanes and routes.

The Street Fund is organized into five divisions. The Administrative Services Division provides the overall management of all public works related activity, including Solid Waste & Recycling, Surface Water Management and Capital Improvement projects. The Development Services Division provides engineering plan reviews and inspections of developments. The Traffic Services Division provides transportation planning, traffic operations and neighborhood traffic services. The Street Systems Division provides the street improvements and maintenance functions, including snow and ice removal. The Emergency Management Division prepares the City and Greater Federal Way community for natural or manmade disasters through education, training, planning and building interagency cooperation.

This Fund's major sources of revenue are motor vehicle fuel tax, charges for services, interest earnings, and transfers-in from the General Fund. Primary areas of service are engineering plan reviews and inspections of developments, transportation planning, traffic operations and maintenance, neighborhood traffic services, street maintenance, and emergency management.

Per the budget policies, a \$500,000 balance shall be maintained for Snow & Ice Removal. This reserve is established for use in the event a major storm occurs and additional funds, above the annual operating allocation, are needed.

The following page present sources and uses summary of the division budgets which comprise the Street Fund. Also included is expenditure by object summary.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 233,347	\$ 285,287	\$ 200,000	\$ 200,000	\$ 268,000	\$ 200,000	\$ 200,000	\$ -	0.0%
33X	Intergovernmental	1,174,587	1,256,142	1,300,000	1,300,000	1,134,000	1,300,000	1,300,000	-	0.0%
34X	Charges for Services	514,053	662,599	736,572	736,572	736,572	775,259	791,522	38,687	5.3%
36X	Miscellaneous	29,428	32,319	217,016	217,016	26,000	84,000	84,000	(133,016)	-61.3%
39X	Other Financing Sources	2,287,779	2,232,825	2,095,849	2,527,681	2,527,681	3,356,216	3,219,641	828,535	32.8%
	Total Revenues:	\$ 4,239,193	\$ 4,469,172	\$ 4,549,437	\$ 4,981,269	\$ 4,692,253	\$ 5,715,475	\$ 5,595,163	\$ 734,206	14.7%
Expenditure Summary:										
210	Administrative Services	\$ 252,976	\$ 251,668	\$ 284,931	\$ 284,931	\$ 284,931	\$ 315,218	\$ 317,110	\$ 30,287	10.6%
220	Development Services	381,023	327,354	374,048	374,048	374,048	360,636	371,667	(13,412)	-3.6%
230	Traffic Services/Commute Trip Red.	1,448,294	1,403,518	1,400,364	1,508,213	1,508,213	1,619,424	1,704,039	111,211	7.4%
240	Street Systems	1,978,823	2,216,191	2,508,646	2,671,602	2,671,602	2,902,911	2,974,078	231,309	8.7%
270	Emergency Management (Mayor's)	188,786	204,237	208,679	208,679	208,679	228,270	228,270	19,590	9.4%
	Total Expenditures:	\$ 4,249,902	\$ 4,402,968	\$ 4,776,669	\$ 5,047,474	\$ 5,047,474	\$ 5,426,458	\$ 5,595,163	\$ 378,985	7.5%
	Rev Over/(Under) Exp	\$ (10,709)	\$ 66,204	\$ (227,231)	\$ (66,204)	\$ (355,221)	\$ 289,017	\$ (0)	\$ 355,221	-537%
	Beginning Fund Balance, 1/1	\$ 510,709	\$ 500,000	\$ 727,231	\$ 566,204	\$ 566,204	\$ 210,983	\$ 500,000	\$ (355,221)	-62.7%
	Ending Fund Balance, 12/31	\$ 500,000	\$ 566,204	\$ 500,000	\$ 500,000	\$ 210,983	\$ 500,000	\$ 500,000	\$ 1	0.0%

**101: STREET FUND (CONTINUED)****EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,607,585	\$ 1,812,556	\$ 2,178,407	\$ 2,298,444	\$ 2,298,444	\$ 2,466,937	\$ 2,537,266	\$ 168,493	7.3%
2XX	Benefits	571,962	630,968	762,686	765,434	765,434	876,752	903,477	111,318	14.5%
3XX	Supplies	260,676	227,260	144,691	301,067	301,067	264,440	261,091	(36,627)	-12.2%
4XX	Services and Charges	968,678	828,187	956,293	912,275	912,275	994,493	1,069,493	82,218	9.0%
5XX	Intergovernmental	821,003	821,313	734,592	724,736	724,736	823,836	823,836	99,100	13.7%
6XX	Capital Outlay	19,998	82,684	-	45,518	45,518	-	-	(45,518)	-100.0%
Total Expenditures:		\$ 4,249,902	\$ 4,402,968	\$ 4,776,669	\$ 5,047,474	\$ 5,047,474	\$ 5,426,458	\$ 5,595,163	\$ 378,985	7.5%

**OTHER FINANCING USES**

Item	2023	2024
	Proposed	Proposed
Transfer in from General Fund	2,956,216	2,819,641
Transfer in from SWM CIP Fund	200,000	200,000
Transfer in from Transportation CIP Fund	200,000	200,000
<b>Total Other Financing Sources</b>	<b>3,356,216</b>	<b>3,219,641</b>

## 102: ARTERIAL STREET FUND

## PURPOSE/DESCRIPTION:

The Arterial Street Fund accounts for the use of state-shared fuel tax revenues dedicated for arterial street improvement projects such as construction, street improvements, chip sealing, seal coating and repair of arterial highways and City streets or for the payment of any municipal indebtedness which may be incurred for the above noted expenditures related to arterial highways and City streets. The money cannot be used for operating expenditures.

The City maintains an emergency reserve fund minimum of \$100,000 for unexpected natural disasters that affect our infrastructure, pending the receipt of available grants or other resources, to restore our road infrastructure. The reserve will be restored to its original level within three years if used.

The following tables present sources and uses summary of the Arterial Street Fund.

## SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 464,919	\$ 502,244	\$ 450,000	\$ 450,000	\$ 455,000	\$ 500,000	\$ 500,000	\$ 50,000	11.1%
34X	Charges for Services	562,703	78,219	-	-	-	-	-	-	n/a
36X	Miscellaneous	2,787	804	5,000	5,000	-	-	-	(5,000)	-100.0%
39X	Other Financing Sources	1,657,074	1,013,000	2,563,000	1,063,000	1,063,000	1,063,000	1,063,000	-	0.0%
	Total Revenues:	\$ 2,687,483	\$ 1,594,267	\$ 3,018,000	\$ 1,518,000	\$ 1,518,000	\$ 1,563,000	\$ 1,563,000	\$ 45,000	3.0%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 197,115	\$ 149,025	\$ 114,573	\$ 114,573	\$ 114,573	\$ 183,460	\$ 187,252	\$ 68,887	60.1%
2XX	Benefits	76,076	54,558	43,538	43,538	43,538	69,715	71,156	26,177	60.1%
3XX	Supplies	1,276	7,369	-	-	-	-	-	-	n/a
4XX	Services and Charges	9,752	107,412	-	-	-	-	-	-	n/a
5XX	Intergovernmental	35,696	3,401	-	-	-	-	-	-	n/a
6XX	Capital Outlay	1,590,553	1,565,659	2,893,000	1,733,806	1,733,806	533,825	1,304,592	(1,199,981)	-69.2%
0XX	Other Financing Use	-	445,525	-	186,000	186,000	776,000	-	590,000	317.2%
	Total Expenditures:	\$ 1,910,468	\$ 2,332,950	\$ 3,051,111	\$ 2,077,917	\$ 2,077,917	\$ 1,563,000	\$ 1,563,000	\$ (514,917)	-24.8%
	Rev Over/(Under) Exp	\$ 777,015	\$ (738,683)	\$ (33,111)	\$ (559,917)	\$ (559,917)	\$ (0)	\$ 0	\$ 559,917	-100.0%
Beginning Fund Balance, 1/1		\$ 621,584	\$ 1,398,599	\$ 473,435	\$ 659,918	\$ 659,918	\$ 100,001	\$ 100,001	\$ (559,917)	-84.8%
Ending Fund Balance, 12/31		\$ 1,398,599	\$ 659,918	\$ 440,324	\$ 100,001	\$ 100,001	\$ 100,001	\$ 100,001	\$ (0)	0.0%

**102: ARTERIAL STREET FUND (CONTINUED)****OTHER FINANCING SOURCES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from SWM fund	50,000	50,000
Transfer in from REET	1,013,000	1,013,000
<b>Total Other Financing Sources</b>	<b>1,063,000</b>	<b>1,063,000</b>

**OTHER FINANCING USES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Uses</b>		
Transfer out to Transportation CIP fund	776,000	-
<b>Total Other Financing Uses</b>	<b>776,000</b>	<b>-</b>

## 103: UTILITY TAX FUND

### PURPOSE/DESCRIPTION:

The Utility Tax Fund accounts for the 7.75% utility tax, including 1.75% for Proposition 1 and 6% for capital, debt and other maintenance & operations. There is a 7.75% utility tax on water and sewer utilities and an additional 10% on solid waste and recycling activities to be used on arterial street overlay projects.

The City maintains a minimum fund balance reserve in the Utility Tax Fund of \$1.5 million.

The following tables present sources and uses summary of the Utility Tax Fund.

### SOURCES AND USES:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 11,499,990	\$ 11,528,544	\$ 12,092,294	\$ 10,592,294	\$ 11,797,708	\$ 11,830,565	\$ 11,782,564	\$ 1,238,271	11.7%
36X	Miscellaneous	51,519	276	12,000	12,000	-	-	-	(12,000)	-100.0%
	Total Revenues:	\$ 11,551,509	\$ 11,528,821	\$ 12,104,294	\$ 10,604,294	\$ 11,797,708	\$ 11,830,565	\$ 11,782,564	\$ 1,226,271	11.6%
Expenditure Summary:										
0XX	Other Financing Use	\$ 10,923,279	\$ 10,134,029	\$ 12,034,394	\$ 10,811,666	\$ 10,811,666	\$ 11,619,868	\$ 15,072,308	\$ 808,202	7.5%
	Total Expenditures:	\$ 10,923,279	\$ 10,134,029	\$ 12,034,394	\$ 10,811,666	\$ 10,811,666	\$ 11,619,868	\$ 15,072,308	\$ 808,202	7.5%
	Rev Over/(Under) Exp	\$ 628,230	\$ 1,394,792	\$ 69,900	\$ (207,372)	\$ 986,042	\$ 210,697	\$ (3,289,744)	\$ 418,069	-201.6%
	Beginning Fund Balance, 1/1	\$ 1,569,984	\$ 2,198,214	\$ 1,552,593	\$ 3,593,005	\$ 3,593,005	\$ 4,579,047	\$ 4,789,743	\$ 986,042	27.4%
	Ending Fund Balance, 12/31	\$ 2,198,214	\$ 3,593,005	\$ 1,622,493	\$ 3,385,633	\$ 4,579,047	\$ 4,789,743	\$ 1,500,000	\$ 1,404,110	41.5%

### OTHER FINANCING USES

Item	2023 Proposed	2024 Proposed
Transfer out to General Fund	7,288,429	10,488,060
Transfer out to FWCC Fund	868,501	375,982
Transfer out to Jail Fund	2,335,748	2,700,000
Transfer out to Utility Tax - Prop 1 Fund	499,042	1,243,268
Transfer out to DBC Fund	628,148	264,998
<b>Total Other Financing Uses</b>	<b>11,619,868</b>	<b>15,072,308</b>

**104: AFFORDABLE & SUPPORTIVE HOUSING SALES & USE TAX FUND****PURPOSE/DESCRIPTION:**

The Affordable & Supportive Housing Sales & Use Tax Fund is dedicated to addressing affordable and supportive housing needs in the City. The revenue sharing program does not increase sales tax, and allows for the City of Federal way to recapture a portion of the existing sales tax to use it in the following ways:

- Acquiring, rehabilitating, or constructing affordable housing;
- Funding operations and maintenance costs of new units; or
- For cities with populations fewer than 100,000, provide rental assistance.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 124,958	\$ 130,549	\$ -	\$ 125,000	\$ 135,000	\$ 125,000	\$ 125,000	\$ -	0.0%
36X	Miscellaneous	193	2	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 125,151	\$ 130,551	\$ -	\$ 125,000	\$ 135,000	\$ 125,000	\$ 125,000	\$ -	0.0%
Expenditure Summary:										
4XX	Services and Charges	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 125,000	\$ 125,000	\$ (125,000)	-50.0%
	Total Expenditures:	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 125,000	\$ 125,000	\$ (125,000)	-50.0%
	Rev Over/(Under) Exp	\$ 125,151	\$ 130,551	\$ -	\$ (125,000)	\$ (115,000)	\$ -	\$ -	\$ 125,000	-100.0%
	Beginning Fund Balance, 1/1	\$ -	\$ 125,151	\$ -	\$ 255,702	\$ 255,702	\$ 140,702	\$ 140,702	\$ (115,000)	-45.0%
	Ending Fund Balance, 12/31	\$ 125,151	\$ 255,702	\$ -	\$ 130,702	\$ 140,702	\$ 140,702	\$ 140,702	\$ 10,000	7.7%

## 106: SOLID WASTE AND RECYCLING FUND

## PURPOSE/DESCRIPTION:

The Solid Waste/Recycling Fund accounts for the special refuse collection fees used to manage the Solid Waste and Recycling program. The program provides the services necessary to collect, dispose and/or market solid waste and recyclables in a convenient, consistent, cost effective and customer responsive manner. Major revenue sources of this fund include: refuse collection fees; interest earnings; and various Solid Waste/Recycling grants. Major expenditure services include: litter control; community outreach; commercial outreach; and educate businesses and residents on recycling practices, composting, yard waste disposal, and waste reduction.

The following tables present sources and uses summary and expenditure by object summary of the Solid Waste & Recycling Fund.

## SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 89,277	\$ 94,315	\$ 115,570	\$ 251,350	\$ 251,350	\$ 161,000	\$ 161,000	\$ (90,350)	-35.9%
34X	Charges for Services	504,911	515,613	437,560	437,560	480,000	559,200	559,200	121,640	27.8%
35X	Fines and Penalties	4,400	-	2,000	2,000	-	2,000	2,000	-	0.0%
36X	Miscellaneous	910	14	1,200	1,200	-	-	-	(1,200)	-100.0%
Total Revenues:		\$ 599,498	\$ 609,941	\$ 556,330	\$ 692,110	\$ 731,350	\$ 722,200	\$ 722,200	\$ 30,090	4.3%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 214,537	\$ 253,442	\$ 238,143	\$ 286,809	\$ 286,809	\$ 296,709	\$ 305,909	\$ 9,899	3.5%
2XX	Benefits	97,411	95,037	82,637	82,637	82,637	92,875	96,371	10,238	12.4%
3XX	Supplies	33,739	11,948	3,575	12,575	12,575	18,286	18,286	5,711	45.4%
4XX	Services and Charges	129,916	143,865	162,761	240,875	240,875	175,050	175,050	(65,825)	-27.3%
9XX	Internal Services/Other	104,817	57,876	58,727	58,727	58,727	58,727	58,727	-	0.0%
	Total Expenditures:	\$ 580,419	\$ 562,166	\$ 545,844	\$ 681,624	\$ 681,624	\$ 641,647	\$ 654,343	\$ (39,976)	-5.9%
	Rev Over/(Under) Exp	\$ 19,078	\$ 47,775	\$ 10,486	\$ 10,486	\$ 49,726	\$ 80,553	\$ 67,857	\$ 70,066	668.2%
Beginning Fund Balance, 1/1		\$ 194,472	\$ 213,550	\$ 176,632	\$ 261,325	\$ 261,325	\$ 311,052	\$ 391,604	\$ 49,726	19.0%
Ending Fund Balance, 12/31		\$ 213,550	\$ 261,325	\$ 187,119	\$ 271,812	\$ 311,052	\$ 391,604	\$ 459,462	\$ 119,793	44.1%

**107: SPECIAL CONTRACTS/STUDIES FUND****PURPOSE/DESCRIPTION:**

The Special Contracts/Studies Fund accounts for receipts and disbursements related to special contracts, and special projects where completion will extend beyond the calendar year and which management places in this Fund. Revenues supporting these projects will be comprised of transfers from other funds or those specified by the City Council.

This fund currently accounts for capital contributions received from Comcast. Per FCC Regulations §76.1505 these funds must be used towards public, educational and governmental access services, facilities and equipment and therefore are not available to fund operations.

The following tables present sources and uses summary of the Special Contracts/Studies Fund.

**SOURCES AND USES:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 71,496	\$ 64,767	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	n/a
36X	Miscellaneous	3,979	205	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 75,475	\$ 64,972	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
6XX	Capital Outlay	\$ 6,484	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ (450,000)	-100.0%
	Total Expenditures:	\$ 6,484	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ (450,000)	-100.0%
	Rev Over/(Under) Exp	\$ 68,991	\$ 64,972	\$ -	\$ (450,000)	\$ (420,000)	\$ -	\$ -	\$ 450,000	-100.0%
Beginning Fund Balance, 1/1		\$ 748,927	\$ 817,918	\$ 341,927	\$ 882,890	\$ 882,890	\$ 462,890	\$ 462,890	\$ (420,000)	-47.6%
Ending Fund Balance, 12/31		\$ 817,918	\$ 882,890	\$ 341,927	\$ 432,890	\$ 462,890	\$ 462,890	\$ 462,890	\$ 30,000	6.9%

**109: LODGING TAX FUND****PURPOSE/DESCRIPTION:**

The Hotel/Motel Lodging Tax Fund accounts for all lodging tax receipts and disbursements related to tourism promotion and acquisition and/or operation of tourism-related facilities.

The City maintains a minimum fund balance reserve of amount equal to prior year's forecasted expenses.

The following tables present sources and uses summary and expenditure by object summary of the Hotel/Motel Lodging Tax Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 133,773	\$ 195,720	\$ 150,000	\$ 150,000	\$ 270,834	\$ 293,000	\$ 308,000	\$ 143,000	95.3%
36X	Miscellaneous	7,184	352	5,000	5,000	-	-	-	(5,000)	-100.0%
39X	Other Financing Sources	-	-	-	2,305	2,305	-	-	(2,305)	
	Total Revenues:	\$ 140,957	\$ 196,072	\$ 155,000	\$ 157,305	\$ 273,139	\$ 293,000	\$ 308,000	\$ 135,695	86.3%
Expenditure Summary:										
3XX	Supplies	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ (2,000)	-100.0%
4XX	Services and Charges	27,190	34,393	153,000	153,000	153,000	65,000	65,000	(88,000)	-57.5%
6XX	Capital Outlay	1,596	-	-	-	-	-	-	-	100.0%
	Total Expenditures:	\$ 28,785	\$ 34,393	\$ 155,000	\$ 155,000	\$ 155,000	\$ 65,000	\$ 65,000	\$ (90,000)	-58.1%
	Rev Over/(Under) Exp	\$ 112,171	\$ 161,679	\$ -	\$ 2,305	\$ 118,139	\$ 228,000	\$ 243,000	\$ 225,695	9791.5%
Beginning Fund Balance, 1/1		\$1,329,006	\$1,441,177	\$1,335,006	\$1,602,856	\$1,602,856	\$1,720,995	\$1,948,995	\$ 118,139	7.4%
Ending Fund Balance, 12/31		\$1,441,177	\$1,602,856	\$1,335,006	\$1,605,161	\$1,720,995	\$1,948,995	\$2,191,995	\$ 343,834	21.4%

## 111: COMMUNITY CENTER FUND

### PURPOSE/DESCRIPTION:

The Community Center Fund is a special revenue fund supported by user fees and designated utility tax transfer. The facility opened in 2007 and includes membership and recreation programs.

The City maintains a minimum of \$1.5 million fund balance reserve to guard against revenue downturns.

The Other Financing Sources is comprised of transfers in from the Utility Tax Fund.

The following tables present a sources and uses summary of the Community Center Fund.

### SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 408,623	\$ 802,234	\$ 1,590,875	\$ 1,590,875	\$ 1,082,000	\$ 1,590,875	\$ 1,590,875	\$ -	0.0%
36X	Miscellaneous	86,543	225,899	850,000	600,000	589,000	340,000	340,000	(260,000)	-43.3%
39X	Other Financing Sources	1,163,883	1,103,143	308,227	563,227	563,227	868,501	375,982	305,274	54.2%
	Total Revenues:	\$ 1,659,049	\$ 2,131,275	\$ 2,749,102	\$ 2,754,102	\$ 2,234,227	\$ 2,799,376	\$ 2,306,857	\$ 45,274	1.6%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 680,524	\$ 1,114,372	\$ 1,255,634	\$ 1,255,634	\$ 1,255,634	\$ 1,272,705	\$ 1,292,244	\$ 17,072	1.4%
2XX	Benefits	231,585	318,082	263,201	263,201	263,201	269,688	277,113	6,487	2.5%
3XX	Supplies	116,884	167,586	194,000	194,000	194,000	194,000	194,000	-	0.0%
4XX	Services and Charges	325,010	508,116	523,000	523,000	523,000	523,000	523,000	-	0.0%
5XX	Intergovernmental	13,314	20,496	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	-	-	500,000	500,000	500,000	-	-	(500,000)	-100.0%
	Total Expenditures:	\$ 1,367,316	\$ 2,128,650	\$ 2,756,334	\$ 2,756,334	\$ 2,756,334	\$ 2,279,893	\$ 2,306,857	\$ (476,441)	-17.3%
	Rev Over/(Under) Exp	\$ 291,733	\$ 2,625	\$ (7,232)	\$ (2,232)	\$ (522,107)	\$ 519,483	\$ 0	\$ 521,715	-23370.9%
Beginning Fund Balance, 1/1		\$ 1,208,267	\$ 1,500,000	\$ 1,507,233	\$ 1,502,625	\$ 1,502,625	\$ 980,517	\$ 1,500,000	\$ (522,107)	-34.7%
Ending Fund Balance, 12/31		\$ 1,500,000	\$ 1,502,625	\$ 1,500,000	\$ 1,500,392	\$ 980,517	\$ 1,500,000	\$ 1,500,000	\$ (392)	0.0%

### OTHER FINANCING SOURCES

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from UTAX fund	868,501	375,982
<b>Total Other Financing Sources</b>	<b>868,501</b>	<b>375,982</b>

**112: TRAFFIC SAFETY FUND****PURPOSE/DESCRIPTION:**

The Traffic Safety Fund accounts for the penalties and fines collected in criminal traffic violations and those related to the operation of the Red Light Photo Enforcement Program. Funds collected for traffic safety is used for, but not limited to prevention, education, and enforcement efforts related to traffic safety and compliance with traffic control devices within the city, including maintenance and operation costs.

The Traffic Safety fund is funding 1 Lieutenant, 9 Police Officers, and 5 City Traffic positions for the 2023/24 budget.

The City shall maintain a minimum of \$1.2 million in a reserve for cash flow management and a contingent reserve set aside for traffic equipment replacement, and to absolve an unplanned revenue decline.

The following tables present a sources and uses summary of the Traffic Safety Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ -	\$ 393,309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
35X	Fines and Penalties	2,156,205	2,909,314	2,872,442	2,872,442	3,871,000	3,000,000	3,060,000	127,558	4.4%
36X	Miscellaneous	7,435	121	13,500	13,500	-	-	-	(13,500)	-100.0%
39X	Operating Transfer In - GF	184,758	-	-	-	-	-	-	-	100.0%
39X	Operating Transfer In - UTax Fund	-	957,763	-	635,381	635,381	-	-	(635,381)	-100.0%
	Total Revenues:	\$ 2,348,398	\$ 4,260,507	\$ 2,885,942	\$ 3,521,323	\$ 4,506,381	\$ 3,000,000	\$ 3,060,000	\$ (521,323)	-14.8%
Expenditure Summary:										
515	Law	\$ -	\$ 2,269	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
521	Police Traffic	1,481,068	2,604,496	2,019,227	2,765,031	2,765,031	2,774,920	2,832,701	9,888	0.4%
543	Street Traffic	583,233	729,829	694,741	703,141	703,141	1,010,265	966,839	307,124	43.7%
512	Court Security	-	7,577	61,550	61,550	61,550	61,550	61,550	-	0.0%
597	Other Financing Uses	457,406	-	-	-	-	-	261,329	-	n/a
	Total Expenditures:	\$ 2,521,707	\$ 3,344,171	\$ 2,775,519	\$ 3,529,723	\$ 3,529,723	\$ 3,846,735	\$ 4,122,419	\$ 317,012	9.0%
	Rev Over/(Under) Exp	\$ (173,309)	\$ 916,336	\$ 110,423	\$ (8,400)	\$ 976,658	\$ (846,735)	\$ (1,062,419)	\$ (838,335)	9980.5%
Beginning Fund Balance, 1/1		\$ 1,389,468	\$ 1,216,159	\$ 419,528	\$ 2,132,495	\$ 2,132,495	\$ 3,109,153	\$ 2,262,419	\$ 976,658	45.8%
Ending Fund Balance, 12/31		\$ 1,216,159	\$ 2,132,495	\$ 529,951	\$ 2,124,095	\$ 3,109,153	\$ 2,262,419	\$ 1,200,000	\$ 138,323	6.5%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,134,851	\$ 1,574,126	\$ 1,449,615	\$ 1,699,757	\$ 1,699,757	\$ 1,844,699	\$ 1,898,579	\$ 144,942	9%
2XX	Benefits	473,847	495,697	541,354	616,212	616,212	691,486	711,960	75,274	12%
3XX	Supplies	-	634,425	-	414,804	414,804	460,000	460,000	45,196	11%
4XX	Services and Charges	455,603	636,786	784,550	798,950	798,950	850,550	790,550	51,600	6.5%
5XX	Intergovernmental	-	3,137	-	-	-	-	-	-	n/a
0XX	Other Financing Use	457,406	-	-	-	-	-	261,329	-	n/a
Subtotal Operating Exp:		\$ 2,521,707	\$ 3,344,171	\$ 2,775,519	\$ 3,529,723	\$ 3,529,723	\$ 3,846,735	\$ 4,122,419	\$ 317,012	9.0%
Total Expenditures:		\$ 2,521,707	\$ 3,344,171	\$ 2,775,519	\$ 3,529,723	\$ 3,529,723	\$ 3,846,735	\$ 4,122,419	\$ 317,012	9.0%

**112: TRAFFIC SAFETY FUND (CONTINUED)**

**OTHER FINANCING USES**

<b>Item</b>	<b>2023 Proposed</b>	<b>2024 Proposed</b>
<b>Other Financing Uses</b>		
Transfer out to General Fund	-	261,329
<b>Total Other Financing Uses</b>	<b>-</b>	<b>261,329</b>

## 113: REAL ESTATE EXCISE TAX FUND

### PURPOSE/DESCRIPTION:

The Real Estate Excise Tax Fund (REET) accounts for the receipt and disbursement of real estate excise tax revenue received, as described, and for the purposes permitted, by State Statute RCW 82.46.

The following tables present a sources and uses summary of the Real Estate Excise Tax Fund.

### SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 4,467,111	\$ 5,174,908	\$ 3,640,000	\$ 4,421,454	\$ 6,015,754	\$ 5,521,000	\$ 5,576,000	\$ 1,099,546	24.9%
36X	Miscellaneous	14,882	260	30,000	30,000	-	-	-	(30,000)	-100.0%
	Total Revenues:	\$ 4,481,993	\$ 5,175,168	\$ 3,670,000	\$ 4,451,454	\$ 6,015,754	\$ 5,521,000	\$ 5,576,000	\$ 1,069,546	24.0%
Expenditure Summary:										
597	Other Financing Uses	\$ 4,818,641	\$ 3,973,018	\$ 3,437,426	\$ 5,989,440	\$ 5,989,440	\$ 7,055,343	\$ 5,788,245	\$ 1,065,904	17.8%
	Total Expenditures:	\$ 4,818,641	\$ 3,973,018	\$ 3,437,426	\$ 5,989,440	\$ 5,989,440	\$ 7,055,343	\$ 5,788,245	\$ 1,065,904	17.8%
	Rev Over/(Under) Exp	\$ (336,648)	\$ 1,202,150	\$ 232,575	\$ (1,537,986)	\$ 26,315	\$ (1,534,343)	\$ (212,245)	\$ 3,643	-0.2%
Beginning Fund Balance, 1/1		\$ 3,219,084	\$ 2,882,436	\$ 1,767,426	\$ 4,084,586	\$ 4,084,586	\$ 4,110,900	\$ 2,576,557	\$ 26,315	0.6%
Ending Fund Balance, 12/31		\$ 2,882,436	\$ 4,084,586	\$ 2,000,000	\$ 2,546,600	\$ 4,110,900	\$ 2,576,557	\$ 2,364,312	\$ 29,957	1.2%

### OTHER FINANCING USES

Item	2023	2024
	Proposed	Proposed
Transfer out to Arterial Street Fund	1,013,000	1,013,000
Transfer out to Debt Service Fund - FWCC, PAEC, SCORE	2,223,343	2,227,596
Transfer out to Parks CIP Fund	267,000	267,000
Transfer out to Transportation CIP Fund	3,552,000	2,280,649
<b>Total Other Financing Uses</b>	<b>7,055,343</b>	<b>5,788,245</b>

**114: UTILITY TAX PROPOSITION 1 FUND****PURPOSE/DESCRIPTION:**

The Utility Tax Proposition 1 (Prop 1) Fund accounts for the receipt and disbursement of Prop1 tax revenue received and which funds expenditures in the Police, Municipal Court, Criminal Law, Parks Maintenance, Community Development, and Mayor's Office.

The City maintains a minimum fund balance reserve of \$1 million.

The following tables present a sources and uses summary of the Utility Tax Proposition 1 Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 3,172,466	\$ 3,363,167	\$ 3,085,312	\$ 3,085,312	\$ 3,442,028	\$ 3,360,436	\$ 3,360,436	\$ 275,124	8.9%
36X	Miscellaneous	5,463	293	8,000	8,000	-	-	-	(8,000)	-100.0%
39X	Other Financing Sources - UTax Fund	749,678	391,439	1,076,964	1,076,964	1,076,964	499,042	1,243,268	(577,922)	-53.7%
	Total Revenues:	\$ 3,927,608	\$ 3,754,899	\$ 4,170,276	\$ 4,170,276	\$ 4,518,992	\$ 3,859,478	\$ 4,603,704	\$ (310,798)	-7.5%
Expenditure Summary:										
512	Municipal Courts Prop 1	\$ 175,101	\$ 149,723	\$ 194,159	\$ 194,159	\$ 194,159	\$ 198,857	\$ 202,103	\$ 4,698	2.4%
576	Parks Maintenance Prop 1	111,084	110,719	104,802	104,802	104,802	118,551	121,097	13,749	13.1%
515	Mayor's Office Prop 1	656,222	675,573	651,076	651,076	651,076	751,076	751,076	100,000	15.4%
515	Law Criminal Prop 1	237,322	247,963	278,996	278,996	278,996	308,209	318,848	29,213	10.5%
521	Police Prop 1	2,458,749	2,543,491	2,832,128	2,832,128	2,832,128	2,974,715	3,085,654	142,586	5.0%
558	CD Building Prop 1	101,472	96,052	109,114	109,114	109,114	120,465	124,925	11,352	10.4%
	Total Expenditures:	\$ 3,739,951	\$ 3,823,521	\$ 4,170,276	\$ 4,170,276	\$ 4,170,276	\$ 4,471,873	\$ 4,603,704	\$ 301,598	7.2%
	Rev Over/(Under) Exp	\$ 187,657	\$ (68,623)	\$ -	\$ -	\$ 348,716	\$ (612,396)	\$ 0	\$ (612,396)	n/a
Beginning Fund Balance, 1/1		\$ 1,144,644	\$ 1,332,301	\$ 1,000,000	\$ 1,263,679	\$ 1,263,679	\$ 1,612,395	\$ 1,000,000	\$ 348,716	27.6%
Ending Fund Balance, 12/31		\$ 1,332,301	\$ 1,263,679	\$ 1,000,000	\$ 1,263,679	\$ 1,612,395	\$ 1,000,000	\$ 1,000,000	\$ (263,679)	-20.9%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 2,261,983	\$ 2,333,690	\$ 2,537,681	\$ 2,537,681	\$ 2,537,681	\$ 2,683,766	\$ 2,779,295	\$ 146,085	6%
2XX	Benefits	801,850	795,058	964,319	964,319	964,319	1,019,831	1,056,132	55,512	6%
4XX	Services and Charges	676,117	694,773	668,276	668,276	668,276	768,276	768,276	100,000	15.0%
Total Expenditures:		\$ 3,739,951	\$ 3,823,521	\$ 4,170,276	\$ 4,170,276	\$ 4,170,276	\$ 4,471,873	\$ 4,603,704	\$ 301,598	7.2%

**OTHER FINANCING SOURCES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from Utility tax fund	499,042	1,243,268
<b>Total Other Financing Sources</b>	<b>499,042</b>	<b>1,243,268</b>

## 115: PERFORMING ARTS & EVENT CENTER OPERATIONS FUND

### PURPOSE/DESCRIPTION:

The Performing Arts & Event Center Operations Fund accounts for the operations of the Performing Arts & Event Center revenue and expenditures.

### SOURCES AND USES:

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ -	\$ 556,068	\$ -	\$ 331,884	\$ -	\$ -	\$ -	\$ (331,884)	-100.0%
34X	Ticketing Sales & fees	119,961	212,172	344,470	344,470	344,470	344,470	344,470	-	0.0%
361	NMTC Interest Income	45,605	33,913	45,605	45,605	45,605	45,605	45,605	-	0.0%
362	Theatre\Event Fees	131,070	306,731	421,010	421,010	421,010	421,010	421,010	-	0.0%
362	Concessions	6,022	38,825	175,949	175,949	175,949	175,949	175,949	-	0.0%
367	Advertising	-	-	2,000	2,000	2,000	2,000	2,000	-	0.0%
367	NMTC Contributions	288,494	295,378	290,746	290,746	290,746	290,746	290,746	-	0.0%
39X	Transfer in from General Fund	955,359	1,083,942	1,019,977	1,019,977	1,019,977	1,107,987	979,977	88,010	8.6%
39X	Transfer in from Utility Tax Fund	16,951	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 1,563,462	\$ 2,527,030	\$ 2,299,757	\$ 2,631,641	\$ 2,299,757	\$ 2,387,767	\$ 2,259,757	\$ (243,874)	-9.3%
Expenditure Summary:										
4XX	Services and Charges	\$ 1,345,949	\$ 1,546,474	\$ 2,192,791	\$ 2,524,675	\$ 2,524,675	\$ 2,376,393	\$ 2,376,393	\$ (148,282)	-5.9%
9XX	Internal Services/Other	106,967	106,966	106,966	106,966	106,966	106,966	106,966	-	0.0%
	Total Expenditures:	\$ 1,452,916	\$ 1,653,440	\$ 2,299,757	\$ 2,631,641	\$ 2,631,641	\$ 2,483,359	\$ 2,483,359	\$ (148,282)	-5.6%
	Rev Over/(Under) Exp	\$ 110,546	\$ 873,590	\$ -	\$ -	\$ (331,884)	\$ (95,592)	\$ (223,602)	\$ (95,592)	n/a
Beginning Fund Balance, 1/1		\$ (110,546)	\$ 0	\$ -	\$ 873,587	\$ 873,587	\$ 541,702	\$ 446,111	\$ (331,884)	-38.0%
Ending Fund Balance, 12/31		\$ 0	\$ 873,590	\$ -	\$ 873,587	\$ 541,702	\$ 446,111	\$ 222,509	\$ (427,476)	-48.9%

### OTHER FINANCING SOURCES

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from General Fund	1,107,987	979,977
<b>Total Other Financing Sources</b>	<b>1,107,987</b>	<b>979,977</b>

**116: SOLID WASTE 10% UTILITY TAX FUND****PURPOSE/DESCRIPTION:**

This fund accounts for restricted revenues to fund street maintenance in residential areas. Garbage trucks are necessary – but they are also heavy and very hard on our roads. The utility tax applies to all “solid waste” services (garbage, recycling, yard waste, and junk hauling).

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Utility Tax - Soild	\$ -	\$ 2,100,711	\$ -	\$ 2,000,000	\$ 2,152,012	\$ 2,200,000	\$ 2,300,000	\$ 200,000	10.0%
39X	Transfer in from Utility Tax Fund	-	312,362	-	-	-	-	-	-	n/a
	Total Revenues:	\$ -	\$ 2,413,073	\$ -	\$ 2,000,000	\$ 2,152,012	\$ 2,200,000	\$ 2,300,000	\$ 200,000	10.0%
Expenditure Summary:										
1XX	Salaries & Wages	\$ -	\$ 44,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
2XX	Benefits	-	16,908	-	-	-	-	-	-	n/a
3XX	Supplies	-	6,174	-	-	-	-	-	-	n/a
4XX	Services and Charges	-	63,218	-	-	-	-	-	-	n/a
5XX	Intergovernmental	-	217	-	-	-	-	-	-	n/a
6XX	Capital Outlay	-	863,385	-	3,418,862	3,418,862	2,200,000	2,300,000	(1,218,862)	-35.7%
	Total Expenditures:	\$ -	\$ 994,212	\$ -	\$ 3,418,862	\$ 3,418,862	\$ 2,200,000	\$ 2,300,000	\$ (1,218,862)	-35.7%
	Rev Over/(Under) Exp	\$ -	\$ 1,418,862	\$ -	\$ (1,418,862)	\$ (1,266,850)	\$ -	\$ -	\$ 1,418,862	-100.0%
	Beginning Fund Balance, 1/1	\$ -	\$ -	\$ -	\$ 1,418,862	\$ 1,418,862	\$ 152,012	\$ 152,012	\$ (1,266,850)	-89.3%
	Ending Fund Balance, 12/31	\$ -	\$ 1,418,862	\$ -	\$ -	\$ 152,012	\$ 152,012	\$ 152,012	\$ 152,012	n/a

## 119: COMMUNITY DEVELOPMENT BLOCK GRANT FUND

### PURPOSE/DESCRIPTION:

The Community Development Block Grant (CDBG) Fund accounts for the receipt and disbursement of federal grant revenue received through the Department of Housing and Urban Development (HUD), in an entitlement share determined through agreements between Federal Way and other King County CDBG Consortium members. CDBG projects and programs will be selected annually or as needed through a public process. Applications are reviewed and prioritized by the Human Services Commission and the City Council. Per federal regulations, and King County CDBG Consortium agreements, not more than 10% of the entitlement share plus program income may be allocated to direct service programs of the human service agencies that are designated directly by Federal Way. Also, not more than 10% of the entitlement share plus program income may be used for City planning and administrative functions. The goals for use of these grant revenues is to develop viable urban communities by providing decent housing and a suitable living environment, and by expending economic opportunities, principally for low- and moderate-income persons.

The following tables present a sources and uses summary of the Community Development Block Grant Fund.

### SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
33X	Intergovernmental*	\$ 940,604	\$ 1,072,382	\$ 758,323	\$ 2,232,066	\$ 2,232,066	\$ 886,193	\$ 789,717	\$(1,345,873)	-60.3%
34X	Services and Charges	-	14,000	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 940,604	\$ 1,086,382	\$ 758,323	\$ 2,232,066	\$ 2,232,066	\$ 886,193	\$ 789,717	\$(1,345,873)	-60.3%
Expenditure Summary:										
119	Grant Expenditures	\$ 945,084	\$ 1,088,917	\$ 758,323	\$ 2,232,066	\$ 2,232,066	\$ 886,193	\$ 789,717	\$(1,345,873)	-60.3%
	Total Expenditures:	\$ 945,084	\$ 1,088,917	\$ 758,323	\$ 2,232,066	\$ 2,232,066	\$ 886,193	\$ 789,717	\$(1,345,873)	-60.3%
	Rev Over/(Under) Exp	\$ (4,480)	\$ (2,535)	\$ (0)	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ 0	na
	Beginning Fund Balance, 1/1	\$ 35,284	\$ 30,805	\$ 21,251	\$ 28,269	\$ 28,269	\$ 28,268	\$ 28,269	\$ (0)	0.0%
	Ending Fund Balance, 12/31	\$ 30,805	\$ 28,269	\$ 21,250	\$ 28,268	\$ 28,268	\$ 28,269	\$ 28,268	\$ 0	0.0%

\*Intergovernmental revenue and grant expenditures will be increased once the CDBG grant annual contract is awarded.

### EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 128,629	\$ 103,264	\$ 129,463	\$ 129,463	\$ 129,463	\$ 126,350	\$ 120,179	\$ (3,113)	-2.4%
2XX	Benefits	43,637	33,313	43,727	43,727	43,727	33,953	34,648	(9,774)	-22.4%
4XX	Services and Charges	533,122	949,806	358,058	1,831,801	1,831,801	722,890	631,890	(1,108,911)	-60.5%
7XX	Debt Service-Principal	159,000	-	159,000	159,000	159,000	-	-	(159,000)	-100.0%
8XX	Debt Service-Interest	80,696	2,534	68,075	68,075	68,075	-	-	(68,075)	-100.0%
9XX	Internal Services/Other	-	-	-	-	-	3,000	3,000	3,000	100.0%
Total Expenditures:		\$ 945,084	\$ 1,088,917	\$ 758,323	\$ 2,232,066	\$ 2,232,066	\$ 886,193	\$ 789,717	\$ (1,345,873)	-60.3%

**120: PATH AND TRAILS RESERVE FUND****PURPOSE/DESCRIPTION:**

The Path and Trails Reserve Fund collects proceeds of the motor vehicle fuel tax receipts, which are legally restricted to the construction, and maintenance of paths and trails within City street rights-of-way.

The following tables present a sources and uses summary of the Path and Trails Reserve Fund.

**SOURCES AND USES:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 281,129	\$ 287,213	\$ 160,000	\$ 160,000	\$ 332,000	\$ 161,600	\$ 163,216	\$ 1,600	1.0%
33X	Intergovernmental	8,825	9,534	9,000	9,000	8,000	9,000	9,000	-	0.0%
36X	Miscellaneous	6,672	340	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 296,626	\$ 297,087	\$ 169,000	\$ 169,000	\$ 340,000	\$ 170,600	\$ 172,216	\$ 1,600	0.9%
Expenditure Summary:										
120	Transfer to Transportation CIP	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
120	Transfer to Parks CIP	-	-	-	30,000	30,000	100,000	600,000	70,000	233.3%
	Total Expenditures:	\$ -	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 100,000	\$ 600,000	\$ 70,000	233.3%
	Rev Over/(Under) Exp	\$ 296,626	\$ 97,087	\$ 169,000	\$ 139,000	\$ 310,000	\$ 70,600	\$ (427,784)	\$ (68,400)	-49.2%
	Beginning Fund Balance, 1/1	\$ 1,191,437	\$ 1,488,063	\$ 1,329,437	\$ 1,585,150	\$ 1,585,150	\$ 1,895,150	\$ 1,965,750	\$ 310,000	19.6%
	Ending Fund Balance, 12/31	\$ 1,488,063	\$ 1,585,150	\$ 1,498,437	\$ 1,724,150	\$ 1,895,150	\$ 1,965,750	\$ 1,537,966	\$ 241,600	14.0%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
0XX	Other Financing Use	\$ -	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 100,000	\$ 600,000	\$ 70,000	233.3%
Total Expenditures:		\$ -	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 100,000	\$ 600,000	\$ 70,000	233.3%

**OTHER FINANCING USES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Uses</b>		
Transfer out to Parks CIP fund	100,000	600,000
<b>Total Other Financing Uses</b>	<b>100,000</b>	<b>600,000</b>

**121: TECHNOLOGY FUND****PURPOSE/DESCRIPTION:**

The Technology Fund accommodates the need to continually replace telecommunications, data, network, hardware, and software systems. The technology fees will be applied to the following transactions:

- A. **Business license fees:** a fee of one dollar (\$1) per business license transaction unless the business is exempt from payment of the business license fee.
- B. **Parks and recreation fees:** a fee of one dollar (\$1) per transaction for each registration for any parks and recreation program. For the purposes of this subsection, "transaction" shall mean the process of collection and receipting fees and charges in the form of cash, check, or credit card payment for programs, services, or miscellaneous resale items offered by the parks and recreation department. The fee shall not apply to the following:
  - a. The fee shall not apply to registrations or transactions with a total cost less than ten dollars (\$10);
  - b. The fee shall not apply to drop-in transactions (such as, for example and without limitation (1) time payment for use of the weight room at Community Center).
- C. For all other applications, permits, inspections, registrations, transactions, and approvals established under the Federal Way Revised City Code, the fee shall be established by council resolution.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 158,226	\$ 227,022	\$ 149,250	\$ 149,250	\$ 225,000	\$ 149,250	\$ 149,250	\$ -	0.0%
36X	Miscellaneous	248	2	-	-	-	-	-	-	100.0%
	Total Revenues:	\$ 158,474	\$ 227,024	\$ 149,250	\$ 149,250	\$ 225,000	\$ 149,250	\$ 149,250	\$ -	0.0%
Expenditure Summary:										
5XX	Intergovernmental	\$ 44,488	\$ 48,913	\$ 14,300	\$ 284,300	\$ 284,300	\$ -	\$ -	\$ (284,300)	-100.0%
	Total Expenditures:	\$ 44,488	\$ 48,913	\$ 14,300	\$ 284,300	\$ 284,300	\$ -	\$ -	\$ (284,300)	-100.0%
	Rev Over/(Under) Exp	\$ 113,986	\$ 178,111	\$ 134,950	\$ (135,050)	\$ (59,300)	\$ 149,250	\$ 149,250	\$ 284,300	-210.5%
	Beginning Fund Balance, 1/1	\$ 3,013	\$ 116,999	\$ 56,852	\$ 295,110	\$ 295,110	\$ 235,810	\$ 385,060	\$ (59,300)	-20.1%
	Ending Fund Balance, 12/31	\$ 116,999	\$ 295,110	\$ 191,802	\$ 160,060	\$ 235,810	\$ 385,060	\$ 534,310	\$ 225,000	140.6%

**122: JAIL FUND****PURPOSE/DESCRIPTION:**

The Jail Fund accounts for jail expenditures.

The Other Financing Source of \$2.3M and \$2.7M respectively in 2023/24 is a transfer in from the utility tax fund.

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
39X	Other Financing Sources	-	2,387,853	3,319,584	1,819,584	1,819,584	2,335,748	2,700,000	516,164	28.4%
Total Revenues:		\$ -	\$ 2,387,854	\$ 3,319,584	\$ 1,819,584	\$ 1,819,584	\$ 2,335,748	\$ 2,700,000	\$ 516,164	28.4%
Expenditure Summary:										
1XX	Salaries & Wages	\$ -	\$ 246,592	\$ 277,121	\$ 277,121	\$ 277,121	\$ 299,914	\$ 309,208	\$ 22,793	8.2%
2XX	Benefits	-	86,076	105,306	105,306	105,306	113,967	117,499	8,661	8.2%
3XX	Supplies	-	11,925	-	-	-	-	-	-	n/a
4XX	Services and Charges	-	18,150	-	-	-	-	-	-	n/a
5XX	Intergovernmental	-	1,726,052	2,920,300	1,420,300	1,420,300	2,069,262	2,256,436	648,962	45.7%
6XX	Capital Outlay	-	117,950	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	16,857	16,857	16,857	16,857	16,857	16,857	-	0.0%
	Total Expenditures:	\$ -	\$ 2,223,602	\$ 3,319,584	\$ 1,819,584	\$ 1,819,584	\$ 2,500,000	\$ 2,700,000	\$ 680,416	37.4%
	Rev Over/(Under) Exp	\$ -	\$ 164,252	\$ 0	\$ 0	\$ 0	\$ (164,252)	\$ (0)	\$ (164,252)	-547507832.8%
Beginning Fund Balance, 1/1		\$ -	\$ -	\$ -	\$ 164,252	\$ 164,252	\$ 164,252	\$ (0)	\$ 0	0.0%
Ending Fund Balance, 12/31		\$ -	\$ 164,252	\$ 0	\$ 164,252	\$ 164,252	\$ (0)	\$ (0)	\$ (164,252)	-100.0%

**OTHER FINANCING SOURCES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from UTAX fund	2,335,748	2,700,000
<b>Total Other Financing Sources</b>	<b>2,335,748</b>	<b>2,700,000</b>

**188: STRATEGIC RESERVE FUND****PURPOSE/DESCRIPTION:**

The Strategic Reserve Fund accounts for the City's strategic opportunity fund to provide the liquidity to respond to unexpected economic opportunities and threats.

In the event that any of the reserve fund is used, such appropriation shall be repaid to the fund annually over the next three years.

The fund provides a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the City could face as result of natural disasters. In the event that any of reserve funds is used in an economic downturn to stabilize the City's finances, such appropriation shall be repaid to the fund annually over next three years.

The following page presents sources and uses summary of the Strategic Reserve Fund.

**SOURCES AND USES:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 18,703	\$ 1,001	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%
39X	Other Financing Sources	7,297	-	-	1,000	1,000	-	-	(1,000)	-100.0%
	Total Revenues:	\$ 26,000	\$ 1,001	\$ 2,000	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ (3,000)	-100.0%
Expenditure Summary:										
188	Strategic Reserve	\$ -	\$ 601,800	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%
	Total Expenditures:	\$ -	\$ 601,800	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%
	Rev Over/(Under) Exp	\$ 26,000	\$ (600,799)	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ (1,000)	-100.0%
Beginning Fund Balance, 1/1		\$ 3,573,800	\$ 3,599,800	\$ 3,000,000	\$ 2,999,001	\$ 2,999,001	\$ 3,000,001	\$ 3,000,001	\$ 1,000	0.0%
Ending Fund Balance, 12/31		\$ 3,599,800	\$ 2,999,001	\$ 3,000,000	\$ 3,000,001	\$ 3,000,001	\$ 3,000,001	\$ 3,000,001	\$ -	0.0%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ -	\$ 601,800	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%
Total Expenditures:		\$ -	\$ 601,800	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%

**189: PARKS RESERVE FUND****PURPOSE/DESCRIPTION:**

The City maintains a minimum fund balance reserve of \$1.12 million for unexpected equipment replacement, turf replacement, and other major capital needs of the City's Park System.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 5,890	\$ 310	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%
39X	Other Financing Sources	45,000	-	-	4,690	4,690	-	-	(4,690)	-100.0%
	Total Revenues:	\$ 50,890	\$ 310	\$ 5,000	\$ 9,690	\$ 4,690	\$ 5,000	\$ 5,000	\$ (4,690)	-48.4%
Expenditure Summary:										
189	Parks Reserve	\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%
	Total Expenditures:	\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%
	Rev Over/(Under) Exp	\$ 50,890	\$ 310	\$ (10,793)	\$ (6,103)	\$ (11,103)	\$ 5,000	\$ 5,000	\$ 11,103	-181.9%
Beginning Fund Balance, 1/1		\$ 1,080,794	\$ 1,131,684	\$ 1,135,793	\$ 1,131,994	\$ 1,131,994	\$ 1,120,891	\$ 1,125,891	\$ (11,103)	-1.0%
Ending Fund Balance, 12/31		\$ 1,131,684	\$ 1,131,994	\$ 1,125,000	\$ 1,125,891	\$ 1,120,891	\$ 1,125,891	\$ 1,130,891	\$ -	0.0%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%
Total Expenditures:		\$ -	\$ -	\$ 15,793	\$ 15,793	\$ 15,793	\$ -	\$ -	\$ (15,793)	-100.0%

## 201: DEBT SERVICE FUND

## PURPOSE/DESCRIPTION:

The Debt Service Fund accounts for the debt service on the City Council approved general obligation (G.O.) debt. Included in the costs charged to this fund are the scheduled principal and interest payments, debt issue costs, fiscal agent fees, and other debt related costs. Debt service currently scheduled for payment from this Fund include City's Performing Arts and Events Center, 2013 G.O. bond issue for the community center, and the SCORE facility. Revenue accounted for in this fund in prior years included real estate excise tax, but in 2014 a separate Real Estate Excise Tax fund was created and all Real Estate Excise Tax is receipted in this fund. The Debt Service includes transfers in of Utility Tax and Real Estate Excise Tax to pay for debt service, since the creation of the Real Estate Excise Tax fund.

The City shall maintain adequate reserve in accordance with the bond ordinance or a minimum of one year debt service amount.

Council budget policy calls for the prefunding of debt service, meaning that the next year's debt service is budgeted and transfers are made to the Debt Service Fund in the current year.

The following presents sources and uses summary and expenditure by object summary of the Debt Service Fund.

## SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 22,910	\$ 1,417	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ (30,000)	-100.0%
39X	Other Financing Sources	2,328,567	3,070,018	2,539,426	2,539,426	2,539,426	2,446,368	2,446,459	(93,058)	-3.7%
	Total Revenues:	\$ 2,351,477	\$ 3,071,435	\$ 2,569,426	\$ 2,569,426	\$ 2,539,426	\$ 2,446,368	\$ 2,446,459	\$ (123,058)	-4.8%
Expenditure Summary:										
105	SCORE Facility - Jail	\$ 848,032	\$ 851,925	\$ 852,425	\$ 852,425	\$ 852,425	\$ 851,925	\$ 850,425	\$ (500)	-0.1%
106	Community Center 2013	813,623	817,723	820,123	820,123	820,123	822,123	827,873	2,000	0.2%
107	Target Property	515,094	515,094	502,312	502,312	502,312	-	-	(502,312)	-100.0%
109	Performing Arts Center	538,713	553,255	553,955	553,955	553,955	549,295	549,298	(4,660)	-0.8%
110	Section 108	-	231,162	227,075	227,075	227,075	223,025	218,863	(4,050)	-1.8%
597	Transfer Out	-	-	137,374	137,374	137,374	-	-	(137,374)	-100.0%
	Total Expenditures:	\$ 2,715,462	\$ 2,969,158	\$ 3,093,264	\$ 3,093,264	\$ 3,093,264	\$ 2,446,368	\$ 2,446,459	\$ (646,896)	-20.9%
	Rev Over/(Under) Exp	\$ (363,985)	\$ 102,276	\$ (523,839)	\$ (523,839)	\$ (553,839)	\$ -	\$ -	\$ 523,839	-100.0%
	Beginning Fund Balance, 1/1	\$ 3,933,732	\$ 3,569,746	\$ 3,254,417	\$ 3,672,023	\$ 3,672,023	\$ 3,118,184	\$ 3,118,184	\$ (553,839)	-15.1%
	Ending Fund Balance, 12/31	\$ 3,569,746	\$ 3,672,023	\$ 2,730,578	\$ 3,148,184	\$ 3,118,184	\$ 3,118,184	\$ 3,118,184	\$ (30,000)	-1.0%

## 201: DEBT SERVICE FUND (CONTINUED)

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
7XX	Debt Service-Principal	\$ 1,731,181	\$ 1,948,716	\$ 2,003,716	\$ 2,003,716	\$ 2,003,716	\$ 1,654,000	\$1,704,000	\$ (349,716)	-17.5%
8XX	Debt Service-Interest	984,281	1,020,443	952,174	952,174	952,174	792,368	742,459	(159,806)	-16.8%
0XX	Other Financing Use	-	-	137,374	137,374	137,374	-	-	(137,374)	-100.0%
Total Expenditures:		\$ 2,715,462	\$ 2,969,158	\$ 3,093,264	\$ 3,093,264	\$ 3,093,264	\$ 2,446,368	\$2,446,459	\$ (646,896)	-20.9%

- The City is not able to use CDBG grant funds to pay the HUD Section 108 loan, and City funds will be used to pay the principal and interest in 2023/2024 in the amount of \$0.22M and \$0.22M respectively.
- Other Financing Sources in 2023/2024 includes \$2.45M and \$2.45M respectively from the REET Fund, 0.22M and 0.22M respectively from the General Fund.

Table of Debt	2023 Proposed	2024 Proposed
<b>Debt Payments</b>		
SCORE		
Principal	430,000	450,000
Interest	421,925	400,425
FW Community Center 2013		
Principal	600,000	620,000
Interest	222,123	207,873
Section 108		
Principal	159,000	159,000
Interest	64,026	59,863
Performing Arts & Event Center		
Principal	465,000	475,000
Interest	84,295	74,298
<b>Total</b>	<b>\$ 2,446,368</b>	<b>\$ 2,446,459</b>

**301: CAPITAL PROJECT FUND – DOWNTOWN REDEVELOPMENT****PURPOSE/DESCRIPTION:**

This Capital Project Fund was established to accumulate resources to set aside for downtown projects.

The following presents sources and uses summary and expenditure by object summary of the Capital Project Fund – Downtown Redevelopment.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 27,541	\$ 1,030,475	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	n/a
33X	Intergovernmental	1,000,000	-	-	-	-	-	-	-	n/a
36X	Miscellaneous	14,418	934	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 1,041,959	\$ 1,031,409	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
108	Transfer Out for Transpotation CIP	100,000	600,000	205,000	405,000	405,000	205,000	150,000	(200,000)	-49.4%
	Total Expenditures:	\$ 100,000	\$ 600,000	\$ 205,000	\$ 405,000	\$ 405,000	\$ 205,000	\$ 150,000	\$ (200,000)	-49.4%
	Rev Over/(Under) Exp	\$ 941,959	\$ 431,409	\$ (205,000)	\$ (405,000)	\$ (404,000)	\$ (205,000)	\$ (150,000)	\$ 200,000	-49.4%
	Beginning Fund Balance, 1/1	\$ 2,526,754	\$ 3,468,714	\$ 2,826,754	\$ 3,900,123	\$ 3,900,123	\$ 3,496,123	\$3,291,123	\$ (404,000)	-10.4%
	Ending Fund Balance, 12/31	\$ 3,468,714	\$ 3,900,123	\$ 2,621,754	\$ 3,495,123	\$ 3,496,123	\$ 3,291,123	\$3,141,123	\$ (204,000)	-5.8%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ 100,000	\$ 600,000	\$ 205,000	\$ 405,000	\$ 405,000	\$ 205,000	\$ 150,000	\$ (200,000)	-49.4%
Total Expenditures:		\$ 100,000	\$ 600,000	\$ 205,000	\$ 405,000	\$ 405,000	\$ 205,000	\$ 150,000	\$ (200,000)	-49.4%

**OTHER FINANCING USES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Uses</b>		
Transfer out to Transportation CIP fund	205,000	150,000
<b>Total Other Financing Uses</b>	<b>205,000</b>	<b>150,000</b>

**302: CAPITAL PROJECT FUND – CITY FACILITIES****PURPOSE/DESCRIPTION:**

This Capital Project Fund accounts for the acquisition or construction of capital improvements related to city facilities.

The following presents sources and uses summary and expenditure by object summary of the Capital Project Fund – City Facilities.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 1,510	\$ 79	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ (1,000)	-100.0%
	Total Revenues:	\$ 1,510	\$ 79	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ (1,000)	-100.0%
Expenditure Summary:										
597	Transfer Out	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ (115,000)	-100.0%
	Total Expenditures:	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ (115,000)	-100.0%
	Rev Over/(Under) Exp	\$ 1,510	\$ 79	\$ (114,000)	\$ (114,000)	\$ (115,000)	\$ -	\$ -	\$ 114,000	-100.0%
Beginning Fund Balance, 1/1		\$ 288,595	\$ 290,105	\$ 290,595	\$ 290,185	\$ 290,185	\$ 175,185	\$ 175,185	\$ (115,000)	-39.6%
Ending Fund Balance, 12/31		\$ 290,105	\$ 290,185	\$ 176,595	\$ 176,185	\$ 175,185	\$ 175,185	\$ 175,185	\$ (1,000)	-0.6%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ (115,000)	-100.0%
Total Expenditures:		\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ (115,000)	-100.0%

**303: CAPITAL PROJECT FUND – PARKS****PURPOSE/DESCRIPTION:**

This Capital Project Fund accounts for the acquisition or construction of major park capital facilities with the exception of those facilities financed by proprietary and trust funds. The major source of revenue for this Fund is general obligation bond proceeds, grants from other agencies, local taxes and contributions from other funds. All Park costs associated with acquisitions, improvements, issue of bonds and other costs shall be paid by this Fund. The proposed budgets are \$367K and \$767K in 2023 and 2024, respectively, and are allocated to the following projects:

2023 Proposed Projects	Sources (in thousands)					
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Construct	Total Expenses
Major Maint & Impr. - Existing Park Facilities	\$ 105	\$ -	\$ -	\$ 105	\$ 105	\$ 105
Annual Playground Repair & Repl. Prog	162	-	-	162	162	162
Korean Garden	-	100	-	100	100	100
<b>Total 2023</b>	<b>\$ 267</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 367</b>	<b>\$ 367</b>	<b>\$ 367</b>

2024 Proposed Projects	Sources (in thousands)					
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Construct	Total Expenses
Major Maint & Impr. - Existing Park Facilities	\$ 105	\$ -	\$ -	\$ 105	\$ 105	\$ 105
Annual Playground Repair & Repl. Prog	162	-	-	162	162	162
Asphalt Trail Repairs	-	500	-	500	500	500
<b>Total 2024</b>	<b>\$ 267</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 767</b>	<b>\$ 767</b>	<b>\$ 767</b>

The following presents sources and uses summary and expenditure by object summary of the Capital Project Fund – Parks.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ -	\$ 14,999	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ (150,000)	-100.0%
34X	Charges for Services	84,745	73,200	-	-	95,000	-	-	-	n/a
36X	Miscellaneous	9,259	30,265	-	-	-	-	-	-	n/a
39X	Other Financing Sources	300,000	-	-	30,000	30,000	367,000	767,000	337,000	1123.3%
	Total Revenues:	\$ 394,004	\$ 118,464	\$ -	\$ 180,000	\$ 125,000	\$ 367,000	\$ 767,000	\$ 187,000	103.9%
Expenditure Summary:										
303	Capital	\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%
	Total Expenditures:	\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%
	Rev Over/(Under) Exp	\$ 176,576	\$ 49,729	\$ (375,000)	\$ (415,000)	\$ (470,000)	\$ -	\$ -	\$ 415,000	-100.0%
Beginning Fund Balance, 1/1		\$ 1,741,591	\$ 1,918,167	\$ 1,451,591	\$ 1,967,896	\$ 1,967,896	\$ 1,497,896	\$ 1,497,896	\$ (470,000)	-23.9%
Ending Fund Balance, 12/31		\$ 1,918,167	\$ 1,967,896	\$ 1,076,591	\$ 1,552,896	\$ 1,497,896	\$ 1,497,896	\$ 1,497,896	\$ (55,000)	-3.5%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Operating Expenditures:										
3XX	Supplies	\$ 6,683	\$ 4,516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4XX	Services and Charges	14,597	37,548	-	-	-	-	-	-	n/a
6XX	Capital Outlay	196,148	26,670	375,000	595,000	595,000	367,000	767,000	(228,000)	-38.3%
Total Expenditures:		\$ 217,428	\$ 68,735	\$ 375,000	\$ 595,000	\$ 595,000	\$ 367,000	\$ 767,000	\$ (228,000)	-38.3%

**304: CAPITAL PROJECT FUND – SURFACE WATER MANAGEMENT****PURPOSE/DESCRIPTION:**

This Capital Project Fund accounts for major capital facilities associated with managing the existing storm water conveyance systems, regulating the clearing, grading, and erosion control phases of new land development, constructing, maintaining and repairing elements of the City's drainage system and controlling water quality within the system. The major sources of revenue for this Fund include grants from other agencies and storm drainage fees. The City's drainage system includes a network of streams, lakes, pipelines and storm water detention facilities.

The City will maintain emergency/contingent reserve for unexpected catastrophic events or system failures of not less than \$500,000 based on the comprehensive Surface Water Management Plan.

The proposed budgets are \$3.02M and \$1.50M in 2023 and 2024, respectively, and are allocated to the following projects:

2023 Proposed Projects	Sources (in thousands)			Expenses (in thousands)	
	User Fees	Grants	Total Sources	Constr Prj.	Total Expenses
Small CIP - Annual Program	\$ 150	\$ -	\$ 150	\$ 150	\$ 150
W. Hylebos Conservation Property Acquisition	150	1,000	1,150	1,150	1,150
South 356th Street Culvert Replacement	94	-	94	94	94
2018 Storm Drain CCTV Inspection and Assessment	100	-	100	100	100
Pipe Rehabilitation Project	317	-	317	317	317
Cold Creek Culvert Replacement	50	-	50	50	50
Redondo Creek Culvert Replacement at 16th Ave	850	-	850	850	850
Citywide Water Quality Monitoring	100	-	100	100	100
Annual CB Repair	75	-	75	75	75
Neighborhood Drainage Program	25	-	25	25	25
S 324th St and SR-99 Drainage Improvements	75	-	75	75	75
Pipe Upsizing at SW Campus Drive, West of 9th Ave SW	30	-	30	30	30
<b>Total 2023</b>	<b>\$ 2,016</b>	<b>\$ 1,000</b>	<b>\$ 3,016</b>	<b>\$ 3,016</b>	<b>\$ 3,016</b>

2024 Proposed Projects	Sources (in thousands)			Expenses (in thousands)	
	User Fees	Grants	Total Sources	Constr Prj.	Total Expenses
Small CIP - Annual Program	\$ 150	\$ -	\$ 150	\$ 150	\$ 150
W. Hylebos Conservation Property Acquisition	150	-	150	150	150
South 356th Street Culvert Replacement	225	-	225	225	225
2018 Storm Drain CCTV Inspection and Assessment	100	-	100	100	100
Pipe Rehabilitation Project	317	-	317	317	317
Cold Creek Culvert Replacement	80	-	80	80	80
Citywide Water Quality Monitoring	100	-	100	100	100
Annual CB Repair	75	-	75	75	75
Neighborhood Drainage Program	25	-	25	25	25
S 324th St and SR-99 Drainage Improvements	275	-	275	275	275
<b>Total 2024</b>	<b>\$ 1,497</b>	<b>\$ -</b>	<b>\$ 1,497</b>	<b>\$ 1,497</b>	<b>\$ 1,497</b>

**304: CAPITAL PROJECT FUND – SURFACE WATER MANAGEMENT (CONTINUED)**

The following presents sources and uses summary and expenditure by object summary of the Capital Project Fund – Surface Water Management.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 9,857	\$ 957	\$ 500,000	\$ 749,043	\$ 749,043	\$ 1,000,000	\$ -	\$ 250,957	33.5%
36X	Miscellaneous	8,794	320	-	-	-	-	-	-	n/a
39X	Other Financing Sources	343,487	2,054,569	1,560,000	1,779,362	1,779,362	1,044,312	1,556,230	(735,050)	-41.3%
Total Revenues:		\$ 362,138	\$ 2,055,846	\$ 2,060,000	\$ 2,528,405	\$ 2,528,405	\$ 2,044,312	\$ 1,556,230	\$ (484,093)	-19.1%
Expenditure Summary:										
	Capital	\$ 467,283	\$ 330,676	\$ 1,517,000	\$ 4,080,080	\$ 4,080,080	\$ 3,159,608	\$ 1,605,273	\$ (920,472)	-22.6%
	Transfers Out	-	-	250,000	250,000	250,000	200,000	200,000	\$ (50,000)	-20.0%
Total Expenditures:		\$ 467,283	\$ 330,676	\$ 1,767,000	\$ 4,330,080	\$ 4,330,080	\$ 3,359,608	\$ 1,805,273	\$ (970,472)	-22.4%
	Rev Over/(Under) Exp	\$ (105,145)	\$ 1,725,171	\$ 293,000	\$ (1,801,675)	\$ (1,801,675)	\$ (1,315,296)	\$ (249,043)	\$ 486,379	-27.0%
Beginning Fund Balance, 1/1		\$ 1,925,945	\$ 1,820,800	\$ -	\$ 3,545,971	\$ 3,545,971	\$ 1,744,296	\$ 429,000	\$ (1,801,675)	-50.8%
Ending Fund Balance, 12/31		\$ 1,820,800	\$ 3,545,971	\$ 293,000	\$ 1,744,296	\$ 1,744,296	\$ 429,000	\$ 179,957	\$ (1,315,296)	-75.4%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 68,455	\$ 58,548	\$ -	\$ -	\$ -	\$ 143,608	\$ 108,273	\$ 143,608	n/a
2XX	Benefits	28,714	27,475	-	-	-	-	-	-	n/a
3XX	Supplies	37,593	-	-	-	-	-	-	-	n/a
4XX	Services and Charges	82,353	149,263	350,000	1,611,314	1,611,314	-	-	(1,611,314)	-100.0%
6XX	Capital Outlay	250,168	95,390	1,167,000	2,468,766	2,468,766	3,016,000	1,497,000	547,234	22.2%
0XX	Other Financing Use	-	-	250,000	250,000	250,000	200,000	200,000	(50,000)	-20.0%
Total Expenditures:		\$ 467,283	\$ 330,676	\$ 1,767,000	\$ 4,330,080	\$ 4,330,080	\$ 3,359,608	\$ 1,805,273	\$ (970,472)	-22.4%

\*Other Financing Use is comprised of \$200,000 in 2023/2024 to Street Fund

**306: CAPITAL PROJECT FUND – TRANSPORTATION SYSTEMS****PURPOSE/DESCRIPTION:**

This Capital Project Fund represents improvements to existing traffic signals and new signalization, major roadways and arterials involving the design and construction of new sections of streets, the widening of roadways to provide additional vehicle lanes, the installation of sidewalks and landscaping. The major source of revenue for this Fund is grants from other agencies and contributions from other funds. The proposed budgets are \$19.71M and \$49.31M in 2023 and 2024, respectively, and are allocated to the following projects:

2023 Proposed Projects	Sources (in thousands)								Expenses (in thousands)	
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Bond Trsfers	Prior Year's Sources	Total Sources	Constr Prj.	Total Expenses
S 320th St @ 1st Ave South	-	-	-	150	-	-	-	150	150	150
SR 99 HOV Lanes PH V	-	-	-	-	-	-	100	100	100	100
Adaptive Traffic Control System Project Phase I	20	-	-	-	-	-	-	20	20	20
SR 509: SW 312th St - 21st Ave SW SRTS Project	-	-	20	-	-	-	40	60	60	60
City Center Access Phase I - Environmental process update	-	-	-	500	-	-	-	500	500	500
Street Light LED Conversion	-	-	-	-	-	30	70	100	100	100
Variable Lane Use Control Signs	-	-	-	11	-	-	-	11	11	11
Adaptive Traffic Control System Project Phase III	-	-	-	5	-	-	-	5	5	5
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	10	-	-	-	-	10	10	10
16th Ave Trail - S 308th Street to S 288th Street	475	-	2,285	475	-	-	-	3,235	3,235	3,235
Sound Transit	-	-	897	-	-	-	-	897	897	897
S 314th St Improvement	-	-	200	-	-	-	18	218	218	218
SR 99 @ S 373rd St Roundabout w/Median Control	-	-	100	100	-	-	-	200	200	200
21st Ave S @ 320th St Traffic Signal	345	-	730	340	105	-	-	1,520	1,520	1,520
Citywide ADA Retrofit	150	-	-	-	100	-	-	250	250	250
S 356th St. - 1st Ave S - SR 99	-	-	-	300	-	300	-	600	600	600
SW 344th St. @ 27th Ave SW Compact Roundabout	180	-	560	-	-	180	-	920	920	920
Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade	100	-	600	-	-	-	-	700	700	700
Citywide Pedestrian Safety System Improvements	-	288	1,148	-	-	-	-	1,436	1,436	1,436
Military Rd S: S 320th St - SR 18 Preservation Project	-	-	600	-	-	605	-	1,205	1,205	1,205
SW King County Regional Trail Plan	-	10	105	-	-	-	10	125	125	125
S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements	275	-	1,100	275	-	-	-	1,650	1,650	1,650
Fiber Optic Network Loop - 317th to S 272nd	-	-	-	2,474	-	-	-	2,474	2,474	2,474
S 348th Preservation	7	8	840	-	-	171	-	1,026	1,026	1,026
Joint Operations & Maintenance Facility	2,000	-	-	-	-	-	-	2,000	2,000	2,000
S 320th St at 21st Ave S Grade Separation	-	-	-	-	-	-	200	200	200	200
High Friction Surface Treatments	-	-	100	-	-	-	-	100	100	100
<b>Total 2023</b>	<b>\$ 3,552</b>	<b>\$ 306</b>	<b>\$ 9,295</b>	<b>\$ 4,630</b>	<b>\$ 205</b>	<b>\$ 1,286</b>	<b>\$ 438</b>	<b>\$ 19,712</b>	<b>\$ 19,712</b>	<b>\$ 19,712</b>

**306: CAPITAL PROJECT FUND – TRANSPORTATION SYSTEMS (CONTINUED)**

The following presents sources and uses summary and expenditure by object summary of the Capital Project Fund – Transportation Systems.

2024 Proposed Projects	Sources (in thousands)								Expenses (in thousands)	
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Bond Trsfers	Prior Year's Sources	Total Sources	Constr Prj.	Total Expenses
S 320th St @ 1st Ave South	-	-	-	303	-	-	-	303	303	303
SR 99 HOV Lanes PH V	-	-	-	-	-	-	100	100	100	100
S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	-	-	-	1,100	-	1,100	1,100	1,100
City Center Access Phase I - Environmental process update	-	-	-	300	-	-	-	300	300	300
Street Light LED Conversion	-	-	-	-	-	30	70	100	100	100
16th Ave Trail - S 308th Street to S 288th Street	155	155	325	-	-	-	-	635	635	635
Sound Transit	-	-	188	-	-	-	-	188	188	188
SR 99 @ S 373rd St Roundabout w/Median Control	-	-	400	140	-	-	-	540	540	540
Citywide ADA Retrofit	150	-	-	-	100	-	-	250	250	250
S 356th St. - 1st Ave S - SR 99	-	-	-	-	-	300	-	300	300	300
Citywide RRFB Upgrades	-	140	-	-	-	-	-	140	140	140
SW King County Regional Trail Plan	-	10	105	-	-	-	10	125	125	125
S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements	105	-	1,700	105	-	-	-	1,910	1,910	1,910
Joint Operations & Maintenance Facility	-	-	-	-	-	42,000	-	42,000	42,000	42,000
S 320th St at 21st Ave S Grade Separation	-	-	-	-	-	-	75	75	75	75
City Center Greenway	-	-	-	-	-	100	-	100	100	100
Adaptive Traffic Control System Phase IV (1st Ave S)	-	-	-	89	-	-	-	89	89	89
High Friction Surface Treatments	-	-	852	-	-	-	-	852	852	852
BPA Trail Extension - City Center	-	-	150	-	50	-	-	200	200	200
<b>Total 2024</b>	<b>\$ 410</b>	<b>\$ 305</b>	<b>\$ 3,720</b>	<b>\$ 937</b>	<b>\$ 150</b>	<b>\$ 43,530</b>	<b>\$ 255</b>	<b>\$ 49,307</b>	<b>\$ 49,307</b>	<b>\$ 49,307</b>

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 2,467,712	\$ 3,274,196	\$ 3,555,000	\$ 13,327,417	\$ 13,327,417	\$ 8,699,000	\$ 3,842,000	\$ (4,628,417)	-34.7%
34X	Charges for Services	1,882,417	5,039,130	1,560,000	2,213,000	2,213,000	5,737,000	1,155,000	3,524,000	159.2%
36X	Miscellaneous	33,698	201,776	250,000	250,000	250,000	-	42,000,000	(250,000)	-100.0%
39X	Other Financing Sources	2,238,000	2,321,939	205,000	3,143,014	3,143,014	4,833,000	3,930,649	1,689,986	53.8%
	Total Revenues:	\$ 6,621,827	\$ 10,837,042	\$ 5,570,000	\$ 18,933,431	\$ 18,933,431	\$ 19,269,000	\$ 50,927,649	\$ 335,569	1.8%
Expenditure Summary:										
306	Transportation CIP	\$ 6,701,549	\$ 7,131,617	\$ 7,573,566	\$ 25,952,442	\$ 25,952,442	\$ 19,712,000	\$ 49,307,000	\$ (6,240,442)	-24.0%
0XX	Transfers Out	45,000	-	200,000	321,667	321,667	200,000	200,000	(121,667)	-37.8%
	Total Expenditures:	\$ 6,746,549	\$ 7,131,617	\$ 7,773,566	\$ 26,274,109	\$ 26,274,109	\$ 19,912,000	\$ 49,507,000	\$ (6,362,109)	-24.2%
	Rev Over/(Under) Exp	\$ (124,722)	\$ 3,705,425	\$ (2,203,566)	\$ (7,340,678)	\$ (7,340,678)	\$ (643,000)	\$ 1,420,649	\$ 6,697,678	-91.2%
	Beginning Fund Balance, 1/1	\$ 4,885,700	\$ 4,760,978	\$ 6,010,217	\$ 8,466,403	\$ 8,466,403	\$ 1,125,725	\$ 482,725	\$ (7,340,678)	-86.7%
	Ending Fund Balance, 12/31	\$ 4,760,978	\$ 8,466,403	\$ 3,806,651	\$ 1,125,725	\$ 1,125,725	\$ 482,725	\$ 1,903,373	\$ (643,000)	-57.1%

**306: CAPITAL PROJECT FUND – TRANSPORTATION SYSTEMS (CONTINUED)****EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 771,877	\$ 843,924	\$ 1,558,671	\$ 1,560,884	\$ 1,560,884	\$ 599,251	\$ 578,896	\$ (961,633)	-61.6%
2XX	Benefits	272,457	277,398	124,895	124,895	124,895	173,144	178,837	48,249	38.6%
3XX	Supplies	7,234	8,178	-	-	-	-	-	-	n/a
4XX	Services and Charges	2,226,697	2,657,914	600,000	1,009,750	1,009,750	-	-	(1,009,750)	-100.0%
5XX	Intergovernmental	188,068	90,191	-	-	-	-	-	-	n/a
6XX	Capital Outlay	3,217,011	3,235,616	5,290,000	23,256,913	23,256,913	18,939,605	48,549,267	(4,317,308)	-18.6%
8XX	Debt Service-Interest	18,204	18,397	-	-	-	-	-	-	n/a
0XX	Other Financing Use*	45,000	-	200,000	321,667	321,667	200,000	200,000	(121,667)	-37.8%
Total Expenditures:		\$ 6,746,549	\$ 7,131,617	\$ 7,773,566	\$ 26,274,109	\$ 26,274,109	\$ 19,912,000	\$ 49,507,000	\$ (6,362,109)	-24.2%

\*Other Financing Use is comprised of \$200,000 in 2023/2024 to Street Fund.

**307: CAPITAL PROJECTS RESERVE FUND****PURPOSE/DESCRIPTION:**

The Capital Projects Reserve Fund was established to adopt a formal Fund Balance Reserve Policy. The City will maintain a reserve for the future general capital needs of the general buildings or other capital projects. Finance Director may transfer excess revenue over expenditures in the General Fund to this fund for future use of the City.

The following tables present a sources and uses summary of the Capital Projects Reserve Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 1,926	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Total Revenues:	\$ 1,926	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
307	Transfer Out to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Total Expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Rev Over/(Under) Exp	\$ 1,926	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Beginning Fund Balance, 1/1		\$ 367,936	\$ 369,862	\$ 367,936	\$ 369,963	\$ 369,963	\$ 369,963	\$ 369,963	\$ -	0.0%
Ending Fund Balance, 12/31		\$ 369,862	\$ 369,963	\$ 367,936	\$ 369,963	\$ 369,963	\$ 369,963	\$ 369,963	\$ -	0.0%

**401: SURFACE WATER MANAGEMENT FUND****PURPOSE/DESCRIPTION:**

The Surface Water Management (SWM) Fund was established to administer and account for all receipts and disbursements related to the City's surface and storm water management system. All service charges are deposited into this Fund for the purpose of paying all or any part of the cost and expense of maintaining and operating surface and storm water management facilities. The SWM Fund is further responsible for the comprehensive management of the City's natural and manmade surface water systems. This involves protecting developed and undeveloped properties from flooding, runoff and water quality problems while continuing to accommodate new residential and commercial growth. The SWM Fund also promotes the preservation of natural drainage systems, protection of fishery resources, and wildlife environment. The SWM Fund is organized into three supporting divisions: Engineering, Water Quality and Maintenance Services.

The following is a summary of the fund's major sources of revenue and primary areas of service.

**PRIMARY REVENUE SOURCES**

- Surface Water Management fees
- Interest earnings

**PRIMARY EXPENDITURE SERVICES**

- Design, construction and inspection of public surface water capital improvement projects
- Establish and update City surface water management codes and regulations
- Water Quality
- Maintenance program for current system

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 32,492	\$ 15,894	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%
34X	Charges for Services	4,452,601	6,346,000	4,927,775	5,015,912	6,511,280	6,176,871	6,178,298	1,160,959	23.1%
36X	Miscellaneous	30,906	34,361	3,000	3,000	-	-	-	(3,000)	-100.0%
	Total Revenues:	\$ 4,515,999	\$ 6,396,255	\$ 4,930,775	\$ 5,068,912	\$ 6,511,280	\$ 6,226,871	\$ 6,228,298	\$ 1,157,959	22.8%
Expenditure Summary:										
401	Surface Water Management	\$ 3,873,631	\$ 4,137,902	\$ 4,556,029	\$ 4,641,029	\$ 4,641,029	\$ 5,056,296	\$ 5,098,070	\$ 415,267	8.9%
597	Trsfr Out - CIP Fund	533,487	2,600,069	1,560,000	1,750,000	1,750,000	1,394,312	3,006,230	(355,688)	-20.3%
	Total Expenditures:	\$ 4,407,118	\$ 6,737,971	\$ 6,116,029	\$ 6,391,029	\$ 6,391,029	\$ 6,450,608	\$ 8,104,300	\$ 59,579	0.9%
	Rev Over/(Under) Exp	\$ 108,881	\$ (341,716)	\$ (1,185,254)	\$ (1,322,117)	\$ 120,251	\$ (223,737)	\$ (1,876,002)	\$ 1,098,380	-83.1%
Beginning Fund Balance, 1/1		\$ 3,009,977	\$ 3,118,858	\$ 3,031,274	\$ 2,777,142	\$ 2,777,142	\$ 2,897,393	\$ 2,673,656	\$ 120,251	4.3%
Ending Fund Balance, 12/31		\$ 3,118,858	\$ 2,777,142	\$ 1,846,020	\$ 1,455,025	\$ 2,897,393	\$ 2,673,656	\$ 797,654	\$ 1,218,631	83.8%

**401: SURFACE WATER MANAGEMENT FUND (CONTINUED)****EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,492,808	\$ 1,628,515	\$ 2,088,664	\$ 2,088,664	\$ 2,088,664	\$ 2,246,627	\$ 2,322,409	\$ 157,964	7.6%
2XX	Benefits	552,113	570,847	646,157	646,157	646,157	779,541	806,872	133,384	20.6%
3XX	Supplies	101,389	183,315	135,195	141,195	141,195	179,595	179,595	38,400	27.2%
4XX	Services and Charges	597,933	471,771	695,988	774,988	774,988	781,588	781,588	6,600	0.9%
5XX	Intergovernmental	312,638	353,851	286,650	286,650	286,650	276,650	276,650	(10,000)	-3.5%
8XX	Debt Service-Interest	-	-	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	816,751	919,101	701,453	701,453	701,453	701,453	701,453	-	0.0%
0XX	Other Financing Use	533,487	2,600,069	1,560,000	1,750,000	1,750,000	1,394,312	3,006,230	(355,688)	-20.3%
Total Expenditures:		\$ 4,407,118	\$ 6,737,971	\$ 6,116,029	\$ 6,391,029	\$ 6,391,029	\$ 6,450,608	\$ 8,104,300	\$ 59,579	0.9%

## 402: DUMAS BAY CENTRE FUND

## PURPOSE/DESCRIPTION:

The Dumas Bay Centre Fund is an Enterprise Fund, restricted to specifically account for the revenues and expenses related to the acquisition, capital improvements, maintenance and operations of the City-owned Dumas Bay Centre Facility and Knutzen Family Theatre. The funds' purpose is to recover the costs (expenses, including depreciation) of providing services to the general public on a continuing basis, primarily through user charges. The fund is accounted for in two distinct parts; the facilities, hotel, conference rooms and the kitchen as one part and the Knutzen Family Theatre as the second part.

The *Dumas Bay Centre* was purchased by the City during the summer of 1993 and upgrades and construction was completed in 1998. Facilities include approximately 12 acres of landscaped waterfront property, 78 bedrooms, a full-service kitchen and small to large meeting rooms and classrooms. Facility services include conference and retreat services, community rentals for events such as weddings and/or wedding receptions, performing arts activities, visual art gallery displays, special events, community education and recreation classes, and food services.

The *Knutzen Family Theatre* provides the community of Federal Way with a quality facility that presents accessible and affordable arts and cultural experiences in a unique and beautiful setting. The Knutzen Family Theatre offers a 234-seat performing arts facility, performance space for local artists and art organizations, production assistance for local arts organizations, performance and cultural arts events, cultural arts classes, technical theater classes, business and special events rentals.

The City shall maintain a minimum of \$1,500,000 in a reserve set aside for equipment replacement, major building upgrades, and roof replacement of the Center. The following tables present sources and uses summary and expenditure by object summary of the Dumas Bay Centre Fund.

## SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 2,900	\$ 739	\$ 254	\$ 254	\$ 4,000	\$ -	\$ -	\$ (254)	-100.0%
36X	Miscellaneous	125,274	227,068	834,897	834,897	464,000	527,698	527,698	(307,199)	-36.8%
39X	Other Financing Sources	373,453	404,676	95,060	164,959	164,959	628,148	264,998	463,189	280.8%
	Total Revenues:	\$ 501,627	\$ 632,483	\$ 930,211	\$ 1,000,110	\$ 632,959	\$ 1,155,846	\$ 792,696	\$ 155,736	15.6%
Expenditure Summary:										
101/102	Dumas Bay Centre	\$ 591,520	\$ 623,383	\$ 922,610	\$ 992,510	\$ 992,510	\$ 756,497	\$ 766,184	\$ (236,014)	-23.8%
352	Knutzen Family Theatre	11,162	9,100	7,600	7,600	7,600	7,600	7,600	-	0.0%
	Total Expenditures:	\$ 602,682	\$ 632,483	\$ 930,210	\$ 1,000,110	\$ 1,000,110	\$ 764,097	\$ 773,784	\$ (236,014)	-23.6%
	Rev Over/(Under) Exp	\$ (101,055)	\$ 0	\$ 1	\$ (0)	\$ (367,151)	\$ 391,749	\$ 18,912	\$ 391,750	-122421750.0%
Beginning Fund Balance, 1/1		\$ 1,601,055	\$ 1,500,000	\$ 1,500,000	\$ 1,500,001	\$ 1,500,001	\$ 1,132,849	\$ 1,524,599	\$ (367,151)	-24.5%
Ending Fund Balance, 12/31		\$ 1,500,000	\$ 1,500,001	\$ 1,500,000	\$ 1,500,000	\$ 1,132,849	\$ 1,524,599	\$ 1,543,510	\$ 24,598	1.6%

**402: DUMAS BAY CENTRE FUND (CONTINUED)****EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 270,027	\$ 262,724	\$ 375,714	\$ 375,714	\$ 375,714	\$ 305,994	\$ 313,014	\$ (69,720)	-18.6%
2XX	Benefits	94,545	87,285	85,714	85,714	85,714	59,221	61,888	(26,494)	-30.9%
3XX	Supplies	50,982	88,070	197,036	197,036	197,036	197,036	197,036	-	0.0%
4XX	Services and Charges	153,005	146,603	228,359	298,259	298,259	158,459	158,459	(139,800)	-46.9%
5XX	Intergovernmental	1,119	10,502	4,200	4,200	4,200	4,200	4,200	-	0.0%
9XX	Internal Services/Other	33,005	37,299	39,187	39,187	39,187	39,187	39,187	-	0.0%
Total Expenditures:		\$ 602,682	\$ 632,483	\$ 930,210	\$ 1,000,110	\$ 1,000,110	\$ 764,097	\$ 773,784	\$ (236,014)	-23.6%

**OTHER FINANCING SOURCES**

Item	2023 Proposed	2024 Proposed
<b>Other Financing Sources</b>		
Transfer in from UTAX fund	628,148	264,998
<b>Total Other Financing Sources</b>	<b>628,148</b>	<b>264,998</b>

**501: RISK MANAGEMENT FUND****PURPOSE/DESCRIPTION:**

The Risk Management Fund was established to account for the financial administration of the City's comprehensive risk management/self-insurance program. This Fund assures that the revenues and assets of the City are protected through an established risk control and risk finance program including risk management goals and objectives, a formalized risk assessment process and methodology for reviewing and monitoring of the effectiveness of the risk management program.

Risk management functions include property, casualty and general liability, and similar functions. Risk management also provides departments with information and assistance about recommended insurance requirements for various City contracts. Through the safety program, information is provided on how to reduce the risk of injury to employees, the general public and to City owned and leased property. This Fund is funded primarily through user charges allocated to the operating funds based upon the number of budgeted staff, department claims and auto and property premiums.

The City maintains a fund balance reserve minimum of one year's expenditures from prior year or \$0.6 million.

The following tables present sources and uses summary and expenditure by object summary of the Risk Management Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 1,103,040	\$ 1,683,787	\$ 1,103,040	\$ 1,328,697	\$ 1,328,697	\$ 2,215,513	\$ 2,028,627	\$ 886,816	66.7%
36X	Miscellaneous	26,314	83,076	5,000	5,000	-	2,000	2,000	(3,000)	-60.0%
37X	Proprietary Fund Revenues	93,694	92,480	88,000	88,000	154,506	90,250	90,250	2,250	2.6%
39X	Other Financing Sources	823,253	-	-	118,412	118,412	-	-	-	0.0%
	Total Revenues:	\$ 2,046,302	\$ 1,859,343	\$ 1,196,040	\$ 1,540,109	\$ 1,601,615	\$ 2,307,763	\$ 2,120,877	\$ 886,066	57.5%
Expenditure Summary:										
4XX	Insurance Premiums	\$ 846,538	\$ 985,074	\$ 940,794	\$ 1,166,451	\$ 1,166,451	\$ 1,759,835	\$ 1,781,203	\$ 593,384	50.9%
4XX	Claims	1,306,940	762,248	493,231	493,231	493,231	843,000	493,000	349,769	70.9%
4XX	Services and Charges	45,352	41,002	52,250	54,697	54,697	54,928	54,928	231	0.4%
0XX	Other Financing Use	150,000	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 2,348,831	\$ 1,788,325	\$ 1,486,275	\$ 1,714,379	\$ 1,714,379	\$ 2,657,763	\$ 2,329,131	\$ 943,384	55.0%
	Rev Over/(Under) Exp	\$ (302,529)	\$ 71,019	\$ (290,235)	\$ (174,270)	\$ (112,764)	\$ (350,000)	\$ (208,254)	\$ (175,730)	100.8%
Beginning Fund Balance, 1/1		\$ 1,502,529	\$ 1,200,000	\$ 920,528	\$ 1,271,019	\$ 1,271,019	\$ 1,158,255	\$ 808,255	\$ (112,764)	-8.9%
Ending Fund Balance, 12/31		\$ 1,200,000	\$ 1,271,019	\$ 630,293	\$ 1,096,749	\$ 1,158,255	\$ 808,255	\$ 600,001	\$ (288,494)	-26.3%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ 2,198,831	\$ 1,788,325	\$ 1,486,275	\$ 1,714,379	\$ 1,714,379	\$ 2,657,763	\$ 2,329,131	\$ 943,384	55.0%
0XX	Other Financing Use	150,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,348,831	\$ 1,788,325	\$ 1,486,275	\$ 1,714,379	\$ 1,714,379	\$ 2,657,763	\$ 2,329,131	\$ 943,384	55.0%

## 502: INFORMATION TECHNOLOGY FUND

### PURPOSE/DESCRIPTION:

The Information Technology Fund accounts for all costs and services (study, design, purchase, implement, training, support, upgrade and replacement) associated with the City's information technology. This fund also supports systems and provides services for: the City's Geographical Information Systems (GIS) needs (data collection and maintenance, map productions, data analysis, and development of user friendly GIS applications); services such as Internet, Intranet.; City's electronic Document Management Imaging and Archiving Systems (DMS) implementation and coordination; City's TV broadcast channel programming, systems maintenance and broadcasting (FWTV 21); and cable franchise agreements monitoring and cable customer needs.

Information Technology costs are allocated to departments and/or programs based on usage.

The City maintains adequate reserves for replacement for capital and is funded through department charges and other revenues sufficient to replace both hardware and software at the end of their useful life.

The following tables present sources and uses summary and expenditure by object summary of the Information Technology Fund.

### SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 2,478,070	\$ 2,776,969	\$ 2,691,687	\$ 3,040,045	\$ 3,040,045	\$ 3,218,845	\$ 3,263,845	\$ 178,800	5.9%
36X	Miscellaneous	16,874	909	29,000	29,000	-	25,000	25,000	(4,000)	-13.8%
39X	Other Financing Sources	-	455	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 2,494,944	\$ 2,778,333	\$ 2,720,687	\$ 3,069,045	\$ 3,040,045	\$ 3,243,845	\$ 3,288,845	\$ 174,800	5.7%
Expenditure Summary:										
512-XX	Court	\$ 94,582	\$ 121,637	\$ 94,111	\$ 245,411	\$ 245,411	\$ 57,315	\$ 58,461	\$ (188,096)	-76.6%
518-88	Data Processing	713,722	696,239	1,170,142	1,566,242	1,566,242	1,122,419	1,144,584	(443,822)	-28.3%
518-95	Government Access Channel	94,347	135,294	127,571	127,571	127,571	100,136	100,581	(27,435)	-21.5%
521-XX	Police and Safecity	909,971	898,019	812,465	1,099,465	1,099,465	1,799,354	1,512,399	699,889	63.7%
518-91	Telecommunications	169,303	184,327	202,461	202,461	202,461	217,690	221,128	15,229	7.5%
518-93	WiFi	6,107	7,363	8,700	8,700	8,700	8,700	8,700	-	0.0%
518-94	Geographic Information Systems	368,491	355,942	292,158	292,158	292,158	340,614	347,688	48,457	16.6%
	Total Expenditures:	\$ 2,356,522	\$ 2,398,821	\$ 2,707,608	\$ 3,542,008	\$ 3,542,008	\$ 3,646,229	\$ 3,393,541	\$ 104,221	2.9%
	Rev Over/(Under) Exp	\$ 138,422	\$ 379,513	\$ 13,079	\$ (472,963)	\$ (501,963)	\$ (402,384)	\$ (104,696)	\$ 70,579	-14.9%
Beginning Fund Balance, 1/1		\$ 3,718,972	\$ 3,857,394	\$ 3,694,008	\$ 4,236,907	\$ 4,236,907	\$ 3,734,945	\$ 3,332,561	\$ (501,963)	-11.8%
Ending Fund Balance, 12/31		\$ 3,857,394	\$ 4,236,907	\$ 3,707,088	\$ 3,763,945	\$ 3,734,945	\$ 3,332,561	\$ 3,227,865	\$ (431,384)	-11.5%

### EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 721,776	\$ 813,294	\$ 813,886	\$ 883,886	\$ 883,886	\$ 1,016,399	\$ 1,049,234	\$ 132,513	15.0%
2XX	Benefits	257,292	280,920	282,565	282,565	282,565	378,442	390,919	95,877	33.9%
3XX	Supplies	21,096	45,750	44,406	44,406	44,406	44,406	44,406	-	0.0%
4XX	Services and Charges	873,577	950,131	1,107,904	1,282,204	1,282,204	1,400,704	1,445,704	118,500	9.2%
5XX	Intergovernmental	149,749	165,794	156,778	156,778	156,778	156,778	156,778	-	0.0%
6XX	Capital Outlay	333,033	142,931	302,069	892,169	892,169	649,500	306,500	(242,669)	-27.2%
Total Expenditures:		\$ 2,356,522	\$ 2,398,821	\$ 2,707,608	\$ 3,542,008	\$ 3,542,008	\$ 3,646,229	\$ 3,393,541	\$ 104,221	2.9%

**502: INFORMATION TECHNOLOGY FUND (CONTINUED)**

Below is a listing of all information technology equipment proposed to be purchased in all funds within the city (Includes other funds purchasing technology equipment).

<i>Information Systems:</i>			<b>2023</b>	<b>2024</b>
502	City-Wide	Cisco Core Network Upgrade	175,000	-
502	City-Wide	City Physical Access Control Upgrade (DNA Readers / Controllers)	75,000	25,000
502	City-Wide	Core Server Cluster Replacement	72,500	72,500
502	City-Wide	Police MDC/Laptop Replacement (14/13)	70,000	65,000
502	City-Wide	Desktop/Laptop Replacement	60,000	60,000
502	City-Wide	City Website Refresh	57,138	-
502	City-Wide	PAEC CCTV System	-	42,000
502	City-Wide	Phone System - UCS Server Replacement	40,000	-
502	City-Wide	FWCC CCTV System	30,382	-
502	City-Wide	City Website Refresh	17,862	10,000
502	City-Wide	NVR Server (FWCC & PAEC)	16,429	32,000
502	City-Wide	NVR Server (FWCC & PAEC)	15,571	-
502	City-Wide	IT INET Network Router	7,963	-
502	City-Wide	FWCC CCTV System	7,618	-
502	City-Wide	IT INET Network Router	4,037	-
101	PW	Software for traffic division	7,749	4,400
115	PAEC	Camera updgades, security system, computers	10,000	10,000
<b><i>Total Information Systems Equipment</i></b>			<b>\$ 667,249</b>	<b>\$ 320,900</b>

## 503: MAIL AND DUPLICATION SERVICES FUND

### PURPOSE/DESCRIPTION:

The Mail and Duplication Fund accounts for duplication and postage for all City departments. All costs associated with providing these services, including the accumulation of replacement reserves, are costs of this Fund. Mail and duplication user charges are allocated to the operating funds based on copier and postage usage.

The City maintains an adequate reserve fund balance to guard against unexpected copy and mailing equipment replacements.

The following tables present sources and uses summary and expenditure by object summary of the Mail and Duplication Services Fund.

### SOURCES AND USES:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 121,211	\$ 126,877	\$ 135,947	\$ 135,947	\$ 135,947	\$ 135,947	\$ 135,947	\$ -	0.0%
36X	Miscellaneous	1,029	70	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 122,240	\$ 126,947	\$ 135,947	\$ 135,947	\$ 135,947	\$ 135,947	\$ 135,947	\$ -	0.0%
Expenditure Summary:										
503	Mail and Duplications	\$ 66,332	\$ 95,245	\$ 185,007	\$ 185,007	\$ 185,007	\$ 154,901	\$ 161,901	\$ (30,106)	-16.3%
	Total Expenditures:	\$ 66,332	\$ 95,245	\$ 185,007	\$ 185,007	\$ 185,007	\$ 154,901	\$ 161,901	\$ (30,106)	-16.3%
	Rev Over/(Under) Exp	\$ 55,908	\$ 31,702	\$ (49,060)	\$ (49,060)	\$ (49,060)	\$ (18,954)	\$ (25,954)	\$ 30,106	-61.4%
Beginning Fund Balance, 1/1		\$ 217,369	\$ 273,277	\$ 214,219	\$ 304,979	\$ 304,979	\$ 255,919	\$ 236,965	\$ (49,060)	-16.1%
Ending Fund Balance, 12/31		\$ 273,277	\$ 304,979	\$ 165,159	\$ 255,919	\$ 255,919	\$ 236,965	\$ 211,011	\$ (18,954)	-7.4%

### EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
3XX	Supplies	\$ 12,095	\$ 14,233	\$ 21,650	\$ 21,650	\$ 21,650	\$ 21,650	\$ 21,650	\$ -	0.0%
4XX	Services and Charges	54,237	65,739	89,851	89,851	89,851	89,851	89,851	-	0.0%
6XX	Capital Outlay	-	15,272	73,506	73,506	73,506	43,400	50,400	(30,106)	-41.0%
Total Expenditures:		\$ 66,332	\$ 95,245	\$ 185,007	\$ 185,007	\$ 185,007	\$ 154,901	\$ 161,901	\$ (30,106)	-16.3%

<i>Mail &amp; Distribution:</i>			2023	2024
503	City-Wide	Replace copiers	43,400	50,400
	<b>Total Mail &amp; Distribution Equipment</b>		<b>\$ 43,400</b>	<b>\$ 50,400</b>

**504: FLEET AND EQUIPMENT FUND****PURPOSE/DESCRIPTION:**

The Fleet and Equipment Fund accounts for all costs associated with operating, maintaining and replacing the City's vehicles and other motorized equipment.

The City schedules and budgets replacement of vehicles and other equipment at their scheduled replacement time.

The following tables present sources and uses summary and expenditure by object summary of the Fleet and Equipment Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 2,189,415	\$ 2,726,780	\$ 2,220,329	\$ 3,922,329	\$ 3,922,329	\$ 2,425,039	\$ 2,399,475	\$ (1,497,290)	-38.2%
36X	Miscellaneous	33,745	1,938	80,315	80,315	-	-	-	(80,315)	-100.0%
37X	Debt Services	-	102,695	-	-	-	-	-	-	n/a
39X	Other Financing Sources	209,032	607,117	-	90,000	53,000	-	-	(90,000)	-100.0%
	Total Revenues:	\$ 2,432,193	\$ 3,438,530	\$ 2,300,644	\$ 4,092,644	\$ 3,975,329	\$ 2,425,039	\$ 2,399,475	\$ (1,667,605)	-40.7%
Expenditure Summary:										
548	City Hall	\$ 1,350,832	\$ 1,685,866	\$ 562,732	\$ 652,732	\$ 652,732	\$ 1,429,898	\$ 990,565	\$ 777,166	119.1%
521	Police	1,317,763	1,767,145	1,357,169	3,258,669	3,258,669	1,906,169	721,169	(1,352,500)	-41.5%
	Total Expenditures:	\$ 2,668,595	\$ 3,453,012	\$ 1,919,901	\$ 3,911,401	\$ 3,911,401	\$ 3,336,067	\$ 1,711,734	\$ (575,334)	-14.7%
	Rev Over/(Under) Exp	\$ (236,402)	\$ (14,482)	\$ 380,743	\$ 181,243	\$ 63,928	\$ (911,028)	\$ 687,741	\$ (1,092,271)	-602.7%
	Beginning Fund Balance, 1/1	\$ 7,808,824	\$ 7,572,421	\$ 7,232,067	\$ 7,557,939	\$ 7,557,939	\$ 7,621,866	\$ 6,710,838	\$ 63,928	0.8%
	Ending Fund Balance, 12/31	\$ 7,572,421	\$ 7,557,939	\$ 7,612,809	\$ 7,739,181	\$ 7,621,866	\$ 6,710,838	\$ 7,398,580	\$ (1,028,343)	-13.3%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 60,706	\$ 68,276	\$ 65,172	\$ 65,172	\$ 65,172	\$ 250,902	\$ 262,194	\$ 185,730	285.0%
2XX	Benefits	30,329	24,770	24,765	24,765	24,765	30,200	31,558	5,434	21.9%
3XX	Supplies	409,674	679,971	524,597	524,597	524,597	524,597	524,597	-	0.0%
4XX	Services and Charges	529,521	576,610	342,302	342,302	342,302	342,302	342,302	-	0.0%
5XX	Intergovernmental	-	17	350	350	350	350	350	-	0.0%
6XX	Capital Outlay	1,638,365	2,103,368	962,715	2,954,215	2,954,215	2,187,716	550,733	(766,499)	-25.9%
Total Expenditures:		\$ 2,668,595	\$ 3,453,012	\$ 1,919,901	\$ 3,911,401	\$ 3,911,401	\$ 3,336,067	\$ 1,711,734	\$ (575,334)	-14.7%

**504: FLEET AND EQUIPMENT FUND (CONTINUED)**

Below is a listing of all fleet and equipment proposed to be purchased in all funds within the city (Includes other funds purchasing fleet equipment).

<b><i>Fleet &amp; Equipment:</i></b>			<b>2023</b>	<b>2024</b>
504	PK	Ford F550 for power washer	\$ -	\$ 71,386
504	PK	Ford F450	63,440	-
504	PK	2004 Ford F150	-	39,478
504	PK	2004 F150	37,960	-
504	PK	Skid mount power washer	-	18,928
504	PK	Carryall #472	13,520	-
504	PK	Blower for tractors	7,072	-
504	PK	Toro wide area mower	106,080	-
504	PW	2008 Peterbuilt Dump Truck	457,132	-
504	PW	Asphalt planer	33,280	-
504	PW	NTS program revision equipment	80,000	-
306	PW	Sound Transit Inspector vehicle	83,200	-
306/401	PW/SWM	Construciton Inspector vehicle	80,000	-
504	SWM	Saw water tank	4,680	-
504	SWM	Generator	2,600	-
504	SWM	Saw trailer	22,360	-
504	SWM	Walk behind saw	24,592	-
401	SWM	Brick trailer	-	27,581
401	SWM	Skid loader	88,920	-
504	SWM	Cargo trailer, water quality sensor, SWM Generator, inspection equipment, & haloptic system	-	270,941
504	PD	5 unmarked, 11 marked patrol vehicles, 2 motorcycles	1,260,000	-
504	PD	2 marked patrol vehicles	-	150,000
504	PD	Major crime investigations equipment	75,000	-
<b><i>Total Fleet &amp; Equipment</i></b>			<b>\$ 2,439,836</b>	<b>\$ 578,314</b>

**505: BUILDING AND FURNISHINGS FUND****PURPOSE/DESCRIPTION:**

The Building and Furnishings Fund accounts for all costs associated with the maintenance and operation of City Hall, Evidence Building, and Steel Lake Maintenance Facility. Maintenance/operation costs and replacement reserves are charged to this fund which is funded primarily through user fees allocated to the operating funds based upon the square footage of departments using the facility.

The City maintains a fund balance reserve minimum of \$2 million for unexpected replacement of equipment and major upgrades to the city buildings other than Community Center and Dumas Bay Center.

The following tables present sources and uses summary and expenditure by object summary of the Building and Furnishings Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 489,696	\$ 489,696	\$ 489,696	\$ 489,696	\$ 489,696	\$ 728,099	\$ 603,099	\$ 238,403	48.7%
36X	Miscellaneous	21,015	9,394	659	659	-	-	-	(659)	-100.0%
39X	Other Financing Sources	23,900	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 534,611	\$ 499,090	\$ 490,355	\$ 490,355	\$ 489,696	\$ 728,099	\$ 603,099	\$ 237,744	48.5%
Expenditure Summary:										
518-3X	City Hall	\$ 351,763	\$ 373,780	\$ 465,505	\$ 465,505	\$ 465,505	\$ 538,480	\$ 413,480	\$ 72,976	15.7%
576-80	Shop	198,008	242,878	122,837	122,837	122,837	241,804	241,804	118,967	96.8%
576-81	Annex	5,544	6,890	5,785	5,785	5,785	9,487	9,487	3,702	64.0%
597-80	Transfer Out	-	562,414	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 555,315	\$ 1,185,961	\$ 594,127	\$ 594,127	\$ 594,127	\$ 789,772	\$ 664,772	\$ 195,645	32.9%
	Rev Over/(Under) Exp	\$ (20,704)	\$ (686,871)	\$ (103,772)	\$ (103,772)	\$ (104,431)	\$ (61,673)	\$ (61,673)	\$ 42,099	-40.6%
Beginning Fund Balance, 1/1		\$ 2,973,258	\$ 2,952,554	\$ 2,103,772	\$ 2,265,683	\$ 2,265,683	\$ 2,161,252	\$ 2,099,579	\$ (104,431)	-4.6%
Ending Fund Balance, 12/31		\$ 2,952,554	\$ 2,265,683	\$ 2,000,000	\$ 2,161,911	\$ 2,161,252	\$ 2,099,579	\$ 2,037,906	\$ (62,332)	-2.9%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 116,628	\$ 126,399	\$ 166,008	\$ 166,008	\$ 166,008	\$ 217,200	\$ 217,200	\$ 51,192	30.8%
2XX	Benefits	57,260	58,572	63,083	63,083	63,083	82,536	82,536	19,453	30.8%
3XX	Supplies	49,122	39,587	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	332,306	398,988	336,227	336,227	336,227	461,227	336,227	125,000	37.2%
0XX	Other Financing Use	-	562,414	-	-	-	-	-	-	100.0%
Total Expenditures:		\$ 555,315	\$ 1,185,961	\$ 594,127	\$ 594,127	\$ 594,127	\$ 789,772	\$ 664,772	\$ 195,645	32.9%

**506: HEALTH INSURANCE FUND****PURPOSE/DESCRIPTION:**

The Health Insurance Fund accounts for all costs associated with the self-insured medical and prescription plan for the City employees and COBRA participants.

The City maintains a reserve fund balance minimum of 16 weeks' budgeted expenses.

The following tables present sources and uses summary and expenditure by object summary of the Health Insurance Fund.

**SOURCES AND USES:**

Code	Item	2020	2021	2022			2023	2024	23 Proposed - 22 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 4,638,457	\$ 4,861,708	\$ 4,556,000	\$ 4,556,000	\$ 5,066,000	\$ 4,556,000	\$ 4,556,000	\$ -	0.0%
36X	Miscellaneous	14,856	901	10,800	10,800	-	-	-	(10,800)	-100.0%
37X	Proprietary Fund Revenues	714,375	106,090	400,000	400,000	-	400,000	400,000	-	0.0%
	Total Operating Revenues:	\$ 5,367,687	\$ 4,968,698	\$ 4,966,800	\$ 4,966,800	\$ 5,066,000	\$ 4,956,000	\$ 4,956,000	\$ (10,800)	-0.2%
Expenditure Summary:										
550	Self Health Insurance	\$ 5,835,347	\$ 4,388,027	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ -	0.0%
	Total Operating Expenditures:	\$ 5,835,347	\$ 4,388,027	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ -	0.0%
	Oper Rev Over/(Under) Exp	\$ (467,659)	\$ 580,672	\$ (289,926)	\$ (289,926)	\$ (190,726)	\$ (300,726)	\$ (300,726)	\$ (10,800)	3.7%
Beginning Fund Balance, 1/1		\$ 3,657,598	\$ 3,189,939	\$ 3,077,746	\$ 3,770,611	\$ 3,770,611	\$ 3,579,885	\$ 3,279,159	\$ (190,726)	-5.1%
Ending Fund Balance, 12/31		\$ 3,189,939	\$ 3,770,611	\$ 2,787,820	\$ 3,480,685	\$ 3,579,885	\$ 3,279,159	\$ 2,978,433	\$ (201,526)	-5.8%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
3XX	Supplies	\$ 4,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4XX	Services and Charges	5,829,469	4,386,203	5,226,726	5,226,726	5,226,726	5,226,726	5,226,726	-	0.0%
5XX	Intergovernmental	1,703	1,824	30,000	30,000	30,000	30,000	30,000	-	0.0%
Total Expenditures:		\$ 5,835,347	\$ 4,388,027	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ 5,256,726	\$ -	0.0%

**507: UNEMPLOYMENT INSURANCE FUND****PURPOSE/DESCRIPTION:**

The Unemployment Insurance Fund accounts for all costs associated with the self-insured unemployment plan for the City employees.

The City maintains a minimum fund balance reserve of \$250,000 or annual unemployment expenses.

The following tables present sources and uses summary and expenditure by object summary of the Unemployment Insurance Fund.

**SOURCES AND USES:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 1,165	\$ 76	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ (6,000)	-100.0%
39X	Other Financing Sources	80,000	100,000	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 81,165	\$ 100,076	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ (6,000)	-100.0%
Expenditure Summary:										
507	Unemployment Insurance	\$ 79,469	\$ 59,626	\$ 10,000	\$ 10,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 60,000	600.0%
	Total Expenditures:	\$ 79,469	\$ 59,626	\$ 10,000	\$ 10,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 60,000	600.0%
	Rev Over/(Under) Exp	\$ 1,696	\$ 40,449	\$ (4,000)	\$ (4,000)	\$ (70,000)	\$ (70,000)	\$ (70,000)	\$ (66,000)	1650.0%
Beginning Fund Balance, 1/1		\$ 273,701	\$ 275,397	\$ 254,000	\$ 315,846	\$ 315,846	\$ 245,846	\$ 175,846	\$ (70,000)	-22.2%
Ending Fund Balance, 12/31		\$ 275,397	\$ 315,846	\$ 250,000	\$ 311,846	\$ 245,846	\$ 175,846	\$ 105,846	\$ (136,000)	-43.6%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2020 Actual	2021 Actual	2022			2023 Proposed	2024 Proposed	23 Proposed - 22 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ 79,469	\$ 59,626	\$ 10,000	\$ 10,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 60,000	600.0%
Total Expenditures:		\$ 79,469	\$ 59,626	\$ 10,000	\$ 10,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 60,000	600.0%

# DEBT



## LONG-TERM DEBT

**Legal Debt Limit.** Under RCW 39.36.020(2), the public may vote to approve bond issues for general government in an amount not to exceed 2.5% of the value of all taxable property within the City. Within the 2.5% limit, the City Council may approve bond issues not to exceed 1.5% of the City's assessed valuation. This can be used for any municipal purpose. The voter-approved capacity is generally referred to as unlimited tax general obligation debt, which requires 60% voter approval and the election must have a voter turnout of at least 40% of those who voted in the last State general election. With this vote, the voters approve additional property tax levied above and beyond the constitutional and statutory caps on property tax.

In addition to general purpose debt capacity, RCW 39.36.030(4) also allows voters to approve park facilities and utility bond issues, each limited to 2.5% of the City's assessed valuation. Therefore, the City can issue up to a total of 7.5% of the City's assessed valuation in bonds for \$1.04 billion. In the table below debt capacity is reflected for the City of Federal Way at December 31, 2021.

COMPUTATION OF LIMITATION OF INDEBTEDNESS						
December 31, 2021						
DESCRIPTION	General Debt Capacity		Excess Levy Open Space and Park	Excess Levy Utility Purposes	Total Debt Capacity	
	(Limited) Councilmanic	(Unlimited) Excess Levy				
<b>Statutory debt limit:</b> <b>(2021 TAV=\$14,210,298,330 (A))</b>						
1.50% AV @ 100%	\$ 213,154,475	\$ (213,154,475)	\$ -	\$ -	\$ -	
2.50% AV @ 100%	-	355,257,458	355,257,458	355,257,458	1,065,772,375	
<b>Add:</b> Cash reserved for						
debt redemption (B)	3,192,943	-	-	-	3,192,943	
<b>Less:</b> Bonds and COPs outstanding	(29,686,656)	-	-	-	(29,686,656)	
<b>Remaining Debt Capacity</b>	<b>\$ 186,660,762</b>	<b>\$ 142,102,983</b>	<b>\$ 355,257,458</b>	<b>\$ 355,257,458</b>	<b>\$ 1,039,278,661</b>	

**Existing Debt Funding.** In the table below is the City's general obligation debts outstanding at December 31, 2021. Real Estate Excise Tax and Utility Tax are the two primary sources to meet the City's general obligation debt services.

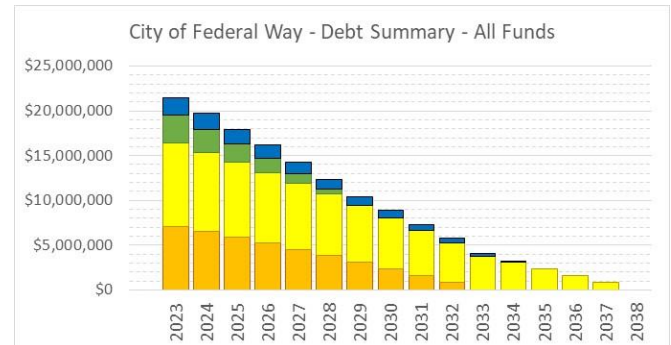
The City has the ability to service its debt, and the City does not issue new debt until an additional source of revenue is identified.

SUMMARY OF OUTSTANDING LOANS/BONDS									
Description	Purpose	Date of Issue	Final Maturity	Interest Rates (%)	Amount Issued	Bond Rating @ issuance	12/31/21 Balance	Principal Payment	
								2023	2024
G.O. Bonds Refund	Community Center 2013	12/01/13	12/1/2033	2.67	12,415,000	Aa3	8,300,000	600,000	620,000
G.O. Bonds	SCORE	12/11/19	12/1/2038	2.75-5.00	10,945,000	Aa2	10,175,000	430,000	450,000
G.O. Bonds	PAEC	12/11/19	12/1/2029	1.95-2.65	4,840,000	Aa2	3,960,000	465,000	475,000
HUD Loan	Section 108 HUD Loan	03/28/19	8/1/2035	2.54-3.49	2,712,000	na	2,235,000	159,000	159,000
					<b>\$ 30,912,000</b>		<b>\$ 24,670,000</b>	<b>\$ 1,654,000</b>	<b>\$ 1,704,000</b>

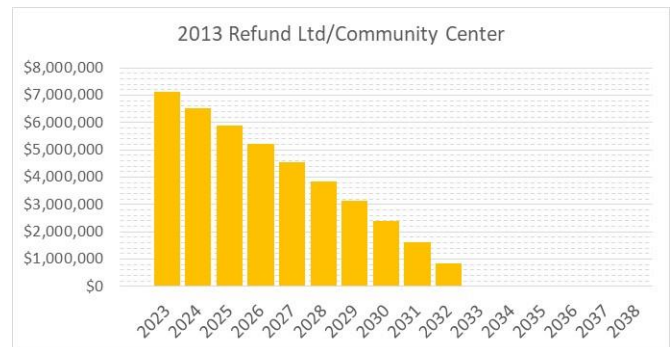
## LONG-TERM DEBT

The various components of the city's long-term debt liabilities reflected on the City's financial statements are as follows.

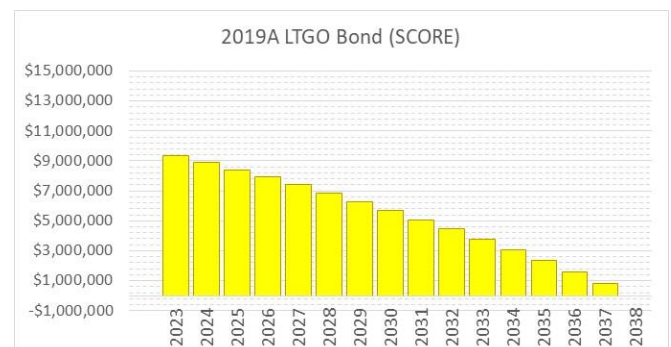
**General obligation bonds** are backed by the City's full faith and credit. Proceeds are typically used for the acquisition or construction of major capital facilities or equipment. "Councilmanic Bonds" are general obligation bonds issued by City Council without voter approval. For the two years contemplated in the 2023-24 budget, the City has no voter-approved bonds outstanding or contemplated. All principal and interest payments on general obligation debts are budgeted in the City's Debt Service Fund.



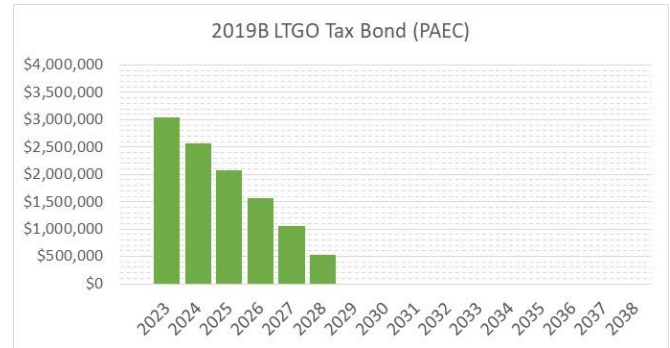
**Construction of Federal Way Community Center.** In 2013, the City issued \$12,415,000 of general obligation refunding bonds with an average interest rate of 2.67 percent to provide resources to refinance 2003 GO Federal Way Community Center debt. The remaining balance at December 31, 2022 is \$7,725,000 and will be repaid through 2033.



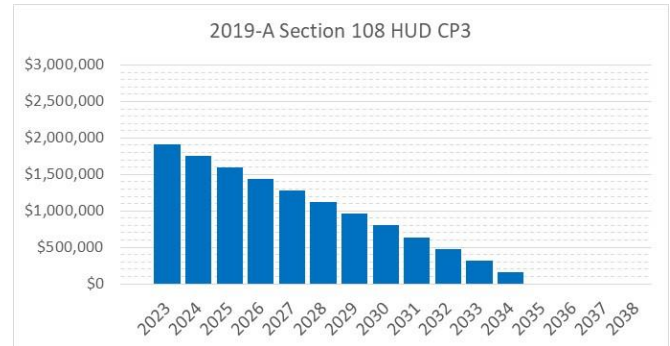
**SCORE Jail Services contract.** The City, in conjunction with the Valley Communications joint venture comprised of several other South King County cities (Auburn, Burien, Renton, SeaTac, Tukwila), built a shared incarceration facility. The total bond in 2009 was \$86.3 million and the City of Federal Way's portion at that time was \$15.5 million. The City Council subsequently withdrew from the SCORE (South Correctional Entity) interlocal agreement in 2018. In 2019 the City Council authorized bonding for the City portion of the SCORE debt. In 2019, the City issued \$10,945,000 of limited tax general obligation bond with interest rates ranging from 2.75 percent to 5.00 percent to refinance the balance on the 2009 SCORE Bond of \$12,891,600. The remaining balance at December 31, 2022 is \$9,765,000 and will be repaid through 2038.



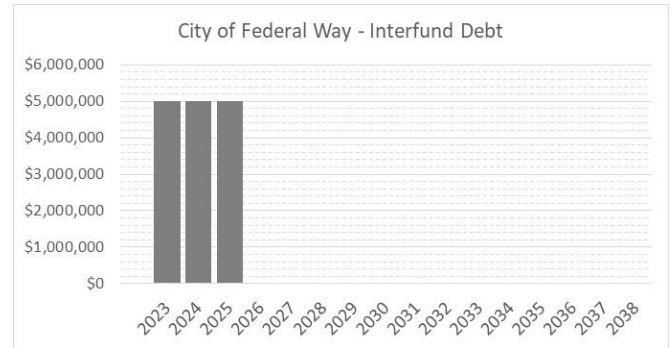
**Performing Arts Center – General Obligation Debt.** - In 2019, the City issued \$4,840,000 of limited tax general obligation bond with interest rates ranging from 1.95 to 2.65 percent, and a maturity due date of December 1, 2029. Proceeds were used to pay for a portion of the Performing Arts and Events Center and to pay costs of issuing 2019B Bonds. The remaining balance at December 31, 2022 is \$3,500,000 and will be repaid through 2029.



**Performing Arts Center – HUD Debt.** In 2016 the City entered into a Contract Loan Guarantee with Housing Urban Development for development of the Federal Way Performing Arts and Events Center. This Section 108 Loan is authorized up to \$3,030,000 with advances of \$3,030,000 with a variable rate that converted to a fixed rate in 2019. The remaining balance at December 31, 2022 is \$2,076,000 and will be repaid through 2035.



**Interfund Debt.** In 2017, the City issued \$6,000,000 of limited tax general obligation bond to refinance the 2014 Key Bank Bond Anticipation Note used to purchase the old Target building property. A mandatory balloon payment of \$5,016,656 due November 2022 was authorized by City Council in August 2022 to be refinanced using a three-year interest-only interfund loan from restricted but available balances on deposit in the city's Fleet & Equipment, Downtown Redevelopment and Transportation Capital funds.



**Potential New Debt.** The City is currently conducting feasibility and site evaluation studies for the construction of a maintenance and operations facility for Public Works, Surface Water Maintenance and Parks vehicles, materials and staff. Construction of this facility will have to be financed over multiple years. While even estimated figures are unavailable at this time, this budget contemplates the reality of potential new debt service commencing in 2024 coming from both fund balances and on-going revenues in the Real Estate Excise Tax and Surface Water Maintenance funds. Offsetting bond proceeds and construction spending of \$32 million are budgeted in 2024 in the Transportation CIP. Financing itself will need to come to city council and may be amended as further details become known so that further phased design, planning, demolition, construction and other steps can proceed methodically and debt service is within forecasted resources.

# CAPITAL EXPENDITURES BUDGETS



## **CAPITAL SUMMARY**

### **OVERVIEW**

The Capital Investment Plan (CIP) presents current and planned public improvements that are scheduled within the six-year planning horizon in the City's perpetual infrastructure maintenance and replacement program. Project costs are appropriated up to and include 2024. Project costs and the allocation of future resources beyond the current 2023-2024 biennium are proposed as an integral part of the plan and will be reviewed and updated during each subsequent biennium.

### **CIP PROGRAMS**

The Federal Way CIP projects are organized into three program areas: Parks System; Surface Water Management System; and Transportation System.

### **Definition**

The City defines a CIP Project to be any project that possesses all of the following characteristics:

- Exceeds an estimated cost of \$25,000; and
- Involves new physical construction, reconstruction, replacement of an existing system or acquisition of land or structures; and
- Is funded by the City, in whole or in part, or involves no City funds but is the City's responsibility for implementation, such as a 100% grant-funded project.

The project budget is an estimate of the resources required to take a project from beginning to completion. The continuation of fully funded projects while affects the work load, are not repeated in the Plan document.

### **Project Prioritization**

With limited existing revenue streams, the City Council established the following funding priorities for these projects. The top priority is given to those projects leveraging local resources with substantial grants.

Under this priority, the transportation projects are further refined by those projects required in the near future to meet the mandate of the Growth Management Act, or those projects that will be needed to meet the mandate in the future. The last priority are those local projects that do not compete well for regional and federal grants.

Leveraging local funds is also the top priority for parks/open space projects. Neighborhood parks followed by community-wide or regional parks are the next priority.

Surface Water Management projects are prioritized primarily by the importance of the project to insure property and community safety.

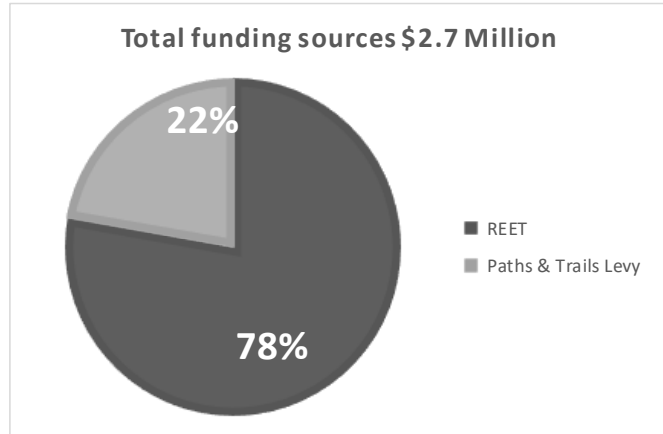
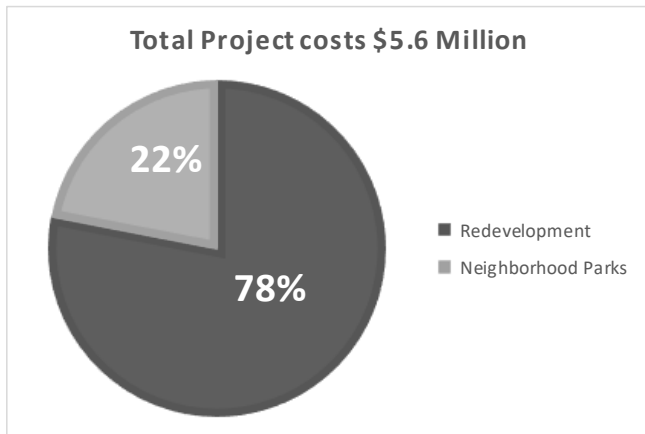
### **2023/24 FUNDING RECOMMENDATION**

The Proposed Capital Funding Plan totals \$70.62 million in 2023/24.

- a. Implement \$1.13M in Parks improvements by using REET and paths and trails levy funding to fund Park CIP projects for 2023/24.
- b. Implement \$4.51M in Surface Water Management improvements by using \$3.5M in user fees from prior years combined with \$1.0M in grants in 2023.
- c. Implement \$76.64M in Transportation improvements & Arterial Street Overlay by providing funding in 2023/24 including \$42.0 million in bonds; \$13.0 million in grants, \$6.8 million in REET, \$4.5 million in utility tax, \$2.5 million in Sound Transit fees, \$3.1 million in mitigation/traffic impact funds, \$1.8 million in surface water management fees, , \$1.6 million fuel tax, and \$0.4 million in LIFT sales tax.

## 6 YEAR CAPITAL IMPROVEMENT PLAN PARKS CIP

(dollars in thousands)



Funding Sources By Year		L-T-D Thru 2022	Proposed		Planned				Total
			2023	2024	2025	2026	2027	2028	
Real Estate Excise Tax		\$ 500	\$ 267	\$ 267	\$ 267	\$ 267	\$ 267	\$ 267	\$ 2,102
Paths & Trails Levy		-	100	500	-	-	-	-	600
<b>Subtotal City Sources</b>		<b>\$ 500</b>	<b>\$ 367</b>	<b>\$ 767</b>	<b>\$ 267</b>	<b>\$ 267</b>	<b>\$ 267</b>	<b>\$ 267</b>	<b>\$ 2,702</b>

**Project By Year:**

Priority	Proj. #	Project Name	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total	Unfunded
1	129	Major Maint & Impr - Existing Park Fac	100	105	105	105	105	105	105	730	-
1	132	Annual Playground Rep& Repl Prog	400	162	162	162	162	162	162	1,372	-
1	150	Korean Garden	-	100	-	-	-	-	-	100	-
1	151	Asphalt Trail Repair	-	-	500	-	-	-	-	500	-
1	152	Steel Lake Dock Replacement	-	-	-	1,500	-	-	-	1,500	1,500
2	153	Sacajawea Track Replacement	-	-	-	200	-	-	-	200	200
2	154	Tennis Court Renovations	-	-	-	500	-	-	-	500	500
2	155	Sacajawea Turf Replacement	-	-	-	700	-	-	-	700	700
<b>Total Project Costs</b>			<b>\$ 500</b>	<b>\$ 367</b>	<b>\$ 767</b>	<b>\$ 3,167</b>	<b>\$ 267</b>	<b>\$ 267</b>	<b>\$ 267</b>	<b>\$ 5,602</b>	<b>\$ 2,900</b>
<b>Unfunded Needs</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,900</b>	<b>\$ -</b>
<b>Project Impact on M&amp;O Costs</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Priority 1 = Projects addressing Safety and Service  
 Priority 2 = Projects addressing Park Plan Core Values  
 Priority 3 = Long Range Planning Projects

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b> Major Maintenance & Improvements to Existing Park Facilities			
<b>Project Number:</b> 129		<b>Priority:</b> 1	
<b>Project Account Number:</b> 303-7100-129		<b>Planning Area:</b> All	
<b>Project Description:</b>  * Sport lighting repairs. * Asphalt repairs - parking lots and paths. * Hard surface court repairs - tennis and basketball courts. * Roof repair. * Miscellaneous park repairs. * HVAC and pump upgrade and repairs. * Security system upgrade and repairs. * Renovate or replace turf on sports fields. * Re-lamping * Asphalt trail repairs * Demo of Brooklake out buildings			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ 100	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 730
<b>Total CIP Expenses</b>	<b>\$ 100</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 730</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Real Estate Excise Tax	\$ 100	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 730
<b>Total CIP Resources</b>	<b>\$ 100</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 730</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way  
Capital Improvement Plan  
Parks and Recreation

**Project Name:** Annual Playground Repair and Replacement Program  
**Project Number:** 132 **Priority:** 1  
**Project Account Number:** 303-7100-132 **Planning Area:** All

**Project Description:**

This is our playground repair and replacement account and we would like to carry forward the balance at the end of 2022 into the 2023-2024 budget. 1. Alderbrook Park, Celebration Park, and Heritage Woods are the next three playground slated for replacement that are in fair condition and current funding will not be adequate. 2. With increased use of parks we are having increased wear, tear and vandalism which have had a sharp increase on maintenance costs to keep them safety compliant.

**Prior Council Review/Approval:***Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ 400	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 1,372
<b>Total CIP Expenses</b>	<b>\$ 400</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 1,372</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Real Estate Excise Tax	\$ 400	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 1,372
<b>Total CIP Resources</b>	<b>\$ 400</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 162</b>	<b>\$ 1,372</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b> Korean Garden			
<b>Project Number:</b> 150		<b>Priority:</b> 1	
<b>Project Account Number:</b> 303-7100-150		<b>Planning Area:</b> All	
<b>Project Description:</b> The City is partnering with the Korean Community to construct a Garden adjacent to the Panther Lake Trailhead. This allocation would be used to support the grading and leveling of the site. The Korean Community would be responsible for the rest of the site improvements which include a paver plaza, pagoda, benches and plantings.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Misc./Transfers - Paths/Trails	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	100
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation	
<b>Project Name:</b> Asphalt Trail Repairs <b>Project Number:</b> 151 <b>Priority:</b> 1 <b>Project Account Number:</b> 303-7100-151 <b>Planning Area:</b> All	
<b>Project Description:</b> Throughout the City's parks we have aging asphalt trails and pathways that have developed pot holes are uneven and buckled from tree roots. This project is to contract needed asphalt trail repairs to improve the safety for users.	
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Misc./Transfers - Paths/Trails	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b> Steel Lake Dock Replacement			
<b>Project Number:</b> 152		<b>Priority:</b> 1	
<b>Project Account Number:</b> 303-7100-152		<b>Planning Area:</b> All	
<b>Project Description:</b> The Steel Lake Dock needs to be considered for replacement. The dock has developed a list due to the floats taking on water. The decking has aged to the point it has become cuped and checked. Additionally, the gangway length and alignment are out of alignment. This is a signature feature of Steel Lake Park and the City and funding is needed to replace it before it sinks or needs to be removed.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b> Sacajawea Track Replacement			
<b>Project Number:</b> 153		<b>Priority:</b> 1	
<b>Project Account Number:</b> 303-7100-153		<b>Planning Area:</b> All	
<b>Project Description:</b> The Sacajawea Track was installed in 2013 in partnership with FWPS. Generally, rubberized tracks have a 7-8 year life span. The track at Sacajawea is at 10 years and you are seeing significant wear and complete loss of rubberized material down to asphalt. in many sections of the track. Staff has had to remove sections to keep the track safe. The allocation requested would be the City's portion of the replacement. FWPS would be responsible for the other half of the funding needed to complete.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b> Tennis Court Renovations <b>Project Number:</b> 154 <b>Priority:</b> 1 <b>Project Account Number:</b> 303-7100-154 <b>Planning Area:</b> All			
<b>Project Description:</b> The City has tennis courts at the 312th Sport Courts, Adelaide, Alderdale, Laurelwood, Sacajawea and Saghalie Parks'. Coming out of the pandemic we have seen an increased use of tennis courts and major surge in pickleball. The tennis courts at Alderdale and Laurelwood are in complete disrepair and unable to be used. Sacajawea has a major crack running through the center that developed from the Nisqually earthquake in 2001 (funding has been requested several times for this issue, but has never been approved or had funding allocated.) The 312th Sport Courts, Adelaide and Saghalie are all in need of resurfacing and lining. This allocation would be used to bring as many of these courts up to standard as possible and apply surfacing and lines to accommodate more pickleball play.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

City of Federal Way Capital Improvement Plan Parks and Recreation			
<b>Project Name:</b>	Sacajawea		
<b>Project Number:</b>	155	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-155	<b>Planning Area:</b>	All
<p><b>Project Description:</b> The Sacajawea artificial turf field is nearing the end of it's life cycle. It was replaced completely in 2013 in partnership with FWPS. Generally, artificial turf fields have a 10-12 year life span. The artificial turf field at Sacajawea is at 10 years and you are seeing significant wear, numerous patches and significant loss and matting of monofilament fibers. We are recommending the addition of an "E" layer mat to ensure the safety of users and increase impact attenuation. The allocation requested would be the City's portion of the replacement. FWPS would be responsible for the other half of the funding needed to complete the renovation.</p>			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Construction	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ 700
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

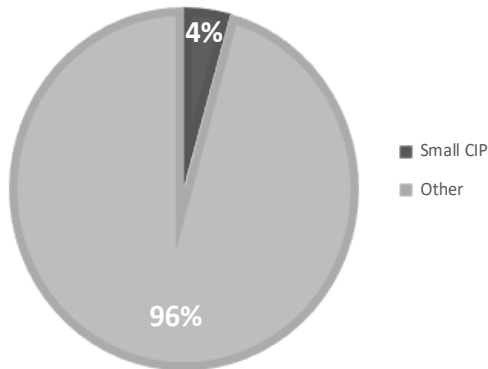
CIP Funds - Resources	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Project Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ 700
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700</b>

Impact on Operating Funds	L-T-D Thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

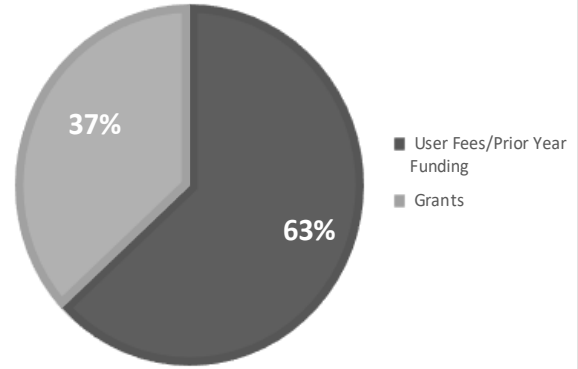
## 6 YEAR CAPITAL IMPROVEMENT PLAN SURFACE WATER MANAGEMENT

(dollars in thousands)

Total Project Costs 34.8 million



Total Funding Sources \$20.1 Million



Sources and Uses		L-T-D thru 2022	Proposed		Planned				Total	Unfunded
			2023	2024	2025	2026	2027	2028		
	User Fee (pay-as-you-go)/Prior year Funding	\$ 4,499	\$ 3,016	\$ 1,497	\$ 917	\$ 917	\$ 917	\$ 917	\$ 12,680	\$ -
	Grants/Contributions Received	-	1,000	-	-	-	-	-	1,000	-
	Grants/Contributions Anticipated	-	-	-	2,500	-	-	3,900	6,400	-
<b>Total CIP Resources</b>		<b>\$ 4,499</b>	<b>\$ 4,016</b>	<b>\$ 1,497</b>	<b>\$ 3,417</b>	<b>\$ 917</b>	<b>\$ 917</b>	<b>\$ 4,817</b>	<b>\$ 20,080</b>	<b>\$ -</b>
No.	Project Name									
111	Small CIP -- Annual Program	\$ 600	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,500	\$ -
271	W. Hylebos Conservation Property Acquisition	2,280	1,150	150	1,150	150	150	150	5,180	-
272	South 356th Street Culvert Replacement	60	94	225	1,021	-	-	-	1,400	521
274	South 349th Street Weir Repair	-	-	-	-	-	258	632	890	890
278	West Hylebos Educational Center and Trail	-	-	-	-	-	110	1,590	1,700	1,700
281	West Hylebos Trail (Spring Valley)	-	-	-	-	-	220	7,580	7,800	3,900
286	2018 Storm Drain CCTV Inspection and Assessment	600	100	100	100	100	100	100	1,200	-
288	Pipe Rehabilitation Project	884	317	317	317	317	317	317	2,786	-
292	Cold Creek Culvert Replacement	550	50	80	1,150	960	150	860	3,800	2,120
293	Redondo Creek Culvert Replacement at 16th Ave	250	850	-	-	-	-	-	1,100	-
294	Citywide Water Quality Monitoring	-	100	100	100	100	100	100	600	-
295	Annual CB Repair	225	75	75	75	75	75	75	675	-
296	Neighborhood Drainage Program	50	25	25	25	25	25	25	200	-
xxx	33rd Pl S Drainage Improvements	-	-	-	-	-	-	340	340	340
xxx	Hidden Pond Feasibility	-	-	-	-	60	-	-	60	60
xxx	S 324th St and SR-99 Drainage Improvements	-	75	275	-	-	-	-	350	-
xxx	Pipe Upsizing at SW Campus Drive, West of 9th Ave	-	30	-	-	-	-	-	30	-
xxx	North Fork West Hylebos Watershed Trail	-	-	-	500	4,700	-	-	5,200	5,200
<b>Total Projects</b>		<b>\$ 5,499</b>	<b>\$ 3,016</b>	<b>\$ 1,497</b>	<b>\$ 4,588</b>	<b>\$ 6,637</b>	<b>\$ 1,655</b>	<b>\$ 11,919</b>	<b>\$ 34,811</b>	<b>\$ 14,731</b>
<b>Unfunded Needs</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,171</b>	<b>\$ 5,720</b>	<b>\$ 738</b>	<b>\$ 7,102</b>	<b>\$ 14,731</b>	<b>\$ -</b>
<b>Project Impact on M&amp;O Costs</b>		<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 15</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 75</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Small CIP -- Annual Program
<b>Project Account:</b>	304-3100-111
<b>Project Description:</b>	Includes miscellaneous small capital projects and major maintenance work to be completed by a combination of contracted services and city staff.  There is no M&O impact on operating funds.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 48	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 120
CN: Contract & Contingency	492	123	123	123	123	123	123	1,230
CN: City Staff / Consultant / Misc.	60	15	15	15	15	15	15	150
<b>Total CIP Expenses</b>	<b>\$ 600</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 1,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 600	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,500
<b>Total CIP Resources</b>	<b>\$ 600</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 1,500</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	West Hylebos Basin Land Acquisition
<b>Project Account:</b>	304-3100-271
<b>Project Description:</b>	Matching funds for King County Conservation Futures Grant property acquisition. The project will acquire high value riparian corridor properties and protect high value habitat and wildlife areas within the City.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 2,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,280
ROW: Property Acquisition	-	1,150	150	1,150	150	150	150	2,900
<b>Total CIP Expenses</b>	<b>\$ 2,280</b>	<b>\$ 1,150</b>	<b>\$ 150</b>	<b>\$ 1,150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 5,180</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 1,280	\$ 1,150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 3,180
Grants/Contributions Received	-	1,000	-	-	-	-	-	1,000
Grants/Contributions Anticipated	-	-	-	1,000	-	-	-	1,000
<b>Total CIP Resources</b>	<b>\$ 1,280</b>	<b>\$ 2,150</b>	<b>\$ 150</b>	<b>\$ 1,150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 5,180</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	10	10	10	10	10	10	10	70
<b>Net Impact</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 70</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	South 356th Street Culvert Replacement
<b>Project Account:</b>	304-3100-272
<b>Project Description:</b>	<p>Replacement of existing twin 57"x38" arch culverts conveying West Hylebos Creek under S 356th Street. The existing culverts will be removed and replaced with a concrete box culvert.</p> <p>Culvert is planned to be constructed in conjunction with S 356th St Roadway Improvements (36229)</p>
<b>Prior Council Review/Approval:</b>	Sep 17, 2019 and move up of project at May 19, 2020 Council meeting

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Expenses</b>								
PE: Planning / Study	\$ 60	\$ 94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154
PE: Preliminary Engineering	-	-	225	-	-	-	-	225
CN: Contract & Contingency	-	-	-	836	-	-	-	836
CN: City Staff / Consultant / Misc.	-	-	-	185	-	-	-	185
<b>Total CIP Expenses</b>	<b>\$ 60</b>	<b>\$ 94</b>	<b>\$ 225</b>	<b>\$ 1,021</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,400</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Resources</b>								
User Fee (pay-as-you-go)/Prior year Funding	\$ 60	\$ 94	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ 379
Grants/Contributions Anticipated	-	-	-	500	-	-	-	500
Unfunded Needs	-	-	-	521	-	-	-	521
<b>Total CIP Resources</b>	<b>\$ 60</b>	<b>\$ 94</b>	<b>\$ 225</b>	<b>\$ 1,021</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,400</b>

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	South 359th Street Culvert Replacement
<b>Project Account:</b>	304-3100-274
<b>Project Description:</b>	Replace culvert and regrade the stream by removing the downstream weirs so the system is fish-passable and restore in-stream habitat.
<b>Prior Council Review/Approval:</b>	June 17, 2014 updated schedule and estimated cost at Sep 17, 2019

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258	\$ -	\$ 258
CN: Contract & Contingency	-	-	-	-	-	-	504	504
CN: City Staff / Consultant / Misc.	-	-	-	-	-	-	128	128
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258</b>	<b>\$ 632</b>	<b>\$ 890</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258	\$ 632	\$ 890
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258</b>	<b>\$ 632</b>	<b>\$ 890</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	West Hylebos Educational Center and Trail
<b>Project Account:</b>	304-3100-278
<b>Project Description:</b>	Conversion of a portion of the Brook Lake Community center site into an education and outreach center. Retrofit of the existing building and parking lot into a trailhead for an expansion of the Hylebos Wetlands Park Trail to the south.
<b>Prior Council Review/Approval:</b>	June 17, 2014 schedule and estimate update approved Sep 17, 2019

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ 110
CN: Contract & Contingency	-	-	-	-	-	-	1,350	1,350
CN: City Staff / Consultant / Misc.	-	-	-	-	-	-	240	240
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110</b>	<b>\$ 1,590</b>	<b>\$ 1,700</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110	\$ 1,590	\$ 1,700
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110</b>	<b>\$ 1,590</b>	<b>\$ 1,700</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	5	-	-	5
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>5</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	West Hylebos Trail (Spring Valley)
<b>Project Account:</b>	304-3100-281
<b>Project Description:</b>	Construction of a nature trail system within the Spring Valley and Lower West Hylebos conservation areas to expand on the existing West Hylebos Wetland Park trails.
<b>Prior Council Review/Approval:</b>	June 17, 2014 updated schedule and estimate approved Sep 17, 2019

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	\$ -	\$ 220
CN: Contract & Contingency	-	-	-	-	-	-	6,040	6,040
CN: City Staff / Consultant / Misc.	-	-	-	-	-	-	1,540	1,540
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220</b>	<b>\$ 7,580</b>	<b>\$ 7,800</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Grants/Contributions Anticipated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900	\$ 3,900
Unfunded Needs	-	-	-	-	-	220	3,680	3,900
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220</b>	<b>\$ 7,580</b>	<b>\$ 7,800</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Annual Storm Drain CCTV Inspection and Assessment
<b>Project Account:</b>	304-3100-286
<b>Project Description:</b>	Annual Storm Drain CCTV Inspection and Assessment Program
<b>Prior Council Review/Approval:</b>	17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
CN: City Staff / Consultant / Misc.	\$ 30	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 60
OTHER	570	95	95	95	95	95	95	1,140
<b>Total CIP Expenses</b>	<b>\$ 600</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,200</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 600	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200
<b>Total CIP Resources</b>	<b>\$ 600</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,200</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

**Project Name:** Annual Pipe Rehabilitation Program

**Project Account:** 304-3100-288

**Project Description:** Annual Pipe Rehabilitation City wide

**Prior Council Review/Approval:** 17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29	\$ 174
CN: Contract & Contingency	884	255	255	255	255	255	255	2,414
CN: City Staff / Consultant / Misc.	-	33	33	33	33	33	33	198
<b>Total CIP Expenses</b>	<b>\$ 884</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 2,786</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 884	\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 317	\$ 2,786
<b>Total CIP Resources</b>	<b>\$ 884</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 317</b>	<b>\$ 2,786</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Cold Creek Culvert Replacement
<b>Project Account:</b>	304-3100-292
<b>Project Description &amp; Justification:</b>	Replacement of failing culvert
<b>Prior Council Review/Approval:</b>	17-Sep-19

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
PE: Planning / Study	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
PE: Preliminary Engineering	50	50	-	250	-	150	-	500
CN: Contract & Contingency	-	-	-	700	700	-	600	2,000
CN: City Staff / Consultant / Misc.	-	-	80	200	260	-	260	800
<b>Total CIP Expenses</b>	<b>\$ 550</b>	<b>\$ 50</b>	<b>\$ 80</b>	<b>\$ 1,150</b>	<b>\$ 960</b>	<b>\$ 150</b>	<b>\$ 860</b>	<b>\$ 3,800</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	\$ 550	\$ 50	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ 680
Grants/Contributions Anticipated	-	-	-	1,000	-	-	-	1,000
Unfunded Needs	-	-	-	150	960	150	860	2,120
<b>Total CIP Resources</b>	<b>\$ 550</b>	<b>\$ 50</b>	<b>\$ 80</b>	<b>\$ 1,150</b>	<b>\$ 960</b>	<b>\$ 150</b>	<b>\$ 860</b>	<b>\$ 3,800</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Redondo Creek Culvert Replacement at 16th Ave
<b>Project Account:</b>	304-3100-293
<b>Project Description &amp; Justification:</b>	Replacement of failing culvert
<b>Prior Council Review/Approval:</b>	17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 250	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
CN: Contract & Contingency	-	627	-	-	-	-	-	627
CN: City Staff / Consultant / Misc.	-	173	-	-	-	-	-	173
<b>Total CIP Expenses</b>	<b>\$ 250</b>	<b>\$ 850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 250	\$ 850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100
<b>Total CIP Resources</b>	<b>\$ 250</b>	<b>\$ 850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

**Project Name:** Citywide Water Quality Monitoring  
**Project Account:** 304-3100-XXX

**Project Description & Justification:** SWM water quality equipment and monitoring

**Prior Council Review/Approval:** 17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
OTHER	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 600
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 600</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 600
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 600</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

**Project Name:** Annual CB Repair

**Project Account:** 304-3100-295

**Project Description & Justification:** Annual program to repair damaged/failing catch basins throughout the City.

**Prior Council Review/Approval:** 17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Construction	\$ 225	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 675
<b>Total CIP Expenses</b>	<b>\$ 225</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 675</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 225	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 675
<b>Total CIP Resources</b>	<b>\$ 225</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 675</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Neighborhood Drainage Program
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	Annual program to respond to localized stormwater concerns (such as flooding) within neighborhoods (i.e. low impact development opportunities)
<b>Prior Council Review/Approval:</b>	17-Sep-19

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 18
ROW: Property Acquisition	50	20	20	20	20	20	20	170
CN: City Staff / Consultant / Misc.	-	2	2	2	2	2	2	12
<b>Total CIP Expenses</b>	<b>\$ 50</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 200</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ 50	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 200
<b>Total CIP Resources</b>	<b>\$ 50</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 200</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	33RD PL S DRAINAGE IMPROVEMENTS
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	Extend stormwater pipe to resolve flooding that affects private lawns.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72	\$ 72
CN: Contract & Contingency	-	-	-	-	-	-	214	214
CN: City Staff / Consultant / Misc.	-	-	-	-	-	-	54	54
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340</b>	<b>\$ 340</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340	\$ 340
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340</b>	<b>\$ 340</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Hidden Pond Feasibility
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	Feasibility study to assess options for utilizing the pond site (Referred to as Hidden Pond on Kim Property in SWM CIP document)
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 60
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 60
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	S 324th St and SR-99 Drainage Improvements
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	Drainage study, design, and construction of improvements to the storm system to address recurring street flooding during intense storms.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75
CN: Contract & Contingency	-	-	220	-	-	-	-	220
CN: City Staff / Consultant / Misc.	-	-	55	-	-	-	-	55
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 75</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee (pay-as-you-go)/Prior year Funding	\$ -	\$ 75	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ 350
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 75</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	Pipe Upsizing at SW Campus Drive, west of 9th Ave SW
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	Two storm drain laterals on SW Campus Drive are undersized and cause flooding in the roadway. Use pipe bursting techniques as road was recently overlaid.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Expenses</b>								
PE: Preliminary Engineering	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2
CN: Contract & Contingency	-	24	-	-	-	-	-	24
CN: City Staff / Consultant / Misc.	-	4	-	-	-	-	-	4
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Resources</b>								
User Fee (pay-as-you-go)/Prior year Funding	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30</b>

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

City of Federal Way  
Capital Improvement Plan  
Surface Water Management System

<b>Project Name:</b>	North Fork West Hylebos Watershed Trail
<b>Project Account:</b>	304-3100-XXX
<b>Project Description &amp; Justification:</b>	A nature trail system within the Spring Valley along North Fork West Hylebos Creek. The trail will better connect the community with the natural environment, provide numerous education and outreach opportunities, and encourage environmental stewardship.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 500	\$ 115	\$ -	\$ -	\$ 615
CN: Contract & Contingency	-	-	-	-	4,080	-	-	4,080
CN: City Staff / Consultant / Misc.	-	-	-	-	505	-	-	505
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 4,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,200</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

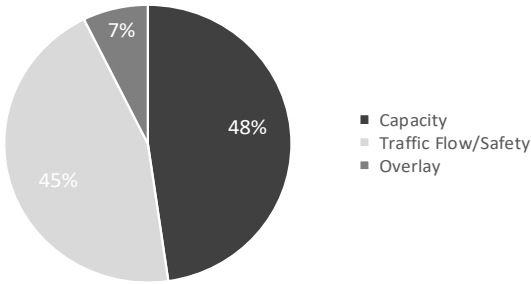
CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 500	\$ 4,700	\$ -	\$ -	\$ 5,200
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 4,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,200</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

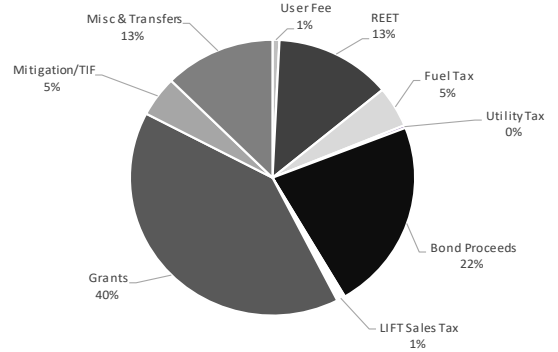
## 6 YEAR CAPITAL IMPROVEMENT PLAN TRANSPORTATION SYSTEMS

(dollars in thousands)

Total Project Costs \$318.2 Million



Total Funding Sources \$187.4 Million



Financing Sources	L-T-D thru 2022	Proposed		Planned				Total
		2023	2024	2025	2026	2027	2028	
User Fee	\$ 1,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,465
Real Estate Excise Tax	10,013	4,565	1,423	2,373	2,663	2,583	1,163	24,783
Fuel Tax	1,789	806	805	1,055	1,370	2,320	820	8,965
Utility Tax	598	-	-	-	-	-	-	598
Bond Proceeds	-	-	42,000	-	-	-	-	42,000
LIFT Sales Tax	900	205	150	250	100	100	100	1,805
SWM Transfer	550	350	1,450	50	50	50	50	2,550
Misc./Transfers - Utility Tax	1,402	-	-	-	-	-	-	1,402
Misc./Transfers - Sound Transit	300	-	-	-	-	-	-	300
Misc./Transfers - 102 Overlay	45	776	-	-	-	-	-	821
Misc./Transfers - Solid Waste Utility Tax	-	2,200	2,300	2,360	2,360	2,360	2,360	13,940
Misc./Transfers - Xfr 120 Paths and Trails	370	-	100	-	-	-	-	470
Misc./Transfers - General Fund	403	-	-	-	-	-	-	403
Misc./Transfers - Lakehaven	536	-	-	-	-	-	-	536
Misc./Transfers - Verizon	229	30	30	30	30	-	-	349
Misc./Transfers - Real Estate Excise Tax	2,133	-	-	-	-	-	-	2,133
Misc./Transfers - Mitigation/Traffic Impact Fee	484	180	-	-	-	-	-	664
Grants/Contributions Received	29,327	9,295	3,720	2,350	-	-	-	44,692
Mitigation Sound Transit	126	2,474	-	-	-	-	-	2,600
Mitigation/Traffic Impact Funds Received	1,178	2,156	937	906	-	-	-	5,177
Grants/Contributions Anticipated	-	-	-	19,103	11,500	-	-	30,603
Mitigation/Traffic Impact Fees-Anticipated	-	-	-	1,100	-	-	-	1,100
Total CIP Resources	\$ 51,848	\$ 23,037	\$ 52,915	\$ 29,577	\$ 18,073	\$ 7,413	\$ 4,493	\$ 187,356

## Project By Year:

Project Name	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total	Unfunded
102 Annual Asphalt Overlay Program	\$ -	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 9,378	\$ -
116 Overlay - Residential	-	2,300	2,300	2,360	2,360	2,360	2,360	13,940	-
131 S 320th St @ 1st Ave South	-	150	303	4,409	3,000	-	-	7,862	-
165 SR 99 HOV Lanes PH V	30,376	100	100	-	-	-	-	30,576	-
168 SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road	310	-	-	7,688	-	-	-	7,998	7,688
177 S 320th Street at I - 5 Bridge Widening	-	-	-	20,000	10,000	35,336	35,336	100,672	100,672
178 Citywide Pedestrian Crossing Improvements	1,551	-	-	160	320	320	320	2,671	-
202 Adaptive Traffic Control System Project Phase I	-	20	-	-	-	-	-	20	-
204 SR 509: SW 312th St - 21st Ave SW SRTS Project	2,746	60	-	-	-	-	-	2,806	-
205 S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	1,100	2,335	-	-	-	3,435	1,235
207 City Center Access Phase I - Environmental process update	3,922	500	300	-	-	-	-	4,722	-
208 Street Light LED Conversion	1,970	100	100	100	100	-	-	2,370	-
213 Variable Lane Use Control Signs	866	11	-	-	-	-	-	877	-
216 Adaptive Traffic Control System Project Phase III	-	5	-	-	-	-	-	5	-
217 47th Ave SW and SW Dash Point Road Compact Roundabout	1,543	10	-	-	-	-	-	1,553	-
219 16th Ave Trail - S 308th Street to S 288th Street	1,000	3,235	635	3,815	-	-	-	8,685	-
0 Sound Transit	3,730	897	188	-	-	-	-	4,815	-
223 S 314th St Improvement	100	218	-	-	1,050	2,920	-	4,288	-
224 SR 99 @ S 373rd St Roundabout w/Median Control	200	200	540	4,100	-	-	-	5,040	-
225 21st Ave S @ 320th St Traffic Signal	200	1,520	-	-	-	-	-	1,720	-
228 Citywide ADA Retrofit	400	250	250	550	550	400	400	2,800	900
229 S 356th St - 1st Ave S - SR 99	500	600	300	10,500	9,500	-	-	21,400	-
230 SR 509 @ 4th Ave. S Compact Roundabout	-	-	-	1,000	-	-	-	1,000	1,000
231 Federal Transit Center	-	-	-	1,000	-	-	-	1,000	1,000
232 SW 344th St @ 27th Ave SW Compact Roundabout	150	920	-	-	-	-	-	1,070	-
233 Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade	75	700	-	-	-	-	-	775	-
234 Citywide Pedestrian Safety System Improvements	300	1,436	-	-	-	-	-	1,736	-
235 Citywide RRFB Upgrades	-	-	140	690	-	-	-	830	-
236 Military Rd S: S 320th St - SR 18 Preservation Project	45	1,205	-	-	-	-	-	1,250	-
237 SW King County Regional Trail Plan	50	125	125	-	-	-	-	300	-
238 S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements	240	1,650	1,910	-	-	-	-	3,800	-
239 Fiber Optic Network Loop - 317th to S 272nd	126	2,474	-	-	-	-	-	2,600	-
240 SW 340th St - 31st Ave SW - 37th Ave SW	-	-	-	1,805	515	4,400	1,725	8,445	8,445
241 S 348th Preservation	90	1,026	-	-	-	-	-	1,116	-
610 Joint Operations & Maintenance Facility	500	2,000	42,000	-	-	-	-	44,500	-
XXX S 320th St at 21st Ave S Grade Separation	25	200	75	-	-	-	-	300	-
XXX Local Improvement District: Non-Motorized Improvement Program	-	-	-	900	300	300	300	1,800	1,800
XXX City Center Greenway	-	-	100	400	-	-	-	500	400
XXX High Friction Surface Treatments	-	100	852	-	-	-	-	952	-
XXX Citywide Street Vegetation Management	-	-	-	450	150	150	150	900	900
XXX Adaptive Traffic Control System Phase IV (1st Ave S)	-	-	89	661	-	-	-	750	661
XXX BPA Trail Extension - City Center	-	-	200	600	2,000	4,100	-	6,900	6,100
Total Projects	\$ 51,015	\$ 23,475	\$ 53,170	\$ 65,086	\$ 31,408	\$ 51,849	\$ 42,154	\$ 318,157	\$ 130,801
Unfunded Needs	\$ -	\$ -	\$ -	\$ 35,589	\$ 13,115	\$ 44,436	\$ 37,661	\$ 130,801	
Project Impact on M&O Costs	\$ 120	\$ 53	\$ 80	\$ 88	\$ 106	\$ 99	\$ 107	\$ 653	\$ 653

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Annual Asphalt Overlay Program
<b>Project Account:</b>	102-4400-517-595-30-XXX
<b>Project Description &amp; Justification:</b>	<p>Asphalt Overlay projects are based upon the Pavement Management System ratings.</p> <p>Funds for this program consist of Real Estate Excise Tax and Motor Vehicle Excise Tax.</p> <p>Funds utilized to match grant funded preservation projects.</p> <p>The resurfacing program is necessary to preserve the integrity of the existing street infrastructure and must be done prior to other capital improvements.</p>
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
CN: Contract & Contingency	-	487	1,263	663	663	1,263	1,263	5,602
CN: City Staff / Consultant / Misc.	-	150	150	150	150	150	150	900
OTHER (Xfer to 36236 & 36241 & Other)	-	776	-	600	600	-	-	1,976
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 9,378</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 1,013	\$ 1,013	\$ 1,013	\$ 1,013	\$ 1,013	\$ 1,013	\$ 6,078
Fuel Tax	-	500	500	500	500	500	500	3,000
SWM Transfer	-	50	50	50	50	50	50	300
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 1,563</b>	<b>\$ 9,378</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Annual Asphalt Overlay Program for Residential Streets
<b>Project Account:</b>	116-4400-517-595-30-XXX
<b>Project Description &amp; Justification:</b>	<p>Asphalt Overlay projects are based upon the Pavement Management System ratings.</p> <p>Funds for this program consist of dedicated 10% Solid Waste Utility Tax 70% minimum to residential streets per ordinance.</p> <p>The resurfacing program is necessary to preserve the integrity of the existing street infrastructure and must be done prior to other capital improvements.</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 1,080
CN: Contract & Contingency	-	1,840	1,940	2,000	2,000	2,000	2,000	11,780
CN: City Staff / Consultant / Misc.	-	180	180	180	180	180	180	1,080
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,300</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 13,940</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Misc./Transfers - Solid Waste Utility Tax	\$ -	\$ 2,200	\$ 2,300	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 13,940
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,300</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>	<b>\$ 13,940</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	S 320th St @ 1st Ave South
<b>Project Account:</b>	306-4400-131
<b>Project Description &amp; Justification:</b>	Add 2nd NB, WB left turn lanes, WB right turn lanes, widen 1st Ave S to 5 lanes to 316th  The M&O is for ROW maintenance based on scope of the project.
<b>Prior Council Review/Approval:</b>	Authoriation to apply for grant 7/19/2022.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 150	\$ -	\$ 850	\$ -	\$ -	\$ -	\$ 1,000
ROW: Property Acquisition	-	-	259	206	-	-	-	465
ROW: City Staff / Consultant / Misc.	-	-	44	-	-	-	-	44
CN: Contract & Contingency	-	-	-	3,000	2,685	-	-	5,685
CN: City Staff / Consultant / Misc.	-	-	-	353	315	-	-	668
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 303</b>	<b>\$ 4,409</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,862</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Mitigation/Traffic Impact Funds Received	-	150	303	906	-	-	-	1,359
Grants/Contributions Anticipated	-	-	-	3,503	2,000	-	-	5,503
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 303</b>	<b>\$ 4,409</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,862</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SR99 HOV Lanes PH V
<b>Project Account:</b>	306-4400-165
<b>Project Description &amp; Justification:</b>	<p>This project reconstructs portions of and widens above mentioned street to provide for HOV lanes curb and gutter, sidewalk, and provisions for bicycles. Modifies existing traffic signal systems, channelization, street lighting systems, and drainage system improvements.</p> <p>Outstanding claim.</p>
<b>Prior Council Review/Approval:</b>	Final Acceptance July 17, 2020. Outstanding claim.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Property Acquisition	\$ 3,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420
Consultant Services	2,288	100	100	-	-	-	-	2,488
Construction	19,543	-	-	-	-	-	-	19,543
Construction Management	3,455	-	-	-	-	-	-	3,455
Contingencies	1,670	-	-	-	-	-	-	1,670
<b>Total CIP Expenses</b>	<b>\$ 30,376</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,576</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
User Fee	\$ 1,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,465
Real Estate Excise Tax	4,806	-	-	-	-	-	-	4,806
Utility Tax	598	-	-	-	-	-	-	598
Misc./Transfers - Utility Tax	1,402	-	-	-	-	-	-	1,402
Misc./Transfers - Real Estate Excise Tax	2,133	-	-	-	-	-	-	2,133
Grants/Contributions Received	19,922	-	-	-	-	-	-	19,922
Mitigation/Traffic Impact Funds Received	250	-	-	-	-	-	-	250
<b>Total CIP Resources</b>	<b>\$ 30,576</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,576</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	120	-	-	-	-	-	-	120
<b>Net Impact</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SW 340th Street: 37th Ave SW to City Limits
<b>Project Account:</b>	306-4400-168
<b>Project Description &amp; Justification:</b>	Formerly: SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road Widen to 5 lanes  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	6-Year TIP July 2020;

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310
PE: Preliminary Engineering	-	-	-	640	-	-	-	640
ROW: Property Acquisition	-	-	-	1,392	-	-	-	1,392
ROW: City Staff / Consultant / Misc.	-	-	-	397	-	-	-	397
CN: Contract & Contingency	-	-	-	4,673	-	-	-	4,673
CN: City Staff / Consultant / Misc.	-	-	-	586	-	-	-	586
<b>Total CIP Expenses</b>	<b>\$ 310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,998</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Mitigation/Traffic Impact Funds Received	\$ 310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310
Unfunded Needs	-	-	-	7,688	-	-	-	7,688
<b>Total CIP Resources</b>	<b>\$ 310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,998</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	8	8	8	24
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8</b>	<b>\$ 8</b>	<b>\$ 8</b>	<b>\$ 24</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	City Center Access - Stage 1 Implementation (formerly S320th Street at I - 5 )
<b>Project Account:</b>	306-4400-177
<b>Project Description &amp; Justification:</b>	Construct all SB I-5 ramps, secondary exit to S 324th; extend S 324th Street from 23rd Ave S to I-5
<b>Benefits:</b>	Improves access to city center by distributing traffic demand to/from I-5 between S 320th and S 324th.
<b>Prior Council Review/Approval:</b>	November 2019 Preferred Alternative Adopted by City Council.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
ROW: Property Acquisition	-	-	-	-	10,000	-	-	10,000
ROW: City Staff / Consultant / Misc.	-	-	-	-	-	35,336	35,336	70,672
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>\$ 35,336</b>	<b>\$ 35,336</b>	<b>\$ 100,672</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 20,000	\$ 10,000	\$ 35,336	\$ 35,336	\$ 100,672
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>\$ 35,336</b>	<b>\$ 35,336</b>	<b>\$ 100,672</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Citywide Pedestrian Safety Program
<b>Project Account:</b>	306-4400-178
<b>Project Description &amp; Justification:</b>	The intention of the Citywide Pedestrian Safety Improvements Program is to improve safety for pedestrians crossing roadways. This Program is funded by gas tax revenue dedicated to transportation safety improvements
<b>Prior Council Review/Approval:</b>	1) HSIP Grant Received; 2) TIB grant application. Apply 2023-2024 to grant funded projects.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 15	\$ 30	\$ 30	\$ 30	\$ 105
CN: Contract & Contingency	1,551	-	-	125	250	250	250	2,426
CN: City Staff / Consultant / Misc.	-	-	-	20	40	40	40	140
<b>Total CIP Expenses</b>	<b>\$ 1,551</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 2,671</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Fuel Tax	\$ 1,551	\$ -	\$ -	\$ 160	\$ 320	\$ 320	\$ 320	\$ 2,671
<b>Total CIP Resources</b>	<b>\$ 1,551</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 2,671</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Adaptive Traffic Control System Project Phase 1 & 2
<b>Project Account:</b>	306-4400-202
<b>Project Description &amp; Justification:</b>	<p>This project is to implement an adaptive traffic control system in the City Center Phase 2 of the Project provides adaptive signal control for portions of 348th, Enchanted Pkwy, and Pacific Hwy.</p> <p>The M&amp;O is for annual software maintenance. Project covered first 3 years.</p> <p>Note: Phase 1 and Phase 2 combined into one project. Project 203 eliminated.</p>
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
CN: Contract & Contingency	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10
CN: City Staff / Consultant / Misc.	-	10	-	-	-	-	-	10
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	45	45	45	45	45	45	270
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ 45</b>	<b>\$ 45</b>	<b>\$ 45</b>	<b>\$ 45</b>	<b>\$ 45</b>	<b>\$ 45</b>	<b>\$ 270</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SR509: SW 312th St - 21st Ave SW SRTS Project
<b>Project Account:</b>	306-4400-204
<b>Project Description &amp; Justification:</b>	<p>This project provides an 8 ft. sidewalk and bicycle lane on the south side of Dash Point Rd from the SW 312th Street to 21st Ave SW</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326
CN: Contract & Contingency	2,115	40	-	-	-	-	-	2,155
CN: City Staff / Consultant / Misc.	305	20	-	-	-	-	-	325
<b>Total CIP Expenses</b>	<b>\$ 2,746</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,806</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Misc./Transfers - Xfer 120 Path & Trails	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370
Misc./Transfers - Lakehaven	536	-	-	-	-	-	-	536
Misc./Transfers - Verizon	30	-	-	-	-	-	-	30
Grants/Contributions Received	1,850	20	-	-	-	-	-	1,870
<b>Total CIP Resources</b>	<b>\$ 2,786</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,806</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	6	6	6	6	6	6	36
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 36</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	S 312th St: Steel Lake Park - 28th Ave S; and 28th Ave S - Truman HS to S 312th
<b>Project Account:</b>	306-4400-205
<b>Project Description &amp; Justification:</b>	<p>This project provides non-motorized improvements on the south side of S312th Street from the entrance to Steel Lake Park to 28th Ave S. And non-motorized improvements along west side of 28th Ave S from Truman HS to S 312th.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -		\$ 135	\$ -	\$ -	\$ -	\$ 135
CN: Contract & Contingency	-	-	1,100	1,900	-	-	-	3,000
CN: City Staff / Consultant / Misc.	-	-	-	300	-	-	-	300
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ 2,335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,435</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
SWM Transfer	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ 1,100
Mitigation/Traffic Impact Funds-Anticipated	-	-	-	1,100	-	-	-	1,100
Unfunded Needs	-	-	-	1,235	-	-	-	1,235
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ 2,335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,435</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	3	3	3	3	12
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 12</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	City Center Access Phase I - Environmental process update
<b>Project Account:</b>	306-4400-207
<b>Project Description &amp; Justification:</b>	Updating the Environmental process for the City Center Access Improvements  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 3,922	\$ 500	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 4,722
<b>Total CIP Expenses</b>	<b>\$ 3,922</b>	<b>\$ 500</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,722</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 2,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,535
LIFT Sales Tax	500	-	-	-	-	-	-	500
Misc./Transfers - General Fund	403	-	-	-	-	-	-	403
Misc./Transfers - Mitigation/Traffic Impact Fees	484	-	-	-	-	-	-	484
Mitigation/Traffic Impact Funds Received	-	500	300	-	-	-	-	800
<b>Total CIP Resources</b>	<b>\$ 3,922</b>	<b>\$ 500</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,722</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Street Light LED Conversion
<b>Project Account:</b>	306-4400-208
<b>Project Description &amp; Justification:</b>	Street Light conversion to LED  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Phase 1 of this project included all City owned street lights. Completed in 2020. Phase 2 of this project includes PSE converting city-leased lights. Will continue through 2025+

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Construction	\$ 1,970	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 2,370
<b>Total CIP Expenses</b>	<b>\$ 1,970</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,370</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 2,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,051
Misc./Transfers - Verizon / PSE Rebate	199	30	30	30	30	-	-	319
<b>Total CIP Resources</b>	<b>\$ 2,250</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,370</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Variable Lane Use Control Signs
<b>Project Account:</b>	306-4400-213
<b>Project Description &amp; Justification:</b>	This project will allow the utilization of variable lane use control signs to optimize the efficiency of selected intersections around the City.  The M&O is for ROW maintenance based on scope of the project.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166
ROW: Property Acquisition	700	11	-	-	-	-	-	711
<b>Total CIP Expenses</b>	<b>\$ 866</b>	<b>\$ 11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 877</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Grants/Contributions Received	\$ 602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 602
Mitigation/Traffic Impact Funds Received	264	11	-	-	-	-	-	275
<b>Total CIP Resources</b>	<b>\$ 866</b>	<b>\$ 11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 877</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Adaptive Traffic Control System Project Phase III
<b>Project Account:</b>	306-4400-216
<b>Project Description &amp; Justification:</b>	<p>This project is to expand the adaptive traffic control system to SR 99 and Military Road north of City Center. That was not implemented in Phase 1 and Phase 2</p> <p>The M&amp;O is for software maintenance. Project paid for first 3 years.</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Expenses</b>								
CN: City Staff / Consultant / Misc.	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
<b>Total CIP Expenses</b>	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Resources</b>								
Mitigation/Traffic Impact Funds Received	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
<b>Total CIP Resources</b>	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	10	10	10	-	-	30
<b>Net Impact</b>	\$ -	\$ -	\$ 10	\$ 10	\$ 10	\$ -	\$ -	\$ 30

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	47th Ave SW and SW Dash Point Road Compact Roundabout
<b>Project Account:</b>	306-4400-217
<b>Project Description &amp; Justification:</b>	This project will construct a compact roundabout at the intersection of 47th Ave SW and SW Dash Point Road.  The M&O is for ROW maintenance based on scope of the project.
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212
CN: Contract & Contingency	1,158	5	-	-	-	-	-	1,163
CN: City Staff / Consultant / Misc.	173	5	-	-	-	-	-	178
<b>Total CIP Expenses</b>	<b>\$ 1,543</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,553</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Grants/Contributions Received	\$ 1,543	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,553
<b>Total CIP Resources</b>	<b>\$ 1,543</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,553</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	2	2	2	2	2	2	12
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 12</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	16th Ave Trail - S 308th Street to S 288th Street
<b>Project Account:</b>	306-4400-219
<b>Project Description &amp; Justification:</b>	<p>The project involves construction of a non-motorized shared-use path along the Pacific Highway South between S 308th Street and S 288th Street</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	Authorization to submit for grant funding 6/21/2020

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 800	\$ 70	\$ 70	\$ -	\$ -	\$ -	\$ -	\$940
ROW: Property Acquisition	100	500	490	-	-	-	-	1,090
ROW: City Staff / Consultant / Misc.	100	100	75	-	-	-	-	275
CN: Contract & Contingency	-	2,210	-	3,267	-	-	-	5,477
CN: City Staff / Consultant / Misc.	-	355	-	548	-	-	-	903
<b>Total CIP Expenses</b>	<b>\$ 1,000</b>	<b>\$ 3,235</b>	<b>\$ 635</b>	<b>\$ 3,815</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$8,685</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 233	\$ 475	\$ 155	\$ 110	\$ -	\$ -	\$ -	\$973
Fuel Tax	233	-	155	105	-	-	-	493
Grants/Contributions Received	500	2,285	325	-	-	-	-	3,110
Mitigation/Traffic Impact Funds Received	34	475	-	-	-	-	-	509
Grants/Contributions Anticipated	-	-	-	3,600	-	-	-	3,600
<b>Total CIP Resources</b>	<b>\$ 1,000</b>	<b>\$ 3,235</b>	<b>\$ 635</b>	<b>\$ 3,815</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$8,685</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	3	3	6	6	6	24
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 24</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

**Project Name:** Sound Transit  
**Project Account:** 306-4400-000

**Project Description & Justification:** This Program is for the planning, permitting, design, and construction of Sound Transit Projects in Federal Way including: Federal Way Link Extension and Tacoma Dome Link Extension.  
 This Program is funded through Sound Transit.

**Prior Council Review/Approval:** Controlled by Development Agreement and multiple other ILAs Council has approved.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Staff Salaries and Benefits	\$ 3,730	\$ 897	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 4,815
<b>Total CIP Expenses</b>	<b>\$ 3,730</b>	<b>\$ 897</b>	<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,815</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Grants/Contributions Received	\$ 3,730	\$ 897	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 4,815
<b>Total CIP Resources</b>	<b>\$ 3,730</b>	<b>\$ 897</b>	<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,815</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
---	--

<b>Project Name:</b>	S 314th Street Improvements
<b>Project Account:</b>	306-4400-223
<b>Project Description &amp; Justification:</b>	Roadway reconstruction and develop to City standards with sidewalks, street trees, and street lights
<b>Prior Council Review/Approval:</b>	Resolution (#19-770) to accept grant funding 8/13/19.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 100	\$ 218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318
ROW: Property Acquisition	-	-	-	-	831	-	-	831
ROW: City Staff / Consultant / Misc.	-	-	-	-	219	-	-	219
CN: Contract & Contingency	-	-	-	-	-	2,500	-	2,500
CN: City Staff / Consultant / Misc.	-	-	-	-	-	420	-	420
<b>Total CIP Expenses</b>	<b>\$ 100</b>	<b>\$ 218</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,050</b>	<b>\$ 2,920</b>	<b>\$ -</b>	<b>\$ 4,288</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 18	\$ -	\$ -	\$ -	\$ 500	\$ 1,420	\$ -	\$ 1,938
Fuel Tax	-	-	-	-	550	1,500	-	2,050
Grants/Contributions Received	100	200	-	-	-	-	-	300
<b>Total CIP Resources</b>	<b>\$ 118</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,050</b>	<b>\$ 2,920</b>	<b>\$ -</b>	<b>\$ 4,288</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	8	8
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8</b>	<b>\$ 8</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SR99 at S 373rd Street Roundabout with Median Control
<b>Project Account:</b>	306-4400-224
<b>Project Description &amp; Justification:</b>	Establish median control throughout the length of the project and construct a roundabout at the intersection of S 373rd Street.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Authorization to apply for grant 2/4/2020.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 200	\$ 200	\$ 40	\$ 100	\$ -	\$ -	\$ -	\$ 540
ROW: Property Acquisition	-	-	454	-	-	-	-	454
ROW: City Staff / Consultant / Misc.	-	-	46	-	-	-	-	46
CN: Contract & Contingency	-	-	-	3,543	-	-	-	3,543
CN: City Staff / Consultant / Misc.	-	-	-	457	-	-	-	457
<b>Total CIP Expenses</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 540</b>	<b>\$ 4,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,040</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ 1,100
Fuel Tax	-	-	-	100	-	-	-	100
Grants/Contributions Received	100	100	400	1,900	-	-	-	2,500
Mitigation/Traffic Impact Funds Received	100	100	140	-	-	-	-	340
Grants/Contributions Anticipated	-	-	-	1,000	-	-	-	1,000
<b>Total CIP Resources</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 540</b>	<b>\$ 4,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,040</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	6	6	6	18
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 18</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	21st Ave S @ S 320th St Traffic Signal
<b>Project Account:</b>	306-4400-225
<b>Project Description &amp; Justification:</b>	Install a traffic signal and signalized pedestrian crosswalk.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Resolution 20-798 accepting grant

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 200	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320
CN: Contract & Contingency	-	1,231	-	-	-	-	-	1,231
CN: City Staff / Consultant / Misc.	-	169	-	-	-	-	-	169
<b>Total CIP Expenses</b>	<b>\$ 200</b>	<b>\$ 1,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,720</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345
LIFT Sales Tax	200	105	-	-	-	-	-	305
Grants/Contributions Received	-	730	-	-	-	-	-	730
Mitigation/Traffic Impact Funds Received	-	340	-	-	-	-	-	340
<b>Total CIP Resources</b>	<b>\$ 200</b>	<b>\$ 1,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,720</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	4	4	4	4	4	20
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 20</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Citywide ADA Retrofits
<b>Project Account:</b>	306-4400-228
<b>Project Description &amp; Justification:</b>	<p>Upgrade specific intersections, streets, and sidewalks in order to meet minimum ADA requirements.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 100	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 400
CN: Contract & Contingency	238	169	169	469	469	319	319	2,152
CN: City Staff / Consultant / Misc.	62	31	31	31	31	31	31	248
<b>Total CIP Expenses</b>	<b>\$ 400</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 2,800</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
LIFT Sales Tax	200	100	100	100	100	100	100	800
Mitigation/Traffic Impact Funds Received	200	-	-	-	-	-	-	200
Unfunded Needs	-	-	-	450	150	150	150	900
<b>Total CIP Resources</b>	<b>\$ 400</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 700</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 2,800</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	S 356th St: 1st Ave S - SR 99
<b>Project Account:</b>	306-4400-229
<b>Project Description &amp; Justification:</b>	Widen to 5 lanes with bike lanes, sidewalks and street lighting. Joint project with SWM to provide widened culvert.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Grant application authorization June 2020

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 500	\$ 600	\$ 300	\$ 500	\$ -	\$ -	\$ -	\$ 1,900
CN: Contract & Contingency	-	-	-	9,500	9,000	-	-	18,500
CN: City Staff / Consultant / Misc.	-	-	-	500	500	-	-	1,000
<b>Total CIP Expenses</b>	<b>\$ 500</b>	<b>\$ 600</b>	<b>\$ 300</b>	<b>\$ 10,500</b>	<b>\$ 9,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,400</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
SWM Transfer	\$ 300	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 900
Grants/Contributions Received	200	-	-	-	-	-	-	200
Mitigation/Traffic Impact Funds Received	-	300	-	-	-	-	-	300
Grants/Contributions Anticipated	-	-	-	10,500	9,500	-	-	20,000
<b>Total CIP Resources</b>	<b>\$ 500</b>	<b>\$ 600</b>	<b>\$ 300</b>	<b>\$ 10,500</b>	<b>\$ 9,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,400</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	3	3	6
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 6</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SR 509 @ 4th Ave S Compact Roundabout
<b>Project Account:</b>	306-4400-230
<b>Project Description &amp; Justification:</b>	This project will construct a compact roundabout at the intersection of SR 509 and 4th Ave S.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
CN: Contract & Contingency	-	-	-	800	-	-	-	800
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Federal Way Transit Center
<b>Project Account:</b>	306-4400-231
<b>Project Description &amp; Justification:</b>	Construct dedicated sidewalks in four specific areas and preserve pedestrian access between large blocks within the City Center.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
CN: Contract & Contingency	-	-	-	792	-	-	-	792
CN: City Staff / Consultant / Misc.	-	-	-	108	-	-	-	108
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	SW 344th St @ 27th Ave SW Compact roundabout
<b>Project Account:</b>	306-4400-232
<b>Project Description &amp; Justification:</b>	<p>This project will construct a compact roundabout at the intersection of SW 344th St and 27th Ave SW.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	Grant acceptance Resolution 21-804

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 150	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170
CN: Contract & Contingency	-	793	-	-	-	-	-	793
CN: City Staff / Consultant / Misc.	-	107	-	-	-	-	-	107
<b>Total CIP Expenses</b>	<b>\$ 150</b>	<b>\$ 920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,070</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180
Misc./Transfers - Mitigation/Traffic Impact Fees	-	180	-	-	-	-	-	180
Grants/Contributions Received	150	560	-	-	-	-	-	710
<b>Total CIP Resources</b>	<b>\$ 150</b>	<b>\$ 920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,070</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	4	4	4	4	4	20
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 20</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Adaptive Traffic Signal control System - City Center Stage 2 - Detection Upgrades
<b>Project Account:</b>	306-4400-233
<b>Project Description &amp; Justification:</b>	Provide equipment to fully optimize the remaining 9 intersections in the City Center area not completed in Phase 1.
<b>Prior Council Review/Approval:</b>	Resolution 21-813 to accept grant

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75
CN: Contract & Contingency	-	655	-	-	-	-	-	655
CN: City Staff / Consultant / Misc.	-	45	-	-	-	-	-	45
<b>Total CIP Expenses</b>	<b>\$ 75</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 775</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 75	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Grants/Contributions Received	-	600	-	-	-	-	-	600
<b>Total CIP Resources</b>	<b>\$ 75</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 775</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
---	--

<b>Project Name:</b>	Citywide Pedestrian Safety System Improvements
<b>Project Account:</b>	306-4400-234
<b>Project Description &amp; Justification:</b>	Install mid-block pedestrian crossing treatments.
<b>Prior Council Review/Approval:</b>	Resolution 21-804 to accept grant.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 300	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336
CN: Contract & Contingency	-	1,225	-	-	-	-	-	1,225
CN: City Staff / Consultant / Misc.	-	175	-	-	-	-	-	175
<b>Total CIP Expenses</b>	<b>\$ 300</b>	<b>\$ 1,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,736</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Fuel Tax	\$ -	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288
Grants/Contributions Received	300	1,148	-	-	-	-	-	1,448
<b>Total CIP Resources</b>	<b>\$ 300</b>	<b>\$ 1,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,736</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	2	2	2	2	2	10
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 10</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
Project Name:	Citywide RRFB Upgrades
Project Account:	306-4400-235
Project Description & Justification:	Upgrade median-mounted rectangular rapid flashing beacons with overhead mountings.
Prior Council Review/Approval:	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ 140
CN: Contract & Contingency	-	-	-	600	-	-	-	600
CN: City Staff / Consultant / Misc.	-	-	-	90	-	-	-	90
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140</b>	<b>\$ 690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Fuel Tax	\$ -	\$ -	\$ 140	\$ 190	\$ -	\$ -	\$ -	\$ 330
Grants/Contributions Anticipated	-	-	-	500	-	-	-	500
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140</b>	<b>\$ 690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	1	1	1	3
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 3</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Military Rd S: S 320th St - SR 18 Preservation Project
<b>Project Account:</b>	306-4400-236
<b>Project Description &amp; Justification:</b>	Repave Military Rd S between S 320th St and SR 18, upgrade pavement markers and improve ADA ramps.
<b>Prior Council Review/Approval:</b>	Resolution to accept grant funds, February 16, 2021.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 45	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
CN: Contract & Contingency	-	1,050	-	-	-	-	-	1,050
CN: City Staff / Consultant / Misc.	-	150	-	-	-	-	-	150
<b>Total CIP Expenses</b>	<b>\$ 45</b>	<b>\$ 1,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Misc./Transfers - 102 Fund (Overlay)	\$ 45	\$ 605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650
Grants/Contributions Received	-	600	-	-	-	-	-	600
<b>Total CIP Resources</b>	<b>\$ 45</b>	<b>\$ 1,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	SW King County Regional Trail Plan
<b>Project Account:</b>	306-4400-237
<b>Project Description &amp; Justification:</b>	Develop a plan defining potential routes to connect trails within the City to other regional trails.
<b>Prior Council Review/Approval:</b>	Resolution 21-808 to accept grant funding.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 50	\$ 125	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ 300
<b>Total CIP Expenses</b>	<b>\$ 50</b>	<b>\$ 125</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
Fuel Tax	5	10	10	-	-	-	-	25
Grants/Contributions Received	40	105	105	-	-	-	-	250
<b>Total CIP Resources</b>	<b>\$ 70</b>	<b>\$ 115</b>	<b>\$ 115</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	S288th Street: Pacific Hwy S to 34th Ave S Bike and Pedestian Improvements
<b>Project Account:</b>	306-4400-238
<b>Project Description &amp; Justification:</b>	Modify the pavement markings to provide bike lanes and center turn lane and add three RRFB's for pedestrian crossing. This project will be constructed in two phases.
<b>Prior Council Review/Approval:</b>	Resolution to accept grant funding, January 5, 2021.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 240	\$ 240	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ 504
ROW: Property Acquisition	-	60	-	-	-	-	-	60
CN: Contract & Contingency	-	1,155	1,655	-	-	-	-	2,810
CN: City Staff / Consultant / Misc.	-	195	231	-	-	-	-	426
<b>Total CIP Expenses</b>	<b>\$ 240</b>	<b>\$ 1,650</b>	<b>\$ 1,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 20	\$ 275	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 400
Grants/Contributions Received	200	1,100	1,700	-	-	-	-	3,000
Mitigation/Traffic Impact Funds Received	20	275	105	-	-	-	-	400
<b>Total CIP Resources</b>	<b>\$ 240</b>	<b>\$ 1,650</b>	<b>\$ 1,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Fiber Optic Network Loop - 317th to S 272nd
<b>Project Account:</b>	306-4400-239
<b>Project Description &amp; Justification:</b>	Provide a fiber optic network loop for redundancy. Telecom network between city facilities, traffic signal network, safe city network, etc.  Included as part of Sound Transit FWLE Development Agreement.
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 126	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176
CN: Contract & Contingency	-	2,128	-	-	-	-	-	2,128
CN: City Staff / Consultant / Misc.	-	296	-	-	-	-	-	296
<b>Total CIP Expenses</b>	<b>\$ 126</b>	<b>\$ 2,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,600</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Mitigation/Sound Transit	\$ 126	\$ 2,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600
<b>Total CIP Resources</b>	<b>\$ 126</b>	<b>\$ 2,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,600</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	2	2	2	2	2	10
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 10</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	SW 340th St: 31st Ave SW - 37th Ave SW
<b>Project Account:</b>	306-4400-240
<b>Project Description &amp; Justification:</b>	Widen to 5 lanes  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 555	\$ -	\$ -	\$ -	\$ 555
ROW: Property Acquisition	-	-	-	1,000	422	-	-	1,422
ROW: City Staff / Consultant / Misc.	-	-	-	250	93	-	-	343
CN: Contract & Contingency	-	-	-	-	-	4,000	1,549	5,549
CN: City Staff / Consultant / Misc.	-	-	-	-	-	400	176	576
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,805</b>	<b>\$ 515</b>	<b>\$ 4,400</b>	<b>\$ 1,725</b>	<b>\$ 8,445</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 1,805	\$ 515	\$ 4,400	\$ 1,725	\$ 8,445
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,805</b>	<b>\$ 515</b>	<b>\$ 4,400</b>	<b>\$ 1,725</b>	<b>\$ 8,445</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	S 348th Preservation
<b>Project Account:</b>	306-4400-241
<b>Project Description &amp; Justification:</b>	Pavement preservation project on S 348th St from 9th Ave S to Pacific Hwy S.
<b>Prior Council Review/Approval:</b>	Resolution 21-813 accepting grant funds.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90
CN: Contract & Contingency		902	-	-	-	-	-	902
CN: City Staff / Consultant / Misc.		124	-	-	-	-	-	124
<b>Total CIP Expenses</b>	<b>\$ 90</b>	<b>\$ 1,026</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,116</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7
Fuel Tax	-	8	-	-	-	-	-	8
Misc./Transfers - 102 Fund (Overlay)	-	171	-	-	-	-	-	171
Grants/Contributions Received	90	840	-	-	-	-	-	930
<b>Total CIP Resources</b>	<b>\$ 90</b>	<b>\$ 1,026</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,116</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Joint Operations and Maintenance Facility
<b>Project Account:</b>	306-4400-610
<b>Project Description &amp; Justification:</b>	Joint operation and maintenance facility for Public Works, Parks, CD, Police
<b>Prior Council Review/Approval:</b>	July 2022 preferred site selected.

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
PE: Preliminary Engineering	-	2,000	1,000	-	-	-	-	3,000
CN: Contract & Contingency	-	-	39,000	-	-	-	-	39,000
CN: City Staff / Consultant / Misc.	-	-	2,000	-	-	-	-	2,000
<b>Total CIP Expenses</b>	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,500</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Real Estate Excise Tax	\$ 250	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250
SWM Transfer	250	-	-	-	-	-	-	250
Bond Proceeds	-	-	42,000	-	-	-	-	42,000
<b>Total CIP Resources</b>	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,500</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

**Project Name:** BPA Trail Extension - City Center  
**Project Account:** 306-4400-XXX

**Project Description & Justification:**  
Construct a shared use path along the north side of S 324th and the west side of 23rd Ave S from 11th Place S to S 320th.

**Prior Council Review/Approval:**  
Grant application approved March 2022. Resolution to accept grant November 2022.

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Expenses</b>								
PE: Preliminary Engineering	\$ -	\$ -	\$ 200	\$ 600	\$ 2,000	\$ 4,100	\$ -	\$ 6,900
<b>Total CIP Expenses</b>	\$ -	\$ -	\$ 200	\$ 600	\$ 2,000	\$ 4,100	\$ -	\$ 6,900

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>CIP Funds - Resources</b>								
LIFT Sales Tax	\$ -	\$ -	\$ 50	\$ 150	\$ -	\$ -	\$ -	\$ 200
Grants/Contributions Received	-	-	150	450	-	-	-	600
Unfunded Needs	-	-	-	-	2,000	4,100	-	6,100
<b>Total CIP Resources</b>	\$ -	\$ -	\$ 200	\$ 600	\$ 2,000	\$ 4,100	\$ -	\$ 6,900

	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	2	2
<b>Net Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 2

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
Project Name:	S 320th St at 21st Ave S Grade Separation
Project Account:	306-4400-XXX
Project Description & Justification:	Study to evaluate the feasibility of a grade separated pedestrian crossing on 21st Ave S across S 320th St.
Prior Council Review/Approval:	17-May-22

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Planning / Study	\$ 25	\$ 200	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ 300
<b>Total CIP Expenses</b>	<b>\$ 25</b>	<b>\$ 200</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Misc./Transfers - Sound Transit (CD)	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
<b>Total CIP Resources</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
<b>Project Name:</b>	Local Improvement District: Non-Motorized Improvement Program
<b>Project Account:</b>	306-4400-XXX
<b>Project Description &amp; Justification:</b>	Frontage improvements in various locations as part of Local Improvement Districts.
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ -	\$ 75	\$ 25	\$ 25	\$ 25	\$ 150
CN: Contract & Contingency	-	-	-	744	248	248	248	1,488
CN: City Staff / Consultant / Misc.	-	-	-	81	27	27	27	162
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 1,800</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 900	\$ 300	\$ 300	\$ 300	\$ 1,800
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 1,800</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems
---

<b>Project Name:</b>	City Center Greenway
<b>Project Account:</b>	306-4400-XXX
<b>Project Description &amp; Justification:</b>	Consistent with Bike & Pedestrian Plan, provide non-motorized bike boulevard along S 308th St from Pacific Hwy S to City Center.
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100
CN: Contract & Contingency	-	-	-	358	-	-	-	358
CN: City Staff / Consultant / Misc.	-	-	-	42	-	-	-	42
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Misc./Transfers - Xfer 120 Path & Trails	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100
Unfunded Needs	-	-	-	400	-	-	-	400
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way Capital Improvement Plan Transportation Systems	
Project Name:	High Friction Surface Treatments
Project Account:	306-4400-XXX
Project Description & Justification:	This project installs a high friction surface treatment at six locations with high risk of run-off-the-road collisions, as identified in the Local Road Safety Plan. Locations are: (1) 16th Ave S southeast of SR 99; (2) SR 509 at 26th Pl SW; (3) SR 509 west of Redondo Way S; (4) 10th Ave SW south of SW 335th St; (5) Weyerhaeuser Way S at S 349th St; (6) 12th Ave S at S 372nd Way.
Prior Council Review/Approval:	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
CN: Contract & Contingency	-	-	759	-	-	-	-	759
CN: City Staff / Consultant / Misc.	-	-	93	-	-	-	-	93
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 852</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 952</b>

L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Grants/Contributions Received	\$ -	\$ 100	\$ 852	\$ -	\$ -	\$ -	\$ -	\$ 952
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 852</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 952</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Citywide Street Vegetation Management
<b>Project Account:</b>	306-4400-XXX
<b>Project Description &amp; Justification:</b>	Removal of established trees causing root damage. Repair of damaged sidewalks and re-planting suitable tree species as appropriate.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
OTHER	\$ -	\$ -	\$ -	\$ 450	\$ 150	\$ 150	\$ 150	\$ 900
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 900</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Unfunded Needs	\$ -	\$ -	\$ -	\$ 450	\$ 150	\$ 150	\$ 150	\$ 900
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 900</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

City of Federal Way  
Capital Improvement Plan  
Transportation Systems

<b>Project Name:</b>	Adaptive Traffic Control System Phase IV (1st Ave S)
<b>Project Account:</b>	306-4400-XXX
<b>Project Description &amp; Justification:</b>	Adaptive signal control implementation on 1st Ave S
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
PE: Preliminary Engineering	\$ -	\$ -	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ 89
CN: Contract & Contingency	-	-	-	578	-	-	-	578
CN: City Staff / Consultant / Misc.	-	-	-	83	-	-	-	83
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89</b>	<b>\$ 661</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

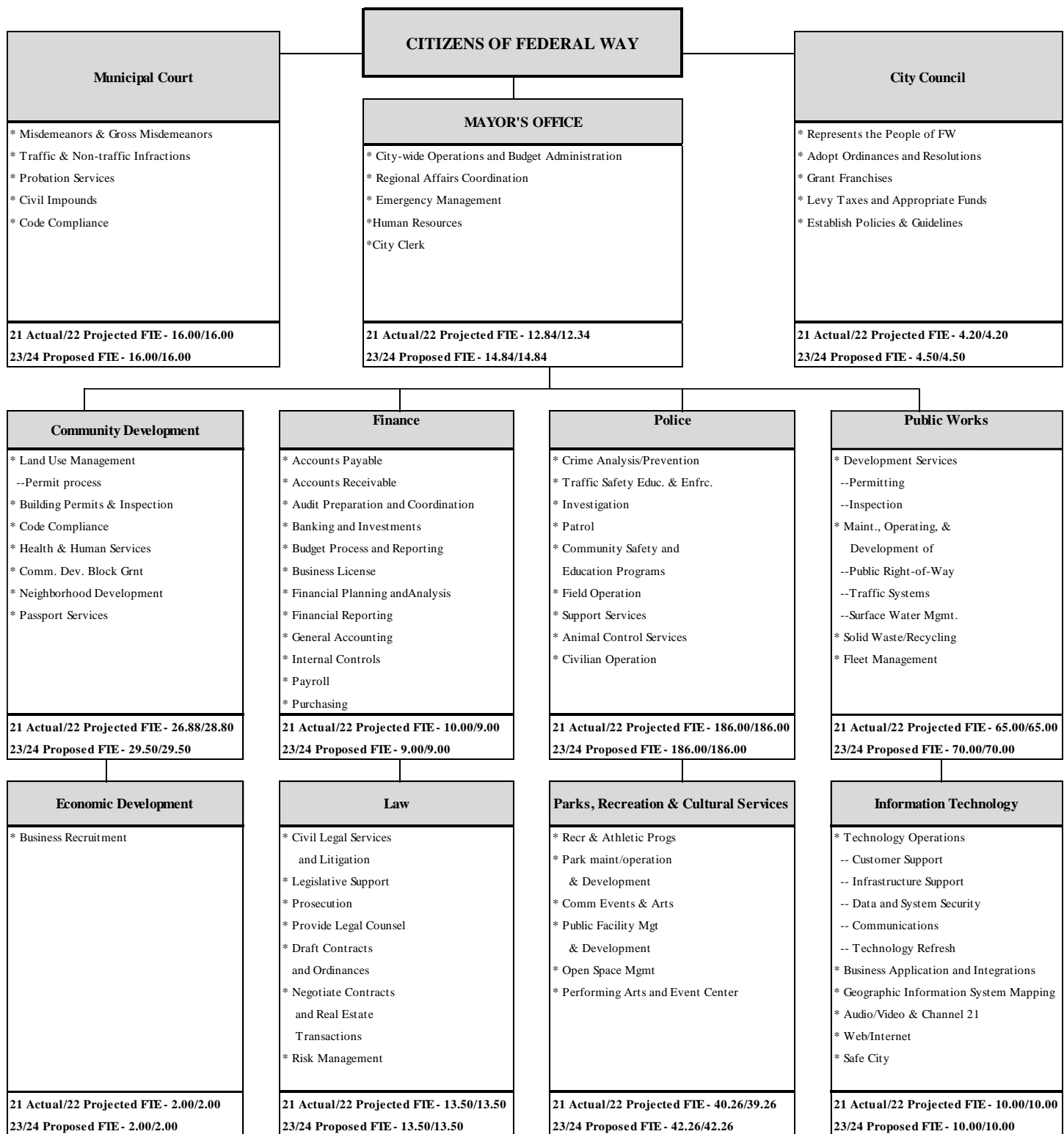
CIP Funds - Resources	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Mitigation/Traffic Impact Funds Received	\$ -	\$ -	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ 89
Unfunded Needs	-	-	-	661	-	-	-	661
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89</b>	<b>\$ 661</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750</b>

Impact on Operating Funds	L-T-D thru 2022	2023	2024	2025	2026	2027	2028	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	5	5	5	5	20
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 20</b>

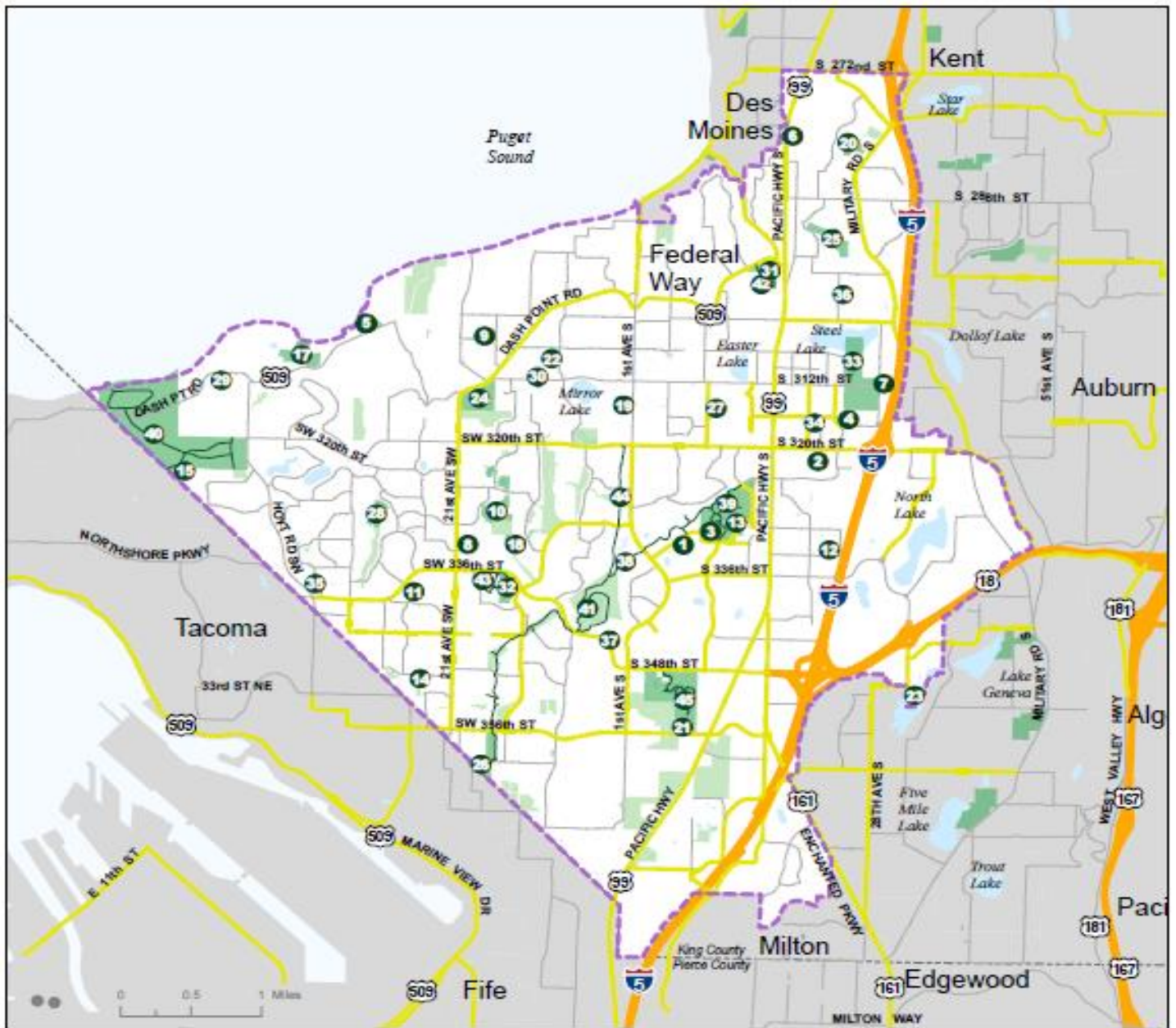
# APPENDICES



## CITY OF FEDERAL WAY ORGANIZATION CHART AND OPERATIONS SUMMARY



## CITY MAP

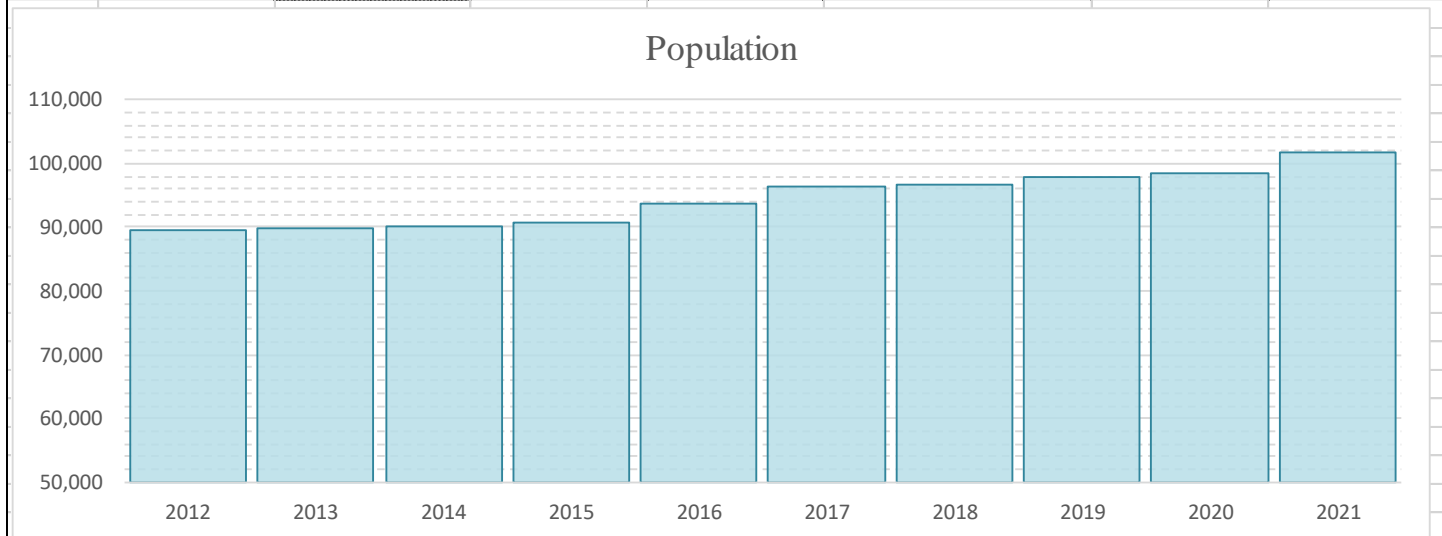


Parks	Steel Lake Maintenance Facility	Dumas Bay Centre Park	Mirror Lake Park	<b>Trails</b>
Designated Open Spaces	Westway Police Substation	Dumas Bay Sanctuary	Olympic View Park	BPA Trail
Trails	<b>City Parks</b>	English Gardens	Palsades Park	Celebration Park Trail
<b>Facilities</b>	Adelaide Park	French Lake Park	SW 312th St Sports Courts	Dash Point Trail
City Hall	Alderbrook Park	Heritage Woods Park	Sacajawea Park	Panther Lake Trail
Commons Police Substation	Alderdale Park	Hylebos Blueberry Farm	Saghalie Park	Sacajawea Park Trail
Community Center	Cedar Grove Park	Lake Grove Park	Steel Lake Park	Saghalie Park Trail
Downtown Substation	Celebration Park	Lake Killamey Park	Town Square Park	West Campus Trail
Dumas Bay Centre	Coronado Park	Lakota Park	Wedgewood Park	West Hylebos Park Trail
North Police Substation	Dash Point Highlands Park	Laurelwood Park	Wildwood Park	
		Madrona Park	Winco Park	

The City is [located](#) in southwestern King County, 25 miles south of downtown Seattle, 8 miles north of downtown Tacoma, and has 8 miles of Puget Sound waterfront. Federal Way has easy access to Sea-Tac International Airport (12 miles) and the Ports of Seattle and Tacoma, connected to primary transportation routes at three exits along Interstate 5, as well as access points to State Highways 18, 509, 161 and Pacific Highway/State Route 99.

## DEMOGRAPHIC STATISTICS

Fiscal Year	Population	Personal Income Sea-Tac-Bel [D]	Per Capita Income [C]	Median Age [C]	Education Level in Years of Formal Schooling	School Enrollment (A)	Unemployment Rate (B)
2012	89,460	189,431,079,000	26,514	34.9	13.0	20,665	8.1%
2013	89,718	199,243,414,000	26,740	34.9	13.0	21,554	7.4%
2014	90,147	213,700,152,000	20,481	35.1	13.0	21,772	6.2%
2015	90,764	227,827,122,000	27,145	35.7	13.0	21,979	5.3%
2016	93,670	245,230,664,000	27,483	35.7	13.0	21,673	4.9%
2017	96,350	267,653,500,000	28,947	35.9	13.0	22,522	4.4%
2018	96,690	293,954,143,000	30,288	36.9	13.0	22,309	4.1%
2019	97,840	310,717,787,000	31,438	35.9	13.0	21,922	4.0%
2020	98,340	323,176,255,000	31,744	35.8	13.0	21,922	6.8%
2021	101,700	N/A	32,788	36.2	13.0	21,552	4.2%



(A) Includes public school enrollment. Kindergarten is included though not State mandated.

(B) Unemployment rates came from ESDWAGOV-Resident Civilian Labor Force & Employment in Federal Way

(C) Per Capital Income for Federal Way came <https://censusreporter.org/profiles>

(D) Personal income information is for Seattle-Tacoma-Bellevue area provided by the Bureau of Economic Analysis, information for 2021 not available. 2021 data for Personal Income to be published fall of 2022.

Sources: Data was obtained from U. S. Census Bureau

Employment Security Department/DATA; U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics

US Department of Commerce, Bureau of Economic Analysis

School data was provided by the Federal Way School District.

## PRINCIPAL TAXPAYERS

Taxpayer	Type of Business	2021		
		Assessed Valuation	Rank	% of Total (A) Assessed Valuation
GEP X Star Lake LLC (Club Palisades)	Real Estate Management	151,000,000	1	1.05%
Federal Way Campus LLC (formerly part of Weyerhaeuser)	Real Estate Management	133,249,100	2	0.93%
Prime Woodley Campus Drive	Real Estate Management	114,253,000	3	0.80%
Avanath Federal Way LLC	Real Estate Management	88,193,000	4	0.62%
ATR LLC	Real Estate Management	87,561,000	5	0.61%
PRCP-Arcadia LLC (aka PrideRock Capital Mgmt)	Real Estate Management	86,718,500	6	0.61%
RHB Miro Owner LLC	Real Estate Management	78,000,000	7	0.54%
Merlone Geier Partners	Real Estate Investment Trust	71,341,800	8	0.50%
Greystone Meadows Apts.	Real Estate Management	65,987,000	9	0.46%
KNL Vision WA LLC	Real Estate Management	62,562,000	10	0.44%
Prime Catalina Campus Dr II	Real Estate Management	59,500,000	11	0.42%
BMF IV WA Retreat Maple Hill	Real Estate Management	59,500,000	12	0.42%
Prime Catalina Campus Dr (formerly Alliance Tax Advisors)	Real Estate Management	58,000,000	13	0.40%
Cove Apartments LLC (formerly Forest Cove LLC)	Real Estate Management	57,293,000	14	0.40%
Thrive Communities LLC	Real Estate Management	55,208,000	15	0.39%
Federal Way Crossings Owner (formerly Fana Fed Way Crossings LP)	Shopping Center	47,665,587	16	0.33%
		<b>\$ 1,276,031,987</b>		<b>8.91%</b>

Source: King County Assessor's Office.  
(A) 2021 and 2012 regular assessed valuation for the City of Federal Way was \$14,324,776,457 and \$7,087,561,940 respectively.

## PRINCIPAL EMPLOYERS

Taxpayer	Type of Business	2021		
		Number of Employees	Rank	% of Total City Employment
Federal Way Public Schools	Educational Services	2,835	1	5.91%
St Francis Hospital	Medical Services	1,011	2	2.11%
World Vision Inc	Christian Relief Agency-Nonprofit	775	3	1.62%
Western WA Corp of Seventh Day Ad	Non-Profit Church Organization	650	4	1.36%
US Postal Service - Bulk Mail	Postal Service	625	5	1.30%
City Of Federal Way	Government Services	443	6	0.92%
Wal-Mart #3794	Retail	366	7	0.76%
Community Integrated Services	Health Services	364	8	0.76%
Costco Wholesale Corporation	Wholesale	321	9	0.67%
Virginia Mason Federal Way	Medical Services	267	10	0.56%
Korean Women's Association	Professional Services	261	11	0.54%
Fred Meyer	Retail	232	12	0.48%
Home Depot USA Inc. #4703	Retail	215	13	0.45%
Wal-Mart #2571	Retail	212	14	0.44%
MAKSU Inc.	Social Services	210	15	0.44%

Sources: City of Federal Way Business License. City of Federal Way Business Licensing was outsourced to State of Washington DOR, effective October 20

Employment Security Department/DATA; U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics

Note: Principal Employers - includes both full-time and part-time employees.

**MISCELLANEOUS STATISTICAL INFORMATION**  
**DECEMBER 31, 2021**

<b>LOCAL TAXES ON BUSINESSES</b>											
Utility Tax - (6% + 1.75% Prop 1).....	7.75%										
Utility Tax - Solid Waste (6% + 10% + 1.75% Prop 1).....											
Admission Tax.....	5.00%										
Gambling Taxes:											
Bingo/Raffles.....	5.00%										
Amusement/Games.....	2.00%										
Punchboard/Pull Tabs.....	3.00%										
Cardrooms.....	10.00%										
Local Sales Tax (Collected by the State).....	10.10%										
<b>FIRE AND EMERGENCY MEDICAL RESPONSE INFORMATION</b>											
<i>Fire and Emergency Medical Response information reflects the greater Federal Way area, which is served by South King Fire &amp; Rescue.</i>											
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Fire and Other Responses		1,363	968	999	1,148	1,019	3,213	1,253	4,278	1,093	4,973
Emergency Medical		12,571	12,950	13,847	14,193	16,144	17,109	15,968	16,422	19,101	18,352
<b>PUBLIC EDUCATION</b>											
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
23 Elementary Schools		9,229	9,777	10,054	10,253	10,498	10,493	10,241	10,576	9,953	8,670
8 Middle Schools (Public Academy, TAF)		5,041	5,050	5,034	5,209	5,183	5,238	5,217	4,485	5,309	4,604
4 High Schools		6,018	6,341	6,299	6,166	5,582	6,382	6,389	6,342	6,327	5,789
3 Alternative/Int. Academy, Open Doors)		377	386	385	351	412	409	462	1,915	333	995
<b>Total</b>		<b>20,665</b>	<b>21,554</b>	<b>21,772</b>	<b>21,979</b>	<b>21,673</b>	<b>22,522</b>	<b>22,309</b>	<b>23,318</b>	<b>21,922</b>	<b>20,058</b>
3,171 Staff members											
<b>TAXABLE SALES (in millions)</b>											
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Retail Sales		\$1,239	\$1,355	\$1,432	\$1,564	\$1,673	\$1,671	\$1,733	\$1,888	\$1,897	\$2,064
Real Estate Sales		\$303	\$399	\$418	\$599	\$1,062	\$819	\$841	\$1,044	\$895	\$1,036
Source: South King County Fire and Rescue Federal Way Public School WA Office of Superintendent of Public Instruction City of Federal Way Finance Division											

**MISCELLANEOUS STATISTICAL INFORMATION**  
**DECEMBER 31, 2021**

CAPITAL ASSETS BY FUNCTION										
Last Ten Fiscal Years										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Transportation</b>										
Street (Center Line Miles)	248	249	249	249	249	254	254	257	257	257
Signals WSDOT-owned and maintained	6	6	6	6	6	6	6	6	6	6
Signals City-owned & County-maintained	77	77	77	77	80	80	81	81	82	82
Street lights City-owned and maintained	1,618	1,705	1,728	1,728	1,785	1,857	1,857	2,098	2,134	2,134
Street lights City-owned and PSE-maintained	644	644	644	644	644	644	644	644	644	644
Street lights PSE-owned and maintained	1,975	1,975	1,978	1,980	1,983	1,986	1,986	2,067	2,067	2,067
<b>Culture &amp; Recreation</b>										
Developed Parks - Acreage	580	580	589	589	589	589	620	853	853	853
Developed Parks - # of Parks	29	29	30	30	32	32	34	34	34	34
Undeveloped Parks - Acreage	539	539	539	539	539	539	444	436	436	436
Undeveloped Parks - # of Parks	22	22	22	22	22	22	23	23	23	23
Tennis Courts City-Owned	9	9	9	9	9	9	9	9	9	9
Tennis Courts - Public	25	25	25	25	22	22	17	17	17	17
Swimming Pools City-Owned	2	2	2	2	2	2	2	2	2	2
Swimming Pools County-Owned	3	3	3	3	3	3	2	2	2	2
Trails - Miles	9	9	9	9	9	9	9	12	12	12
Trails - # of Trails	6	6	6	6	6	6	7	7	7	7
Community Centers/Recreation Facilities	1	1	2	2	3	3	3	3	3	3
Source: City of Federal Way Public Works and Parks Department										

**MISCELLANEOUS STATISTICAL INFORMATION**  
**DECEMBER 31, 2021**

OPERATING INDICATORS BY FUNCTION										
Last Ten Fiscal Years										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>SECURITY OF PERSONS &amp; PROPERTY</b>										
<b>Offenses:</b>										
Forcible Rape (including attempts)	48	35	70	47	46	34	44	32	50	70
Robbery	107	107	135	152	191	169	234	156	132	168
Criminal Homicide	3	6	4	4	9	7	1	3	6	11
Aggravated Assault	150	133	148	178	209	226	173	175	211	273
Vehicle Theft	800	778	869	762	1,080	963	805	634	763	947
Burglary (commercial & residential)	931	801	816	635	645	664	672	563	745	792
Larceny	3,409	3,571	3,912	3,701	4,225	3,699	3,060	3,106	3,056	3,016
Arson	9	7	13	14	18	10	14	12	34	31
<b>Citations:</b>										
Traffic	13,023	17,558	13,705	15,466	10,602	10,579	7,619	8,186	6,346	5,402
Red Light Photo	13,455	24,454	24,750	29,812	33,626	38,434	35,781	25,175	23,928	20,324
<b>ECONOMIC ENVIRONMENT</b>										
<b>Building Related Permits &amp; Values</b>										
Building Permits	598	662	632	633	544	649	580	391	516	734
Estimated Value (In Millions \$)	\$ 58	\$ 62	\$ 128	\$ 198	\$ 57	\$ 62	\$ 86	\$ 227	\$ 48	\$ 108
Other Building Related Permits	2,960	3,827	3,722	3,868	3,429	3,425	3,464	2,927	2,522	2,676
Estimated Value (In Millions \$)	\$ 5	\$ 6	\$ 7	\$ 8	\$ 8	\$ 10	\$ 10	\$ 44	\$ 22	\$ 28
Source: City of Federal Way Police Department and Community Development Department										

## BUDGET PROCESS

**Procedures for Adopting the Original Budget** - The City's budget process and the time limits under which the biennial budget must be prepared are defined by the Revised Code of Washington (RCW) 35A.34. These elements, with which the City continues to comply, resulted in the following general work plan and calendar for 2022:

During 2022			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenue forecasting	Jan. 1	Finance												
Internal Dept Reviews	Quarterly	All Depts												
Council Financial Reports	Monthly	Finance												
Strategic Planning	Feb. 26	City Council												
2021 roll-fwd appropriation	Apr. 6	Finance												
Senior Staff Budget Kickoff	Jul. 1	Finance												
2022 MidYear Report	Jul. 20	Finance												
2022 Course Corrections	Jul. 20	Finance												
Dept HR/PR Staffing Review	Jul.-Aug	All Depts												
Policy/Project identification	Aug-Oct	All Depts												
Revenue forecast final	Aug. 1	Finance												
Mayor's Budget	Sep. 1	All Depts												
County Assessed Value	Sep. 25	Co. Assessor												
Set dates for Nov. Hearings	Oct. 5	Finance												
City Council Study Sessions	Oct. 5,7,12,14	All Hands												
Ad Valorem Rate Hearing	Nov. 1	Finance												
Budget Hearings	Nov. 1,15	Finance												
Budget adoption	Dec. 6	Finance												
Key Deadlines														
	9/25/21	Property tax valuations from County, preliminary proposed tax rate												
	9/30/21	Preliminary Budget filed with City Clerk, post on City website												
Key Council Meeting Dates:														
	9/20/22	Presentations to City Council Study Session												
	9/26/22	Presentations to City Council Study Session												
	9/29/22	Presentations to City Council Study Session												
	10/4/22	Presentations to City Council Study Session												
	10/18/22	Public Hearing and Ordinances on Ad Valorem Tax Rate												
	10/18/22	1st Budget Public Hearing												
	11/1/22	2nd Budget Public hearing												
	11/1/22	Council passes Budget Ordinances adopting Budget and tax rate												
	11/15/22	Budget adoption, and last month of actuals for audit prep												

**Mid-Biennium Review and Modification** - The biennial budget statute referenced above requires jurisdictions electing a biennium budget to perform a mid-biennium review and modification of the adopted budget per RCW 35.34.130. The review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium.

**Amending the Budget** – As described in the Budget Ordinance, the City Council may increase or decrease the appropriation for a particular fund by ordinance approved by a simple majority. The Mayor is authorized to transfer budgeted amounts between departments within any fund. The Department Directors are authorized to transfer budgeted amounts between accounts within a department.

## **BUDGET POLICIES**

### **I. OPERATING BUDGET**

#### **A. OVERALL**

1. The budget is a performance, financing and spending plan incorporating recommendations from Department Directors, proposed by the Mayor, and approved by City Council. It contains information and data regarding expected revenues, expected expenditures and expected performance.
2. The Finance Department prepares and annually refines written policies and goals to guide the preparation of performance, financing and spending plans for the budget. Adopted budgets will comply with the Council-adopted budget policies and priorities.
3. A comprehensive business plan, the budget should provide the following critical elements: public policies, financial plan, operations guide, and communications device.
4. The City's budget presentation should display the City's service delivery/performance plan in a Council/constituent-friendly format and will use a program-budgeting format to convey the policies for and purposes of City operations. The Finance Department will make available the line-item format materials on request.
5. Decision making for capital improvements will be coordinated with the operating budget to prioritize the City's limited resources for operating and maintaining facilities in conjunction with annual service delivery.
6. Under the Mayor's direction, Department Directors have primary responsibility for:  
a) formulating budget proposals in line with Mayor and City Council priority direction, and b) implementing those proposals once they are approved.

#### **B. FISCAL INTEGRITY**

1. The City will maintain the fiscal integrity of its operating, debt service, and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City Council's intent to maximize the level of public goods and services while minimizing the level of debt.
2. The City Council will adopt a balanced budget for all funds. Balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing revenues to finance those costs. The ongoing revenue will be identified along with new program costs including impact from new capital projects. Any available carryover balance will only be used to offset one-time or non-recurring costs. Balanced budget for non-operating funds means total resources equal to or exceed total uses.
3. Fund balances in excess of the amount required to maintain reserve policy will be used to fund one-time or non-recurring costs.
4. Infrastructure funded by restricted revenues shall be only for the projects or purpose for which they were intended.

**C. FUND RESERVES**

1. The City shall maintain an operating cash flow reserve of \$9 million or 17 % of operating expenditures in the General Fund. The purpose of operating cash flow reserve is to maintain a minimum of two month's operating expenditure in reserve to manage the fluctuation in tax receipts, grant revenues, and general cash flow management.
2. The City shall maintain a Strategic Reserve Fund in order to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the budget was prepared. Funding shall be \$3 million.
3. The City shall maintain a minimum of \$1.125 million in the Parks Reserve Fund for the equipment, turf, and other major needs of the City's Park System.
4. The City will maintain a minimum emergency reserve fund for snow and ice removal of \$0.5 million in Street Fund.
5. The City will maintain a minimum emergency reserve fund of \$0.1 million in Arterial Street Fund for unexpected natural disaster to restore roads to original condition.
6. The City will maintain a minimum cash flow reserve with the Utility Tax Fund in amount equal to \$2.5 million (\$1.0 million Proposition 1 and \$1.5 million Utility tax).
7. The City will maintain a one-year revenue reserve in the fund and may be spent down ONLY upon the Council' s approval.
8. The City will maintain a minimum \$0.2 million reserve in the Hotel/Motel Lodging Tax Fund.
9. The City shall maintain a minimum \$1.5 million reserve in the Community Center Fund for general capital and equipment needs.
10. The City shall maintain a minimum of \$1.2 million contingent reserve in Traffic Safety Fund.
11. The City shall maintain adequate reserve in Debt Service Fund in accordance with the bond ordinance or a minimum of one-year debt service amount.
12. The City shall maintain a reserve for the future general capital needs for the city buildings or other capital projects in Capital Project Reserve Fund. The Finance Director may transfer excess revenue over expenditure in the General fund to this fund for future use of the City.
13. The City shall maintain a minimum of \$1.5 million in a reserve for the general capital needs of the building and equipment in Dumas Bay Centre Fund.
14. The City will maintain a reserve in an amount of not less than 13 weeks of budgeted expenses as recommended by our consultant in the Health Insurance Fund.
15. The City will maintain a reserve in an amount of not less than \$0.25 million or annual unemployment expenses in the Unemployment Insurance Fund.

16. The City will maintain a reserve in an amount of not less than one year's expenses from the prior year or \$0.6 million in Risk Management Fund.
17. The City shall maintain an operating reserve within the Surface Water Management Fund in amount not less than 17% of operating expenses from the prior year. Any excess may be transferred to the Capital Project Fund – SWM for future capital projects.
18. The City shall maintain Emergency/Contingent reserve for unexpected catastrophic events or system failures of not less than \$0.5 million in Capital Project Fund – SWM.
19. The City will maintain adequate reserves for capital replacement to replace both hardware and software in the Information System Fund.
20. The City will maintain an adequate reserve to replace copy and mailing equipment in the Mail and Duplication Fund.
21. The City will maintain an adequate reserve to provide for perpetual replacement of city vehicles and other capital equipment in the Fleet and Equipment Fund.
22. The City will maintain a reserve of not less than \$2.0 million for equipment, roof, and other major upgrades to City Buildings other than Community Center, and Dumas Bay Centre.

**D. REVENUES**

1. Revenue estimates shall not assume any growth rate in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. In the event that revenues are less than expected, it minimizes the likelihood of severe cutback actions which may be profoundly disruptive to the goal of providing a consistent level of quality services.
2. Investment income earned through the City's pooled reserves shall be budgeted in accordance with the council-approved investment policy.

**E. CONTRACTUAL SERVICES**

1. The City will continue to thoroughly investigate the feasibility of contracting certain public services in accordance with Council Resolution No. 92-103.

**F. MINIMIZATION OF ADMINISTRATIVE COSTS**

1. An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to assure sound management, internal controls, and legal compliance.

**G. RETIREMENT**

1. The budget shall provide for adequate funding of the City's retirement system.

**H. MONTHLY REPORT**

1. The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely monthly report.

2. All budget amendments, both revenues and expenditures, will be noted in the monthly report.

**I. MULTI-YEAR ESTIMATES**

1. With each budget, the City will update expenditure and revenue projections for the next six years. Projections will include estimated operating costs for capital improvements that are included in the capital budget.
2. This budget data will be presented to elected officials in a form that will facilitate budget decisions, based on a multi-year perspective.

**J. CITIZEN INVOLVEMENT**

1. Citizen involvement shall be encouraged in the budget decision making process through public hearings and study sessions.
2. Involvement shall also be facilitated through City boards, task forces and commissions, which shall serve in advisory capacities to the Mayor and City Council.

**K. FEES**

1. Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining an essential service. Fees or service charges should not be established to generate money in excess of the cost of providing service.
2. Fees may be less than 100% if other factors (e.g. market forces, competitive position, etc.) need to be recognized.

**L. NONPROFIT ORGANIZATIONS**

1. Future funding decisions regarding nonprofit organizations will be based on guidelines, policies and priorities determined by the City Council and availability of financing based on General Fund spending priorities.

**II. CAPITAL BUDGET**

**A. FISCAL POLICIES**

1. Capital project proposals should include as complete, reliable, and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for the Six-Year City Capital Improvement Plan will vary in reliability depending on whether they are to be undertaken in the first, fifth or sixth year of the Plan.
2. Capital proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources needed to complete any given phase of a project in addition to the total project.

3. All proposals for the expenditure of capital funds shall be formulated and presented to Council within the framework of a general capital budget and, except in exceptional circumstances of an emergency nature, no consideration will be given to the commitment of any capital funds, including reserve funds, in isolation from a general review of all capital budget requirements.
4. Changes in project estimates for the comprehensive resource plan should be fully reported to the City Council for review and approval.
5. Project proposals should indicate the project's impact on the operating budget, including, but not limited to, long-term maintenance costs necessary to support the improvement.
6. At the time of contract award, each project shall include reasonable provision for contingencies:
  - a. The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten (10) percent, or a percentage as otherwise determined by the City Council of the total contract amount.
  - b. Project contingencies may, unless otherwise determined by the City Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
  - c. For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of the contract award, the project's budgeted appropriation, including contingency, will be replaced with a new appropriation equal to the approved project contract contingency developed in the manner described above.
7. The City Administration shall seek ways of ensuring that administrative costs of carrying out the Capital Improvement Plan are kept at appropriate levels.
8. The Annual Capital Budget shall include only those projects which can reasonably be accomplished in the time frame indicated. The detail sheet for each budgeted capital project should include a projected schedule.
9. Capital projects which are not encumbered or completed during the fiscal year will be rebudgeted or carried over to the next fiscal year except as reported to and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the Adopted Capital Budget. Similarly, multi-year projects with unencumbered or unexpended funds will be carried over to the subsequent year(s).
10. If a proposed project will cause a direct negative impact on other publicly-owned facilities, improvements to the other facilities will be required as part of the new project and become a part of the new project's comprehensive costs.
11. Capital projects will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.

**B. DEBT POLICIES**

1. Short-term lines of credit, tax or Revenue Anticipation Notes may be used only when the City's ability to implement approved programs and projects is seriously

hampered by temporary cash flow shortages. No long-term debt will be used to finance ongoing operational costs.

2. The Finance Director shall identify alternative sources of funding and shall examine the availability of those sources in order to minimize the level of debt.
3. When possible, the City shall use special assessment, revenue, or other self-supporting bonds instead of general obligation debt.
4. Long term general obligation debt will be incurred based upon the ability of the City to incorporate into a balanced budget. This debt shall be limited to those capital improvements that cannot be financed from existing revenues and with an effort to match repayment of debt by those who benefit from the assets financed. The project should also be integrated with the City's long term financial plan and City Improvement Plan.
5. The maturity date for any debt will not exceed the reasonable expected useful life of the project so financed.
6. Fifty percent (50%) of the principal of any long term indebtedness should be retired over 10 years.
7. Current year revenues shall be set aside to pay for the subsequent year's debt service payments to protect bondholders from revenue volatility.
8. The Finance Director shall encourage and maintain good relations with financial and bond rating agencies, and will follow a policy of full and open disclosure on every financial report and bond prospectus.
9. No bond proceeds will be budgeted without accompanying debt service budgeted concurrently.

**C. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES**

1. Transparency in the Capital Improvement Program is a priority.
  - a. The Capital Improvement Plan shall be provided to the City Council in a timely manner to allow time for the Council members to review the proposal with constituents before it is considered for adoption.
  - b. Council study sessions on the Capital Improvement Plan shall be open to the public and advertised sufficiently in advance of the meetings to allow for the attendance of interested citizens.
  - c. Prior to the adoption of the Capital Improvement Plan, the City Council shall hold noticed public hearings to provide opportunities for citizens to express their opinions on the proposed plan.
  - d. The City Planning Commission shall review the proposed City Improvement Plan and provide its comments on the Plan's contents before the Council considers the Plan for adoption.
2. All projects included in the Capital Improvement Plan shall be consistent with the City's Comprehensive Plan. The goals and policies for services, facilities, and transportation should be followed in the development of the City Improvement Plan.

The Comprehensive Plan service level goals should be called out in the City Improvement Plan.

3. Capital projects shall be financed to the greatest extent possible through user fees and benefit districts when direct benefit to users results from construction of the project. Refer to Debt Policies for further detail.
4. Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
5. The Council will annually review and establish criteria against which capital proposals should be measured. Included among the factors which will be considered for priority-ranking are the following:
  - a. Projects which have a positive impact on the operating budget (reduced expenditures, increased revenues);
  - b. Projects which are programmed in the Six-Year Operating Budget Forecast;
  - c. Projects which can be completed or significantly advanced during the Ten-Year Capital Improvement Plan;
  - d. Projects which can be realistically accomplished during the year they are scheduled;
  - e. Projects which implement previous Council-adopted reports and strategies.

**CRITERIA FOR DETERMINING PROJECT INCLUSION/PRIORITY (IN PRIORITY ORDER)**

1. Projects which are required by statute or by an existing agreement with another agency.
2. Projects which are essential to public health or safety.
3. Projects which are required to perpetually replace or maintain existing infrastructure.
4. Projects which are urgently needed by some other criteria than public health or safety, e.g. environmental or public service.
5. Projects which have exhibited a high degree of public support.
6. Projects which are grant funded and whose maintenance and replacement can be reasonably assured in long-term budgeting.
7. Projects which, if not acted upon now, would result in the irrevocable loss of an opportunity, or other major alternative actions would have to be initiated.
8. Projects which would preserve an existing capital facility, avoiding significantly greater expenses in the future (e.g. continuation of a ten-year cycle street maintenance program).
9. Projects which would result in significant savings to operating costs.
10. Projects which would fulfill a City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide minimal facilities in areas which are deficient according to adopted standards.
11. Projects which would provide significant benefits to the local economy and tax base.
12. Purchase of land for future projects at favorable prices prior to adjacent development.
13. Purchase of land for future City projects (land banking).
14. Projects which would provide new facilities which have minimal or no operating costs or which have operating costs but have been designated as exceptions to the operating cost policy by previous City Council actions.
15. Projects which would be constructed in conjunction with another agency with the other agency providing for the operating costs.
16. Projects which would generate sufficient revenue to be essentially self-supporting in their operation.
17. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
18. Projects which would fulfill City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide greater than minimal facilities.
19. Projects which are grant funded but would require increased operating costs in the General Fund, including reserve for eventual replacement.
20. Projects which are not grant funded and would require increased operating costs in the General Fund, and have not been designated as exceptions to the operating cost policy by previous City Council actions.

## **BASIS OF ACCOUNTING AND BUDGETING**

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor under the authority of Washington State law, Chapter 43.09 R.C.W., and in compliance with generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.

### **Basis of Presentation - Fund Accounting**

The accounts of the City are organized on the basis of funds and account groups. Each fund is a separate accounting entity with a self-balancing group of accounts. There are three broad fund categories, seven generic fund types within those categories and two account groups. A purpose and description of the fund is provided on the fund pages in the Budget by Fund section of this budget document.

### **Basis of Accounting**

Basis of accounting refers to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The *accrual basis* of accounting is used by proprietary fund types. Under this method, revenues are recognized when earned, and expenses are recognized when incurred.

The *modified accrual* basis of accounting is used by governmental, expendable trust and agency funds. Revenues and other financial resources are recognized when they become susceptible to accrual, i.e., when the related funds become both measurable and available to finance expenditures of the current period. To be considered "available", revenue must be collected during the current period or soon enough thereafter to pay current liabilities.

### **Basis of Budgeting**

The City uses the same revenue and expenditure recognition principles for budgeting as for accounting with the exception of depreciation or amortization expenses in proprietary funds.

### **Balanced Budget**

The state law prescribes a balanced budget where total expenditures and other uses not to exceed total resources (current revenue plus beginning fund balance). The city's budget policy further requires that expenditures not to exceed revenues. Therefore, a balanced budget for Federal Way must meet both conditions.

### **Budgetary Fund Balances**

Budgetary fund balance is the difference between current liability and current assets of a fund. This is the amount available for appropriations during the budget period. It is different than the fund equity or the net position reported in the entity-wide financial statements as it does not include capital assets or long-term liabilities that are not available or due within current budget period.

### **Scope of Budget and Fund Descriptions**

Budgets are adopted for the general, special revenue, and debt service funds on the modified accrual basis of accounting. Certain special revenue and capital project funds, however, are budgeted on a project-length basis. For governmental funds, there are no differences between the budgetary basis and generally accepted accounting principles. Budgets for project/grant related special revenue funds and capital project funds are adopted at the level of the individual project and for fiscal periods that correspond to the lives of projects.

Legal budgetary control is established at the fund level; i.e., expenditures for a fund may not exceed the total appropriation amount. The Mayor may authorize transfers of appropriations within a fund, but the City Council must approve by ordinance any increase in total fund appropriations. Any unexpended appropriations for budgeted funds lapse at the end of the year. Appropriations for other special purpose funds that are non-operating in nature, such as capital projects, are adopted on a "project-length" basis and, therefore, are carried forward from year to year without re-appropriation until authorized amounts are fully expended or the designated purpose of the fund has been accomplished.

## **ACCOUNTING FOR FUNDS**

The individual funds within each fund type which are included in the City's budget are listed below.

**General Fund** - This fund is used to account for all financial resources except those required to be accounted for in another Fund.

**Special Revenue Funds** - These funds are established to account for proceeds of specific revenue sources that are either designated by policy or are legally restricted to expenditure for specified purposes.

Street Fund	Community Center Fund
Arterial Street Fund	Traffic Safety Fund
Utility Tax Fund	Solid Waste/Recycling Fund
Utility Tax Proposition 1 Fund	Special Contract/Studies Fund
Community Development Block Grant Fund	Hotel/Motel Lodging Tax Fund
Paths and Trails Reserve Fund	Performing Arts & Event Center Fund
Technology Fund	Jail Fund
Affordable & Supp House Sales/Use Tax Fund	

**Reserve Funds** – These funds are established to account for special reserves set aside to provide the liquidity to respond to economic opportunity and future capital needs.

Strategic Reserve Fund	Capital Project Reserve Fund
Parks Reserve Fund	

**Debt Service Fund** - This fund is to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Capital Project Funds** - These funds account for financial resources to be used for the acquisition or construction of major capital facilities.

Downtown Redevelopment Fund	Surface Water Management Projects Fund
Municipal Facilities Fund	Transportation Systems
Park Project Fund	Performing Arts and Event Center Fund
Real Estate Excise Tax Fund	

**Enterprise Fund** - This Fund is to account for operations that are normally financed and operated in a manner similar to a private business enterprise where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Surface Water Management Fund	Dumas Bay Centre Fund
-------------------------------	-----------------------

**Internal Service Funds** - These Funds are established to account for the financing of goods and services provided by one department of the governmental unit to other units on a cost reimbursement basis.

Risk Management Fund	Fleet and Equipment Fund
Information Systems Fund	Buildings and Furnishings Fund
Mail and Duplication Services Fund	Health Self Insurance Fund
	Unemployment Insurance Fund

## **GLOSSARY OF BUDGET TERMS**

The following are definitions for common terms found in budget summary statements, as well as an explanation of financial terms, found in this budget document.

<i>Accounting System</i>	The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.
<i>Accrual Basis</i>	Accrual basis of accounting is used in enterprise and internal service funds and means that transactions are recognized when earned or obligated, not when cash is received or disbursed.
<i>Adjusted Budget</i>	The budget as revised or amended through supplemental appropriations approved by Council during the year,.
<i>Allocation</i>	To set designate funds for specific purposes based on dividing by some reasonable method of determining how to be shared.
<i>Appropriation</i>	An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of budgeted governmental resources.
<i>Assessed Valuation</i>	The estimated value placed upon real and personal property within the City by the King County Assessor. Used as the basis for levying property taxes and calculating tax rate.
<i>Audit</i>	<p>A systematic examination of resource utilization concluded in a written report. It is a test of management's internal accounting controls and is intended to:</p> <ul style="list-style-type: none"><li>• ascertain whether financial statement fairly present financial positions and results of operations;</li><li>• identify areas for possible improvements in accounting practices and procedures;</li><li>• ascertain whether transactions have been recorded accurately and consistently;</li><li>• and ascertain the stewardship of officials responsible for governmental resources</li></ul>
<i>BARS</i>	The State of Washington's prescribed <u>Budgeting, Accounting, Reporting Systems</u> Manual for which compliance is required for all governmental entities in the State of Washington.
<i>Balanced Budget</i>	State law prescribes a balanced budget is total expenditures and other uses no to exceed total resources (current revenue plus beginning fund balance). The City of Federal Way's policy further requires that ongoing expenditures do not exceed ongoing revenues. A balanced budget for Federal Way must meet both conditions.
<i>Base Budget</i>	Ongoing expense for personnel, contractual services, and the replacement of supplies and minor equipment required to maintain service levels previously authorized by City Council.

<i>Beginning Fund Balance</i>	The resources that are unspent from the previous year and are available in the subsequent fiscal year for expenditures. Since these resources are typically available due to under expenditures in the previous year or unexpected revenues, it is prudent to not utilize these resources for ongoing operational expenditures.
<i>Benefits</i>	Employer contributions paid by the City as part of the conditions of employment. Examples include: health/dental insurance, state public employees retirement system, city retirement system, and employment security.
<i>Biennial Budget</i>	A budget applicable to a two-year, twenty-four-month fiscal period.
<i>Bond (DebtInstrument)</i>	A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
<i>Budget</i>	A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). In government, a budget is more than a guideline, it's also the legal authorization to spend public funds
<i>Budget Amendment</i>	A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures/expenses at the fund level by ordinance without public notice or public hearing requirements, when unanticipated revenues occur or emergencies exist (RCW 35A.33.080 and 35A.33.120). The Mayor is authorized to make budget amendments between organizations of the same fund, as long as there is no change in the total budget for that fund.
<i>Budget Calendar</i>	The schedule of key dates and milestones which the City follows in the preparation and adoption of the budget.
<i>Budgets and Budgetary Accounting</i>	The City of Federal Way budgets its funds in accordance with Revised Code of Washington (RCW) 35A.33. In compliance with the Code, annual appropriations are adopted for the General, Special Revenue, Debt Service and Capital Projects Fund. Any unexpended appropriations lapse at the end of the fiscal year. For Governmental Funds, there is no substantial difference between budgetary basis and generally accepted accounting principles. Annual appropriated budgets are adopted at the fund level.
<i>Budgetary Control</i>	The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
<i>Budget Document</i>	The official complete set of statements prepared by the City's Finance Department staff, which presents the proposed comprehensive operating and capital budgets.
<i>Community Development Block Grant (CDBG)</i>	Funding provided for the purpose of carrying out eligible community development and housing activities.

<i>Capital</i>	Expenditures made to acquire, reconstruct, or construct major fixed or capital assets. A fixed asset is a tangible object of a long-term character which will continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. A capital asset must exceed \$5,000 in cost and have an expected useful life expectancy of 12 months. For purposes of this definition, a "fixed asset" includes a group of items purchased together that will be used "for a single purpose" and which could not be used effectively by themselves.
<i>Capital Facilities Plan (CFP)</i>	A capital facilities plan includes an inventory of existing facilities, a forecast of future needs, proposed locations, capacities for new or expanded facilities, and a financing plan. The financing plan outlines the costs, revenues and time schedules for each capital improvement project. In compliance with the Growth Management Act legislation within the State of Washington, the City is preparing such a plan.
<i>Capital Improvement Program (CIP)</i>	A plan for capital expenditures to be incurred each year over a period of five or more future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.
<i>Certificates of Participation</i>	A certificate of participation represents a divided share of a lease that is assigned or marketed to investors. These debt instruments typically represent general obligation debt but can also be issued by enterprises.
<i>Certificate of Deposit</i>	A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period at a specified interest rate.
<i>Comprehensive Plan</i>	A general plan that outlines growth and land use for residential, commercial, industrial, and open space areas.
<i>Consumer Price Index (CPI)</i>	A statistical description of price levels provided by the United States Department of Labor Statistics. The index is used as a measure of change in the cost of living.
<i>Contingency</i>	A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.
<i>Cost of Living Adjustment (COLA)</i>	An increase in salaries to offset the adverse effect of inflation on compensation.
<i>Councilmanic Bonds</i>	Councilmanic bonds refer to bonds issued with the approval of the Council as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed .75% of the assessed valuation.
<i>Debt Service</i>	Payment of interest and repayment of principal to holders of the City's debt instruments.
<i>Deficit</i>	<ol style="list-style-type: none"><li>(1) The excess of an entity's liabilities over its assets (see Fund Balance)</li><li>(2) The excess of expenditures or expenses over revenues during a single accounting period.</li></ol>
<i>Department</i>	Basic organizational unit of City government responsible for carrying out a specific function.

<i>Depreciation</i>	(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.
<i>Division</i>	A group of homogenous cost centers within a department.
<i>Designated Fund Balance</i>	Fund balance that is not legally restricted to a specific use, but is nonetheless planned to be used for a particular purpose. For example, the General Fund has a fund balance that is designated for contingency. There is no legal restriction on the use of this fund balance, but it is budgeted to provide financial stability.
<i>Enterprise Fund</i>	A fund type used to account for operations that are financed or operated in a manner similar to private business enterprise where the intent of the governing body is that costs or providing goods and services be recovered primarily through user charges.
<i>Expenditures/ Expenses</i>	Where accounts are kept on the modified accrual basis (expenditures) or accrual basis (expenses) of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.
<i>FEDRAC</i>	Finance Economic Development and Regional Affairs Committee, comprised of three city council members, tasked with a policy-level review prior to full council action.
<i>Fees</i>	A general term used for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a penalty. Major types of fees include business and non-business licenses and user charges.
<i>Fiscal Year</i>	A twelve (12) month period designated as the operating year by an entity. For Federal Way, the fiscal year is the same as the calendar year.
<i>Full-Time Equivalent Position (FTE)</i>	FTE is a measure of a position by its budgeted hours. For example, 1 FTE equals 2,080 hours and .75 FTE equals 1,566 hours.
<i>Fund</i>	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives. (See the fund divider pages for specific fund category definitions.)

<i>Fund Balance</i>	<p>Difference between assets and liabilities (the equity) reported in governmental funds. Fund balances are classified as reserved or unreserved/undesignated.</p> <p><i>Reserved funds:</i> an account used to indicate that a portion of fund equity is legally restricted for a specific purpose.</p> <p><i>Unreserved or undesignated funds:</i> the funds remaining after reduction for reserved balances.</p> <p>In addition, many of the special funds are themselves restricted as to use, depending on legal restrictions governing the levy of the funds they contain.</p>
<i>General Fund</i>	<p>This fund is supported by taxes, fees, and other revenues that may be used to pay the expense and liabilities of the City's general services and programs for citizens that are not separately accounted for in a special purpose fund.</p>
<i>General Obligation</i>	<p>Bonds for which the full faith and credit of the insuring government are pledged for <i>Bonds</i> payment.</p>
<i>Goal</i>	<p>A long-range statement of broad direction, purpose, or intent, based on the needs of the community.</p>
<i>Grant</i>	<p>A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from state and federal governments. Grants are typically made for specified purposes.</p>
<i>Growth Management Act (GMA)</i>	<p>Legislation enacted in 1990 by the State Legislature requiring that all jurisdictions in the larger counties adopt new comprehensive plans by the end of 1993. This was enacted due to the enormous growth experienced in the State and the lack of uniform guidance for related development. This Act further specified that all plans conform to a broad set of guidelines set out by the State and that they be compatible with the guidelines of both the parent county and neighboring jurisdictions. Eight specific elements, including concurrency, are required to be included in every Comprehensive plan. Concurrency requires that infrastructure be available at the same time as new development.</p>
<i>Infrastructure</i>	<p>The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends (e.g. streets, roads, water systems)</p>
<i>Indebtedness</i>	<p>The state of owing financial resources to other financial institutions and investors.</p>
<i>Interfund Services</i>	<p>Payments for services rendered made by one City department or fund to another. Internal Service Fund billings are included in the category. These billings, however, also include equity transfers to internal service funds in support of "first time" asset acquisitions.</p>
<i>Interfund Transfers</i>	<p>Contributions from one City fund to another in support of activities of the receiving fund. Loans are not included.</p>

<i>Inter-government Services</i>	Services purchased from other government agencies and normally include types of services that only government agencies provide.
<i>Internal Control</i>	<p>A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provides that:</p> <ul style="list-style-type: none"><li>• The duties of employees are subdivided so that no single employee handles a financial action from beginning to end.</li><li>• Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed.</li><li>• Records and procedures are arranged appropriately to facilitate effective control.</li></ul>
<i>Internal Service Fund</i>	Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.
<i>Investment</i>	Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.
<i>Level of Service</i>	Used generally to define the existing services, programs, and facilities provided by the government for its citizens. Level of service in any given activity may be increased, decreased, or remain the same, depending on the needs, alternatives, and available resources.
<i>Levy</i>	To impose a tax, special assessment or service charge for the support of government activities. The term most commonly refers to the real and personal property tax levy.
<i>Levy Rate</i>	The rate at which taxes, special assessments or service charges are imposed. For example, the real and personal property tax levy is the rate at which property is taxed per \$1,000 of assessed valuation. The rate is determined by calculating the ratio of the maximum amount of property tax revenue allowable under state law and the total assessed valuation within the taxing district.
<i>Liability</i>	Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.
<i>Long-Term Debt</i>	Debt with a maturity of more than one year after the date of issuance.
<i>Mitigation Fees</i>	Fees paid by developers toward the cost of future improvements to City infrastructure, which improvements are required due to the additional demands generated by new development.
<i>Modified Accrual Basis</i>	Modified Accrual Basis of accounting is used in governmental fund types (general, special revenue, debt service, and capital project funds). Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability).

<i>Net Interest Cost</i>	This is the traditional method of calculating bids for new issues of municipal (NIC) securities. It is computed as either: (a) Dollar Cost: total scheduled coupon payments + bid discount (- bid premium), or (b) Interest Rate: total scheduled coupon payments + bid discount (- bid premium) divided by bond year dollars. Bond year dollars is the sum of the number of years each bond in an issue is scheduled to be outstanding multiplied by its par value.
<i>Object</i>	As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, and materials and supplies.
<i>Objective</i>	A specific measurable achievement that may be accomplished within a specific time frame.
<i>Operating Budget</i>	An operations plan, expressed in financial terms, whereby an operating program is funded for a single year. Per state law, operating budgets lapse at year-end.
<i>Performance Measures</i>	A performance measure is an indicator of the attainment of an objective. It is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.
<i>Personnel Services</i>	Includes total wages and benefits.
<i>Program Activity</i>	A broad function or a group of similar or related services/activities having a common purpose.
<i>Proposed Budget</i>	The Mayor's recommended budget submitted to the City Council and Public in October of each year.
<i>Proprietary Funds</i>	Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning and revenues are recorded in the same period. As a result, there is a direct cause and effect relationship between revenues and expenses in these funds.
<i>Public Works Trust Fund Loans (PWTFL)</i>	A state revolving loan fund that provides low interest loans to help local governments maintain or improve essential public works systems.
<i>Rainy Day Reserve</i>	The Rainy Day Reserves was established during the 2007/08 mid-biennium budget adjustment where Council authorized setting aside \$2 million of the General fund unallocated balance to be used to offset temporary declines in General Fund revenues due to an economic downturn.
<i>Real Estate Excise Tax (REET)</i>	A tax levied on real estate sales and used for payment of debt and capital purposes.
<i>Replacement Reserves</i>	A portion of fund equity built up for specific assets for the purpose of purchasing the replacement of those assets.
<i>Reserve</i>	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

<i>Residual Equity Transfer</i>	Nonrecurring or nonroutine interfund transfers of equity between funds.
<i>Resources</i>	Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.
<i>Retained Earnings</i>	An equity account reflecting the accumulated earnings of a proprietary (internal service or enterprise) fund. In this budget document, the balance derived excludes asset depreciation expenditures. When depreciation is charged to user organizations, as in internal service funds, the cash balance remaining (ending retained earnings), therefore, represents the asset replacement reserve being accumulated.
<i>Revenue</i>	Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.
<i>Revenue Estimate</i>	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.
<i>Salaries and Wages</i>	Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, temporary help, and car allowances.
<i>Services and Charges</i>	Services acquired from and fees/payments made to vendors. These include printing, publications, auditing, police protection, street maintenance, public health programs, office rent, telecommunications, and social welfare programs.
<i>Special Revenue Funds</i>	Funds that are dedicated for a specific purpose requiring an additional level of accountability and are collected in a separate account outside of the General Fund.
<i>Standard Work Year</i>	2,080 hours or 260 days is equivalent of one work year.
<i>Strategic Plan</i>	A plan outlining the goals and strategies the City will focus on over the next six years.
<i>Subsidy</i>	Financial assistance provided by one fund to another fund (e.g. General Fund subsidy of the Street Fund and Utility Tax Fund to Knutzen Family Theatre)
<i>Supplemental Appropriation</i>	An appropriation approved by Council after the initial budget adoption. Supplemental appropriations are approved by Council during the year.
<i>Supplies</i>	Items used to deliver services, such as office supplies, short-lived minor equipment with no material value, periodicals and books, and generic computer software.
<i>Taxes</i>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include special assessments, fees, or charges for services.

## ***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

<i>Tax Rate</i>	The amount of tax stated in terms of units per \$1,000 of assessed value of taxable property. The tax rate is the result of dividing the tax levied by the assessed value of the taxing district.
<i>Transportation Improvement Program (TIP)</i>	A comprehensive program used to identify specific transportation projects for improvement to enhance local, regional, state, and federal transportation systems.
<i>Unreserved Fund Balance</i>	The difference between fund assets and fund liabilities of governmental or similar trust funds that is available for general expenditures.
<i>User Fees</i>	The payment of a fee for direct receipt of a public service by the person benefiting from the service.
<i>Yield</i>	The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

**ACRONYM LIST**

AA	Affirmative Action
AAMA	American Architectural Manufacturers Association
AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ACAD	Association of Coral Artists and Designers
ACLU	American Civil Liberties Union
ADA	Americans with Disability Act
A & E	Architecture and Engineering
AFIS	Automated Fingerprint Information System
AFSCME	American Federal, State, County, and Municipal Employees
AICP	American Institute of Certified Planners
AICPA	American Institute of Certified Public Accountants
ALEA	Aquatic Land Enhancement Account (a WA State grant fund)
AOR	Association of Oregon Recyclers
A/P	Accounts Payable
APA	American Payroll Association
APA	American Planning Association
APWA	American Public Works Association
A/R	Accounts Receivable
ARMA	Association of Records Managers and Administrators
ASCAP	American Society of Composers, Authors, and Publishers
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
ASPA	American Society for Public Administration
ASTM	American Society for Testing & Materials
ATTUG	AT&T Users Group
AV	Assessed Valuation
AWC	Association of Washington Cities
AWRA	American Water Resource Association
BALD	Building and Land Development (King County)
BARS	Budgeting, Accounting, and Reporting System (State)
BPA	Bonneville Power Administration
BFOQ	Bona Fide Occupational Qualifications
BN/BC	Neighborhood Business and Business Community zone
CAC	Citizens Advisory Committee
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CAR	Citizen Action Report
CARES	Children Active in Recreation and Education Services
CBD	Central Business District (Downtown)
CCMA	City-County Communications and Marketing Association
CDBG	Community Development Block Grant
CEAW	City Engineers Association of Washington
CED	Community & Economic Development
CFN	Community Food & Nutrition Program
CFP	Capital Facilities Plan / City Facilities Preferred Plan
CFW	City of Federal Way
CHAS	Comprehensive Housing Affordability Strategy
CIAC	Civic Investment Advisory Committee
CIP	Capital Improvement Program/City Improvement Plan
CLRP	Comprehensive Long Range Plan
CLUP	Comprehensive Land Use Plan
CMA	Certified Management Accountant
CMC	Certified Municipal Clerk

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

COE	Corps of Engineers, U.S. Army
COG	Council of Governments
COP	Certificate of Participation
COPP	Community Outreach & Policy Planning Department
CP	Citizen Participation
CPA	Certified Public Accountant
CPI	Consumer Price Index
CPG	Coordinated Prevention Grant
CTR	Commute Trip Reduction
CUP	Conditional Use Permit
DARE	Drug Awareness Resistance Education (Police Department)
DART	Dial-A-Ride Transit (Service)
DBC	Dumas Bay Centre
DCD	Department of Community Development (State)
DHHS	Department of Health & Human Services
DNS	Determination of Non-Significance
DOE	Department of Energy (U.S.)
DOL	Department of Labor (U.S.)
DP	Data Processing
DRS	Department of Retirement Systems
DS	Determination of Significance
DV	Domestic Violence
EDC	Economic Development Council
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIS	Environmental Impact Statement
EMD	Emergency Management Division (State)
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERP	Expert Review Panel
ESA	Endangered Species Act
ESG	Emergency Shelter Grant
ESUG	Eden Systems Users Group
ETC	Eastside Transportation Committee
ETP	Eastside Transportation Program
FAA	Federal Aviation Administration
FAUS	Federal Aid to Urban Systems
FCC	Federal Communication Commission
FEDRAC	Finance Economic Development and Regional Affairs Committee
FEMA	Federal Emergency Management Act
FHWA	Federal Highway Administration
FIRE	Finance, Insurance and Real Estate
FLSA	Fair Labor Standards Act
FTA	Federal Transit Administration
FTE	Full Time Equivalent Employee
FWCC	Federal Way City Code
FWRSF	Federal Way Retirement System Fund
FWSD	Federal Way School District
FWZC	Federal Way Zoning Code
GAAP	Generally Accepted Accounting Principles
GAC	Government Access Channel
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association (of US & Canada)
GIS	Geographical Information System
GMA	Growth Management Act (of 1990)

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

GMPC	Growth Management Planning Council
GO	General Obligation - as in - "GO Bond"
GRIP	Graffiti Removal Incentive Program
GRVTAP	Green River Valley Transportation Action Plan
GSPA	Graduate School of Public Affairs (University of Washington)
HCT	High Capacity Transit
HEW	Health, Education & Welfare (U.S.)
HOA	Home Owners Association
HOV	High Occupancy Vehicle
HRIS	Human Resource Information System
HUD	Department of Housing & Urban Development (Federal)
IAC	Interagency Committee (Grant for Outdoor Recreation)
IAPMO	International Association of Plumbing & Mechanical Officials
ICBO	International Conference of Building Officials
ICMA	Institute of Certified Management Accountants
ICMA	International City Management Association
IIMC	International Institute of Municipal Clerks
IFTE	Institute for Transportation and the Environment
INPRA	International Northwest Parks and Recreation Association
INS	Immigration and Naturalization Service
IPD	Implicit Price Deflator
IPMA	International Personnel Management Association
IRS	Internal Revenue Service
ISTEA	Intermodal Surface Transportation Efficiency Act (12/91)
ITE	Institute of Transportation Engineers
JRPC	Joint Regional Policy Committee
KCC	King County Code
KCSWDM	King County Surface Water Design Manual
KCUC	King County Utility Council
KSAR	King County Sexual Assault Resource Center
LEOFF	Law Enforcement Officers and Firefighters Retirement System
LERN	Learning Resources Network
LID	Local Improvement District
LIFT	Local Infrastructure Financing Tool
LLE	Lot Line Elimination
LOS	Level of Service
LPG	Liquefied Petroleum Gas
LRHA	Low Rent Housing Authority
LTGO	Limited Tax General Obligation
M&O	Maintenance and Operations
MAB	Modified Accrual Basis
MBE	Minority Business Enterprise (Federal)
MDERT	Multi District Emergency Response Team
MDNS	Mitigated Determination of Non-Significance
METRO	Municipality of Metropolitan Seattle
MFR	Monthly Financial Report
MIS	Management Information Service - ICMA
MP	Manufacturing Park
MPS	Mitigation Payment System
MRSC	Municipal Research and Services Center (of Washington)
MVET	Motor Vehicle Excise Tax
NAES	National Association of Executive Secretaries
NAGA	National Association of Government Archivists
NAHRO	National Association of Housing and Redevelopment Officials
NCL	National Civic League

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

NEPA	National Environmental Policy Act
NET	Neighborhood Emergency Team
NFIP	National Flood Insurance Program
NHRMA	National Human Resources Managers Association
NIC	Net Interest Cost
NIGP	National Institute of Government Purchasing
NIMS	National Incident Management Systems
NLAAWS	Network of Local Arts Agencies of Washington State
NLC	National League of Cities
NNA	National Notary Association
NPDES	National Pollutant Discharge Elimination System
NRPA	National Recreation Park Association
NSPE	National Society of Professional Engineers
NTSP	Neighborhood Traffic Safety Program
NWCAMA	Northwest Computer Aided Mapping Association
NWOUG	Northwest Oracle Users Group
O & M	Operations and Maintenance
OMB	Office of Management & Budget (Federal)
PAA	Potential Annexation Area.
PALs	Pedestrian Accident Locations
PAS	Planning Advisory Service
PAW	Planning Association of Washington
PDA	Personal Data Assistant
PERS	Public Employees Retirement System
PHA	Public Housing Authority
PMS	Pavement Management System
PNBOA	Pacific Northwest Basketball Officials Association
PO	Purchase Order
PRCS	The Federal Way Department of Parks Recreation and Culture Services
PRIMA	Public Risk/Insurance Management Association
PSFOA	Puget Sound Finance Officers Association
PSI	Professional Secretaries International
PSLRTS	Puget Sound Light Rail Transit Society
PSNUG	Puget Sound Novell Users Group
PSRC	Puget Sound Regional Council
PTSA	Parent-Teacher-Student-Association
PWTFL	Public Works Trust Fund Loan
QFR	Quarterly Financial Report
R & D	Research & Development
RAP	Regional Arterial Plan
RAS	Road Adequacy Standard
RCW	Revised Code of Washington
R/D	Retention/Detention
REET	Real Estate Excise Tax
RFB	Request for Bid
RFP	Request for Proposal
RFQ	Request for Qualifications
RJC	Regional Justice Center
ROW	Right-of-Way
RTA	Regional Transit Authority
RTP	Regional Transit Project
RV	Recreational Vehicle
SCA	Sound Cities Association
SCATBD	South County Area Transportation Board
SEPA	State Environment Policy Act

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

SKCBA	Seattle-King County Bar Association
SKCHSC	South King County Human Services Council
SKCMSC	South King County Multi-Service Center
SKCRA	South King County Referees Association
SLA	Society of Landscape Architects
SOP	Standard Operating Procedure
SOV	Single Occupancy Vehicle
SOW	Statement of Work
SPIRIT	Service, Pride, Integrity, Responsibility, Innovation, Teamwork
SPRP	Site Plan Review Process
SPS	State Public Service (property)
SR99	State Route 99
SSOW	Social Services Of Washington
SST	Streamlined Sales Tax
TP	Surface Transportation Program
SWKC	South West King County
SWM	Surface Water Management
SWMM	Storm Water Management Model
TAC	Technical Advisory Committee
TAM	Transportation Adequacy Measure
TBD	Transportation Benefit District
TCU	Transportation, Communications, Utilities
TDM	Transportation Demand Management/Traffic Demand Management
TIA	Transportation Improvement Account
TIB	Transportation Improvement Board
TIC	True Interest Cost
TIP	Transportation Improvement Plan
TMA	Transportation Management Association
TNR	Transportation Needs Report
TSM	Transportation System Management
UATA	Urban Arterial Trust Account
UAB	Urban Arterial Board
UBC	Uniform Building Code
UCADB	Uniform Code for Abatement of Dangerous Buildings
UEC	Uniform Electrical Code
UFC	Uniform Fire Code
UGB	Urban Growth Boundary
UHC	Uniform Housing Code
ULI	Urban Land Institute
UMC	Uniform Mechanical Code
UPC	Uniform Plumbing Code
URISA	Urban and Regional Information Systems Association
USDA	United States Department of Agriculture
USDOT	United States Department of Transportation
USSSA	United States Slow-Pitch Softball Association
VA	Veterans Administration
VMT	Vehicle Miles Traveled
VRM	Vehicle Radio Modem
W-2	Earnings Statement (IRS)
W-4	Withholding Statement (IRS)
W-9	Request for Taxpayer Federal Identification Number (IRS)
WABO	Washington Association of Building Officials
WAC	Washington Administrative Code
WACE	Washington Association of Code Enforcement
WCFR	Washington Citizens For Recycling

***CITY OF FEDERAL WAY 2023-24 BUDGET***

---

WCMA	Washington Cities Managers Association
WCPDA	Washington Cities Planning Directors Association
WCPPA	Washington Council of Public Personnel Administrators
WFOA	Washington Finance Officers Association
WLPA	Washington Lakes Protection Association
W/MBE	Woman/Minority Business Enterprise
WMCA	Washington Municipal Clerks Association
WMTA	Washington Municipal Treasurers Association
WRPA	Washington Recreation and Parks Association
WSAMA	Washington State Association of Municipal Attorneys
WSBA	Washington State Bar Association
WSCP	Washington Society of Certified Public Accountants
WSDOE	Washington State Department of Ecology
WSDOT	Washington State Department of Transportation
WSLAA	Washington State Local Arts Agencies
WSRA	Washington State Recycling Association



**City of Federal Way Finance Department**