CITY OF
Federal Way

WASHINGTON

PROPOSED 2019/2020 BIENNIUM BUDGET

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READERS GUIDE

Organization of this Document

This budget document is organized into eight sections to facilitate the reader's understanding of the City's 2019/2020 Biennial Budget and to help the reader to find information regarding the City and its budget. Those six sections are: Introductory, Executive Summary, Operating Budget, Budget by Fund, Capital Budget, and Appendix.

Introductory Section - The introductory section is designed to introduce the City to the reader and includes the following:

- City Officials
- Judicial Branch and City Administration
- Vision, Mission, and Goals
- City Values
- City-Wide Organization Chart
- Boards and Commissions
- Budget Process
- Budget Policies
- Basis of Accounting and Budgeting

Executive Summary - The Executive Summary section follows, which provides an overview of the City's financial condition, comparative statistics, and includes:

- Summarized Sources & Uses Charts and Graphs
- Expenditure Line Item Summary
- City-Wide Position Inventory
- Utility Tax and REET Allocation
- Tax Comparisons/Demographic Statistics
- Per Capita General Fund Taxes for King County Cities
- Ending Fund Balance
- Debt Service Obligations
- Long-Range Financial Plan

Operating Budget - The operating budget focuses on accountability and responsibility assigned to each department within the City. This section is organized by function within a department and incorporates all operating funds. Each department is organized as follows by function:

- Functional Organization Chart
- Accomplishments & Key Projects
- Purpose and Description
- Highlights and Changes
- Adopted Program Changes
- Performance Measures
- Position Inventory Information
- Multi-Year Revenue & Expenditure Comparison

Budget by Fund - The budget by fund section demonstrates the overall financial condition of each fund. This section is organized as follows:

- Purpose and Description
- Sources and Uses by Category
- Expenditure Line Item Summary

Capital Budget - This section identifies the capital project multi-year plan for Parks, Traffic, Streets, and Surface Water Management. The projects adopted for the biennium have a detailed explanation, and sources & uses. This section is organized as follows:

- Overall Summary of all Capital Projects and Funding Sources
- Capital Project by Project Category:
  - Overall Multi-Year Summary of Projects and Funding
  - Detailed Explanation of Funding Sources and M&O Impact

Appendix - The appendix section includes:

- Proposition 1
- Non-CIP Capital Outlay Summary
- Salary Schedule
- Fee Schedule
- Statistical Section
- Glossary of Terms
- Acronym List

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Federal Way

Washington

For the Biennium Beginning

January 1, 2017

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Distinguished Budget Presentation Award to the City Of Federal Way for its biennial budget for the biennium beginning January 1, 2017. The City has earned this award since 1990. The award represents a significant achievement. It reflects the commitment of the governing body and staff to meeting the highest principles in governmental budgeting. In order to receive the budget award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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August 31, 2018

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

With this transmittal letter, I am pleased to present the proposed fiscal Year (FY) 2019-2020 Biennial Budget to Federal Way's residents and the City Council: This budget balances the principle of living within our means, while meeting our mandate to deliver high-quality services, and at the same time we are continuing the course for our community that we started with the 2015-2016 Biennial Budget. The FY 2019-2020 Biennial Budget is noteworthy in several key respects:

- *Vision: The budget reflects our community's vision to create safe neighborhoods and vibrant business centers, to support cultural diversity, and to maintain attractive parks for residents and their families.*

The Economic Backdrop

The 2019-2020 Biennial Budgets is presented in the context of a U.S. economy and regional economy that are growing at moderate pace and the housing market and labor cost growing faster than the economic growth. The following observations are directly from the Washington State Economic and Revenue Council Forecast dated June 2018, and significantly impacts our thinking for 2019 and beyond.

- The national economy continues to expand at a moderate pace. Real GDP rose 2.0% (SAAR) in the first quarter after growing 2.9% (SAAR) in the fourth quarter of last year. The forecast for real GDP growth in 2018 was increased from 2.7% to 2.9% and 2019 growth was increased from 2.4% to 2.6%. Growth for 2020 and 2021 was revised down to 1.9% per year from 2.1% and 2.0% in the previous forecast. The forecast calls for growth of 2.1% in 2022 and 2023.
- Washington real GDP growth and personal income growth led the nation in 2017. The Washington personal income forecast is higher than in February but employment growth is lower. The Washington economy is expanding at a rapid pace. Washington real GDP growth and personal income growth led the nation in 2017. Washington unemployment remains near a historic low. Seattle home prices continue to rise very rapidly and housing construction remains strong. Washington exports are rising and manufacturing is growing. Seattle area consumer price inflation is well above the national average due to higher shelter cost inflation.

It appears that the Federal Way and Washington state economy are growing, but that is what present challenges to the city government. The local economy is growing slowly over the past year, with a modest increase in sales tax revenue over 2017. The number and value of building permits have increased but mostly governmental, as well, compared to 2017 but there are few major nongovernmental constructions expected in 2019. As a result, we are forecasting a small growth in revenue. However, it is not expected that many of our general fund revenue sources will see high growth in 2019 or current biennium without business recruitment and major taxable construction within the city limits. The labor cost will continue to rise as the unemployment stays at all time low with competition for qualified employees.

We must, therefore explore additional source of revenues, be cautious as we move ahead. Some of the curtailed spending will not be absorbed through staff reduction since most of our staff are already at their peak in order to maintain current service levels, but our focus over the long term must be on sustainability.

Instead, we must allocate our resources cautiously and strategically, addressing critical service needs and investing prudently to move the community forward. Federal Way this past year has certainly experienced positive economic growth, and we look to the future with much hope and optimism. However, that optimism is tempered with a conservative approach that recognizes existing budget challenges.

The following are some of the challenges:

Improved Labor Market and Labor Cost. As reported in the Washington State Economic & Revenue Update of August 16, 2018, Washington State Construction employment decreased by 500 jobs while government payrolls expanded by 1,600 jobs. Also, Seattle home prices are up 91% since the December 2011 trough and now exceed the May 2007 peak by 33%. About two years ago, public sector payroll increased 1,400 new jobs and construction employment increased 1,100 while the private sector added 10,800 jobs in July and August of 2016. In 2016, we predicted that cost of labor would be one our challenges, it has been and it will continue to be for the next two years. Unfortunately, there are more jobs, less employable and qualified people and more demand for higher wages, and we have to pay more to retain good employees or attract good employees. In Federal Way, as it is in most of the cities in the western part of the state, our job market is wide and there are more employers looking for the same good employee in the same market.

- **Modest Growth in Property Tax Revenue**. The City's property tax growth is limited by state law to no more than 1% annual growth, excluding new construction. There were major construction projects in 2017 and 2018 but the majorities of these were public or tax-exempt projects and are not subject to property tax. Even though local property values may have gone up, the City's total property tax revenues can only increase 1% above prior year excluding new construction and annexation. This modest growth in property tax revenue does not keep pace with rising costs.

- **Little Net Growth in Utility Tax**. As a result of some construction this year there will be some increase in the number of customers due to the new constructions. Even though the city's utility tax is 7.75%, the city does not collect utility tax on water and sewer resulting in more than a $1.20 million loss of potential revenue annually. The City passed an ordinance levying utility tax on Water and Sewer on March 20, 2018. Lakehaven Utility District has challenged the City's right to levy the tax in court; the city does not expect to get this resolve before the end 2020.

- **Reduced Workforce**. The prudent efforts of past years to balance the budget have put significant stress on the remaining staff. Between 2008 and 2012, the city reduced its workforce from 353.35 full-time equivalent positions (FTEs) to a low of 278.40 FTEs in 2012. The City has made an effort to prudently add more staff to lessen the pressure on the existing staff. We are increasing our police force to 137 members in 2020 to accommodate transportation of prisoners. We also increasing our staff in public works accommodate the Sound Transit project needs.

- **Cost of incarceration and security**. During challenging financial times, our police department experienced reduction in force size while still delivering high quality services. With our philosophy of aggressive prosecution as an effective crime deterrent, we're putting more criminals behind bars and this has a budget impact. Our Average Daily Population (ADP) in the South Correctional Entity (SCORE) has increased from 60 beds at inception to a high of 120 in April of 2015 and 73 in July of 2016. We still plan to make safety of our citizens a number one issue but we need to do it efficiently, and paying $260 per day to incarcerate a prisoner is not an efficient way. We will contract with other jurisdictions to save about $2.1 million from what we are paying in 2018 starting in 2020. We will use part of this money to assist our departments to have more staff to better serve you, to do a salary study to ensure we are compensating our staff adequately in order to minimize the brain drain through staff loss.

- **Maintaining our existing parks.** The City has invested a lot of money into developing its park inventory for the enjoyment of its citizens and as years go by the city will spend more on repairs, replacements and maintenance. Some of these repairs will be considerable.

Major Items Addressed in This Budget

As the economy improves with slow revenue growth, this budget addresses many of the major issues for the departments and the citizens. The following are some of the issues addressed assuming revenue projections are met:

- The police department will be fully funded for 134 officers and up by three in 2020 to 137 to hire 3 more officers to transport prisoners to various contract facilities.
- Current levels of service will be maintained across all departments.
- The Performing Arts and Event Center (PAEC) opened in 2017 and we are expecting a substantial less support from General fund in 2020 due to new management contract we initiated this year.
- The City will continue to enhance and operate the popular Town Square Park, Federal Way's first downtown park.
- We will continue to fund Economic Development Department and focuses resources on a community economic development strategy, finding appropriate tenants and businesses for Weyerhaeuser property, and recruiting new businesses.
- All employees will maintain the same hours in 2019 as 2018, and maintain wages according to their bargaining agreement.
- To reduce further decline in our employee's wages compared to neighboring cities we will attempt to pay our non-union employees a small market adjustments in 2019 and the employees will receive any step increase they may have earned.

Several unfunded requests for positions, programs and equipment by department directors are not included in this budget. These unfunded requests represent very real service needs and we plan to continue to explore alternative funding for these items with the Council next year after we finalize our fund balances for 2018.

BUDGET HIGHLIGHTS

Expenditures

Public Safety continues to be the City's number one priority. Police Department operations (Police, Jail contract, and 911 Dispatch) accounts for 53% of the total 2019 General fund budget (excluding interfund charges).

Parks and Recreation programs contribute significantly to quality of life and serve all segments of the Federal Way community. These programs account for 8% of the total 2019 proposed General Fund budget. These programs include the afterschool youth programs, adult activity programs, such as guided tours, computer training, social activities for our senior citizens, and the park programs that maintain soccer field, baseball fields, softball fields, trails, the community center swimming pool, cultural program and maintenance of historical assets for generations to come.

Community Development programs account for about 3% of the total proposed 2017 budget.

Available Resources

Overall, there is a net increase in total revenue from 2016 budget versus 2017 budget due to change in practice of transferring fund from one fund to the other before it is finally disbursed out. There is a slight increase in the property taxes due to the expected growth and total tax revenue in 2017 due to the 1% property tax increase, and utility tax due to high electric cost in 2017 compared to the 2015 budget.

Acknowledgements

The City of Federal Way is a service delivery organization guided by the needs and vision of the residents of this community. This budget is the financial plan that brings into being all the individual programs and projects that address those community needs. This budget will serve and benefit our community, and carry us forward through uncertain times, while enabling us to seize opportunities to grow and benefit our community.

Our City is fortunate to have dedicated Council members who are leaders with vision and commitment to community. It has been an exciting and rewarding year to collaborate with such dedicated and visionary council and professional staffs who are dedicated to serving our community. In addition, I express my sincere appreciation for the teamwork, creativity, and the time spent by the department directors, their assistants, and Finance Department staff. A special note of thanks is given to Finance Department staff for their hard work and dedication in the production of this document.

It is an honor to serve the Federal Way community.

Respectfully,

Jim Ferrell,
Mayor

Graph showing Fund relation

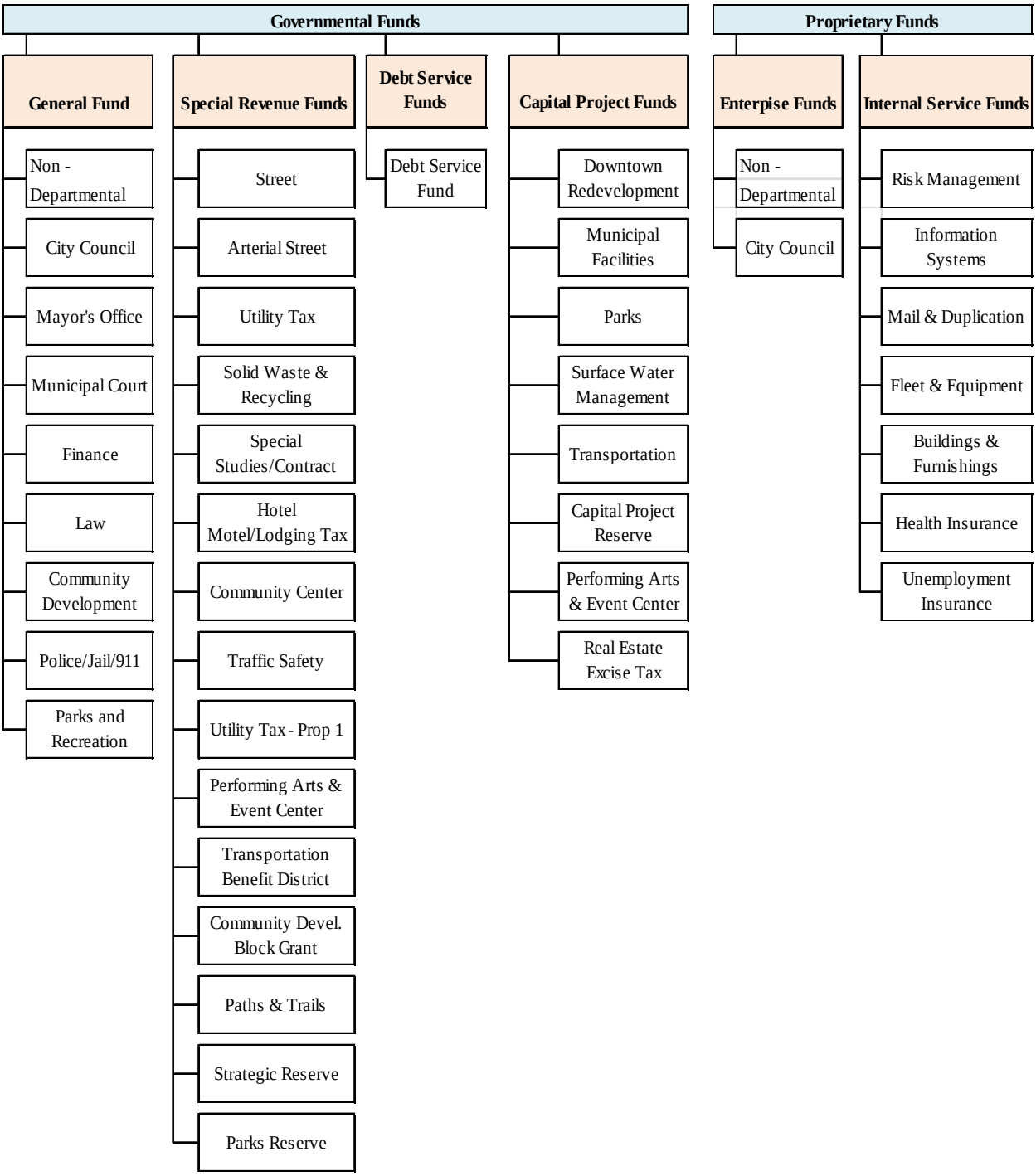
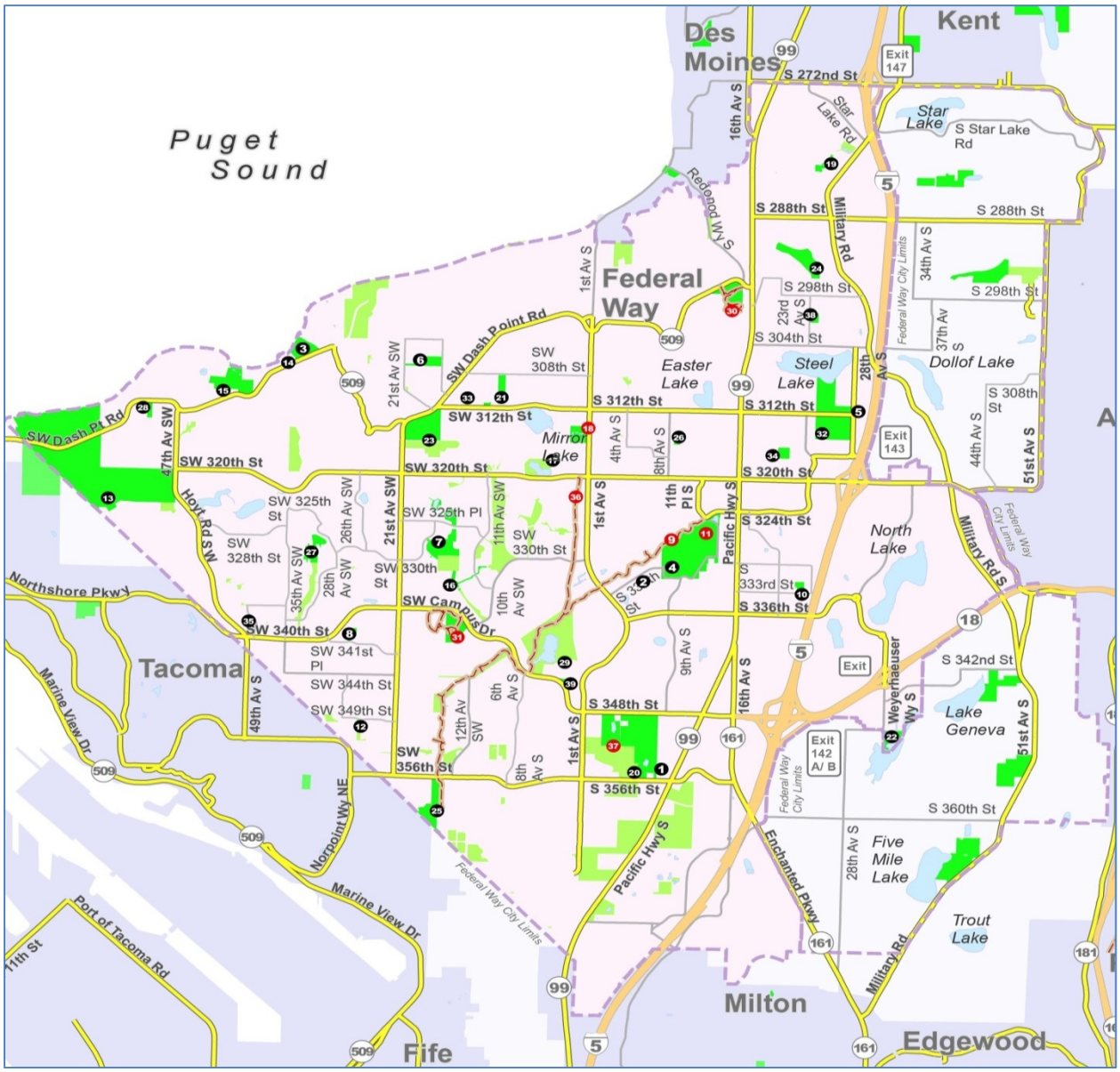


Chart showing Department and Fund relation

	Departments									
Funds	**Non-Dept**	**City Council**	**Mayor's Office**	**Muni Court**	**Finance**	**Law**	**Community Dev**	**Police/Jail/ 911**	**Parks & Rec**	**Public Works**
General Fund	x	x	x	x	x	x	x	x	x	
Special Revenue Funds:										
Street			x							x
Arterial Street										x
Utility Tax	x									
Solid Waste and Recycling										x
Special Studies/Contract	x									
Hotel/Motel Lodging Tax	x									
Community Center									x	
Traffic Safety				x				x		x
Utility Tax Proposition 1			x	x		x	x	x	x	
Performing Arts and Event Center			x							
Transportation Benefit District	x									
Community Development Block Grant		x					x		x	
Paths and Trails	x									
Strategic Reserve	x									
Parks Reserve	x									
Debt Service Funds:										
Debt Service Fund	x									
Capital Project Funds:										
Real Estate Excise Tax	x									
Downtown Redevelopment	x									
Capital Project - Municipal Facilities	x									
Capital Project - Parks									x	
Capital Project - Surface Water Mgt										x
Capital Project - Transportation										x
Capital Project Reserve	x									
Performing Arts and Event Center	x									
Enterprise Funds:										
Surface Water Management Fund										x
Dumas Bay Centre Fund									x	
Internal Service Funds:										
Risk Management						x				
Information Systems			x							
Mail and Duplication			x							
Fleet and Equipment							x	x	x	x
Buildings and Furnishings									x	
Health Insurance	x									
Unemployment Insurance	x									

CITY MAP



Key to Facilities:

City Facilities
1. Brooklake Community Center
2. City Hall
3. Dumas Bay Centre
4. Federal Way Community Center
5. Steel Lake Annex

City Parks
6. Adelaide Park
7. Alderbrook Park
8. Alderdale Park
9. BPA Trail
10. Cedar Grove Park
11. Celebration Park
12. Coronado Park
13. Dash Point Highlands Park
14. Dumas Bay Centre Park
15. Dumas Bay Sanctuary Park
16. English Gardens Park
17. Fishers Pond Park
18. French Lake Park
19. Heritage Woods Park
20. Hylebos Blueberry Farm
21. Lake Grove Park
22. Lake Kilarney Park
23. Lakota Park
24. Laurelwood Park
25. Madrona Park
26. Mirror Lake Park
27. Olympic View Park
28. Palisades Park
29. Panther Lake Park
30. Sacajawea Park
31. Saghalie Park
32. Steel Lake Park
33. SW 312th Sports Courts
34. Town Square Park
35. Wedgwood Park
36. West Campus Trail
37. West Hylebos Wetlands Park
38. Wildwood Park
39. Winco Park

The City is located 25 miles south of downtown Seattle and just 8 miles north of downtown Tacoma. Federal Way has 8 miles of Puget Sound waterfront and is in the southwestern corner of King County. Federal Way is connected to the region by three exits along Interstate 5, as well as access points to State Highways 18, 509, 161 and Pacific Highway/SR99. This provides easy access to Sea-Tac International Airport (12 miles) and the Ports of Seattle and Tacoma.

The climate, which is heavily influenced by its proximity to the Puget Sound, is relatively mild-temperate. The abundance of moist marine air keeps the temperature mild year round. The Federal Way area reaches an average high temperature of 75 degrees in July and an average low temperature of 33 degrees in January. Precipitation ranges from .71 inches in July to 5.7 inches in January.

Rapid retail and residential growth created significant changes in the community during the 1970's and 1980's. Desiring controlled, quality growth and community identity, Federal Way citizens organized to form what immediately became Washington's sixth largest city, incorporating in February of 1990.

More information is available on our website www.cityoffederalway.com

CITY OF FEDERAL WAY HISTORY

The earliest recorded accounts of the Federal Way area tell of Native American families who resided in the area of the Muckleshoot Reservation on the east side of the Green River Valley and traveled west to the shores of Puget Sound for the plentiful fisheries resources. Generations of Muckleshoot Indians wore a westward trail across the heavily forested plateau to the area which is now Saltwater State Park. The arrival of the white man in the nineteenth century resulted in a steady decline in the Indian population and by 1890, nearly the entire population had disappeared from the area. Isolated on a triangular shaped plateau rising steeply from Puget Sound, the Federal Way area had little waterfront access or roadways and accordingly, was sparingly developed compared to Tacoma and Seattle. As late as the turn of the century, the original settlers at Dash Point and Dumas Bay had to row to Tacoma for supplies and mail. Old Military Road, constructed around 1856 and extending north from Fort Steilacoom, past Star Lake to Seattle and Fort Lawton, was the first road through the area.

Over time, narrow dirt roads were added to provide east/west access and by 1900, a road was constructed between Star Lake and Redondo. The second crossroad, the “Seattle Road,” connected old Military Road and Kent. The Seattle-Tacoma Interurban Line, completed in 1901, provided a fast and easy way to reach these urban cities. Improved access brought many visitors to the area and Star Lake became a popular summer recreation site.

By the 1920s, Federal Highway 99, the interstate that linked the western states from north to south, was complete. At this time, Federal Way was still primarily forest and farmland. Fred Hoyt had a cabin on Dumas Bay and started a road to Tacoma (still called Hoyt Road). The timber companies, which had a major logging operation going, built an early railroad line and were instrumental in getting Marine View Highway (now Dash Point Road) built in the early 1920s. This roadway spurred development along the coastline. Soon thereafter, Peasley Canyon Road was built to connect Military Road with the Auburn Valley. This road later became known as South 320th Street. In these early days, roadways set the stage for development in the area and they still play an important role in the City today.

By the start of World War II, a number of small, thriving communities made up the area that is now Federal Way. Some communities were clustered around lakes, such as Steel Lake, Star Lake, and Lake Geneva. Others were sited to take advantage of the view of Puget Sound, like Adelaide and Buenna. As each of these communities grew, residents built small schoolhouses for their children. By the late 1940s, King County consolidated the many individual red schoolhouses into the Federal Way School District, from which the City gets its name. During this same period, a library was built along the edge of Highway 99, and between 308th Street and 320th Street, a small “downtown” developed with a general store, lumber yard, realty office, beauty parlor, feed store, and gas station. By the end of the 1950s, the ten blocks between 308th and 320th Streets became the first roadside commercial district. One of the more unique developments was Santa Faire, a family oriented theme park. New shopping areas were added around the park, helping to create a “community focus” for the residents of the area.

As this commercial area developed, the rest of Federal Way was changing as well. The Boeing Company expanded their operations in Renton and the Kent Valley and began advertising nationally for engineers. Those engineers in turn began roaming the wooded acreage in Federal Way in search of housing. One of the earliest residential developments was Marine Hills, built in 1958 overlooking Puget Sound. Weyerhaeuser, one of the early timber companies, had large land holdings in the area and began to develop their land into high quality housing with amenities like golf courses.

Weyerhaeuser’s development company also began developing commercial property, creating the West Campus business park. The plan was to integrate offices and businesses with lush landscaping. Though initially the corporate office market was not strong, West Campus has grown almost to capacity, providing space for many civic buildings such as City Hall, the police station, the area’s major health care centers, and higher density housing.

Another major landmark in the area is SeaTac Mall, built in the mid-1970s on what was farmland south of 320th Street. The Mall is one of the largest in South King County and is the anchor for retail development in the area. The Mall was a result of

population growth in the region and its location was determined by the 320th Street intersection with Interstate 5. The Interstate supplanted Highway 99 as the main artery for commuter traffic in the County.

By the mid 1980s, South King County was growing quickly. Retail growth occurred along Highway 99, especially at the 320th Street intersection. Roads and office space were developed to accommodate the increased growth. Residential growth was also prominent, following plans developed by King County, with a large number of apartment homes. The changes to the community, with increased housing and traffic, created a movement for greater self-determination. In 1989, the citizens of this area voted for incorporation and the City of Federal Way was born, incorporating on February 28, 1990.

Aerial View of Federal Way, July 2007

2018
CITY OFFICIALS
EXECUTIVE & LEGISLATIVE BODY

JIM FERRELL
Mayor

SUSAN HONDA
Deputy Mayor

LYDIA ASSEFA-DAWSON
Councilmember #1

JESSE E. JOHNSON
Councilmember #2

HOANG V. TRAN
Councilmember #4

MARK KOPPANG
Councilmember #5

MARTIN A. MOORE
Councilmember #6

DINI DUCLOS
Councilmember #7

Position	Elected/Appointed*	Term	Elected/ Appointed	Email	Phone
Mayor	Jim Ferrell	1/1/18-12/31/21	11/28/17	Jim.Ferrell@cityoffederalway.com	(253) 835-2402
Position #1	Lydia Assefa-Dawson	1/1/16-12/31/19	11/24/15	Lydia.Assefa-Dawson@cityoffederalway.com	(253) 835-2401
Position #2	Jesse E. Johnson	11/28/17-12/31/21	11/28/17	Jesse.Johnson@cityoffederalway.com	(253) 835-2401
Position #3	Susan Honda	1/1/16-12/31/19	11/24/15	Susan.Honda@cityoffederalway.com	(253) 835-2401
Position #4	Hoang V. Tran	1/1/18-12/31/21	11/28/17	Hoang.Tran@cityoffederalway.com	(253) 835-2401
Position #5	Mark Koppang	1/1/16-12/31/19	11/24/15	Mark.Koppang@cityoffederalway.com	(253) 835-2401
Position #6	Martin A. Moore	1/1/18-12/31/21	11/28/17	Martin.Moore@cityoffederalway.com	(253) 835-2401
Position #7	Dini Duclos	1/1/16-12/31/19	11/24/15	Dini.Duclos@cityoffederalway.com	(253) 835-2401

**Councilmember Jesse Johnson was elected to fill appointed position #2 that was filled by Councilmember Bob Celski. Due to the position being filled by an appointed person, the elected councilmember term begins immediately after election certification.*

VISION

Federal Way is a community known for its cultural diversity, attractive parks, safe neighborhoods, and vibrant business centers.

MISSION

The City of Federal Way is responsive, innovative and fiscally responsible in delivering quality services, promoting economic development, improving infrastructure, and managing growth.

GOALS

- 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.

Adopted March 7, 2006

OUR CITY VALUES
S-P-I-R-I-T

S*ervice*

1. Timely responses within established deadlines to internal and public inquiries.
2. Behave in a friendly, helpful manner - take the extra step to help the other person.
3. Seek feedback from clients on service delivery (non-defensive and learning). Adjust services based upon feedback.
4. Monitor performance and results. Identify ways for improving services.
5. Know and understand your customers - City co-workers, Mayor and Council, public and other agencies.

P*ride*

1. Support the City. Make supporting comments in the community.
2. Take pride in appearance; your office; demeanor; dress.
3. Take pride in quality products; no mistakes; looks good; and communicates proper meaning.
4. Recognize the importance of your job.
5. Be a City Ambassador in the community.

I*ntegrity*

1. Be truthful.
2. Be trustworthy. Do what you say you are going to do.
3. Avoid relationships which may be conflicts of interest.
4. Do not withhold or misrepresent information.
5. Respect confidences.

R*esponsibility*

1. Be accountable. Take credit or blame for your own actions.
2. Do not promise more than you can deliver. Know your limits.
3. Keep your word.
4. Be reliable.
5. Develop knowledge and skills.

I*nnovation*

1. Take reasonable risks.
2. Keep current on changes in your field.
3. Be open-minded.
4. Try new things.
5. Turn setbacks into opportunities. Learn from failures.

T*eamwork*

1. Keep others informed and alerted.
2. Respect each other.
3. Help each other.
4. Support team success over personal success. There is no "I" in teamwork.
5. Recognize your role may change depending upon the situation.
6. Be loyal. Support the team or organization decision.
7. Involve others in decision-making as appropriate and possible.

CITY OF FEDERAL WAY ORGANIZATION CHART AND OPERATION SUMMARY

CITIZENS OF FEDERAL WAY

Municipal Court

* Misdemeanors & Gross Misdemeanors
* Traffic & Non-traffic Infractions
* Probation Services
* Civil Impounds
* Code Compliance

17 Actual/18 Projected FTE - 16.00/16.00
19/20 Proposed FTE - 16.00/16.00

MAYOR'S OFFICE

* Administer City-wide Operations and Budget
* Coordinate Regional Affairs
* Economic Development
* Emergency Management
* Information Technology
*Human Resources
*City Clerk

17 Actual/18 Projected FTE - 27.34/27.34
19/20 Proposed FTE - 20.34/20.34

City Council

* Represents the People of FW
* Adopt Ordinances and Resolutions
* Grant Franchises
* Levy Taxes and Appropriate Funds
* Establish Policies & Guidelines

17 Actual/18 Projected FTE - 4.20/4.20
19/20 Proposed FTE - 4.20/4.20

Community Development

* Land Use Management
  --Permit process
* Building Permits & Inspection
* Code Compliance
* Health & Human Services
* Comm. Dev. Block Grnt
* Neighborhood Development
* Passport Services

17 Actual/18 Projected FTE - 26.70/26.70
19/20 Proposed FTE - 27.50/27.50

Finance

* Payroll
* Accounts Payable
* Purchasing
* Accounts Receivable
* Business License
* General Accounting
* Budget
* Banking and Investments
* Monthly Financial Report
* Audit Coordination
* Internal Controls
* Financial Planning/Analysis

17 Actual/18 Projected FTE - 8.00/8.00
19/20 Proposed FTE - 8.00/8.00

Law

* Civil Legal Services
  and Litigation
* Legislative Support
* Prosecution
* Provide Legal Counsel
* Draft Contracts
  and Ordinances
* Negotiate Contracts
  and Real Estate
  Transactions
* Risk Management

17 Actual/18 Projected FTE - 13.00/13.00
19/20 Proposed FTE - 13.00/13.00

Police

* Crime Analysis/Prevention
* Traffic Safety Educ. & Enfrc.
* Investigation
* Patrol
* Community Safety and
  Education Programs
* Field Operation
* Support Services
* Animal Control Services
* Civilian Operation

17 Actual/18 Projected FTE - 160.00/160.00
19/20 Proposed FTE - 163.00/163.00

Parks, Recreation & Cultural Services

* Recr & Athletic Progs
* Park maint/operation
  & Development
* Comm Events & Arts
* Public Facility Mgt
  & Development
* Open Space Mgmt
* Performing Arts and Event Center

17 Actual/18 Projected FTE - 37.46/38.96
19/20 Proposed FTE - 38.96/38.96

Public Works

* Development Services
  --Permitting
  --Inspection
* Maint., Operating, &
  Development of
  --Public Right-of-Way
  --Traffic Systems
  --Surface Water Mgmt.
* Solid Waste/Recycling
* Fleet Management

17 Actl./18 Proj. FTE - 44.00/45.00
19/20 Proposed FTE - 49.50/49.50

Citywide Proposed FTE

17 Actl./18 Proj. FTE - 336.70/339.20
19/20 Proposed FTE - 340.50/340.50

BOARDS AND COMMISSIONS

The Boards and Commissions are appointed by the Mayor and City Council. The City of Federal Way has numerous boards and commissions as listed below. The board and commission make recommendations to the Mayor and City Council on certain decisions and policy matters. Board and Commission applications are on the City's website and at City Clerk's Office, 2nd Floor of City of Federal Way, 33325 8th Avenue, Federal Way, WA 98003 or call 253-835-2540.

Arts Commission

Purpose: The Arts Commission develops and oversees the City's various arts programs, and makes recommendations to the City Council on all areas of the arts, including the fine arts, literary, performing, visual, and cultural as well as historic preservation.

Number of Members: 8 members – 2 alternates Appointed by: City Council

Current Members: James Stiles, Gary Gillespie, Daniel Hershman, Mary Blacker, Fran Tanner, Vickie Chynoweth, Alyson Soma, Dana Fox, Iveta Felzenberg, Karen Brugato-Alternate and 1 Vacant

Meeting Information: 1st Thursday of each month at 9:00 a.m. - Federal Way Community Center

Civil Service Commission

Purpose: The Civil Service Commission powers and performs the duties established by state law in connection with the selection, appointment, promotion, demotion and employment of commissioned officers below the rank of Director of Police Services.

Number of Members: 5 members and 2 alternate members Appointed by: Mayor

Current Members: Christopher Adekoya, Julio Diaz, Kay Pope, Linda Purlee, Roger Flygare, Anthony Pagliocco-Alternate, and Mathew Wagner-Alternate

Meeting Information: 1st Wednesday of each month as needed at 7:00 p.m. - Hylebos Conference Room

CDBG Loan Advisory Review Committee

Purpose: The CDBG Loan Review Advisory Committee advises the Mayor and City Council on economic development loan products and applications for loan funding.

Number of Members: 4 members Appointed by: City Council

Current Members: (not currently active)

Meeting Information: 3rd Wednesday of January, April, July and October at 5:30 p.m.

Diversity Commission

Purpose: The Diversity Commission advises the City Council on policy matters involving the community's cultural and ethnic differences, ensuring that these differences are considered in the decision-making process.

Number of Members: 9 members and 1 alternate member Appointed by: City Council

Current Members: Hiroshi Eto, Mahjabin Qureshi, Nichelle Curtis-McQueen, Sela Kennedy, William Yi, Trenise Rogers, Gregory Baruso, Thomas Leonard, Chris Brown, Timothee Dettweiler, and Vacant-Alternate.

Meeting Information: 2nd Wednesday of January, March, May, July, September, November at 5:30 p.m. – Hylebos Conf. Room

Finance, Economic Development & Regional Affairs Committee (FEDRAC)

Purpose: The FEDRAC is a City Council Committee that reviews issues and policies related to the City's budget and fiscal affairs, financial operations, economic development activities and legislative and regional relations. The Lodging Tax Advisory Committee reports to FEDRAC.

Number of Members: 3 members of the elected City Council

Current Members: Dini Duclos, Lydia Assefa-Dawson, and Hoang Tran.

Meeting Information: 4th Tuesday of each month at 4:30 pm. – Hylebos Conference Room

Ethics Board

Purpose: The Ethics Board reviews complaints regarding alleged violations of the Federal Way Code of Ethics.

Number of Members: 3 members and 1 alternate member Appointed by: City Council

Current Members: Fred Neal, Byron Hiller, Joe Donaldson, James Englund

Meeting Information: 3rd Monday of each month at 5:30 p.m. – Hylebos Conference Room

Human Services Commission

Purpose: The Human Services Commission makes reports and recommendations to the City Council and Mayor concerning human services issues.

Number of Members: 9 members and 3 alternate member Appointed by: City Council

Current Members: Brian Bentley, Annette Cummings, Julie Hiller, Mary Schultz, Jack Stanford, Jamila Taylor, Ken Stark, Sofia Mayo, Kathryn Scanlon, Jan Owen, Michael Pellicciotti, Jack Walsh-Alternate, Anthony Pagliocco-Alternate, and Betty Taylor-Alternate

Meeting Information: Semi-Annually/As Needed – Hylebos Conference Room

Independent Salary Commission

Purpose: The Independent Salary Commission studies the relationship of benefits to the duties of the Mayor and City Council members and adjusts them, if appropriate. They are to review and file their salary schedules and benefits no later than May 31 of every even-numbered year.

Number of Members: 5 members and 2 alternate Appointed by: Mayor & Approved by City Council

Current Members: Michael Christner, James Englund, David Nelson, Brian Sandler and 3 Vacant.

Meeting Information: Even Years – Meeting dates vary – Time and location to be announced

Land Use & Transportation Committee

Purpose: The LUTC is a City Council Committee that reviews issues regarding land use, streets and traffic. The Planning Commission reports to the LUTC.

Number of Members: 3 members of the elected City Council

Current Members: Hoang TranJesse Johnson, and Mark Koppang.

Meeting Information: 1st Monday of each month at 5:00 pm – Council Chambers

Lodging Tax Advisory Commission

Purpose: The membership of the Lodging Tax Advisory Committee consists of an elected official of the city who serves as chair, thee representatives of businesses required to collect the tax, and three people involved in activities that are funded by revenue received from the tax.

Number of Members: 7 members Appointed by: City Council

Current Members: Councilmember Martin Moore, Mike Dunwiddie, Jenny Vasquez, Joann Piquette, Ryan Miller, Rose Ehl, and Jessica Christensen.

Meeting Information: 2nd Wednesday of each month at 2:30 p.m. – Hylebos Conference Room

Parks and Recreation Commission

Purpose: The Parks and Recreation Commission advises the City Council on policy matters involving acquisition, development and significant operational impacts of Parks and Recreation Department facilities and programs.

Number of Members: 9 members and 1 Alternate Appointed by: City Council

Current Members: Dawn Coggins, David Berger, George Pfeiffer, Laura Belvin, David Musick, David Wilson, Anthony Murrieta, Micheal Campsmith, Steven Payne, and Roger Flygare-Alternate

Meeting Information: 1st Thursday of each month at 6:30 p.m. – Hylebos Conference Room

Parks, Recreations, Human Services & Public Safety Committee (PRHSPSC)

Purpose:	The PRHSPSC reviews issues related to these particular areas. The Arts Commission, Diversity Commission, Human Services Commission, Parks and Recreation Commission, and Youth Commission report to the PRHSPSC.
Number of Members:	3 members of the elected City Council
Current Members:	Mark Koppang, Jesse Johnson, and Martin A. Moore.
Meeting Information:	2nd Tuesday of each month at 5:00 pm. – Hylebos Conference Room.

Planning Commission

Purpose:	The Planning Commission conducts public hearings and makes recommendations to the City Council on amendments or revisions to the Comprehensive Plan, Zoning Code and Zoning Map.		
Number of Members:	7 members and 2 alternate	Appointed by:	City Council
Current Members:	Diana Noble-Guilliford, Hope Elder, Lawson Bronson Chair, Tim O'Neil, Wayne Carlson, Tom Medhurst, Dawn Meader McCausland, Anthony Murrietta-Alternate and Dale Couture-Alternate.		
Meeting Information:	1st & 3rd Wednesday of each month at 6:30 p.m. – Council Chambers		

Youth Commission

Purpose:	The Youth Commission advises the City Council and other City boards and commissions on issues such as youth programs, recreational activities, dance clubs and other issues of importance to youth.		
Number of Members:	12 members and 3 alternates	Appointed by:	City Council
Current Members:	Reece Binder, Von Born, Jenry Ojeaburu, Milad Heydari, Hannah Kim, Gillian Soo, Brittany Rogers, Gaurav Gowda, Olivia Chong, , , and 5 Vacant		
Meeting Information:	3rd Wednesday of each month at 5:00 p.m. – Federal Way Community Center		

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 2018:

Process Description	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council sets 2013/2014 budget priorities							
Management Team Develops Budget Strategies							
Mayor gives budget Directions							
Budget Discussion/Presentation - Capital Replacement							
Budget Discussion/Presentation - Budget Goal Setting							
Mayor Presents Proposed Biennial Budget to Council							
Budget Overview - Revenue & Expenditure Projections Department Presentations Start							
Council Deliberations & Continued Department Presentations							
Public Hearing (required by RCW 35A.34) Introduction Ordinance/2019-2020 Biennial Budget & 2019 Property Tax Levy							
Enactment Ordinance 2019-2020 Biennial Budget & 2019 Property Tax Rate Resolution 2019 Fee Schedule							

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 - When the Mayor/City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so 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 should be a performance, financing and spending plan agreed to by the Mayor, City Council, and Department Directors. It should contain information and data regarding expected revenues, expected expenditures and expected performance.

2. The City will prepare and annually refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and Council priorities.

3. As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: 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. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. The City will also prepare the line-item format materials for those who wish to review that information.

5. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.

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's intent to maximize the level of public goods and services while minimizing the level of debt.

2. The City 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. Cash balances in excess of the amount required to maintain reserve policy will be used to fund one-time or non-recurring costs.

4. Transportation impact fees shall be used only for the projects or purpose for which they were intended.

C. CONTINGENT ACCOUNTS

1. The City shall maintain a Contingency Reserve 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 $1 million.

2. 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.

3. The City shall maintain a Strategic Opportunity Reserve of $2 million. It provides the liquidity to respond to economic opportunity that is not budgeted for that may provide a long term economic benefit to the City.

4. The City shall maintain a Parks Reserve of $1.13 million for the equipment replacement, turf replacement, and other major upgrades to the City's Park System.

5. The City will maintain an emergency reserve fund for snow and ice removal of not less than $0.5 million in Street Fund.

6. The City will maintain an emergency reserve fund of not less than $0.1 million for unexpected natural disaster that affects our infrastructure, pending the receipt of available grants or other resources, to restore our road to its original condition in Arterial Street Fund.

7. 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).

8. The City will maintain a one year revenue reserve in the Real Estate Excise Fund and may spend down ONLY upon the Council's approval.

9. The City will maintain a minimum cash flow reserve with the Hotel/Motel Lodging Tax Fund in amount equal to the prior year's complete revenues ($0.2 million) in ending fund balance.

10. The City shall maintain a minimum of $1.5 million in a reserve for the future general capital needs of the building such as major upgrade, roof replacement, and equipment replacement in Community Center Fund.

11. The City shall maintain a minimum of $1.2 million in a reserve for cash flow management and a contingent reserve in Traffic Safety Fund to fund traffic equipment replacement, and to absolve an unplanned revenue decline.

12. 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.

13. 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.

14. 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.

15. The City will maintain a reserve in an amount of not less than 16 weeks of budgeted expenses as recommended by our consultant in the Health Insurance Fund.

16. 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.

17. The City will maintain a reserve in an amount of not less than one year's expenses from the prior year or $1.2 million in Risk Management Fund.

18. 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.

19. 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.

20. The City will maintain adequate reserves for capital replacement and shall be funded through department charges and other revenues sufficient to replace both hardware and software at the end of their useful life in Information System Fund.

21. The City will maintain an adequate reserve to replace copy and mailing equipment in the Mail and Duplication Fund.

22. The City will maintain an adequate reserve to replace a fleet of vehicles and other heavy equipment at their scheduled replacement time in Fleet and Equipment Fund.

23. 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. This practice imposes short term constraint on the level of public goods or services. However, 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 investment pool shall be budgeted based upon the allocation methodology, i.e. the projected average monthly balance of each participating fund.

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. In general, these Notes will be avoided. No other form of debt will be used to finance ongoing operational costs.

2. Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of those sources in order to minimize the level of debt.

3. Whenever 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 when necessary to acquire land or fixed assets, based upon the ability of the City to pay. This debt shall be limited to those capital improvements that cannot be financed from existing revenues and when there is an existing or near-term need for the project. 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. This is intended to immunize the City's bondholders from any short term volatility in revenues.

8. The City 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. The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes, or because of unusual circumstances, is as follows:

10. Debt service to be repaid with operating revenues should not exceed 8% of the respective operating budget.

C. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

1. Citizen participation in the Capital Improvement Program is a priority for the City. Among the activities which shall be conducted to address this need are the following:

   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.

   A complete list of criteria follows.

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 urgently needed by some other criteria than public health or safety, e.g. environmental or public service.

4. Projects which have exhibited a high degree of public support.

5. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.

6. 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.

7. 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).

8. Projects which would result in significant savings in General Fund operating costs.

9. 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.

10. Projects which would provide significant benefits to the local economy and tax base.

11. Purchase of land for future projects at favorable prices prior to adjacent development.

12. Purchase of land for future City projects (land banking).

13. 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.

14. Projects which would be constructed in conjunction with another agency with the other agency providing for the operating costs.

15. Projects which would generate sufficient revenue to be essentially self-supporting in their operation.

16. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.

17. Projects which would fulfill City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide greater than minimal facilities.

18. Projects which are grant funded but would require increased operating costs in the General Fund.

19. 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.

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
Arterial Street Fund
Utility Tax Fund
Utility Tax Proposition 1 Fund
Community Development Block Grant Fund
Paths and Trails Reserve Fund
Transportation Benefit District Fund
Community Center Fund
Traffic Safety Fund
Solid Waste/Recycling Fund
Special Contract/Studies Fund
Hotel/Motel Lodging Tax Fund
Performing Arts & Event Center 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
Parks Reserve Fund
Capital Project 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
Municipal Facilities Fund
Park Project Fund
Real Estate Excise Tax Fund
Surface Water Management Projects Fund
Transportation Systems
Performing Arts and Event Center 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
Information Systems Fund
Mail and Duplication Services Fund
Fleet and Equipment Fund
Buildings and Furnishings Fund
Health Self Insurance Fund
Unemployment Insurance Fund

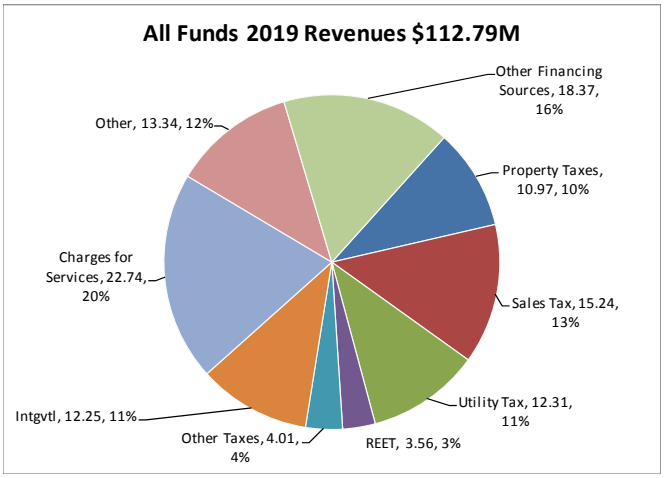
SOURCES & USES – ALL FUNDS

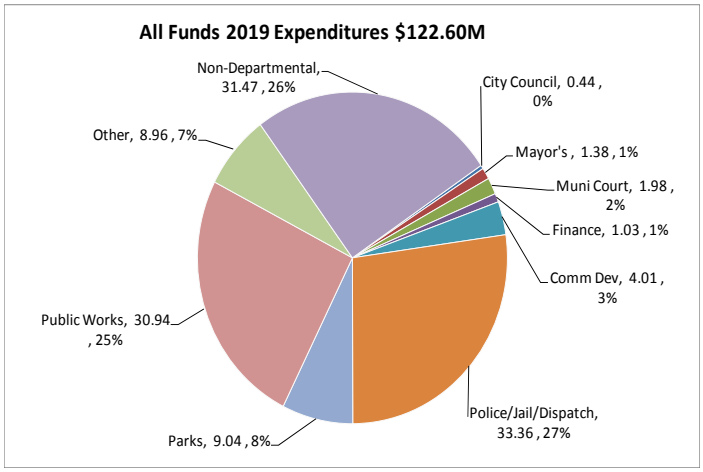
Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
BEGINNING FUND BALANCE	$ 75,536,538	$ 72,263,687	$ 50,084,276	$ 63,383,386	$ 63,383,386	$ 53,399,651	$ 43,598,294	$ (9,983,735)	-15.8%
REVENUE:									
Property Taxes	$ 10,358,895	$ 10,507,571	$ 10,617,400	$ 10,858,948	$ 10,858,948	$ 10,967,537	$ 11,077,213	$ 108,589	1.0%
Sales Tax	14,222,497	14,199,460	15,089,973	14,653,989	14,653,989	15,240,149	15,849,755	586,160	4.0%
Criminal Justice Sales Tax	2,499,527	2,616,306	2,605,768	2,605,768	2,605,768	2,709,999	2,818,399	104,231	4.0%
Utility Tax	11,902,866	12,425,975	11,571,925	11,977,891	11,977,891	12,307,891	12,352,891	330,000	2.8%
Real Estate Excise tax	5,265,138	4,226,335	3,200,000	3,460,000	4,060,000	3,560,000	3,640,000	100,000	2.9%
Other Taxes	649,945	1,241,773	1,876,000	1,284,500	1,284,500	1,301,135	1,309,336	16,635	1.3%
Licenses and Permits	3,219,573	4,204,727	4,214,910	4,294,910	4,294,910	4,481,048	4,492,914	186,138	4.3%
Intergovernmental	23,151,972	18,803,396	14,978,980	18,077,706	15,379,901	12,253,970	9,948,970	(5,823,736)	-32.2%
Charges for Services	20,747,024	23,166,428	23,642,696	24,717,777	24,484,777	22,736,504	22,572,630	(1,981,273)	-8.0%
Fines and Penalties	4,135,709	4,469,929	4,300,500	4,590,500	4,817,500	4,747,401	4,747,401	156,901	3.4%
Miscellaneous	2,531,180	4,762,996	3,293,010	7,111,210	6,911,210	3,655,090	2,518,701	(3,456,120)	-48.6%
Proprietary Fund Revenue	1,156,793	351,611	45,000	102,000	102,000	458,000	458,000	356,000	349.0%
Other Financing Sources	26,484,714	32,115,048	16,868,980	19,584,582	19,584,582	18,366,629	17,586,504	(1,217,953)	-6.2%
Total Revenues	$ 126,325,833	$ 133,091,555	$ 112,305,142	$ 123,319,781	$ 121,015,976	$ 112,785,353	$109,372,713	$ (10,534,428)	-8.5%
EXPENDITURE:									
City Council	$ 373,180	$ 379,370	$ 403,154	$ 403,877	$ 405,850	$ 439,963	$ 446,164	$ 36,086	8.9%
Mayor's Office	1,427,056	1,319,128	1,404,340	1,410,853	1,410,853	1,377,733	1,380,561	(33,120)	-2.3%
Performing Arts & Event Center	234,506	1,195,466	986,820	1,871,986	1,871,986	1,871,986	1,874,323	-	0.0%
Municipal Court	1,680,381	1,874,371	1,956,926	1,956,926	1,956,926	1,978,101	2,007,546	21,175	1.1%
Finance	874,097	947,143	971,822	971,822	971,822	1,026,096	1,038,521	54,274	5.6%
City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	4,935	1.0%
Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	46,421	10.0%
Information Technology	2,398,338	2,251,795	2,353,992	2,654,650	2,654,650	2,381,321	2,301,283	(273,329)	-10.3%
Law -Civil	1,933,395	2,050,321	2,010,463	2,434,852	2,434,852	2,502,210	2,519,401	67,358	2.8%
Law-Criminal	633,183	683,343	681,302	681,302	681,302	761,873	764,733	80,571	11.8%
Community Development	2,260,596	2,387,410	2,414,132	2,439,132	2,439,132	2,582,753	2,629,295	143,621	5.9%
Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	113,708	37.6%
Community Services	1,365,365	1,797,929	2,035,602	2,050,602	2,050,602	1,533,172	1,530,068	(517,430)	-25.2%
Jail Contract Costs	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	(486,000)	-7.5%
911 Dispatch	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	(76,706)	-2.8%
Police	23,847,636	23,504,808	24,104,002	24,849,002	24,204,249	24,725,405	25,056,183	(123,597)	-0.5%
Parks, Recr & Cultural Svcs	9,322,881	8,337,542	7,731,391	9,976,778	8,941,839	9,041,903	7,979,621	(934,875)	-9.4%
Public Works	28,661,488	30,323,535	27,577,289	46,093,212	34,213,963	30,941,096	18,307,261	(15,152,116)	-32.9%
Non-Departmental	45,495,975	55,439,247	29,638,329	34,622,196	36,322,196	31,348,039	33,587,840	(3,274,157)	-9.5%
Total Expenditures	$ 129,598,685	$ 141,971,519	$ 113,999,938	$ 142,889,894	$ 130,999,699	$ 122,586,712	$109,958,279	$ (20,303,182)	-14.2%
Changes in Fund Balance	$ (3,272,852)	$ (8,879,965)	$ (1,694,796)	$ (19,570,113)	$ (9,983,723)	$ (9,801,359)	$ (585,566)	$ 9,768,754	-49.9%
ENDING FUND BALANCE:	$ 72,263,686	$ 63,383,722	$ 48,389,480	$ 43,813,273	$ 53,399,663	$ 43,598,292	$ 43,012,728	$ (214,981)	-0.5%

EXPENDITURE LINE-ITEM SUMMARY – ALL FUNDS

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 28,864,604	$ 30,335,324	$ 32,892,691	$ 33,323,934	$ 32,179,181	$ 32,494,466	$ 32,984,326	$ (829,468)	-2.5%
2XX	Benefits	10,041,268	10,431,206	10,800,672	10,800,221	10,800,221	11,656,539	11,714,894	856,318	7.9%
3XX	Supplies	1,852,281	2,052,758	1,795,695	1,920,389	1,920,389	1,879,310	1,879,310	(41,079)	-2.1%
4XX	Services and Charges	18,417,952	18,626,158	14,935,304	18,259,763	18,261,736	19,593,816	21,389,682	1,334,053	7.3%
5XX	Intergovernmental	9,439,123	9,930,036	9,999,803	10,707,289	10,674,061	10,156,990	8,615,875	(550,299)	-5.1%
6XX	Capital Outlay	27,874,128	30,646,620	18,255,548	39,053,285	26,177,982	19,257,486	6,398,334	(19,795,799)	-50.7%
7XX	Debt Service-Principal	566,120	8,950,080	1,108,820	1,108,820	1,108,820	1,301,267	1,500,001	192,447	17.4%
8XX	Debt Service-Interest	476,041	550,384	937,085	1,167,285	1,167,285	1,149,285	1,142,998	(18,000)	-1.5%
9XX	Internal Services/Other	5,687,036	6,556,106	6,517,373	7,076,359	7,037,474	7,130,921	7,146,355	54,562	0.8%
0XX	Other Financing Use	26,380,133	23,892,847	16,756,947	19,472,549	21,672,549	17,966,629	17,186,503	(1,505,920)	-7.7%
	Total Expenditures:	**$129,598,685**	**$141,971,518**	**$ 113,999,938**	**$ 142,889,894**	**$ 130,999,698**	**$122,586,709**	**$ 109,958,278**	**$ (20,303,185)**	**-14.2%**

1. Salaries & Wages decrease is primarily due to elimination of PAEC staff and retro pay
2. Benefits increase is primarily due to an increase in other percentage driven benefits.
3. Supplies relatively the same.
4. Services and Charges increase is primarily due to contract management of PAEC. Increase in membership fees in City Council association dues
5. Intergovernmental decrease is primarily due to an decrease in SCORE jail operations and Valleycomm dispatch operations.
6. Capital Outlay decrease is primarily due to completion of Performing Arts & Event Center in 2017/2018, Transportation & SWM capital due to project completion, one-time purchase of fleet and equipment and IT equipment, addition of 10 unmarked Police vehicles in 2018, Parks & Public Works vehicles & equipment replacement, and IT scheduled equipment replacement.
7. Debt Service - Principal & Interest remain relatively the same and there is no plan to take on additional debt in 2019.
8. Internal Services/Other is also relatively stable due to the desire to control cost.
9. Other Financing Use decrease is primarily due to completion of PAEC and planned reduction in subsidy to PAEC operation





2019 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

FUND/DEPARTMENT	Beginning Fund Balance	2019 Revenues	2019 Expenditures	Ending Fund Balance
General Fund				
Non-Departmental	$ 9,846,023	$ 45,690,965	$ 10,199,430	$ 45,337,558
City Council	-	-	439,963	(439,963)
Mayor's Office	-	-	1,124,304	(1,124,304)
Municipal Court	-	260,000	1,733,805	(1,473,805)
Finance	-	-	1,026,096	(1,026,096)
City Clerk	-	-	513,486	(513,486)
Human Resources	-	-	510,693	(510,693)
Law	-	2,500	1,548,396	(1,545,896)
Community Development	-	2,376,762	3,332,394	(955,632)
Economic Development	-	-	415,973	(415,973)
Police/Jail/911	-	2,042,266	27,242,664	(25,200,398)
Parks and Recreation	-	1,050,000	4,037,259	(2,987,259)
Total General Fund	**9,846,023**	**51,422,493**	**52,124,462**	**9,144,054**
Special Revenue Funds:				
Street	500,000	4,282,737	4,282,061	500,676
Arterial Street	100,001	1,548,000	1,515,064	132,937
Utility Tax	1,500,000	9,642,000	9,642,000	1,500,000
Solid Waste and Recycling	99,880	452,100	491,549	60,431
Special Studies/Contract	140,929	-	13,200	127,729
Hotel/Motel Lodging Tax	1,048,246	306,000	294,700	1,059,546
Community Center	1,563,087	2,327,875	2,312,036	1,578,926
Traffic Safety	1,857,566	3,815,500	4,098,065	1,575,001
Utility Tax Proposition 1	1,000,000	3,446,375	3,446,375	1,000,000
Performing Arts & Event Center	-	1,871,986	1,871,986	(0)
Transportation Benefit District	-	-	-	-
Community Development Block Grant	39,874	668,900	692,411	16,363
Paths and Trails	930,546	169,000	-	1,099,546
Strategic Reserve	868,979	2,000	-	870,979
Parks Reserve	1,253,635	5,000	-	1,258,635
Total Special Revenue Funds	**10,902,743**	**28,537,474**	**28,659,448**	**10,780,768**
Debt Service	2,901,022	1,777,863	2,152,510	2,526,375
Total Debt Service Fund	**2,901,022**	**1,777,863**	**2,152,510**	**2,526,375**
Capital Project Funds				
Real Estate Excise Tax	3,079,723	3,580,000	3,739,473	2,920,250
Downtown Redevelopment	1,401,814	1,000,000	-	2,401,814
Capital Project - Municipal Facilities	279,730	-	-	279,730
Capital Project - Parks	1,125,480	300,000	1,425,480	-
Capital Project - Surface Water Mgt	1,767,612	3,200,000	4,449,000	518,612
Captial Project - Transportation	7,963,807	6,677,000	13,248,000	1,392,807
Capital Project Reserve	355,610	-	-	355,610
Performing Arts & Event Center	(7,124,951)	-	-	(7,124,951)
Total Capital Project Funds	**8,848,825**	**14,757,000**	**22,861,953**	**743,872**
Enterprise Funds				
Surface Water Management	2,154,899	4,189,868	5,263,841	1,080,925
Dumas Bay Centre	1,500,000	788,251	685,472	1,602,779
Total Enterprise Funds	**3,654,899**	**4,978,119**	**5,949,314**	**2,683,704**
Internal Service Funds				
Risk Management	1,200,000	1,166,040	1,453,932	912,108
Information Systems	3,473,207	2,249,619	2,231,448	3,491,379
Mail and Duplication	176,915	135,947	149,874	162,988
Fleet and Equipment	8,109,549	2,300,644	1,218,828	9,191,365
Building and Furnishings	2,492,328	490,355	478,219	2,504,464
Health Insurance	1,481,813	4,966,800	5,256,726	1,191,887
Unemployment Insurance	312,328	3,000	50,000	265,328
Total Internal Service Funds	**17,246,140**	**11,312,405**	**10,839,026**	**17,719,519**
Grand Total	**$ 53,399,651**	**$ 112,785,354**	**$ 122,586,714**	**$ 43,598,292**

2020 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

FUND/DEPARTMENT	Beginning Fund Balance	2020 Revenues	2020 Expenditures	Ending Fund Balance
General Fund				
Non-Departmental	$ 9,144,059	$ 46,679,097	$ 11,792,890	$ 44,030,265
Council	-	-	446,164	$ (446,164)
Mayor's Office	-	-	1,127,132	$ (1,127,132)
Municipal Court	-	260,000	1,760,649	$ (1,500,649)
Finance	-	-	1,038,521	$ (1,038,521)
City Clerk	-	-	513,984	$ (513,984)
Human Resources	-	-	514,880	$ (514,880)
Law	-	2,500	1,554,453	$ (1,551,953)
Community Development	-	2,376,762	3,378,882	$ (1,002,120)
Economic Development	-	-	415,973	$ (415,973)
Police/Jail/911	-	2,042,266	25,934,454	$ (23,892,188)
Parks and Recreation	-	1,050,000	4,076,474	$ (3,026,474)
Total General Fund	**9,144,059**	**52,410,625**	**52,554,456**	**9,000,228**
Special Revenue Funds:				
Street	500,677	4,313,618	4,313,699	500,595
Arterial Street	132,937	1,548,000	1,515,064	165,872
Utility Tax	1,500,000	9,687,000	9,687,000	1,500,000
Solid Waste and Recycling	60,431	452,100	494,800	17,731
Special Studies/Contract	127,729	-	7,000	120,729
Hotel/Motel Lodging Tax	1,059,546	306,000	224,700	1,140,846
Community Center	1,578,926	2,252,875	2,331,150	1,500,651
Traffic Safety	1,575,001	3,815,500	4,189,726	1,200,775
Utility Tax Proposition 1	1,000,000	3,475,246	3,475,246	1,000,000
Performing Arts & Event Center	0	1,874,323	1,874,323	0
Transportation Benefit District	-	-	-	-
Community Development Block Grant	16,363	668,900	685,263	-
Paths and Trails	1,099,546	169,000	-	1,268,546
Strategic Reserve	870,979	2,000	-	872,979
Parks Reserve	1,258,635	5,000	-	1,263,635
Total Special Revenue Funds	**10,780,770**	**28,569,562**	**28,797,972**	**10,552,360**
Debt Service	2,526,375	1,358,567	2,344,957	1,539,985
Total Debt Service Fund	**2,526,375**	**1,358,567**	**2,344,957**	**1,539,985**
Capital Project Funds				
Real Estate Excise Tax	2,920,250	3,660,000	4,254,567	2,325,683
Downtown Redevelopment	2,401,814	1,000,000	-	3,401,814
Capital Project - Municipal Facilities	279,730	-	-	279,730
Capital Project - Parks	-	300,000	300,000	-
Capital Project - Surface Water Mgt	518,612	1,000,000	1,400,000	118,612
Captial Project - Transportation	1,392,807	4,766,000	4,666,000	1,492,807
Capital Project Reserve	355,610	-	-	355,610
Performing Arts & Event Center	(7,124,951)	-	-	(7,124,951)
Total Capital Project Funds	**743,872**	**10,726,000**	**10,620,567**	**849,304**
Enterprise Funds				
Surface Water Management	1,080,925	4,189,868	4,224,061	1,046,732
Dumas Bay Centre	1,602,779	788,251	685,472	1,705,557
Total Enterprise Funds	**2,683,704**	**4,978,119**	**4,909,534**	**2,752,289**
Internal Service Funds				
Risk Management	912,108	1,166,040	1,453,932	624,216
Information Systems	3,491,379	2,265,054	2,153,131	3,603,301
Mail and Duplication	162,988	135,947	148,152	150,783
Fleet and Equipment	9,191,365	2,300,644	1,215,764	10,276,245
Building and Furnishings	2,504,464	490,355	483,088	2,511,731
Health Insurance	1,191,887	4,966,800	5,256,726	901,961
Unemployment Insurance	265,328	5,000	20,000	250,328
Total Internal Service Funds	**17,719,519**	**11,329,840**	**10,730,793**	**18,318,566**
Grand Total	**$ 43,598,298**	**$ 109,372,713**	**$ 109,958,279**	**$ 43,012,732**

Explanation of Changes in Fund Balance

(Greater than 10%)

In 2014 the City of Federal Way established a formal reserve and fund balance policy with resolution #14-664 and updated with resolution 18-732 in 2018. Based on the current policy the fund balance still remains within the required amounts.

Arterial Street - The 25% increase in fund balance from $132.94k to $165.87k is primarily due to current project estimate and may need to be adjusted later.

Solid Waste & Recycling Fund – The 70.66% decrease in fund balance from $60.43k to $17.73k is primarily due to cost of living increases for employees, and an increase in printing/photo services for education/outreach materials.

Traffic Safety Fund – The 23.76% decrease in fund balance from $1.58M to $1.20M is primarily due to the increase funding of traffic safety projects in Public Works..

Paths & Trails Fund – The 15.36% increase in fund balance from $1.1M to $1.27M is primarily due to the City's attempt to save up for future paths & trails projects.

Real Estate Excise Tax Fund – The 20.4% decrease in fund balance from $2.92M to $2.33M is primarily due to decrease in REET revenue while trying to maintain the same funding for Arterial Street Overlay projects.

Debt Service Fund – The 39% decrease in fund balance from $2.53M to 1.54M is primarily due to budgeting for debt payment on SCORE without revenue from contracting entities.

Downtown Redevelopment Fund – The 41.64% increase in fund balance from $2.92M to 3.40M is primarily due to accumulating LIFT funding from the State to use on downtown infrastructure projects.

Capital Project - Surface Water Management Fund – The 77.13% decrease in fund balance from $518K to $118.6K is primarily due to use of the reserve saved up for the funding of expected capital improvement projects.

Risk Management Fund – The 31.56% decrease in fund balance from $0.91M to $0.62M is primarily due to expected high claim due to pending litigations.

Health Insurance Fund – The 24.32% decrease in fund balance from $1.19M to $0.90M is primarily due to expected high claim but our reserve is still adequate.

2019 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY

2019	Taxes	Licenses and Permits	Intergvtl	Charges for Services	Fines and Penalties	Proprietary Fund Revenues	Misc.	Total Operating Revenues	Other Financing Sources
General	$ 29,758,820	$ 4,281,048	$ 2,039,500	$ 3,834,014	$ 943,401	$ -	$ 623,862	$ 41,480,644	$ 9,941,849
Street	-	200,000	1,300,000	500,752	-	-	221,016	2,221,769	2,060,968
Arterial Street	-	-	530,000	-	-	-	5,000	535,000	1,013,000
Utility Tax	9,630,000	-	-	-	-	-	12,000	9,642,000	-
Solid Waste and Recycling	-	-	138,900	310,000	2,000	-	1,200	452,100	-
Special Studies/Contract	-	-	-	-	-		-	-	-
Hotel/Motel Lodging Tax	300,000	-	-	-	-	-	6,000	306,000	-
Community Center	-	-	-	1,590,875	-	-	350,000	1,940,875	387,000
Traffic Safety	-	-	-	-	3,802,000	-	13,500	3,815,500	-
Real Estate Excise Tax	3,560,000	-	-	-	-	-	20,000	3,580,000	-
Utility Tax Proposition 1	2,677,891	-	-	-	-	-	8,000	2,685,891	760,484
Performing Arts & Event Center Operations	-	-	-	1,081,780	-	-	336,351	1,418,131	453,855
Transportation Benefit District	-	-	-	-	-	-	-	-	-
Community Development Block Grant	-	-	668,900	-	-	-	-	668,900	-
Paths and Trails	160,000	-	9,000	-	-		-	169,000	-
Strategic Reserve	-	-	-	-	-		2,000	2,000	-
Parks Reserve							5,000	5,000	-
Debt Service	-	-	-	-	-	-	964,390	964,390	813,473
Downtown Redevelopment	-	-	1,000,000	-	-	-	-	1,000,000	-
Capital Project - Municipal Facilities	-	-	-	-	-		-	-	-
Capital Project - Parks	-	-	-	-	-	-	-	-	300,000
Capital Project - Surface Water Mgt	-	-	2,000,000	-	-	-	200,000	2,200,000	1,000,000
Captial Project - Transportation	-	-	4,428,000	636,000	-	-	-	5,064,000	1,613,000
Capital Project Reserve	-	-	-	-	-	-	-	-	-
Capital Project - Performing Arts & Event Center	-	-	-	-	-	-	-	-	-
Surface Water Management	-	-	139,670	4,047,198	-	-	3,000	4,189,868	-
Dumas Bay Centre	-	-	-	254	-	-	764,997	765,251	23,000
Risk Management	-	-	-	1,103,040	-	58,000	5,000	1,166,040	-
Information Systems	-	-	-	2,230,619	-	-	19,000	2,249,619	-
Mail and Duplication	-	-	-	135,947	-	-	-	135,947	-
Fleet and Equipment	-	-	-	2,220,329	-	-	80,315	2,300,644	-
Building and Furnishings	-	-	-	489,696	-	-	659	490,355	-
Health Insurance	-	-	-	4,556,000		400,000	10,800	4,966,800	-
Unemployment Insurance	-	-	-	-	-	-	3,000	3,000	-
Total 2019 Revenues	**$ 46,086,711**	**$ 4,481,048**	**$ 12,253,970**	**$ 22,736,504**	**$ 4,747,401**	**$ 458,000**	**$ 3,655,090**	**$ 94,418,724**	**$ 18,366,629**

2020 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY

2020	Taxes	Licenses and Permits	Intergvtl	Charges for Services	Fines and Penalties	Proprietary Fund Revenues	Misc.	Total Operating Revenues	Other Financing Sources
General	$ 30,594,703	$ 4,292,914	$ 2,009,500	$ 3,834,514	$ 943,401	$ -	$ 623,862	$ 42,298,893	$ 10,111,732
Street	-	200,000	1,300,000	500,752	-	-	217,016	2,217,769	2,095,849
Arterial Street	-	-	530,000	-	-	-	5,000	535,000	1,013,000
Utility Tax	9,675,000	-	-	-	-	-	12,000	9,687,000	-
Solid Waste and Recycling	-	-	138,900	310,000	2,000	-	1,200	452,100	-
Special Studies/Contract	-	-	-	-	-		-	-	-
Hotel/Motel Lodging Tax	300,000	-	-	-	-	-	6,000	306,000	-
Community Center	-	-	-	1,590,875	-	-	350,000	1,940,875	312,000
Traffic Safety	-	-	-	-	3,802,000	-	13,500	3,815,500	-
Real Estate Excise Tax	3,640,000	-	-	-	-	-	20,000	3,660,000	-
Utility Tax Proposition 1	2,677,891	-	-	-	-	-	8,000	2,685,891	789,355
Performing Arts & Event Center Operations	-	-	-	1,537,972	-	-	336,351	1,874,323	-
Transportation Benefit District	-	-	-	-	-	-	-	-	-
Community Development Block Grant	-	-	668,900	-	-	-	-	668,900	-
Paths and Trails	160,000	-	9,000	-	-		-	169,000	-
Strategic Reserve	-	-	-	-	-		2,000	2,000	-
Parks Reserve							5,000	5,000	-
Debt Service	-	-	-	-	-	-	30,000	30,000	1,328,567
Downtown Redevelopment	-	-	1,000,000	-	-	-	-	1,000,000	-
Capital Project - Municipal Facilities	-	-	-	-	-		-	-	-
Capital Project - Parks	-	-	-	-	-	-	-	-	300,000
Capital Project - Surface Water Mgt	-	-	1,000,000	-	-	-	-	1,000,000	-
Captial Project - Transportation	-	-	3,153,000	-	-	-	-	3,153,000	1,613,000
Capital Project Reserve	-	-	-	-	-		-	-	-
Capital Project - Performing Arts & Event Center	-	-	-	-	-	-	-	-	-
Surface Water Management	-	-	139,670	4,047,198	-	-	3,000	4,189,868	-
Dumas Bay Centre	-	-	-	254	-	-	764,997	765,251	23,000
Risk Management	-	-	-	1,103,040	-	58,000	5,000	1,166,040	-
Information Systems	-	-	-	2,246,053	-	-	19,000	2,265,053	-
Mail and Duplication	-	-	-	135,947	-	-	-	135,947	-
Fleet and Equipment	-	-	-	2,220,329	-	-	80,315	2,300,644	-
Building and Furnishings	-	-	-	489,696	-	-	659	490,355	-
Health Insurance	-	-	-	4,556,000	-	400,000	10,800	4,966,800	-
Unemployment Insurance	-	-	-	-	-	-	5,000	5,000	-
Total 2020 Revenues	**$ 47,047,594**	**$ 4,492,914**	**$ 9,948,970**	**$ 22,572,630**	**$ 4,747,401**	**$ 458,000**	**$ 2,518,700**	**$ 91,786,209**	**$ 17,586,503**

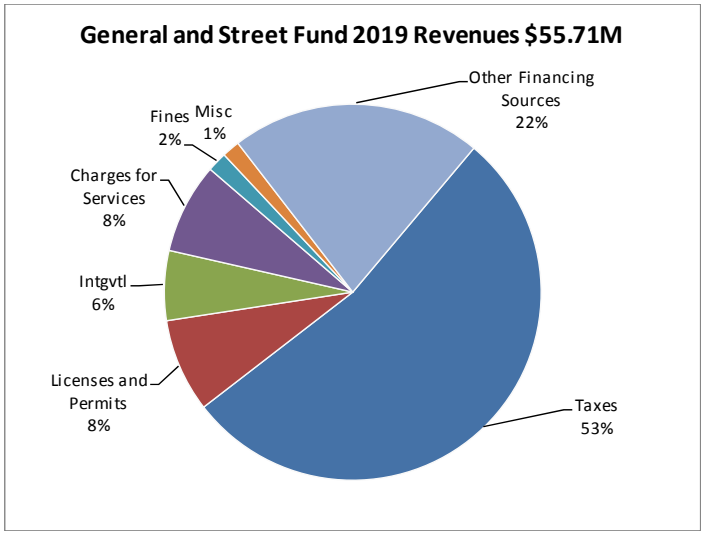
GENERAL AND STREET FUND CONSOLIDATED SUMMARY

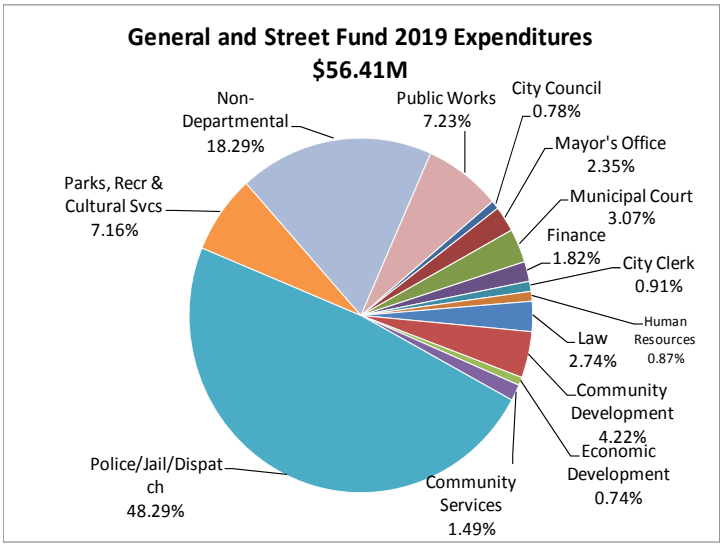
Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
BEGINNING FUND BALANCE	$12,006,584	$11,616,781	$10,507,775	$ 11,290,683	$ 11,290,683	$10,346,023	$ 9,644,731	$ (944,660)	-8.4%
REVENUE SUMMARY:									
Property Tax	10,358,895	10,507,571	10,617,400	10,858,948	10,858,948	10,967,537	11,077,213	108,589	1.0%
Sales Tax	14,222,497	14,199,460	15,089,973	14,653,989	14,653,989	15,240,149	15,849,755	586,160	4.0%
Criminal Justice Sales Tax	2,499,527	2,616,306	2,605,768	2,605,768	2,605,768	2,709,999	2,818,399	104,231	4.0%
Other Taxes	193,831	761,476	561,000	824,500	824,500	841,135	849,336	16,635	2.0%
Licenses and Permits	3,140,133	4,125,618	4,214,910	4,294,910	4,294,910	4,481,048	4,492,914	186,138	4.3%
Intergovernmental	3,519,395	3,700,589	3,134,004	3,316,004	3,341,004	3,339,500	3,309,500	23,496	0.7%
Charges for Services	3,928,800	4,133,302	3,927,185	4,230,345	4,230,345	4,334,766	4,335,266	104,421	2.5%
Fines and Penalties	942,258	945,711	1,163,500	1,103,500	1,103,500	943,401	943,401	(160,099)	-14.5%
Miscellaneous	823,725	769,241	537,700	829,600	829,600	844,878	840,878	15,278	1.8%
Other Financing Sources	11,823,498	11,347,677	11,472,322	11,772,322	11,772,322	12,002,817	12,207,581	230,495	2.0%
Total Revenues	$51,452,559	$53,106,949	$53,323,762	$ 54,489,886	$ 54,514,886	$55,705,230	$ 56,724,242	$ 1,215,344	2.2%
EXPENDITURE SUMMARY:									
City Council	$ 373,180	$ 379,370	$ 403,154	$ 403,877	$ 405,850	$ 439,963	$ 446,163	$ 36,086	8.9%
Mayor's Office	$ 1,375,979	1,282,858	1,353,264	1,359,777	1,359,777	1,326,657	1,329,485	$ (33,120)	-2.4%
Municipal Court	1,526,650	1,649,658	1,713,881	1,713,881	1,713,881	1,733,805	1,760,649	$ 19,924	1.2%
Finance	874,097	947,143	971,822	971,822	971,822	1,026,096	1,038,521	$ 54,274	5.6%
City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	$ 4,935	1.0%
Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	$ 46,421	10.0%
Law -Civil	843,850	714,157	698,170	748,970	748,970	786,522	789,720	$ 37,552	5.0%
Law-Criminal	633,183	683,343	681,302	681,302	681,302	761,873	764,733	$ 80,571	11.8%
Community Development	2,212,828	2,304,466	2,313,480	2,338,480	2,338,480	2,491,633	2,534,077	$ 153,153	6.5%
Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	$ 113,708	37.6%
Community Services	867,906	839,742	798,499	813,499	813,499	840,761	844,805	$ 27,262	3.4%
Jail Contract Costs	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	$ (486,000)	-7.5%
911 Dispatch	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	$ (76,706)	-2.8%
Police	17,757,220	18,267,927	18,410,449	18,245,449	17,720,696	18,607,755	18,843,812	$ 362,306	2.0%
Parks, Recr & Cultural Svcs	3,906,618	3,881,429	3,831,027	4,076,527	4,076,527	4,037,259	4,076,474	$ (39,268)	-1.0%
Public Works	3,372,716	3,603,340	4,056,476	4,521,519	4,521,519	4,079,708	4,111,347	$ (441,811)	-9.8%
Non-Departmental	9,007,529	9,399,504	9,347,369	10,167,747	9,667,747	10,199,430	11,792,890	$ 31,683	0.3%
Total Expenditures	$51,842,363	$53,433,047	$54,309,267	$ 56,515,554	$ 55,459,546	$56,406,523	$ 56,868,155	$ (109,031)	-0.2%
Changes in Fund Balance	$ (389,804)	$ (326,098)	$ (985,505)	$ (2,025,668)	$ (944,660)	$ (701,292)	$ (143,912)	$ 1,324,376	-65.4%
ENDING FUND BALANCE:	$11,616,780	$11,290,683	$ 9,522,270	$ 9,265,015	$ 10,346,023	$ 9,644,730	$ 9,500,819	$ 379,715	4.1%

EXPENDITURE LINE-ITEM SUMMARY – GENERAL FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 21,289,520	$ 21,925,506	$ 24,708,891	$ 24,870,388	$ 23,845,635	$ 24,042,791	$ 24,228,384	$ (827,597)	-3.3%
2XX	Benefits	7,361,244	7,474,984	7,937,719	7,938,958	7,938,958	8,641,244	8,755,739	702,286	8.8%
3XX	Supplies	806,421	895,718	770,427	841,292	841,292	840,392	840,392	(900)	-0.1%
4XX	Services and Charges	4,941,354	5,257,329	4,944,556	5,389,378	5,391,351	5,248,172	7,354,373	(141,206)	-2.6%
5XX	Intergovernmental	8,864,565	9,380,352	9,533,053	10,240,539	10,207,311	9,690,240	8,149,125	(550,299)	-5.4%
6XX	Capital Outlay	47,199	76,000	-	-	-	-	-	-	n/a
9XX	Internal Services	4,898,442	5,625,020	5,293,110	5,719,633	5,719,633	5,828,858	5,844,292	109,225	1.9%
0XX	Other Financing Use	3,633,618	2,798,139	1,121,511	1,515,366	1,515,366	2,114,823	1,695,849	599,457	39.6%
	Total Expenditures:	**$ 51,842,363**	**$ 53,433,047**	**$ 54,309,267**	**$ 56,515,554**	**$ 55,459,546**	**$ 56,406,521**	**$ 56,868,155**	**$ (109,033)**	**-0.2%**

1. Salaries & Wages decrease is primarily due to adjustments in 2018 for labour contract retropay
2. Benefits increase is primarily due to an increase in other percentage driven benefits affected by salary.
3. Supplies remain relatively the same.
4. Services and Charges remain relatively the same.
5. Intergovernmental decrease is primarily due to reduction in SCORE jail operations and Valleycomm dispatch operations.
7. Internal Services remain relatively the same.
8. Other Financing Use increase is primarily due to elimionation of TBD and increase in transfer to Street Fund from General Fund.

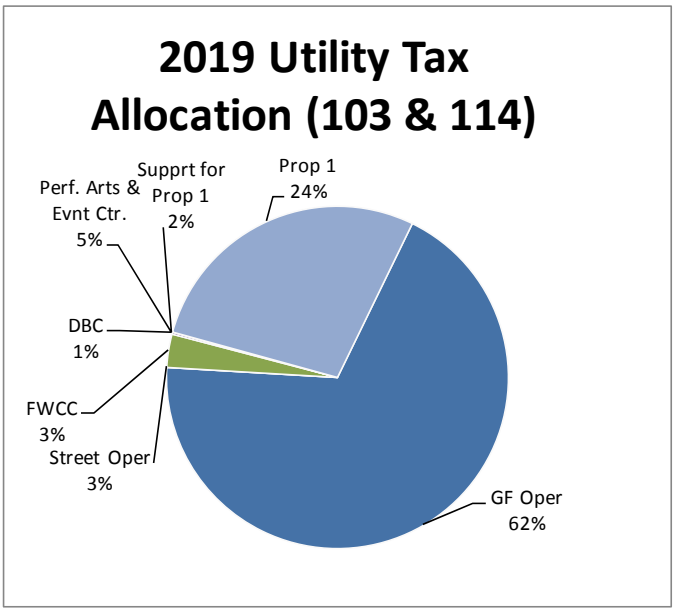


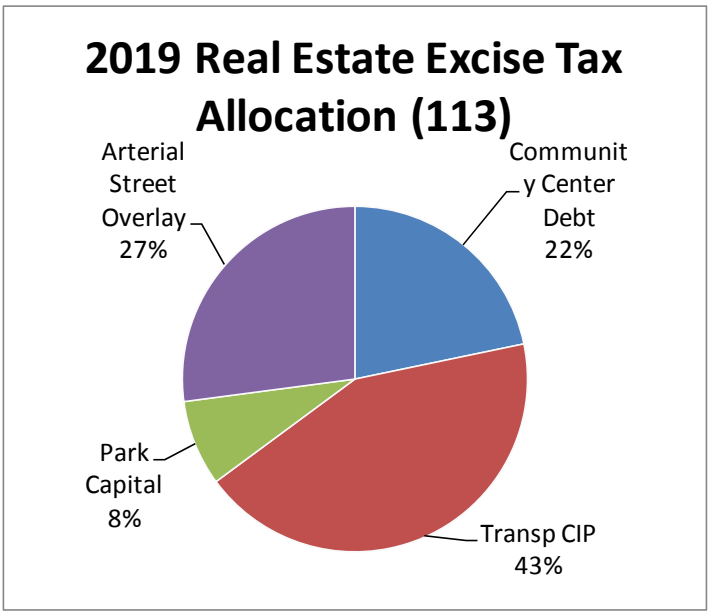


CITY-WIDE POSITION INVENTORY

Department / Division	2016 Actual	2017 Actual	Adopted	2018 Adjusted	Projected	2019 Proposed	2020 Proposed
Subtotal City Council	**4.20**	**4.20**	**4.20**	**4.20**	**4.20**	**4.20**	**4.20**
Mayor's Office							
Administration	5.34	5.34	5.34	5.34	5.34	5.34	5.34
Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Performing Arts & Event Center	5.00	7.00	7.00	7.00	7.00	-	-
Emergency Management	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology	7.00	7.00	8.50	7.00	7.00	7.00	7.00
Human Resources	3.50	3.50	3.50	3.50	3.50	3.50	3.50
City Clerk	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Subtotal Mayor's Office	**25.34**	**27.34**	**28.84**	**27.34**	**27.34**	**20.34**	**20.34**
Municipal Court							
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
Subtotal Municipal Court	**16.00**	**16.00**	**16.00**	**16.00**	**16.00**	**16.00**	**16.00**
Subtotal Finance	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**
Law							
Civil Legal Services	4.80	4.80	4.80	4.80	4.80	4.80	4.80
Criminal Prosecution Services	7.70	8.20	7.70	8.20	8.20	8.20	8.20
Subtotal Law	**12.50**	**13.00**	**12.50**	**13.00**	**13.00**	**13.00**	**13.00**
Community Development							
Administration	3.90	3.90	3.90	3.90	3.90	3.90	3.90
Planning	7.00	6.00	6.00	6.00	6.00	6.80	6.80
Building	12.00	13.00	13.00	13.00	13.00	13.00	13.00
Community Services	3.80	3.80	3.80	3.80	3.80	3.80	3.80
Subtotal Community Development	**26.70**	**26.70**	**26.70**	**26.70**	**26.70**	**27.50**	**27.50**
Police							
Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Support Services	55.00	55.00	56.00	56.00	55.00	58.00	58.00
Field Operations	103.00	103.00	112.00	112.00	103.00	103.00	103.00
Subtotal Police	**160.00**	**160.00**	**170.00**	**170.00**	**160.00**	**163.00**	**163.00**
Park, Recreation & Cultural Services							
Administration	1.80	1.80	1.80	1.80	1.80	1.80	1.80
General Recreation	5.83	5.83	5.83	5.83	5.83	5.83	5.83
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	3.00	3.00	3.00
Park Maintenance	15.50	15.50	15.50	16.00	16.00	16.00	16.00
Performing Arts & Event Center	-	-	-	-	1.00	1.00	1.00
Subtotal Park, Recreation & Cultural Services	**37.46**	**37.46**	**37.46**	**37.96**	**38.96**	**38.96**	**38.96**
Public Works							
Administration	2.75	2.75	2.75	2.75	2.75	2.61	2.61
Development Services	2.20	2.20	2.20	2.20	2.20	1.85	1.85
Traffic Services	4.35	4.35	5.35	5.35	5.35	5.28	5.28
Street Services	11.60	11.60	11.60	11.60	11.60	15.60	15.60
Solid Waste/Recycling	2.20	2.20	2.20	2.20	2.20	2.41	2.41
Surface Water Management	19.40	20.40	20.40	20.40	20.40	20.75	20.75
Fleet & Equipment	0.50	0.50	0.50	0.50	0.50	1.00	1.00
Subtotal Public Works	**43.00**	**44.00**	**45.00**	**45.00**	**45.00**	**49.50**	**49.50**
Total Ongoing City Staffing	**333.20**	**336.70**	**348.70**	**348.20**	**339.20**	**340.50**	**340.50**

UTILITY TAX AND REAL ESTATE EXCISE TAX ALLOCATION



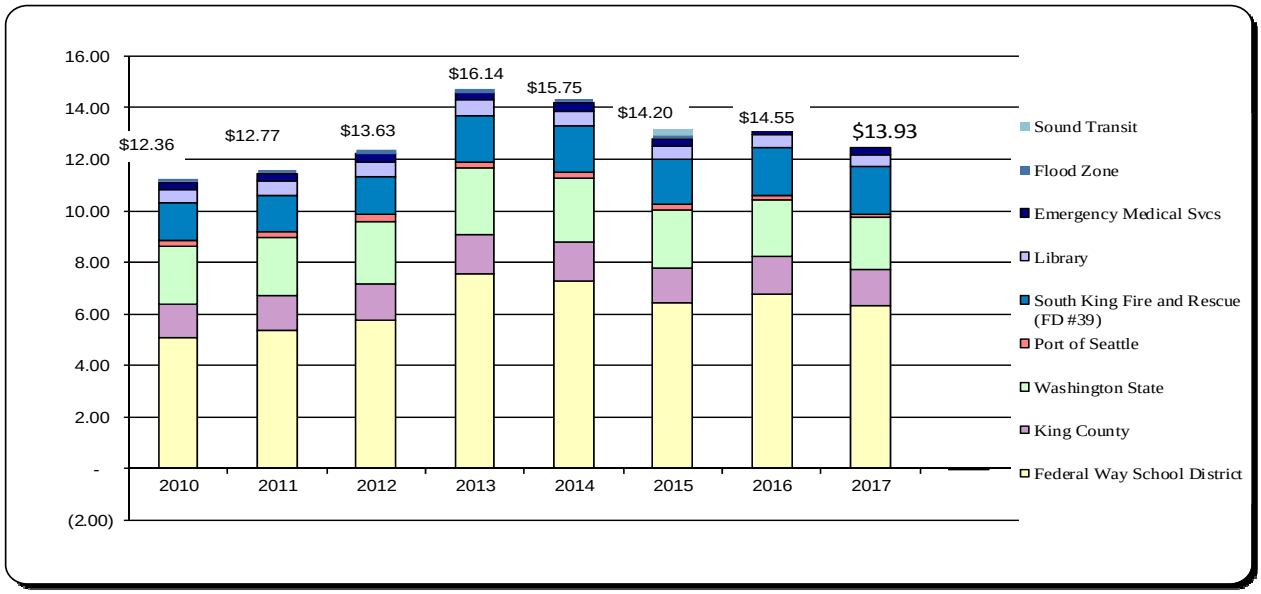


Utility Tax Allocation	2019	2020
Proposed Revenue	$ 12,327,891	$ 12,372,891
Other Financing Sources	760,484	789,355
Uses		
GF Baseline Operations	8,471,516	8,562,645
Street Fund Operations		
Community Center (FWCC) Oper.	387,000	312,000
Dumas Bay Centre (DBC) Oper.	23,000	23,000
Performing Arts & Evnt Ctr Oper.	-	-
Subtotal Other Financing Uses	8,881,516	8,897,645
Proposition 1		
Muncipal Court	182,747	185,347
Mayor	103,437	103,437
Law	51,076	51,076
Police	261,756	275,749
Community Development	2,756,239	2,764,419
Parks	91,120	95,218
Subtotal Proposition 1 Expenditures	3,446,375	3,475,246
Total Uses & Expenditures	$ 12,327,891	$ 12,372,891
Proposed Change in Fund Balance	$ 0	$ 0

REET Allocation	2019	2020
Proposed Revenue	$ 3,580,000	$ 3,660,000
Uses		
Community Center Debt	813,473	813,473
Arterial Street Overlay	1,013,000	1,013,000
Transportation CIP	1,613,000	1,613,000
Park Capital	300,000	300,000
Target Property Debt Svc.	-	515,094
Total Uses	$ 3,739,473	$ 4,254,567
Proposed Change in Fund Balance	$ (159,473)	$ (594,567)

*Utility tax allocation includes Utility tax fund and Proposition 1 fund.

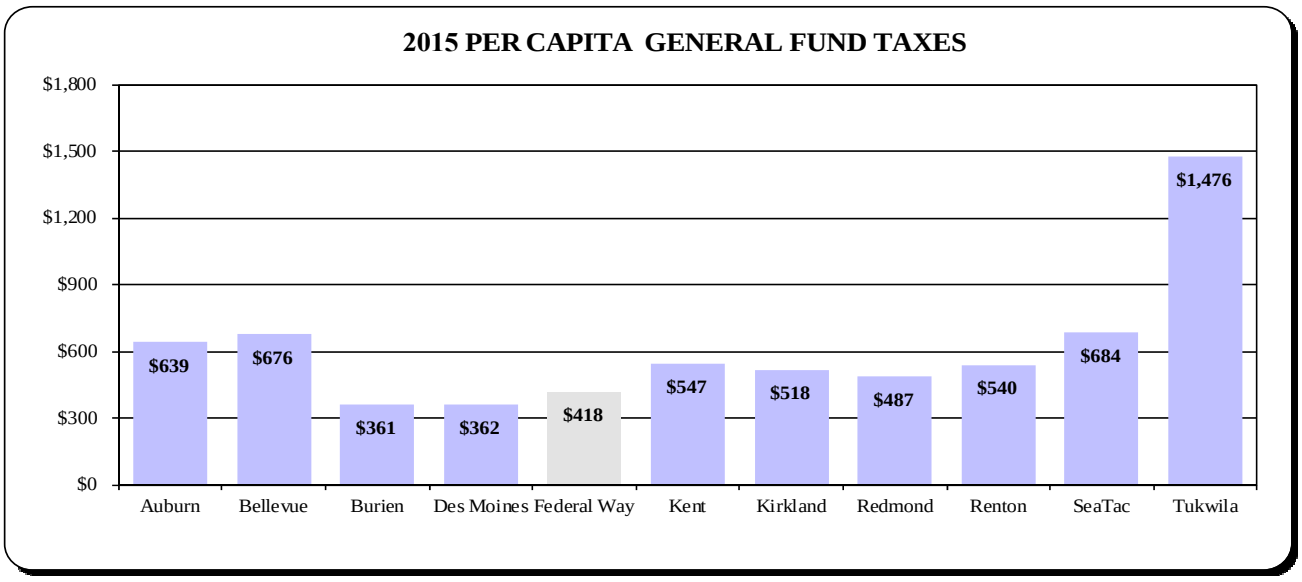
PROPERTY TAX LEVY AND DEMOGRAPHIC INFORMATION (7-YEAR HISTORY)



Property Tax Levy	2012	2013	2014	2015	2016	2017	Change from 2016 $	Change from 2016 %
City of Federal Way	***$ 1.30***	***$ 1.42***	***$ 1.40***	***$ 1.25***	***$ 1.19***	***$ 1.13***	$ (0.06)	-4.6%
Federal Way School District	5.77	7.55	7.28	6.42	6.75	6.32	(0.43)	-6.3%
King County	1.42	1.54	1.52	1.35	1.48	1.39	(0.09)	-6.1%
Washington State	2.42	2.57	2.47	2.29	2.17	2.03	(0.14)	-6.4%
Port of Seattle	0.23	0.23	0.22	0.19	0.17	0.15	(0.02)	-11.5%
South King Fire and Rescue (FD #39)	1.50	1.82	1.81	1.77	1.91	1.83	(0.08)	-4.2%
Library	0.57	0.57	0.56	0.50	0.48	0.45	(0.03)	-5.7%
Emergency Medical Svcs	0.30	0.30	0.34	0.30	0.28	0.26	(0.02)	-7.9%
Flood Zone	0.12	0.13	0.15	0.14	0.13	0.12	(0.01)	-7.6%
Sound Transit	-	-	-	-	-	0.25	0.25	100.0%
Total Levy Rate	**$ 13.63**	**$ 16.14**	**$ 15.75**	**$ 14.20**	**$ 14.55**	**$ 13.93**	**$ (0.87)**	**-6.0%**
Federal Way % to Total Levy	9.55%	8.81%	8.87%	8.79%	8.14%	8.11%	6.32%	N/A

Demographic Information	2010	2011	2012	2013	2014	2015	Change from 2014 $	Change from 2014 %
Assessed Valuation (in 000's)	$ 8,260,355	$ 7,659,570	$ 7,142,832	$ 7,386,016	$ 8,375,702	$ 8,905,294	529,592	6.3%
Median Residence Homeowner Value	271,900	235,000	213,000	187,000	196,000	236,000	40,000	20.4%
City Tax on an Average Home	307	281	277	266	274	294	21	7.6%
Commercial Bldg Permit Value ($000)	31,043	12,724	27,989	22,891	35,923	73,654	37,731	105.0%
Residential Bldg Permit Value ($000)	19,676	19,455	29,115	33,260	30,923	20,341	(10,582)	-34.2%
Retail Sales ($000)	1,260,915	1,277,457	1,240,333	1,344,513	1,442,504	1,575,671	133,167	9.2%
Real Estate Sales ($000)	238,104	314,439	303,819	398,870	418,054	599,779	181,725	43.5%
Land Area, Sq. Miles	23	23	23	23	23	23	-	0.0%
Population	88,760	89,370	89,460	89,718	90,147	90,764	617	0.7%
Employment	41,912	42,330	43,408	44,239	44,791	45,548	757	1.7%
Business License	4,659	4,717	2,700	3,277	2,424	2,874	450	18.6%
School Enrollment	21,630	21,608	20,665	21,554	21,772	21,979	207	1.0%
CPI-W/Seattle, Midyear	0.8%	2.6%	2.9%	1.4%	2.2%	0.5%	n/a	-77.3%
IPD/Implicit Price Deflator	1.5%	2.8%	1.3%	1.3%	1.6%	0.3%	n/a	-84.2%

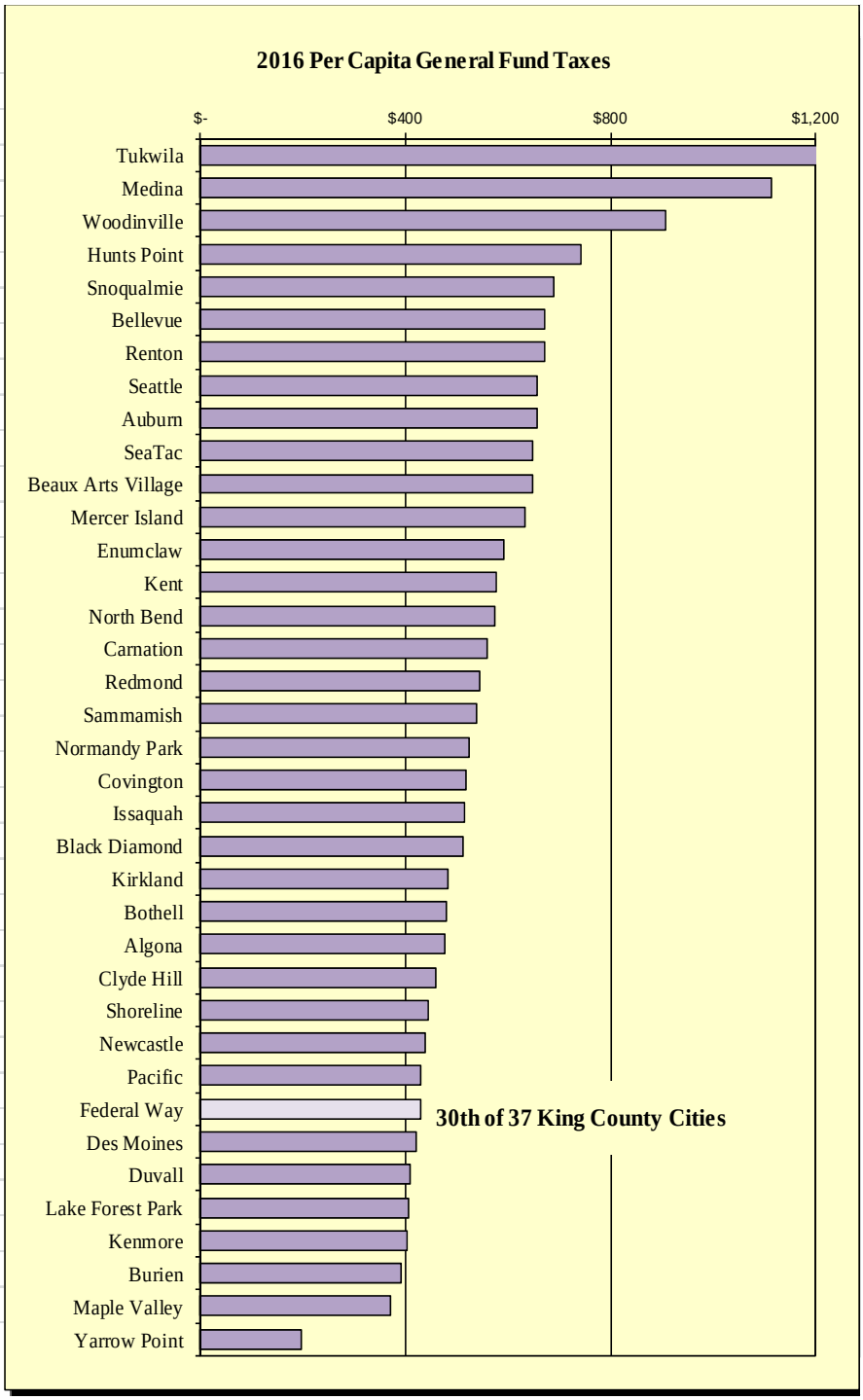
TAXES, FEES AND PER CAPITA REVENUE COMPARSION
(For Selected Cities)



Jurisdiction	Business License Registration	2015 Population	Admissions Tax	2015 Property Tax Regular Levy	2015 Per Capita Property Tax	Per Capita 2015 General Fund Tax
Auburn	$50 + $63 for Insp.	75,545	5.0%	$2.08	$229	$639
Bellevue	$87 one-time + B&O	135,000	3.0%	0.98	298	676
Burien	$75-$150 + B&O	48,810	5.0%	1.59	151	361
Des Moines	$50-$750 + B&O	30,100	--	1.65	147	362
Federal Way	***$50 - $9,500***	***90,760***	*5.0%*	***1.25***	***116***	***418***
Kent	$50-$714 + B&O	122,900	5.0%	1.58	179	547
Kirkland	$100+$100/per FTE	83,460	5.0%	1.50	334	518
Redmond	$109/per FTE	59,180	5.0%	1.49	398	487
Renton	$50 - $110 + $.0352 X hours worked in year or B&O	98,470	5.0%	2.83	360	540
SeaTac	$50 - $9,500	27,650	--	3.16	477	684
Tukwila	$.034896 X hours worked in year	19,300	5.0%	2.84	745	1,476
Average		***71,925***		***$1.90***	***$312***	***$610***

2016 PER CAPITA GENERAL FUND TAX REVENUES FOR KING COUNTY CITIES

City	Population	Per Capita	Rank
Tukwila	19,300	$ 1,466	1
Medina	3,095	1,114	2
Woodinville	11,240	909	3
Hunts Point	410	742	4
Snoqualmie	12,850	689	5
Bellevue	135,000	671	6
Renton	98,470	670	7
Seattle	662,400	656	8
Auburn	75,545	655	9
SeaTac	27,650	649	10
Beaux Arts Village	300	648	11
Mercer Island	23,480	633	12
Enumclaw	11,140	592	13
Kent	122,900	576	14
North Bend	6,460	575	15
Carnation	1,790	559	16
Redmond	59,180	545	17
Sammamish	49,980	538	18
Normandy Park	6,420	523	19
Covington	18,520	518	20
Issaquah	33,330	516	21
Black Diamond	4,200	511	22
Kirkland	83,460	482	23
Bothell	42,640	479	24
Algona	3,105	476	25
Clyde Hill	3,020	459	26
Shoreline	54,500	444	27
Newcastle	10,940	440	28
Pacific	6,840	430	29
Federal Way	90,760	430	30
Des Moines	30,100	420	31
Duvall	7,345	410	32
Lake Forest Park	12,810	405	33
Kenmore	21,500	404	34
Burien	48,810	392	36
Maple Valley	24,700	370	35
Yarrow Point	1,020	195	37
Average:	**49,330**	**$ 573**	**37**

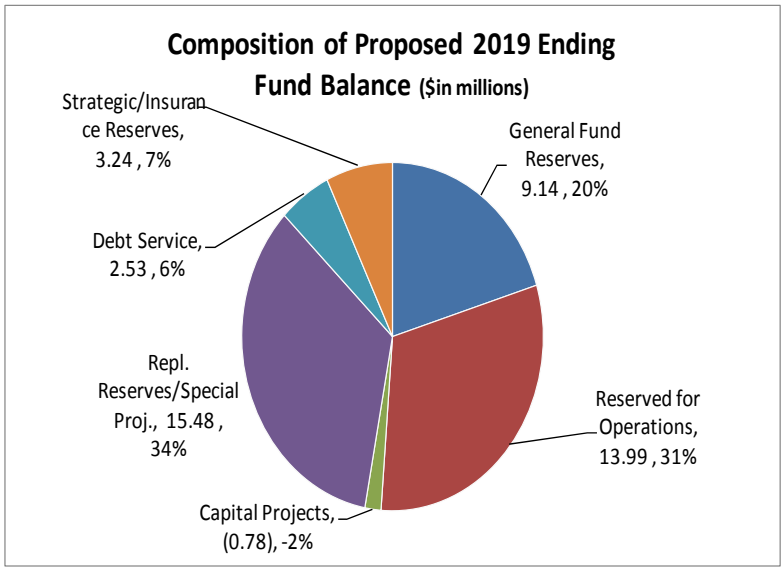


Source: Local Government Financial Reporting System data from the State Auditor's Office and Office of Financial Management.

Taxes include Property Tax, Sales Tax, Criminal Justice Sales Tax, Utility Tax reported in the General Fund, and excludes Fire/Library.

INFORMATION FOR 2017 IS NOT AVAILABLE

ENDING FUND BALANCE



Fund Balance	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	2020 Proposed vs Reserve Policy	
General Fund Operating Cash Flow Reserve	**$ 11,090,269**	**$ 10,702,414**	**$ 9,022,273**	**$ 8,765,015**	**$ 9,846,023**	**$ 9,144,056**	**$ 9,000,226**	**$ 9,000,000**	**$ 226**
Reserved for Operations									
Street Fund - Snow & Ice Removal	526,510	588,269	499,997	500,000	500,000	500,676	500,596	500,000	596
Utility Tax	2,457,687	1,703,359	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	-
Solid Waste	176,309	195,581	29,647	99,880	99,880	60,431	17,731	-	17,731
Hotel / Motel Lodging Tax	737,375	967,746	503,765	1,048,246	1,048,246	1,059,546	1,140,846	200,000	940,846
Community Center	1,516,499	1,497,085	1,500,001	1,427,087	1,563,087	1,578,926	1,500,651	1,500,000	651
Traffic Safety	2,551,279	2,578,153	1,500,002	1,510,566	1,857,566	1,575,001	1,200,775	1,200,000	775
Real Estate Excise Tax	4,957,033	3,161,851	2,000,000	2,479,723	3,079,723	2,920,250	2,325,683	2,000,000	325,683
Utility Tax Proposition 1	1,290,233	1,281,109	1,000,002	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0
Performing Arts & Event Center Operations	177,413	477	267,714	-	-	0	0	-	0
CDBG Grant	65,828	39,874	-	39,874	39,874	16,363	-	-	-
Paths & Trails	568,722	761,546	891,356	930,546	930,546	1,099,546	1,268,546	-	1,268,546
Dumas Bay Centre	648,669	1,509,516	464,162	1,500,000	1,500,000	1,602,779	1,705,557	1,200,000	505,557
Surface Water Management	1,659,676	2,082,541	1,255,864	2,154,899	2,154,899	1,080,925	1,046,732	690,000	356,732
Capital Projects/Reserves									-
Overlay	245,969	372,721	100,001	100,001	100,001	132,937	165,872	100,000	65,872
Capital Projects	19,754,671	8,735,118	4,503,179	(4,466,891)	5,413,492	(2,531,988)	(1,831,988)	-	(1,831,988)
Parks Reserve	752,652	1,248,647	750,000	1,253,647	1,253,647	1,258,635	1,263,635	1,125,000	138,635
Capital Project Reserve	482,717	355,610	352,321	355,610	355,610	355,610	355,610	-	355,610
Replacement Reserves									
Information Technology Equipment	3,490,097	3,620,350	3,135,177	3,473,207	3,473,207	3,491,379	3,603,301	-	3,603,301
Special Projects - Govt. Access Channel	525,428	608,002	408,356	140,929	140,929	127,729	120,729	-	120,729
Copier Equipment	210,996	176,703	186,664	176,915	176,915	162,988	150,783	-	150,783
Fleet & Equipment	6,334,173	7,071,466	6,845,865	8,109,549	8,109,549	9,191,365	10,276,245	-	10,276,245
Building & Furnishings	2,021,140	2,492,330	2,021,138	2,492,328	2,492,328	2,504,464	2,511,731	2,000,000	511,731
Debt Service									
Debt Service	2,508,514	4,106,221	2,763,646	2,901,022	2,901,022	2,526,375	1,539,985	2,500,000	(960,015)
Strategic/Insurance Reserves									
Self Insurance Reserve (Risk/Health/Unemp)	4,492,108	4,483,054	3,888,350	3,252,141	2,994,141	2,369,323	1,776,505	1,450,000	326,505
Strategic Reserve	3,021,716	3,043,979	3,000,000	3,068,979	868,979	870,979	872,979	3,000,000	(2,127,021)
Total Reserved Fund Balance	$ 72,263,685	$ 63,383,721	$ 48,389,480	$ 43,813,273	$ 53,399,664	$ 43,598,294	$ 43,012,730	$ 28,965,000	14,047,730
Total Ending Fund Balance	$ 72,263,685	$ 63,383,721	$ 48,389,480	$ 43,813,273	$ 53,399,664	$ 43,598,294	$ 43,012,730	$ 28,965,000	14,047,730

SUMMARY OF DEBT SERVICE OBLIGATIONS

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. Prior to the passage of new legislation in 1994, the statutory limit on councilmanic (non-voted) debt for general government purposes was 0.75% of assessed valuation. Another 0.75% of councilmanic debt was available only for lease-purchase contracts (RCW 35.43.200). Now, these two components have been combined and can be used for any municipal purpose, including using the entire 1.5% for bonds. Therefore the City's remaining debt capacity without voter approval is $101M and an additional $88M can be accessed with voter approval. 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 voter approves additional property tax be levied above and beyond the constitutional and statutory caps on property tax.

In addition to these general purpose debt capacity, RCW 39.36.030(4) also allow voter to approve park facilities and utility bond issues, each limited to 2.5% of the City's assessed valuation. Therefore legally the City can issue up to a total of 7.5% of the City's assessed valuation in bonds for $632 million. Table 1 shows the availability debt capacity for the City of Federal Way at December 31st 2015.

Table 1: COMPUTATION OF LIMITATION OF INDEBTEDNESS

December 31, 2017

DESCRIPTION		General Purposes Councilmanic (Limited GO)	General Purposes Excess Levy (Unlimited GO)	Excess Levy Open Space and Park	Excess Levy Utility Purposes	Total Debt Capacity
AV=	$ 8,848,994,548 (A)					
	1.50%	$ 132,734,918	$ (132,734,918)			
	2.50%		221,224,864	221,224,864	221,224,864	$ 663,674,591
Add:						
	Cash on hand for debt redemption (B)	2,283,702	-	-	-	2,283,702
Less:						
	Bonds outstanding	(33,656,660)	-	-	-	(33,656,660)
	REMAINING DEBT CAPACITY	**$ 101,361,960**	**$ 88,489,945**	**$ 221,224,864**	**$ 221,224,864**	**$ 632,301,633**
	GENERAL CAPACITY (C)	**$ 189,851,906**				

(A) Final 2015 Taxable Assessed Valuation

(B) Debt servicing required for the following year.

(C) Combined total for Councilmanic, and Excess Levy capacities.

Table 2 summarizes the City's general obligation debts outstanding at December 31st 2017. Real Estate Excise Tax and Utility Tax are the two primary sources to meet the City's general obligation debt services. The 2013 Community Center refunding bond and is financed by utility tax and real estate excise tax (REET) revenue.

The South Correctional Entity (SCORE) consolidated correctional facility was established February 25, 2009, when an Interlocal Agreement (the "Original Interlocal Agreement") was entered into by seven participating municipal governments, the "Member Cities" of Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac and Tukwila, under the authority of the "Interlocal Cooperation Act" (RCW 39.34).

Financing for the acquisition, construction, equipping, and improvement of the SCORE Facility will be provided by bonds issued by the South Correctional Entity Facility Public Development Authority (the "SCORE PDA"), a public development authority chartered by the City of Renton pursuant to RCW 35.21.730 through 35.21.755 and secured by the full faith and credit of the Cities of Auburn, Burien, Federal Way, Renton, SeaTac, and Tukwila (the "Owner Cities"). The SCORE PDA issued $86 million in special obligation bonds in 2009 to carry out the facility development project.

The adopted budget does not anticipate issuing any new debt in 2019 or 2020.

Table 2: SUMMARY OF OUTSTANDING BONDS										
Description	Purpose	Date of Issue	Final Maturity	Interest Rates (%)	Net Interest Cost (NIC)	Amount Issued	Bond Rating @ issuance	12/31/17 Balance	Principal Payment 2019	Principal Payment 2020
G.O. Bonds Refund	Community Center 2013	12/01/13	12/1/2033	2.67	2.6700%	12,415,000	Aa3	10,395,000	515,000	530,000
G.O. BAN	Target 2017	11/26/14	12/1/2017	1.51	1.5100%	6,400,000		6,400,000	192,447	391,181
G.O. Bonds	SCORE	11/04/09	1/1/2039	3.00-6.62	6.3320%	15,522,300	A1/AA	13,307,400	415,800	429,300
TOTAL GENERAL OBLIGATION DEBT						$ 35,402,300		$ 30,102,400	$ 1,123,247	$ 1,350,481

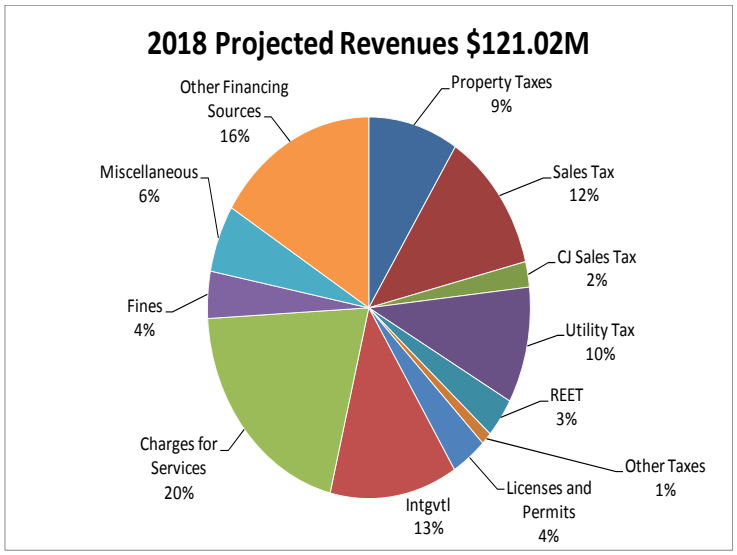
Public Works Trust Fund Loan: The City borrowed a $1.55 million loan in 1994 and an additional $1.86 million in 2000 at 1% for 20 years from the State's Public Works Trust Fund (PWTF) to finance specific surface water improvement projects. The $1.55 million loan been paid in full during 2014. The PWTF is a revolving loan account managed by the State to provide below market rate financing for health and safety related public works improvement projects through a competitive application process. These loans are the obligation of the Surface Water Utility and backed by the rates collected from users thus not considered as the City's general obligation debts nor are they subject to the limitation of indebtedness calculation. Table 3 shows debt service to maturity for all obligations by type of obligation, including the Public Works Trust Fund Loans.

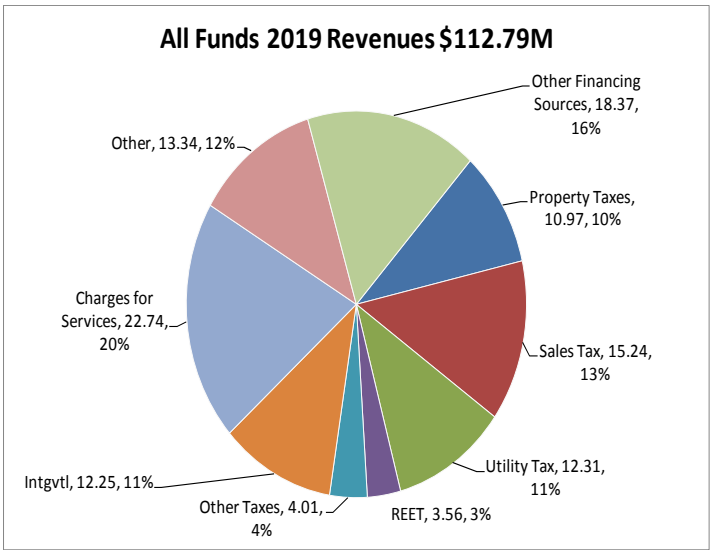
G.O. Bank Anticipation Note: The City borrowed $6.4 million on November 2017 to refinance the Target property. The principal of this debt will be paid off in 2020.

Table 3: PROJECTED DEBT SERVICE REQUIREMENTS TO MATURITY						
	G. O. Bonds		Public Works Trust Fund		Total	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2019	944,300	838,854	96,120	961	1,040,420	839,816
2020	973,700	809,452	-	-	973,700	809,452
2021	1,016,200	771,367	-	-	1,016,200	771,367
2022	1,058,300	732,371	-	-	1,058,300	732,371
2023	1,100,400	691,478	-	-	1,100,400	691,478
2024	1,139,300	658,701	-	-	1,139,300	658,701
2025	1,175,900	622,319	-	-	1,175,900	622,319
2026	1,213,400	583,886	-	-	1,213,400	583,886
2027	1,261,800	544,141	-	-	1,261,800	544,141
2028	1,306,100	499,419	-	-	1,306,100	499,419
2029	1,351,300	453,083	-	-	1,351,300	453,083
2030	1,409,200	404,269	-	-	1,409,200	404,269
2031	1,462,100	353,356	-	-	1,462,100	353,356
2032	1,516,800	299,723	-	-	1,516,800	299,723
2033	1,578,300	243,243	-	-	1,578,300	243,243
2034	785,700	184,036	-	-	785,700	184,036
2035	819,000	150,247	-	-	819,000	150,247
2036	854,100	115,027	-	-	854,100	115,027
2037	891,000	78,297	-	-	891,000	78,297
2038	929,700	39,981	-	-	929,700	39,981
Total	**$ 22,786,600**	**$ 9,073,253**	**$ 96,120**	**$ 961**	**$ 22,882,720**	**$ 9,074,214**

Note: During 2019 SCORE debt will not be paid by the City.

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 glimpse into the future allows the City to proactively plan and implement corrective measures over time to avoid sudden drastic changes in service levels or in revenue/tax policies. In addition, the City's fiscal policy requires the city to balance its on-going services with on-going revenues. The City utilizes a five-year trend to project for future sources/uses; however the City also takes into consideration the 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 2019/20 budget conditions, and the assumptions used in developing this budget and future projections.

OVERVIEW OF GENERAL ECONOMY

The current economic condition has made considerable strides since the post Great Recession era as employment and inflation levels are consistent with the Federal Reserve's mandate for maximum sustainable employment and price stability. Consumer confidence levels are at its best since pre-Great Recession levels.

Nationally, according to Bureau of Labor Statistics, the CPI rose 2.1 percent in 2017, the same increase as in 2016, but larger than the 2014 and 2015 increases. It was also larger than the 1.6-percent average annual increase over the past 10 years. The food index, which declined 0.2 percent in 2016, increased 1.6 percent in 2017. The index for food at home rose 0.9 percent in 2017 after falling in 2015 and 2016. The six major grocery store food group indexes were mixed in 2017, with three increases, two declines, and one unchanged. The index for meats, poultry, fish, and eggs increased 2.8 percent after declining in 2015 and 2016. The beef index rose 3.5 percent in 2017, and the index for eggs increased 11.6 percent. The index for fruits and vegetables rose 1.5 percent in 2017 after falling 2.4 percent in 2016. The index for other food at home also increased in 2017, rising 0.5 percent. The index for cereals and bakery products fell 0.6 percent in 2017, similar to its 0.7-percent decline the prior year. The index for dairy and related products fell 0.5 percent in 2017, its third consecutive yearly decrease. The index for nonalcoholic beverages was unchanged in 2017 after falling in 2016. The index for food away from home rose 2.5 percent in 2017 after a 2.3-percent increase the prior year. Over the last 10 years, the food index rose at an annual rate of 2.0 percent. The food at home index rose at a 1.5-percent rate, and the index for food away from home increased at a 2.6-percent rate since December 2007. The energy index rose 6.9 percent in 2017 after a 5.4-percent increase in 2016. The gasoline index increased 10.7 percent in 2017 following a 9.1-percent increase in 2016. The index for

natural gas also increased for the second straight year, rising 4.7 percent in 2017 after increasing 7.8 percent in 2016. The electricity index increased 2.6 percent in 2017 after rising 0.7 percent in 2016. Despite the recent increases, the energy index declined at a 0.5-percent annual rate over the past 10 years.

The index for all items less food and energy rose 1.8 percent in 2017, a smaller increase than its 2.2-percent rise in 2016. The shelter index rose 3.2 percent in 2017 following a 3.6-percent increase in 2016. The rent index rose 3.7 percent in 2017, while the index for owners' equivalent rent increased 3.2 percent. The medical care index increased 1.8 percent in 2017, a substantial deceleration from its 4.1-percent increase in 2016. The index for prescription drugs rose 2.8 percent in 2017. The index for hospital services rose 5.1 percent, while the physicians' services index declined 1.8 percent. The index for motor vehicle insurance rose 7.9 percent in 2017 following a 7.0-percent increase in 2016. The education index increased 2.0 percent in 2017, the smallest annual increase in the history of the index, which dates to 1993. The recreation index rose 1.5 percent, and the index for personal care increased 0.9 percent. The index for tobacco increased 6.5 percent, and the alcoholic beverages index rose 1.4 percent.

Several indexes declined in 2017. The index for communication declined 4.9 percent in 2017, its eighth consecutive yearly decline. The index for airline fares decreased 4.0 percent in 2017, its fifth consecutive yearly decline. The apparel index fell 1.6 percent, its fourth straight annual decrease. The index for household furnishings and operations also continued to fall, declining 0.8 percent in 2017 after falling 1.1 percent the prior year. The index for new vehicles fell 0.5 percent in 2017 after rising modestly in previous years; the index for used cars and trucks declined 1.0 percent after a 3.5-percent decline the prior year.

The Seattle-Tacoma-Bremerton, WA's CPI for Urban Wage Earners and Clerical Workers (CPI-W) increased 4.0 percent in December 2017 compared to increase of 2.5% in 2016. The national CPI-W increased 2.2% for 2017. The Seattle-Tacoma-Bellevue, WA annual unemployment rate for 2017 was 4.1% up from 4.0% in 2016. The last time Seattle-Tacoma-Bellevue annual unemployment rate was below 4.0% was 2007 which was at 3.7% just before the "mortgage market" crash in 2008.

Staff will closely monitor and assess economic impacts experienced at the federal, state and local level to anticipate any negative impact on critical City resources.

Out of the City's $56.4M General & Street Fund 2019 operating budget, taxes accounts for 53% of the revenues. Net overall tax revenues have increased up over the last several years.

Considering all these factors, we continued to approach 2019/20 revenue projection with optimism. The City is proceeding with caution, so that it is not overly susceptible to any local economy slump, but the City has also seen an increase in revenue sources sales tax, real estate excise tax, and permit fees; which presumes an upturn in the local economy. Assumptions and factors impacting major city revenues are discussed below. Staff will closely monitor and assess economic impacts experienced around our state and within our local economy to anticipate any negative impact on critical city revenues.

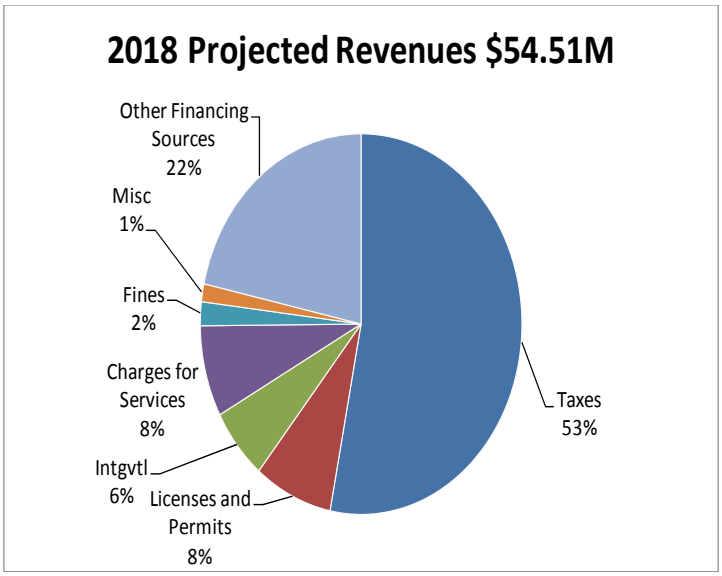
OVERALL OPERATING REVENUES/EXPENDITURES

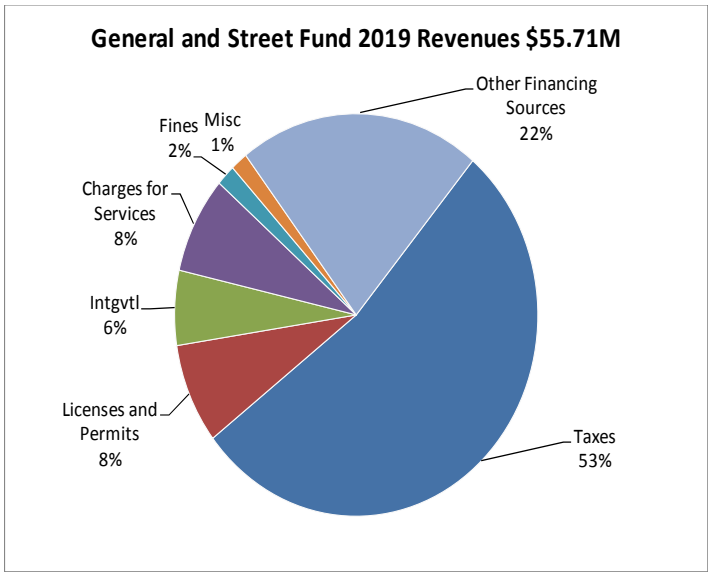
Operating revenues and expenditures projection is an integral part of planning the City's future financial strategy. Revenues are projected conservatively using a five year trend and adjusted accordingly for current economic condition, recent activity and anticipated activity. The City's three major tax revenues are projected to increase minimally and in some cases decrease as compared to the 2018 projected amount: property tax is projected to increase by 1% in 2019 and 2020; sales tax is activity is projected to increase by 4.0% in 2019 and 2020; utility tax is projected to increase by 1.0% in 2019 and 2020. Expenditures projections are based on prior year spending with adjustments for projected items such as increase/decrease in contract costs and salary/benefits.

Overall City operating revenues, including other financing sources and intergovernmental grants, are projected at $112.79M for 2019 and $109.37M for 2020.

Overall operating expenditures, including normal debt services and capital, but excluding other financing uses or transfers total of $104.6M and $97.8M for 2019 and 2020, respectively. Compared to 2019, this is a $4.7M or 4.31% decrease from 2018 projected estimate. The net decrease is mainly due to a decrease in capital outlay due to the completion of the Performing Arts & Event Center.

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 by far the most significant source, accounts for 53% 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. Economic development continues to be a priority of the City, and therefore we have seen an increase in our projected taxes from 2018 to 2019.

TAXES

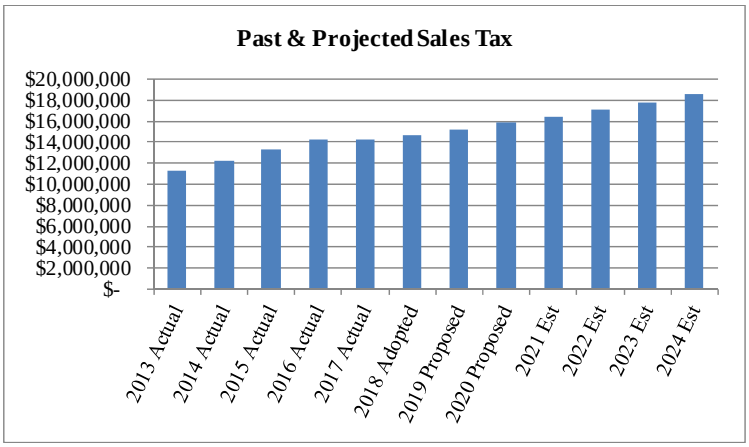
Tax revenues provide approximately 53% of the City's General/Street Fund operating revenues. They include Sales Tax at 27%, Property Tax at 20%, Criminal Justice Sales Tax at 5%, and other Taxes of 1%.

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 retails 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 27% of General Fund revenue and Street Fund Revenue. It is anticipated to generate $14.7M in 2018 and is projected to grow 4.0% in 2019 and 4.0% in 2020, then grow 4.0% per year in 2021 to 2024.

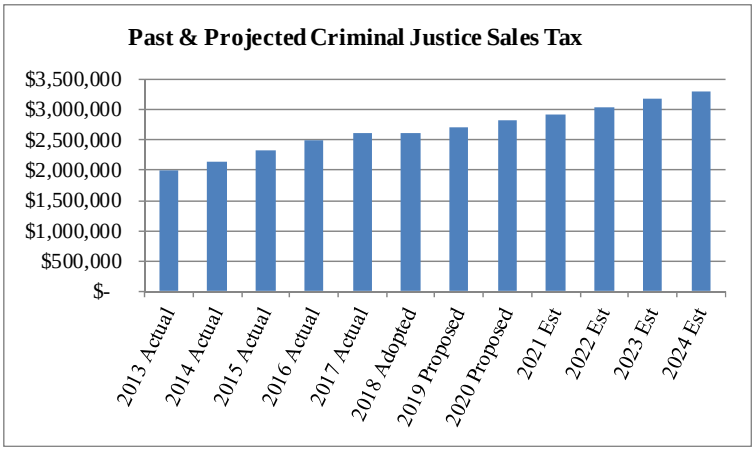
Year	Sales Tax	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 11,346,338	$ 812,191	7.7%
2014 Actual	$ 12,173,288	$ 826,950	7.3%
2015 Actual	$ 13,297,086	$ 1,123,798	9.2%
2016 Actual	$ 14,222,497	$ 925,411	7.0%
2017 Actual	$ 14,197,460	$ (25,037)	-0.2%
2018 Adopted	$ 14,653,989	$ 456,529	3.2%
2019 Proposed	$ 15,240,149	$ 586,160	4.0%
2020 Proposed	$ 15,849,755	$ 609,606	4.0%
2021 Est	$ 16,483,745	$ 633,990	4.0%
2022 Est	$ 17,143,094	$ 659,350	4.0%
2023 Est	$ 17,828,818	$ 685,724	4.0%
2024 Est	$ 18,541,971	$ 713,153	4.0%



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 increase from 2019 to 2020 by 4.0%, and 4.0% per year in 2021 to 2024.

Year	Criminal Justice Sales Tax	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 1,992,667	$ 127,676	6.8%
2014 Actual	$ 2,138,406	$ 145,739	7.3%
2015 Actual	$ 2,319,124	$ 180,718	8.5%
2016 Actual	$ 2,499,527	$ 180,403	7.8%
2017 Actual	$ 2,616,306	$ 116,779	4.7%
2018 Adopted	$ 2,605,768	$ (10,538)	-0.4%
2019 Proposed	$ 2,709,999	$ 104,231	4.0%
2020 Proposed	$ 2,818,399	$ 108,400	4.0%
2021 Est	$ 2,931,135	$ 112,736	4.0%
2022 Est	$ 3,048,380	$ 117,245	4.0%
2023 Est	$ 3,170,315	$ 121,935	4.0%
2024 Est	$ 3,297,128	$ 126,813	4.0%



Legislative History:

The authority for cities and counties to collect sales tax initially granted in 1970 at 0.5%, applicable to all retail sales of tangible properties. This statute further provides that counties, in addition to collecting 0.5% sales tax from the unincorporated areas, receive 15% of the taxes collected from incorporated areas within a county. An additional 0.5% of local option sales tax was added in 1982, of which counties can receive 15% of this additional sales tax collected in each city, if it has imposed this optional tax in the unincorporated areas (which King County does). Therefore, the maximum effective city rate in King County is 0.85%, less an administrative fee that the Department of Revenue keeps to defray the cost of administering the sales tax program.

During the 1995, 1996, and 1997 legislative sessions, the legislative passed bills that created new sales tax exemptions. In 1995, machinery and equipment used by a manufacturer or a processor directly in a manufacturing operation were made exempt from the sales tax. The labor and services used to install the equipment was also made exempt. The exemptions were extended in 1996 to charges for maintaining and repairing the machinery and equipment and replacing equipment. Equipment used in research and development, not just in manufacturing

operations, was included. Legislation in 1997 provided a rebate of the state portion of the sales tax for large warehouses and grain elevators, but the cities' share of the tax was not affected.

In 1995, the State Legislature granted King County the authority to impose an additional 0.5 percent sales tax (effective 1/1/96) on food and beverages sold by restaurants, taverns, and bars (bringing the current total sales tax rate for these establishments to 9.5 percent). This additional tax revenue is distributed to a Baseball Stadium Fund to pay the debt service on a professional baseball stadium. This tax expired on October 1, 2011.

In November 2000, King County voters approved a 0.2 percent increase in the general sales tax rate to partially restore transit funding lost when the motor vehicle excise tax was repealed by the passage of Initiative 695 (and then by the state legislature).

As of July 1, 2003, an additional 0.3 percent sales tax was imposed by the state legislature on vehicle sales and leases to fund transportation improvements.

Effective April 1, 2007 sales and use tax within all of King County increased one-tenth of one percent (.001) to be used for transportation purposes.

Effective April 1, 2008 sales and use tax within all of King County increased one-tenth of one percent (.001) to be used for chemical dependency or mental health treatment services.

Effective April 1, 2009, sales and use tax within all of King County increased half of one percent (0.50) to a total of nine-tenths of one percent (.009) for Regional Transit Authority (RTA) tax.

Effective November 1, 2016 the RTA portion of the sales and use tax paid on purchases made within Federal Way increased from 0.9% to 1.4%, or 14 cents on a $10.00 purchase.

Currently, most retail activities in the City are subject to a 10.0% sales tax.

For every $1.00 collected for sales tax, the City receives less than 10% 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%
Total Sales Tax Rate	**10.00%**

PROPERTY TAX (RCW 84.52)

Property tax is the second largest revenue source for Federal Way and is deposited into the General Fund for general governmental operations. 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 state constitution establishes the maximum regular property tax levy for all taxing districts combined at 1%, or $10 per $1000 market value of the property. This cap is further divided by the RCW to the various taxing districts, with the maximum regular property tax levy for most cities at $3.375 per thousand dollars assessed valuation (AV). Cities with the Firemen's Pension Fund can levy an additional $0.225 per thousand dollars AV, resulting in a maximum levy of $3.60 per thousand dollars AV.

For cities that have their own fire department and/or library, unlike Federal Way, 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 and the fire district are levying. The library and fire districts each have a maximum allowed rate of $0.50 and $1.50 respectively. If both levy the maximum amount, the City can only levy up to $1.60. If one or both of the special districts are not levying the maximum amount, the City's portion could exceed $1.60, but must reduce its levy by the same amount if the library or fire district raises its levy in the future; so that the combined total is never above $3.60. Currently, the Fire District 39 and the Library District are both levying at their maximum amount; therefore the City's maximum levy rate is $1.60.

This levy cap can be exceeded (excess levy) with voter approval. Depending on its purpose, if the levy were to be used for operational and maintenance purposes (O & M levy), the voters' approval is only good for a year. If the additional levy is for capital purposes, the approval does not have to have a time limit; however, one is normally given based on the expected life of the bonds.

2. The 106 percent lid and other limits in property tax growth rates:

   Before 1997, a taxing district could increase the property tax levy amount annually by 6% (for a total of 106% of the amount levied in the previous year), up to the applicable levy cap. This growth rate limit was established in 1973 as the legislature responded to people's concerns that property taxes were rising too fast with the real estate boom.

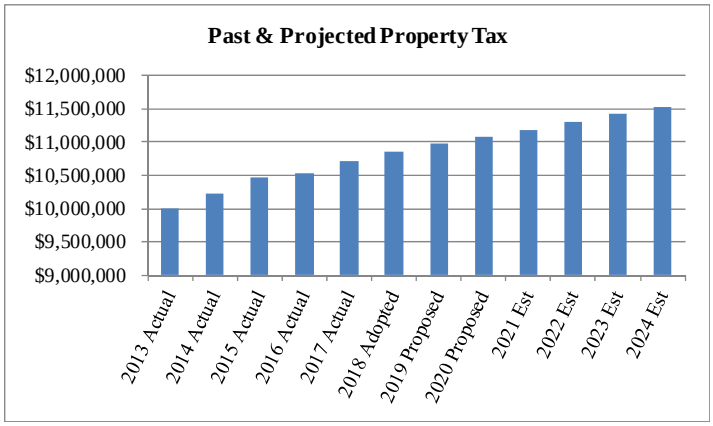
   Initiative 747 (approved by voters in 2001) further lowered the limit to the lesser of 1% or inflation. Property tax growth resulted from new construction; changes in value of state-assessed utility property, and newly annexed property (collectively referred to as new construction") are exempted from the lid/limit factor and may be added to the tax levy. The growth limit can be "lifted" by voters. A "lid lift" vote requires a simple majority voter approval, and the amount is added to the levy base for future years.

Most properties in Federal Way are taxed at $13.9306 per $1,000 AV in 2018, of which the City receives approximately 8.11% or $1.13 per $1,000 AV.

Therefore, for each $1.00 in property tax paid, only 8.11¢ is available for City services. The remaining goes to the Federal Way School District (45.37¢), King County (9.98¢), the State (14.57¢), the library, port, ferry, and flood control districts (5.17¢ combined), Sound Transit (1.79¢), and local Fire Department/Emergency Medical Services (15.00¢).

The following tables show the City's past and projected property tax. New construction is also added to the 1% levy limit, which fluctuates between 0.3% and 1.5%. Another factor affecting the actual property tax collection is delinquent taxes. Future property tax is projected conservatively at 1.0%.

Year	Property Tax	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 10,004,862	$ 26,719	0.3%
2014 Actual	$ 10,233,416	$ 228,554	2.3%
2015 Actual	$ 10,460,136	$ 226,720	2.2%
2016 Actual	$ 10,539,623	$ 79,487	0.8%
2017 Actual	$ 10,718,060	$ 178,437	1.7%
2018 Adopted	$ 10,858,948	$ 140,888	1.3%
2019 Proposed	$ 10,967,537	$ 108,589	1.0%
2020 Proposed	$ 11,077,213	$ 109,675	1.0%
2021 Est	$ 11,187,985	$ 110,772	1.0%
2022 Est	$ 11,299,865	$ 111,880	1.0%
2023 Est	$ 11,412,863	$ 112,999	1.0%
2024 Est	$ 11,526,992	$ 114,129	1.0%

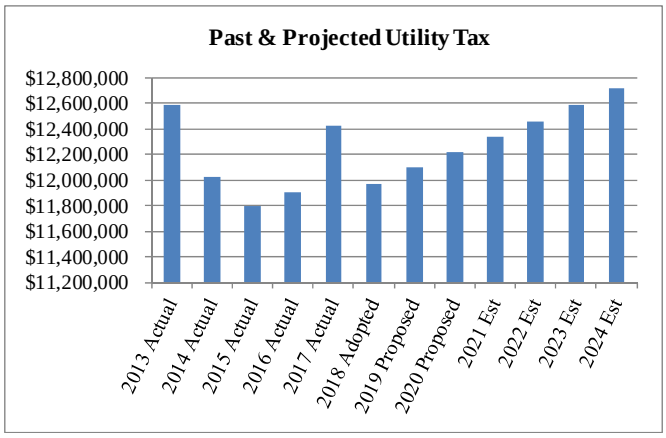


UTILITY TAXES

Cities and towns in Washington State are authorized to 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, 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. Each time the tax is designated for a specific capital investment program and its associated maintenance & operations.

Year	Utility Tax	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 12,584,292	$ (498,886)	-3.8%
2014 Actual	$ 12,023,379	$ (560,913)	-4.5%
2015 Actual	$ 11,796,549	$ (226,830)	-1.9%
2016 Actual	$ 11,902,865	$ 106,316	0.9%
2017 Actual	$ 12,425,975	$ 523,110	4.4%
2018 Adopted	$ 11,977,891	$ (448,084)	-3.6%
2019 Proposed	$ 12,097,670	$ 119,779	1.0%
2020 Proposed	$ 12,218,647	$ 120,977	1.0%
2021 Est	$ 12,340,833	$ 122,186	1.0%
2022 Est	$ 12,464,241	$ 123,408	1.0%
2023 Est	$ 12,588,884	$ 124,642	1.0%
2024 Est	$ 12,714,773	$ 125,889	1.0%



The 1% utility tax increase in 2003 is for funding Federal Way Community Center Debt Service, Operations and Capital Reserves. 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 police, prosecution, court, code enforcement, parks maintenance, and related support functions.

Utility tax is a general purpose revenue source receipted into the special revenue Utility Tax Fund and transferred into the appropriate capital project, debt service, and/or operating funds as designated. Allocation of the total 7.75% utility tax rate is as follows:

6.00% Total Non-Voter Approved
1.75% Voter-Approved Proposition 1 for Police and Comm Safety Impr Progr.
7.75% Total Utility Tax Rate

The table below shows utility tax collections by type for the last two biennium and the 2019/20 proposed.

Year/Type	Electricity	Gas	Solid Waste	Cable	Phone	Pager	Cellular	Storm Drainage	Total
2013	4,820,701	1,710,484	880,226	1,550,750	935,778	1,216	2,419,752	265,385	12,584,292
% of Total Utax	38%	14%	7%	12%	7%	0%	19%	2%	100%
Prior Yr Chg - $	$ (290,455)	$ (64,433)	$ 55,379	$ 74,758	$ (97,005)	$ 781	$ (159,142)	$ (18,769)	$ (498,886)
Prior Yr Chg - %	-5.7%	-3.6%	6.7%	5.1%	-9.4%	179.5%	-6.2%	-6.6%	-3.8%
2014	4,505,406	1,607,781	883,011	1,577,634	893,526	835	2,282,981	272,205	12,023,379
% of Total Utax	37%	13%	7%	13%	7%	0%	19%	2%	100%
Prior Yr Chg - $	$ (315,295)	$ (102,703)	$ 2,785	$ 26,884	$ (42,252)	$ (381)	$ (136,771)	$ 6,820	$ (560,913)
Prior Yr Chg - %	-6.5%	-6.0%	0.3%	1.7%	-4.5%	-31.3%	-5.7%	2.6%	-4.5%
2015	4,599,364	1,487,743	916,726	1,658,023	891,543	682	1,941,783	300,686	11,796,550
% of Total Utax	39%	13%	8%	14%	8%	0%	16%	3%	100%
Prior Yr Chg - $	$ 93,958	$ (120,038)	$ 33,715	$ 80,389	$ (1,983)	$ (153)	$ (341,198)	$ 28,481	$ (226,829)
Prior Yr Chg - %	2.1%	-7.5%	3.8%	5.1%	-0.2%	-18.3%	-14.9%	10.5%	-1.9%
2016	4,899,498	1,388,414	938,745	1,720,335	870,621	380	1,794,419	304,704	11,917,115
% of Total Utax	41%	12%	8%	14%	7%	0%	15%	3%	100%
Prior Yr Chg - $	$ 300,134	$ (99,329)	$ 22,019	$ 62,312	$ (20,922)	$ (302)	$ (147,364)	$ 4,018	$ 120,565
Prior Yr Chg - %	6.5%	-6.7%	2.4%	3.8%	-2.3%	-44.3%	-7.6%	1.3%	1.0%
2017	5,271,937	1,666,440	1,010,817	1,788,266	813,934	231	1,575,420	310,904	12,437,949
% of Total Utax	42%	13%	8%	14%	7%	0%	13%	2%	100%
Prior Yr Chg - $	$ 372,439	$ 278,026	$ 72,072	$ 67,931	$ (56,687)	$ (148)	$ (218,999)	$ 6,200	$ 520,834
Prior Yr Chg - %	7.6%	20.0%	7.7%	3.9%	-6.5%	-39.1%	-12.2%	2.0%	4.4%
2018 Proj.	5,106,383	1,571,875	953,620	1,676,823	811,114	-	1,574,366	303,710	11,997,891
% of Total Utax	43%	13%	8%	14%	7%	0%	13%	3%	100%
Prior Yr Chg - $	$ 507,019	$ 84,132	$ 36,894	$ 18,800	$ (80,429)	$ (682)	$ (367,417)	$ 3,024	$ 201,341
Prior Yr Chg - %	11.0%	5.7%	4.0%	1.1%	-9.0%	-100.0%	-18.9%	1.0%	1.7%
2019 Proposed	5,206,383	1,651,875	1,003,620	1,776,823	811,114	-	1,574,366	303,710	12,327,891
% of Total Utax	42%	13%	8%	14%	7%	0%	13%	2%	100%
Prior Yr Chg - $	$ 100,000	$ 80,000	$ 50,000	$ 100,000	$ -	$ -	$ -	$ -	$ 330,000
Prior Yr Chg - %	2.0%	5.1%	5.2%	6.0%	0.0%	n/a	0.0%	0.0%	2.8%
2020 Proposed	5,221,383	1,661,875	1,003,620	1,796,823	811,114	-	1,574,366	303,710	12,372,891
% of Total Utax	42%	13%	8%	15%	7%	0%	13%	2%	100%
Prior Yr Chg - $	$ 15,000	$ 10,000	$ -	$ 20,000	$ -	$ -	$ -	$ -	$ 45,000
Prior Yr Chg - %	0.3%	0.6%	0.0%	1.1%	0.0%	n/a	0.0%	0.0%	0.4%

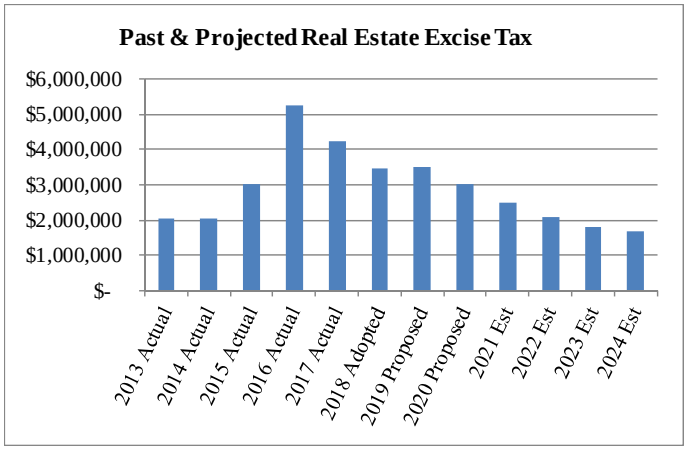
* This table does not include utility tax rebate.

The proposed budget reflects increase in 2019 budget of 2.8% over 2018, and 1% increase each year between 2021-2024.

REAL ESTATE EXCISE TAX (REET)

The State of Washington is authorized to levy a real estate excise tax on all sales of real estate (measured by the full selling price, including the amount of any liens, mortgages and other debts given to secure the purchase) at a rate of 1.28 percent. A locally-imposed tax is also authorized. All cities and counties may levy a quarter percent tax (described as "the first quarter percent of the real estate excise tax" or "REET 1"). Cities and counties planning under the Growth Management Act (GMA) have the authority to levy a second quarter percent tax (REET 2). The statute further specifies that if a county is required to plan under GMA or if a city is located in such a county, the tax may be levied by a vote of the legislative body. If, however, the county chooses to plan under GMA, the tax must be approved by a majority of the voters.

Year	REET	Chg Over Prior Year	
		$	%
2013 Actual	$ 2,034,033	$ 526,718	34.9%
2014 Actual	$ 2,062,722	$ 28,689	1.4%
2015 Actual	$ 3,031,159	$ 968,437	46.9%
2016 Actual	$ 5,265,138	$ 2,233,979	73.7%
2017 Actual	$ 4,226,335	$ (1,038,803)	-19.7%
2018 Adopted	$ 3,460,000	$ (766,335)	-18.1%
2019 Proposed	$ 3,494,600	$ 34,600	1.0%
2020 Proposed	$ 3,000,000	$ (494,600)	-14.2%
2021 Est	$ 2,500,000	$ (500,000)	-16.7%
2022 Est	$ 2,100,000	$ (400,000)	-16.0%
2023 Est	$ 1,800,000	$ (300,000)	-14.3%
2024 Est	$ 1,700,000	$ (100,000)	-5.6%



REET 1 RCW 82.46.010:

Initially authorized in 1982, cities and counties can use the receipts of REET 1 for all capital purposes. An amendment in 1992 states that cities and counties with a population of 5,000 or more planning under the GMA must spend REET 1 receipts solely on capital projects that are listed in the capital facilities plan element of their comprehensive plan. Capital projects are: *public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities.*

Receipts pledged to debt retirement prior to April 1992 and/or spent prior to June 1992 are grandfathered from this restriction.

REET 2 RCW 82.46.035:

The second quarter percent of the real estate excise tax (authorized in 1990) provides funding for cities and counties to finance capital improvements required to occur concurrently with growth under the Growth Management Act. An amendment in 1992 defines the "capital project" as:

Public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

Because of this amendment, acquisition of park land is no longer a permitted use of REET 2 after March 1 1992.

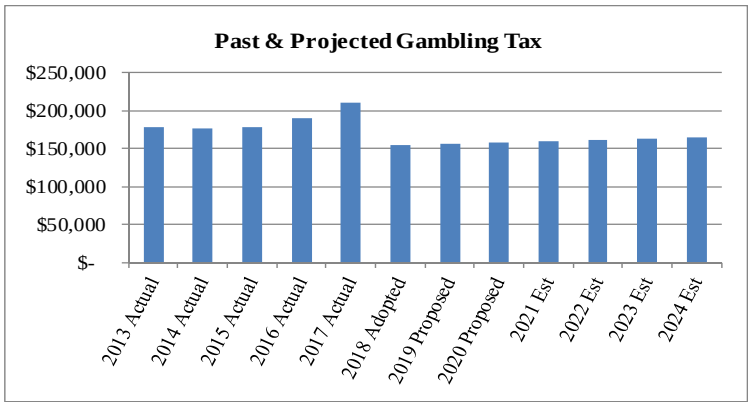
As a newly incorporated city, Federal Way enacted both quarter percent of the REET in 1990 and pledged both portions for long term bonds used for the acquisition and improvement of various parks and municipal facility projects prior to the 1992 amendments.

The active real estate market, particularly in income property arena, raised REET revenues to new heights in 2005 through 2007. However, the market bottomed out at the end of 2008 and was slow to pick up even through 2012, but the City saw an increase in Real Estate Excise Tax revenue in 2013, 2014, 2015 and 2016. The projected revenue of $3.6 million in 2019/20 is based on actual collections over the last two years.

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, 5% for punchboards and pull-tabs, and 20% for card rooms (RCW 9.46.110) prior to 2010. Gambling taxes were amended from 5% to 3% on June 1, 2010 for punchboards/pull-tabs and from 20% to 10% for card rooms on August 1, 2010. Revenues from these activities are required to be used primarily for the purpose of gambling enforcement (RCW 9.46.113). Case law has clarified that "primarily" means "first be used" for gambling law enforcement purposes to the extent necessary for that city. The remaining funds may be used for any general government purpose. The City receipts Gambling Tax in the General Fund and identifies the revenue as law enforcement resources.

Year	Gambling Tax	Chg Over Prior Year	
		$	%
2013 Actual	$ 178,696	$ 58,457	48.6%
2014 Actual	$ 176,061	$ (2,635)	-1.5%
2015 Actual	$ 177,807	$ 1,746	1.0%
2016 Actual	$ 190,046	$ 12,239	6.9%
2017 Actual	$ 210,029	$ 19,983	10.5%
2018 Adopted	$ 155,000	$ (55,029)	-26.2%
2019 Proposed	$ 156,550	$ 1,550	1.0%
2020 Proposed	$ 158,116	$ 1,566	1.0%
2021 Est	$ 159,697	$ 1,581	1.0%
2022 Est	$ 161,294	$ 1,597	1.0%
2023 Est	$ 162,907	$ 4,791	1.0%
2024 Est	$ 164,536	$ 1,629	1.0%



The State Legislature began allowing the operation of "enhanced card room" or mini-casinos on non-tribal land on a pilot basis in 1997; regulations were adopted allowing them on a permanent basis in the spring of 2000. Over the past five years, mini-casinos have proliferated throughout the state and have become a significant source of tax revenue in jurisdictions where gambling activities are allowed. The permission of non-tribal casinos has stimulated a wave of new and/or expansion of tribal casinos as well. The increased competition eliminated some unprofitable card rooms in the City and gambling tax revenue has declined substantially since its peak in 2001. The smoking-ban passed by Washington State voters in 2005 prohibits smoking within 25 feet of all public places has had a negative impact on non-tribal gambling establishments. The new law, effective December 2005, impacted gambling tax activities in 2006 but affects did not carry on into 2007. Gambling tax decreased starting in 2008 due to the economic climate. The City's only card room closed mid-year in 2010, re-opened starting in October 2010, and closed again in January of 2012. Gambling tax is projected to increase by 1% between 2021-2024.

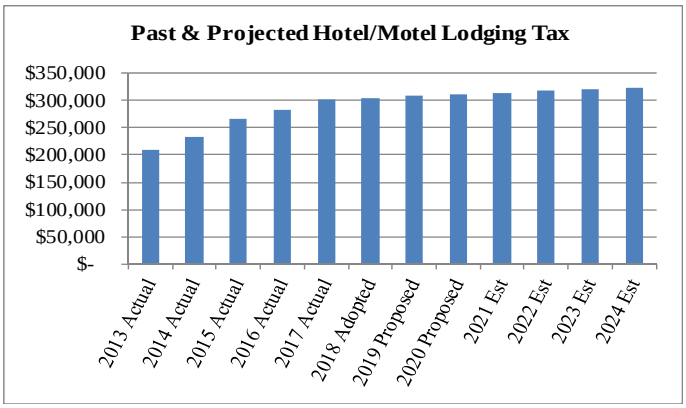
LODGING TAX (RCW 67.28)

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 one month. The total tax paid on overnight lodging in King County by visitors at a facility with 60 or more rooms is 12.4%, and 9.8% for less than 60 rooms, 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 $300K per year in 2019 and 2020. Future annual tax revenue is projected to grow at 1%.

Agency	Tax Rate
State	6.50%
King County Metro Transit	0.90%
City of Federal Way	0.85%
King County Mental Health	0.10%
King County Sales Tax	0.15%
Criminal Justice Tax	0.10%
Sound Transit	0.90%
Regional Transit Authority	0.50%
Subtotal Sales Tax Rate	**10.00%**
Convention Center Tax	2.80%
Stadium Tax	2.00%
State Sales Tax Credit	-2.00%
City Lodging Tax	1.00%
Total Tax on Lodging	**13.80%**

Year	Hotel/Motel Lodging Tax	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 208,839	$ 15,495	8.0%
2014 Actual	$ 231,828	$ 22,989	11.0%
2015 Actual	$ 266,053	$ 34,225	14.8%
2016 Actual	$ 283,220	$ 17,167	6.5%
2017 Actual	$ 301,603	$ 18,383	6.5%
2018 Adopted	$ 304,619	$ 3,016	1.0%
2019 Proposed	$ 307,665	$ 3,046	1.0%
2020 Proposed	$ 310,742	$ 3,077	1.0%
2021 Est	$ 313,849	$ 3,107	1.0%
2022 Est	$ 316,988	$ 3,138	1.0%
2023 Est	$ 320,158	$ 3,170	1.0%
2024 Est	$ 323,359	$ 3,202	1.0%



LEASEHOLD TAX (RCW 82.29)

In addition to the above, the City also receives a minimal amount of revenue from the 4% leasehold tax (RCW 82.29A.) on lease income from private business activities on tax-exempt properties, in-lieu-of property tax. The total rate on leasehold tax is 12.84%. Cities and counties can collectively levy up to 6% of this total. The maximum county and city rates are 6% and 4%, respectively, and the county must give a credit for any city tax. Therefore, if a city is levying its 4%, the county receives only 2%. The City receives approximately $6,000 a year from this tax and uses it for general operations purposes. Leasehold tax is projected to increase by 1% between 2021 - 2024.

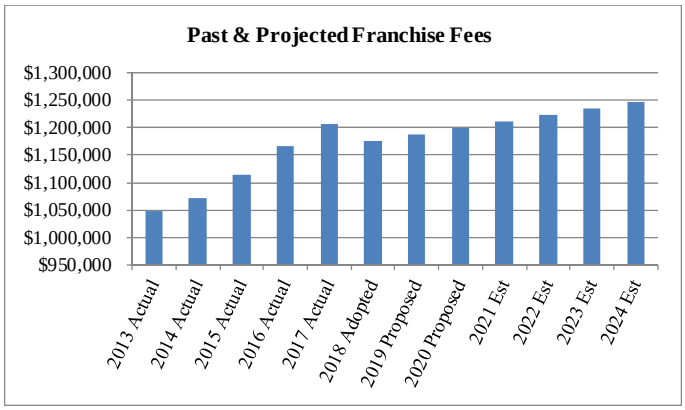
ADMISSIONS TAX (RCW 36.38)

Starting in 2017, the City is adding 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 include anyone paying an admission charge 1) in the amount of $1.50 or less 2) any activity of an elementary or secondary school as contemplated by RCW 35.21.280 3) any activity of Parent-Teacher Association, or similar organization, provided that the proceeds of the activity are used to benefit an elementary or secondary school 4) an organized athletic event such as tournaments, leagues, and other competitions intended for youth less than 19 years of age, sponsored and held by non-profit organizations 5) the admission of spectators to an athletic event, including, but not limited to, football games, basketball games, or baseball games 6) the admission for recreational activities, including, but not limited to golf, skating, or swimming. The City is projecting to receive $670,135 in 2019 and $676,836 in 2020. Admissions tax is projected to increase by 1% between 2021-2024.

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 and Lakehaven Franchise fee projected in 2019 and 2020. Revenue is proposed at $1.2M for 2019 and 2020. Thereafter, revenue is projected at a 1% rate through 2024.

Year	Franchise Fees	Chg Over Prior Year	
		$	%
2013 Actual	$ 1,049,177	$ 45,151	4.5%
2014 Actual	$ 1,070,983	$ 21,806	2.1%
2015 Actual	$ 1,113,436	$ 42,453	4.0%
2016 Actual	$ 1,167,270	$ 53,834	4.8%
2017 Actual	$ 1,206,428	$ 39,158	3.4%
2018 Adopted	$ 1,174,830	$ (31,598)	-2.6%
2019 Proposed	$ 1,186,578	$ 11,748	1.0%
2020 Proposed	$ 1,198,444	$ 11,866	1.0%
2021 Est	$ 1,210,429	$ 11,984	1.0%
2022 Est	$ 1,222,533	$ 12,104	1.0%
2023 Est	$ 1,234,758	$ 12,225	1.0%
2024 Est	$ 1,247,106	$ 12,348	1.0%

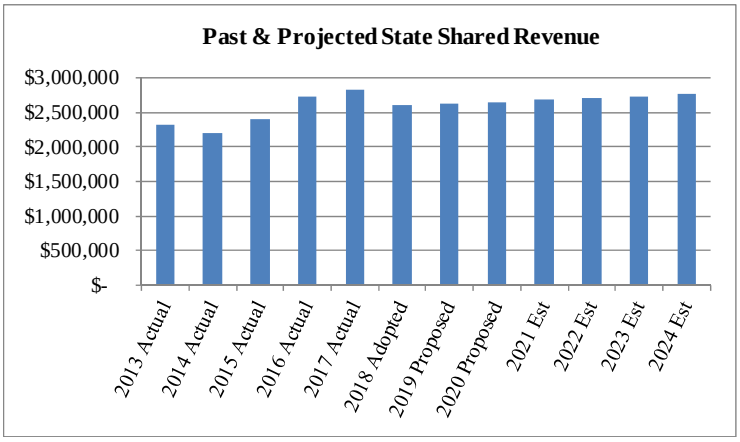


STATE SHARED REVENUES

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 include: fuel tax (tax on gasoline consumption), liquor sales profit and excise tax, DUI impact and criminal justice distribution.

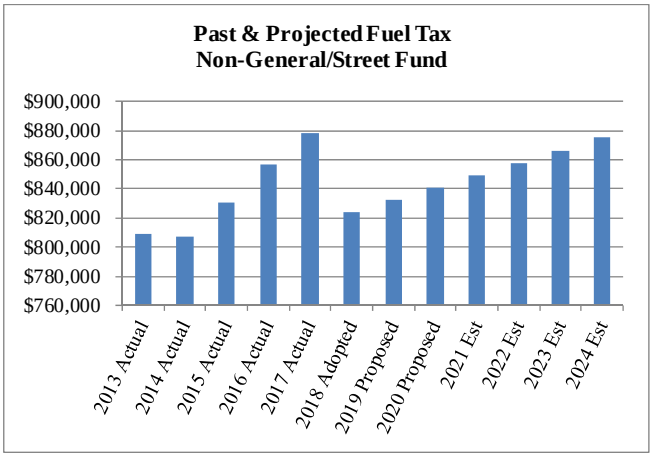
Past and projected state shared revenue in the General & Street Fund are as follows:

Year	State Shared Revenue	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 2,315,823	$ (59,201)	-2.5%
2014 Actual	$ 2,194,707	$ (121,116)	-5.2%
2015 Actual	$ 2,400,139	$ 205,432	9.4%
2016 Actual	$ 2,720,718	$ 320,579	13.4%
2017 Actual	$ 2,832,674	$ 111,956	4.1%
2018 Adopted	$ 2,600,000	$ (232,674)	-8.2%
2019 Proposed	$ 2,626,000	$ 26,000	1.0%
2020 Proposed	$ 2,652,260	$ 26,260	1.0%
2021 Est	$ 2,678,783	$ 26,523	1.0%
2022 Est	$ 2,705,570	$ 26,788	1.0%
2023 Est	$ 2,732,626	$ 27,056	1.0%
2024 Est	$ 2,759,952	$ 27,326	1.0%



Additionally, the City receives state shared revenues (fuel) tax in the Arterial Streets Fund, Paths & Trails Fund and Transportation CIP Fund. Past and projected revenues are as follows:

Year	Fuel Tax Revenue	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 808,707	$ 5,773	0.7%
2014 Actual	$ 807,626	$ (1,081)	-0.1%
2015 Actual	$ 830,708	$ 23,082	2.9%
2016 Actual	$ 856,717	$ 26,009	3.1%
2017 Actual	$ 877,776	$ 21,059	2.5%
2018 Adopted	$ 824,273	$ (53,503)	-6.1%
2019 Proposed	$ 832,516	$ 8,243	1.0%
2020 Proposed	$ 840,841	$ 8,325	1.0%
2021 Est	$ 849,249	$ 8,408	1.0%
2022 Est	$ 857,742	$ 8,492	1.0%
2023 Est	$ 866,319	$ 8,577	1.0%
2024 Est	$ 874,982	$ 8,663	1.0%



SERVICES AND CHARGES

The charge for services is revenues generated from services provided to the general public (including recreation fees, building permit, land use fee, and surface water fees).

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 2019/2020 are roughly $4.0M per year. Current year surface water management fees fund current year operating expenditures, including debt service payments on public works trust fund loan.

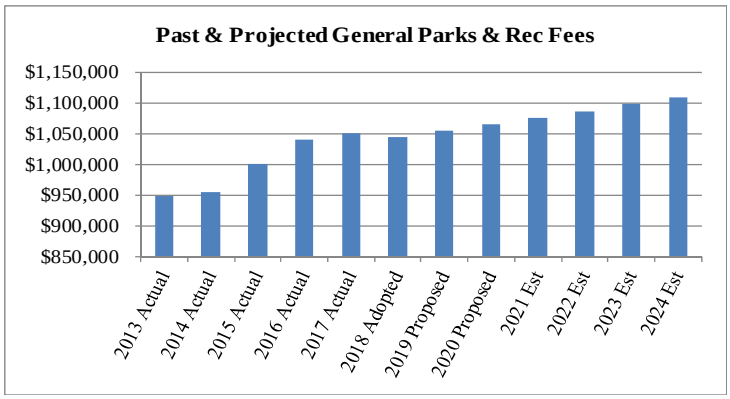
RECREATION FEES

Recreation fees include revenue from general parks and recreation, community center and the retreat center.

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. Many of these programs take place at the community center with related program revenue accounted for in the General Fund.

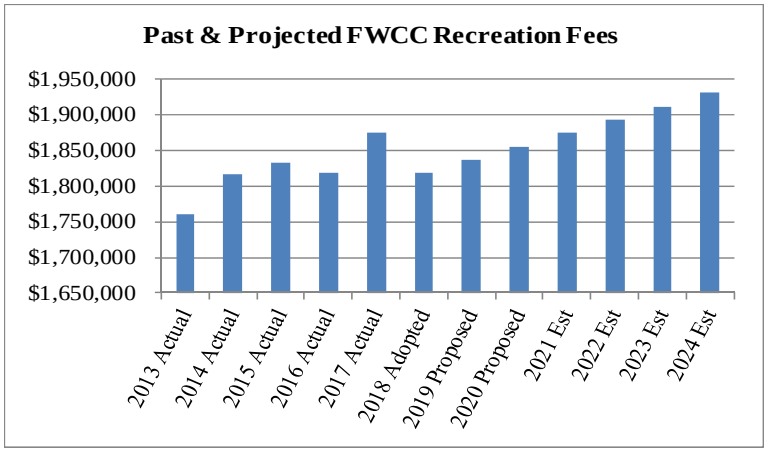
General parks and recreation fees are projected to increase by 1% each year through 2024.

Year	General Parks & Rec Fees	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 949,644	$ 46,446	5.1%
2014 Actual	$ 954,537	$ 4,893	0.5%
2015 Actual	$ 1,000,820	$ 46,283	4.8%
2016 Actual	$ 1,041,297	$ 40,477	4.0%
2017 Actual	$ 1,051,409	$ 10,112	1.0%
2018 Adopted	$ 1,045,000	$ (6,409)	-0.6%
2019 Proposed	$ 1,055,450	$ 10,450	1.0%
2020 Proposed	$ 1,066,005	$ 10,555	1.0%
2021 Est	$ 1,076,665	$ 10,660	1.0%
2022 Est	$ 1,087,431	$ 10,767	1.0%
2023 Est	$ 1,098,306	$ 10,874	1.0%
2024 Est	$ 1,109,289	$ 10,983	1.0%



The ***Federal Way Community Center*** opened in March of 2007 and includes 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. Community center recreation fees are projected to increase by 1% each year through 2024.

Year	Federal Way Community Ctr	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 1,760,824	$ 56,115	3.3%
2014 Actual	$ 1,816,775	$ 55,951	3.2%
2015 Actual	$ 1,831,904	$ 15,129	0.8%
2016 Actual	$ 1,819,244	$ (12,660)	-0.7%
2017 Actual	$ 1,874,132	$ 54,888	3.0%
2018 Adopted	$ 1,819,000	$ (55,132)	-2.9%
2019 Proposed	$ 1,837,190	$ 18,190	1.0%
2020 Proposed	$ 1,855,562	$ 18,372	1.0%
2021 Est	$ 1,874,118	$ 18,556	1.0%
2022 Est	$ 1,892,859	$ 18,741	1.0%
2023 Est	$ 1,911,787	$ 18,929	1.0%
2024 Est	$ 1,930,905	$ 19,118	1.0%



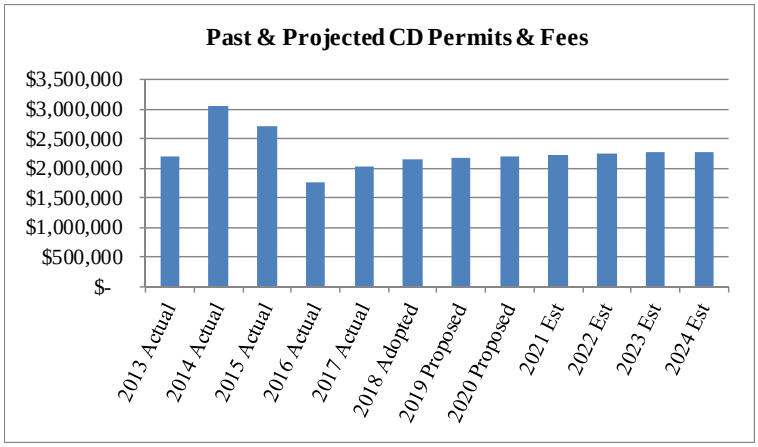
The facility rentals at ***Dumas Bay Centre*** are adopted at $765K for 2019 and 2020. Program revenues are estimated to increase by 1% each year through 2024.

The Dumas Bay Centre Fund will receive $23K in each year in utility tax subsidy for 2019 and 2020 to cover the cost of the management contract for the theatre. The remaining balance of the utility tax transfer is used to offset any operating deficits of the retreat center as well as providing a source for both regular and deferred repairs and maintenance. The facility is also used for Parks General Recreation programming.

PERMITS AND DEVELOPMENT FEE

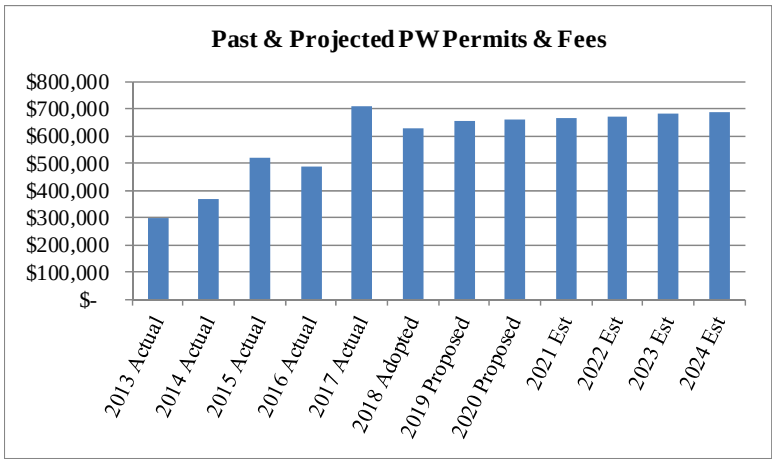
Community Development Permits and Fees include building, mechanical, electrical and plumbing permit fees, zoning fees and plan check fees. The majority of these fees are payable at the time the permit is issued. The revenues are deposited in the General Fund to offset building and planning service costs.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

Year	CD Permits & Fees	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 2,203,426	$ 631,820	40.2%
2014 Actual	$ 3,059,772	$ 856,346	38.9%
2015 Actual	$ 2,698,841	$ (360,931)	-11.8%
2016 Actual	$ 1,766,096	$ (932,745)	-34.6%
2017 Actual	$ 2,019,237	$ 253,141	14.3%
2018 Adopted	$ 2,150,500	$ 131,263	6.5%
2019 Proposed	$ 2,172,005	$ 21,505	1.0%
2020 Proposed	$ 2,193,725	$ 21,720	1.0%
2021 Est	$ 2,215,662	$ 21,937	1.0%
2022 Est	$ 2,237,819	$ 22,157	1.0%
2023 Est	$ 2,260,197	$ 22,378	1.0%
2024 Est	$ 2,282,799	$ 67,137	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 Permits & Fees	Chg Over Prior Year $	Chg Over Prior Year %
2013 Actual	$ 300,537	$ (14,293)	-4.5%
2014 Actual	$ 368,797	$ 68,260	22.7%
2015 Actual	$ 520,249	$ 151,452	41.1%
2016 Actual	$ 487,489	$ (32,760)	-6.3%
2017 Actual	$ 713,274	$ 225,785	46.3%
2018 Adopted	$ 630,233	$ (83,041)	-11.6%
2019 Proposed	$ 655,442	$ 25,209	4.0%
2020 Proposed	$ 661,997	$ 6,554	1.0%
2021 Est	$ 668,617	$ 6,620	1.0%
2022 Est	$ 675,303	$ 6,686	1.0%
2023 Est	$ 682,056	$ 6,753	1.0%
2024 Est	$ 688,876	$ 6,821	1.0%

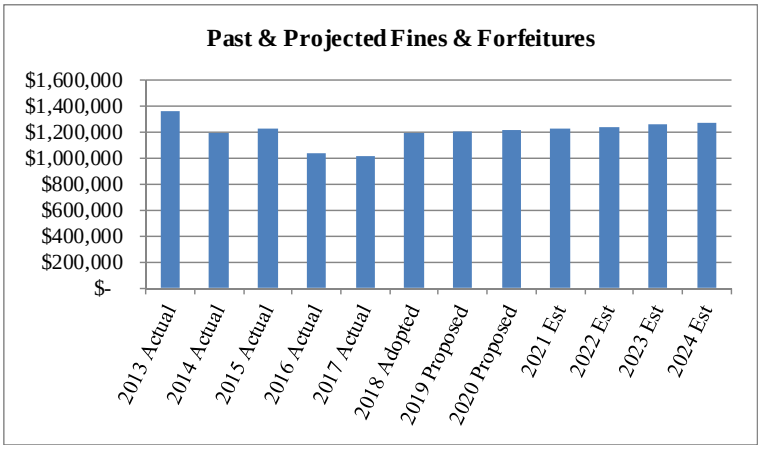


MISCELLANEOUS REVENUES

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	
		$	%
2013 Actual	$ 1,356,373	$ 33,629	2.5%
2014 Actual	$ 1,198,646	$ (157,727)	-11.6%
2015 Actual	$ 1,233,070	$ 34,424	2.9%
2016 Actual	$ 1,041,397	$ (191,673)	-15.5%
2017 Actual	$ 1,014,430	$ (26,967)	-2.6%
2018 Adopted	$ 1,195,500	$ 181,070	17.8%
2019 Proposed	$ 1,207,455	$ 11,955	1.0%
2020 Proposed	$ 1,219,530	$ 12,075	1.0%
2021 Est	$ 1,231,725	$ 12,195	1.0%
2022 Est	$ 1,244,042	$ 12,317	1.0%
2023 Est	$ 1,256,483	$ 12,440	1.0%
2024 Est	$ 1,269,047	$ 12,565	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.

The 2018 year-end projected fines and forfeitures is $1.20 million. Revenue is projected at 1.0% through 2024.

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.

GENERAL & STREET FUND LONG RANGE PLAN

Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	2021 Projected	2022 Projected	2023 Projected	2024 Projected
BEGINNING FUND BALANCE	$ 12,006,584	$ 11,616,781	$ 10,507,775	$ 11,290,683	$ 11,290,683	$ 10,346,023	$ 9,644,731	$ 9,500,819	$ 8,448,232	$ 7,203,547	$ 5,776,517
REVENUE SUMMARY:											
Property Tax	10,358,895	10,507,571	10,617,400	10,858,948	10,858,948	10,967,537	11,077,213	11,187,985	11,299,865	11,412,863	11,526,992
Sales Tax	14,222,497	14,199,460	15,089,973	14,653,989	14,653,989	15,240,149	15,849,755	16,483,745	17,143,094	17,828,818	18,541,971
Criminal Justice Sales Tax	2,499,527	2,616,306	2,605,768	2,605,768	2,605,768	2,709,999	2,818,399	2,931,135	3,048,380	3,170,315	3,297,128
Other Taxes	193,831	761,476	561,000	824,500	824,500	841,135	849,336	857,829	866,408	875,072	883,822
Licenses and Permits	3,140,133	4,125,618	4,214,910	4,294,910	4,294,910	4,481,048	4,492,914	4,515,378	4,537,955	4,560,645	4,583,448
Intergovernmental	3,519,395	3,700,589	3,134,004	3,316,004	3,341,004	3,339,500	3,309,500	3,309,500	3,309,500	3,309,500	3,309,500
Charges for Services	3,928,800	4,133,302	3,927,185	4,230,345	4,230,345	4,334,766	4,335,266	4,378,618	4,422,405	4,466,629	4,511,295
Fines and Penalties	942,258	945,711	1,163,500	1,103,500	1,103,500	943,401	943,401	943,401	943,401	943,401	943,401
Miscellaneous	823,725	769,241	537,700	829,600	829,600	844,878	840,878	840,878	840,878	840,878	840,878
Other Financing Sources	11,823,498	11,347,677	11,472,322	11,772,322	11,772,322	12,002,817	12,207,581	11,500,000	11,500,000	11,500,000	11,500,000
Total Revenues	$ 51,452,559	$ 53,106,949	$ 53,323,762	$ 54,489,886	$ 54,514,886	$ 55,705,230	$ 56,724,242	$ 56,948,469	$ 57,911,886	$ 58,908,121	$ 59,938,436
EXPENDITURE SUMMARY:											
City Council	$ 373,180	$ 379,370	$ 403,154	$ 403,877	$ 405,850	$ 439,963	$ 446,163	$ 450,625	$ 455,131	$ 459,683	$ 464,279
Mayor's Office	1,375,979	1,282,858	1,353,264	1,359,777	1,359,777	1,326,657	1,329,485	1,356,074	1,383,196	1,410,860	1,439,077
Municipal Court	1,526,650	1,649,658	1,713,881	1,713,881	1,713,881	1,733,805	1,760,649	1,795,862	1,831,779	1,868,415	1,905,783
Finance	874,097	947,143	971,822	971,822	971,822	1,026,096	1,038,521	1,059,291	1,080,477	1,102,087	1,124,128
City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	524,264	534,749	545,444	556,353
Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	525,178	535,682	546,395	557,323
Law - Civil	843,850	714,157	698,170	748,970	748,970	786,522	789,720	805,514	821,625	838,057	854,818
Law-Criminal	633,183	683,343	681,302	681,302	681,302	761,873	764,733	780,027	795,628	811,541	827,771
Community Development	2,212,828	2,304,466	2,313,480	2,338,480	2,338,480	2,491,633	2,534,077	2,584,758	2,636,454	2,689,183	2,742,966
Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	424,293	432,778	441,434	450,263
Community Services	867,906	839,742	798,499	813,499	813,499	840,761	844,805	861,701	878,935	896,513	914,444
Jail Contract Costs	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	4,428,789	4,517,365	4,607,712	4,699,866
911 Dispatch	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	2,803,666	2,859,739	2,916,934	2,975,273
Police	17,757,220	18,267,927	18,410,449	18,245,449	17,720,696	18,607,755	18,843,812	19,220,689	19,605,103	19,997,205	20,397,149
Parks, Recr & Cultural Svcs	3,906,618	3,881,429	3,831,027	4,076,527	4,076,527	4,037,259	4,076,474	4,158,003	4,241,163	4,325,987	4,412,506
Public Works	3,372,716	3,603,340	4,056,476	4,521,519	4,521,519	4,079,708	4,111,347	4,193,574	4,277,445	4,362,994	4,450,254
Non-Departmental	9,007,529	9,399,504	9,347,369	10,167,747	9,667,747	10,199,430	11,792,890	12,028,748	12,269,323	12,514,709	12,765,003
Total Expenditures	$ 51,842,363	$ 53,433,047	$ 54,309,267	$ 56,515,554	$ 55,459,546	$ 56,406,523	$ 56,868,155	$ 58,001,056	$ 59,156,571	$ 60,335,151	$ 61,537,257
Changes in Fund Balance	$ (389,804)	$ (326,098)	$ (985,505)	$ (2,025,668)	$ (944,660)	$ (701,292)	$ (143,912)	$ (1,052,587)	$ (1,244,685)	$ (1,427,030)	$ (1,598,822)
ENDING FUND BALANCE:	$ 11,616,780	$ 11,290,683	$ 9,522,270	$ 9,265,015	$ 10,346,023	$ 9,644,730	$ 9,500,819	$ 8,448,232	$ 7,203,547	$ 5,776,517	$ 4,177,695

ALL FUNDS LONG RANGE PLAN

Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	2021 Projected	2022 Projected	2023 Projected	2024 Projected
BEGINNING FUND BALANCE	$ 75,536,538	$ 72,263,687	$ 50,084,276	$ 63,383,386	$ 63,383,386	$ 53,399,651	$ 43,598,294	$ 43,012,728	$ 41,691,614	$ 39,627,984	$ 36,815,257
OPERATING REVENUE:											
Property Taxes	$ 10,358,895	$ 10,507,571	$ 10,617,400	$ 10,858,948	$ 10,858,948	$ 10,967,537	$ 11,077,213	11,187,985	11,299,865	11,412,863	11,526,992
Sales Tax	14,222,497	14,199,460	15,089,973	14,653,989	14,653,989	15,240,149	15,849,755	16,483,745	17,143,094	17,828,818	18,541,971
Criminal Justice Sales Tax	2,499,527	2,616,306	2,605,768	2,605,768	2,605,768	2,709,999	2,818,399	2,931,135	3,048,380	3,170,315	3,297,128
Utility Tax	11,902,866	12,425,975	11,571,925	11,977,891	11,977,891	12,307,891	12,352,891	12,476,420	12,601,184	12,727,196	12,854,468
Real Estate Excise tax	5,265,138	4,226,335	3,200,000	3,460,000	4,060,000	3,560,000	3,640,000	3,676,400	3,713,164	3,750,296	3,787,799
Other Taxes	649,945	1,241,773	1,876,000	1,284,500	1,284,500	1,301,135	1,309,336	1,322,429	1,335,654	1,349,010	1,362,500
Licenses and Permits	3,219,573	4,204,727	4,214,910	4,294,910	4,294,910	4,481,048	4,492,914	4,515,378	4,537,955	4,560,645	4,583,448
Intergovernmental	23,151,972	18,803,396	14,978,980	18,077,706	15,379,901	12,253,970	9,948,970	9,948,970	9,948,970	9,948,970	9,948,970
Charges for Services	20,747,024	23,166,428	23,642,696	24,717,777	24,484,777	22,736,504	22,572,630	22,798,356	23,026,340	23,256,603	23,489,169
Fines and Penalties	4,135,709	4,469,929	4,300,500	4,590,500	4,817,500	4,747,401	4,747,401	4,747,401	4,747,401	4,747,401	4,747,401
Miscellaneous	2,531,180	4,762,996	3,293,010	7,111,210	6,911,210	3,655,090	2,518,701	2,518,701	2,518,701	2,518,701	2,518,701
Proprietary Fund Revenue	1,156,793	351,611	45,000	102,000	102,000	458,000	458,000	462,580	467,206	471,878	476,597
Other Financing Sources	26,484,714	32,115,048	16,868,980	19,584,582	19,584,582	18,366,629	17,586,504	17,762,369	17,939,992	18,119,392	18,300,586
Total Revenues	$126,325,833	$133,091,555	$112,305,142	$123,319,781	$121,015,976	$112,785,353	$109,372,713	$110,831,869	$112,327,906	$113,862,089	$115,435,730
OPERATING EXPENDITURE:											
City Council	$ 373,180	$ 379,370	$ 403,154	$ 403,877	$ 405,850	$ 439,963	$ 446,164	450,625	455,132	459,683	464,280
Mayor's Office	1,427,056	1,319,128	1,404,340	1,410,853	1,410,853	1,377,733	1,380,561	1,408,172	1,436,335	1,465,062	1,494,363
Performing Arts & Event Center	234,506	1,195,466	986,820	1,871,986	1,871,986	1,871,986	1,874,323	1,911,810	1,950,046	1,989,047	2,028,828
Municipal Court	1,680,381	1,874,371	1,956,926	1,956,926	1,956,926	1,978,101	2,007,546	2,047,697	2,088,651	2,130,424	2,173,032
Finance	874,097	947,143	971,822	971,822	971,822	1,026,096	1,038,521	1,059,291	1,080,477	1,102,087	1,124,128
City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	524,264	534,749	545,444	556,353
Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	525,178	535,682	546,395	557,323
Information Technology	2,398,338	2,251,795	2,353,992	2,654,650	2,654,650	2,381,321	2,301,283	2,347,309	2,394,255	2,442,140	2,490,983
Law -Civil	1,933,395	2,050,321	2,010,463	2,434,852	2,434,852	2,502,210	2,519,401	2,569,789	2,621,185	2,673,608	2,727,081
Law-Criminal	633,183	683,343	681,302	681,302	681,302	761,873	764,733	780,027	795,628	811,541	827,771
Community Development	2,260,596	2,387,410	2,414,132	2,439,132	2,439,132	2,582,753	2,629,295	2,681,881	2,735,519	2,790,229	2,846,034
Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	424,293	432,778	441,434	450,263
Community Services	1,365,365	1,797,929	2,035,602	2,050,602	2,050,602	1,533,172	1,530,068	1,560,669	1,591,882	1,623,720	1,656,194
Jail Contract Costs	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	4,428,789	4,517,365	4,607,712	4,699,866
911 Dispatch	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	2,803,666	2,859,739	2,916,934	2,975,273
Police	23,847,636	23,504,808	24,104,002	24,849,002	24,204,249	24,725,405	25,056,183	25,557,307	26,068,453	26,589,822	27,121,619
Parks, Recr & Cultural Svcs	9,322,881	8,337,542	7,731,391	9,976,778	8,941,839	9,041,903	7,979,621	8,139,213	8,301,998	8,468,038	8,637,398
Public Works	28,661,488	30,323,535	27,577,289	46,093,212	34,213,963	30,941,096	18,307,261	18,673,406	19,046,874	19,427,812	19,816,368
Non-Departmental	45,495,975	55,439,247	29,638,329	34,622,196	36,322,196	31,348,039	33,587,840	34,259,597	34,944,789	35,643,685	36,356,559
Total Expenditures	$129,598,685	$141,971,519	$113,999,938	$142,889,894	$130,999,699	$122,586,712	$109,958,279	$112,152,983	$114,391,536	$116,674,816	$119,003,715
Changes in Fund Balance	$ (3,272,852)	$ (8,879,965)	$ (1,694,796)	$ (19,570,113)	$ (9,983,723)	$ (9,801,359)	$ (585,566)	$ (1,321,114)	$ (2,063,630)	$ (2,812,727)	$ (3,567,985)
ENDING FUND BALANCE:	$ 72,263,686	$ 63,383,722	$ 48,389,480	$ 43,813,273	$ 53,399,663	$ 43,598,292	$ 43,012,728	$ 41,691,614	$ 39,627,984	$ 36,815,257	$ 33,247,272

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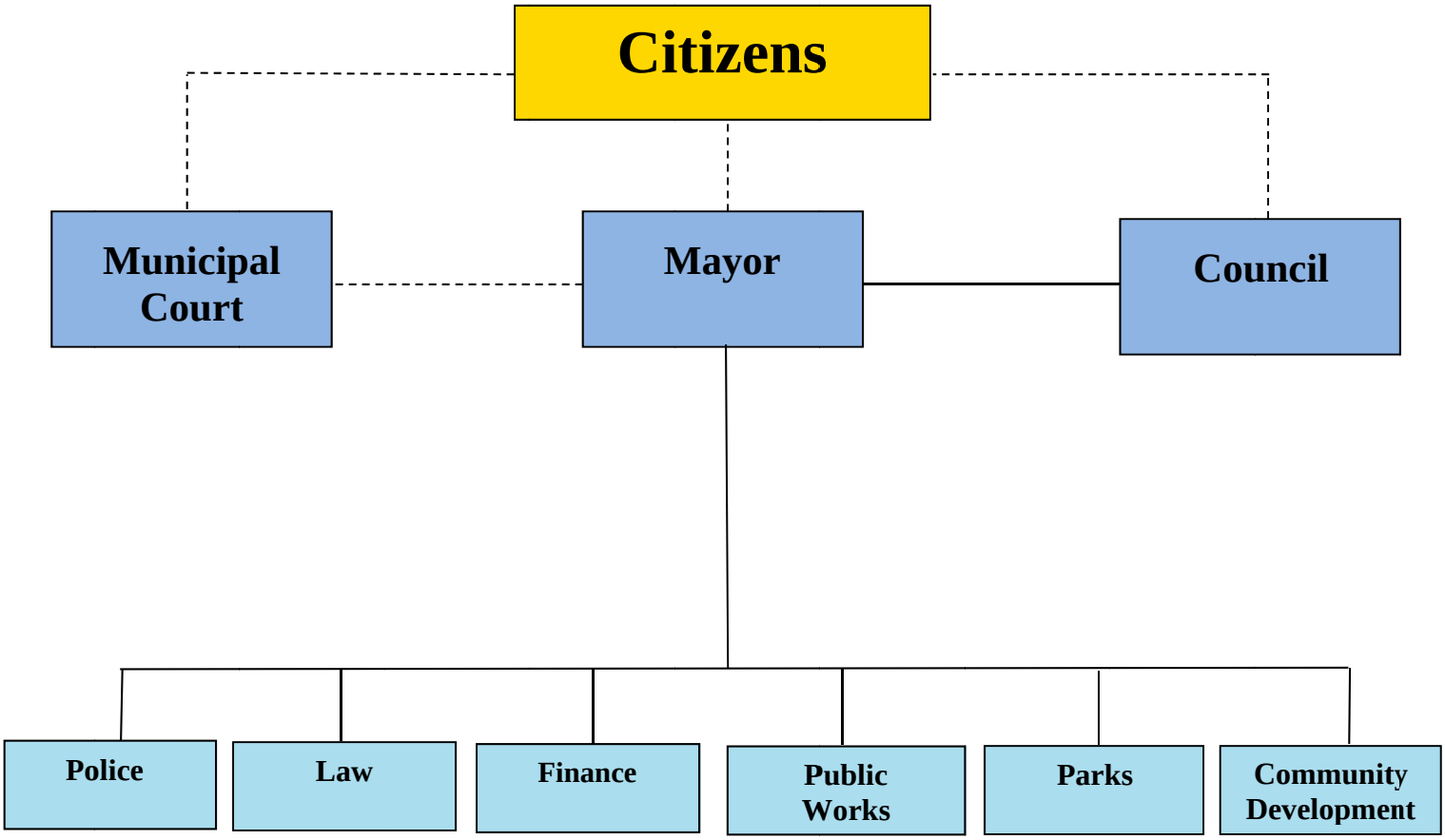
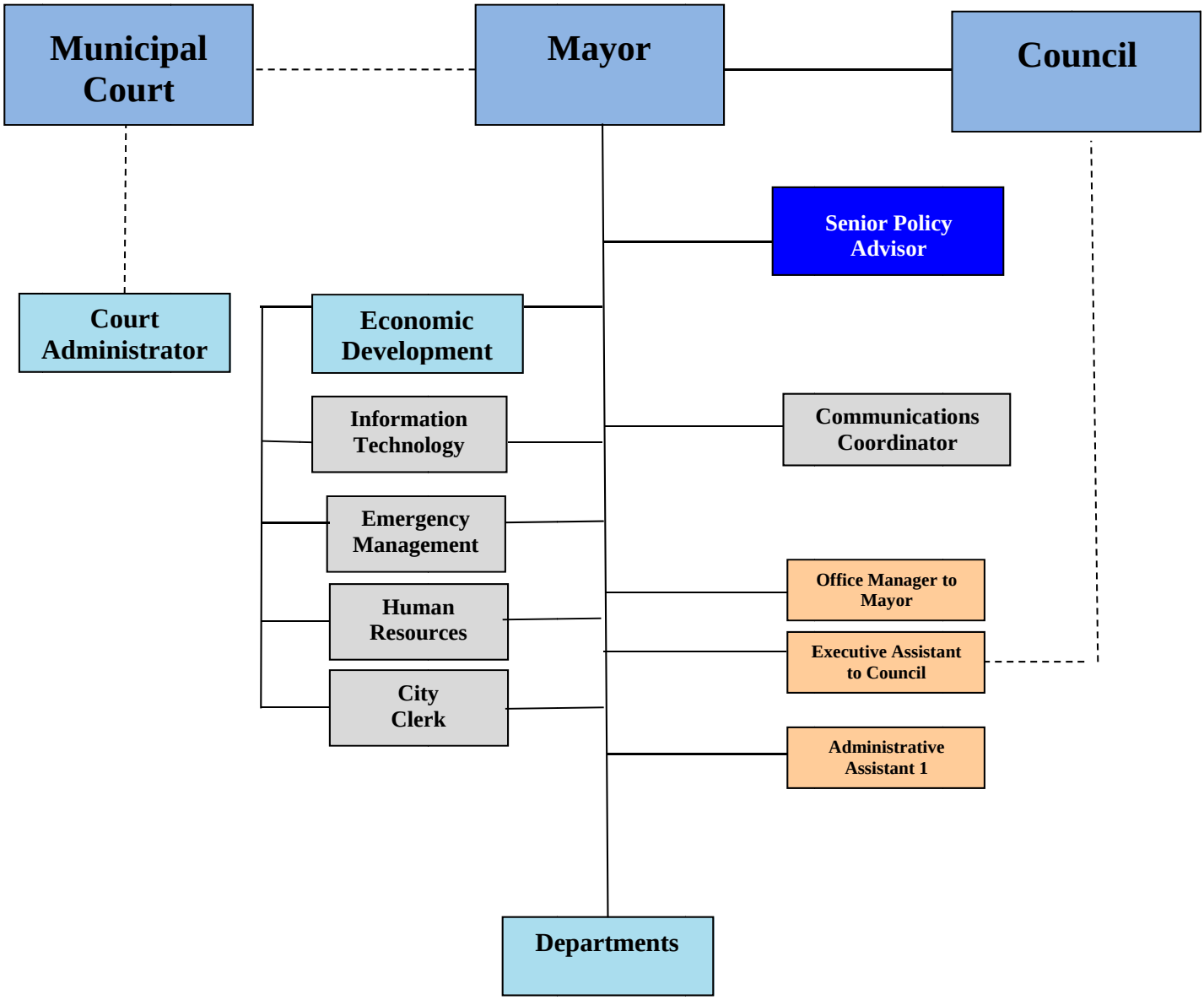
City of Federal Way Organization Chart



MAYOR'S OFFICE DEPARTMENT OVERVIEW
Responsible Manager: ***Mayor Jim Ferrell***



MAYOR'S OFFICE DEPARTMENT OVERVIEW

Responsible Manager: ***Mayor Jim Ferrell***

2017/2018 ACCOMPLISHMENTS

MAYOR'S OFFICE

- Implemented key downtown development initiatives, including
  - Performing arts and event center, completed and opened in 2017
  - Received New Market Tax Credit to finance the completion of PAEC
- Successfully transitioned State of the City address from private Chamber event to open and free event at the Performing Arts and Event Center
- Increased accessibility of municipal government through a pair of Neighborhood Connection Meetings and revived an email delivery notification system for newsletters, press releases and important city events
- Established a Task Force on Homelessness
- In partnership with Federal Way Public Schools, hosted a Scholar Advisory visit at City Hall, allowing students to explore different careers in city government.
- Issued a report from the Quiet and Healthy Skies Task Force on the effort to address noise and the spread of ultrafine particles resulting from aviation activity at Sea-Tac Airport.
- Organized and hosted a city beautification event where residents painted fences and cleaned up debris
- Negotiated a contract with Spectra to take over management of the Performing Arts and Event Center
- Hosted the first-ever Consular Association of Washington forum at the PAEC

2019/2020 ANTICIPATED KEY PROJECTS

MAYOR'S OFFICE

- Facilitate selection of permanent site for University Initiative
- Coordinate planning efforts with Sound Transit to bring light rail to Federal Way
- Implement recommendations from Homeless Task Force (due in Dec. 2018)
- Select contractor and unveil design for downtown staircase project
- Continue efforts to aid Save Weyerhaeuser and Forterra nonprofits to protect pristine land west of Northlake area
- Reexamine City revenue and expenditure options to ensure sustainable operating and comparable salaries for City employees
- Implement recommendations from report from Quiet and Healthy Skies Task Force
- Support the SeaTac Airport Noise Steering Committee

MAYOR'S OFFICE DEPARTMENT OVERVIEW

Responsible Manager: ***Mayor Jim Ferrell***

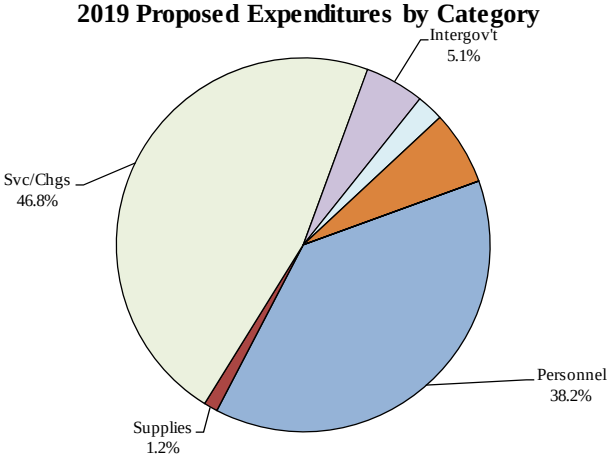
DEPARTMENT POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	61
Senior Policy Advisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Communications & Govt. Relations Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Graphics Coordinator	0.34	0.34	0.34	0.34	0.34	0.34	0.34	22
Economic Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58i
Emergency Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
IT Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55a
IT Supervisor/Systems & Help Desk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	44
IT Analyst Applications/GIS	1.00	1.00	1.00	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 Analyst Web, App, Security	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
IT Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
IT Application Specialist	-	-	1.50	-	-	-	-	35
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Human Resources Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	29
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
PAEC Director	1.00	1.00	1.00	1.00	1.00	-	-	58j
Operations Manager	1.00	1.00	1.00	1.00	1.00	-	-	43
Development Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	38
Marketing Coordinator	-	1.00	1.00	1.00	1.00	-	-	30
Patron Services Coordinator	1.00	1.00	1.00	1.00	1.00	-	-	30
Technical Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	37
Administrative Assistant II	-	1.00	1.00	1.00	1.00	-	-	24
Total Regular Staffing	25.34	27.34	28.84	27.34	27.34	20.34	20.34	n/a
Change from prior year	-	2.00	1.50	(1.50)	-	(7.00)	-	n/a
Grand Total Staffing	25.34	27.34	28.84	27.34	27.34	20.34	20.34	n/a

MAYOR'S OFFICE DEPARTMENT OVERVIEW

Responsible Manager: ***Mayor Jim Ferrell***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Mayor's Office is the executive branch of City government and includes the Mayor, who is elected by and represents the people of Federal Way. The Mayor's Office provides management direction and coordination of all City departments and activities, in accordance with policies and direction of the Mayor/City Council.

The Mayor's Office includes the following divisions; Administration, Economic Development, Performing Arts & Event Center, Emergency Management, Information Technology, Human Resources, City Clerk, and Public Information Government Affairs.

GOALS/OBJECTIVES:

- Implement the city's Economic Development initiatives.
- Facilitate Council decision making and policy development by providing unbiased, thorough, and professional analysis.
- Carryout Mayor/City Council policies and directions effectively and efficiently.
- Instill a customer service culture and can-do attitude in the City Government.
- Manage city resources in a responsible and responsive manner.
- Lead and coordinate the City's role in local, regional, and federal issues.
- Lead and coordinate proactive and effective communications with citizens, the news media, and employees.
- Communicate the City's vision, mission, and goals as well as day-to-day service information to constituents and key stakeholders.

DEPARTMENT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 51,076	$ 36,270	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ -	0.0%
33X	Intergovernmental	39,684	37,500	23,026	23,026	23,026	-	-	(23,026)	-100.0%
34X	Charges for Services	2,072,728	2,256,709	2,540,394	2,683,622	2,683,622	3,448,346	3,919,972	764,724	28.5%
36X	Miscellaneous	57,949	256,503	898,249	1,096,844	1,096,844	383,351	383,351	(713,493)	-65.0%
39X	Other Financing Sources	399,303	804,041	181,317	626,762	626,762	453,855	-	(172,907)	-27.6%
	Total Revenues:	**$ 2,620,741**	**$ 3,391,023**	**$ 3,694,062**	**$ 4,481,330**	**$ 4,481,330**	**$ 4,336,628**	**$ 4,354,399**	**$ (144,702)**	**-3.2%**
General Fund Operating Expenditure Summary:										
MO	Admin	1,171,059	1,081,209	1,154,233	1,160,746	1,160,746	1,124,303	1,127,132	(36,443)	-3.1%
ED	Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	113,708	37.6%
CK	City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	4,935	1.0%
HR	Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	46,421	10.0%
	Subtotal Operating Exp.:	**$ 2,428,462**	**$ 2,364,948**	**$ 2,364,621**	**$ 2,435,834**	**$ 2,435,834**	**$ 2,564,455**	**$ 2,571,969**	**$ 128,621**	**5.3%**
Other Funds Operating Expenditure Summary:										
101	Emergency Operations	204,921	201,649	199,031	199,031	199,031	202,353	202,353	3,322	1.7%
114	Proposition 1	51,076	36,270	51,076	51,076	51,076	51,076	51,076	-	0.0%
115	Performing Arts & Event Ctr. Operations	234,506	1,195,466	986,820	1,871,986	1,871,986	1,871,986	1,874,323	-	
502/503	Information Technology/Mail & Duplic.	2,398,338	2,251,795	2,353,992	2,654,650	2,654,650	2,381,321	2,301,283	(273,329)	-10.3%
	Subtotal Operating Exp.:	**$ 2,888,841**	**$ 3,685,181**	**$ 3,590,919**	**$ 4,776,743**	**$ 4,776,743**	**$ 4,506,736**	**$ 4,429,035**	**$ (270,007)**	**-5.7%**
	Total Expenditures:	**$ 5,317,303**	**$ 6,050,128**	**$ 5,955,540**	**$ 7,212,577**	**$ 7,212,577**	**$ 7,071,191**	**$ 7,001,004**	**$ (141,386)**	**-2.0%**

MAYOR'S OFFICE DEPARTMENT OVERVIEW

Responsible Manager: ***Mayor Jim Ferrell***

HIGHLIGHTS/CHANGES:

The Mayor's Office's proposed operating budget totals $7,071,191 in 2019 and $7,001,004 in 2020. This is a 2.0% or $141,386 decrease from the 2018 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Net decrease of $565,073 primarily due to the elimination of most of performing arts and event center positions to operate the facility, and the elimination of 1.5 FTE IT Application Specialists not hired in 2018.
- **Benefits -** Net decrease of $119,959 primarily due to the elimination of most performing arts and event center positions to operate the facility, and the elimination of 1.5 FTE IT Application Specialists not hired in 2018.
- **Supplies -** Net decrease of $87,331 primarily due to the elimination of all performing arts and event center supplies to operate the facility.
- **Services and Charges** – Increase of $787,792 is due to the addition of services to operate performing arts and event center facility
- **Capital Outlay** – Decrease of $123,388 due to less one-time Information Technology equipment purchases.
- **Internal Services/Other** – Decrease of $33,427 primarily due elimination of one-time services in the information technology fund.

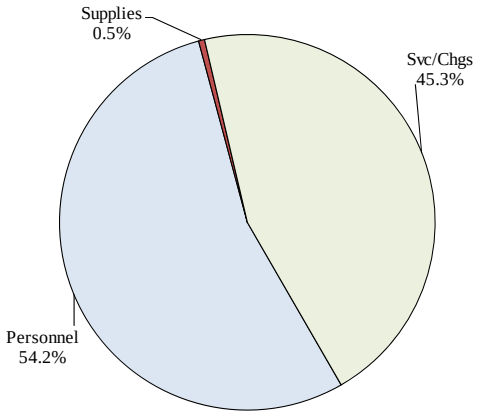
REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
31X	Taxes	$ 51,076	$ 36,270	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ -	0.0%
33X	Intergovernmental	39,684	37,500	23,026	23,026	23,026	-	-	(23,026)	-100.0%
34X	Charges for Services	2,072,728	2,256,709	2,540,394	2,683,622	2,683,622	3,448,346	3,919,972	764,724	28.5%
36X	Miscellaneous	57,949	256,503	898,249	1,096,844	1,096,844	383,351	383,351	(713,493)	-65.0%
39X	Other Financing Sources	399,303	804,041	181,317	626,762	626,762	453,855	-	(172,907)	-27.6%
	Total Revenues:	**$ 2,620,741**	**$ 3,391,023**	**$ 3,694,062**	**$ 4,481,330**	**$ 4,481,330**	**$ 4,336,628**	**$ 4,354,399**	**$ (144,702)**	**-3.2%**
Expenditure Summary:										
1XX	Salaries & Wages	1,943,691	2,280,021	2,525,987	2,509,546	2,509,546	1,944,473	1,963,172	(565,073)	-22.5%
2XX	Benefits	685,177	791,438	895,094	877,105	877,105	757,146	763,733	(119,959)	-13.7%
3XX	Supplies	77,743	87,751	90,996	171,977	171,977	84,646	84,646	(87,331)	-50.8%
4XX	Services and Charges	1,526,526	1,943,955	1,650,421	2,518,269	2,518,269	3,306,061	3,286,061	787,792	31.3%
5XX	Intergovernmental	355,197	430,663	362,728	362,728	362,728	362,728	362,728	-	0.0%
6XX	Capital Outlays	728,970	497,256	356,306	574,711	574,711	451,323	375,851	(123,388)	-21.5%
9XX	Internal Services/Other	-	19,045	74,008	198,241	198,241	164,814	164,814	(33,427)	-16.9%
	Total Expenditures:	**$ 5,317,303**	**$ 6,050,128**	**$ 5,955,540**	**$ 7,212,577**	**$ 7,212,577**	**$ 7,071,191**	**$ 7,001,004**	**$ (141,386)**	**-2.0%**

MAYOR'S OFFICE ADMINISTRATION

Responsible Manager: ***Mayor Jim Ferrell***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Mayor's Office Administration includes the Mayor, communications, public defender, and government affairs.

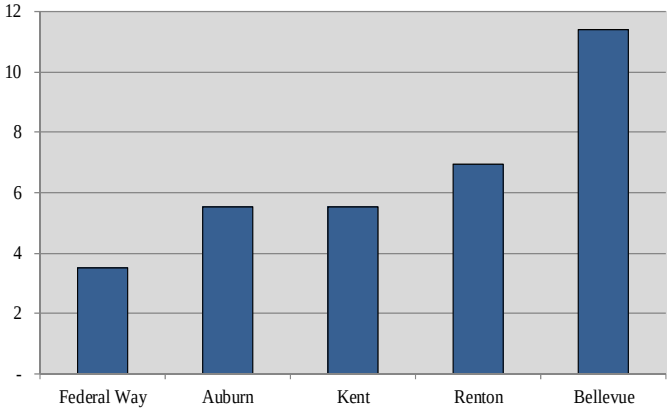
The Mayor's Office implements Council's vision and also oversees the Federal/State Lobbyist and media relations.

GOALS/OBJECTIVES:

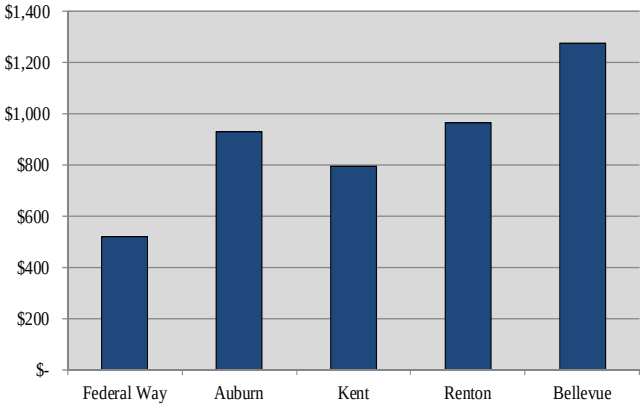
- Lead the organization to implement Council's vision, goals, policies, direction with the SPIRIT (Service, Pride, Integrity, Respect, Initiative, and Team-work) value
- Ensure effective management and deployment of human, financial and material resources
- Lead and coordinate City's role in local, regional, state and federal issues to further and achieve City Council's vision and goals
- Lead and coordinate proactive economic development efforts to create and maintain a dynamic city center and vital neighborhoods
- Lead and coordinate proactive and effective communications with citizens, the news media, and employees
- Coordinate activities of the Sister City Program
- Communicate the City's vision, mission and goals as well as day-to-day service information to constituents and key stakeholders.

PERFORMANCE MEASURES:

2017 Adopted Employees per 1,000 population



2017 Adopted General Fund Budget per Capita



Type/Description	2017	2018	2019	2020
Workload Measures:				
• Total FTEs managed[1]	336.70	339.20	340.50	340.50
• Total expenditure budget managed (in millions of $)	$141.97	$131.00	$122.59	$109.96
• Number of Media Releases	54	49	54	49
Efficiency Measures:				
• Employees per 1000 population[2]	3	3	3	3
• General fund budget per capita[2]	$537	$551	$537	$551

1. *Includes total authorized Full-Time Equivalents (FTE).*
2. *Population based on 2015 figures 90,764.*

MAYOR'S OFFICE ADMINISTRATION
Responsible Manager: ***Mayor Jim Ferrell***

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	61
Senior Policy Advisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Communications & Govt Relations Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Office Manger	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Graphics Coordinator	0.34	0.34	0.34	0.34	0.34	0.34	0.34	22
Total Regular Staffing	5.34	5.34	5.34	5.34	5.34	5.34	5.34	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	5.34	5.34	5.34	5.34	5.34	5.34	5.34	n/a

HIGHLIGHTS/CHANGES:

The Mayor's Office Administration proposed operating budget totals $1,175,379 in 2019 and $1,178,208 in 2020. This is a 3.0% or $36,443 decrease from the 2018 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Decrease of $36,443 primarily due to changes of employees in positions and pay grades.
- **Benefits** – Decrease of $130 primarily due to employee changes in health benefit plans.

REVENUE AND EXPENDITURE SUMMARY:
MAYOR'S OFFICE ADMINISTRATION – GENERAL FUND

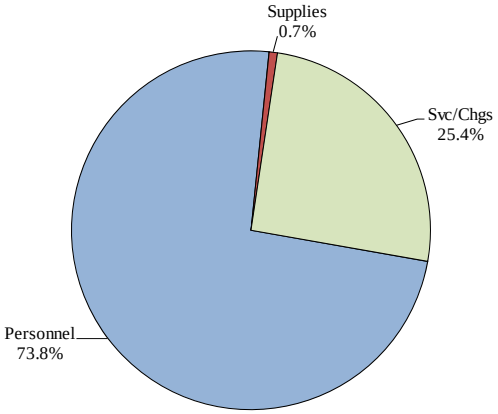
Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
	Total Revenues:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
1XX	Salaries & Wages	464,467	399,398	482,340	487,736	487,736	451,424	454,252	(36,312)	-7.4%
2XX	Benefits	166,502	135,450	184,097	185,214	185,214	185,084	185,084	(130)	-0.1%
3XX	Supplies	12,150	12,784	6,070	6,070	6,070	6,070	6,070	-	0.0%
4XX	Services and Charges	527,941	533,577	481,726	481,726	481,726	481,726	481,726	-	0.0%
	Total Expenditures:	**$ 1,171,059**	**$ 1,081,209**	**$ 1,154,233**	**$ 1,160,746**	**$ 1,160,746**	**$ 1,124,303**	**$ 1,127,132**	**$ (36,443)**	**-3.1%**

MAYOR'S OFFICE ADMINISTRATION – PROPOSITION 1 FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 51,076	$ 36,270	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ 51,076	$ -	0.0%
	Total Revenues:	**$ 51,076**	**$ 36,270**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ -**	**0.0%**
Expenditure Summary:										
4XX	Services and Charges	51,076	36,270	51,076	51,076	51,076	51,076	51,076	-	0.0%
	Total Expenditures:	**$ 51,076**	**$ 36,270**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ 51,076**	**$ -**	**0.0%**

ECONOMIC DEVELOPMENT
Responsible Manager: ***Tim Johnson, Director***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Department houses the City's Economic Development function. Economic Development's mission is to produce solutions to attract and retain businesses, jobs, and investments along with improving the tax base and enhancing the quality of life in Federal Way.

GOALS/OBJECTIVES:

- Promote and create a sustainable, diversified and globally focused economy.
- Help attract, expand & retain businesses, jobs and investments (new development & redevelopment) that provide employment opportunities for Federal Way residents
- Alignment of reuse of former Weyerhaeuser corporate campus to next Generation Jobs
- Build a brand to promote and enhance the image of Federal Way
- Ensure educational opportunities align with future job growth
- Formulate tools and systems to encourage entrepreneurship

2017/2018 ACCOMPLISHMENTS

- **Recruitment /Retention of Businesses**
  - Assistance to companies
  - Organized meeting for Mayor with the Foreign Consulates Association of Washington
  - Organizing meeting for Mayor with representatives from Banks, S&L's Credit Unions and Financial Intermediaries
  - Coordinated FW Small Business Assistance Program with Highline College
  - Produced Bi-annual Publication of Economic Development Activity Report
- **Branding Initiative**
  - Formulated Targeted Industry Initiative on International Trade and Relations entitled "Centered on Global Opportunity." Included marketing piece, Video and Direct Marketing Campaign
  - Formulated Targeted Industry Initiative on Tourism entitled "Centered on Visitor Opportunity"
  - Formulated Targeted Industry Initiative entitled "Centered on Business Opportunity" Included marketing piece, Federal Way: Your Back Office Hub.
  - Update Content Management of Website
- **University Initiative**
  - Assisted Highline College and UW in location of future facility for classrooms for University Initiative
- **Downtown & Town Center Project**
  - Organized meeting for Mayor with Downtown Property Owners
  - Organized Council briefings on Evergreen District, the Redevelopment of Belmor Park
  - Provided leadership in Hotel RFP and subsequent negotiations
- **Other**
  - Submission and approval of Opportunity Zone
  - Wrote, acquired and Managed Port of Seattle Grants 2017 & 2018
  - Wrote proposals and acquired sponsorships for $,$$$'s for programs for meetings with Property Owners and Foreign Consulates
  - Formulated Student Internship Program
  - Formulated Storyboard, Script and Production of Video on Naming Rights for PAEC
  - New Business Model for City Addressing Abandoned shopping Carts

ECONOMIC DEVELOPMENT
Responsible Manager: ***Tim Johnson, Director***

HIGHLIGHTS/CHANGES:

- **Stakeholder Relations:**
  - Greater FW Chamber of Commerce
  - Highline College, SBDC
  - University of Washington, Tacoma
  - State Dept. of Commerce
  - Port of Seattle
  - Sound Transit
  - Seattle Sports Commission
  - Visit Seattle
  - Federal Reserve Bank
  - Commercial Brokers Association, Puget Sound
  - National Association of Industrial and Office Parks, Puget Sound Chapter
  - CCIM, Real Estate Investors Association, Seattle Chapter
  - Urban Land institute, Washington Chapter
  - International Economic Development Council
  - Washington Economic Development Association

2019/2020 Goals

- **Recruitment /Retention of Businesses**
  - Provide Assistance to Companies
  - Provide Assistance to Commercial Property Owners
  - Organize annual meeting for Mayor with the Foreign Consulates Association of Washington
  - Organize annual meeting for Mayor with representatives from Banks, S&L's Credit Unions and Financial Intermediaries
  - Coordinate FW Small Business Assistance Program with Highline College
  - Produce Bi-annual Publication of Economic Development Activity Report
- **Branding Initiative**
  - Continue Targeted Industry Initiative on International Trade and Relations entitled "Centered on Global Opportunity."
  - Continue Targeted Industry Initiative on Tourism entitled "Centered on Visitor Opportunity"
  - Continue Targeted Industry Initiative entitled "Centered on Business Opportunity"
- **University Initiative**
  - Completion of permits for Highline College and UW for future facility for classrooms for University Initiative
- **Downtown & Town Center Project**
  - Organize annual meeting for Mayor with Downtown Property Owners
  - Continue Council briefings on Evergreen District, the Redevelopment of Belmor Park
  - Provided leadership in Town Center and other Downtown related projects project
- **Other**
  - Implementation of Opportunity Zone
  - Write, Acquired and Manage Port of Seattle Grant 2019
  - Write proposals and acquire sponsorships for $,$$$'s for programs for meetings with Property Owners and Foreign Consulates, bankers, etc.
  - Continue Implementation of Student Internship Program
  - Support to other City Departments

ECONOMIC DEVELOPMENT
Responsible Manager: ***Tim Johnson, Director***

HIGHLIGHTS/CHANGES:

The Economic Development Division proposed operating budget totals $280,973 in 2019 and $280,973 in 2020. This is a 7.0% or $21,292 decrease from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Decrease of $27,108 primarily due to eliminating one-time grant funding for temporary help.
- **Benefits** – Increase of $5,816 primarily due to an increase in health insurance premiums.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	144,240	158,732	144,240	174,240	174,240	147,132	147,132	(27,108)	-15.6%
2XX	Benefits	36,436	38,826	54,508	54,508	54,508	60,324	60,324	5,816	10.7%
3XX	Supplies	1,139	4,980	2,100	2,100	2,100	2,100	2,100	-	0.0%
4XX	Services and Charges	132,831	45,761	36,717	71,417	71,417	71,417	71,417	-	0.0%
	Total Expenditures:	**$ 314,646**	**$ 248,298**	**$ 237,565**	**$ 302,265**	**$302,265**	**$ 280,973**	**$ 280,973**	**$ (21,292)**	**-7.0%**

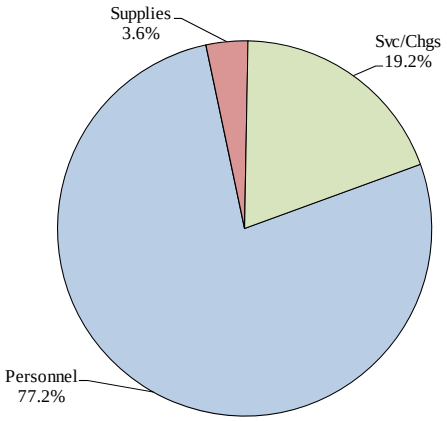
POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
General Fund:								
Director-Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58i
Total General Fund:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Total Regular Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a

EMERGENCY MANAGEMENT

Responsible Manager: ***Ray Gross, C.E.M., Emergency Manager***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The missions of Emergency Management is to prepare the City of Federal Way and the Greater Federal Way community for natural or manmade disasters through public education, training, planning and building interagency cooperation. Ensuring 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. Emergency Management also ensures 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. Emergency Management also outreaches to the community, offering training and education materials or presentation on preparedness.

GOALS/OBJECTIVES:

Emergency Management will continue to ensure compliance with the National Incident Management System, via the Emergency Operations Plan, training and using the Incident Command System.

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

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

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• NIMS ICS Compliance				
• Update GFW Emergency Management Plan to be NIMS compliant	1	1	1	1
• Conduct Emergency Management table top/functional exercises for staff assigned to the GFW EOC	3	3	3	3
• Conduct monthly Emergency Management oversight and planning committee meetings	11	11	11	11
Outcome Measures:				
• Number of people trained in NIMS ICS Training	30	30	30	30
• Number of table top exercises conducted	3	3	3	3
Efficiency Measures:				
• Training GFW EOC staff in NIMS ICS	100%	100%	100%	100%
• Conducting exercises and EOC activation	3	3	3	3
• Public Education and Involvement Meetings	12	12	12	12

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Emergency Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	**50**
Total Regular Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a

EMERGENCY MANAGEMENT

Responsible Manager: ***Ray Gross, C.E.M., Emergency Manager***

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $202,353 in 2019 and $202,353 in 2020. This is a 1.7% or $3,322 increase from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages**– Increase of $2,220 due to scheduled step increases for positions
- **Services and Charges –** Increase of $1,102 due to health insurance cost increases.

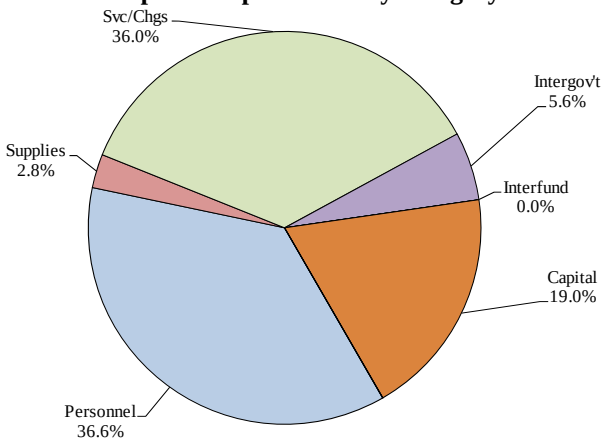
REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 39,684	$ 37,500	$ 23,026	$ 23,026	$ 23,026	$ -	$ -	$ (23,026)	-100.0%
36X	Miscellaneous	31,050	28,000	28,000	28,000	28,000	28,000	28,000	-	0.0%
39X	Other Financing Sources	-	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 70,734**	**$ 65,500**	**$ 51,026**	**$ 51,026**	**$ 51,026**	**$ 28,000**	**$ 28,000**	**$ (23,026)**	**-45.1%**
Expenditure Summary:										
1XX	Salaries & Wages	117,676	112,152	111,036	111,036	111,036	113,256	113,256	2,220	2.0%
2XX	Benefits	44,350	44,253	41,935	41,935	41,935	43,037	43,037	1,102	2.6%
3XX	Supplies	5,070	-	7,300	7,300	7,300	7,300	7,300	-	0.0%
4XX	Services and Charges	37,825	45,244	38,760	38,760	38,760	38,760	38,760	-	0.0%
	Total Expenditures:	**$ 204,921**	**$ 201,649**	**$ 199,031**	**$ 199,031**	**$ 199,031**	**$ 202,353**	**$ 202,353**	**$ 3,322**	**1.7%**

INFORMATION TECHNOLOGY

Responsible Manager: ***Thomas Fichtner, Information Technology Manager***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Information Technology Division receives its operating funds from the Information Technology Fund. The fund also accumulates money to replace capital equipment and software as needed. Program costs are recovered via interfund charges. The fund is designed to account for all costs associated with city 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 (WWW) services; and mail and duplications.

Information Technology Services include technical services, support, and enhancements to the city's information technology systems. These services cover all data processing hardware and software including applications, operating systems, special systems, networks, LAN/WAN/MAN, staff training, equipment acquisitions, contract/project management, database administration, programming and all other items related to city's computing needs.

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.

Geographical Information System (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 for staff and public to the city's GIS. This division provides production and support resources to all city departments.

A/V, Government Access Channel (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, FTP, SMTP, VPN, and IGN services; providing training for staff; monitoring system security; developing interfaces; and integrating internal systems with Internet services. We will continue to enhance our web services, to include more online documents, applications, and forms; online payments; and e-commerce.

GOALS/OBJECTIVES:

- Support City goals and department objectives through automation.
- Excellent customer service, staff support and training.
- Understand departments' business processes and needs.
- Streamline City operations through integration and systems automation.
- Keep informed of technology trends, enhancements, and capabilities.
- Seek new technology and apply where it is cost effective.
- Improve access to City services and information through WWW and other online systems.
- Provide stable and reliable information technology infrastructure.
- Provide up-to-date hardware and software tools for staff.
- Be proud and confident in what we do.

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2017/2018 ACCOMPLISHMENTS

- Completed Washington State Patrol CJIS Triennial Audit.
- Annual replacement of major hardware including desktop PCs, printers, copiers, servers, radios, etc.
- Replace the server battery backup/uninterruptable power supply (UPS).
- Police Spillman (Records Management System) Server upgrade.
- Upgraded the City's Laserfiche Document Management System.
- Made improvements to the JustWare Case Management System to streamline workflow.
- Performed a major upgrade the City's ArcGIS system from version 9.3 to 10.6.1 and added a new public portal for accessing GIS resources.
- Major upgrade and expansion to the City's Safe City camera system using a $250K grant from the State of Washington.
- Made improvements to the City's public WiFi system: FWWireless.
- Installed and configure new IT related systems (network, phones, PCs, cameras & WiFi) for the Performing Arts and Event Center.
- Continue to develop new and streamlined web services, including the City's job application process and E-Newsletter.
- Implemented digital display boards at the Federal Way Community Center, Dumas Bay Centre, and Municipal Court.
- Implemented the RecTrac Recreation Management System for the Federal Way Community Center and Dumas Bay Centre.
- Replaced old spam and email archiving appliances with a new cloud-based service.
- Completion of the IVR (automated permit inspection line) system upgrade.
- Equipment surplus.
- Community Center audio/video upgrade.
- One GIS staff member participated in Community Development's LEAN process.
- Implement hardware and software for electronic plan review.

2019/2020 ANTICIPATED KEY PROJECTS

- Perform a City-wide security assessment and plan an implementation strategy for findings.
- System storage replacement and upgrade.
- Backup software replacement.
- Annual replacement of major hardware including desktop PCs, printers, copiers, servers, radios, etc.
- Government Access Channel replacement of failing and outdated equipment.
- Replacement of Police in-vehicle routers.
- Upgrade server software as needed.
- Upgrade City workstations with latest version of Windows and Office.

INFORMATION TECHNOLOGY

Responsible Manager: ***Thomas Fichtner, Information Technology Manager***

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
Information Systems				
• New systems implementation	4	4	1	1
• Users served	400	400	400	400
• Personal computers (PCs) maintained	500	500	500	500
• Number of support calls received annually	2,600	3,000	3,000	3,000
• Number of applications maintained	116	117	118	119
• Number of Servers / LAN / WAN	90	92	92	92
Communication				
• Number of phones operated and maintained	460	460	460	460
• Number of cellular phones operated and maintained.	215	215	220	220
• Number of cellular data cards operated and maintained.	111	111	115	15
• Number of pagers operated and maintained	0	0	0	0
• WEB site visits	190,000	190,000	200,000	200,000
• Number of radios maintained	244	254	260	260
GIS				
• Number of map requests and analyses	310	310	150	150
• Number of standard data layers	181	181	150	100
GAC/web				
• Number of web pages maintained	250	250	250	250
• Number of Bulletin pages broadcasted	125	125	125	125
• Hours of TV broadcasting per day	24	24	24	24
• Number of Cable customer calls handled	25	25	25	25
Outcome Measures:				
Information Systems				
• Percent technical response within 2-4 hours	80.0%	80.0%	80.0%	80.0%
• Percent IT system up-time during normal business hours	99.5%	99.5%	99.5%	99.5%
Communication				
• Percent communications up-time during normal business hours	99.9%	99.9%	99.9%	99.9%
GIS				
• % of users who rate GIS system as meeting expectations	99.0%	99.0%	99.0%	99.0%
• Number of map requests by the public	15	15	15	15

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
IT Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55a
IT Supervisor/Systems & Help Desk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	44
IT Analyst Applications/GIS	1.00	1.00	1.00	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 Analyst Web, App, Security	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
IT Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
IT Application Specialist	-	-	1.50	-	-	-	-	35
Total Regular Staffing	7.00	7.00	8.50	7.00	7.00	7.00	7.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	7.00	7.00	8.50	7.00	7.00	7.00	7.00	n/a

INFORMATION TECHNOLOGY

Responsible Manager: ***Thomas Fichtner, Information Technology Manager***

HIGHLIGHTS/CHANGES:

The overall Information Technology proposed operating budget totals $2,381,321 in 2019 and $2,301,283 in 2020. This is a 10.3% or $273,329 decrease from the 2018 adjusted budget which accounts for information systems, geographical information systems, telecommunications, government access channel and web services, mail & duplication, and support for all City departments including public safety and municipal court. Major line items changes include:

- **Salaries & Wages** – Net decrease of $108,444 is primarily due to the reduction of 1.5FTE Application Specialists that were never hired during 2018.
- **Benefits** – Decrease of $28,070 primarily due to the reduction of 1.5FTE Application Specialists that were never hired during 2018.
- **Services and Charges** – Increase of $20,000 primarily due to one-time professional services for security threat assessments.
- **Capital Outlay** – Decrease of $123,388 due to due to less one-time capital purchases.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
502/503	Charges for Services	$ 2,072,728	$ 2,209,463	$ 2,318,426	$ 2,488,719	$ 2,488,719	$ 2,366,566	$ 2,382,000	$ (122,153)	-4.9%
502/503	Miscellaneous	26,890	28,953	19,000	19,000	19,000	19,000	19,000	-	0.0%
502/503	Other Financing Sources	-	109,338	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 2,099,619**	**$ 2,347,755**	**$ 2,337,426**	**$ 2,507,719**	**$ 2,507,719**	**$2,385,566**	**$2,401,000**	**$ (122,153)**	**-4.9%**
Expenditure Summary:										
1XX	Salaries & Wages	661,291	650,146	750,872	750,872	750,872	642,428	653,613	(108,444)	-14.4%
2XX	Benefits	226,902	228,783	257,776	257,776	257,776	229,706	233,955	(28,070)	-10.9%
3XX	Supplies	52,614	43,554	66,056	66,056	66,056	66,056	66,056	-	0.0%
4XX	Services and Charges	597,588	708,780	755,277	837,530	837,530	857,530	837,530	20,000	2.4%
5XX	Intergovernmental	130,973	123,278	134,278	134,278	134,278	134,278	134,278	-	0.0%
6XX	Capital Outlay	728,970	497,256	356,306	574,711	574,711	451,323	375,851	(123,388)	-21.5%
9XX	Internal Services/Other	-	-	33,427	33,427	33,427	-	-	(33,427)	-100.0%
	Total Expenditures:	**$ 2,398,338**	**$ 2,251,795**	**$ 2,353,992**	**$ 2,654,650**	**$ 2,654,650**	**$2,381,321**	**$2,301,283**	**$ (273,329)**	**-10.3%**

HUMAN RESOURCES

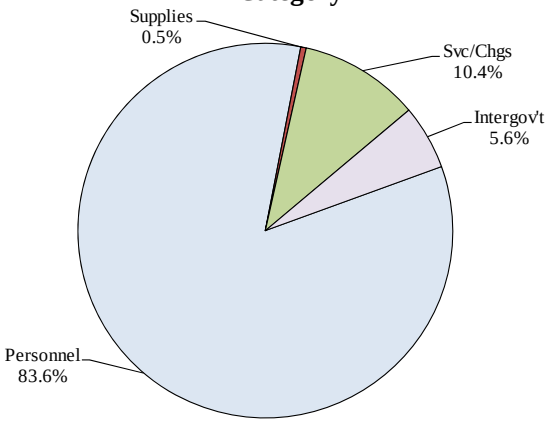
Responsible Manager: ***Jean Stanley, Manager***

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 of stationery, coordination of the Safety Committee, Federal Way Retirement System Board, Civil Service and worker's compensation claims processing.

2019 Proposed Expenditures by Category



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	2017	2018	2019	2020
Workload Measures:				
• Number of employee applications processed	1,850	1,900	1,900	1,900
• Number of Public Safety Testing applications processed	535	535	535	535
• Number of recruitments coordinated	79	80	75	75
• Number of training hours provided	490	900	500	900
• Number of Wellness Your Way Accounts Managed	430	435	435	435
• Number of Onsite Biometric Participants	280	310	320	320
Outcome Measures:				
• % new employee orientations given in 3 days of employment	100%	100%	100%	100%
• Percent exit interviews completed	100%	100%	100%	100%
• Employee turnover rate	10%	10%	10%	10%
• Percent of minority employees in City workforce	24%	28%	25%	25%
• Worker's compensation experience factor	.9055	1.03344	.9500	.9500

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	29
Administrative Assistant I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	18
Total Regular Staffing	3.50	3.50	3.50	3.50	3.50	3.50	3.50	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grant Total Staffing	3.50	3.50	3.50	3.50	3.50	3.50	3.50	n/a

HUMAN RESOURCES

Responsible Manager: ***Jean Stanley, Manager***

HIGHLIGHTS/CHANGES:

The Human Resource Division's proposed operating budget totals $510,693 in 2019and 514,880 in 2020. This is an 10.0% or $46,421 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** - Increase of $27,883 primarily due to scheduled step increases for positions and pay grade changes for HR analysts.
- **Benefits** – Increase of $18,538 primarily due to an increase in health insurance premiums.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	n/a
	Total Revenues:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
1XX	Salaries & Wages	266,935	285,378	274,865	274,865	274,865	302,748	306,936	27,883	10.1%
2XX	Benefits	100,066	105,839	105,589	105,589	105,589	124,127	124,127	18,538	17.6%
3XX	Supplies	2,543	1,226	2,370	2,370	2,370	2,370	2,370	-	0.0%
4XX	Services and Charges	72,852	35,263	52,998	52,998	52,998	52,998	52,998	-	0.0%
5XX	Intergovernmental	23,447	21,984	28,450	28,450	28,450	28,450	28,450	-	0.0%
	Total Expenditures:	**$ 465,842**	**$ 449,689**	**$ 464,272**	**$ 464,272**	**$ 464,272**	**$ 510,693**	**$ 514,880**	**$ 46,421**	**10.0%**

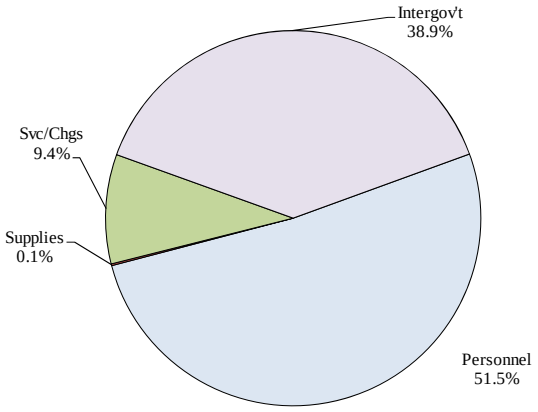
CITY CLERK

Responsible Manager: ***Stephanie Courtney***

PURPOSE/DESCRIPTION:

The City Clerk's function is to act as the clerk of the Council for all City Council Meetings; prepare Council meeting agendas, materials, and official minutes; maintain an effective records retention/destruction schedule for all city records per State guidelines; administer requests for public documents in accordance with the Public Discloser Act; maintain and update information about the City, Council, and Council-appointed Commissioners/Committees; coordination of Commission/Board vacancy and appointment process; administer Oaths of Office to Elected Officials; Prepare and ensure timely publication of Public Notices; maintain the official City records and files, including Ordinances, Resolutions, and Contracts/Agreements; coordination of the City's Land Use Hearing Examiner program; Enforce Business Licensing regulations; perform Notary Public services; and complete all other special projects as assigned.

2019 Proposed Expenditures by Category



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

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Number of Agenda Bills submitted to City Council	250	260	250	260
• Number of Legal Notices prepared and published annually	25	25	25	25
• Number of Council Agendas prepared and published annually	45	45	45	45
• Number of Ordinances processed annually	25	25	25	25
• Number of Resolutions processed annually	15	15	15	15
• Number of City Agreements processed annually	235	245	235	245
• Number of City Meetings noticed per the Open Public Meetings Act	250	260	250	260
• Number of Appointments made to Citizen Commissions/Committees	35	35	35	35
• Number of Hearing Examiner Public Hearings coordinated and supervised	10	10	10	10
• Number of Public Record Requests processed	350	350	350	350
• Number of Notarial Acts performed	135	135	135	135
• Number of Boxes of Records which met retention that are destroyed or transferred to State Archivist	125	125	125	125
Outcome Measures:				
• Percent of agenda packets delivered to Council four days prior to meetings	100%	100%	100%	100%
• Percent of meeting agendas published more than 24 hours prior to meetings	100%	100%	100%	100%
• Percent of Public Records Requests acknowledged and processed within the 5 day requirement per RCW	100%	100%	100%	100%
• Percent of ordinances and resolutions processed within 6 working days.	100%	100%	100%	100%
• Percent of City agreements processed within 6 working days	100%	100%	100%	100%

CITY CLERK

Responsible Manager: ***Stephanie Courtney***

POSITION INVENTORY:

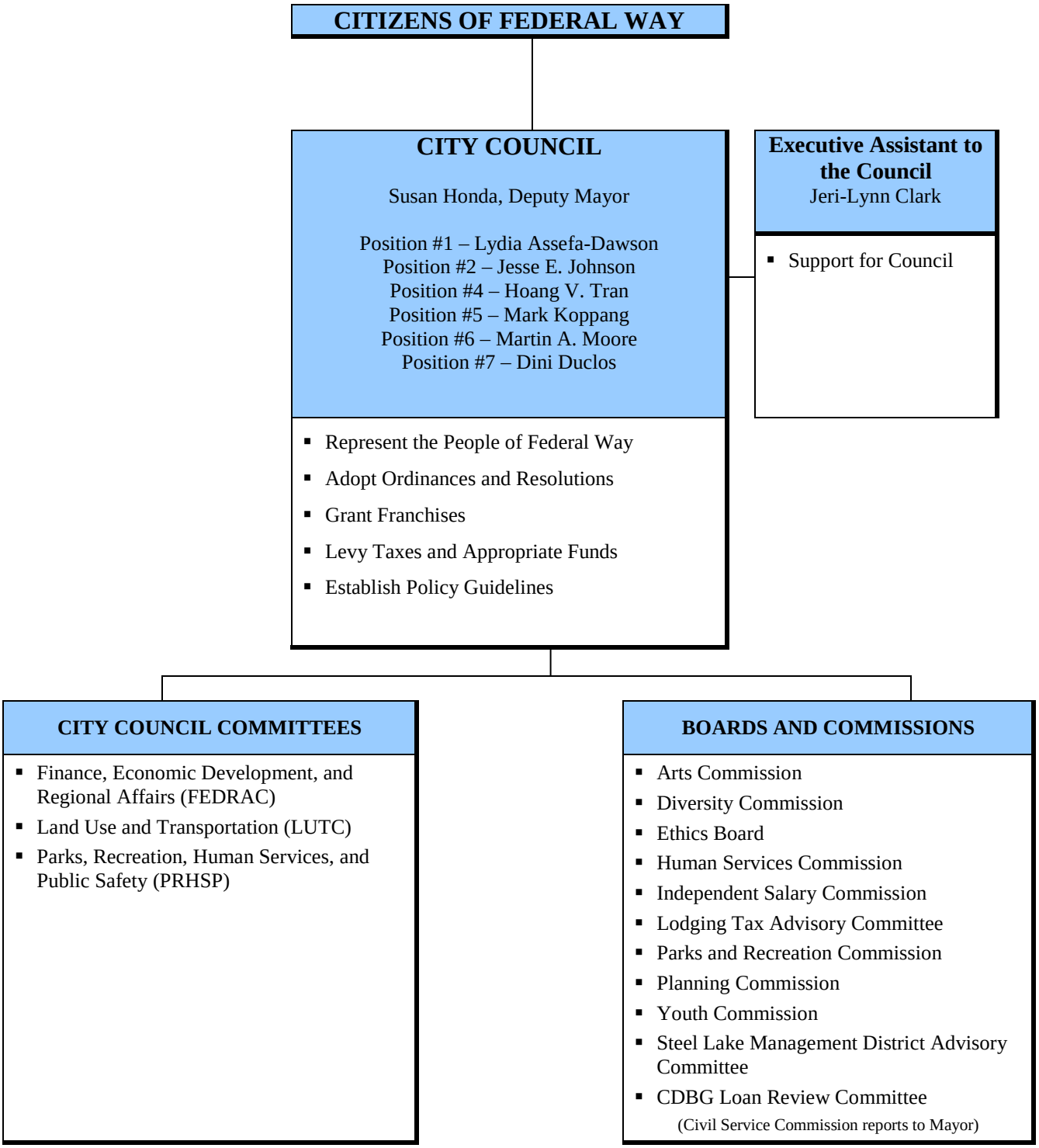
Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
Administrative Assistant I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	18
Total Regular Staffing	2.50	2.50	2.50	2.50	2.50	2.50	2.50	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grant Total Staffing	2.50	2.50	2.50	2.50	2.50	2.50	2.50	n/a

The City Clerk's proposed operating budget totals $513,486 in 2019 and $513,984 in 2020. This is a 1.0% or $4,935 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of $1,905 primarily due to a scheduled step increases for positions.
- **Benefits** – Increase of $3,030 due to increased healthcare costs.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	170,542	187,037	185,580	185,580	185,580	187,485	187,983	1,905	1.0%
2XX	Benefits	66,684	71,213	73,839	73,839	73,839	76,869	76,869	3,030	4.1%
3XX	Supplies	711	586	750	750	750	750	750	-	0.0%
4XX	Services and Charges	38,201	41,513	48,382	48,382	48,382	48,382	48,382	-	0.0%
5XX	Intergovernmental	200,777	285,402	200,000	200,000	200,000	200,000	200,000	-	0.0%
	Total Expenditures:	**$ 476,915**	**$ 585,751**	**$ 508,551**	**$ 508,551**	**$ 508,551**	**$ 513,486**	**$ 513,984**	**$ 4,935**	**1.0%**


CITIZENS OF FEDERAL WAY
CITY COUNCIL
Susan Honda, Deputy Mayor
Position #1 – Lydia Assefa-Dawson
Position #2 – Jesse E. Johnson
Position #4 – Hoang V. Tran
Position #5 – Mark Koppang
Position #6 – Martin A. Moore
Position #7 – Dini Duclos
Represent the People of Federal Way
Adopt Ordinances and Resolutions
Grant Franchises
Levy Taxes and Appropriate Funds
Establish Policy Guidelines
Executive Assistant to the Council
Jeri-Lynn Clark
Support for Council
CITY COUNCIL COMMITTEES
Finance, Economic Development, and Regional Affairs (FEDRAC)
Land Use and Transportation (LUTC)
Parks, Recreation, Human Services, and Public Safety (PRHSP)
BOARDS AND COMMISSIONS
Arts Commission
Diversity Commission
Ethics Board
Human Services Commission
Independent Salary Commission
Lodging Tax Advisory Committee
Parks and Recreation Commission
Planning Commission
Youth Commission
Steel Lake Management District Advisory Committee
CDBG Loan Review Committee
(Civil Service Commission reports to Mayor)

CITY COUNCIL

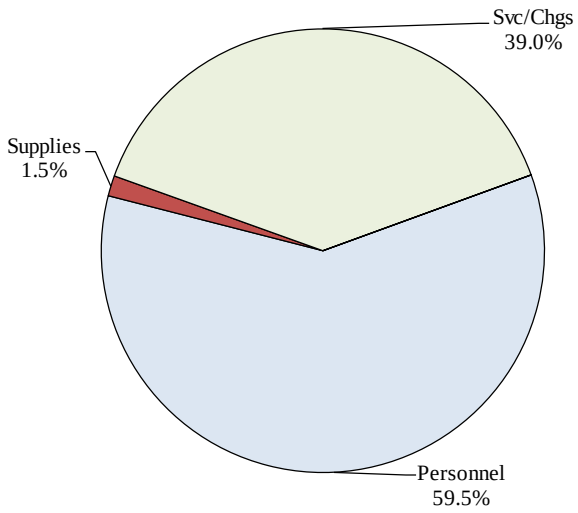
Responsible Manager: ***Deputy Mayor Susan Honda***

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 Deputy Mayor 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.

The Federal Way City Council meetings are held the first and third Tuesday of each month at 7:00 p.m. Public comments are welcome at the beginning of each meeting. The Council has three working committees: Finance, Economic Development and Regional Affairs Committee; Land Use and Transportation Committee; and the Parks, Recreation, Human Services and Public Safety Committee. The Deputy Mayor appoints committee chairs annually. All committee meetings are open to the public.

2019 Proposed Expenditures by Category



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.

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Council Member*	3.50	3.50	3.50	3.50	3.50	3.50	3.50	n/a
Executive Assistant to Council	0.70	0.70	0.70	0.70	0.70	0.70	0.70	31a
Total Regular Staffing	4.20	4.20	4.20	4.20	4.20	4.20	4.20	n/a
Change from prior year	0.05	-	0.05	-	-	-	-	n/a
Grand Total Staffing	4.20	4.20	4.20	4.20	4.20	4.20	4.20	n/a

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

CITY COUNCIL

Responsible Manager: ***Deputy Mayor Susan Honda***

HIGHLIGHTS/CHANGES:

The City Council's proposed operating budget totals $439,962 in 2019 and $446,163 in 2020. This is a 8.9% or $36,085 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages**: Increase of $23,314 is primarily due to scheduled step increases for positions.
- **Benefits**: Increase of $4,690 is due to health insurance premium increases.
- **Services and Charges**: Increase of $8,081 is due to an increase in AWC, SCA, and PSRC association dues.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Adopted - 18 Adj $ Chg	19 Adopted - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	141,428	140,532	149,587	150,188	150,188	173,502	173,502	23,314	15.5%
2XX	Benefits	81,086	81,874	83,674	83,796	83,796	88,486	88,486	4,690	5.6%
3XX	Supplies	6,975	5,424	6,372	6,537	6,537	6,537	6,537	-	0.0%
4XX	Services and Charges	143,690	151,540	163,521	163,356	165,329	171,437	177,638	8,081	4.9%
	Total Expenditures:	**$ 373,180**	**$ 379,370**	**$ 403,154**	**$ 403,877**	**$ 405,850**	**$ 439,962**	**$ 446,163**	**$ 36,085**	**8.9%**

COUNCIL COMMITTEES ROLES AND RESPONSIBILITIES

FINANCE, ECONOMIC DEVELOPMENT, AND REGIONAL AFFAIRS COMMITTEE:

The Council's Finance, Economic Development, and Regional Affairs Committee (FEDRAC) reviews issues and policies related to: the City's budget and fiscal affairs; financial operations; economic development activities; and legislative & regional relations. Items considered by FEDRAC on a regular basis are: county, state, and federal legislative issues; franchise agreements; equipment purchases; redevelopment efforts; economic development strategies; and financial reports. The City's Lodging Tax Advisory Committee reports to FEDRAC. Committee Members serving for 2018 are: Councilmember Dini Duclos (Chair), Councilmember Lydia Assefa-Dawson and Councilmember Hoang Tran.

Meetings are held the 4th Tuesday of each month at 4:30 p.m. in the Hylebos Conference Room (2nd Floor, next to Council Chambers) unless otherwise noted. Although the meetings are not televised, audio recordings can be downloading by visiting the City's website at www.cityoffederalway.com.

LAND USE AND TRANSPORTATION COMMITTEE:

The Council's Land Use Transportation Committee (LUTC) considers all zoning, planning, and transportation-related policies and issues. Items typically reviewed by the Committee include: comprehensive plan amendments; zoning designation changes/variances; design guideline changes; any change in City code governing land use and development; and all surface water and transportation project related design, construction and funding. The Planning Commission reports to LUTC. Committee members for 2018 are: Councilmember Mark Koppang (Chair), Councilmember Hoang Tran, and Councilmember Jesse Johnson.

Meetings are held on 1st Monday of each month at 5:00 PM in the Council Chambers at City Hall, unless otherwise noted.

PARKS, RECREATION, HUMAN SERVICES, AND PUBLIC SAFETY COMMITTEE:

The Parks, Recreation, Human Services and Public Safety Committee (PRHSPS) reviews issues related to these particular areas: development and construction of parks and other city facilities; human services; diversity; and public safety issues. The City's Arts, Diversity, Human Services, Parks & Recreation, and Youth Commissions all report to PRHSPS. Committee members for 2018 are: Councilmember Jesse Johnson (Chair), Councilmember Mark Koppang and Councilmember Martin A. Moore.

Meetings are held the 2nd Tuesday of each month at 5:00 PM in the Hylebos Conference Room at City Hall, unless otherwise noted.

LODGING TAX ADVISORY COMMITTEE:

The Lodging Tax Advisory Committee (LTAC) advises the City Council on the allocation of lodging tax revenue for programs and activities that will encourage tourism in Federal Way.

The membership of the LTAC is appointed by the City Council and consists of up to seven members: one member is an elected official of the city who serves as the chair; three members are representatives of businesses required to collect the tax; and three members are persons involved in activities authorized to be funded by revenue received from the tax. Committee members for 2018 are: Martin Moore Councilmember, Chair, Mike Dunwiddie, King County Aquatic Center (Pending confirmation), Jenny Vasquez, Courtyard by Marriott, Joann Piquette, Federal Way Coalition of the Performing Arts, Rose Ehl, Federal Way Farmers Market, Ryan Miller, Phoenix Hotel Groups (Pending confirmation), Jessica Christensen, Comfort Inn (Pending confirmation)

Meetings are held the 2nd Wednesday of each month at 2:30 PM in the Hylebos Conference Room at City Hall, unless otherwise noted.

COMMUNITY DEVELOPMENT DEPARTMENT

Brian Davis
Director

- Overall Department Management/Organization
- Budget Management
- Personnel Matters
- Liaison to Economic Development Department
- Manage Current Land Use Applications & Building Permits
- Growth Management – Comprehensive Plan & Critical Areas
- Shoreline Management
- Regional Land Use & Transportation Issues

ADMINISTRATIVE SUPPORT

Tina Piety
Administrative Assistant II

- Administrative Support to the Director, Department Divisions, Planning Commission
- City-Wide Reception
- Passports
- Records Management

PLANNING DIVISION

Doc Hansen
Planning Manager

- Land Use Review
- Environmental Review
- Planning Commission Support
- Hearing Examiner Support
- Comprehensive Plan Management
- Development Code Revisions
- Rezones
- Annexations/PAA
- Special Reports
- Inter-jurisdictional Issues
- Permit Center and Processing

BUILDING DIVISION

Scott Sproul
Building Official

- Administration of Building & Construction Codes
- Review of Construction Permits & Inspections of Buildings
- Enforcement of Washington State Code, Amendments, & City Construction Regulations
- Legislative and National Code Development & Ordinance Drafting
- Administration of Code Compliance Program, Including Enforcement of CD Regulations
- Permit Center & Processing

COMMUNITY SERVICES DIVISION

Jeffrey Watson, AICP
Community Services Manager

- Community Development Block Grant Program
- Community Services General Fund Grant Programs
- Human Services Commission Support
- Diversity Commission Support
- CDBG Small Business Loans & Loan Review Advisory Committee Support
- Housing Repair Program & Housing Repair Loan Program
- Local and Regional Community Service Issues

COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: ***Brian Davis***

2017/2018 ACCOMPLISHMENTS

- Administrative Division reduced archive storage by consolidating and destroying records and implementing a scan-and-toss procedure per the Washington State Records Retention Schedule, thereby saving the city storage fees and time spent obtaining public records requested documents.
- In 2017, processed 2235 passport applications (a decrease of 17% from 2016) with revenue of $55,875.
- In 2018, processed 2158 passport applications (a decrease of 4% from 2017) with revenue of $67,650 $71,280 (the execution fee increased to $35 in April 2018).
- Completed 13 site-specific comprehensive plan amendments and rezones.
- Completed the 2017 and 2018 Planning Commission Work Program.
- Completed the code amendment to the docket process, amendment to Code related to self-storage units
- Established a floodplain permit process.
- Worked on code amendments to the adoption of an historic preservation ordinance; and amendments to standardize bulk and dimensional requirements for multiple family housing development, development of self-storage of design standards.
- Processed the application to extend the Enchanted Park Concomitant Development Agreement for unique site issues.
- Worked on two moratoriums, self-storage unit development and multi-family, and adopted new standards for each.
- Along with Public Works Department, worked collaboratively with Sound Transit and other agency staff to evaluate and review the Development Agreement and design for the project extending light rail to Federal Way, and began work on the Tacoma Dome Link station.
- The Building & Planning Division worked on a wide variety of significant development projects, including Mirror Lake Village Senior Housing, Creekwood Subdivision, Wild Waves development agreement, review of IRG proposals for more than one million square feet of buildings on the former Weyerhaeuser campus, continued processing of five self-storage unit facilities creating more than 1600 additional storage units, continued development of City Center design standards, Federal Way property tilt-up warehouse, DaVita Healthcare Office Park, Village Care Memory Care, NWCC Center Plaza Rebuild, Federal Way Off-Camus ER, Jacksons Food Store, Ellenos Yogurt, 85c Bakery, NW Kidney Center, Pacific Dental and Starbucks, North Lake Court Plat, eight short plats, initial review of three new elementary schools, and the Panther Lake Trail Project.
- The Building Division completed a major update to the Integrated Voice Response (IVR) System.
- In 2017, Permit Center staff handled 13,955 in-person visits, phone calls, and emails from applicants and property owners. The average wait time to assist customers in the lobby was 3.06 minutes. Additionally, 4,563 building permit, land use, public works and South King Fire & Rescue applications and resubmittals were accepted and processed.
- Permit Center staff reviewed and issued 3,523 commercial, multi-family, single-family, sign, fire-protection, demolition, electrical, mechanical, and plumbing permits in 2017, including 44 over the counter.
- Participation in 'Neighborhood Connection' meetings.
- Community Services Division successfully managed the Human Services General Fund grant process and administration of the grants for 38 programs; awarding a total of $1,032,000 over two years.
- Successfully conducted the Housing Repair Program (HRP), serving 130 persons in 53 households.
- Awarded and administered 207,911 in CDBG Community Services grants for seven agencies.
- Awarded and administered $658,000 in CDBG CERF grants for three agencies and several city programs in 2017.
- Awarded and will complete implementation and administration of an additional six projects with agencies and several city programs totaling $861,500 in 2018.
- Accessed funding through the approved Section 108 Loan for the Performing Arts & Events Center (PAEC) and began repayment.
- Began implementation of the strategies in the approved Neighborhood Revitalization Strategy Area (NRSA) Plan for the Camelot/Laurelwood area of north Federal Way.

- Completed and received approval from HUD for the CDBG Annual Action Plans for 2017 and 2018.
- Participated with King County and the cities of Auburn, Kent, and Bellevue continue implementation of the consortium-wide Consolidated Plan for the CDBG program for the period of 2015-2019.
- Worked with HUD on a monitoring of the city's CDBG program in July 2018.

2019/2020 ANTICIPATED KEY PROJECTS

- Support economic development projects in the City Center and throughout the City.
- Make significant progress on long list of code amendments identified in the adopted Planning Commission Work Program.
- Support major redevelopment projects in the City Center and in neighborhoods as the economy strengthens.
- Continue to process code amendments with a focus on economic development.
- Continue to improve the development process with timely land use and permit review and issuance.
- 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 2019 and 2020 CDBG Action Plans.
- Participate with King County and the cities of Auburn, Kent, and Bellevue to prepare a new consortium-wide Consolidated Plan for the CDBG program for the period of 2020-2024
- Achieve HUD recognition for the city's grant program and properly administer the federal CDBG rules and regulations for the grants received.
- Preparation of a Community Needs Assessment, working with a consultant and the community to identify current needs in the low- and moderate-income communities in Federal Way.
- Improve the Community Services grant application processes and management using the established electronic, on-line system.
- Evaluate and make changes to the Human Services Grant application and award process, criteria, and management system.
- Implement the NRSA Plan for the Camelot/Laurelwood area of north Federal Way.
- Expand our on-line permitting capabilities.
- Manage an increasing plan review and permit inspection workload as development applications rise.
- Administration and enforcement of land use, environmental, and nuisance codes. Manage an increasing volume of code compliance complaints, CARs and proactive code enforcement actions.
- Develop, administer and enforce International Codes for plan review, construction, and inspection.
- Long-range planning and policy work, including potential comprehensive plan amendments, neighborhood plans, code revisions, housing, and annexations.
- Continue to improve customer service by examining through the LEAN process, current review and office procedures.
- Continue to partner with Federal Way Police, using 'Safe Cities' software to identify joint code enforcement issues.
- Continue to work closely with and partner with South King Fire and Rescue in order to provide fire prevention plan review, inspection of sprinkler systems and fire alarm systems and assessment of fire damaged buildings.

COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: ***Brian Davis, Director***

DEPARTMENT POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
General Fund:								
Director-Community Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58C
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Community Services Manager	0.72	0.72	0.72	0.72	0.72	0.72	0.72	46
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Principal Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	41
Senior Planner	2.00	2.00	2.00	2.00	2.00	2.80	2.80	38
Assistant Building Official	1.00	-	-	-	-	-	-	38
Plans Examiner	-	1.00	1.00	1.00	1.00	1.00	1.00	40
Combination Electrical/Bldg Inspector	3.00	3.00	3.00	3.00	3.00	3.00	3.00	40
Inspector/Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
CDBG Coordinator	0.83	0.83	0.83	0.83	0.83	0.83	0.83	31
Code Compliance Officer (1.0 FTE Prop 1 funded)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	35
Permit Center Supervisor	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	24
Development Specialist	3.00	3.00	3.00	3.00	3.00	3.00	3.00	24
Administrative Assistant I	0.90	0.90	0.90	0.90	0.90	0.90	0.90	18
Office Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Graffiti Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	10
Total General Fund:	24.45	24.45	24.45	24.45	24.45	25.25	25.25	n/a
CDBG Fund								
Community Services Manager	0.28	0.28	0.28	0.28	0.28	0.28	0.28	46
CDBG Coordinator	0.17	0.17	0.17	0.17	0.17	0.17	0.17	31
Executive Assistant	0.30	0.30	0.30	0.30	0.30	0.30	0.30	31
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Recreation Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50	30
Total CDBG:	2.25	2.25	2.25	2.25	2.25	2.25	2.25	n/a
Total Regular Staffing	26.70	26.70	26.70	26.70	26.70	27.50	27.50	n/a
Change from prior year	-	-	-	-	-	0.80	-	n/a
Grand Total Staffing	26.70	26.70	26.70	26.70	26.70	27.50	27.50	n/a

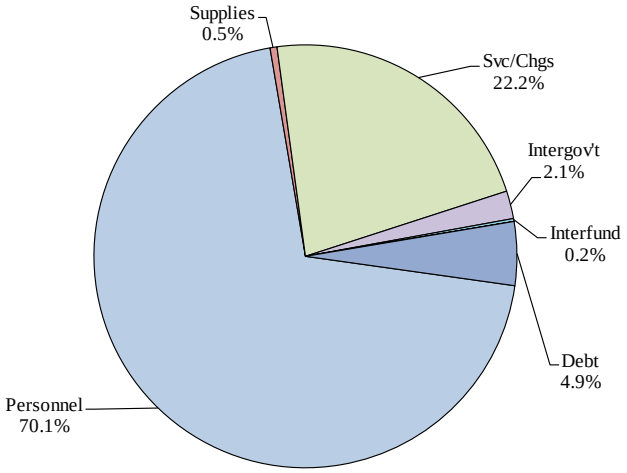
COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: ***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.

2019 Proposed Expenditures by Category



The Community Development Department is organized into four divisions. [1] The Administrative Division provides the overall management of the department and supports the Planning Commission. [2] 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. [3] 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. [4] 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 47,768	$ 82,945	$ 100,652	$ 100,652	$ 100,652	$ 91,120	$ 95,218	$ (9,532)	-9.5%
32X	Licenses and Permits	1,039,443	1,261,206	1,357,500	1,357,500	1,357,500	1,526,890	1,526,890	169,390	12.5%
33X	Intergovernmental	522,842	932,232	1,237,103	1,237,103	1,237,103	668,900	668,900	(568,203)	-45.9%
34X	Charges for Services	726,653	758,032	793,000	793,000	793,000	849,873	849,873	56,873	7.2%
35X	Fines and Penalties	10	240	-	-	-	-	-	-	n/a
36X	Miscellaneous	51,191	50,960	-	25,000	50,000	50,000	-	25,000	100.0%
	Total Revenues:	**$ 2,387,907**	**$ 3,085,614**	**$ 3,488,255**	**$ 3,513,255**	**$ 3,538,255**	**$ 3,186,782**	**$ 3,140,880**	**$ (326,473)**	**-9.3%**
Expenditure Summary										
71	Administration	320,749	420,688	408,300	408,300	408,300	428,565	431,001	20,265	5.0%
73	Planning	671,489	702,942	714,251	739,251	739,251	838,198	867,628	98,947	13.4%
74	Building	1,220,589	1,180,835	1,190,929	1,190,929	1,190,929	1,224,871	1,235,448	33,942	2.9%
83	Community Services	867,906	839,742	798,499	813,499	813,499	840,761	844,805	27,262	3.4%
	Subtotal GF Operating Exp.:	**$ 3,080,734**	**$ 3,144,208**	**$ 3,111,979**	**$ 3,151,979**	**$ 3,151,979**	**$ 3,332,394**	**$ 3,378,882**	**$ 180,415**	**5.7%**
Non-General Fund Operating Expenditure Summary:										
114	Prop 1 Fund	47,768	82,945	100,652	100,652	100,652	91,120	95,218	(9,532)	-9.5%
119	Comm Dev Block Grant	497,459	958,187	1,237,103	1,237,103	1,237,103	692,411	685,263	(544,692)	-44.0%
	Subtotal Non-GF Oper. Exp.:	**$ 545,227**	**$ 1,041,131**	**$ 1,337,755**	**$ 1,337,755**	**$ 1,337,755**	**$ 783,531**	**$ 780,481**	**$ (554,224)**	**-41.4%**
	Total Expenditures:	**$ 3,625,961**	**$ 4,185,339**	**$ 4,449,734**	**$ 4,489,734**	**$ 4,489,734**	**$ 4,115,924**	**$ 4,159,363**	**$ (373,810)**	**-8.3%**

COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: ***Brian Davis, Director***

HIGHLIGHTS/CHANGES:

The Department of Community Development overall proposed operating budget totals $4,115,924 in 2019 and $4,159,363 in 2020. This overview includes the General Fund, the Proposition 1 Fund, and the Community Development Block Grant Fund.

Major line item changes include:

- **Salaries & Wages/Benefits** – Increase of 112,673 due to adding .80 FTE Senior Planner, and scheduled step increases for positions, offset by employees choosing lower cost health benefit plans.
- **Services and Charges** – Decrease of $495,887 due to a reduction in Community Development Block Grant services and charges.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 47,768	$ 82,945	$ 100,652	$ 100,652	$ 100,652	$ 91,120	$ 95,218	$ (9,532)	-9.5%
32X	Licenses and Permits	1,039,443	1,261,206	1,357,500	1,357,500	1,357,500	1,526,890	1,526,890	169,390	12.5%
33X	Intergovernmental	522,842	932,232	1,237,103	1,237,103	1,237,103	668,900	668,900	(568,203)	-45.9%
34X	Charges for Services	726,653	758,032	793,000	793,000	793,000	849,873	849,873	56,873	7.2%
35X	Fines and Penalties	10	240	-	-	-	-	-	-	n/a
36X	Miscellaneous	51,191	50,960	-	25,000	50,000	50,000	-	25,000	100.0%
	Total Revenues:	**$ 2,387,907**	**$ 3,085,614**	**$ 3,488,255**	**$ 3,513,255**	**$ 3,538,255**	**$ 3,186,782**	**$ 3,140,880**	**$ (326,473)**	**-9.3%**
Expenditure Summary:										
1XX	Salaries and Wages	1,782,086	1,945,054	1,956,825	1,956,825	1,956,825	2,051,875	2,090,915	95,050	4.9%
2XX	Benefits	694,753	765,076	815,592	815,592	815,592	833,215	848,949	17,623	2.2%
3XX	Supplies	27,580	26,872	21,800	21,800	21,800	21,800	21,800	-	0.0%
4XX	Services and Charges	1,029,221	1,162,280	1,368,217	1,408,217	1,408,217	912,330	900,995	(495,887)	-35.2%
5XX	Intergovernmental	86,517	85,877	77,946	77,946	77,946	87,350	87,350	9,404	12.1%
7XX	Debt Service-Principal	210	159,070	150,000	150,000	150,000	150,000	150,000	-	0.0%
8XX	Debt Service-Interest	5,593	41,110	50,000	50,000	50,000	50,000	50,000	-	0.0%
9XX	Internal Service/Other	-	-	9,354	9,354	9,354	9,354	9,354	-	0.0%
	Total Expenditures:	**$ 3,625,961**	**$ 4,185,339**	**$ 4,449,734**	**$ 4,489,734**	**$ 4,489,734**	**$ 4,115,924**	**$ 4,159,363**	**$ (373,810)**	**-8.3%**

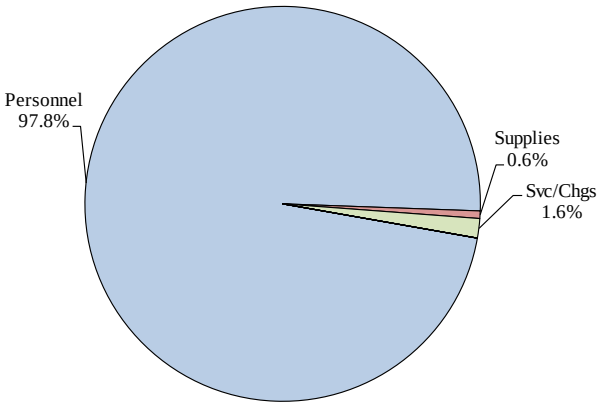
COMMUNITY DEVELOPMENT ADMINISTRATION

Responsible Manager: ***Brian Davis, Director***

PURPOSE/DESCRIPTION:

The mission of the Administrative Division 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 division also provides support to the Planning Commission. The primary goal is to provide high-quality customer service to citizens, businesses, public agencies, other city departments, and departmental staff.

2019 Proposed Expenditures by Category



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	2017	2018	2019	2020
Workload Measures:				
• Number of documents formatted/edited.	615	648	648	672
• Number of walk-in clients.	1376	1454	1450	450
• Number of phone calls received.	1033	1134	1150	1162
• Number of Planning Commission meetings.	7	13	15	15
• Number of passport applications processed.	2235	2158	2216	2258
Outcome Measures:				
• Percent of documents completed on time.	95.0%	95.0%	95.0%	95.0%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-Community Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58C
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	24
Administrative Assistant I	0.90	0.90	0.90	0.90	0.90	0.90	0.90	18
Office Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Total Regular Staffing	3.90	3.90	3.90	3.90	3.90	3.90	3.90	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	3.90	3.90	3.90	3.90	3.90	3.90	3.90	n/a

COMMUNITY DEVELOPMENT ADMINISTRATION
Responsible Manager: ***Brian Davis, Director***

HIGHLIGHTS/CHANGES:

The Department of Community Development Administration Division proposed operating budget totals $428,565 in 2019 and $431,001 in 2020. This is a 5.0% or $20,265 increase from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of $15,456 due to scheduled step increases and changes.
- **Benefits** – Increase of $4,809 due to an increase in health insurance premium costs.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	214,348	292,257	281,795	281,795	281,795	297,251	298,979	15,456	5.5%
2XX	Benefits	81,780	113,766	117,064	117,064	117,064	121,873	122,581	4,809	4.1%
3XX	Supplies	4,736	10,143	2,625	2,625	2,625	2,625	2,625	-	0.0%
4XX	Services and Charges	19,885	4,522	6,816	6,816	6,816	6,816	6,816	-	0.0%
	Total Expenditures:	**$ 320,749**	**$ 420,688**	**$ 408,300**	**$ 408,300**	**$ 408,300**	**$ 428,565**	**$ 431,001**	**$ 20,265**	**5.0%**

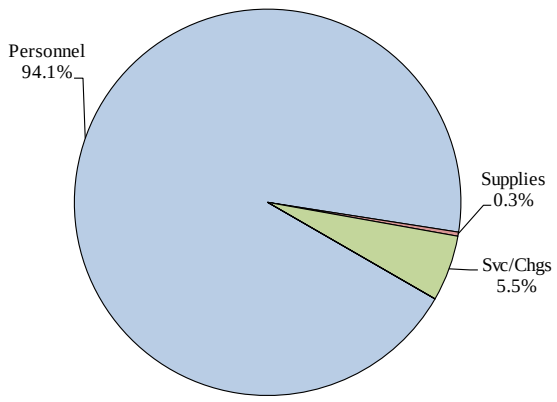
COMMUNITY DEVELOPMENT PLANNING
Responsible Manager: ***Doc Hansen, Planning Manager***

PURPOSE/DESCRIPTION:

The mission of the Planning Division is to work in partnership with the citizens and 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 provides assistance to 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.

2019 Proposed Expenditures by Category



The division prepares, maintains and implements the city's comprehensive plan consistent with the Growth Management Act. The division is responsible for implementing other special projects and mandates required through the Growth Management Act or other new legislation. The division responds to and prepares special studies and other projects at the direction of the City Council and Mayor.

Permitting activity has increased over the last two years. One factor that is not as easily quantifiable is that many of the projects we have dealt with over the last two years have been rather large (mostly large multi-family housing projects). Additionally, projects are trending towards a higher degree of complication. This is largely because easy-to-develop lots have already been developed, leaving those with environmental or other constraints. The trend towards complicated projects means that each project, on average, requires more staff time to review. A number of code amendments processed over the last several years, however, have served to make us more efficient by eliminating unnecessary review processes and simplifying others by eliminating the requirement for land use permits for simple projects.

GOALS/OBJECTIVES:

- Support economic development projects in the City Center and throughout the city.
- Complete the code amendments identified in the adopted Planning Commission Work Program.
- Continue to support the development process with timely land use and subdivision permit review and issuance.
- Continue to provide excellent customer service.

COMMUNITY DEVELOPMENT PLANNING

Responsible Manager: ***Doc Hansen, Planning Manager***

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Pre-application conferences held.	62	42	40	42
• Number of drop-in questions-telephone and front counter.	11,500	11,500	11,500	11,500
• Land use/subdivision applications received.	114	77	100	100
• Administrative Decisions	152	165	160	160
• Planning Commission meetings supported.	7	13	15	15
Efficiency Measures:				
• Average number of calendar days to complete pre-applications.	25	25	25	25
• Average turnaround time for Administrative Decision response.	15	15	15	15

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Principal Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	41
Senior Planner	2.00	2.00	2.00	2.00	2.00	2.80	2.80	38
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
Development Specialist	1.00	-	-	-	-	-	-	24
Total Regular Staffing	7.00	6.00	6.00	6.00	6.00	6.80	6.80	n/a
Change from prior year	-	(1.00)	-	-	-	0.80	-	n/a
Grand Total Staffing	7.00	6.00	6.00	6.00	6.00	6.80	6.80	n/a

COMMUNITY DEVELOPMENT PLANNING

Responsible Manager: ***Doc Hansen, Planning Manager***

HIGHLIGHTS/CHANGES:

The Department of Community Development Planning Division proposed operating budget totals $838,197 in 2019 and $867,628 in 2020. This is an 13.4% or $98,946 increase from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages –** Increase of $72,898 due to moving 1 FTE Development Specialist from the Building Division back to the Planning Division.
- **Benefits –** Increase of $26,048 due to moving 1 FTE Development Specialist from the Building Division back to the Planning Division.

REVENUE AND EXPENDITURE SUMMARY:

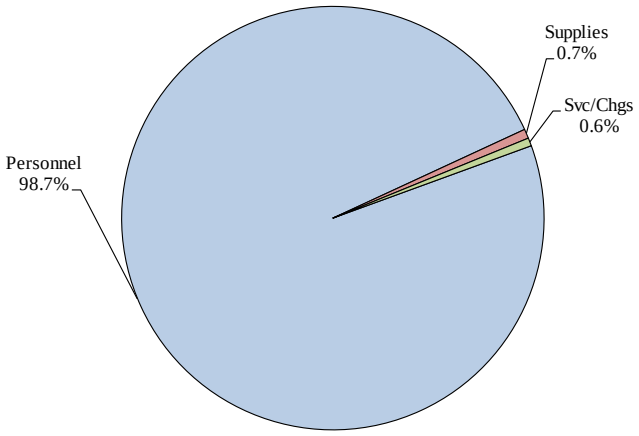
		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	$ 2,754	$ 1,910	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ -	0.0%
34X	Charges for Services	98,885	144,003	95,000	95,000	95,000	99,750	99,750	4,750	5.0%
	Total Revenues:	**$ 101,639**	**$ 145,913**	**$ 97,000**	**$ 97,000**	**$ 97,000**	**$ 101,750**	**$ 101,750**	**$ 4,750**	**4.9%**
Expenditure Summary:										
1XX	Salaries & Wages	480,758	504,394	486,705	486,705	486,705	559,603	580,476	72,898	15.0%
2XX	Benefits	148,432	156,246	203,389	203,389	203,389	229,437	237,995	26,048	12.8%
3XX	Supplies	5,294	4,291	2,850	2,850	2,850	2,850	2,850	-	0.0%
4XX	Services and Charges	33,543	35,911	21,257	46,257	46,257	46,257	46,257	-	0.0%
5XX	Intergovernmental	3,462	2,101	50	50	50	50	50	-	0.0%
	Total Expenditures:	**$ 671,489**	**$ 702,942**	**$ 714,251**	**$ 739,251**	**$ 739,251**	**$ 838,198**	**$ 867,628**	**$ 98,947**	**13.4%**

COMMUNITY DEVELOPMENT BUILDING

Responsible Manager: ***Scott Sproul, Building Official***

PURPOSE/DESCRIPTION:

2019 Proposed Expenditures by Category



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: the permit center, 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 permits and 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 Citizen Action Requests, customer complaints, and records requests generated from the community as well as other departments and agencies.

In 2017/2018 several large key projects are proposed for construction including Weyerhaeuser site redevelopment, a large multifamily project, and several mid-size commercial projects. The projects that are listed below under goals/objectives are complex due to size constraints, existing agreements in place, and structural components related to the projects.

COMMUNITY DEVELOPMENT BUILDING

Responsible Manager: ***Scott Sproul, Building Official***

GOALS/OBJECTIVES:

- Support economic development projects in the City Center and throughout the city.
- Continue to make improvements to permit application, 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 permits issued or applied for in 2017/18 for projects proposed or to be completed in 2019/20:
    - DiagnosTechs
    - Jackson's Gas Station and Convenience Store
    - Multicare Off-Campus Emergency Center
    - Northshore Heated Storage
    - Pacific Dental Building
    - Woodmont Storage
    - Village Green Memory Care
    - Valvoline Instant Oil Change
    - Pecos Pit BBQ
    - NWCC Center Plaza Rebuild
    - Storquest
    - Weyerhaeuser site redevelopment
    - Federal Way Self Storage

- Develop and upgrade forms, handouts, and customer service brochures.
- 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	2017	2018	2019	2020
Workload Measures:				
• Total permits issued/reviewed.	4,653	4,400	4,500	3,500
• Valuation of issued permits.	$81.3m	$76.8m	$76.8m	$80.4m
Outcome Measures:				
• New Single Family (NSF) permits issued < 30 days.	80%	80%	80%	80%
NSF review timelines run 7 to 233 days; average of 61 days per project.				
Project review timelines where staff waits on applicant to respond run 3 to 176 days; average of 20 days per project.				
Net review time averages 40.7 days.				
• Tenant Improvement permits (TI) issued < 30 days.	75%	75%	75%	75%
• Total number of permit inspections per year.	8100	8100	8100	8100
• Total number of Citizen Action Request investigations per year.	1800	1899	1800	1899
• Total number of Records Requests completed per year.	150	160	150	160
• Total revenue receipted versus Total revenue forecasted (%).	100.0%	100.0%	100.0%	100.0%
Efficiency Measures:				
• 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	7500	7000	7500	7000

COMMUNITY DEVELOPMENT BUILDING

Responsible Manager: ***Scott Sproul, Building Official***

The Department of Community Development Building Division proposed operating budget totals $1,315,991 in 2019 and $1,330,666 in 2020. This is a 1.9% or $24,410 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages –** Net increase of $24,097 due to adding .80 FTE Senior Planner, offset by moving 1 FTE Development Specialist from the Building Division back to the Planning Division.

REVENUE AND EXPENDITURE SUMMARY:

BUILDING – GENERAL FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
32X	Licenses and Permits	$ 1,036,689	$ 1,259,296	$ 1,355,500	$ 1,355,500	$ 1,355,500	$ 1,524,890	$ 1,524,890	$ 169,390	12.5%
34X	Charges for Services	627,768	614,028	698,000	698,000	698,000	750,123	750,123	52,123	7.5%
35X	Fines and Penalties	10	240	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 1,664,467**	**$ 1,873,564**	**$ 2,053,500**	**$ 2,053,500**	**$ 2,053,500**	**$ 2,275,012**	**$ 2,275,012**	**$ 221,512**	**10.8%**
Expenditure Summary:										
1XX	Salaries & Wages	798,153	808,214	828,694	828,694	828,694	856,334	863,835	27,640	3.3%
2XX	Benefits	346,653	348,526	344,795	344,795	344,795	351,097	354,172	6,302	1.8%
3XX	Supplies	12,696	8,921	9,375	9,375	9,375	9,375	9,375	-	0.0%
4XX	Services and Charges	63,087	15,175	8,065	8,065	8,065	8,065	8,065	-	0.0%
	Total Expenditures:	**$ 1,220,589**	**$ 1,180,835**	**$ 1,190,929**	**$ 1,190,929**	**$ 1,190,929**	**$ 1,224,871**	**$ 1,235,448**	**$ 33,942**	**2.9%**

BUILDING – PROPOSITION 1 FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 47,768	$ 82,945	$ 100,652	$ 100,652	$ 100,652	$ 91,120	$ 95,218	$ (9,532)	-9.5%
	Total Revenues:	**$ 47,768**	**$ 82,945**	**$ 100,652**	**$ 100,652**	**$ 100,652**	**$ 91,120**	**$ 95,218**	**$ (9,532)**	**-9.5%**
Expenditure Summary:										
1XX	Salaries & Wages	31,955	55,400	71,039	71,039	71,039	67,496	70,532	(3,543)	-5.0%
2XX	Benefits	15,813	27,545	29,613	29,613	29,613	23,624	24,686	(5,989)	-20.2%
	Total Expenditures:	**$ 47,768**	**$ 82,945**	**$ 100,652**	**$ 100,652**	**$ 100,652**	**$ 91,120**	**$ 95,218**	**$ (9,532)**	**-9.5%**

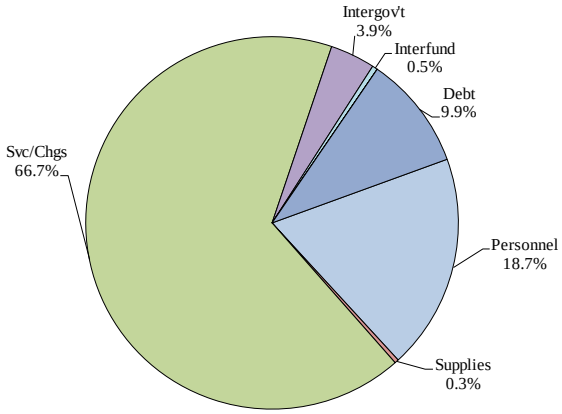
POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Assistant Building Official	1.00	-	-	-	-	-	-	38
Plans Examiner	-	1.00	1.00	1.00	1.00	1.00	1.00	36
Combination Electrical/Bldg Inspector	3.00	3.00	3.00	3.00	3.00	3.00	3.00	36
Inspector/Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34
Code Compliance Officer (1.0 FTE Prop 1 funded)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	35
Permit Center Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Development Specialist	2.00	3.00	3.00	3.00	3.00	3.00	3.00	24
Graffiti Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	10
Total Regular Staffing	12.00	13.00	13.00	13.00	13.00	13.00	13.00	n/a
Change from prior year	-	1.00	-	-	-	-	-	n/a
Grand Total Staffing	12.00	13.00	13.00	13.00	13.00	13.00	13.00	n/a

COMMUNITY DEVELOPMENT COMMUNITY SERVICES

Responsible Manager: ***Jeff Watson, Community Services Manager***

2019 Proposed Expenditures by Category



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 their basic needs; increase their public safety; attain self-sufficiency and independence; and build strong neighborhoods. 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 goals and strategy areas identified in the city's Consolidated Plan (2015-2019): 1) expand economic opportunities; 2) provide decent affordable housing; 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, the Diversity Commission, and the CDBG Loan Review Advisory Committee, in addition to representing the city on policy-making bodies and community organizations.

GOALS/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's needs;
- Develop and submit to HUD the required 2017 and 2018 CDBG Annual Action Plans;
- Completed a Community Needs Assessment for the low- and moderate-income persons and households in Federal Way;
- Transition Community Services grant application processes and management from a paper-based system to an electronic, on-line system;
- Evaluate and make changes to the Human Services Grant application and award process, criteria, and management system;
- Implement the NRSA Plan for the Camelot/Laurelwood area of north Federal Way;
- 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.

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Number of community services contracts managed.	47	46	46	46
• Amount of community services dollars administered.	$516,000	$516,000	$536,000	$536,000
• Number of community services contract payments processed.	188	184	184	184
• Number of community services applications processed.	0	75	0	75
• Number of CDBG applications processed.	10	10	10	10
• Number of CDBG contracts managed.	12	12	12	12
• Number of CDBG dollars administered.	$617,000	1,403,000	$829,000	$721,000
Outcome Measures:				
• Percent of contracts fully executed in timely manner.	100.0%	100.0%	100.0%	100.0%
• Number of Human Service Commission meetings supported.	14	12	12	14
• Number of Owner occupied housing units stabilized.	100.0%	100.0%	100.0%	100.0%

COMMUNITY DEVELOPMENT COMMUNITY SERVICES

Responsible Manager: ***Jeff Watson, Community Services Manager***

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
General Fund:								
Community Services Manager	0.72	0.72	0.72	0.72	0.72	0.72	0.72	46
CDBG Coordinator	0.83	0.83	0.83	0.83	0.83	0.83	0.83	31
Total General Fund:	1.55	1.55	1.55	1.55	1.55	1.55	1.55	n/a
CDBG Fund								
Community Services Manager	0.28	0.28	0.28	0.28	0.28	0.28	0.28	46
CDBG Coordinator	0.17	0.17	0.17	0.17	0.17	0.17	0.17	31
Executive Assistant	0.30	0.30	0.30	0.30	0.30	0.30	0.30	31
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Recreation Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50	30
Total CDBG:	2.25	2.25	2.25	2.25	2.25	2.25	2.25	n/a
Total Regular Staffing	3.80	3.80	3.80	3.80	3.80	3.80	3.80	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	3.80	3.80	3.80	3.80	3.80	3.80	3.80	n/a

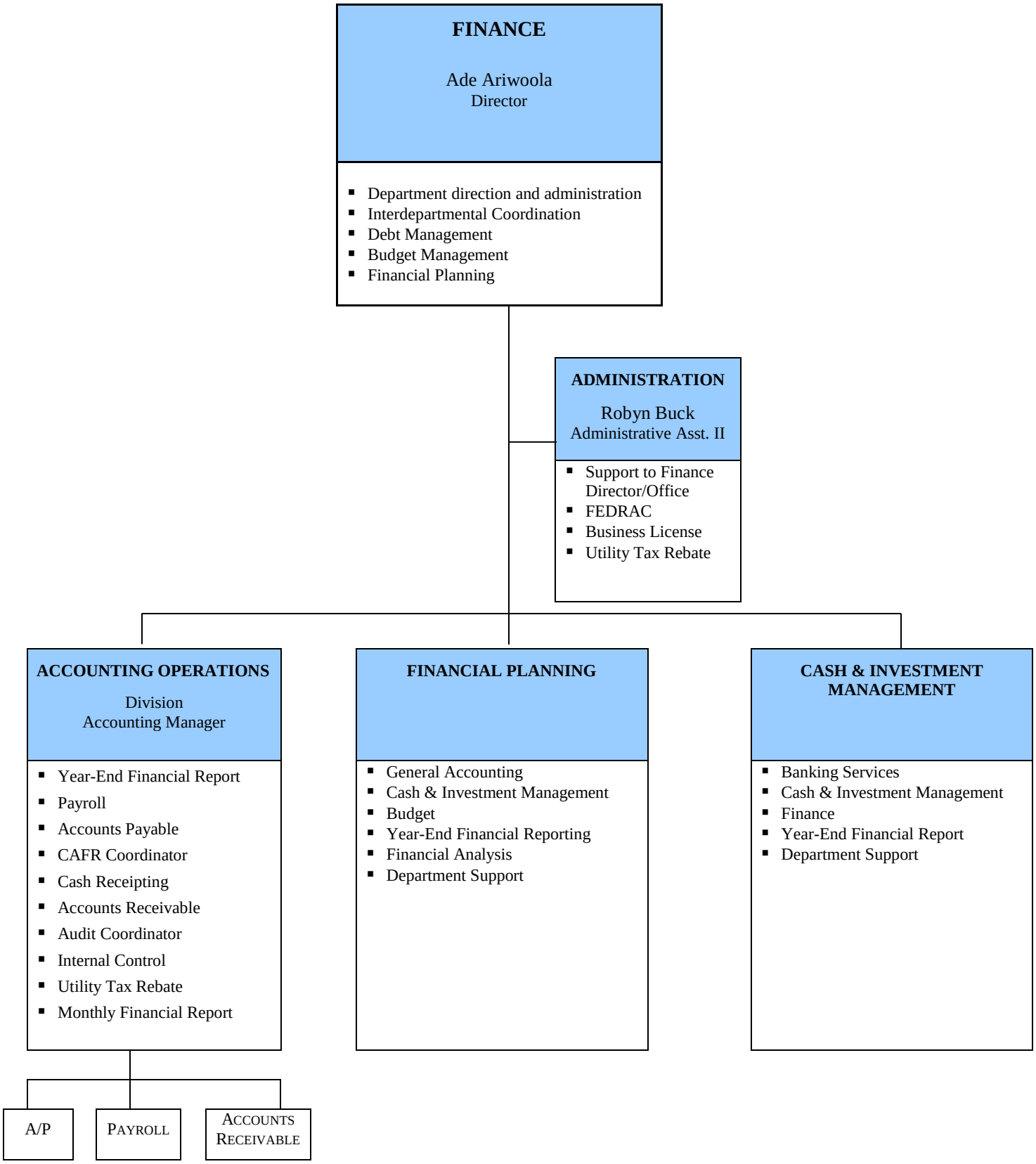
HIGHLIGHTS/CHANGES:

The Department of Community Development Community Services Division proposed operating budget totals $1,533,172 in 2019 and $1,530,068 in 2020. This is a 25.2% or $517,430 decrease from the 2018 adjusted budget. The table below includes the General Fund and Community Development Block Grant Fund.

Major line item changes include:

- **Salaries & Wages –** Decrease of $17,401 is primarily due to a change in pay for positions within the division.
- **Benefits –** Decrease of $13,546 due to a change in pay for positions within the division.
- **Services and Charges** – Decrease of $495,887 due to a reduction in Community Development Block Grant services and charges.

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 522,842	$ 932,232	$ 1,237,103	$ 1,237,103	$ 1,237,103	$ 668,900	$ 668,900	$ (568,203)	-45.9%
36X	Miscellaneous	51,191	50,960	-	25,000	50,000	50,000	-	25,000	100.0%
	Total Revenues:	**$ 574,033**	**$ 983,192**	**$ 1,237,103**	**$ 1,262,103**	**$ 1,287,103**	**$ 718,900**	**$ 668,900**	**$ (543,203)**	**-43.0%**
Expenditure Summary:										
1XX	Salaries & Wages	256,872	284,790	288,592	288,592	288,592	271,191	277,093	(17,401)	-6.0%
2XX	Benefits	102,075	118,994	120,731	120,731	120,731	107,185	109,514	(13,546)	-11.2%
3XX	Supplies	4,855	3,517	6,950	6,950	6,950	6,950	6,950	-	0.0%
4XX	Services and Charges	912,705	1,106,673	1,332,079	1,347,079	1,347,079	851,192	839,857	(495,887)	-36.8%
5XX	Intergovernmental	83,055	83,776	77,896	77,896	77,896	87,300	87,300	9,404	12.1%
7XX	Debt Service-Princ	210	159,070	150,000	150,000	150,000	150,000	150,000	-	0.0%
8XX	Debt Service-Interest	5,593	41,110	50,000	50,000	50,000	50,000	50,000	-	0.0%
9XX	Internal Services/Other	-	-	9,354	9,354	9,354	9,354	9,354	-	0.0%
	Total Expenditures:	**$ 1,365,365**	**$ 1,797,929**	**$ 2,035,602**	**$ 2,050,602**	**$ 2,050,602**	**$ 1,533,172**	**$ 1,530,068**	**$ (517,430)**	**-25.2%**


FINANCE
Ade Ariwoola
Director
Department direction and administration
Interdepartmental Coordination
Debt Management
Budget Management
Financial Planning
ADMINISTRATION
Robyn Buck
Administrative Asst. II
Support to Finance Director/Office
FEDRAC
Business License
Utility Tax Rebate
ACCOUNTING OPERATIONS
Division
Accounting Manager
Year-End Financial Report
Payroll
Accounts Payable
CAFR Coordinator
Cash Receipting
Accounts Receivable
Audit Coordinator
Internal Control
Utility Tax Rebate
Monthly Financial Report
FINANCIAL PLANNING
General Accounting
Cash & Investment Management
Budget
Year-End Financial Reporting
Financial Analysis
Department Support
CASH & INVESTMENT MANAGEMENT
Banking Services
Cash & Investment Management
Finance
Year-End Financial Report
Department Support
A/P
PAYROLL
ACCOUNTS RECEIVABLE

FINANCE

Responsible Manager: ***Ade Ariwoola, Finance Director***

2017/2018 ACCOMPLISHMENTS

- Received unqualified audit opinion consecutively since 1994.
- Received the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting consecutive. since incorporation. We have submitted the 2015 Comprehensive Annual Financial Report for review.
- Received the GFOA Award for Distinguished Budget Presentation since incorporation.
- Implemented GASB Statement 68 Accounting and Financial Reporting for Pensions, new accounting standard.
- Enhanced/improved communication and presentation of the City's financial information including the budget document, monthly financial report, comprehensive annual financial report and ad hoc reports; provided comprehensive yet simplified overview of City taxes and levies to Council, management and citizens.

2019/2020 ANTICIPATED KEY PROJECTS

- Continue monitoring for proper controls and procedures to ensure unqualified financial audit opinion.
- Submit the City's 2018 and 2019 Comprehensive Annual Financial Reports to the GFOA Excellence in Financial Reporting award program.
- Submit the City's 2019/20 Biennial Budget to the GFOA Distinguished Budget Presentation award program.
- Continue to actively participate in MEBT to ensure the City's retirement fund is invested adequately.
- Continue to manage the City's debt to ensure and maintain its current Bond rating.
- Ensure timely processing of city employees pay.
- Ensure timely and accurate processing of vendor payments.

FINANCE

Responsible Manager: ***Ade Ariwoola, Finance Director***

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Number of invoices paid annually	11,540	11,540	11,540	11,540
• Number of transactions receipted annually at Finance counter compared to total transactions receipted City Hall	6,982 / 21,605 32.3%	6,982 / 21,605 32.3%	6,982 / 21,605 32.3%	6,982 / 21,605 32.3%
• Number of new business licenses issued / renewed	800/4576	800/5276	800/4576	800/5276
• Outcome Measures:				
GFOA CAFR Awards - # of documents submitted / awarded	28 / 28	29 / 29	30 / 30	31 / 31
• GFOA Budget Award - # of documents submitted / awarded	17 / 17	17 / 17	18 / 18	18 / 18
• (switched to biennial budget beginning with 1997/1998 document)				
Unqualified Audit Opinion – consecutive years	28	29	30	31
• Bond Rating per Moody's	Aa3	Aa3	Aa3	Aa3
• Investment return: total SIP and 6 month T-Bill benchmarks	0.49% SIP & 0.47% T-Bill	0.49% SIP & 0.47% T-Bill	0.49% SIP & 0.47% T-Bill	0.49% SIP & 0.47% T-Bill
• # of month Cash reconciled within 15 days of receiving bank statement	12	12	12	12
• Efficiency Measures:				
FTE Staffing: Finance/City-Wide	8 / 341.70	8 / 348.70	8 / 341.70	8 / 348.70
• Average working days to compile MFR	3	3	3	3
• Average number of weeks to issue a regular business license	2-3 weeks	2-3 weeks	2-3 weeks	2-3 weeks

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58B
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	52
Financial Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	36
Payroll Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Accounting Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	24
Accounting Technician I	-	-	-	-	-	-	-	21
Total Regular Staffing	8.00	8.00	8.00	8.00	8.00	8.00	8.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	8.00	8.00	8.00	8.00	8.00	8.00	8.00	n/a

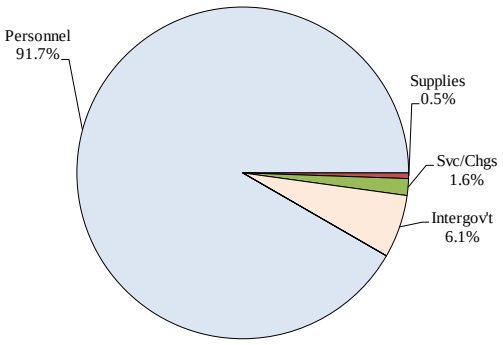
FINANCE

Responsible Manager: ***Ade Ariwoola, 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.

2019 Proposed Expenditures by Category



GOAL/OBJECTIVES:

- Provide timely and accurate financial information and services to citizens, City Council, and city staff.
- Ensure compliance with purchasing laws and regulations.
- Ensure proper internal control in City operations to safeguard City resources.
- Pay employees and vendors accurately and in a timely manner.
- Process business licenses within 2 to 3 weeks.

HIGHLIGHTS/CHANGES:

The Finance proposed operating budget totals $1,026,096 in 2019 and $1,038,521 in 2020. This is a 5.6% or $54,274 increase from the 2018 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Increase of $26,130 due to step increases and adjustments to salaries for new hires.
- **Benefits** – Increase of $25,141 due to adjustments to salaries increasing percentage driven benefits, and a health insurance premium increase.
- **Intergovernmental** – Increase of $3,003 due to an increase in audit service costs.`

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Adopted - 18 Adj $ Chg	19 Adopted - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	566,367	611,440	640,974	640,974	640,974	667,104	673,680	26,130	4.1%
2XX	Benefits	226,973	247,601	248,372	248,372	248,372	273,513	276,209	25,141	10.1%
3XX	Supplies	4,998	7,445	5,620	5,620	5,620	5,620	5,620	-	0.0%
4XX	Services and Charges	8,522	22,331	16,796	16,796	16,796	16,796	16,796	-	0.0%
5XX	Intergovernmental	67,237	58,326	60,060	60,060	60,060	63,063	66,216	3,003	5.0%
	Total Expenditures:	**$ 874,097**	**$ 947,143**	**$ 971,822**	**$ 971,822**	**$ 971,822**	**$1,026,096**	**$1,038,521**	**$ 54,274**	**5.6%**

LAW DEPARTMENT

Ryan Call
City Attorney

- Legal advice/opinions to Council, Mayor, Judges, Commissions, and Staff
- Management of Law Department and Risk Management

DEPARTMENT SUPPORT

Tonia Proctor
Lead Paralegal

- Director support
- Committee/Commission support
- Litigation support
- Claims / Insurance Coordinator

CIVIL LEGAL SERVICES

Mark Orthman
Deputy City Attorney

- Civil litigation
- Land use hearings and appeals
- Legal advice to Council and City Staff
- Contract review and preparation
- Ordinance preparation
- Resolution preparation
- Interlocal agreements

CRIMINAL PROSECUTION

Jennifer S. Castleton
Chief Prosecutor

- Prosecute criminal citations
- Prosecute traffic infractions
- Enforce City's Municipal Code
- Domestic Violence Enforcement Program
- Litigate Drug/Asset Forfeiture Cases
- Police Training
- Community Court

RISK MANAGEMENT

- Administration of the City's comprehensive risk management/self-insurance program for property, casualty and general liability

LAW DEPARTMENT OVERVIEW

Responsible Manager: ***Ryan Call, City Attorney***

2017/2018 ACCOMPLISHMENTS

LAW

- Provided legal advice to the Mayor, Council, Municipal Court, and staff
- Assisted staff in City Center Redevelopment projects, including the PAEC and TC3
- Drafted and/or reviewed approximately 1,062 contracts
- Continued defending all pending litigation against the City
- Prosecuted and defended the City in code violations, including abatements
- Presented and pursued city legislative goals with key state legislators
- Provided legal advice on City Center Redevelopment and continued effective code enforcement efforts
- Continued participation in the Health / Wellness Program
- Supported City Clerk and Police Records Specialist in processing PRA requests
- Negotiated 3 wireless site lease renewals, and the creation of one new lease
- Prosecuted 3,750 citations (DUI, DWLS, DV, Theft, and other misdemeanors) per year
- Finalized 9 Franchises, 1 extension
- Drafted 4 wireless site lease agreements
- Drafted legislative language on several bills
- Finalized/extended 2 labor agreements; began negotiating 3 expiring labor agreements
- Provided legal advice and support for SR 99 Phase V Construction
- Oversaw and negotiated multiple property acquisitions
- Reviewed and revised multiple city-wide forms
- Collected approximately $150,000 for damage to City property
- Trained Police
- Prosecuted asset forfeitures
- Drafted and review multiple ordinances and resolutions

2019/2020 ANTICIPATED KEY PROJECTS

LAW

- Continue to assist staff in City Center Redevelopment projects, including the PAEC, TC3 and IRG
- Assist staff and/or represent the City regarding enforcement of business licenses
- Continue participation in regional work groups that deal with issues affecting the City: NPDES, SWM, Domestic Violence, PSERN
- Continue training for departments
- Continue updating FWRC to stay compliant with State law and Court rulings
- Continue to enforce the FWRC and maintain code compliance
- Continue prosecuting and/or defending business license litigation
- Assist departments with:
  - Comprehensive Plan Amendments
  - Public Records
  - Training
  - Code Amendments
  - Department directed projects
  - Defending drug asset seizures
- Review legal documents and participate in legal proceedings
- Review and revise public contracting processes and forms
- Continue negotiating 3 labor agreements
- Continue participating in the Health / Wellness Program for employees
- Continue to maintain records as authorized by the State Archivist to reduce storage costs
- Continue to provide training for police officers
- Continue prosecuting misdemeanors
- Continue reviewing liability insurance
- Continue cross-training of administrative personnel
- Continue collecting monies for damage to City property
- Continue advising on mandated public defense standards

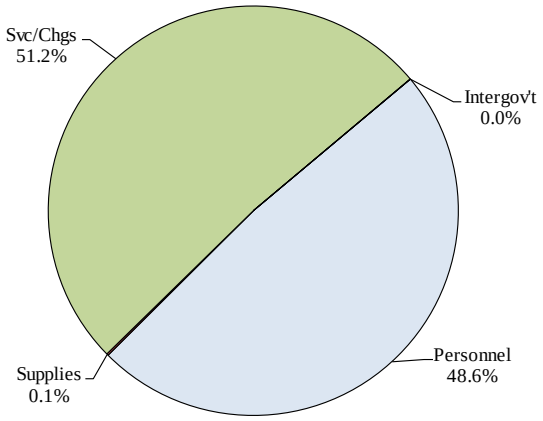
LAW DEPARTMENT OVERVIEW

Responsible Manager: ***Ryan Call, City Attorney***

PURPOSE/DESCRIPTION:

The City Attorney's office is divided into three divisions: Civil, Criminal, and Risk Management. The Civil Division provides a full range of legal services and advice to the Mayor, City Council, Municipal Court Judges, all City Boards and Commissions, City management and staff. The Criminal Division assists in providing prosecution, pre-sentencing and sentencing, and providing assistance and information about safety and the criminal justice system to victims of domestic violence. The Risk Management Division administers auto and liability self-insurance and evaluates the risk throughout the City.

2019 Proposed Expenditures by Category



GOALS/OBJECTIVES:

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

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58E
Deputy City Attorney	-	-	-	-	1.00	1.00	1.00	56
Assistant City Attorney - 0.50 FTE funded by Prop. 1	2.00	2.00	2.00	2.00	1.00	1.00	1.00	49
Chief City Prosecutor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48
City Prosecutor - 1.5 fte funded by Prop. 1	3.00	3.00	3.00	3.00	3.00	3.00	3.00	45
Lead Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Domestic Violence Legal Advocate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
Legal Assistant	2.50	3.00	2.50	3.00	3.00	3.00	3.00	24
Total Regular Staffing	12.50	13.00	12.50	13.00	13.00	13.00	13.00	n/a
Change from prior year	-	0.50	(0.50)	0.50	-	-	-	n/a
Grand Total Staffing	12.50	13.00	12.50	13.00	13.00	13.00	13.00	n/a

DEPARTMENT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
51	Civil Legal Svcs	$ 264	$ -	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ -	0.0%
114	Proposition 1	195,354	215,373	231,950	231,950	231,950	261,756	275,749	29,806	12.9%
501	Risk Management	1,012,725	1,600,548	1,080,343	1,080,343	1,080,343	1,166,040	1,166,040	85,697	7.9%
	Total Revenues:	**$ 1,208,343**	**$ 1,815,921**	**$ 1,314,793**	**$ 1,314,793**	**$ 1,314,793**	**$ 1,430,296**	**$ 1,444,289**	**$ 115,503**	**8.8%**
General Fund Operating Expenditure Summary:										
51	Civil Legal Svcs	843,850	714,157	698,170	748,970	748,970	786,522	789,720	37,552	5.0%
52	Criminal Prosecution	633,183	683,343	681,302	681,302	681,302	761,873	764,733	80,571	11.8%
	Subtotal Operating Exp.:	**$ 1,477,033**	**$ 1,397,500**	**$ 1,379,472**	**$ 1,430,272**	**$ 1,430,272**	**$ 1,548,395**	**$ 1,554,453**	**$ 118,123**	**8.3%**
Non-General Fund Operating Expenditure Summary:										
114	Proposition 1	195,354	215,373	231,950	231,950	231,950	261,756	275,749	29,806	12.9%
501	Risk Management	894,191	1,120,791	1,080,343	1,453,932	1,453,932	1,453,932	1,453,932	-	0.0%
	Subtotal Non-GF Oper. Exp.:	**$ 1,089,545**	**$ 1,336,164**	**$ 1,312,293**	**$ 1,685,882**	**$ 1,685,882**	**$ 1,715,688**	**$ 1,729,681**	**$ 29,806**	**1.8%**
	Total Expenditures:	**$ 2,566,578**	**$ 2,733,664**	**$ 2,691,765**	**$ 3,116,154**	**$ 3,116,154**	**$ 3,264,083**	**$ 3,284,134**	**$ 147,929**	**4.7%**

LAW DEPARTMENT OVERVIEW

Responsible Manager: ***Ryan Call, City Attorney***

HIGHLIGHTS/CHANGES:

The Law Department's proposed operating budget totals $3,264,083 in 2019 and $3,284,134 in 2020. This is a 4.7% or $147,929 increase from the 2018 adjusted budget. The table below includes the General Fund, Proposition 1 Fund, and the Risk Management Fund. Major line item changes include:

- **Salaries & Wages –** Increase of $69,439 primarily due to an increase in pay grades legal positions, and scheduled step increases.
- **Benefits –** Increase of $78,490 primarily due to changes of employee's health insurance plans selection, and health insurance premium increases.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 195,354	$ 215,373	$ 231,950	$ 231,950	$ 231,950	$ 261,756	$ 275,749	$ 29,806	12.9%
34X	Charges for Services	924,443	1,522,843	1,035,343	1,035,343	1,035,343	1,103,040	1,103,040	67,697	6.5%
35X	Fines and Penalties	264	-	2,500	2,500	2,500	2,500	2,500	-	0.0%
36X	Miscellaneous	88,282	77,705	45,000	45,000	45,000	63,000	63,000	18,000	40.0%
	Total Revenues:	**$ 1,208,343**	**$ 1,815,921**	**$ 1,314,793**	**$ 1,314,793**	**$ 1,314,793**	**$ 1,430,296**	**$ 1,444,289**	**$ 115,503**	**8.8%**
Expenditure Summary:										
1XX	Salaries & Wages	961,365	1,038,670	1,060,518	1,060,518	1,060,518	1,129,957	1,144,393	69,439	6.5%
2XX	Benefits	308,081	342,578	379,102	379,102	379,102	457,592	463,207	78,490	20.7%
3XX	Supplies	3,762	5,717	3,875	4,575	4,575	4,575	4,575	-	0.0%
4XX	Services and Charges	1,293,369	1,346,699	1,247,770	1,671,459	1,671,459	1,671,459	1,671,459	-	0.0%
5XX	Intergovernmental	-	-	500	500	500	500	500	-	0.0%
	Total Expenditures:	**$ 2,566,578**	**$ 2,733,664**	**$ 2,691,765**	**$ 3,116,154**	**$ 3,116,154**	**$ 3,264,083**	**$ 3,284,134**	**$ 147,929**	**4.7%**

LAW CIVIL LEGAL SERVICES

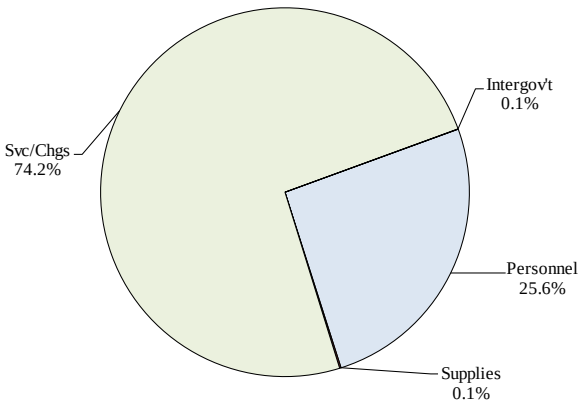
Responsible Manager: ***Ryan Call, City Attorney***

PURPOSE/DESCRIPTION:

The City Attorney, Deputy City Attorney, Assistant City Attorney, aided by support staff, provide legal advice to the Mayor, City Council, Municipal Court Judges, 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.

2019 Proposed Expenditures by Category



GOALS/OBJECTIVES:

- Provide timely and accurate legal advice to the Mayor, City Council, Municipal Court Judges, 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	2017	2018	2019	2020
Workload Measures:				
• Number of contracts drafted/reviewed	531	531	530	530
• Number of Ordinances/Resolutions Drafted	12	20	20	20
• Number of Litigation matters (excludes condemnation litigation)	7	15	15	15
• Number of Labor Agreements	1	3	1	4
Efficiency Measures:				
• Contracts reviewed per attorney per year	177	177	177	177
• Number of projects/files opened – major issues (not including subfiles)	17	25	25	25

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-City Attorney	0.80	0.80	0.80	0.80	0.80	0.80	0.80	58E
Deputy City Attorney	-	-	-	-	1.00	1.00	1.00	56
Assistant City Attorney - 0.50 FTE funded by Prop. 1	2.00	2.00	2.00	2.00	1.00	1.00	1.00	49
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	24
Total Regular Staffing	4.80	4.80	4.80	4.80	4.80	4.80	4.80	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	4.80	4.80	4.80	4.80	4.80	4.80	4.80	n/a

LAW CIVIL LEGAL SERVICES

Responsible Manager: ***Ryan Call, City Attorney***

HIGHLIGHTS/CHANGES:

The Law Department Civil Division's proposed operating budget totals $2,240,454 in 2019 and $2,243,652 in 2020. This is a 1.7% or $37,552 increase from the 2018 adjusted budget. The table below includes the General Fund, and the Risk Management Fund. Major line item changes include:

- **Salaries & Wages –** Net increase of $11,824 primarily due to an increase in pay grades for legal positions, and scheduled step increases.
- **Benefits –** Net increase of $25,728 primarily due to changes of employee's health insurance plans selection, and health insurance premium increases.

REVENUE AND EXPENDITURE SUMMARY:
CIVIL LEGAL SERVICES – GENERAL FUND & RISK FUND

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	$ 924,443	$ 1,522,843	$ 1,035,343	$ 1,035,343	$ 1,035,343	$ 1,103,040	$ 1,103,040	$ 67,697	6.5%
35X	Fines and Penalties	264	-	2,500	2,500	2,500	2,500	2,500	-	0.0%
36X	Miscellaneous	88,282	77,705	45,000	45,000	45,000	63,000	63,000	18,000	40.0%
	Total Revenues:	**$ 1,012,989**	**$ 1,600,548**	**$ 1,082,843**	**$ 1,082,843**	**$ 1,082,843**	**$ 1,168,540**	**$ 1,168,540**	**$ 85,697**	**7.9%**
Expenditure Summary:										
1XX	Salaries and Wages	336,968	370,521	395,559	395,559	395,559	407,383	409,651	11,824	3.0%
2XX	Benefits	112,284	119,562	141,299	141,299	141,299	167,027	167,957	25,728	18.2%
3XX	Supplies	1,508	3,743	2,050	2,750	2,750	2,750	2,750	-	0.0%
4XX	Services and Charges	1,287,281	1,341,121	1,239,105	1,662,794	1,662,794	1,662,794	1,662,794	-	0.0%
5XX	Intergovernmental	-	-	500	500	500	500	500	-	0.0%
	Total Expenditures:	**$ 1,738,041**	**$ 1,834,948**	**$ 1,778,513**	**$ 2,202,902**	**$ 2,202,902**	**$ 2,240,454**	**$ 2,243,652**	**$ 37,552**	**1.7%**

LAW CRIMINAL PROSECUTION SERVICES

Responsible Manager: ***Jennifer Castleton, Chief Prosecutor***

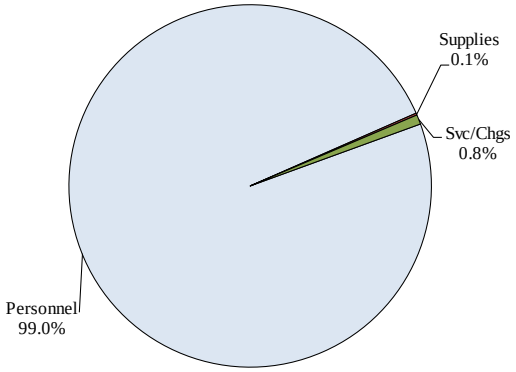
PURPOSE/DESCRIPTION:

Four 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 1,070 infractions and 3,750 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.

2019 Proposed Expenditures by Category



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

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	2017	2018	2019	2020
Workload Measures:				
• Asset Forfeiture	6	8	10	10
• Cases filed – criminal citations	3,277	3,200	3,300	3,300
• Domestic Violence cases received in System*- (included in above criminal citation filings)	427	445	450	450
Outcome Measures:				
• Total resolved cases	3,313	3,000	3,000	3,000
Efficiency Measures:				
• Criminal cases per prosecutor**	819*	800*	825*	825*

*Doesn't include cases reviewed unit not charged
**The average cases per prosecutor are based on 4 FTE's

LAW CRIMINAL PROSECUTION SERVICES

Responsible Manager: ***Jennifer Castleton, Chief Prosecutor***

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-City Attorney	0.20	0.20	0.20	0.20	0.20	0.20	0.20	58E
Chief City Prosecutor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48
City Prosecutor - 1.5 fte funded by Prop. 1	3.00	3.00	3.00	3.00	3.00	3.00	3.00	45
Domestic Violence Legal Advocate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
Paralegal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	29
Legal Assistant	1.50	2.00	1.50	2.00	2.00	2.00	2.00	24
Total Regular Staffing	7.70	8.20	7.70	8.20	8.20	8.20	8.20	n/a
Change from prior year	-	0.50	(0.50)	0.50	-	-	-	n/a
Grand Total Staffing	7.70	8.20	7.70	8.20	8.20	8.20	8.20	n/a

HIGHLIGHT/CHANGES:

The Law Department Criminal Division's proposed operating budget totals $1,023,629 in 2019 and $1,040,482 in 2020. This is a 12.1% or $110,377 increase from the 2018 adjusted budget. Major line item changes include:

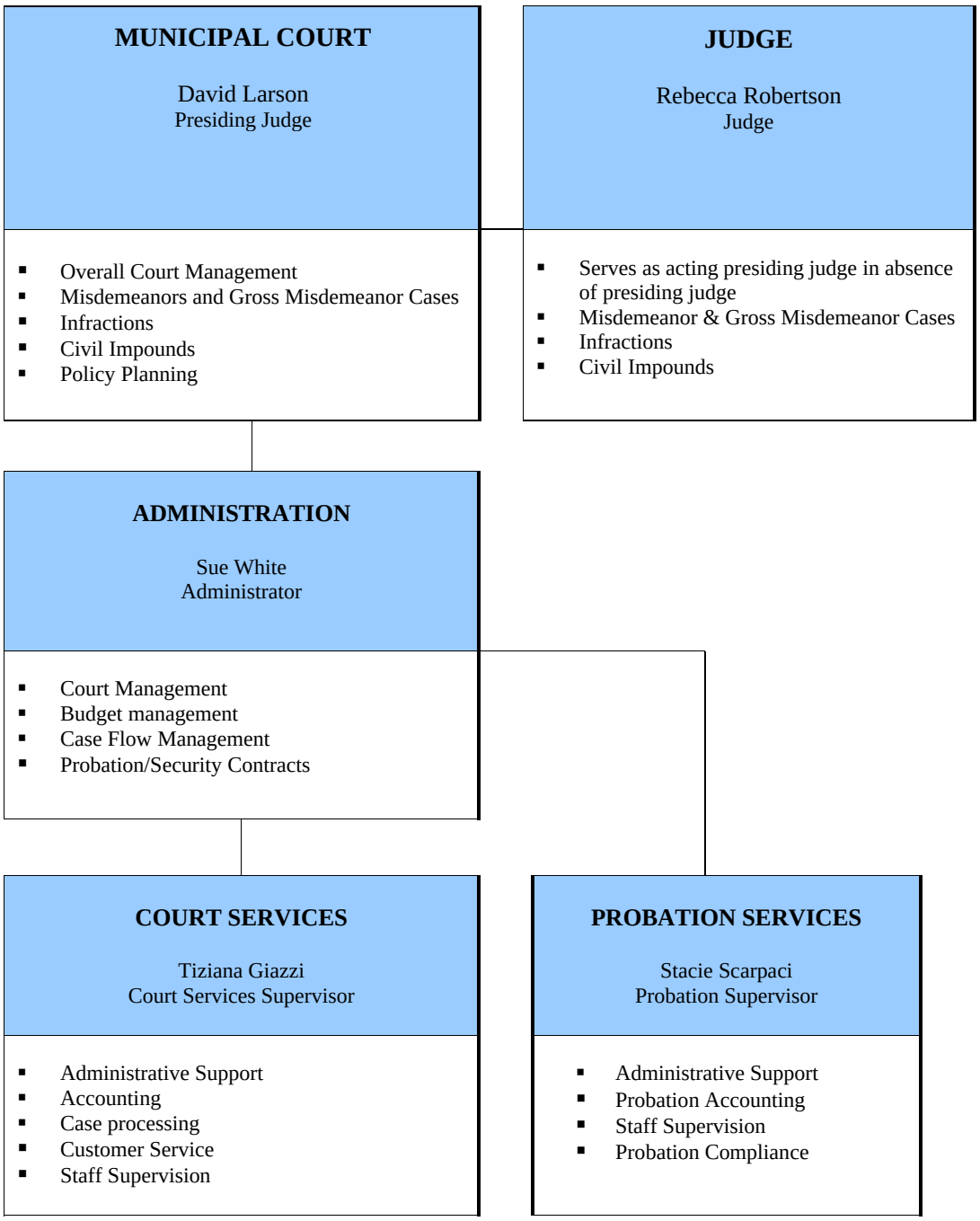
- **Salaries & Wages -** Net increase of $57,615 due to step increases for legal positions, and scheduled step increases.
- **Benefits -** Net increase of $52,762 due to changes of employee's health insurance plans selection, and health insurance premium increases.

REVENUE AND EXPENDITURE SUMMARY:
CRIMINAL PROSECUTION SERVICES – GENERAL FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	471,867	502,990	494,011	494,011	494,011	532,896	534,924	38,885	7.9%
2XX	Benefits	152,973	172,801	176,801	176,801	176,801	218,487	219,319	41,686	23.6%
3XX	Supplies	2,254	1,974	1,825	1,825	1,825	1,825	1,825	-	0.0%
4XX	Services and Charges	6,088	5,578	8,665	8,665	8,665	8,665	8,665	-	0.0%
	Total Expenditures:	**$ 633,183**	**$ 683,343**	**$ 681,302**	**$ 681,302**	**$ 681,302**	**$ 761,873**	**$ 764,733**	**$ 80,571**	**11.8%**

CRIMINAL PROSECUTION SERVICES – PROPOSITION 1 FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 195,354	$ 215,373	$ 231,950	$ 231,950	$ 231,950	$ 261,756	$ 275,749	$ 29,806	12.9%
	Total Revenues:	**$ 195,354**	**$ 215,373**	**$ 231,950**	**$ 231,950**	**$ 231,950**	**$ 261,756**	**$ 275,749**	**$ 29,806**	**12.9%**
Expenditure Summary:										
1XX	Salaries & Wages	152,531	165,158	170,948	170,948	170,948	189,678	199,818	18,730	11.0%
2XX	Benefits	42,824	50,215	61,002	61,002	61,002	72,078	75,931	11,076	18.2%
	Total Expenditures:	**$ 195,354**	**$ 215,373**	**$ 231,950**	**$ 231,950**	**$ 231,950**	**$ 261,756**	**$ 275,749**	**$ 29,806**	**12.9%**


MUNICIPAL COURT
David Larson
Presiding Judge
Overall Court Management
Misdemeanors and Gross Misdemeanor Cases
Infractions
Civil Impounds
Policy Planning
JUDGE
Rebecca Robertson
Judge
Serves as acting presiding judge in absence of presiding judge
Misdemeanor & Gross Misdemeanor Cases
Infractions
Civil Impounds
ADMINISTRATION
Sue White
Administrator
Court Management
Budget management
Case Flow Management
Probation/Security Contracts
COURT SERVICES
Tiziana Giazzi
Court Services Supervisor
Administrative Support
Accounting
Case processing
Customer Service
Staff Supervision
PROBATION SERVICES
Stacie Scarpaci
Probation Supervisor
Administrative Support
Probation Accounting
Staff Supervision
Probation Compliance

MUNICIPAL COURT

Responsible Manager: ***David Larson, Presiding Judge***

2017/2018 ACCOMPLISHMENTS

PERSONNEL

- Maintain and encourage professional development for all staff.
- Development of new case management system
- Staff maintained a high degree of professional competency and customer service.
- Improved court security

COMMUNITY OUTREACH

- Continued regular coordination meetings with Judges, Court Administrator, Court Services Supervisor, Probation, Prosecutor, and Public Defenders.
- Hosted the 5th and 6th Annual South King County District YMCA High School Mock Trial Competition in 2015 and 2016.
- 7th and 8th Annual Federal Way School District and the Federal Way Arts Commission Court Art Contest. The theme is *Liberty and Justice for All*.
- Mediations through Dispute Resolution Center of King County held on a frequent basis.
- Partnered with Multi-Service Center to screen for needed services for defendants and victims
- Both judges are involved in District and Municipal Court Judges Association activities and committees as well as other professional and civic organizations.
- Judge Robertson became the Secretary/Treasurer for the District & Municipal Court Judge's Association.
- Judge Larson teaches *Street Law* at Todd Beamer High School and is also involved in training judges and teachers on how to teach the course.
- Judge Larson continues to teach new judges at the State Judicial College.
- Judge Larson is a member of several local community boards.
- Judge Larson was given the Judge William Nevin Award for his long-term commitment to civics education

PROGRAMS/COST REDUCTIONS/EFFICIENCIES

- Brought probation service in house
- Completed changes to facility for greater security.
- Further improved court security with the addition of an X-Ray machine.
- Increased security presence with new security contract
- Increased security presence also allows the court to open during lunch hours to better serve the public.
- Worked with IT, prosecutor, defense attorneys, and probation on new case management system
- Utilized South King County Multi-Service Center jobs program for temporary staff.

2019/20 ANTICIPATED KEY PROJECTS

- Complete implementations of JustWare
- Implement a Community Court
- Create Community Service partnerships to better serve Federal Way and provide a structured means for defendants to perform community service for fines and punishments.
- Continue to work with SCORE, Police, Mayor, Providence and other agencies to develop jail and jail alternative programs that reduce costs yet assure public safety.
- Research costs and benefits of using automated notification of court dates and payment due dates to reduce warrants and increase fine collections.

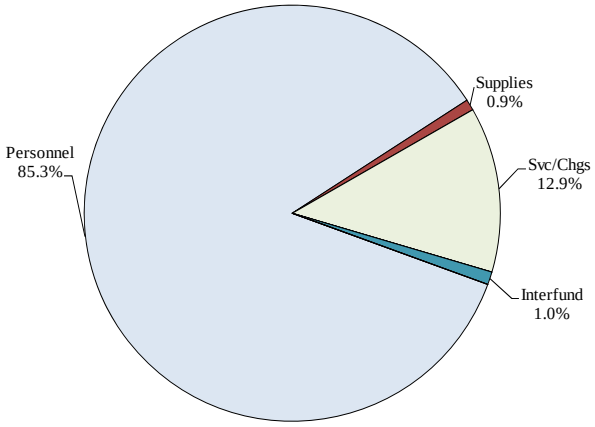
MUNICIPAL COURT

Responsible Manager: ***David Larson, Presiding Judge***

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.

2019 Proposed Expenditures by Category



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	2017	2018	2019	2020
Workload Measures:				
• Number of Judicial Officers	2.0	2.0	2.0	2.0
• Number of Administrator/Supervisor	2.0	2.0	2.0	2.0
• Number of Clerk Staff (Actual FTE)	9.0	9.0	9.0	9.0
• Traffic Infraction Filings/Parking	10,000	10,000	10,000	10,000
• Non-Traffic Infraction Filings	270	270	270	270
• DUI Filings	185	185	185	185
• Criminal Traffic Filings	1,100	1,100	1,100	1,100
• Criminal Non-Traffic Filings	1,800	1,800	1,800	1,800
• Civil Filings	6	6	6	6
• Photo Enforcement Filings	21,000	21,000	21,000	21,000
• **Total Filings**	**34,361**	**34,361**	**34,361**	**34,361**
• Infraction Hearings Held/Parking	4,500	4,500	4,500	4,500
• DUI Hearings Held	1,800	1,800	1,800	1,800
• Criminal Traffic Hearings Held	2,700	2,700	2,700	2,700
• Criminal Non-Traffic Hearings Held	6,800	6,800	6,800	6,800
• Photo Enforcement Hearings Held	6,500	6,500	6,500	6,500
• **Total Hearings Held**	**22,300**	**22,300**	**22,300**	**22,300**

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
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	50a
Court Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Court Clerk II	5.00	5.00	5.00	5.00	5.00	5.00	5.00	C21
Court Clerk I (1.0 FTE funded by Prop 1)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	C14
Probation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	41
Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	34
Probation Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Total Regular Staffing	16.00	16.00	16.00	16.00	16.00	16.00	16.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	16.00	16.00	16.00	16.00	16.00	16.00	16.00	n/a

MUNICIPAL COURT

Responsible Manager: ***David Larson, Presiding Judge***

HIGHLIGHTS/CHANGES:

The Municipal Court's proposed operating budget totals $1,978,101 in 2019 and $2,007,546 in 2020. This is 1.1% or $21,175 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net Increase of $19,309 primarily due to a change of employees in positions and scheduled step increases.
- **Benefits** – Net Decrease of $1,867 primarily due to a change of employees with different health care plans selection, and an increase in health insurance premiums.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 153,731	$ 156,463	$ 181,495	$ 181,495	$ 181,495	$ 182,747	$ 185,347	$ 1,252	0.7%
33X	Intergovernmental	47,139	44,552	50,000	50,000	50,000	50,000	50,000	-	0.0%
34X	Charges for Services	320,412	355,822	532,845	378,500	378,500	357,529	357,529	(20,971)	-5.5%
35X	Fines and Penalties	975,895	916,972	1,137,400	1,077,400	1,077,400	916,972	916,972	(160,428)	-14.9%
36X	Miscellaneous	118,285	111,239	105,650	105,650	105,650	111,241	111,241	5,591	5.3%
	Total Revenues:	**$ 1,615,462**	**$ 1,585,048**	**$ 2,007,390**	**$ 1,793,045**	**$ 1,793,045**	**$ 1,618,489**	**$ 1,621,089**	**$ (174,556)**	**-9.7%**
Municipal Court General Fund Operations Expenditure Summary:										
1XX	Salaries & Wages	870,434	863,973	884,732	884,732	884,732	892,304	902,860	$ 7,572	0.9%
2XX	Benefits	332,787	332,340	360,921	360,921	360,921	365,845	370,173	4,924	1.4%
3XX	Supplies	13,380	11,823	10,050	10,050	10,050	10,050	10,050	-	0.0%
4XX	Services and Charges	109,217	123,326	116,598	116,598	116,598	116,598	116,598	-	0.0%
6XX	Capital Outlay	3,598	-	-	-	-	-	-	-	n/a
	Subtotal Operating Exp:	**$ 1,329,417**	**$ 1,331,463**	**$ 1,372,301**	**$ 1,372,301**	**$ 1,372,301**	**$ 1,384,797**	**$ 1,399,681**	**$ 12,496**	**0.9%**
Probation Office General Fund Expenditure Summary:										
1XX	Salaries & Wages	113,545	173,737	179,802	179,802	179,802	185,988	194,352	6,186	3.4%
2XX	Benefits	53,418	78,892	78,733	78,733	78,733	79,975	83,571	1,242	1.6%
3XX	Supplies	2,580	161	6,900	6,900	6,900	6,900	6,900	-	0.0%
4XX	Services and Charges	23,190	62,405	76,145	76,145	76,145	76,145	76,145	-	0.0%
6XX	Capital Outlay	4,500	3,000	-	-	-	-	-	-	n/a
	Subtotal Probation Exp:	**$ 197,233**	**$ 318,195**	**$ 341,580**	**$ 341,580**	**$ 341,580**	**$ 349,008**	**$ 360,968**	**$ 7,428**	**2.2%**
Prop 1 Fund Expenditure Summary:										
1XX	Salaries & Wages	107,047	114,217	112,728	112,728	112,728	118,279	120,163	$ 5,551	4.9%
2XX	Benefits	46,684	42,246	49,245	49,245	49,245	44,946	45,662	(4,299)	-8.7%
9XX	Internal Services/Other	-	-	19,522	19,522	19,522	19,522	19,522	-	0.0%
	Subtotal Prop 1 Exp:	**$ 153,731**	**$ 156,463**	**$ 181,495**	**$ 181,495**	**$ 181,495**	**$ 182,747**	**$ 185,347**	**$ 1,252**	**0.7%**
Traffic Safety Fund Expenditure Summary:										
4XX	Services and Charges	-	68,251	61,550	61,550	61,550	61,550	61,550	-	0.0%
	Subtotal Traffic Safety Exp:	**$ -**	**$ 68,251**	**$ 61,550**	**$ 61,550**	**$ 61,550**	**$ 61,550**	**$ 61,550**	**$ -**	**0.0%**
	Total Expenditures:	**$ 1,680,381**	**$ 1,874,371**	**$ 1,956,926**	**$ 1,956,926**	**$ 1,956,926**	**$ 1,978,101**	**$ 2,007,546**	**$ 21,175**	**1.1%**

NON – DEPARTMENTAL

PURPOSE/DESCRIPTION:

Non – Departmental includes revenues and expenditures that are allocated city-wide. Major revenue sources include Property Tax, Sales Tax, Real Estate Excise Tax, Liquor Tax, Rent for Land, Administration Fees, and Other Financing Sources such as Transfer in of Utility tax to subsidize the General Fund.

HIGHLIGHTS/CHANGES:

The Non-Departmental proposed operating budget totals $31,348,038 in 2019 and $33,587,839 in 2020. This is 9.5% or $3,274,158 decrease from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Decrease of $677K primarily due to a reduction of one-time costs for represented employees contracts, and salary adjustments.
- **Services and Charges** – Decrease of $256K due to a reduction of one-time health insurance claims.
- **Capital Outlays** – Decrease of $1.45M primarily due to one-time capital expenditures of $1.0M for Performing Arts & Event Center, and $0.45M in one-time equipment purchase for Government Access Channel.
- **Debt Services –** Increase of $0.17M primarily due to debt service payments for the Target Property.
- **Internal Service** – Increase of $109K due to fully funding replacement reserves for equipment.
- **Other Financing Use** – Net Decrease of $1.2M primarily due to a one-time reduction of $1.0M transfer out from Debt Service Fund for PAEC Interfund Loan, and a one-time reduction of $0.5M transfer out from Downtown Redevelopment to the Grand Staircase project, offset by an increase in transfers out from the Utility Tax Fund.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
31X	Taxes	$ 42,017,860	$ 42,198,821	$ 42,147,065	$ 42,008,205	$ 42,608,205	$ 43,253,820	$ 44,214,703	$ 1,245,615	3.0%
32X	Licenses and Permits	1,927,646	2,657,309	2,643,410	2,643,410	2,643,410	2,655,158	2,667,024	11,748	0.4%
33X	Intergovernmental	11,371,493	2,673,776	2,317,000	3,474,000	3,474,000	2,514,000	2,534,000	(960,000)	-27.6%
34X	Charges for Services	5,011,404	4,939,753	4,916,196	5,156,196	4,898,196	5,010,196	5,010,696	(146,000)	-2.8%
35X	Fines and Penalties	5,069	1,439	2,000	2,000	2,000	2,000	2,000	-	0.0%
36X	Miscellaneous	583,110	2,621,763	1,216,890	1,317,590	1,317,590	1,326,390	394,000	8,800	0.7%
37X	Proprietary Fund Revenues	1,072,162	306,963	-	57,000	57,000	400,000	400,000	343,000	601.8%
39X	Other Financing Sources	12,802,716	22,126,493	9,754,251	11,054,251	11,054,251	10,755,322	11,440,299	(298,929)	-2.7%
	Total Revenues:	**$ 74,791,460**	**$77,526,317**	**$62,996,812**	**$65,712,652**	**$66,054,652**	**$65,916,886**	**$66,662,722**	**$ 204,234**	**0.3%**
Expenditure Summary:										
1XX	Salaries & Wages	14,105	(76,076)	2,025,429	2,025,429	1,525,429	1,348,429	1,245,429	(677,000)	-33.4%
2XX	Benefits	4,115	(29,392)	-	-	-	-	-	-	n/a
3XX	Supplies	2,634	24,935	1,000	1,000	1,000	1,000	1,000	-	0.0%
4XX	Services and Charges	6,999,168	5,981,747	5,374,647	6,777,772	6,777,772	6,521,373	8,521,373	(256,399)	-3.8%
5XX	Intergovernmental	20,605	21,084	30,000	30,000	30,000	30,000	30,000	-	0.0%
6XX	Capital Outlay	13,040,292	12,024,098	45,000	1,512,073	1,512,073	58,200	52,000	(1,453,873)	-96.2%
7XX	Debt Service-Principal	470,000	8,694,960	862,700	862,700	862,700	1,055,147	1,253,881	192,447	22.3%
8XX	Debt Service-Interest	466,393	506,321	885,163	1,115,363	1,115,363	1,097,363	1,091,076	(18,000)	-1.6%
9XX	Internal Service	4,898,442	5,625,020	5,204,482	5,631,005	5,631,005	5,740,230	5,755,664	109,225	1.9%
0XX	Other Financing Use	19,580,221	22,666,549	15,209,908	16,666,854	18,866,854	15,496,296	15,637,416	(1,170,558)	-7.0%
	Total Expenditures:	**$ 45,495,975**	**$55,439,246**	**$29,638,329**	**$34,622,196**	**$36,322,196**	**$31,348,038**	**$33,587,839**	**$ (3,274,158)**	**-9.5%**

EXPENDITURE BY FUND:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
001	General Fund	9,007,529	9,399,504	9,347,369	10,167,747	9,667,747	10,316,429	11,892,889	148,682	1.5%
103	Utility Tax	11,086,710	10,386,861	8,918,924	9,509,359	9,509,359	9,642,000	9,687,000	132,641	1.4%
107	Special Contracts/Studies	14,295	-	-	467,073	467,073	13,200	7,000	(453,873)	-97.2%
109	Hotel/Motel Lodging Tax	49,934	76,257	224,700	224,700	224,700	294,700	224,700	70,000	31.2%
113	Real Estate Excise Tax	3,766,573	6,048,361	3,739,473	4,142,129	4,142,129	3,739,473	4,254,567	(402,656)	-9.7%
116	Transportation Benefit District	-	-	930,000	-	-	-	-	-	100.0%
120	Paths & Trails	-	-	-	-	-	-	-	-	n/a
188	Strategic Reserve	199,798	-	-	-	2,200,000	-	-	-	n/a
189	Parks Reserve	-	128,806	-	-	-	-	-	-	n/a
201	Debt Service	812,423	9,201,282	1,747,863	2,978,063	2,978,063	2,152,510	2,344,957	(825,553)	-27.7%
301	Downtown Redevelopment	129,261	2,179,550	500,000	500,000	500,000	-	-	(500,000)	-100.0%
302	City Facilities	23,910	-	-	-	-	-	-	-	n/a
307	Capital Project Reserve	-	129,382	-	-	-	-	-	-	n/a
308	Performing Arts Center	14,282,481	12,575,718	-	1,000,000	1,000,000	-	-	(1,000,000)	-100.0%
506	Self Health Insurance	5,092,998	4,255,707	4,180,000	5,583,125	5,583,125	5,256,726	5,256,726	(326,399)	-5.8%
507	Unemployment Insurance	1,030,064	1,057,819	50,000	50,000	50,000	50,000	20,000	-	0.0%
	Total Expenditures:	**$ 45,495,975**	**$ 55,439,247**	**$ 29,638,329**	**$ 34,622,196**	**$ 36,322,196**	**$ 31,465,038**	**$ 33,687,839**	**$ (3,157,158)**	**-9.1%**

PARKS, RECREATION AND CULTURAL SERVICES DIRECTOR
John Hutton

- Council Committee/Commission Support
- Department Direction
- Implement Parks, Recreation & Open Space Comprehensive Plan
- Intradepartmental Coordination
- Regional Issues and Involvement

ADMINISTRATIVE ASSISTANT II
Mary Jaenicke

- Director Support
- Department Support
- Council Committee Support
- Commission Support
- Customer Service
- Contracts
- Website Updates
- Process Invoices

PARKS DEPUTY DIRECTOR
Steve Ikerd

- Open Space & Trails
- Park Renovation
- Contract Admin.
- City Facilities Mgmt.
- Security Systems
- Commission Support
- Urban Forestry Mgmt.
- CIP Management

DUMAS BAY CENTRE MANAGER
Rob Ettinger

- Conference & Retreat Rentals
- Business Rentals
- Theatre Rentals
- Cultural Arts Programs
- Facility Management
- Grounds Maintenance
- Contract Admin.
- Marketing & Promotions
- Brooklake Community Center
- Concessions

COMMUNITY CENTER MANAGER
Doug Nelson

- Overall Management of Resources, Programs and Staff
- Community/Center Recreation and Physical Plant Operations
- Operating Budget and Capital Reserves Management
- Manage Marketing/Promotions and Community Outreach

PARKS MAINTENANCE & FACILITIES MANAGER
Jason Gerwen

- Neighborhood Parks
- Community Parks
- Volunteer Programs
- Athletic Field Maintenance
- Grounds Maintenance
- Rec. & Community Event Support
- Play Structures
- Direct Crews
- Open Space & Trails

RECREATION MANAGER
Cody Geddes

- Youth and adult athletics
- Overall Management of Division and Staff
- Operating Budget
- Manage Marketing/Promotions and Community Outreach
- Scheduling of Athletic Facilities

COMMUNITY RELATIONS LIASON/CONTRACT ADMINSTRATION
Autumn Gressett

- Serves as Liaison for the PAEC
- Arrange all aspects of Resident Arts Organizations at PAEC
- Manage Contracts for Entire Department

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: ***John Hutton, Parks Director***

2017/2018 ACCOMPLISHMENTS

- Transitioned Knutzen Family Theatre from a management contract with Centerstage Theatre to an in-house City operation while partnering with Centerstage as our resident theater arts group.
- Continue to reduce expenditures and maximize revenues for the Dumas Bay Centre operations.
- Secured a large amount of return retreats and meetings rebooking each group year after year by providing excellent customer service, food service and meeting our client's needs.
- Improved our Google AdWords campaign to increase call volume and bookings with a limited marketing budget of just 6k annually. Redesigned website to make it mobile friendly and comply with google security standards.
- In an effort to reduce the unwanted park activity at the Dumas Bay Centre we have partnered with the Federal Way Police Department and IT increasing presence and monitoring. We have noticed a large decrease in the amount of unwanted nighttime gatherings.
- Dumas Bay Centre- Revenue is near $1 million with only 3 FTE employees.
- Managed expenditures by partnering with in-house maintenance services for most facility repairs.
- **Champs Camp** is designed to integrate youth ages 5-18 living with intellectual and developmental disabilities into the summer camp setting. Our Champs Camp this year ran six weeks from July 9th to August 17th. Each week we had approximately 12 children that participated with our mainstream Craze and Commotion camps. Staff trained in inclusion methods helped each camper integrate into their age appropriate groups and participate in camp activities. Keeping a 1:3 ratio, these campers were given the opportunity that other camps and municipalities in the region are not offering making this camp a one-of-a-kind in the region.
- **The Special Olympic National Games 2018** came to the Puget Sound Region this summer and Federal Way had two teams and an individual representing Team Washington during the games. These teams and the individual qualified to represent our state by winning the Washington State tournament in 2017. Our unified flag football team took home the silver medal. Unified sports give people living with and without disabilities the opportunity to participate in athletics together and promoting social inclusion through sports. Our soccer team brought home the gold medal by beating Team Maine in the championship game. Our individual competitor, Timothy Dempsey, took home the gold medal in the gaming competition, which was the first-ever video gaming competition offered by Special Olympics.
- **After School Program 17-18** for Mirror Lake, Sherwood Forest and Twin Lakes Elementary (September 2017-June 2018) in partnership with FWPS proving transportation to the Community Center.
- **Summer Camp 2018** we had approximately 150 kids a week attend summer camp. That is roughly 1506 kids throughout 10 weeks of summer camp which is 100 more kids throughout this summer then we had in the summer of 2017. Partnered with YMCA of Greater Seattle Hunger Initiatives Program to provide 800 free lunch meals to summer camp kids throughout the 10 weeks of summer.
- **Walk Federal Way –** In 2018 we started a new free walk program. This was with the help of the King County Youth and Amateur sports grant.
- **Community Events –** We continue to receive strong community support and sponsorships to keep events like Touch-a-Truck, Pirates and Pixie Helmet Give-Away, Movies in the Park, and Kids Day free community events.
- **King County Veterans, Senior, and Human Services Grant –** Awarded $130,000 from King County for building improvements, community outreach, and programs.
- **Celebration Park National Events –** 2018 hosted the Special Olympics USA Games, ASA-USA U16 Girls Fast pitch, and the Men's USSSA Men's Fall D Championships.
- Took over event management for Miles for Meso 5K Fun Run and achieved all-time highs for enrollment and earnings. Charitable earnings after 6 years now total over $125,000.
- Updated look and feel of facility with new signage, digital display boards, and television monitor in Splash Café.
- Worked with Graphics Coordinator and contracted web-designer to successfully update FWCC web-site; including a new responsive version for mobile devices.
- FWCC Staff worked directly with Recreation and Parks staff to successfully host Red, White & Blues Festival, Miles for Meso Fun Run, and Special Olympics USA games in July of 2018.
- Successful staffing transitions prompted by the departure of key employees; also led to the instrumental re-organization of staffing inventory. Successfully hired or promoted in several key full-time staffing areas.
- Under the direction of the Community Center Manager, held first ever Parks Department Training Retreat at Dumas Bay Centre. Primary goals and objectives included; team building, strategic planning, emergency management planning.
- Record attendance and revenues ($145K) for Swim Lessons in 2017.
- Met all-time highs for Group Exercise attendance in 2018.
- Under the direction of the Customer Service Coordinator established new customer service protocol for Front Desk operations; including training, new lead supervision, best practices and procedures.
- Identified and made repairs to asphalt paths throughout the park system.
- Provided maintenance support to numerous Special Events

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: ***John Hutton, Parks Director***

2019/2020 KEY PROJECTS ANTICIPATED

- Replacement of the Toddler play and slide structure structure in the leisure pool.
- Begin use of new Recreation Software 'RecTrac'.
- Replace synthetic turf at Saghalie soccer field.
- Complete PROS Plan and receive Council approval.
- Install mini split air condition in bedrooms at Dumas Bay Centre.
- Install new windows in meeting spaces.
- Work with the Parks Commission to identify playground structures that need to be improved or replaced.
- Continue to work with AmeriCorps and other volunteer groups on City projects.

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

2019 Proposed Projects	Sources (in thousands)								
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Consult Svcs	Construct	Project Mgmt	Equip Acquis	Total Expenses
Major Maintenance & Improvements to Existing Park Facilities	$ 150	$ -	$ -	$ 150	$ -	$ 150	$ -	$ -	$ 150
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Trail & Pedestrian Access Improvements	-	-	963	963	-	963	-	-	963
Laurelwood	-	-	162	162	-	162	-	-	162
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
Total 2019	**$ 300**	**$ -**	**$ 1,125**	**$ 1,425**	**$ -**	**$ 1,425**	**$ -**	**$ -**	**$ 1,425**

2020 Proposed Projects	Sources (in thousands)								
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Consult Svcs	Construct	Project Mgmt	Equip Acquis	Total Expenses
Major Maintenance & Improvements to Existing Park Facilities	150	-	-	150	-	150	-	-	150
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
Total 2020	**$ 300**	**$ -**	**$ -**	**$ 300**	**$ -**	**$ 300**	**$ -**	**$ -**	**$ 300**

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW
Responsible Manager: ***John Hutton, Parks Director***

DEPARTMENT POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Administration:								
Director of Parks, Rec. & Cultural Svcs.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58a
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	24
General Recreation:								
Recreation Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Recreation Coordinator	3.50	3.50	3.50	3.50	3.50	3.50	3.50	33
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	33
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Maintenance:								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58
Parks Maintenance & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Park & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Maintenance Worker - Lead	2.00	2.00	2.00	2.00	3.00	3.00	3.00	26m
Maintenance Worker I - 1.0 FTE funded by Prop. 1	9.00	9.00	9.00	9.00	8.00	8.00	8.00	22m
Facilities Maintenance Worker	1.50	1.50	1.50	2.00	2.00	2.00	2.00	22m
Total General Fund:	23.13	23.13	23.13	23.63	23.63	23.63	23.63	n/a
Federal Way Community Center:								
Community Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Recreation/CC Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	39
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Fitness Coordinator	-	-	-	-	-	1.00	1.00	33
Community Center Services 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	26m
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	33
Lead Lifeguard	2.00	2.00	2.00	2.00	2.00	2.00	2.00	13
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Customer Service Coordinator	-	-	-	-	-	1.00	1.00	33
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	-	-	18
Office Technician II*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Total Federal Way Comm. Center:	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
Dumas Bay Centre:								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Chef/Kitchen Coordinator	-	-	-	-	-	1.00	1.00	33
Chef/Kitchen Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	23
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Total Dumas Bay Centre:	3.00	3.00	3.00	3.00	3.00	3.00	3.00	n/a
Performing Arts Event Center:								
Community Relations Liason/Contract Admin	-	-	-	-	1.00	1.00	1.00	43
Performing Arts Event Center:	-	-	-	-	1.00	1.00	1.00	n/a
Total Regular Staffing	37.46	37.46	37.46	37.96	38.96	38.96	38.96	n/a
Change from prior year	-	-	-	0.50	1.00	-	-	n/a

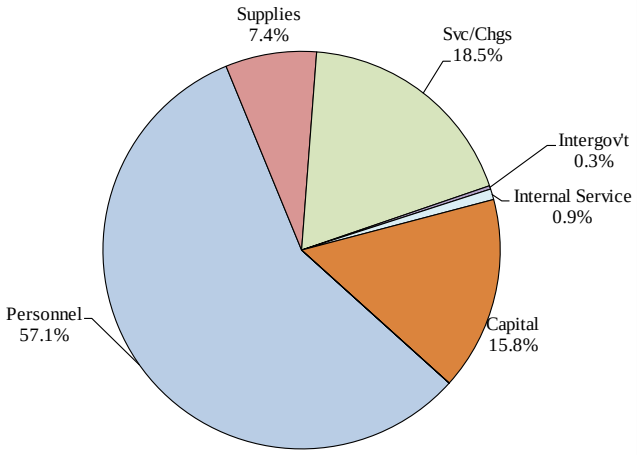
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: ***John Hutton, Parks Director***

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.

2019 Proposed Expenditures by Category



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 2013.
- 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:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
General Fund Operating Expenditure Summary:										
310	Administration	260,667	264,413	287,732	287,732	287,732	275,015	275,015	(12,717)	-4.4%
33x	Maintenance	2,274,246	2,231,225	2,170,482	2,375,982	2,375,982	2,384,734	2,394,125	8,752	0.4%
35x	General Recreation	1,371,705	1,385,791	1,372,813	1,412,813	1,412,813	1,377,510	1,407,334	(35,303)	-2.5%
	Subtotal GF Operating Exp.:	**$ 3,906,618**	**$ 3,881,429**	**$ 3,831,027**	**$ 4,076,527**	**$ 4,076,527**	**$ 4,037,259**	**$ 4,076,474**	**$ (39,268)**	**-1.0%**
Non-General Fund Operating Expenditure Summary:										
111	FW Community Center	2,313,306	2,353,980	2,254,429	2,344,429	2,233,429	2,312,036	2,331,150	(32,393)	-1.4%
	Subtotal New Comm Center	**$ 2,313,306**	**$ 2,353,980**	**$ 2,254,429**	**$ 2,344,429**	**$ 2,233,429**	**$ 2,312,036**	**$ 2,331,150**	**$ (32,393)**	**-1.4%**
114	Prop 1 Fund	108,075	110,659	101,583	101,583	101,583	103,437	103,437	1,854	1.8%
	Subtotal Prop 1 Fund	**$ 108,075**	**$ 110,659**	**$ 101,583**	**$ 101,583**	**$ 101,583**	**$ 103,437**	**$ 103,437**	**$ 1,854**	**1.8%**
303	Parks CIP	1,543,496	456,651	300,000	2,195,887	1,271,948	1,425,480	300,000	(770,407)	-35.1%
	Subtotal Parks CIP Fund	**$ 1,543,496**	**$ 456,651**	**$ 300,000**	**$ 2,195,887**	**$ 1,271,948**	**$ 1,425,480**	**$ 300,000**	**$ (770,407)**	**-35.1%**
402	Dumas Bay Centre	1,032,952	1,034,690	753,995	767,995	767,995	685,472	685,472	(82,523)	-10.7%
505	Bldg & Furnishings	418,434	500,132	490,357	490,357	490,357	478,219	483,088	(12,138)	-2.5%
	Enterprise Fund Oper	**$ 1,451,386**	**$ 1,534,823**	**$ 1,244,352**	**$ 1,258,352**	**$ 1,258,352**	**$ 1,163,691**	**$ 1,168,560**	**$ (94,661)**	**-7.5%**
	Total Expenditures:	**$ 9,322,881**	**$ 8,337,542**	**$ 7,731,391**	**$ 9,976,778**	**$ 8,941,839**	**$ 9,041,903**	**$ 7,979,621**	**$ (934,875)**	**-9.4%**

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW
Responsible Manager: ***John Hutton, Parks Director***

HIGHLIGHTS/CHANGES:

The Parks Department's proposed operating budget totals $9,041,903 and $7,979,621 in 2019 and 2020 respectively, and is $934,875 or 9.4% below the adjusted 2018 operating budget. The table below includes the General Fund, Federal Way Community Center Fund, Proposition 1 Fund, Dumas Bay Centre Fund, Parks CIP, and Buildings and Furnishings Fund. Major line item changes include:

- **Salaries & Wages/Benefits –** Net increase of $38,469 due to changes in employees in positions, and increased healthcare costs.
- **Services and Charges –** Net decrease of $90,800 due to the elimination of one-time professional services and repair and maintenance services for Dumas Bay and Parks Maintenance services.
- **Capital Outlay –** Decrease of $860,407 due to a reduction in capital expenditures for 303 Parks CIP, and elimination of Federal Way Community Center one-time capital equipment purchases.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
31X	Taxes	$ 108,075	$ 110,659	$ 101,583	$ 101,583	$ 101,583	$ 103,437	$ 103,437	$ 1,854	1.8%
33X	Intergovernmental	12,000	10,000	5,000	5,000	5,000	5,000	5,000	-	0.0%
34X	Charges for Services	2,863,279	3,053,736	2,867,100	2,897,100	2,922,100	2,971,475	2,971,475	74,375	2.6%
36X	Miscellaneous	1,468,309	1,447,580	997,006	1,100,006	1,100,006	1,270,006	1,270,006	170,000	15.5%
39X	Other Financing Sources	1,246,873	2,170,008	859,930	871,431	871,431	710,000	635,000	(161,431)	-18.5%
	Total Revenues:	**$ 5,698,535**	**$ 6,791,983**	**$ 4,830,619**	**$ 4,975,120**	**$ 5,000,120**	**$ 5,059,918**	**$ 4,984,918**	**$ 84,798**	**1.7%**
Expenditure Summary:										
1XX	Salaries and Wages	3,586,273	3,766,638	3,792,278	3,961,778	3,961,778	3,874,909	3,908,140	(86,869)	-2.2%
2XX	Benefits	1,274,777	1,338,815	1,164,956	1,164,956	1,164,956	1,290,294	1,320,260	125,338	10.8%
3XX	Supplies	815,291	807,766	601,562	671,562	671,562	670,662	670,662	(900)	-0.1%
4XX	Services and Charges	2,183,011	2,221,788	1,747,663	1,767,663	1,767,663	1,676,863	1,676,863	(90,800)	-5.1%
5XX	Intergovernmental	7,373	6,554	25,105	25,105	25,105	25,105	25,105	-	0.0%
6XX	Capital Outlays	1,380,993	155,519	300,000	2,285,887	1,289,833	1,425,480	300,000	(860,407)	-37.6%
9XX	Internal Services/Other	46,165	40,463	99,827	99,827	60,942	78,591	78,591	(21,236)	-21.3%
0XX	Other Financing Use	29,000	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 9,322,881**	**$ 8,337,542**	**$ 7,731,391**	**$ 9,976,778**	**$ 8,941,839**	**$ 9,041,903**	**$ 7,979,621**	**$ (934,875)**	**-9.4%**

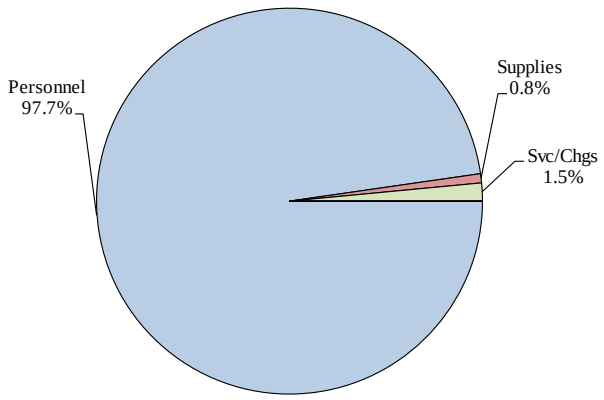
PARKS, RECREATION AND CULTURAL SERVICES ADMINISTRATION

Responsible Manager: ***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.

2019 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 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	2017	2018	2019	2020
Workload Measures:				
Number of commissions and committees supported	4	4	4	4
Number of Capital Projects Managed	3	3	3	3
Outcome Measures:				
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
Parks and Recreation Projected New Funding for Capital Budget	$300,000	$300,000	$300,000	$300,000

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Administration:								
Director of Parks, Rec. & Cultural Svcs.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58a
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	24
Total Regular Staffing	1.80	1.80	1.80	1.80	1.80	1.80	1.80	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	1.80	1.80	1.80	1.80	1.80	1.80	1.80	n/a

PARKS, RECREATION AND CULTURAL SERVICES ADMINISTRATION

Responsible Manager: ***John Hutton, Parks Director***

HIGHLIGHTS/CHANGES:

The Administration Division proposed operating budget for 2019/2020 is $275,015 and $275,015 respectively. This is an increase of $12,717 or 4.4% below the adjusted 2018 operating budget. Major line item changes include:

- **Salaries & Wages –** Increase of $152 is due to step increases for positions.
- **Benefits –** Decrease of $12,717 is due to changes in employee health care plans selection.

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	191,381	193,038	190,454	190,454	190,454	190,606	190,606	152	0.1%
2XX	Benefits	62,537	62,601	91,017	91,017	91,017	78,148	78,148	(12,869)	-14.1%
3XX	Supplies	2,811	4,199	2,110	2,110	2,110	2,110	2,110	-	0.0%
4XX	Services and Charges	3,937	4,575	4,151	4,151	4,151	4,151	4,151	-	0.0%
	Total Expenditures:	**$ 260,667**	**$ 264,413**	**$ 287,732**	**$ 287,732**	**$ 287,732**	**$ 275,015**	**$ 275,015**	**$ (12,717)**	**-4.4%**

New Town Square Park in Federal Way

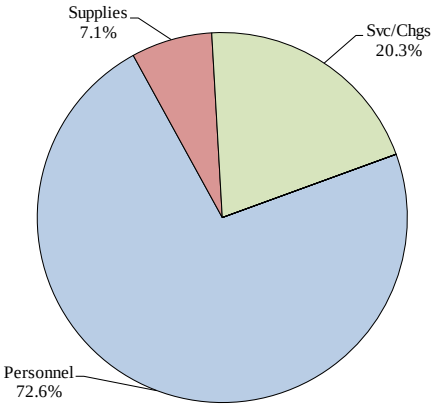
PARKS, RECREATION AND CULTURAL SERVICES GENERAL RECREATION

Responsible Manager: ***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: Federal Way Community Center, Community Recreation, Recreation Inc., Youth and Adult Athletics, Community Events, Senior Services, Cultural Services, Dumas Bay Centre, and Knutzen Family Theatre.

2019 Proposed Expenditures by Category



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	2017	2018	2019	2020
Workload Measures:				
Total Recreation & Cultural Services classes held	1500	1520	1520	1520
Total senior classes / drop-in services	1300	1350	1350	1350
Total Teen Participants	350	350	350	350
Outcome Measures:				
Recovery ratio	71.7%	71.1%	71.7%	71.1%
Efficiency Measures:				
Number of volunteer hours, Senior Services	3,300	3,300	3,300	3,300
Number of Recreation & Cultural Services enrollments	11,700	11,700	11,700	11,700
Number of Recreation & Cultural Services participant attendance	140,400	141,600	141,600	141,600

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
General Recreation:								
Recreation Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Recreation Coordinator	3.50	3.50	3.50	3.50	3.50	3.50	3.50	33
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	33
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Total General Fund:	5.83	5.83	5.83	5.83	5.83	5.83	5.83	n/a
Total Regular Staffing	5.83	5.83	5.83	5.83	5.83	5.83	5.83	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	5.83	5.83	5.83	5.83	5.83	5.83	5.83	n/a

PARKS, RECREATION AND CULTURAL SERVICES GENERAL RECREATION

Responsible Manager: ***Cody Geddes, Recreation Manager***

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 2019/2020 is $1,377,510 and $1,407,334 respectively. This is a decrease of $35,303 or 2.5%. Major line item changes include:

- **Salaries & Wages –** Decrease of $45,336 primarily due to a reduction of temporary help for lifeguards, and changes of employees in positions.
- **Benefits –** Increase of $10,903 due to increased healthcare costs.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 12,000	$ 10,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ -	0.0%
34X	Charges for Services	879,524	899,667	860,650	890,650	890,650	890,650	890,650	-	0.0%
36X	Miscellaneous	161,773	151,741	71,350	154,350	154,350	154,350	154,350	-	0.0%
	Total Revenues:	**$ 1,053,297**	**$ 1,061,409**	**$ 937,000**	**$ 1,050,000**	**$ 1,050,000**	**$ 1,050,000**	**$ 1,050,000**	**$ -**	**0.0%**
Expenditure Summary:										
1XX	Salaries and Wages	731,819	738,641	796,317	836,317	836,317	790,981	799,545	(45,336)	-5.4%
2XX	Benefits	206,213	208,157	197,646	197,646	197,646	208,579	229,839	10,933	5.5%
3XX	Supplies	104,662	82,897	98,441	98,441	98,441	97,541	97,541	(900)	-0.9%
4XX	Services and Charges	299,092	355,686	280,284	280,284	280,284	280,284	280,284	-	0.0%
5XX	Intergovernmental	919	410	125	125	125	125	125	-	0.0%
0XX	Other Financing Use	29,000	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 1,371,705**	**$ 1,385,791**	**$ 1,372,813**	**$ 1,412,813**	**$ 1,412,813**	**$ 1,377,510**	**$ 1,407,334**	**$ (35,303)**	**-2.5%**

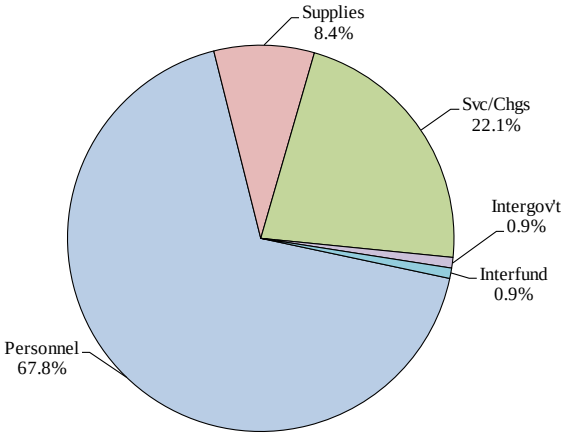
PARKS, RECREATION AND CULTURAL SERVICES COMMUNITY CENTER

Responsible Manager: ***Doug Nelson, Manager, Community Center***

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.

2019 Proposed Expenditures by Category



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 to increase revenue.

PARKS, RECREATION AND CULTURAL SERVICES COMMUNITY CENTER

RESPONSIBLE MANAGER: ***DOUG NELSON, MANAGER, COMMUNITY CENTER***

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
Number of operational hours	4,960	4,960	4,910	4,910
Number of birthday party rentals	500	500	500	500
Number of special event rentals	100	100	100	100
Number of meeting rentals	400	400	400	400
Number of swim classes	2,200	2,200	2,200	2,200
Efficiency Measures:				
Operating within or better than designated utility tax contribution	Yes	Yes	Yes	Yes
Efficiency Measures:				
Number of active passes	3,300	3,300	3,300	3,300
Number of community center class enrollments	1,400	1,400	1,400	1,400
Number of pass holder visits	180,000	180,000	180,000	180,000
Number of daily admissions	75,000	75,000	75,000	75,000

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Federal Way Community Center:								
Community Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Recreation/CC Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	39
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Fitness Coordinator	-	-	-	-	-	1.00	1.00	33
Community Center Services 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	26m
Aquatics Assistant Coordinator	-	-	-	-	-	-	-	23
Graphics Coordinator	0.33	0.33	0.33	0.33	0.33	0.33	0.33	33
Lead Lifeguard	2.00	2.00	2.00	2.00	2.00	2.00	2.00	13
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Customer Service Coordinator	-	-	-	-	-	1.00	1.00	33
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	-	-	18
Office Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Lifeguard	-	-	-	-	-	-	-	**8**
Total Federal Way Comm. Center:	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
Total Regular Staffing	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grand Total Staffing	11.33	11.33	11.33	11.33	11.33	11.33	11.33	n/a

PARKS, RECREATION AND CULTURAL SERVICES COMMUNITY CENTER
RESPONSIBLE MANAGER: *DOUG NELSON, MANAGER, COMMUNITY CENTER*

The proposed operating budget is $2,312,036 in 2019 and $2,331,150 in 2020. This is a decrease of $32,393 or 1.4% when compared to the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages –** Increase of $11,486, due to changes in employees in positions and scheduled step increases.
- **Benefits –** Increase of $65,006 primarily due to changes in employee's health insurance plans selection and healthcare cost increases.
- **Capital Outlay –** Decrease of $90,000 due to no budgeted equipment purchases or major repair to the existing facility.

REVENUE AND EXPENDITURE:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	$ 1,516,047	$ 1,567,878	$ 1,516,500	$ 1,516,500	$ 1,541,500	$ 1,590,875	$ 1,590,875	$ 74,375	4.9%
36X	Miscellaneous	312,815	314,011	290,000	310,000	310,000	350,000	350,000	40,000	12.9%
39X	Other Financing Sources	500,943	452,677	447,930	447,930	447,930	387,000	312,000	(60,930)	-13.6%
	Total Revenues:	**$ 2,329,805**	**$ 2,334,565**	**$ 2,254,430**	**$ 2,274,430**	**$ 2,299,430**	**$ 2,327,875**	**$ 2,252,875**	**$ 53,445**	**2.3%**
Expenditure Summary:										
1XX	Salaries & Wages	1,132,057	1,224,235	1,175,284	1,175,284	1,175,284	1,186,770	1,201,250	11,486	1.0%
2XX	Benefits	389,314	410,524	314,760	314,760	314,760	379,766	384,400	65,006	20.7%
3XX	Supplies	232,583	238,980	194,000	194,000	194,000	194,000	194,000	-	0.0%
4XX	Services and Charges	546,870	476,058	511,000	511,000	511,000	511,000	511,000	-	0.0%
5XX	Intergovernmental	3,572	4,182	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	8,911	-	-	90,000	17,885	-	-	(90,000)	-100.0%
9XX	Internal Services/Other	-	-	38,885	38,885	-	20,000	20,000	(18,885)	-48.6%
	Total Expenditures:	**$ 2,313,306**	**$ 2,353,980**	**$ 2,254,429**	**$ 2,344,429**	**$ 2,233,429**	**$ 2,312,036**	**$ 2,331,150**	**$ (32,393)**	**-1.4%**

Federal Way Community Center at night

PARKS, RECREATION AND CULTURAL SERVICES DUMAS BAY CENTRE

Responsible Manager: ***Rob Ettinger, DBC Manager***

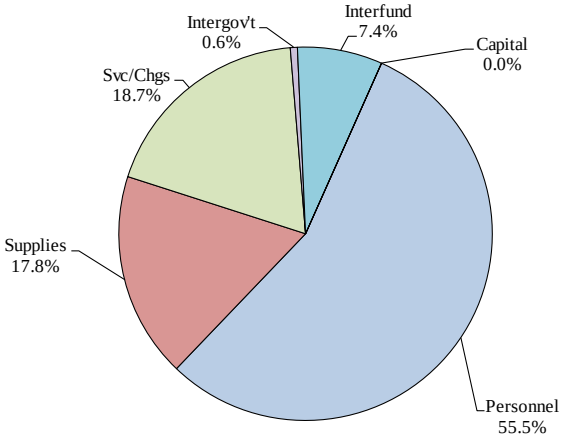
PURPOSE/DESCRIPTION:

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.

2019 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	2017	2018	2019	2020
Workload Measures:				
Number of use days	250	250	250	250
Number of overnight stays	195	208	215	215
Number of non-charged users	10	10	8	8
Outcome Measures:				
Revenue generated	$628,000	$630,000	$628,000	$630,000
Recovery ratio	98.0%	98.0%	98.0%	98.0%
Efficiency Measures:				
Number of contracts managed	2	2	2	2
Number of retreats	115	115	115	115

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Dumas Bay Centre:								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Chef/Kitchen Coordinator	-	-	-	-	-	1.00	1.00	33
Chef/Kitchen Supervisor	1.00	1.00	1.00	1.00	1.00	-	-	23
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Total Dumas Bay Centre:	3.00	3.00	3.00	3.00	3.00	3.00	3.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a

PARKS, RECREATION AND CULTURAL SERVICES DUMAS BAY CENTRE

Responsible Manager: ***Rob Ettinger, DBC Manager***

HIGHLIGHTS/CHANGES:

The Dumas Bay Centre proposed operating budget totals $685,472 in 2019 and $685,472 in 2020. This is a 10.7% or $82,523 decrease from the 2018 adjusted budget. Major line item changes include:

- **Services and Charges –** Net decrease of $75,800 due to one-time repair services for the facility no longer budgeted in 2019.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 239	$ 489	$ 254	$ 254	$ 254	$ 254	$ 254	-	0.0%
36X	Miscellaneous	950,692	953,048	634,997	634,997	634,997	764,997	764,997	130,000	20.5%
39X	Other Financing Sources	331,875	942,000	112,000	123,501	123,501	23,000	23,000	(100,501)	-81.4%
	Total Revenues:	**$ 1,282,805**	**$ 1,895,537**	**$ 747,251**	**$ 758,752**	**$ 758,752**	**$ 788,251**	**$ 788,251**	**$ 29,499**	**3.9%**
Expenditure Summary:										
1XX	Salaries & Wages	313,058	343,907	290,970	304,970	304,970	298,278	298,278	(6,692)	-2.2%
2XX	Benefits	102,528	114,547	79,715	79,715	79,715	82,035	82,035	2,320	2.9%
3XX	Supplies	192,707	204,085	122,036	122,036	122,036	122,036	122,036	-	0.0%
4XX	Services and Charges	377,305	263,222	204,259	204,259	204,259	128,459	128,459	(75,800)	-37.1%
5XX	Intergovernmental	1,189	895	4,200	4,200	4,200	4,200	4,200	-	0.0%
6XX	Capital Outlay	-	67,572	-	-	-	-	-	-	100.0%
9XX	Internal Services/Other	46,165	40,463	52,815	52,815	52,815	50,464	50,464	(2,351)	-4.5%
	Total Expenditures:	**$ 1,032,952**	**$ 1,034,690**	**$ 753,995**	**$ 767,995**	**$ 767,995**	**$ 685,472**	**$ 685,472**	**$ (82,523)**	**-10.7%**

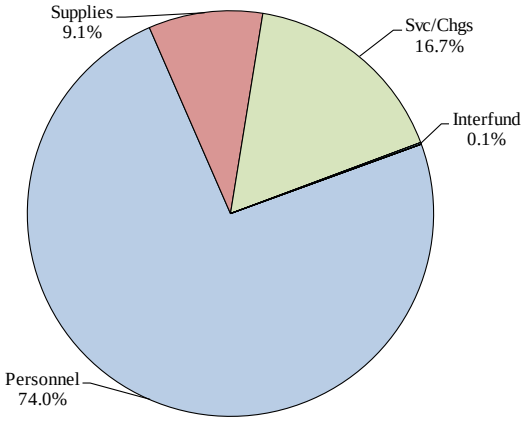
PARKS, RECREATION AND CULTURAL SERVICES PARK MAINTENANCE

Responsible Manager: ***Steve Ikerd, 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.

2019 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	2017	2018	2019	2020
Workload Measures:				
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	580	580	657	657
Number of developed parks that require litter control	31	32	32	32
Number of restroom facilities	10	10	10	10
Number of city owned major facilities maintained	7	8	8	8
Number of other city owned buildings maintained	10	10	10	10
Outcome Measures:				
% of work orders completed w/in requested time frame	70%	75%	70%	75%
% acres of athletic fields maintained in good condition	75%	75%	75%	75%
% 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%	95%	90%	95%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Maintenance:								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58
Parks Maintenance & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Park & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Maintenance Worker - Lead	2.00	2.00	2.00	2.00	3.00	3.00	3.00	26m
Maintenance Worker I - 1.0 FTE funded by Prop. 1	9.00	9.00	9.00	9.00	8.00	8.00	8.00	22m
Facilities Maintenance Worker	1.00	-	-	-	-	-	-	22m
Total Regular Staffing	15.00	14.00	14.00	14.00	14.00	14.00	14.00	n/a
Change from prior year	-	(1.00)	-	-	-	-	-	n/a
Grand Total Staffing	15.00	14.00	14.00	14.00	14.00	14.00	14.00	n/a

PARKS, RECREATION AND CULTURAL SERVICES PARK MAINTENANCE

Responsible Manager: ***Steve Ikerd, Parks Deputy Director***

HIGHLIGHTS/CHANGES:

The Park Maintenance proposed operating budget totals $2,488,171 in 2019 and $2,497,562 in 2020. This is a 0.4% or $10,606 increase from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits –** Net Increase of $25,606 due to increased healthcare costs.
- **Services and Charges –** Decrease of $15,000 due to the elimination of a one-time professional services.

REVENUE AND EXPENDITURE SUMMARY:

PARKS MAINTENANCE - GENERAL FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
39X	Other Financing Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	n/a
	Total Revenues:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
1XX	Salaries & Wages	1,142,538	1,129,198	1,198,337	1,313,837	1,313,837	1,269,656	1,276,316	(44,181)	-3.4%
2XX	Benefits	487,142	480,618	421,157	421,157	421,157	489,090	491,821	67,933	16.1%
3XX	Supplies	198,716	174,470	156,166	226,166	226,166	226,166	226,166	-	0.0%
4XX	Services and Charges	444,157	445,872	394,542	414,542	414,542	399,542	399,542	(15,000)	-3.6%
5XX	Intergovernmental	1,693	1,068	280	280	280	280	280	-	0.0%
	Total Expenditures:	**$ 2,274,246**	**$ 2,231,225**	**$ 2,170,482**	**$ 2,375,982**	**$ 2,375,982**	**$ 2,384,734**	**$ 2,394,125**	**$ 8,752**	**0.4%**

PARKS MAINTENANCE - PROPOSITION 1 FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 108,075	$ 110,659	$ 101,583	$ 101,583	$ 101,583	$ 103,437	$ 103,437	1,854	1.8%
	Total Revenues:	**$ 108,075**	**$ 110,659**	**$ 101,583**	**$ 101,583**	**$ 101,583**	**$ 103,437**	**$ 103,437**	**$ 1,854**	**1.8%**
Expenditure Summary:										
1XX	Salaries & Wages	60,451	64,679	58,068	58,068	58,068	60,120	60,120	2,052	3.5%
2XX	Benefits	21,758	23,562	23,044	23,044	23,044	22,846	22,846	(198)	-0.9%
4XX	Services and Charges	25,866	22,418	17,200	17,200	17,200	17,200	17,200	-	0.0%
9XX	Internal Services/Other	-	-	3,271	3,271	3,271	3,271	3,271	-	0.0%
	Total Expenditures:	**$ 108,075**	**$ 110,659**	**$ 101,583**	**$ 101,583**	**$ 101,583**	**$ 103,437**	**$ 103,437**	**$ 1,854**	**1.8%**

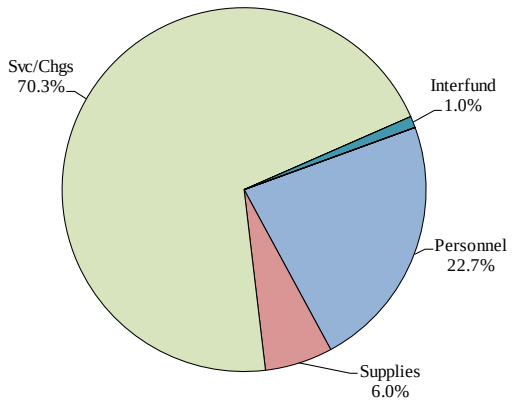
PARKS, RECREATION AND CULTURAL SERVICES PARK MAINTENANCE FACILITIES

Responsible Manager: ***Steve Ikerd, Parks Deputy Director***

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. 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.

2019 Proposed Expenditures by Category



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

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
Number of square feet maintained	251,791	251,791	251,791	251,791
Number of major buildings maintained	7	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	28	28
Outcome Measures:				
% of work orders completed w/in requested time frame	85%	85%	85%	85%
% of trash removed on schedule	100%	100%	100%	100%
% of restrooms cleaned and sanitized daily	100%	100%	100%	100%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Facility Maintenance Worker	0.50	1.50	1.50	2.00	2.00	2.00	2.00	22m
Total Regular Staffing	0.50	1.50	1.50	2.00	2.00	2.00	2.00	n/a
Change from prior year	-	1.00	-	0.50	-	-	-	n/a
Grand Total Staffing	0.50	1.50	1.50	2.00	2.00	2.00	2.00	n/a

PARKS, RECREATION AND CULTURAL SERVICES PARK MAINTENANCE FACILITIES

Responsible Manager: ***Steve Ikerd, Parks Deputy Director***

HIGHLIGHTS/CHANGES:

The Park Maintenance Facilities (Building & Furnishings Fund) proposed operating budget in 2019/2020 is $478,219 and $483,088 respectively. The operating budget for 2019 reflects a decrease of $12,138 or 2.5% compared to the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Decrease of $4,350 due to a change of employees in positions
- **Benefits** – Decrease of $7,788 due to a change of employees in positions.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 438,911	$ 483,286	$ 489,696	$ 489,696	$ 489,696	$ 489,696	$ 489,696	$ -	0.0%
36X	Miscellaneous	8,784	12,706	659	659	659	659	659	-	0.0%
39X	Other Financing Sources	114,055	475,331	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 561,750**	**$ 971,323**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ -**	**0.0%**
Expenditure Summary:										
1XX	Salaries & Wages	14,968	72,940	82,848	82,848	82,848	78,498	82,026	(4,350)	-5.3%
2XX	Benefits	5,285	38,805	37,617	37,617	37,617	29,829	31,170	(7,788)	-20.7%
3XX	Supplies	33,487	40,764	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	346,815	347,613	336,227	336,227	336,227	336,227	336,227	-	0.0%
6XX	Capital Outlay	17,879	11	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	-	4,856	4,856	4,856	4,856	4,856	-	0.0%
	Total Expenditures:	**$ 418,434**	**$ 500,132**	**$ 490,357**	**$ 490,357**	**$ 490,357**	**$ 478,219**	**$ 483,088**	**$ (12,138)**	**-2.5%**

POLICE DEPARTMENT

Andy J. Hwang
Chief of Police

- Executive Management of the Department
- Planning and Development of Effective Police Services
- Regional issues and services coordination

PROFESSIONAL STANDARDS

Kurt Schwan
Administrative Commander

- Professional Standards
- Internal Audit
- Incident Review
- Public Relations and Media

ADMINISTRATIVE SUPPORT

Lynette Allen
Executive Assistant

- Department Support
- Extra Duty Program
- Reports

FIELD OPERATIONS

Kyle Sumpter
Deputy Chief

- **Patrol Services**
  - Patrol
  - Emergency Response
  - General Delivery of Police Services
- **Traffic**
  - Traffic Safety Education
  - Traffic Law Enforcement
  - Traffic Accident Investigation.
  - Red Light Photo Enforcement
- **Special Operation Unit (SOU)**
- **Contracted Police Services**
  - School Resource Officers
  - The Commons Mall Officers
- **Specialty Teams**
  - BDU, CCU, CDU, SWAT & VIT
- **Neighborhood Resource Centers**
- **Safe Cities Program**

SUPPORT SERVICES

Steve Neal
Deputy Chief

- **Criminal Investigation (CIS)**
  - Persons Crimes
  - Property Crimes
  - Special Investigations Unit (SIU)
  - Gangs
  - Criminal Intel.
- **Administration**
  - Budget
  - Training
  - Recruiting & Hiring
  - Internal Investigations
  - CALEA
  - Quartermaster
  - Fleet & Equipment
  - Jail
  - Volunteers
- **Specialty Teams**
  - BDU & VIT

POLICE DEPARTMENT OVERVIEW

Responsible Manager: ***Andy J. Hwang, Police Chief***

2017-2018 ACCOMPLISHMENTS

- Overall crime reduction of 10% in 2017, and 17% overall crime reduction in 2018 in comparison to the first 6 months of 2017.
- Maintaining CALEA Gold Standard Accreditation rating.
- Enhanced traffic enforcement with focus on DUI and distracted driving – the Nick & Derek Project.
- Monthly crime analysis information distribution and implementation of directed patrol and operational plans.
- Regional collaboration to address crimes such as drugs, gangs, and human trafficking.
- Participated in the Mayor's Neighborhood Connection Community Meetings.
- Regional partnership efforts with auto theft task force, PATROL (Preventing Auto Theft Through Regional Operational Links).
- Expanded Crime Analysis and Prevention Specialists (CAPS) outreach into the community, providing education and enhanced services.
- Implemented PowerDMS for training and sharing of information.
- Conduct Reality Based Training (RBT), combining multiple disciplines.
- Implemented a new department wide PlanIt electronic scheduling system.
- Expanded the Safe Cities Program, enhancing public safety in partnership with the neighborhood and business community.
- City-wide shopping cart recovery efforts through the volunteer-managed Cart Recovery Team (CRT).
- Implemented the Positive Ticket Program.
- Mobile Automated Fingerprint Identification System (AFIS).

2019-2020 AGENCY GOALS:

- Provide for a safer community by having a positive impact on the Index and Quality of Life crimes.
- Increase uniformed police presence, downtown and in neighborhoods to impact auto theft, burglary, and vehicle prowls.
- Regional collaboration to address crimes such as drugs, gangs, and human trafficking.
- Enhance traffic safety by reducing vehicle speed in neighborhood and school zones.
- Enhance traffic enforcement with focus on DUI and distracted driving – the Nick & Derek Project.
- Monthly crime analysis information distribution and implementation of directed patrol and operational plans.
- Participation with Violence Prevention Coalition (VPC) to have a positive impact on youth violence.
- Maintain the RSO verification program to enhance public safety and provide better registration compliance.
- Continue to provide resources in partnership with other agencies to address drugs, gangs and youth violence in schools.
- Continue with regional efforts in auto theft by participating in Puget Sound Auto Theft Task Force.
- Expand Crime Analysis and Prevention Specialists (CAPS) outreach into the community, providing education and enhanced services.
- Increase social media use and collaboration with other regional agencies.
- Conduct Reality Based Training (RBT), combining multiple disciplines.
- Professional development leadership training opportunities for succession planning.
- Continue to explore alternatives to booking/housing criminals, in collaboration with the courts.
- Continue to work on the homeless camps initiative.

POLICE DEPARTMENT OVERVIEW

Responsible Manager: ***Andy J. Hwang, Police Chief***

DEPARTMENT POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
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
Lieutenant (2.0 FTE-Prop 1 & 1.0 FTE-Traffic Safety)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	45I
Civilian Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Crime Analyst Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32A
Police Officer (16.0 FTE-Prop 1 & 7.0 FTE-Traffic Safety)	110.00	110.00	119.00	119.00	110.00	113.00	113.00	32G
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Calea/Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	27A
Crime Analyst/Prevention Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Records Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	28A
Property/Evidence Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Animal Services Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24A
Quartermaster	1.00	1.00	1.00	1.00	1.00	1.00	1.00	21A
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 (1.0 FTE-Prop 1)	11.00	11.00	12.00	12.00	11.00	11.00	11.00	15A
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	14
Police Record Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	37
Total Regular Staffing	160.00	160.00	170.00	170.00	160.00	163.00	163.00	n/a
Change from prior year	-	-	10.00	-	(10.00)	3.00	-	n/a
Grant Total Staffing	160.00	160.00	170.00	170.00	160.00	163.00	163.00	n/a

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.

GOALS/OBJECTIVES:

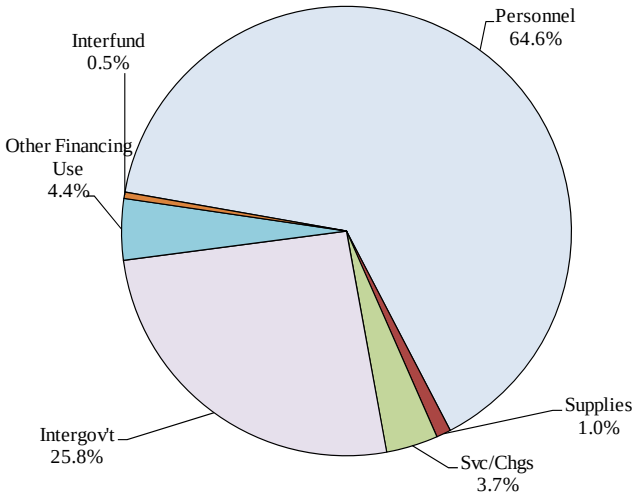
The Federal Way Police Department strives to:

- 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.

POLICE DEPARTMENT OVERVIEW

Responsible Manager: ***Andy J. Hwang, Police Chief***

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Police Department utilizes a community based oriented approach in providing law enforcement services to its citizens. Innovative methods and advanced technology have allowed the department to enhance its overall efficiency and operational effectiveness, to provide an increased level of safety to the Community. The agency contracts with South Correctional Entity (SCORE) jail facility in a collaborative effort with other South County Cities for housing misdemeanor prisoners. The Police Department works cooperatively with local law enforcement agencies in a regional approach when providing specialty services such as the Valley Special Weapons and Tactics Team (SWAT); Valley Investigative Team (VIT) as well as police dispatch services through Valley Communications. The Police Department has achieved a level of success that is well recognized by both the local community as well as other law enforcement agencies. 2019/2020 will provide new opportunities for the department to continue with its primary goal of delivering the highest quality law enforcement services to the community. Through teamwork and dedication, the agency will remain committed to its new mission of providing the highest quality law enforcement, community education, and support services possible while making the best use of the resources entrusted to us.

DEPARTMENT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 2,325,004	$ 2,416,888	$ 2,147,245	$ 2,166,135	$ 2,166,135	$ 2,142,755	$ 2,122,064	$ (23,380)	-1.1%
32X	License and Permits	96,990	89,241	99,000	99,000	99,000	99,000	99,000	-	0.0%
33X	Intergovernmental	626,967	598,127	511,500	511,500	511,500	429,500	429,500	(82,000)	-16.0%
34X	Charges for Services	1,222,055	1,164,307	1,031,766	1,281,766	1,281,766	1,281,766	1,281,766	-	0.0%
35X	Fines and Penalties	2,784,672	2,991,522	2,662,439	2,897,834	3,124,834	3,148,895	3,143,776	251,061	8.7%
36X	Miscellaneous	128,435	108,487	58,500	68,500	68,500	68,500	68,500	-	0.0%
39X	Other Financing Sources	-	1,710	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 7,184,122**	**$ 7,370,282**	**$ 6,510,450**	**$ 7,024,735**	**$ 7,251,735**	**$ 7,170,416**	**$ 7,144,606**	**$ 145,681**	**2.1%**
Expenditure Summary:										
91	Office of the Chief	340,182	438,982	352,211	352,211	352,211	378,884	378,884	26,673	7.6%
92-97	Support Services	5,502,024	5,850,262	5,485,366	5,535,366	5,410,613	6,658,958	6,705,008	1,123,592	20.3%
11X	Field Operations	11,915,014	11,978,683	12,572,872	12,357,872	11,957,872	11,569,913	11,759,921	(787,959)	-6.4%
	Subtotal Exp W/O contract	**$ 17,757,220**	**$18,267,927**	**$18,410,449**	**$18,245,449**	**$17,720,696**	**$18,607,754**	**$18,843,812**	**$ 362,305**	**2.0%**
98	Jail Services	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	(486,000)	-7.5%
98	Valley Communications	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	(76,706)	-2.8%
	Subtotal Exp Contract	**$ 7,833,204**	**$ 8,196,373**	**$ 8,519,986**	**$ 9,197,616**	**$ 9,164,388**	**$ 8,634,910**	**$ 7,090,642**	**$ (562,706)**	**-6.1%**
Non-General Fund Expenditure Summary:										
112	Traffic Safety	3,819,779	2,883,758	3,285,371	3,895,371	3,775,371	3,361,410	3,447,952	(533,961)	-13.7%
114	Prop 1 Fund	2,270,637	2,353,123	2,408,182	2,708,182	2,708,182	2,756,239	2,764,419	48,057	1.8%
		$ 6,090,415	**$ 5,236,881**	**$ 5,693,553**	**$ 6,603,553**	**$ 6,483,553**	**$ 6,117,650**	**$ 6,212,371**	**$ (485,903)**	**-7.4%**
	Total Expenditures:	**$ 31,680,840**	**$31,701,180**	**$32,623,988**	**$34,046,618**	**$33,368,637**	**$33,360,314**	**$32,146,825**	**$ (686,304)**	**-2.0%**

POLICE DEPARTMENT OVERVIEW

Responsible Manager: ***Andy J. Hwang, Police Chief***

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 $33,360,314 in 2019 and $32,146,825 in 2020. This is a 2.0% or $686,304 decrease from the 2018 adjusted budget. The table below includes General Fund, Traffic Safety Fund, and Proposition Fund. The Major line item changes include:

- **Salaries & Wages** – Increase of $41K primarily due to adding three Police Officer FTE's, and scheduled step increases for positions
- **Benefits** – Increase of $542K primarily due to addition three Police Officer FTE's, and health insurance premium increases.
- **Intergovernmental Services –** Decrease of $563K due to SCORE jail operations decrease.
- **Internal Services/Other –** Decrease of $630K due to elimination of one-time transfer out of $300K, and one-time equipment purchases of $330K.
- **Other Financing Use –** Decrease of $77K due to a reduction in transfer out of Traffic Safety funds in support of Valleycomm operations because the General Fund is providing the remaining support.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 2,325,004	$ 2,416,888	$ 2,147,245	$ 2,166,135	$ 2,166,135	$ 2,142,755	$ 2,122,064	$ (23,380)	-1.1%
32X	License and Permits	96,990	89,241	99,000	99,000	99,000	99,000	99,000	-	0.0%
33X	Intergovernmental	626,967	598,127	511,500	511,500	511,500	429,500	429,500	(82,000)	-16.0%
34X	Charges for Services	1,222,055	1,164,307	1,031,766	1,281,766	1,281,766	1,281,766	1,281,766	-	0.0%
35X	Fines and Penalties	2,784,672	2,991,522	2,662,439	2,897,834	3,124,834	3,148,895	3,143,776	251,061	8.7%
36X	Miscellaneous	128,435	108,487	58,500	68,500	68,500	68,500	68,500	-	0.0%
39X	Other Financing Sources	-	1,710	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 7,184,122**	**$ 7,370,282**	**$ 6,510,450**	**$ 7,024,735**	**$ 7,251,735**	**$ 7,170,416**	**$ 7,144,606**	**$ 145,681**	**2.1%**
Expenditure Summary:										
1XX	Salaries & Wages	15,219,688	15,617,580	15,688,830	15,753,830	15,109,077	15,794,626	15,987,261	40,796	0.3%
2XX	Benefits	4,958,550	4,999,663	5,211,653	5,211,653	5,211,653	5,753,965	5,813,355	542,312	10.4%
3XX	Supplies	352,249	418,204	346,655	346,655	346,655	346,655	346,655	-	0.0%
4XX	Services and Charges	1,257,465	1,223,690	1,193,829	1,243,829	1,243,829	1,243,829	1,243,829	-	0.0%
5XX	Intergovernmental	7,799,929	8,170,938	8,484,986	9,162,616	9,129,388	8,599,910	7,055,642	(562,706)	-6.1%
6XX	Capital Outlay	32,095	44,809	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	70,256	-	150,996	780,996	780,996	150,996	150,996	(630,000)	-80.7%
0XX	Other Financing Use	1,990,609	1,226,298	1,547,039	1,547,039	1,547,039	1,470,333	1,549,087	(76,706)	-5.0%
	Total Expenditures:	**$ 31,680,840**	**$31,701,180**	**$32,623,988**	**$34,046,618**	**$33,368,637**	**$33,360,314**	**$32,146,825**	**$ (686,304)**	**-2.0%**

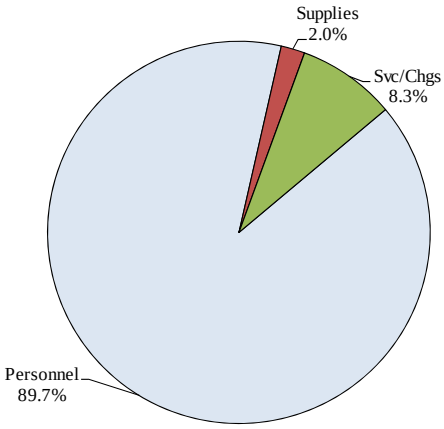
POLICE ADMINISTRATION

Responsible Manager: ***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.

2019 Proposed Expenditures by Category



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

PERFORMANCE MEASURES:

Type/Description	2017	2018*	2019**	2020**
Workload Measures:				
• Number of staff hired	10	15	12	12
• Number of Police Officer applicants	529	550	550	550
• Total Crime Prevention community contacts	1,320	1,502	1,500	1,500
• Number of Orders of Protection processed	1,413	1,470	1,500	1,500
• Number of Concealed Pistol Licenses Processed	898	1,150	1,200	1,200
• Number of Public Disclosure Requests	4,500	4,500	4,500	4,500
• Total Animal Services Incidents	1,151	1,166	1,200	1,200
Outcome Measures:				
• Number of police officer candidate background investigations	56	102	100	100
• Number of Items received into Property/Evidence	3,621	3,166	3,300	3,300
• Number of Orders of Protection served	311	292	300	300
• Number of Standards Investigations (Internal Investigations.)	4	4	5	5
• FWPD Animal Licenses sold	2,072	1,980	2,000	2,000
• Animal Infractions written	121	94	100	100
Efficiency Measures:				
• Average vacancy rate (sworn)	4%	4%	3%	3%
• % of background investigations resulting in qualified candidate	19%	16%	15%	15%

** (CALCULATIONS BASED ON 6 MONTH TOTALS X2)*

*** (PROJECTED ESTIMATES ONLY)*

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58D
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	31
Total Regular Staffing	2.00	2.00	2.00	2.00	2.00	2.00	2.00	n/a
Change from prior year	-	-	-	-	-	-	-	n/a
Grant Total Staffing	2.00	2.00	2.00	2.00	2.00	2.00	2.00	n/a

POLICE ADMINISTRATION

Responsible Manager: ***Andy J. Hwang, Police Chief***

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 $378,884 in 2019 and $378,884 in 2020.
This is a 7.6% or $26,673 increase from the 2018 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Increase of $10K primarily due to step increases and minor adjustments in position costs.
- **Benefits** – Increase of $16K primarily due to an increase in health insurance premiums.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	236,944	240,949	230,568	230,568	230,568	240,960	240,960	10,392	4.5%
2XX	Benefits	76,480	77,381	82,513	82,513	82,513	98,794	98,794	16,281	19.7%
3XX	Supplies	1,393	2,109	7,630	7,630	7,630	7,630	7,630	-	0.0%
4XX	Services and Charges	25,366	118,544	31,500	31,500	31,500	31,500	31,500	-	0.0%
	Total Expenditures:	**$ 340,182**	**$ 438,982**	**$ 352,211**	**$ 352,211**	**$ 352,211**	**$ 378,884**	**$ 378,884**	**$ 26,673**	**7.6%**

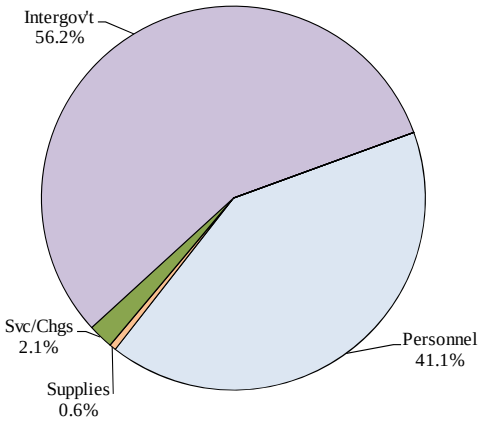
New Federal Way Police vehicles

POLICE SUPPORT SERVICES
Responsible Manager: ***Steve Neal, 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.

2019 Proposed Expenditures by Category



Civilian Operations
- Records Unit
- Animal Services
- Property / Evidence
- Crime Analysis / Prevention
- False Alarm Program
- Technology Initiatives
- Public Relations & Media

Administrative Section
- Budget
- Training
- Recruiting & Hiring
- Internal Investigations
- CALEA
- Quartermaster
- Fleet & Equipment
- Jail and 911 Service
- Volunteer Coordination

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

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55D
Commander	2.00	2.00	2.00	2.00	2.00	2.00	2.00	51C
Lieutenant (1 FTE - Prop 1)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	45I
Civilian Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51
Police Officer* (9 FTE - Prop 1)	23.00	23.00	23.00	23.00	23.00	26.00	26.00	32G
Crime Analyst/Prevention Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Crime Analyst Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32A
Calea/Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
Records Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	29
Property/Evidence Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32
Quartermaster	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30A
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	11.00	12.00	12.00	11.00	11.00	11.00	18A
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18A
Police Record Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	37
Total Regular Staffing	55.00	55.00	56.00	56.00	55.00	58.00	58.00	n/a
Change from prior year	-	-	1.00	-	(1.00)	3.00	-	n/a
Grant Total Staffing	55.00	55.00	56.00	56.00	55.00	58.00	58.00	n/a

POLICE SUPPORT SERVICES
Responsible Manager: ***Steve Neal, Deputy Chief***

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 $15,293,868 in 2019 and $13,795,650 in 2020. This is a 3.8% or $560,886 increase from the 2018 adjusted budget.

- **Salaries & Wages** – Net increase of $601K due to adding three new Police Officer FTE's, and a reallocation of Police Officers into different divisions within the Department.
- **Benefits** – Net increase of $523K primarily due to adding three new Police Officer FTE's, health insurance premium cost increases, and a reallocation of Police Officers into different divisions within the Department.
- **Intergovernmental Services –** Decrease of $563K due to a decrease in SCORE jail operations.

REVENUE AND EXPENDITURE SUMMARY:
SUPPORT SERVICES – GENERAL FUND

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	$ 96,990	$ 89,241	$ 99,000	$ 99,000	$ 99,000	$ 99,000	$ 99,000	$ -	0.0%
34X	Charges for Services	1,222,055	1,164,307	1,031,766	1,281,766	1,281,766	1,281,766	1,281,766	-	0.0%
35X	Fines and Penalties	38,679	27,131	22,000	22,000	22,000	22,000	22,000	-	0.0%
36X	Miscellaneous	117,487	93,995	55,000	55,000	55,000	55,000	55,000	-	0.0%
	Total Revenues:	**$ 1,475,211**	**$ 1,374,673**	**$ 1,207,766**	**$ 1,457,766**	**$ 1,457,766**	**$ 1,457,766**	**$ 1,457,766**	**$ -**	**0.0%**
Expenditure Summary:										
1XX	Salaries & Wages	3,906,699	4,137,577	3,858,620	3,858,620	3,733,867	4,459,347	4,505,397	600,727	15.6%
2XX	Benefits	1,304,742	1,364,919	1,305,467	1,305,467	1,305,467	1,828,332	1,828,332	522,865	40.1%
3XX	Supplies	63,118	76,510	84,400	84,400	84,400	84,400	84,400	-	0.0%
4XX	Services and Charges	260,740	296,692	271,879	321,879	321,879	321,879	321,879	-	0.0%
5XX	Intergovernmental	7,799,929	8,170,938	8,484,986	9,162,616	9,129,388	8,599,910	7,055,642	(562,706)	-6.1%
	Total Expenditures:	**$ 13,335,228**	**$14,046,635**	**$14,005,352**	**$14,732,982**	**$14,575,001**	**$15,293,868**	**$13,795,650**	**$ 560,886**	**3.8%**

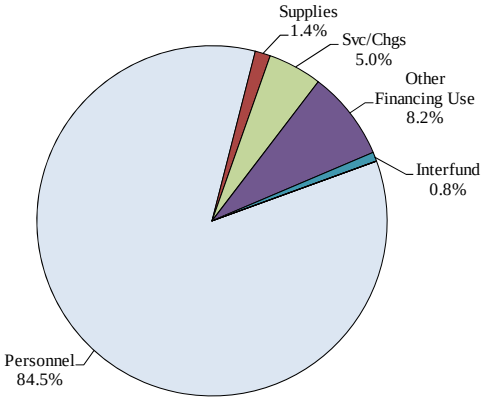
POLICE FIELD OPERATIONS DIVISION

Responsible Manager: ***Kyle Sumpter, Deputy Chief***

PURPOSE/DESCRIPTION:

The Operations Division provides a 24-hour response to calls for service, investigates crimes, enforces laws, ordinances, and public orders with uniformed patrol and traffic units. In addition to the delivery of general police services, the Operations Division also provides special uniformed police officers in the following capacities: Special Operations Unit (bicycle team), five high school resource officers, police services at Commons Mall, two K-9 officers, SWAT (Special Weapons and Tactics Team) and a Nationally Certified Bomb Unit (BDU).

2019 Proposed Expenditures by Category



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	2017	2018*	2019**	2020**
Workload Measures:				
• Calls for Service	75,906	72,096	75,000	76,000
• Number of referrals from Child Protective Services (CPS)/APS	418	454	450	450
• CIS Cases assigned	1,219	1,594	1,500	1,500
• Total Accidents occurred	2,557	1,752	2,500	2,600
• DUI Arrests	148	1208	130	130
Outcome Measures:				
• Criminal case numbers drawn	20,801	16,464	17,000	17,000
• Number of false alarms with police response	2,044	1,942	2,000	2,000
• Total Index Crimes	9,064	7,906	8,000	8,000
• Total arrests	3,202	2,974	3,000	3,000
• Total Citation/Infractions Issued	10,579	7,170	10,000	10,000
Efficiency Measures:				
• % of criminal cases filed by CIS	39.5%	36%	36%	36%
• % of false alarms that are billable	15%	25%	25%	25%
• Response time to Emergency Calls (includes Priority 1 calls)	6.06	5.72	5.5	5.5
• Average response time (for all calls for service)	19.39	18.83	20	20
• Annual change to Index Crimes	-10%	-17%	0	0

** (CALCULATIONS BASED ON 6 MONTH TOTALS X2)*
*** (PROJECTED ESTIMATES ONLY)*

Position Inventory:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55D
Commander	3.00	3.00	3.00	3.00	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 & 7 FTE Traffic Safety)	87.00	87.00	96.00	96.00	87.00	87.00	87.00	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
Total Regular Staffing	103.00	103.00	112.00	112.00	103.00	103.00	103.00	n/a
Change from prior year	-	-	9.00	-	(9.00)	-	-	n/a
Grand Total Staffing	103.00	103.00	112.00	112.00	103.00	103.00	103.00	n/a

Police Field Operations Division

Responsible Manager: ***Kyle Sumpter, Deputy Chief***

HIGHLIGHTS/CHANGES:

The Patrol Section staffing model will provide effective and efficient patrol service with the allocated staffing model. Patrol Officers will be assigned a sector to maintain continuity, reduce response time, and will be proactive in finding solutions for ongoing neighborhood or crime problems. The Special Investigations Unit will be proactive in combating high profile crime patterns with a focus on gangs, narcotics and vice crimes. The Traffic Unit will increase visibility at school zones and neighborhoods and provide commercial vehicle enforcement.

The Police Operations Division's proposed operating budget totals $17,687,562 in 2019 and $17,972,292 in 2020. This is a 6.7% or $1,273,863 decrease from the 2018 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net decrease of $570K due to a reallocation of Police Officers into different divisions within the Department.
- **Benefits** – Net increase of $3K primarily due to increased health insurance costs.
- **Internal Services/Other –** Decrease of $630K due to elimination of one-time transfer out of $300K, and one-time equipment purchases of $330K.

REVENUE AND EXPENDITURE SUMMARY:

FIELD OPERATION – GENERAL FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 190,047	$ 210,029	$ 155,000	$ 155,000	$ 155,000	$ 155,000	$ 155,000	$ -	0.0%
33X	Intergovernmental	626,967	598,127	511,500	511,500	511,500	429,500	429,500	(82,000)	-16.0%
39X	Other Financing Source	-	1,710	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 817,013**	**$ 809,866**	**$ 666,500**	**$ 666,500**	**$ 666,500**	**$ 584,500**	**$ 584,500**	**$ (82,000)**	**-12.3%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 8,592,046	$ 8,664,131	$ 9,125,992	$ 8,910,992	$ 8,510,992	$ 8,231,746	$ 8,366,350	$ (679,246)	-7.6%
2XX	Benefits	2,780,511	2,727,229	2,949,805	2,949,805	2,949,805	2,841,092	2,896,496	(108,713)	-3.7%
3XX	Supplies	287,737	339,585	254,625	254,625	254,625	254,625	254,625	-	0.0%
4XX	Services and Charges	222,625	202,928	242,450	242,450	242,450	242,450	242,450	-	0.0%
6XX	Capital Outlay	32,095	44,809	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 11,915,014**	**$11,978,683**	**$12,572,872**	**$12,357,872**	**$ 11,957,872**	**$11,569,913**	**$11,759,921**	**$ (787,959)**	**-6.4%**

FIELD OPERATION – PROP 1

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 2,134,957	$ 2,206,859	$ 1,992,245	$ 2,011,135	$ 2,011,135	$ 1,987,755	$ 1,967,064	$ (23,380)	-1.2%
36X	Miscellaneous	3,407	6,426	-	-	-	8,000	8,000	$ 8,000	n/a
39X	Other Financing Sourc	703,022	130,713	415,938	415,938	415,938	760,484	789,355	344,546	82.8%
	Total Revenues:	**$ 2,841,386**	**$2,343,998**	**$ 2,408,183**	**$ 2,427,073**	**$ 2,427,073**	**$ 2,756,239**	**$ 2,764,419**	**$ 329,166**	**13.6%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 1,697,957	$ 1,763,807	$ 1,697,754	$ 1,697,754	$ 1,697,754	$ 1,941,978	$ 1,947,969	$ 244,224	14.4%
2XX	Benefits	572,679	589,316	605,736	605,736	605,736	709,569	711,758	103,833	17.1%
9XX	Internal Services/Othe	-	-	104,692	404,692	404,692	104,692	104,692	(300,000)	-74.1%
	Total Expenditures:	**$ 2,270,637**	**$2,353,123**	**$ 2,408,182**	**$ 2,708,182**	**$ 2,708,182**	**$ 2,756,239**	**$ 2,764,419**	**$ 48,057**	**1.8%**

FIELD OPERATION – TRAFFIC SAFETY

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
35X	Fines and Penalties	$ 2,745,993	$ 2,964,392	$ 2,640,439	$ 2,875,834	$ 3,102,834	$ 3,126,895	$ 3,121,776	$ 251,061	8.7%
36X	Miscellaneous	10,948	14,492	3,500	13,500	13,500	13,500	13,500	$ -	0.0%
	Total Revenues:	**$ 2,756,941**	**$ 2,978,883**	**$2,643,939**	**$ 2,889,334**	**$ 3,116,334**	**$ 3,140,395**	**$ 3,135,276**	**$ 251,061**	**8.7%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 786,041	$ 811,116	$ 775,896	$ 1,055,896	$ 935,896	$ 920,595	$ 926,585	$ (135,301)	-12.8%
2XX	Benefits	224,138	240,818	268,132	268,132	268,132	276,178	277,976	8,046	3.0%
4XX	Services and Charges	748,734	605,526	648,000	648,000	648,000	648,000	648,000	-	0.0%
9XX	Internal Services/Other	70,256	-	46,304	376,304	376,304	46,304	46,304	(330,000)	-87.7%
0XX	Other Financing Use	1,990,609	1,226,298	1,547,039	1,547,039	1,547,039	1,470,333	1,549,087	(76,706)	-5.0%
	Total Expenditures:	**$ 3,819,779**	**$ 2,883,758**	**$3,285,371**	**$ 3,895,371**	**$ 3,775,371**	**$ 3,361,410**	**$ 3,447,952**	**$ (533,961)**	**-13.7%**

PUBLIC WORKS ADMINISTRATION

EJ Walsh, P.E.
Director

- Regional Issues and Involvement
- Coordinate Interlocal PW Affairs
- Department Direction/Operations
- Intradepartmental coordination
- Department Budget Management
- Emergency Management Program Coordination
- City Council/Committee/Commission support

SOUND TRANSIT

Tony Doucette, P.E.
Sound Transit Liaison

- Coordination of FWLE and TDLE projects on behalf of the City
- Oversight of ST permitting
- Oversight of City's responsibilities for environmental process
- City Council/Mayor briefings and guidance

DEPUTY PUBLIC WORKS DIRECTOR

Desiree Winkler, P.E.
Deputy Public Works Director

- Department Budget Preparation
- Inter-Department Coordination
- Comprehensive Plan Updates
- Capital Improvement Program
- City Council/Committee/ Commission Support

ADMINISTRATIVE SUPPORT

Mercedes Tenuta, Administrative Assistant II
Angie Villalovos, Administrative Assitant I

- Director Support
- Council Committeee Support
- Department Support
- Customer Service
- Phone Coverage
- Website Update
- Purchasing Assistant
- Contract Assistant
- Phone Coverage

DEVELOPMENT SERVICES

Cole Elliott, P.E.
Manager

- Perform civil engineering public works plan review for residential and commercial projects
- Determine development impacts
- Inspect construction projects performed on private property and public ROW
- Administer development bonding requirements
- Provide assistance to development community and citizens
- Administer PW Development Standards Manual

SURFACE WATER MANAGEMENT

Theresa Thurlow, P.E.
Manager

- Water quality management
- Long-range capital improvement plan
- Manage Surface Water Facility Maintenance
- After hours call out
- Plan review interface
- ESA/NPDES Compliance
- Manage Capital Improvements

SOLID WASTE & RECYCLING

Rob Van Orsow
Coordinator

- Manage Solid Waste/Recycling Utility and franchise agreement
- Coordinate city-wide waste reduction program & recycling programs
- Coordinate with county in compliance with county-wide solid waste & hazardous waste plans
- Apply for and manage solid waste and recycling grants

FLEET & EQUIPMENT

Doug Demchuck
Maintenance Coordinator

- Manage Fleet VehicleS Maintenance Agreement
- Manage Fleet Equipment Maintenance
- Manage the Acquisition of New Fleet Vehicles and Equipment
- Manage the Surplus of Old Vehicles and Equipment

TRAFFIC SERVICES

Rick Perez, P.E.
City Traffic Engineer

- Traffic signal, signing, street lighting and pavement marking maintenance
- Development Review and Mitigation of Transportation Impacts
- Neighborhood Traffic Safety Program
- Transportation Planning
- Administer City-Wide Commute Trip Reduction Program
- Manage capital improvements and grant applications
- Traffic Signal Timing

STREET SYSTEMS

Vacant
Manager

- Manage streets maintenance
- Manage pavement conditions and street overlay program
- Manage capital improvements
- Grant application and compliance
- Right-of-way vegetation management
- Street sweeping
- Litter control
- Administer right-of-way permits
- Manage snow & ice removal
- After hours call out

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR
2017/2018 ACCOMPLISHMENTS

Grants awarded in the total amount of **$7,814,728** for transportation projects:

- 21st Avenue S – S 314th Street to S 316th "Street Grant Stair Case " (State) $ 500,000
- Adaptive Traffic Control System (Design and Construction) Phase I &II (Fed) $1,765,000
- Military Road and S298th Street Compact Roundabout Project (Fed) $ 723,093
- City Wide LED Street Light Conversion Project (State) $ 350,000
- SW Dash Point Road Emergency Slide Repair (Fed) $ 92,635
- SW Campus Drive (19th Ave SW to 1st Ave S) Preservation Project (Fed) $ 952,000
- 16th Ave S (SR 18 / S 348th to SR99 / Pacific Hwy) Preservation Project (Fed) $ 692,000
- Sacajawea MS and Park Sidewalks – Phase 2 (TIB) $ 400,000
- Steel Lake Park Sidewalks project (State) $ 300,000
- SW356th Street (15th Ave SW to 4th Ave SW) Preservation Project $ 810,000
- Adaptive Traffic Control System Phase III $ 680,000
- 16th Ave Trail - S308th Street to S288th Street $ 550,000

Grants awarded in the total amount of **$1,675,000** for surface water programs:

- King County Flood Control District Flood Reduction Grant $ 400,000
- 2017 King County Flood Control District Flood Reduction Grant $ 250,000
- DOE Capacity Grant $ 25,000
- FY 2018 King County Conservation Futures Funds $1,000,000

Grants awarded in the total amount of **$253,356** for Solid Waste & Recycling projects:

- Solid Waste Financial Assistance Grant $ 69,052
- Local Hazardous Waste Program Funding $ 69,710
- Waste Reduction and Recycling Grant $ 114,594

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

- 20th Ave S and S316th Ave Sidewalks Project
- S356th Street Widening Project
- Steel Lake Park Sidewalks Project
- 21st Ave South Sidewalks improvements Project
- 2017 Asphalt Overlay Program at $1.5 million
- 2018 Asphalt Overlay Program at $1.5 million
- Sacajawea Middle School SRTS Project
- SW Campus Preservation Project
- 16th Ave S. Preservation Project
- Pacific Highway Phase V
- Citywide LED street light conversion Project
- Four (4) additional school zone enhancements
- Marine Hills Storm water Conveyance System Repair Project (Phase 1 & II)
- West Hylebos Creek South 373rd Street Gravel Removal Project
- Lakota Park Stormwater Facility Repair Project
- 2018 Storm Drain CCTV Inspection and Assessment Project
- Started the work on the City Center Access Environmental process update
- Completed the Upper Joe's Creek Nutrient Reduction Watershed Study
- In partnership with Federal Way School District, update Storming the Sound with Salmon Program to incorporate Low Impact Development into the education curriculum
- Expanded Storming the Sound with Salmon Public Education and Outreach Program to 25 additional schools
- Provide spring and fall recycling collection events, and continue to expand public education and outreach to multi-family complexes and local businesses to start or expand recycling collection programs
- Provided input to support development of the King County 2019 Comprehensive Solid Waste Management Plan, including comments and revisions for draft Plan chapters.

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR
2017/2018 ACCOMPLISHMENTS

- Updated FWRC 19.125.150 to refine design requirements for Solid Waste and Recycling storage areas/trash enclosures plus improve occupant access to related services. In coordination with Surface Water, introduced related Stormwater design elements including a model Spill Prevention Plan applicable to new trash enclosure and storage areas.
- Met all Surface Water NPDES Phase II permit requirements
- Started the work on the Stormwater comprehensive plan update
- Worked with Sound Transit, SeaTac, Des Moines, and Kent to have Sound Transit select an I-5 alignment as the preferred alternative for the Federal Way Light Rail Extension project in the Environmental Impact Statement.
- Implemented four (4) NTS projects
- Completed the construction of the salt storage facility at Street lake maintenance yard

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR
2019-2020 ANTICIPATED KEY PROJECTS

Construction:
- 2019/2020 Asphalt Overlay Projects
- 21st Ave Pedestrian Connection Project (Downtown staircase)
- Adaptive Traffic Signal Control System Phase 1&II
- Sacajawea Middle School Sidewalks Project
- Brook Lake Center Connector Trail at West Hylebos Wetlands Park Project
- S 336th St Water Quality Facility at Highway 99 Project

Departmental:
- Finish the work on the City Center Access Environmental process update
- Continue with the East Hylebos Conservation Property Acquisitions
- Provide spring and fall recycling collection events, and continue to expand public education and outreach to multi-family complexes and local businesses to start or expand recycling collection programs
- Manage the competitive procurement process for Solid Waste and Recycling collection services to ensure continued residential and business service, including development of new comprehensive service contract and Request for Proposals documentation and scoring
- Update the Public Works Development Standards manual to reflect Code Updates, Changes in Regulations and evolution of technologies for infrastructure

Opening of S 352nd St in Federal Way

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR
CIP PROJECTS:

2019 Proposed Projects	Sources (in thousands)						Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
SR99 HOV Lanes PH V	1,468	-	-	-	1,375	2,843	-	-	2,843	-	-	2,843
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	200	486	2,625	3,311	-	-	2,900	121	290	3,311
Adaptive Traffic Control System Project Phase I	-	-	800	-	132	932	-	-	932	-	-	932
Adaptive Traffic Control System Project Phase II	-	-	650	-	75	725	-	-	725	-	-	725
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	-	-	250	250	-	250	-	-	-	250
City Center Access Phase I - Environmental process update	-	-	-	-	1,000	1,000	-	1,000	-	-	-	1,000
Street Light LED Conversion	-	-	-	-	360	360	-	-	360	-	-	360
Military and S 298th Street Compact Roundabout	145	-	663	-	55	863	-	-	863	-	-	863
SR509: 9th Pl to 11th Pl S Pedestrian Improvement	-	-	676	-	674	1,350	-	-	1,350	-	-	1,350
Variable Lane Use	-	-	602	150	-	752	-	150	602	-	-	752
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	135	-	15	150	-	150	-	-	-	150
City Wide Safety - Horizontal Curve Improvements	-	-	82	-	10	92	-	92	-	-	-	92
Citywide Greenway Plan Pedestrian and Bicycle Improvements	-	320	-	-	-	320	-	-	320	-	-	320
Sound Transit	-	-	300	-	-	300	-	-	-	300	-	300
Total 2019	**$1,613**	**$320**	**$ 4,108**	**$ 636**	**$ 6,571**	**$13,248**	**$ -**	**$ 1,642**	**$10,895**	**$ 421**	**$ 290**	**$ 13,248**

2020 Proposed Projects	Sources (in thousands)						Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	320	-	-	320	-	-	320
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	1,350	-	50	1,400	-	-	1,150	150	100	1,400
City Center Access Phase I - Environmental process update	1,422	-	-	-	-	1,422	-	1,422	-	-	-	1,422
SW356th - 15th Ave SW to 4th Ave SW Preservation Project	41	-	-	-	-	41	-	41	-	-	-	41
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	550	-	-	550	-	-	550	-	-	550
City Wide Safety - Horizontal Curve Improvements	-	-	433	-	-	433	-	-	433	-	-	433
Sound Transit	-	-	500	-	-	500	-	-	-	500	-	500
Total 2020	**$1,463**	**$320**	**$ 2,833**	**$ -**	**$ 50**	**$ 4,666**	**$ -**	**$ 1,463**	**$ 2,453**	**$ 650**	**$ 100**	**$ 4,666**

2019 Proposed Projects	Sources (in thousands)				Expenses (in thousands)			
	User Fees	Grants	Prior Years' Sources	Total Sources	Property Acquis	Consult Services	Construct	Total Expenses
Small CIP -- Annual Program	$ -	$ -	$ 150	$ 150	$ -	$ -	$ 150	$ 150
Hylebos Conservation Property Acquisition	1,000	2,000	-	3,000	3,000	-	-	3,000
South 336th Street Water Quality Facility	-	200	540	740	-	-	740	740
Lakota Wetland Berm Repair	-	-	79	79	-	-	79	79
W Hylebos Wetlands Trail (Brook Lake Connection)	-	-	100	100	-	-	100	100
2018 Storm Drain CCTV Inspection and Assessment	-	-	100	100	-	100	-	100
Storm Water Comp Plan update and Rate Study	-	-	180	180	-	180	-	180
Pipe Rehabilitation Project	-	-	100	100	-	-	100	100
Total 2019	**$ 1,000**	**$ 2,200**	**$ 1,249**	**$ 4,449**	**$ 3,000**	**$ 280**	**$ 1,169**	**$ 4,449**

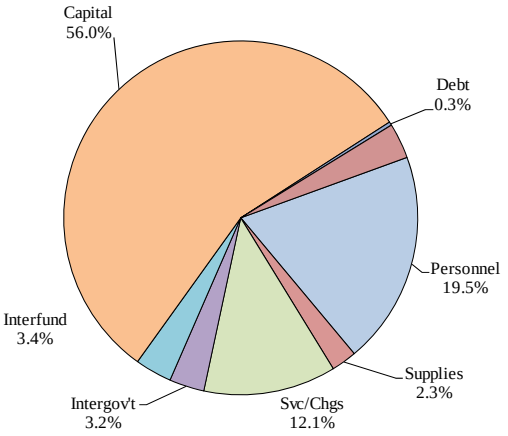
2020 Proposed Projects	Sources (in thousands)				Expenses (in thousands)			
	User Fees	Grants	Prior Years' Sources	Total Sources	Property Acquis	Consult Services	Construct	Total Expenses
Small CIP -- Annual Program	$ -	$ -	$ 150	$ 150	$ -	$ -	$ 150	$ 150
Hylebos Conservation Property Acquisition	-	1,000	-	1,000	1,000	-	-	1,000
2018 Storm Drain CCTV Inspection and Assessment	-	-	100	100	-	100	-	100
Pipe Rehabilitation Project	-	-	150	150	-	-	150	150
Total 2020	**$ -**	**$ 1,000**	**$ 400**	**$ 1,400**	**$ 1,000**	**$ 100**	**$ 300**	**$ 1,400**

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR
DEPARTMENT POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Street Fund:								
Director-PW	0.80	0.80	0.80	0.80	0.80	0.73	0.73	58h
Deputy Director-PW	1.45	1.45	1.45	1.45	1.45	0.38	0.38	58
City Traffic Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Street Systems Manager	-	-	-	-	-	1.00	1.00	54
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	52
Senior Traffic Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Senior Transportion Planning Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Street Systems Project Engineer	3.00	3.00	3.00	3.00	3.00	3.00	3.00	49
Traffic Engineer - fund by Traffic Safety Fund	-	-	1.00	1.00	1.00	1.00	1.00	44
Senior Engineer Plans Reviewer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	43
Street Systems Engineer - 0.50 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	44
Street Systems Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Sound Transit Liaison	-	-	-	-	-	1.00	1.00	58
Construction Inspector	2.00	2.00	2.00	2.00	2.00	3.00	3.00	33
Engineering Plans Reviewer	1.00	1.00	1.00	1.00	1.00	0.65	0.65	38
Engineering Technician - 0.25 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	2.00	2.00	30
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	26m
Fleet Maintenance Coordinator - Funded by 504 Fleet & Equipment	0.50	0.50	0.50	0.50	0.50	1.00	1.00	26
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	24
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00	4.00	4.00	22m
Administrative Assistant I	0.85	0.85	0.85	0.85	0.85	0.78	0.78	18
Total Street Fund:	21.40	21.40	22.40	22.40	22.40	26.34	26.34	n/a
Solid Waste & Recycling:								
Director-PW	0.05	0.05	0.05	0.05	0.05	0.12	0.12	58h
Deputy Director-PW	0.05	0.05	0.05	0.05	0.05	0.12	0.12	58
Solid Waste/Recycling Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recycling Project Manager	1.00	1.00	1.00	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	24
Administrative Assistant I						0.07	0.07	18
Total Solid Waste & Recycling:	2.20	2.20	2.20	2.20	2.20	2.41	2.41	n/a
Surface Water Management:								
Director-PW	0.15	0.15	0.15	0.15	0.15	0.15	0.15	58h
Deputy Director-PW	0.50	0.50	0.50	0.50	0.50	0.50	0.50	58
SWM Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	52
SWM Project Engineer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	49
SW Quality Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	40
Senior Engineering Plans Reviewer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	40
Engineering Plans Reviewer	-	-	-	-	-	0.35	0.35	35
Surface Water Quality Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
SWM Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Public Education & Outreach Specialist	-	1.00	1.00	1.00	1.00	1.00	1.00	34
SWM R/D Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Engineering Technician/Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00	30
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	26m
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	24
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00	4.00	4.00	22m
Administrative Assistant I	0.65	0.65	0.65	0.65	0.65	0.65	0.65	18
Total Surface Water Management:	19.40	20.40	20.40	20.40	20.40	20.75	20.75	n/a
Total Regular Staffing	43.00	44.00	45.00	45.00	45.00	49.50	49.50	n/a
Change from prior year	-	1.00	1.00	-	-	4.50	-	n/a
Grand Total Staffing	43.00	44.00	45.00	45.00	45.00	49.50	49.50	n/a

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR

2019 Proposed Expenditures by Category



PURPOSE/DESCRIPTION:

The Public Works Department has a mission to: Provide a vehicle for the City Council to achieve its vision of Federal Way's future, operate a Public Works organization with sound management that meets Federal Way's needs responsibly, provide prompt, courteous, quality, helpful services, and assist our community to achieve its goals to improve its northwest living and business environment with special emphasis on improving transportation, surface water systems, and the permit process.

The Public Works Department is organized into seven divisions. [1] The Administrative Services Division provides the overall management of the department. [2] The Development Services Division provides the engineering plan reviews and inspections of development projects. [3] The Traffic Division provides transportation planning, traffic operations, and neighborhood traffic services. [4] The Street Systems Division provides the street improvements and maintenance functions. [5] The Surface Water Management Division provides the surface water systems improvements and maintenance functions. [6] The Solid Waste and Recycling Division manage the solid waste/recycling utility and franchise contract. [7] The Fleet Maintenance Division provides oversight on maintenance of the City non-police vehicles and equipment.

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DEPARTMENT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
32X	Licenses and Permit	$ 155,494	$ 196,971	$ 115,000	$ 195,000	$ 195,000	$ 200,000	$ 200,000	$ 5,000	2.6%
33X	Intergovernmental	10,481,847	14,457,209	10,835,351	12,752,077	10,029,272	8,536,570	6,261,570	(4,215,507)	-33.1%
34X	Charges for Services	7,606,050	9,038,194	9,926,052	10,492,250	10,492,250	7,714,279	7,078,279	(2,777,971)	-26.5%
35X	Fines and Penalties	447,458	559,827	496,561	611,166	611,166	677,105	682,224	65,939	10.8%
36X	Miscellaneous	89,185	176,912	16,315	3,422,220	3,222,220	482,531	278,531	(2,939,689)	-85.9%
39X	Other Financing Sources	11,332,800	6,882,083	5,657,544	6,616,200	6,616,200	5,686,968	4,721,849	(929,232)	-14.0%
	Total Revenues:	**$ 30,112,834**	**$ 31,311,195**	**$ 27,046,823**	**$ 34,088,913**	**$ 31,166,108**	**$ 23,297,454**	**$ 19,222,454**	**$ (10,791,460)**	**-31.7%**
Street Fund Operating Expenditure Summary:										
210	Administration	387,110	437,766	559,819	734,819	734,819	360,890	370,660	(373,929)	-50.9%
220	Development Svcs	279,994	254,419	274,060	274,060	274,060	244,617	250,429	(29,443)	-10.7%
230\260	Traffic Services	1,287,077	1,402,679	1,385,360	1,592,622	1,592,622	1,336,454	1,337,707	(256,168)	-16.1%
240	Street Services	1,418,535	1,508,476	1,837,237	1,920,018	1,920,018	2,137,746	2,152,551	217,728	11.3%
	Subtotal ST Operating Exp.:	**$ 3,372,716**	**$ 3,603,340**	**$ 4,056,476**	**$ 4,521,519**	**$ 4,521,519**	**$ 4,079,708**	**$ 4,111,347**	**$ (441,811)**	**-9.8%**
Non-Street Fund Operating Expenditure Summary:										
102	Arterial Street Overlay	1,652,930	1,796,365	1,517,272	1,789,993	1,789,993	1,515,064	1,515,064	(274,929)	-15.4%
106	Solid Waste & Recycling	452,720	425,899	504,818	526,818	526,818	491,549	494,800	(35,269)	-6.7%
112	Traffic Safety Fund	446,985	554,627	496,561	611,166	611,166	675,105	680,224	63,939	10.5%
306	Transportation CIP	12,013,066	17,737,188	12,663,000	28,352,467	19,315,218	13,248,000	4,666,000	(15,104,467)	-53.3%
304	Surface Wtr Mgmt CIP	2,539,466	1,035,530	3,322,000	4,936,205	2,094,205	4,449,000	1,400,000	(487,205)	-9.9%
401	Surface Wtr Mgmt	6,396,756	3,701,562	3,956,110	4,117,510	4,117,510	5,263,841	4,224,061	1,146,331	27.8%
504	Fleet & Equipment	1,786,850	1,469,024	1,061,052	1,237,534	1,237,534	1,218,828	1,215,764	(18,706)	-1.5%
	Subtotal Non-ST Oper. Exp.:	**$ 25,288,773**	**$ 26,720,195**	**$ 23,520,813**	**$ 41,571,693**	**$ 29,692,444**	**$ 26,861,387**	**$ 14,195,914**	**$ (14,710,306)**	**-35.4%**
	Total Expenditures:	**$ 28,661,488**	**$ 30,323,535**	**$ 27,577,289**	**$ 46,093,212**	**$ 34,213,963**	**$ 30,941,095**	**$ 18,307,261**	**$ (15,152,117)**	**-32.9%**

PUBLIC WORKS DEPARTMENT
RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR

HIGHLIGHTS/CHANGES:

The Public Works baseline proposed operating budget totals $30,898,342 in 2019 and $18,307,261 in 2020. This is a 33.0% or $15,194,870 decrease from the 2018 adjusted budget. The below table includes the Street Fund, Arterial Street Fund, Solid Waste & Recycling Fund, Traffic Safety Fund, Surface Water Management CIP and Operations Fund, Fleet and Equipment Fund, and Transportation CIP Fund.

Major line item changes include:

- **Salaries & Wages** – Net increase of $225,437 due to the addition of 4.5 new FTE's within the Department, offset by employees in positions with lower pay, and correcting the allocation between salaries and wages and benefits for the new Sound Transit position.
- **Benefits** – Net increase of $180,815 due to the addition of 4.5 new FTE's within the Department, and health insurance cost increases.
- **Services and Charges** – Net increase of $1,420,871 due to 306 Transportation capital expenditures being categorized under services and charges not capital outlay.
- **Capital Outlays** – Net decrease of $16,980,979 due to a reduction in capital project expenditures for Transportation and SWM capital projects completed.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
n/a	General Gov't	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
31X	Taxes	-	-	-	-	-	-	-	-	n/a
32X	Licenses and Permit	$ 155,494	$ 196,971	$ 115,000	$ 195,000	$ 195,000	$ 200,000	$ 200,000	$ 5,000	2.6%
33X	Intergovernmental	10,481,847	14,457,209	10,835,351	12,752,077	10,029,272	8,536,570	6,261,570	(4,215,507)	-33.1%
34X	Charges for Services	7,606,050	9,038,194	9,926,052	10,492,250	10,492,250	7,714,279	7,078,279	(2,777,971)	-26.5%
35X	Fines and Penalties	447,458	559,827	496,561	611,166	611,166	677,105	682,224	65,939	10.8%
36X	Miscellaneous	89,185	176,912	16,315	3,422,220	3,222,220	482,531	278,531	(2,939,689)	-85.9%
39X	Other Financing Sources	11,332,800	6,882,083	5,657,544	6,616,200	6,616,200	5,686,968	4,721,849	(929,232)	-14.0%
	Total Revenues:	**$ 30,112,834**	**$ 31,311,195**	**$ 27,046,823**	**$ 34,088,913**	**$ 31,166,108**	**$ 23,297,454**	**$ 19,222,454**	**$ (10,791,460)**	**-31.7%**
Expenditure Summary:										
1XX	Salaries and Wages	3,558,574	3,859,538	3,875,001	4,087,584	4,087,584	4,313,021	4,580,459	225,437	5.5%
2XX	Benefits	1,374,868	1,440,669	1,513,330	1,530,746	1,530,746	1,711,561	1,641,289	180,815	11.8%
3XX	Supplies	547,029	656,970	700,865	720,865	720,865	720,865	720,865	-	0.0%
4XX	Services and Charges	3,902,065	4,327,256	1,918,147	2,323,504	2,323,504	3,744,375	3,565,375	1,420,871	61.2%
5XX	Intergovernmental	1,102,265	1,068,885	958,478	988,334	988,334	988,334	988,334	-	0.0%
6XX	Capital Outlay	12,610,837	17,913,583	17,554,242	34,303,462	22,424,213	17,322,483	5,670,483	(16,980,979)	-49.5%
7XX	Debt Service-Princ	96,120	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	3,845	2,884	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	742,429	957,630	959,184	1,082,019	1,082,019	1,042,414	1,042,414	(39,605)	-3.7%
0XX	Other Financing Uses	4,723,456	-	-	958,656	958,656	1,000,000	-	41,344	4.3%
	Total Expenditures:	**$ 28,661,488**	**$ 30,323,535**	**$ 27,577,289**	**$ 46,093,212**	**$ 34,213,963**	**$ 30,941,095**	**$ 18,307,261**	**$ (15,152,117)**	**-32.9%**

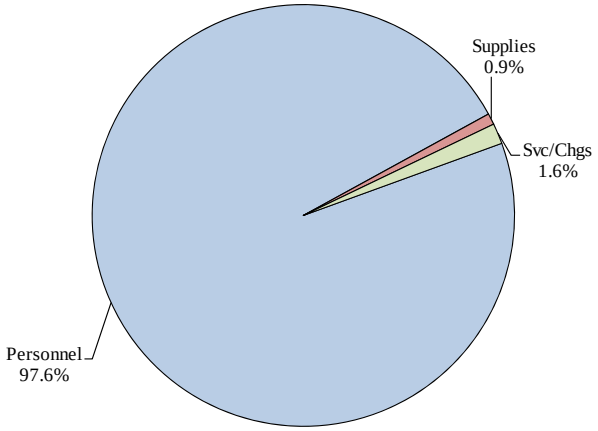
PUBLIC WORKS ADMINISTRATION

Responsible Manager: Edward Walsh, P.E., Public Works Director

PURPOSE/DESCRIPTION:

The Administration Division of the Public Works Department provides the management of department-wide functions, inter-departmental coordination, participation in regional issues, monitoring and overall departmental financial control. The administration of the Public Works Department is provided by the director, deputy director, and two administrative assistants who provide support to all department staff in the areas of purchasing, word processing, records management, budget preparation and scheduling. The Department includes six other divisions: Development Services, Traffic, Street Systems, Surface Water Management (SWM), Solid Waste/Recycling and Fleet.

2019 Proposed Expenditures by Category



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 and other City departments, and Public Works staff.

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	2017	2018	2019	2020
Workload Measures:				
• Number of responses for information from constituents	1715	1697	1999	2162
• Number of word processing requests	662	1040	1260	970
Outcome Measures:				
• Percent of community requests responded to in same day	95%	95%	95%	95%
• Percent of word processing documents completed on time	99%	99%	99%	99%
• Percent of time a "live" person is available to handle constituent calls	99%	99%	99%	99%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Director-PW	0.80	0.80	0.80	0.80	0.80	0.73	0.73	58h
Deputy Director-PW	1.45	1.45	1.45	1.45	1.45	0.38	0.38	58
Sound Transit Liaison	-	-	-	-	-	1.00	1.00	58
Fleet Maintenance Coordinator - Funded by 504 Fleet & Equipment	-	-	-	-	-	1.00	1.00	26
Administrative Assistant II	0.50	0.50	0.50	0.50	0.50	0.50	0.50	24
Total Street Fund:	2.75	2.75	2.75	2.75	2.75	3.61	3.61	n/a
Grand Total Staffing	2.75	2.75	2.75	2.75	2.75	3.61	3.61	n/a

PUBLIC WORKS ADMINISTRATION

Responsible Manager: Edward Walsh, P.E., Public Works Director

The proposed operating budget totals $360,890 in 2019 and $370,660 in 2020. This is a 50.9% or $373,929 decrease from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Decrease of $316,962 due to moving part of the PW Director, PW Deputy Director, and Sound Transit Project Engineer to different divisions within the Department.
- **Benefits** – Decrease of $56,967 due to moving a portion of the PW Director, PW Deputy Director, and Sound Transit Project Engineer to different divisions within the Department.

REVENUE AND EXPENDITURE SUMMARY:

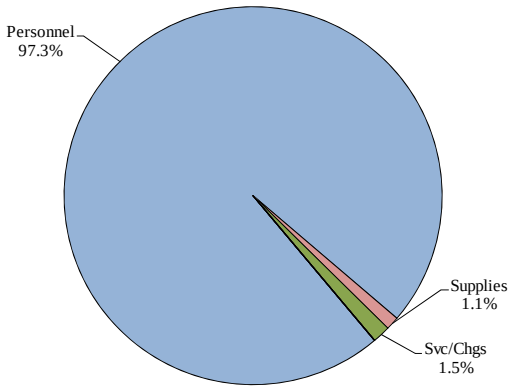
Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
1XX	Salaries & Wages	281,144	318,608	330,354	505,354	505,354	188,392	195,321	(316,962)	-62.7%
2XX	Benefits	102,948	114,587	134,208	134,208	134,208	77,241	80,082	(56,967)	-42.4%
3XX	Supplies	1,511	1,529	2,350	2,350	2,350	2,350	2,350	-	0.0%
4XX	Services and Charges	1,506	3,043	4,279	4,279	4,279	4,279	4,279	-	0.0%
9XX	Internal Services/Other	-	-	88,628	88,628	88,628	88,628	88,628	-	0.0%
	Total Expenditures:	**$ 387,110**	**$ 437,766**	**$ 559,819**	**$ 734,819**	**$ 734,819**	**$ 360,890**	**$ 370,660**	**$ (373,929)**	**-50.9%**

PUBLIC WORKS DEVELOPMENT SERVICES
Responsible Manager: ***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, 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.

2019 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	2017	2018	2019	2020
Workload Measures:				
• Number of development review committee meetings attended	44	51	58	65
• Number of Engineering Approval reviews	7	6	6	7
• Number of Commercial Building Permit reviews	58	67	76	84
• Number of Plat Applications (Full & Short)	21	25	29	34
• Number of Single Family Applications	377	410	443	476
• Number of Final Plats	5	5	6	7
Outcome Measures:				
• Average review time - projects under construction	15 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	30 days	30 days
• Average review time – SEPA	45 days	45 days	45 days	45 days
• Average review time - site plan review	27 days	30 days	30 days	30 days
• Average review time – Use Process Review 1	25 days	25 days	25 days	25 days
• Average review time - outside agency review	10 days	10 days	10 days	10 days
• Response time on requests for modifications	10 days	10 days	10 days	10 days
• Response time on requests for inspections	2 days	2 days	2 days	2 days
Efficiency Measures:				
• Cost recovery ratio for the Division	36%	41%	44%	48%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Street Fund:								
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	52
Senior Engineer Plans Reviewer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	43
Engineering Plans Reviewer	1.00	1.00	1.00	1.00	1.00	0.65	0.65	38
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	24
Administrative Assistant I	0.10	0.10	0.10	0.10	0.10	0.10	0.10	18
Total Regular Staffing	2.20	2.20	2.20	2.20	2.20	1.85	1.85	n/a
Change from prior year	-	-	-	-	-	(0.35)	-	n/a
Grand Total Staffing	2.20	2.20	2.20	2.20	2.20	1.85	1.85	n/a

PUBLIC WORKS DEVELOPMENT SERVICES

Responsible Manager: ***Cole Elliott, P.E., Manager***

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $244,617 in 2019 and $250,429 in 2020. This is a 10.7% or $29,443 decrease from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Net Decrease of $21,195 due to moving part of the Engineering Plans Reviewer to the Surface Water Management Division.
- **Benefits** – Net Decrease of $8,248 due to moving part of the Engineering Plans Reviewer to the Surface Water Management Division.

REVENUE AND EXPENDITURE SUMMARY:

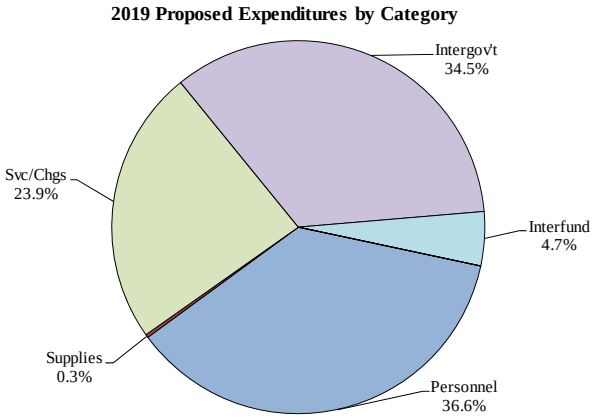
Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
32X	Licenses and Permits	$ 155,494	$ 196,971	$ 115,000	$ 195,000	$ 195,000	$ 200,000	$ 200,000	$ 5,000	2.6%
34X	Charges for Services	295,805	402,123	253,728	363,728	363,728	386,572	386,572	22,844	6.3%
	Total Revenues:	**$ 451,298**	**$ 599,094**	**$ 368,728**	**$ 558,728**	**$ 558,728**	**$ 586,572**	**$ 586,572**	**$ 27,844**	**5.0%**
Expenditure Summary:										
1XX	Salaries & Wages	207,419	190,190	190,079	190,079	190,079	168,884	173,006	(21,195)	-11.2%
2XX	Benefits	69,513	61,548	77,491	77,491	77,491	69,243	70,933	(8,248)	-10.6%
3XX	Supplies	1,591	1,851	2,770	2,770	2,770	2,770	2,770	-	0.0%
4XX	Services and Charges	1,471	830	3,720	3,720	3,720	3,720	3,720	-	0.0%
	Total Expenditures:	**$ 279,994**	**$ 254,419**	**$ 274,060**	**$ 274,060**	**$ 274,060**	**$ 244,617**	**$ 250,429**	**$ (29,443)**	**-10.7%**

PUBLIC WORKS TRAFFIC

Responsible Manager: ***Richard Perez, P.E., Traffic Engineer***

PURPOSE/DESCRIPTION:

The Traffic Services Division of Public Works 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 2017/2018 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	2017	2018	2019	2020
Workload Measures:				
• Number of traffic signals	88	89	89	89
• Number of citizen action requests processed	390	405	420	440
• Number of development review applications	169	215	240	260
• Number of employees at commute trip reduction sites	4300	4300	4300	4800
Outcome Measures:				
• No. of timing plans developed for traffic signal coordination	64	72	100	100
• No. of traffic control changes implemented	50	50	50	50
• No. of neighborhood projects balloted	1	4	4	4
• Percent of development applications reviewed on time	100%	100%	100%	100%
• No. of City employees changing travel mode to non-single occupancy vehicle (SOV)	35	40	48	50
• No. of Neighborhood Traffic Safety Projects presented to Council	2	4	4	4
Efficiency Measures:				
• Percent reduction in delays at signalized intersections	5%	5%	5%	5%
• Percent change from SOV travel modes	1%	1%	1%	1.5%

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Street Fund:								
City Traffic Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Senior Traffic Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Senior Transportion Planning Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Traffic Engineer - Funded by Traffic Safety Fund	-	-	1.00	1.00	1.00	1.00	1.00	44
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	24
Administrative Assistant I	0.25	0.25	0.25	0.25	0.25	0.18	0.18	18
Total Street Fund:	4.35	4.35	5.35	5.35	5.35	5.28	5.28	n/a
Change from prior year	-	-	1.00	-	-	(0.07)	-	n/a
Grand Total Staffing	4.35	4.35	5.35	5.35	5.35	5.28	5.28	n/a

PUBLIC WORKS TRAFFIC

Responsible Manager: ***Richard Perez, P.E., Traffic Engineer***

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $2,011,559 in 2019 and $2,017,931 in 2020. This is a 8.7% or $192,229 decrease from the 2018 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:

- **Salaries & Wages** – Net Increase of $8,500 primarily due to step increases, and changes of employees in positions.
- **Benefits** – Net Decrease of $10,524 primarily due to changes in employees and health insurance plans.
- **Services and Charges –** Decrease of $150,600 due to the elimination of one-time traffic services.

REVENUE AND EXPENDITURE SUMMARY:

TRAFFIC – STREET FUND

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 22,887	$ 12,512	$ 36,478	$ 36,478	$ 36,478	$ -	$ -	$ (36,478)	-100.0%
34X	Charges for Services	36,191	114,181	4,000	71,505	71,505	114,181	114,181	42,676	59.7%
36X	Miscellaneous	10,510	16,476	5,000	180,000	180,000	190,016	186,016	10,016	5.6%
39X	Other Financing Sources	-	-	112,033	514,689	514,689	400,000	400,000	(114,689)	-22.3%
	Total Revenues:	**$ 69,589**	**$ 143,169**	**$ 157,511**	**$ 802,672**	**$ 802,672**	**$ 704,197**	**$ 700,197**	**$ (98,475)**	**-12.3%**
Expenditure Summary:										
1XX	Salaries & Wages	99,839	112,061	192,786	192,786	192,786	110,242	111,130	(82,544)	-42.8%
2XX	Benefits	42,628	35,061	68,223	68,223	68,223	45,199	45,563	(23,024)	-33.7%
3XX	Supplies	2,062	6,663	5,400	5,400	5,400	5,400	5,400	-	0.0%
4XX	Services and Charges	458,590	492,546	454,481	631,887	631,887	481,287	481,287	(150,600)	-23.8%
5XX	Intergovernmental	683,958	756,348	664,470	694,326	694,326	694,326	694,326	-	0.0%
9XX	Internal Services/Other	-	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 1,287,077**	**$ 1,402,679**	**$ 1,385,360**	**$ 1,592,622**	**$ 1,592,622**	**$ 1,336,454**	**$ 1,337,707**	**$ (256,168)**	**-16.1%**

TRAFFIC – TRAFFIC SAFETY FUND

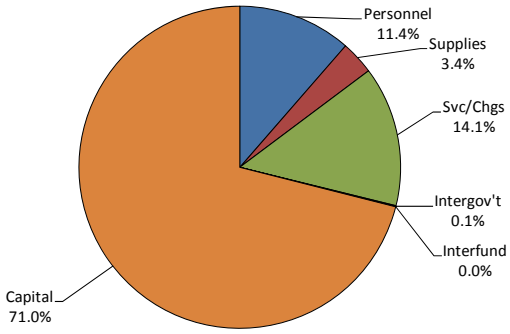
Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
35X	Fines and Penalties	$ 446,985	$ 554,627	$ 496,561	$ 611,166	$ 611,166	$ 675,105	$ 680,224	$ 63,939	10.5%
	Total Revenues:	**$ 446,985**	**$ 554,627**	**$ 496,561**	**$ 611,166**	**$ 611,166**	**$ 675,105**	**$ 680,224**	**$ 63,939**	**10.5%**
Expenditure Summary:										
1XX	Salaries & Wages	316,000	329,496	339,264	339,264	339,264	430,308	434,100	91,044	26.8%
2XX	Benefits	130,985	139,078	138,108	138,108	138,108	150,608	151,935	12,500	9.1%
9XX	Internal Services/Other	-	86,053	19,189	133,794	133,794	94,189	94,189	(39,605)	-29.6%
	Total Expenditures:	**$ 446,985**	**$ 554,627**	**$ 496,561**	**$ 611,166**	**$ 611,166**	**$ 675,105**	**$ 680,224**	**$ 63,939**	**10.5%**

PUBLIC WORKS STREETS
Responsible Manager: ***Vacant, P.E., Manager***

PURPOSE/DESCRIPTION:

The Street Systems Division of Public Works provides maintenance of the local street system and oversees all capital street projects. Activities include engineering services, right-of-way permits, pavement management, sidewalk inventory, structures maintenance, road surfaces maintenance, road shoulders maintenance, vegetation and street trees maintenance, litter control, emergencies, snow and ice removal, and miscellaneous services. Manage private contractors for street sweeping, right of way landscape maintenance and WSDOT maintenance and emergency contract services.

2019 Adopted Expenditures by Category



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. In addition the Division monitors private sector maintenance contracts and the WSDOT streets maintenance contract and develops and constructs the Transportation Improvement Program (TIP) street improvement projects, annual asphalt overlays, sidewalk replacement, and minor capital improvement projects. The Division also applies to various sources for street-related grants, loans, etc. and administers these funds.

GOALS/OBJECTIVES:

The Street Systems Division will continue to implement the council mission and direction on the Transportation Capital Improvement Program and the City's street systems maintenance programs. Our goal is to maintain the City's Street network pavement surface area in a good operating condition and to identify and apply for all state and federal grant funding available and applicable for the city's Transportation Capital Improvement Program and to manage the successful completion of these projects within the available budget and on schedule.

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Annual CIP Fund administered	$21.7M	$17.5M	$21.7M	$17.5M
• Grant dollars administered	$15.1M	$6.2M	$15.1M	$6.2M
• Number of lane miles repaired/rehabilitated	7.0	7.0	7.0	7.0
• ROW permits issued	450	450	450	450
• Number of street center lane mile within city limits	244	244	244	244
• Number of curb miles of sidewalk within city limits	269	271.6	269	271.6
• Number of acres of right-of-way landscaping maintained within city limits	30.1	31.8	30.1	31.8
• Number of curb miles mowed within city limits	61	61	61	61
Outcome Measures:				
• Percent of CIP project completed on time and within budget	100%	100%	100%	100%
• Percent of call-out situations responded to w/in 45 minutes (after hour response time)	100%	100%	100%	100%
Efficiency Measures:				
• Value of CIP project managed per engineer	$6.8M	$4.4M	$6.8M	$4.4M
• # of Citizen Action Report (CAR) forms processed	600	600	600	600

PUBLIC WORKS STREETS

Responsible Manager: ***Vacant, P.E., Manager***

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Street Fund:								
Street Systems Manager 0.05 FTE funded by Street Overlay	-	-	-	-	-	1.00	1.00	54
Street Systems Project Engineer	3.00	3.00	3.00	3.00	3.00	3.00	3.00	49
Street Systems Engineer - 0.50 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	44
Street Systems Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Construction Inspector	1.00	1.00	1.00	1.00	1.00	2.00	2.00	33
Engineering Technician - 0.25 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	2.00	2.00	30
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	26m
Fleet Maintenance Coordinator - Funded by 504 Fleet & Equipment	0.50	0.50	0.50	0.50	0.50	-	-	26
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	24
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00	4.00	4.00	22m
Administrative Assistant I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	18
Total Street Fund:	12.10	12.10	12.10	12.10	12.10	15.60	15.60	n/a
Total Regular Staffing	12.10	12.10	12.10	12.10	12.10	15.60	15.60	n/a
Change from prior year	-	-	-	-	-	3.50	-	n/a
Grand Total Staffing	12.10	12.10	12.10	12.10	12.10	15.60	15.60	n/a

DEPARTMENT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Non-General Fund Operating Expenditure Summary:										
240	Streets	1,418,535	1,508,476	1,837,237	1,920,018	1,920,018	2,137,746	2,152,551	217,728	11.3%
102	Overlay Program	1,652,930	1,796,365	1,517,272	1,789,993	1,789,993	1,515,064	1,515,064	(274,929)	-15.4%
306	Transportation CIP	12,013,066	17,737,188	12,663,000	28,352,467	19,315,218	13,248,000	4,666,000	(15,104,467)	-53.3%
504	Fleet - City Hall/Police	1,786,850	1,469,024	1,061,052	1,237,534	1,237,534	1,218,828	1,215,764	(18,706)	-1.5%
	Subtotal Non-GF Oper. Exp.:	**$ 16,871,381**	**$ 22,511,053**	**$ 17,078,561**	**$ 33,300,012**	**$ 24,262,763**	**$ 18,119,639**	**$ 9,549,380**	**$ (15,180,373)**	**-45.6%**
	Total Expenditures:	**$ 16,871,381**	**$ 22,511,053**	**$ 17,078,561**	**$ 33,300,012**	**$ 24,262,763**	**$ 18,119,639**	**$ 9,549,380**	**$ (15,180,373)**	**-45.6%**

PUBLIC WORKS STREETS
Responsible Manager: ***Vacant, P.E., Manager***

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $18,096,325 in 2019 and $9,549,380 in 2020. This is a 45.7% or $15,203,687 decrease from the 2018 adjusted budget. The below table includes the Street Fund, the Arterial Street Fund, the Fleet and Equipment Fund, and the Transportation CIP fund.

Major line item changes include:

- **Salaries & Wages** –Increase of $448,923 primarily due to adding 4.5 new FTE's to the division, and a reallocation of positions from other divisions within the PW Department.
- **Benefits** – Increase of $179,821 primarily due to adding 4.5 new FTE's to the division, a reallocation of positions from other divisions within the PW Department, and health insurance cost increases.
- **Services and Charges** – Increase of $1,643,313 due to 306 Transportation capital expenditures being categorized under services and charges not capital outlay.
- **Capital Outlays** – Decrease of $16,493,774 due to a reduction in capital project expenditures for transportation capital projects completed.
- **Other Financing Uses** – Decrease of $958,656 due to the elimination of a one-time transfer out from Arterial Street Overlay to the Transportation CIP fund of $556,000 and the elimination of a one-time transfer out from the Transportation CIP fund to the Street Fund of $402,656.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 9,900,739	$ 13,801,908	$ 7,524,273	$ 11,199,329	$ 9,476,524	$ 6,258,000	$ 4,983,000	$ (4,941,329)	-44.1%
34X	Charges for Services	3,016,794	4,166,149	5,316,609	5,705,302	5,705,302	2,856,329	2,220,329	(2,848,973)	-49.9%
36X	Miscellaneous	40,202	111,041	8,315	2,983,315	2,983,315	88,315	88,315	(2,895,000)	-97.0%
39X	Other Financing Sources	7,772,730	6,882,083	5,545,511	6,101,511	6,101,511	4,286,968	4,321,849	(1,814,543)	-29.7%
	Total Revenues:	**$ 20,730,465**	**$ 24,961,181**	**$ 18,394,708**	**$ 25,989,457**	**$ 24,266,652**	**$ 13,489,612**	**$ 11,613,493**	**$ (12,499,845)**	**-48.1%**
Expenditure Summary:										
1XX	Salaries and Wages	1,044,588	1,191,987	998,052	1,035,635	1,035,635	1,484,558	1,692,296	448,923	43.3%
2XX	Benefits	398,611	440,319	387,146	404,562	404,562	584,383	588,386	179,821	44.4%
3XX	Supplies	390,657	514,344	607,925	607,925	607,925	607,925	607,925	-	0.0%
4XX	Services and Charges	2,778,290	3,177,005	831,138	903,919	903,919	2,547,232	2,368,232	1,643,313	181.8%
5XX	Intergovernmental	105,929	59,227	16,586	16,586	16,586	16,586	16,586	-	0.0%
6XX	Capital Outlays	11,954,921	17,128,171	14,232,242	29,367,257	20,330,008	12,873,483	4,270,483	(16,493,774)	-56.2%
9XX	Internal Services/Other	-	-	5,472	5,472	5,472	5,472	5,472	-	0.0%
0XX	Other Financing Uses	198,386	-	-	958,656	958,656	-	-	(958,656)	-100.0%
	Total Expenditures:	**$ 16,871,381**	**$ 22,511,053**	**$ 17,078,561**	**$ 33,300,012**	**$ 24,262,763**	**$ 18,119,639**	**$ 9,549,380**	**$ (15,180,373)**	**-45.6%**

PUBLIC WORKS SOLID WASTE & RECYCLING

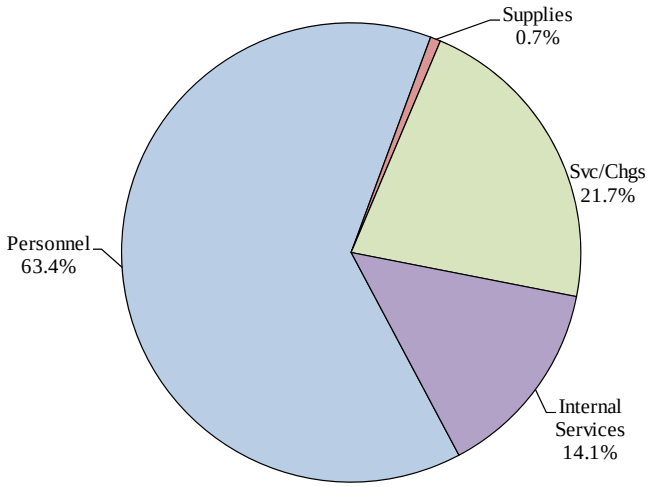
Responsible Manager: ***Rob Van Orsow, Solid Waste & Recycling Coordinator***

PURPOSE/DESCRIPTION:

Solid Waste and Recycling Division's responsibilities include:

- Procurement and administration of the solid waste and recycling collection service contract (currently with Waste Management), serving as ratepayers' advocate.
- Managing grant programs to enhance recycling services in Federal Way. This includes preparing grant applications, project implementation, tracking results, preparing reports and completing reimbursement requests.
- Funding litter control operations in support of ongoing right-of-way maintenance.
- Participating in regional Solid Waste, Recycling, and Hazardous Waste system planning and implementation.
- A variety of other functions, such as optimizing solid waste and recycling services for City operations, providing input on major development plans to allow efficient collection and service access for customers, and code violation coordination with Code Compliance and Surface Water Management staff.

2019 Proposed Expenditures by Category



GOALS/OBJECTIVES:

The Solid Waste and Recycling Division's main objective is management of the City's solid waste utility, including procurement and administration of contracted solid waste and recycling collection services for area businesses and residents. Utility management includes the annual rate modification process, ongoing operational review and corrective input, contract and grant-related services planning and implementation, and resolution of customer service issues. The Division's goal is to ensure that the contracted hauler provides the highest level of service achievable through enforcing contract parameters.

The Division also has an overarching goal of promoting and implementing waste reduction, recycling and composting programming for residents and businesses. This is accomplished through direct assistance, production and distribution of mailers, and recycling-related events. For example, the Division organizes the spring and fall Special Recycling Events where residents recycle a wide range of materials not normally collected curbside. The Division assists area businesses and residents to manage their solid wastes in a cost-effective and environmentally-sound manner.

The Division also participates in ongoing regional planning efforts related to recycling, hazardous waste, and solid waste. Examples include updating and implementing the Comprehensive Solid Waste Management Plan and the Local Hazardous Waste Management Plan. The Division participates in administration of the Local Hazardous Waste Management Program (LHWMP) with an emphasis on service equity for the south county. Additionally, the Division represents the City participation in the Metropolitan Solid Waste Advisory Committee (MSWAC).

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Number of special recycling collection events held	2	2	2	2
• Number of outreach materials (brochures, newsletters, etc.) produced	8	6	8	6
• Number of grants managed	3	3	3	3
Outcome Measures:				
• Quantity of outreach materials printed and distributed	100,000	80,000	100,000	80,000
• Grant revenue obtained	$126,600	$126,600	$126,600	$126,600
• Tons of material diverted per special recycling event	80	80	80	80

PUBLIC WORKS SOLID WASTE & RECYCLING

Responsible Manager: ***Rob Van Orsow, Solid Waste & Recycling Coordinator***

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Solid Waste & Recycling:								
Director-PW	0.05	0.05	0.05	0.05	0.05	0.12	0.12	58h
Deputy Director-PW	0.05	0.05	0.05	0.05	0.05	0.12	0.12	58
Solid Waste/Recycling Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recycling Project Manager	1.00	1.00	1.00	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	24
Administrative Assistant I	-	-	-	-	-	0.07	0.07	18
Total Regular Staffing	2.20	2.20	2.20	2.20	2.20	2.41	2.41	n/a
Change from prior year	-	-	-	-	-	0.21	-	n/a
Grand Total Staffing	2.20	2.20	2.20	2.20	2.20	2.41	2.41	n/a

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $491,549 in 2019 and $494,800 in 2020. This is a 6.7% or $35,269 decrease from the 2018 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of $23,615 due to moving part of the PW Director, PW Deputy Director, and Administrative Assistant I positions from other divisions within the Department to the Solid Waste & Recycling division.
- **Benefits** – Increase of $12,958 due to moving part of the PW Director, PW Deputy Director, and Administrative Assistant I positions from other divisions within the Department to the Solid Waste & Recycling division.
- **Services and Charges** – Decrease of $71,842 due to reducing repairs and maintenance and professional services in the division.

REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 114,357	$ 129,316	$ 126,600	$ 126,600	$ 126,600	$ 138,900	$ 138,900	$ 12,300	9.7%
34X	Charges for Services	303,820	309,642	304,517	304,517	304,517	310,000	310,000	5,483	1.8%
35X	Fines and Penalties	473	5,200	-	-	-	2,000	2,000	2,000	n/a
36X	Miscellaneous	1,522	1,014	-	-	-	1,200	1,200	1,200	n/a
	Total Revenues:	**$ 420,172**	**$ 445,171**	**$ 431,117**	**$ 431,117**	**$ 431,117**	**$ 452,100**	**$ 452,100**	**$ 20,983**	**4.9%**
Expenditure Summary:										
1XX	Salaries & Wages	181,366	184,203	186,982	186,982	186,982	210,597	212,794	23,615	12.6%
2XX	Benefits	80,266	84,991	88,129	88,129	88,129	101,087	102,141	12,958	14.7%
3XX	Supplies	5,578	4,561	3,575	3,575	3,575	3,575	3,575	-	0.0%
4XX	Services and Charges	124,309	86,473	156,603	178,603	178,603	106,761	106,761	(71,842)	-40.2%
9XX	Internal Services/Other	61,201	65,671	69,529	69,529	69,529	69,529	69,529	-	0.0%
	Subtotal Operating Exp:	**$ 452,720**	**$ 425,899**	**$ 504,818**	**$ 526,818**	**$ 526,818**	**$ 491,549**	**$ 494,800**	**$ (35,269)**	**-6.7%**
	Total Expenditures:	**$ 452,720**	**$ 425,899**	**$ 504,818**	**$ 526,818**	**$ 526,818**	**$ 491,549**	**$ 494,800**	**$ (35,269)**	**-6.7%**

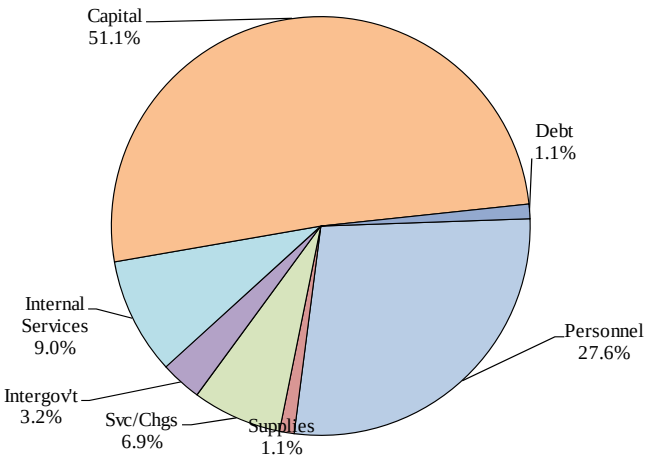
PUBLIC WORKS SURFACE WATER MANAGEMENT

Responsible Manager: ***Theresa Thurlow, P.E., Surface Water Manager***

PURPOSE/DESCRIPTION:

The Surface Water Management Division (SWM) is 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 Division also promotes the preservation of natural drainage systems, protection of fishery resources, and wildlife habitat.

2019 Proposed Expenditures by Category



The SWM Division provides all surface water related services within the City of Federal Way. These services are provided through the following programs: Administration/Engineering Services, Water Quality, and Maintenance Services. Capital projects are budgeted in the Surface Water Management Capital Project Fund.

Administration/Engineering: The Administration function provides the overall management and operation of the Surface Water Program including the preparation and management of the Division's budget; coordination of the billing and collection process; supervision of administrative, engineering, water quality, and maintenance staff; coordination and management of employee training; management of Capital Improvement studies and projects; and strategic planning to anticipate future state and federal Clean Water Act and NPDES requirements. Interfund services include Internal Service Fund charges (telephone, computers, building rent, insurance, equipment and GIS).

Water Quality: The purpose of the Water Quality program is to protect/improve the quality of the surface water run-off and the natural receiving waters including streams, creeks, rivers, ponds, lakes, wetlands, and Puget Sound. Beginning in 1994, the Water Quality related functions of the SWM Division are provided through the following elements: a Water Quality Source Control Program, a Public Education and Outreach Program, a Retention/Detention Private Facilities Inspection Program, and a Water Quality Monitoring Program. Each program contributes to the City meeting its' Federal National Pollutant Discharge Elimination Systems (NPDES) municipal storm-water permits and state storm-water requirements.

Maintenance: The Surface Water Management Division's maintenance program activities associated with the public storm and surface water system include the following program elements: Catch Basin, Manhole, Vaults, and Pipe Cleaning/Maintenance; Catch Basin, Manhole and Pipe Repair/Construction; Open Channel and Ditch Maintenance, Retention/Detention Ponds Maintenance, LID Infrastructure Maintenance, as well as Emergency and Miscellaneous Services Program.

GOALS/OBJECTIVES:

The Surface Water Management Division will continue to implement the Comprehensive Surface Water Management Plan's mission of protecting public health and safety; prevent property damage; protect, preserve and enhance surface water and associated habitats which will also contribute to groundwater quality; and protect and enhance surface water and sediment quality by controlling and reducing harm caused by urban hydrologic changes and storm-water pollutants. This will be accomplished through inspections of businesses for illicit discharges and poor housekeeping practices; inspection of private storm drainage facilities; outreach to the community through education posters, brochures, newsletters, and trainings; adequate maintenance of public infrastructure; and continuation of a Capital Improvement Program addressing water quality and quantity problems throughout the City.

PUBLIC WORKS SURFACE WATER MANAGEMENT

Responsible Manager: ***Theresa Thurlow, P.E., Surface Water Manager***

PERFORMANCE MEASURES:

Type/Description	2017	2018	2019	2020
Workload Measures:				
• Annual SWM revenues administered	$3.9M	$4.0M	$3.9M	$4.0M
• Grant funding administered	$250,000	$3.14M	$250,000	$3.14M
• Water quality articles published	20	20	20	20
• Volunteer hours on surface water related projects	600	600	600	600
• Number of Commercial Business Inspections (Private Drainage Facilities)	797	807	797	807
• Number of 811 Utility Locates Performed	3,329	3,495	3,329	3,495
• Number of Pond Facilities and Detention Tanks Maintained	367	368	367	368
• Number of Water Quality Vaults Maintained	49	49	49	49
• Number of LID Facilities Maintained (Filtera, Modular Wetland, Rain Garden)	9	43	9	43
• Number of Catchbasin, Outfall, and Control Structures Inspected and Maintained	12,286	12,293	12,286	12,293
Outcome Measures:				
• Percent of planned CIP projects completed	100.0%	100.0%	100.0%	100.0%
• Percent completion of storm monitoring and sampling targets	100.0%	100.0%	100.0%	100.0%
• Percent of planned lake and stream & water quality projects completed on time	100.0%	100.0%	100.0%	100.0%
Efficiency Measures:				
• Number of SWM infrastructure units* maintained per maintenance FTE (6)	3850	3900	3850	3900
• Number of Citizen Action Requests Received and responded to	183	192	183	192
• Percent of emergency events responded to within 45 minutes (after-hours response time)	100.0%	100.0%	100.0%	100.0%

* One unit of SWM infrastructure estimated at: 25.3 feet of ditch, 65 feet of pipe, 0.65 CB's, 0.008 ponds, 0.006 WQ vaults, 0.1 outfalls, 0.008 detention tanks, and .025 LID facilities starting in 2018.

POSITION INVENTORY:

Positions	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	Grade
Surface Water Management:								
Director-PW	0.15	0.15	0.15	0.15	0.15	0.15	0.15	58h
Deputy Director-PW	0.50	0.50	0.50	0.50	0.50	0.50	0.50	58
SWM Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Development Services Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	52
SWM Project Engineer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	49
SW Quality Program Coord	1.00	1.00	1.00	1.00	1.00	1.00	1.00	40
Senior Engineer Plans Reviewer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	43
Engineering Plans Reviewer	-	-	-	-	-	0.35	0.35	35
Construction Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Surface Water Quality Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
SWM Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Public Education & Outreach Specialist	-	1.00	1.00	1.00	1.00	1.00	1.00	34
SWM R/D Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Engineering Technician/Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00	30
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	26m
Administrative Assistant II	0.10	0.10	0.10	0.10	0.10	0.10	0.10	24
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00	4.00	4.00	22m
Administrative Assistant I	0.65	0.65	0.65	0.65	0.65	0.65	0.65	18
Total Regular Staffing	19.40	20.40	20.40	20.40	20.40	20.75	20.75	n/a
Change from prior year	-	1.00	-	-	-	0.35	-	n/a
Grand Total Staffing	19.40	20.40	20.40	20.40	20.40	20.75	20.75	n/a

PUBLIC WORKS SURFACE WATER MANAGEMENT

Responsible Manager: ***Theresa Thurlow, P.E., Surface Water Manager***

HIGHLIGHTS/CHANGES:

The proposed operating budget totals $9,712,841 in 2019 and $5,624,061 in 2020. This is a 7.3% or $659,126 increase from the 2018 adjusted budget. The below table includes Surface Water Management operating fund and Surface Water Management Construction in Progress Fund.

Major line item changes include:

- **Salaries & Wages** – Net increase of $82,555 due to moving a portion of Engineering Plans Reviewer from other divisions within the PW Department, and scheduled step increases for employees within the division.
- **Benefits** – Net increase of $63,776 primarily due to moving a portion of Engineering Plans Reviewer from other divisions within the PW Department, and increased healthcare costs.
- **Capital Outlay** – Decrease of $487,205 due to a reduction in capital expenditures for SWM capital projects completed.
- **Other Financing Uses** – Increase of $1,000,000 due to the addition of transfers to surface water management capital projects.

REVENUE AND EXPENDITURE SUMMARY:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	$ 443,864	$ 513,473	$ 3,148,000	$ 1,389,670	$ 389,670	$ 2,139,670	$ 1,139,670	$ 750,000	54.0%
34X	Charges for Services	3,953,439	4,046,100	4,047,198	4,047,198	4,047,198	4,047,198	4,047,198	-	0.0%
36X	Miscellaneous	36,952	48,382	3,000	258,905	58,905	203,000	3,000	(55,905)	-21.6%
39X	Other Financing Sources	3,560,070	-	-	-	-	1,000,000	-	1,000,000	n/a
	Total Revenues:	**$ 7,994,325**	**$ 4,607,954**	**$ 7,198,198**	**$ 5,695,773**	**$ 4,495,773**	**$ 7,389,868**	**$ 5,189,868**	**$ 1,694,095**	**29.7%**
Expenditure Summary:										
1XX	Salaries & Wages	1,428,218	1,532,993	1,637,484	1,637,484	1,637,484	1,720,039	1,761,811	82,555	5.0%
2XX	Benefits	549,917	565,086	620,025	620,025	620,025	683,801	602,250	63,776	10.3%
3XX	Supplies	145,631	128,021	78,845	98,845	98,845	98,845	98,845	-	0.0%
4XX	Services and Charges	537,900	567,359	467,926	601,096	601,096	601,096	601,096	-	0.0%
5XX	Intergovernmental	312,378	253,310	277,422	277,422	277,422	277,422	277,422	-	0.0%
6XX	Capital Outlay	655,916	785,412	3,322,000	4,936,205	2,094,205	4,449,000	1,400,000	(487,205)	-9.9%
7XX	Debt Service-Principal	96,120	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	3,845	2,884	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	681,228	805,906	776,366	784,596	784,596	784,596	784,596	-	0.0%
0XX	Other Financing Use	4,525,070	-	-	-	-	1,000,000	-	1,000,000	n/a
	Subtotal Operating Exp:	**$ 8,936,221**	**$ 4,737,092**	**$ 7,278,110**	**$ 9,053,715**	**$ 6,211,715**	**$ 9,712,841**	**$ 5,624,061**	**$ 659,126**	**7.3%**
	Total Expenditures:	**$ 8,936,221**	**$ 4,737,092**	**$ 7,278,110**	**$ 9,053,715**	**$ 6,211,715**	**$ 9,712,841**	**$ 5,624,061**	**$ 659,126**	**7.3%**

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001: GENERAL FUND

PURPOSE/DESCRIPTION:

The General Fund is used to account for all receipts and disbursement transactions associated with ordinary 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 established operating cash flow reserve of $9 million or 17 percent of operating expenditures is to accommodate the City's uneven cash flow. Government Finance Officers Association of United States and Canada recommends that a municipality maintains 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 a 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 27,274,749	$ 28,084,812	$ 28,874,141	$ 28,943,205	$ 28,943,205	$ 29,758,820	$ 30,594,703	$ 815,615	2.8%
32X	Licenses and Permits	2,984,639	3,928,648	4,099,910	4,099,910	4,099,910	4,281,048	4,292,914	181,138	4.4%
33X	Intergovernmental	2,258,505	2,313,935	1,874,500	2,056,500	2,081,500	2,039,500	2,009,500	(17,000)	-0.8%
34X	Charges for Services	3,596,805	3,616,999	3,669,457	3,795,112	3,795,112	3,834,014	3,834,514	38,902	1.0%
35X	Fines and Penalties	942,258	945,711	1,163,500	1,103,500	1,103,500	943,401	943,401	(160,099)	-14.5%
36X	Miscellaneous	778,553	716,963	501,700	618,600	618,600	623,862	623,862	5,262	0.9%
39X	Other Financing Sources	10,012,903	9,633,135	8,940,778	9,240,778	9,240,778	9,941,849	10,111,732	701,071	7.6%
	Total Revenues:	**$ 47,848,412**	**$ 49,240,202**	**$ 49,123,986**	**$ 49,857,605**	**$ 49,882,605**	**$ 51,422,493**	**$ 52,410,625**	**$ 1,564,888**	**3.1%**
Expenditure Summary:										
010	City Council	$ 373,180	$ 379,370	$ 403,154	$ 403,877	$ 405,850	$ 439,963	$ 446,163	$ 36,086	8.9%
020	Mayor's Office	1,171,059	1,081,209	1,154,233	1,160,746	1,160,746	1,124,304	1,127,132	(36,442)	-3.1%
022	Municipal Court	1,526,650	1,649,658	1,713,881	1,713,881	1,713,881	1,733,805	1,760,649	19,924	1.2%
042	Finance	874,097	947,143	971,822	971,822	971,822	1,026,096	1,038,521	54,274	5.6%
044	City Clerk	476,915	585,751	508,551	508,551	508,551	513,486	513,984	4,935	1.0%
045	Human Resources	465,842	449,689	464,272	464,272	464,272	510,693	514,880	46,421	10.0%
051	Law -Civil	843,850	714,157	698,170	748,970	748,970	786,522	789,720	37,552	5.0%
052	Law-Criminal	633,183	683,343	681,302	681,302	681,302	761,873	764,733	80,571	11.8%
07X	Community Development	2,212,828	2,304,466	2,313,480	2,338,480	2,338,480	2,491,633	2,534,077	153,153	6.5%
075	Economic Development	314,646	248,298	237,565	302,265	302,265	415,973	415,973	113,708	37.6%
083	Community Services	867,906	839,742	798,499	813,499	813,499	840,761	844,805	27,262	3.4%
098	Jail Contract Costs	5,502,776	5,639,786	5,773,342	6,450,972	6,450,972	5,964,972	4,341,950	(486,000)	-7.5%
098	911 Dispatch	2,330,428	2,556,587	2,746,644	2,746,644	2,713,416	2,669,938	2,748,692	(76,706)	-2.8%
09X/11X	Police	17,757,220	18,267,927	18,410,449	18,245,449	17,720,696	18,607,754	18,843,812	362,305	2.0%
3XX	Parks, Recr & Cultural Svcs	3,906,618	3,881,429	3,831,027	4,076,527	4,076,527	4,037,259	4,076,474	(39,268)	-1.0%
XXX	Non-Departmental	9,007,529	9,399,504	9,347,369	10,167,747	9,667,747	10,199,429	11,792,889	31,682	0.3%
	Total Expenditures:	**$ 48,264,726**	**$ 49,628,059**	**$ 50,053,760**	**$ 51,795,004**	**$ 50,738,996**	**$ 52,124,460**	**$ 52,554,455**	**$ 329,456**	**0.6%**
	Rev Over/(Under) Exp	**$ (416,314)**	**$ (387,857)**	**$ (929,774)**	**$ (1,937,399)**	**$ (856,391)**	**$ (701,967)**	**$ (143,830)**	**$ 1,235,432**	**-63.8%**
	Beginning Fund Balance, 1/1	**$ 11,506,583**	**$ 11,090,270**	**$ 9,952,047**	**$ 10,702,414**	**$ 10,702,414**	**$ 9,846,023**	**$ 9,144,056**	**$ (856,391)**	**-8.0%**
	Ending Fund Balance, 12/31	**$ 11,090,269**	**$ 10,702,414**	**$ 9,022,273**	**$ 8,765,015**	**$ 9,846,023**	**$ 9,144,056**	**$ 9,000,226**	**$ 379,041**	**4.3%**

001: GENERAL FUND (continued)

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 19,953,990	$ 20,507,571	$ 22,978,993	$ 22,955,490	$ 21,930,737	$ 22,330,631	$ 22,493,785	$ (624,859)	-2.7%
2XX	Benefits	6,862,428	6,965,351	7,272,668	7,273,907	7,273,907	7,942,657	8,047,952	668,750	9.2%
3XX	Supplies	734,903	759,112	669,279	740,144	740,144	739,244	739,244	(900)	-0.1%
4XX	Services and Charges	3,960,633	4,295,489	3,954,480	4,149,115	4,151,088	4,277,196	6,383,397	128,081	3.1%
5XX	Intergovernmental	8,180,519	8,624,004	8,852,347	9,529,977	9,496,749	8,979,678	7,438,563	(550,299)	-5.8%
6XX	Capital Outlay	40,193	53,373	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	4,898,442	5,625,020	5,204,482	5,631,005	5,631,005	5,740,230	5,755,664	109,225	1.9%
0XX	Other Financing Use	3,633,618	2,798,139	1,121,511	1,515,366	1,515,366	2,114,823	1,695,849	599,457	39.6%
	Total Expenditures:	**$ 48,264,726**	**$ 49,628,059**	**$ 50,053,760**	**$ 51,795,004**	**$ 50,738,996**	**$ 52,124,459**	**$ 52,554,454**	**$ 329,455**	**0.6%**

101: STREET FUND

PURPOSE/DESCRIPTION:

The Street Fund was established to account for the receipt and disbursement of State-levied unrestricted motor vehicle fuel taxes, which must be 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 a 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
32X	Licenses and Permits	$ 155,494	$ 196,971	$ 115,000	$ 195,000	$ 195,000	$ 200,000	$ 200,000	$ 5,000	2.6%
33X	Intergovernmental	$ 1,260,890	$ 1,386,654	$ 1,259,504	$ 1,259,504	$ 1,259,504	$ 1,300,000	$ 1,300,000	40,496	3.2%
34X	Charges for Services	$ 331,996	$ 516,303	$ 257,728	$ 435,233	$ 435,233	$ 500,752	$ 500,752	65,519	15.1%
36X	Miscellaneous	$ 45,172	$ 52,277	$ 36,000	$ 211,000	$ 211,000	$ 221,016	$ 217,016	10,016	4.7%
39X	Other Financing Sources	$ 1,810,595	$ 1,714,542	$ 2,531,544	$ 2,531,544	$ 2,531,544	$ 2,060,968	$ 2,095,849	(470,576)	-18.6%
	Total Revenues:	**$ 3,604,146**	**$ 3,866,747**	**$ 4,199,776**	**$ 4,632,281**	**$ 4,632,281**	**$ 4,282,737**	**$ 4,313,618**	**$ (349,544)**	**-7.5%**
Expenditure Summary:										
210	Administrative Services	$ 387,110	$ 437,766	$ 559,819	$ 734,819	$ 734,819	$ 360,890	$ 370,660	$ (373,929)	-50.9%
220	Development Services	279,994	254,419	274,060	274,060	274,060	244,617	250,429	(29,443)	-10.7%
230	Traffic Services/Commute Trip Red.	1,287,077	1,402,679	1,385,360	1,592,622	1,592,622	1,336,454	1,337,707	(256,168)	-16.1%
240	Street Systems	1,418,535	1,508,476	1,837,237	1,920,018	1,920,018	2,137,746	2,152,551	217,728	11.3%
270	Emergency Management (Mayor's)	204,921	201,649	199,031	199,031	199,031	202,353	202,353	3,322	1.7%
	Total Expenditures:	**$ 3,577,636**	**$ 3,804,989**	**$ 4,255,507**	**$ 4,720,550**	**$ 4,720,550**	**$ 4,282,061**	**$ 4,313,700**	**$ (438,489)**	**-9.3%**
	Rev Over/(Under) Exp	**$ 26,510**	**$ 61,759**	**$ (55,731)**	**$ (88,269)**	**$ (88,269)**	**$ 676**	**$ (82)**	**$ 88,945**	**-101%**
	Beginning Fund Balance, 1/1	**$ 500,000**	**$ 526,510**	**$ 555,728**	**$ 588,269**	**$ 588,269**	**$ 500,000**	**$ 500,676**	**$ (88,269)**	**-15.0%**
	Ending Fund Balance, 12/31	**$ 526,510**	**$ 588,269**	**$ 499,997**	**$ 500,000**	**$ 500,000**	**$ 500,675**	**$ 500,594**	**$ 675**	**0.1%**

101: STREET FUND (continued)

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 1,335,530	$ 1,417,935	$ 1,729,898	$ 1,914,898	$ 1,914,898	$ 1,712,159	$ 1,734,599	$ (202,739)	-10.6%
2XX	Benefits	498,816	509,633	665,051	665,051	665,051	698,587	707,787	33,536	5.0%
3XX	Supplies	71,518	136,606	101,148	101,148	101,148	101,148	101,148	-	0.0%
4XX	Services and Charges	980,722	961,840	990,076	1,240,263	1,240,263	970,976	970,976	(269,287)	-21.7%
5XX	Intergovernmental	684,046	756,348	680,706	710,562	710,562	710,562	710,562	-	0.0%
6XX	Capital Outlay	7,005	22,628	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	-	88,628	88,628	88,628	88,628	88,628	-	0.0%
	Total Expenditures:	**$ 3,577,636**	**$ 3,804,989**	**$ 4,255,507**	**$ 4,720,550**	**$ 4,720,550**	**$ 4,282,061**	**$ 4,313,700**	**$ (438,489)**	**-9.3%**

102: ARTERIAL STREET FUND

PURPOSE/DESCRIPTION:

The Arterial Street Fund was established by state law to account for the use of state-shared fuel tax revenues dedicated for this purpose. It is earmarked 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 will maintain an emergency reserve fund of not less than $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 a sources and uses summary of the Arterial Street Fund.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 516,837	$ 535,575	$ 504,273	$ 504,273	$ 504,273	$ 530,000	$ 530,000	$ 25,727	5.1%
34X	Charges for Services	70,000	373,779	-	-	-	-	-	-	n/a
36X	Miscellaneous	676	763	-	-	-	5,000	5,000	5,000	n/a
39X	Other Financing Sources	1,013,000	1,013,000	1,013,000	1,013,000	1,013,000	1,013,000	1,013,000	-	0.0%
	Total Revenues:	**$ 1,600,513**	**$ 1,923,117**	**$ 1,517,273**	**$ 1,517,273**	**$ 1,517,273**	**$ 1,548,000**	**$ 1,548,000**	**$ 30,727**	**2.0%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 85,637	$ 102,360	$ 64,827	$ 64,827	$ 64,827	$ 72,622	$ 72,622	7,795	12.0%
2XX	Benefits	30,118	34,262	26,536	26,536	26,536	29,775	29,775	3,239	12.2%
4XX	Services and Charges	1,968	51,768	-	-	-	120,000	120,000	120,000	n/a
5XX	Intergovernmental	1,698	3,886	-	-	-	-	-	-	n/a
6XX	Capital Outlay	1,335,123	1,604,090	1,422,242	1,138,963	1,138,963	1,289,000	1,289,000	150,037	13.2%
9XX	Internal Services/Other	-	-	3,667	3,667	3,667	3,667	3,667	-	0.0%
0XX	Other Financing Use	198,386	-	-	556,000	556,000	-	-	(556,000)	-100.0%
	Total Expenditures:	**$ 1,652,930**	**$ 1,796,365**	**$ 1,517,272**	**$ 1,789,993**	**$ 1,789,993**	**$ 1,515,064**	**$ 1,515,064**	**$ (274,929)**	**-15.4%**
	Rev Over/(Under) Exp	**$ (52,417)**	**$ 126,752**	**$ 1**	**$ (272,720)**	**$ (272,720)**	**$ 32,936**	**$ 32,936**	**$ 305,656**	**-112.1%**
	Beginning Fund Balance, 1/1	**$ 298,387**	**$ 245,970**	**$ 100,000**	**$ 372,721**	**$ 372,721**	**$ 100,001**	**$ 132,937**	**$ (272,720)**	**-73.2%**
	Ending Fund Balance, 12/31	**$ 245,969**	**$ 372,721**	**$ 100,001**	**$ 100,001**	**$ 100,001**	**$ 132,937**	**$ 165,872**	**$ 32,936**	**32.9%**

103: UTILITY TAX FUND

PURPOSE/DESCRIPTION:

The Utility Tax Fund was established to account for the total 7.75% utility tax receipts, including 1.75% for proposition 1 (2015 established Fund 114) and 6% for capital, debt and other maintenance & operations as determined by Council.

The City will maintain a minimum cash flow reserve with the Utility Tax Fund $1.5 million.

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 9,211,905	$ 9,617,406	$ 8,912,924	$ 9,300,000	$ 9,300,000	$ 9,630,000	$ 9,675,000	$ 330,000	3.5%
36X	Miscellaneous	14,095	15,126	6,000	6,000	6,000	12,000	12,000	6,000	100.0%
39X	Other Financing Sources	198,386	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 9,424,385**	**$ 9,632,534**	**$ 8,918,924**	**$ 9,306,000**	**$ 9,306,000**	**$ 9,642,000**	**$ 9,687,000**	**$ 336,000**	**3.6%**
Expenditure Summary:										
0XX	Other Financing Use	$ 11,086,710	$ 10,386,861	$ 8,918,924	$ 9,509,359	$ 9,509,359	$ 9,642,000	$ 9,687,000	$ 132,641	1.4%
	Total Expenditures:	**$ 11,086,710**	**$ 10,386,861**	**$ 8,918,924**	**$ 9,509,359**	**$ 9,509,359**	**$ 9,642,000**	**$ 9,687,000**	**$ 132,641**	**1.4%**
	Rev Over/(Under) Exp	**$ (1,662,324)**	**$ (754,327)**	**$ -**	**$ (203,359)**	**$ (203,359)**	**$ -**	**$ -**	**$ 203,359**	**-100.0%**
	Beginning Fund Balance, 1/1	**$ 4,120,012**	**$ 2,457,687**	**$ 1,500,000**	**$ 1,703,359**	**$ 1,703,359**	**$ 1,500,000**	**$ 1,500,000**	**$ (203,359)**	**-11.9%**
	Ending Fund Balance, 12/31	**$ 2,457,687**	**$ 1,703,359**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,500,000**	**$ -**	**0.0%**

106: SOLID WASTE AND RECYCLING FUND

PURPOSE/DESCRIPTION:

The Solid Waste/Recycling Fund was established to account 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 114,357	$ 129,316	$ 126,600	$ 126,600	$ 126,600	$ 138,900	$ 138,900	$ 12,300	9.7%
34X	Charges for Services	303,820	309,642	304,517	304,517	304,517	310,000	310,000	5,483	1.8%
35X	Fines and Penalties	473	5,200	-	-	-	2,000	2,000	2,000	n/a
36X	Miscellaneous	1,522	1,014	-	-	-	1,200	1,200	1,200	n/a
	Total Revenues:	**$ 420,172**	**$ 445,171**	**$ 431,117**	**$ 431,117**	**$ 431,117**	**$ 452,100**	**$ 452,100**	**$ 20,983**	**4.9%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 181,366	$ 184,203	$ 186,982	$ 186,982	$ 186,982	$ 210,597	$ 212,794	$ 23,615	12.6%
2XX	Benefits	80,266	84,991	88,129	88,129	88,129	101,087	102,141	12,958	14.7%
3XX	Supplies	5,578	4,561	3,575	3,575	3,575	3,575	3,575	-	0.0%
4XX	Services and Charges	124,309	86,473	156,603	178,603	178,603	106,761	106,761	(71,842)	-40.2%
9XX	Internal Services/Other	61,201	65,671	69,529	69,529	69,529	69,529	69,529	-	0.0%
	Total Expenditures:	**$ 452,720**	**$ 425,899**	**$ 504,818**	**$ 526,818**	**$ 526,818**	**$ 491,549**	**$ 494,800**	**$ (35,269)**	**-6.7%**
	Rev Over/(Under) Exp	**$ (32,548)**	**$ 19,272**	**$ (73,701)**	**$ (95,701)**	**$ (95,701)**	**$ (39,449)**	**$ (42,700)**	**$ 56,252**	**-58.8%**
	Beginning Fund Balance, 1/1	**$ 208,857**	**$ 176,309**	**$ 103,348**	**$ 195,581**	**$ 195,581**	**$ 99,880**	**$ 60,431**	**$ (95,701)**	**-48.9%**
	Ending Fund Balance, 12/31	**$ 176,309**	**$ 195,581**	**$ 29,647**	**$ 99,880**	**$ 99,880**	**$ 60,431**	**$ 17,731**	**$ (39,449)**	**-39.5%**

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 a sources and uses summary of the Special Contracts/Studies Fund.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
32X	Licenses and Permits	$ 79,440	$ 79,108	$ -	$ -	$ -	$ -	$ -	$ -	n/a
36X	Miscellaneous	1,929	3,465	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 81,368**	**$ 82,573**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
6XX	Capital Outlay	$ 14,295	$ -	$ -	$ 467,073	$ 467,073	$ 13,200	$ 7,000	$ (453,873)	-97.2%
	Total Expenditures:	**$ 14,295**	**$ -**	**$ -**	**$ 467,073**	**$ 467,073**	**$ 13,200**	**$ 7,000**	**$ (453,873)**	**-97.2%**
	Rev Over/(Under) Exp	**$ 67,073**	**$ 82,573**	**$ -**	**$ (467,073)**	**$ (467,073)**	**$ (13,200)**	**$ (7,000)**	**$ 453,873**	**-97.2%**
	Beginning Fund Balance, 1/1	**$ 458,356**	**$ 525,428**	**$ 408,356**	**$ 608,002**	**$ 608,002**	**$ 140,929**	**$ 127,729**	**$ (467,073)**	**-76.8%**
	Ending Fund Balance, 12/31	**$ 525,428**	**$ 608,002**	**$ 408,356**	**$ 140,929**	**$ 140,929**	**$ 127,729**	**$ 120,729**	**$ (13,200)**	**-9.4%**

109: HOTEL/MOTEL LODGING TAX FUND

PURPOSE/DESCRIPTION:

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

The City will maintain a minimum cash flow reserve of amount equal to prior year's complete revenues ($0.20 million) in the ending fund balance.

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 283,220	$ 301,603	$ 225,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ -	0.0%
36X	Miscellaneous	2,324	5,025	700	5,200	5,200	6,000	6,000	800	15.4%
	Total Revenues:	**$ 285,544**	**$ 306,628**	**$ 225,700**	**$ 305,200**	**$ 305,200**	**$ 306,000**	**$ 306,000**	**$ 800**	**0.3%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 4,125	$ 6,453	$ -	$ -	$ -	$ -	$ -	$ -	n/a
2XX	Benefits	393	547	-	-	-	-	-	$ -	100.0%
3XX	Supplies	889	2,336	1,000	1,000	1,000	1,000	1,000	$ -	0.0%
4XX	Services and Charges	44,528	63,159	178,700	178,700	178,700	248,700	178,700	$ 70,000	39.2%
6XX	Capital Outlay	-	3,763	45,000	45,000	45,000	45,000	45,000	$ -	0.0%
	Total Expenditures:	**$ 49,934**	**$ 76,257**	**$ 224,700**	**$ 224,700**	**$ 224,700**	**$ 294,700**	**$ 224,700**	**$ 70,000**	**31.2%**
	Rev Over/(Under) Exp	**$ 235,609**	**$ 230,371**	**$ 1,000**	**$ 80,500**	**$ 80,500**	**$ 11,300**	**$ 81,300**	**$ (69,200)**	**-86.0%**
	Beginning Fund Balance, 1/1	**$ 501,765**	**$ 737,375**	**$ 502,765**	**$ 967,746**	**$ 967,746**	**$ 1,048,246**	**$ 1,059,546**	**$ 80,500**	**8.3%**
	Ending Fund Balance, 12/31	**$ 737,375**	**$ 967,746**	**$ 503,765**	**$ 1,048,246**	**$ 1,048,246**	**$ 1,059,546**	**$ 1,140,846**	**$ 11,300**	**1.1%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 4,125	$ 6,453	$ -	$ -	$ -	$ -	$ -	$ -	n/a
2XX	Benefits	393	547	-	-	-	-	-	-	n/a
3XX	Supplies	889	2,336	1,000	1,000	1,000	1,000	1,000	-	0.0%
4XX	Services and Charges	44,528	63,159	178,700	178,700	178,700	248,700	178,700	70,000	39.2%
6XX	Capital Outlay	-	3,763	45,000	45,000	45,000	45,000	45,000	-	0.0%
	Total Expenditures:	**$ 49,934**	**$ 76,257**	**$ 224,700**	**$ 224,700**	**$ 224,700**	**$ 294,700**	**$ 224,700**	**$ 70,000**	**31.2%**

111: COMMUNITY CENTER

PURPOSE/DESCRIPTION:

The Community Center Fund was created to account for the operation of the Community Center. This is special revenue fund supported by user fees and designated utility tax transfer. The facility opened first quarter of 2007 and includes existing recreation programs which were previously accounted for in the General Fund.

The City shall maintain a minimum of $1.5 million in a reserve set aside for equipment replacement, major building upgrades, and roof replacement of Community Center building.

In prior years the City transferred in Utility tax for capital reserve for the Community Center. The City will no longer be transferring in this reserve as the Fund has met its reserve fund balance.

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 1,516,047	$ 1,567,878	$ 1,516,500	$ 1,516,500	$ 1,541,500	$ 1,590,875	$ 1,590,875	74,375	4.9%
36X	Miscellaneous	312,815	314,011	290,000	310,000	310,000	350,000	350,000	40,000	12.9%
39X	Other Financing Sources	500,943	452,677	447,930	447,930	447,930	387,000	312,000	(60,930)	-13.6%
	Total Revenues:	**$ 2,329,805**	**$ 2,334,565**	**$ 2,254,430**	**$ 2,274,430**	**$ 2,299,430**	**$ 2,327,875**	**$ 2,252,875**	**$ 53,445**	**2.3%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 1,132,057	$ 1,224,235	$ 1,175,284	$ 1,175,284	$ 1,175,284	$ 1,186,770	$ 1,201,250	11,486	1.0%
2XX	Benefits	389,314	410,524	314,760	314,760	314,760	379,766	384,400	65,006	20.7%
3XX	Supplies	232,583	238,980	194,000	194,000	194,000	194,000	194,000	-	0.0%
4XX	Services and Charges	495,052	476,058	511,000	511,000	511,000	511,000	511,000	-	0.0%
5XX	Intergovernmental	3,572	4,182	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	8,911	-	-	90,000	17,885	-	-	(90,000)	-100.0%
9XX	Internal Services/Other	-	-	38,885	38,885	-	20,000	20,000	(18,885)	-48.6%
0XX	Other Financing Use	51,819	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 2,313,306**	**$ 2,353,980**	**$ 2,254,429**	**$ 2,344,429**	**$ 2,233,429**	**$ 2,312,036**	**$ 2,331,150**	**$ (32,393)**	**-1.4%**
	Rev Over/(Under) Exp	**$ 16,499**	**$ (19,414)**	**$ 1**	**$ (69,999)**	**$ 66,001**	**$ 15,839**	**$ (78,275)**	**$ 85,838**	**-122.6%**
	Beginning Fund Balance, 1/1	**$ 1,500,001**	**$ 1,516,500**	**$ 1,500,000**	**$ 1,497,086**	**$ 1,497,086**	**$ 1,563,087**	**$ 1,578,926**	**$ 66,001**	**4.4%**
	Ending Fund Balance, 12/31	**$ 1,516,499**	**$ 1,497,085**	**$ 1,500,001**	**$ 1,427,087**	**$ 1,563,087**	**$ 1,578,926**	**$ 1,500,651**	**$ 151,839**	**10.6%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	1,132,057	1,224,235	1,175,284	1,175,284	1,175,284	1,186,770	1,201,250	$ 11,486	1.0%
2XX	Benefits	389,314	410,524	314,760	314,760	314,760	379,766	384,400	65,006	20.7%
3XX	Supplies	232,583	238,980	194,000	194,000	194,000	194,000	194,000	-	0.0%
4XX	Services and Charges	495,052	476,058	511,000	511,000	511,000	511,000	511,000	-	0.0%
5XX	Intergovernmental	3,572	4,182	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	8,911	-	-	90,000	17,885	-	-	(90,000)	-100.0%
9XX	Internal Services/Other	-	-	38,885	38,885	-	20,000	20,000	(18,885)	-48.6%
0XX	Other Financing Use	51,819	-	-	-	-	-	-	-	100.0%
	Total Expenditures:	**$ 2,313,306**	**$ 2,353,980**	**$ 2,254,429**	**$ 2,344,429**	**$ 2,233,429**	**$ 2,312,036**	**$ 2,331,150**	**$ (32,393)**	**-1.4%**

112: TRAFFIC SAFETY FUND

PURPOSE/DESCRIPTION:

The Traffic Safety Fund Ordinance 08-584 was established to account 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, 8 Police Officers, and 4 City Traffic positions for the 2019/20 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
35X	Fines and Penalties	$ 3,192,978	$ 3,519,019	$ 3,137,000	$ 3,487,000	$ 3,714,000	$ 3,802,000	$ 3,802,000	$ 315,000	9.0%
36X	Miscellaneous	10,948	14,492	3,500	13,500	13,500	13,500	13,500	-	0.0%
	Total Revenues:	**$ 3,203,926**	**$ 3,533,510**	**$ 3,140,500**	**$ 3,500,500**	**$ 3,727,500**	**$ 3,815,500**	**$ 3,815,500**	**$ 315,000**	**9.0%**
Expenditure Summary:										
521	Police Traffic	$ 1,829,170	$ 1,657,460	$ 1,738,332	$ 2,348,332	$ 2,228,332	$ 1,891,077	$ 1,898,865	$ (457,255)	-19.5%
543	Street Traffic	446,985	554,627	496,561	611,166	611,166	675,105	680,224	63,939	10.5%
512	Court Security	-	68,251	61,550	61,550	61,550	61,550	61,550	-	0.0%
597	Other Financing Uses	1,990,609	1,226,298	1,547,039	1,547,039	1,547,039	1,470,333	1,549,087	(76,706)	-5.0%
	Total Expenditures:	**$ 4,266,764**	**$ 3,506,636**	**$ 3,843,482**	**$ 4,568,087**	**$ 4,448,087**	**$ 4,098,065**	**$ 4,189,726**	**$ (470,022)**	**-10.3%**
	Rev Over/(Under) Exp	**$ (1,062,838)**	**$ 26,874**	**$ (702,982)**	**$ (1,067,587)**	**$ (720,587)**	**$ (282,565)**	**$ (374,226)**	**$ 785,022**	**-73.5%**
	Beginning Fund Balance, 1/1	**$ 3,614,117**	**$ 2,551,279**	**$ 2,202,984**	**$ 2,578,153**	**$ 2,578,153**	**$ 1,857,566**	**$ 1,575,001**	**$ (720,587)**	**-27.9%**
	Ending Fund Balance, 12/31	**$ 2,551,279**	**$ 2,578,153**	**$ 1,500,002**	**$ 1,510,566**	**$ 1,857,566**	**$ 1,575,001**	**$ 1,200,775**	**$ 64,435**	**4.3%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 1,102,042	$ 1,140,612	$ 1,115,160	$ 1,395,160	$ 1,275,160	$ 1,350,903	$ 1,360,685	$ (44,257)	-3%
2XX	Benefits	355,123	379,896	406,240	406,240	406,240	426,786	429,911	20,546	5%
4XX	Services and Charges	748,734	673,777	709,550	824,155	824,155	784,550	784,550	(39,605)	-4.8%
5XX	Intergovernmental	-	86,053	-	-	-	-	-	-	n/a
6XX	Capital Outlay	70,256	-	-	330,000	330,000	-	-	(330,000)	-100.0%
9XX	Internal Services/Other	-	-	65,493	65,493	65,493	65,493	65,493	-	0.0%
0XX	Other Financing Use	1,990,609	1,226,298	1,547,039	1,547,039	1,547,039	1,470,333	1,549,087	(76,706)	-5.0%
	Total Expenditures:	**$ 4,266,764**	**$ 3,506,636**	**$ 3,843,482**	**$ 4,568,087**	**$ 4,448,087**	**$ 4,098,065**	**$ 4,189,726**	**$ (470,022)**	**-10.3%**

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. The City adopted the REET Fund to incorporate in the revised 2014 Budget.

The City will maintain a $2M reserve in the fund and may be spent down only upon the Council's approval.

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

The transfers out of this fund for 2019/20 include:

- $300,000 in 2019/20 for Parks CIP projects.
- $1,613,000 in 2019/20 for Transportation CIP projects.
- $1,013,000 in 2019/20 for Arterial Street Overlay.
- $813,473 in 2019/2020 for Federal Way Community Center Debt Service payments.
- $515,094 in 2020 for Target Property Debt Service payments.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 5,265,138	$ 4,226,335	$ 3,200,000	$ 3,460,000	$ 4,060,000	$ 3,560,000	$ 3,640,000	$ 100,000	2.9%
36X	Miscellaneous	13,399	26,845	-	-	-	20,000	20,000	20,000	n/a
	Total Revenues:	**$ 5,278,536**	**$ 4,253,180**	**$ 3,200,000**	**$ 3,460,000**	**$ 4,060,000**	**$ 3,580,000**	**$ 3,660,000**	**$ 120,000**	**3.5%**
Expenditure Summary:										
597	Other Financing Uses	$ 3,766,573	$ 6,048,361	$ 3,739,473	$ 4,142,129	$ 4,142,129	$ 3,739,473	$ 4,254,567	$ (402,656)	-9.7%
	Total Expenditures:	**$ 3,766,573**	**$ 6,048,361**	**$ 3,739,473**	**$ 4,142,129**	**$ 4,142,129**	**$ 3,739,473**	**$ 4,254,567**	**$ (402,656)**	**-9.7%**
	Rev Over/(Under) Exp	**$ 1,511,963**	**$ (1,795,181)**	**$ (539,473)**	**$ (682,129)**	**$ (82,129)**	**$ (159,473)**	**$ (594,567)**	**$ 522,656**	**-76.6%**
	Beginning Fund Balance, 1/1	**$ 3,445,070**	**$ 4,957,033**	**$ 2,539,473**	**$ 3,161,852**	**$ 3,161,852**	**$ 3,079,723**	**$ 2,920,250**	**$ (82,129)**	**-2.6%**
	Ending Fund Balance, 12/31	**$ 4,957,033**	**$ 3,161,851**	**$ 2,000,000**	**$ 2,479,723**	**$ 3,079,723**	**$ 2,920,250**	**$ 2,325,683**	**$ 440,527**	**17.8%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
0XX	Other Financing Use	$ 3,766,573	$ 6,048,361	$ 3,739,473	$ 4,142,129	$ 4,142,129	$ 3,739,473	$ 4,254,567	(402,656)	-10%
	Total Expenditures:	**$ 3,766,573**	**$ 6,048,361**	**$ 3,739,473**	**$ 4,142,129**	**$ 4,142,129**	**$ 3,739,473**	**$ 4,254,567**	**$ (402,656)**	**-9.7%**

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. The City adopted the Prop 1 Fund to incorporate in the revised 2014 Budget which funds the Police, Municipal Court, Criminal Law, Parks Maintenance, Community Development, and Mayor's Office.

The Proposition 1 Fund is funding 1 Code Compliance Officer, 2 Prosecutors, 1 Court Clerk, .50 Judge, 1 Maintenance Worker, 1 Records Specialist, 17 Police Officers, and 2 Lieutenants for the 2019/20 budget.

The City will maintain a minimum cash flow 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 2,690,961	$ 2,808,569	$ 2,659,001	$ 2,677,891	$ 2,677,891	$ 2,677,891	$ 2,677,891	$ -	0.0%
36X	Miscellaneous	3,407	6,426	-	-	-	8,000	8,000	8,000	n/a
39X	Other Financing Sources	703,022	130,713	415,938	415,938	415,938	760,484	789,355	344,546	82.8%
	Total Revenues:	**$ 3,397,390**	**$ 2,945,708**	**$ 3,074,939**	**$ 3,093,829**	**$ 3,093,829**	**$ 3,446,375**	**$ 3,475,246**	**$ 352,546**	**11.4%**
Expenditure Summary:										
512	Municipal Courts Prop 1	$ 153,731	$ 156,463	$ 181,495	$ 181,495	$ 181,495	$ 182,747	$ 185,347	$ 1,252	0.7%
576	Parks Maintenance Prop 1	108,075	110,659	101,583	101,583	101,583	103,437	103,437	1,854	1.8%
515	Mayor's Office Prop 1	51,076	36,270	51,076	51,076	51,076	51,076	51,076	-	0.0%
515	Law Criminal Prop 1	195,354	215,373	231,950	231,950	231,950	261,756	275,749	29,806	12.9%
521	Police Prop 1	2,270,637	2,353,123	2,408,182	2,408,182	2,408,182	2,756,239	2,764,419	348,057	14.5%
558	CD Building Prop 1	47,768	82,945	100,652	100,652	100,652	91,120	95,218	(9,532)	-9.5%
597	Other Financing Uses	-	-	-	300,000	300,000	-	-	(300,000)	-100.0%
	Total Expenditures:	**$ 2,826,642**	**$ 2,954,833**	**$ 3,074,938**	**$ 3,374,938**	**$ 3,374,938**	**$ 3,446,375**	**$ 3,475,246**	**$ 71,437**	**2.1%**
	Rev Over/(Under) Exp	**$ 570,749**	**$ (9,124)**	**$ 1**	**$ (281,109)**	**$ (281,109)**	**$ 0**	**$ 0**	**$ 281,109**	**-100.0%**
	Beginning Fund Balance, 1/1	**$ 719,485**	**$ 1,290,233**	**$ 1,000,001**	**$ 1,281,109**	**$ 1,281,109**	**$ 1,000,000**	**$ 1,000,000**	**$ (281,109)**	**-21.9%**
	Ending Fund Balance, 12/31	**$ 1,290,233**	**$ 1,281,109**	**$ 1,000,002**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 0**	**0.0%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 2,049,941	$ 2,163,261	$ 2,110,537	$ 2,110,537	$ 2,110,537	$ 2,377,551	$ 2,398,602	$ 267,014	13%
2XX	Benefits	699,758	732,884	768,640	768,640	768,640	873,063	880,883	104,423	14%
4XX	Services and Charges	76,943	58,688	68,276	68,276	68,276	68,276	68,276	-	0.0%
9XX	Internal Services/Other	-	-	127,485	127,485	127,485	127,485	127,485	-	0.0%
0XX	Other Financing Use	-	-	-	300,000	300,000	-	-	(300,000)	-100.0%
	Total Expenditures:	**$ 2,826,642**	**$ 2,954,833**	**$ 3,074,938**	**$ 3,374,938**	**$ 3,374,938**	**$ 3,446,375**	**$ 3,475,246**	**$ 71,437**	**2.1%**

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Ticketing Sales & fees	$ -	$ 124,278	$ 221,968	$ 194,903	$ 194,903	$ 1,081,780	$ 1,537,972	$ 886,877	455.0%
361	NMTC Interest Income	8	23,264	-	45,605	45,605	45,605	45,605	0	0.0%
362	Theatre Fees	-	20,272	243,429	189,289	189,289	-	-	(189,289)	-100.0%
362	Theatre\Event Fees	-	7,551	194,170	194,170	194,170	-	-	(194,170)	-100.0%
362	Concessions	-	1,291	88,650	88,650	88,650	-	-	(88,650)	-100.0%
367	Advertising	-	-	55,000	55,000	55,000	-	-	(55,000)	-100.0%
367	Contributions	-	-	100,000	75,000	75,000	-	-	(75,000)	-100.0%
367	Contributions	-	-	35,000	35,000	35,000	-	-	(35,000)	-100.0%
367	Contributions	-	-	20,000	20,000	20,000	-	-	(20,000)	-100.0%
367	Contributions	-	8,507	115,000	65,000	65,000	-	-	(65,000)	-100.0%
367	NMTC Contributions	-	138,664	-	282,130	282,130	290,746	290,746	8,616	3.1%
39X	Transfer in from General Fund	22,722	114,000	-	453,855	453,855	453,855	-	-	0.0%
39X	Transfer in from Utility Tax Fund	376,581	580,703	181,317	172,907	172,907	-	-	(172,907)	-100.0%
	Total Revenues:	**$ 399,311**	**$ 1,018,530**	**$ 1,254,534**	**$ 1,871,509**	**$ 1,871,509**	**$ 1,871,986**	**$ 1,874,323**	**$ 477**	**0.0%**
Expenditure Summary:										
1XX	Salaries & Wages	$ 118,541	$ 487,179	$ 577,054	$ 525,217	$ 525,217	$ 100,000	$ 100,000	$ (425,217)	-81.0%
2XX	Benefits	44,237	167,073	177,350	158,244	158,244	38,000	40,337	(120,244)	-76.0%
3XX	Supplies	929	23,466	6,350	40,179	40,179	-	-	(40,179)	-100.0%
4XX	Services and Charges	68,211	496,326	185,485	936,380	936,380	1,569,172	1,569,172	632,792	67.6%
5XX	Intergovernmental	-	1,221	-	-	-	-	-	-	n/a
6XX	Capital Outlay	2,587	1,155	-	47,152	47,152	-	-	(47,152)	-100.0%
9XX	Internal Services/Other	-	19,045	40,581	164,814	164,814	164,814	164,814	-	0.0%
	Total Expenditures:	**$ 234,506**	**$ 1,195,466**	**$ 986,820**	**$ 1,871,986**	**$ 1,871,986**	**$ 1,871,986**	**$ 1,874,323**	**$ (425,217)**	**-22.7%**
	Rev Over/(Under) Exp	**$ 164,805**	**$ (176,936)**	**$ 267,714**	**$ (477)**	**$ (477)**	**$ 0**	**$ (0)**	**$ 477**	**-100.1%**
	Beginning Fund Balance, 1/1	**$ 12,607**	**$ 177,413**	**$ -**	**$ 477**	**$ 477**	**$ -**	**$ 0**	**$ (477)**	**-100.0%**
	Ending Fund Balance, 12/31	**$ 177,413**	**$ 477**	**$ 267,714**	**$ -**	**$ -**	**$ 0**	**$ 0**	**$ 0**	**n/a**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 118,541	$ 487,179	$ 577,054	$ 525,217	$ 525,217	$ 100,000	$ 100,000	$ (425,217)	-81%
2XX	Benefits	44,237	167,073	177,350	158,244	158,244	38,000	40,337	(120,244)	-76%
3XX	Supplies	929	23,466	6,350	40,179	40,179	-	-	(40,179)	-100%
4XX	Services and Charges	68,211	496,326	185,485	936,380	936,380	1,569,172	1,569,172	632,792	67.6%
5XX	Intergovernmental	-	1,221	-	-	-	-	-	-	n/a
6XX	Capital Outlays	2,587	1,155	-	47,152	47,152	-	-	(47,152)	-100.0%
9XX	Internal Services/Other	-	19,045	40,581	164,814	164,814	164,814	164,814	-	0.0%
	Total Expenditures:	**$ 234,506**	**$ 1,195,466**	**$ 986,820**	**$ 1,871,986**	**$ 1,871,986**	**$ 1,871,986**	**$ 1,874,323**	**$ -**	**0.0%**

116: TRANSPORTATION BENEFIT DISTRICT FUND (TBD)

PURPOSE/DESCRIPTION:

The Transportation Benefit District Fund accounts for the receipt of transportation benefit district vehicle license fee revenue and expenditures for transportation improvements. **The City decided not to add a Transportation Benefit District**. TBD's may impose a vehicle license fee up to $50 without a public vote, but a $15 fee is in the adopted budget. The fee can be up to $20 with no conditions, up to $40 but only if a $20 fee has been in effect for at least 24 months, and up to $50 but only if a $40 fee has been in effect for at least 24 months. The TBD revenue may be used for transportation improvements included in a local, regional, or state transportation plan. Improvements can range from roads and transit service to sidewalks and transportation demand management. Construction, maintenance, and operation costs are eligible.

The following tables present a sources and uses summary of the Transportation Benefit District Fund.

SOURCES AND USES:

		2016	2017	2018			2019	2020	19 Proposed - 18 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	$ Chg	% Chg
Revenue Summary:										
31X	Taxes	$ -	$ -	$ 930,000	$ -	$ -	$ -	$ -	$ -	100.0%
	Total Revenues:	**$ -**	**$ -**	**$ 930,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
597	Transfer out to Street Fund	$ -	$ -	$ 930,000	$ -	$ -	$ -	$ -	$ -	100.0%
	Total Expenditures:	**$ -**	**$ -**	**$ 930,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Beginning Fund Balance, 1/1	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Ending Fund Balance, 12/31	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditure Summary:										
33X	Intergovernmental	$ 522,842	$ 932,232	$ 1,237,103	$ 1,237,103	$ 1,237,103	$ 668,900	$ 668,900	$ (568,203)	-45.9%
36X	Miscellaneous	1	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 522,843**	**$ 932,232**	**$ 1,237,103**	**$ 1,237,103**	**$ 1,237,103**	**$ 668,900**	**$ 668,900**	**$ (568,203)**	**-45.9%**
Expenditure Summary:										
119	Grant Expenditures	$ 497,459	$ 958,187	$ 1,237,103	$ 1,237,103	$ 1,237,103	$ 692,411	$ 685,263	$ (544,692)	-44.0%
	Total Expenditures:	**$ 497,459**	**$ 958,187**	**$ 1,237,103**	**$ 1,237,103**	**$ 1,237,103**	**$ 692,411**	**$ 685,263**	**$ (544,692)**	**-44.0%**
	Rev Over/(Under) Exp	**$ 25,384**	**$ (25,954)**	**$ -**	**$ -**	**$ -**	**$ (23,511)**	**$ (16,363)**	**$ (23,511)**	**na**
	Beginning Fund Balance, 1/1	**$ 40,444**	**$ 65,828**	**$ -**	**$ 39,874**	**$ 39,874**	**$ 39,874**	**$ 16,363**	**$ -**	**0.0%**
	Ending Fund Balance, 12/31	**$ 65,828**	**$ 39,874**	**$ -**	**$ 39,874**	**$ 39,874**	**$ 16,363**	**$ -**	**$ (23,511)**	**-59.0%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 144,360	$ 179,355	$ 164,200	$ 164,200	$ 164,200	$ 133,438	$ 136,472	$ (30,762)	-18.7%
2XX	Benefits	63,346	77,484	68,749	68,749	68,749	50,706	51,859	(18,043)	-26.2%
4XX	Services and Charges	283,950	501,167	794,800	794,800	794,800	298,913	287,578	(495,887)	-62.4%
7XX	Debt Service-Principal	-	159,000	150,000	150,000	150,000	150,000	150,000	-	0.0%
8XX	Debt Service-Interest	5,803	41,180	50,000	50,000	50,000	50,000	50,000	-	0.0%
9XX	Internal Services/Other	-	-	9,354	9,354	9,354	9,354	9,354	-	0.0%
	Total Expenditures:	**$ 497,459**	**$ 958,187**	**$ 1,237,103**	**$ 1,237,103**	**$ 1,237,103**	**$ 692,411**	**$ 685,263**	**$ (544,692)**	**-44.0%**

*The Debt Service payments for the Section 108 loan shown as $200K in each year are estimated amounts.
**The Services and Charges is an estimated amount and a budget adjustment will occur once there is a funding agreement in place that identifies how much each agency will be funded by the CDBG grant.

120: PATH AND TRAILS RESERVE FUND

PURPOSE/DESCRIPTION:

The Path and Trails Reserve Fund was established in compliance with state law. Its purpose is to accumulate unexpended 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. One-half percent (0.5%) of these proceeds are restricted for these purposes. This fund must transfer such accumulated receipts back to a construction/maintenance-oriented fund when specific projects have been defined.

Also this fund receipts open space and trails levy funds from park levies that were passed in 2007 and 2013:

On August 21, 2007, the voters of King County approved Proposition 2, the Open Space and Trails Levy, a new $0.05, six-year, inflation adjusted property tax lid lift to expand park and recreation opportunities. One cent of the five-cent levy proceeds is distributed to cities in King County for the acquisition of open space and natural lands, and the acquisition and development of city trails that are regional in nature, and may specifically include local trails in underserved areas linking to city trails that connect to regional trails.

On August 6, 2013, King County voters approved Proposition No. 1 Parks Levy that authorized an additional six year property tax levy with 7% of proceeds, net an administrative fee, to be used for repairing, replacing, and improving local parks and trails in King County's cities.

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 172,784	$ 178,704	$ 160,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000	$ -	0.0%
33X	Intergovernmental	9,811	10,167	9,000	9,000	9,000	9,000	9,000	-	0.0%
36X	Miscellaneous	1,770	3,953	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 184,365**	**$ 192,824**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ -**	**0.0%**
Expenditure Summary:										
120	Transfer to Parks CIP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
	Total Expenditures:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ 184,365**	**$ 192,824**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ 169,000**	**$ -**	**0.0%**
	Beginning Fund Balance, 1/1	**$ 384,357**	**$ 568,722**	**$ 722,356**	**$ 761,546**	**$ 761,546**	**$ 930,546**	**$ 1,099,546**	**$ 169,000**	**22.2%**

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 economic opportunity that is not budgeted for that may provide a long term economic benefit to the City. The City Strategic Reserve Fund was incorporated into the revised 2014 Budget. 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.

This fund maintains contingency for unanticipated cost a reserve equal to $1 million and strategic opportunities reserve of $2 million. The fund provide 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ 12,507	$ 22,262	$ -	$ 25,000	$ 25,000	$ 2,000	$ 2,000	$ (23,000)	-92.0%
39X	Other Financing Sources	123,535	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 136,042**	**$ 22,262**	**$ -**	**$ 25,000**	**$ 25,000**	**$ 2,000**	**$ 2,000**	**$ (23,000)**	**-92.0%**
Expenditure Summary:										
188	Strategic Reserve	$ 199,798	$ -	$ -	$ -	$ 2,200,000	$ -	$ -	$ -	n/a
	Total Expenditures:	**$ 199,798**	**$ -**	**$ -**	**$ -**	**$ 2,200,000**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ (63,756)**	**$ 22,262**	**$ -**	**$ 25,000**	**$ (2,175,000)**	**$ 2,000**	**$ 2,000**	**$ (23,000)**	**-92.0%**
	Beginning Fund Balance, 1/1	**$ 3,085,473**	**$ 3,021,716**	**$ 3,000,000**	**$ 3,043,979**	**$ 3,043,979**	**$ 868,979**	**$ 870,979**	**$ (2,175,000)**	**-71.5%**
	Ending Fund Balance, 12/31	**$ 3,021,716**	**$ 3,043,979**	**$ 3,000,000**	**$ 3,068,979**	**$ 868,979**	**$ 870,979**	**$ 872,979**	**$ (2,198,000)**	**-71.6%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
4XX	Services and Charges	$ 72,450	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
0XX	Other Financing Use	$ 127,348	$ -	$ -	$ -	$ 2,200,000	$ -	$ -	-	n/a
	Total Expenditures:	**$ 199,798**	**$ -**	**$ -**	**$ -**	**$ 2,200,000**	**$ -**	**$ -**	**$ -**	**n/a**

189: PARKS RESERVE FUND

PURPOSE/DESCRIPTION:

The City will maintain a reserve of not less than $1. 12 million for equipment replacement, turf replacement, and other major upgrades to the City's Park System.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ 2,652	$ 4,512	$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ -	0.0%
39X	Other Financing Sources	500,000	620,289	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 502,652**	**$ 624,801**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ -**	**0.0%**
Expenditure Summary:										
189	Parks Reserve	$ -	$ 128,806	$ -	$ -	$ -	$ -	$ -	$ -	n/a
	Total Expenditures:	**$ -**	**$ 128,806**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ 502,652**	**$ 495,995**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ -**	**0.0%**
	Beginning Fund Balance, 1/1	**$ 250,000**	**$ 752,652**	**$ 750,000**	**$ 1,248,647**	**$ 1,248,647**	**$ 1,253,635**	**$ 1,258,635**	**$ 4,988**	**0.4%**
	Ending Fund Balance, 12/31	**$ 752,652**	**$ 1,248,647**	**$ 750,000**	**$ 1,253,647**	**$ 1,253,647**	**$ 1,258,635**	**$ 1,263,635**	**$ 4,988**	**0.4%**

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 portion of the Valley Communications debt service, 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 provided for 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ 8,814	$ 24,251	$ 934,390	$ 959,390	$ 959,390	$ 964,390	$ 30,000	$ 5,000	0.5%
39X	Other Financing Sources	1,840,544	10,774,738	813,473	813,473	813,473	813,473	1,328,567	-	0.0%
	Total Revenues:	**$ 1,849,358**	**$ 10,798,989**	**$ 1,747,863**	**$ 1,772,863**	**$ 1,772,863**	**$ 1,777,863**	**$ 1,358,567**	**$ 5,000**	**0.3%**
Expenditure Summary:										
000	Other Debt Expenditures/PAEC	$ -	$ 47,159	$ -	$ 100,000	$ 100,000	$ 82,000	$ 82,000	$ (18,000)	-18.0%
105	SCORE Facility - Jail	-	-	934,390	934,390	934,390	934,390	934,390	-	0.0%
106	Community Center 2013	812,423	813,323	813,473	813,473	813,473	813,473	813,473	-	0.0%
107	Target Property	-	8,340,799	-	130,200	130,200	322,647	515,094	192,447	147.8%
0XX	Other Financing Use	-	-	-	1,000,000	1,000,000	-	-	(1,000,000)	-100.0%
	Total Expenditures:	**$ 812,423**	**$ 9,201,282**	**$ 1,747,863**	**$ 2,978,063**	**$ 2,978,063**	**$ 2,152,510**	**$ 2,344,957**	**$ (825,553)**	**-27.7%**
	Rev Over/(Under) Exp	**$ 1,036,935**	**$ 1,597,707**	**$ -**	**$ (1,205,200)**	**$ (1,205,200)**	**$ (374,647)**	**$ (986,390)**	**$ 830,553**	**-68.9%**
	Beginning Fund Balance, 1/1	**$ 1,471,579**	**$ 2,508,514**	**$ 2,763,646**	**$ 4,106,222**	**$ 4,106,222**	**$ 2,901,022**	**$ 2,526,375**	**$ (1,205,200)**	**-29.4%**
	Ending Fund Balance, 12/31	**$ 2,508,514**	**$ 4,106,221**	**$ 2,763,646**	**$ 2,901,022**	**$ 2,901,022**	**$ 2,526,375**	**$ 1,539,985**	**$ (374,647)**	**-12.9%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
7XX	Debt Service-Principal	$ 470,000	$ 8,694,960	$ 862,700	$ 862,700	$ 862,700	$ 1,055,147	$ 1,253,881	$ 192,447	22.3%
8XX	Debt Service-Interest	342,423	506,321	885,163	1,115,363	1,115,363	1,097,363	1,091,076	(18,000)	-1.6%
0XX	Other Financing Use	-	-	-	1,000,000	1,000,000	-	-	(1,000,000)	-100.0%
	Total Expenditures:	**$ 812,423**	**$ 9,201,281**	**$ 1,747,863**	**$ 2,978,063**	**$ 2,978,063**	**$ 2,152,510**	**$ 2,344,957**	**$ (825,553)**	**-27.7%**

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
31X	Taxes	$ 111	$ (10)	$ -	$ -	$ -	$ -	$ -	$ -	n/a
33X	Intergovernmental	1,004,282	947,353	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	0.0%
36X	Miscellaneous	5,600	14,922	-	-	-	-	-	-	n/a
39X	Other Financing Sources	127,348	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 1,137,341**	**$ 962,265**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**0.0%**
Expenditure Summary:										
100	Transfer out to Transportation CIP	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	-	n/a
107	Target Property	129,261	4,550	-	-	-	-	-	-	n/a
108	Transfer Out for Grand Staircase	-	2,000,000	500,000	500,000	500,000	-	-	(500,000)	(1)
	Total Expenditures:	**$ 129,261**	**$ 2,179,550**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ -**	**$ -**	**$ (500,000)**	**-100.0%**
	Rev Over/(Under) Exp	**$ 1,008,080**	**$ (1,217,285)**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 500,000**	**100.0%**
	Beginning Fund Balance, 1/1	**$ 1,111,019**	**$ 2,119,099**	**$ 2,412,244**	**$ 901,814**	**$ 901,814**	**$ 1,401,814**	**$ 2,401,814**	**$ 500,000**	**55.4%**
	Ending Fund Balance, 12/31	**$ 2,119,099**	**$ 901,814**	**$ 2,912,244**	**$ 1,401,814**	**$ 1,401,814**	**$ 2,401,814**	**$ 3,401,814**	**$ 1,000,000**	**71.3%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
4XX	Services and Charges	5,291	4,550	-	-	-	-	-	$ -	n/a
8XX	Debt Service-Interest	123,970	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	-	2,175,000	500,000	500,000	500,000	-	-	(500,000)	-100%
	Total Expenditures:	**$ 129,261**	**$ 2,179,550**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ -**	**$ -**	**$ (500,000)**	**-100.0%**

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ 271	$ 137	$ -	$ -	$ -	$ -	$ -	$ -	n/a
39X	Other Financing Sources	-	250,000	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 271**	**$ 250,137**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
108	Major Facilty Rehabilitation	$ 550	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
111	Upgrades to City Offices	23,360	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 23,910**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ (23,639)**	**$ 250,137**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Beginning Fund Balance, 1/1	**$ 53,232**	**$ 29,593**	**$ 53,232**	**$ 279,730**	**$ 279,730**	**$ 279,730**	**$ 279,730**	**$ -**	**0.0%**
	Ending Fund Balance, 12/31	**$ 29,593**	**$ 279,730**	**$ 53,232**	**$ 279,730**	**$ 279,730**	**$ 279,730**	**$ 279,730**	**$ -**	**0.0%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
3XX	Supplies	$ 1,745	$ -	$ -	$ -	$ -	$ -	$ -	$ -	n/a
4XX	Services and Charges	22,165	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 23,910**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**

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 $1,425,480 and $300,000 in 2019 and 2020, respectively, and are allocated to the following projects:

2019 Proposed Projects	Sources (in thousands)								
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Consult Svcs	Construct	Project Mgmt	Equip Acquis	Total Expenses
Major Maintenance & Improvements to Existing Park Facilities	$ 150	$ -	$ -	$ 150	$ -	$ 150	$ -	$ -	$ 150
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Trail & Pedestrian Access Improvements	-	-	963	963	-	963	-	-	963
Laurelwood	-	-	162	162	-	162	-	-	162
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
Total 2019	**$ 300**	**$ -**	**$ 1,125**	**$ 1,425**	**$ -**	**$ 1,425**	**$ -**	**$ -**	**$ 1,425**

2020 Proposed Projects	Sources (in thousands)								
	REET	Misc / Trsfrs	Prior Years' Sources	Total Sources	Consult Svcs	Construct	Project Mgmt	Equip Acquis	Total Expenses
Major Maintenance & Improvements to Existing Park Facilities	150	-	-	150	-	150	-	-	150
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
Total 2020	**$ 300**	**$ -**	**$ -**	**$ 300**	**$ -**	**$ 300**	**$ -**	**$ -**	**$ 300**

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 28,557	$ 102,416	$ -	$ -	$ -	$ -	$ -	$ -	n/a
36X	Miscellaneous	34,246	16,074	-	-	-	-	-	-	n/a
39X	Other Financing Sources	300,000	300,000	300,000	300,000	300,000	300,000	300,000	-	0%
	Total Revenues:	**$ 362,804**	**$ 418,490**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ -**	**0.0%**
Expenditure Summary:										
303	Capital	$ 1,543,496	$ 456,651	$ 300,000	$ 2,195,887	$ 1,271,948	$ 1,425,480	$ 300,000	$ (770,407)	-35.1%
	Total Expenditures:	**$ 1,543,496**	**$ 456,651**	**$ 300,000**	**$ 2,195,887**	**$ 1,271,948**	**$ 1,425,480**	**$ 300,000**	**$ (770,407)**	**-35.1%**
	Rev Over/(Under) Exp	**$ (1,180,692)**	**$ (38,161)**	**$ -**	**$ (1,895,887)**	**$ (971,948)**	**$ (1,125,480)**	**$ -**	**$ 770,407**	**-40.6%**
	Beginning Fund Balance, 1/1	**$ 3,316,281**	**$ 2,135,589**	**$ 76,336**	**$ 2,097,428**	**$ 2,097,428**	**$ 1,125,480**	**$ -**	**$ (971,948)**	**-46.3%**
	Ending Fund Balance, 12/31	**$ 2,135,589**	**$ 2,097,428**	**$ 76,336**	**$ 201,541**	**$ 1,125,480**	**$ -**	**$ -**	**$ (201,541)**	**-100.0%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Operating Expenditures:										
3XX	Supplies	$ 50,324	$ 62,371	$ -	$ -	$ -	$ -	$ -	$ -	n/a
4XX	Services and Charges	138,968	306,345	-	-	-	-	-	-	n/a
6XX	Capital Outlay	1,354,203	87,936	300,000	2,195,887	1,271,948	1,425,480	300,000	$ (770,407)	-35.1%
	Total Expenditures:	**$ 1,543,496**	**$ 456,651**	**$ 300,000**	**$ 2,195,887**	**$ 1,271,948**	**$ 1,425,480**	**$ 300,000**	**$ (770,407)**	**-35.1%**

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 adopted budgets are $4,449,000 and $1,400,000 in 2019 and 2020, respectively, and are allocated to the following projects:

2019 Proposed Projects	Sources (in thousands)				Expenses (in thousands)			
	User Fees	Grants	Prior Years' Sources	Total Sources	Property Acquis	Consult Services	Construct	Total Expenses
Small CIP -- Annual Program	$ -	$ -	$ 150	$ 150	$ -	$ -	$ 150	$ 150
Hylebos Conservation Property Acquisition	1,000	2,000	-	3,000	3,000	-	-	3,000
South 336th Street Water Quality Facility	-	200	540	740	-	-	740	740
Lakota Wetland Berm Repair	-	-	79	79	-	-	79	79
W Hylebos Wetlands Trail (Brook Lake Connection)	-	-	100	100	-	-	100	100
2018 Storm Drain CCTV Inspection and Assessment	-	-	100	100	-	100	-	100
Storm Water Comp Plan update and Rate Study	-	-	180	180	-	180	-	180
Pipe Rehabilitation Project	-	-	100	100	-	-	100	100
Total 2019	**$ 1,000**	**$ 2,200**	**$ 1,249**	**$ 4,449**	**$ 3,000**	**$ 280**	**$ 1,169**	**$ 4,449**

2020 Proposed Projects	Sources (in thousands)				Expenses (in thousands)			
	User Fees	Grants	Prior Years' Sources	Total Sources	Property Acquis	Consult Services	Construct	Total Expenses
Small CIP -- Annual Program	$ -	$ -	$ 150	$ 150	$ -	$ -	$ 150	$ 150
Hylebos Conservation Property Acquisition	-	1,000	-	1,000	1,000	-	-	1,000
2018 Storm Drain CCTV Inspection and Assessment	-	-	100	100	-	100	-	100
Pipe Rehabilitation Project	-	-	150	150	-	-	150	150
Total 2020	**$ -**	**$ 1,000**	**$ 400**	**$ 1,400**	**$ 1,000**	**$ 100**	**$ 300**	**$ 1,400**

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 374,894	$ 460,191	$ 3,140,000	$ 1,250,000	$ 250,000	$ 2,000,000	$ 1,000,000	$ 750,000	60.0%
36X	Miscellaneous	17,679	23,336	-	255,905	55,905	200,000	-	(55,905)	-21.8%
39X	Other Financing Sources	2,937,805	-	-	-	-	1,000,000	-	1,000,000	n/a
	Total Revenues:	**$ 3,330,378**	**$ 483,527**	**$ 3,140,000**	**$ 1,505,905**	**$ 305,905**	**$ 3,200,000**	**$ 1,000,000**	**$ 1,694,095**	**112.5%**
Expenditure Summary:										
	Capital	$ 952,201	$ 1,035,530	$ 3,322,000	$ 4,936,205	$ 2,094,205	$ 4,449,000	$ 1,400,000	$ (487,205)	-9.9%
	Transfers Out	1,587,265	-	-	-	-	-	-	$ -	n/a
	Total Expenditures:	**$ 2,539,466**	**$ 1,035,530**	**$ 3,322,000**	**$ 4,936,205**	**$ 2,094,205**	**$ 4,449,000**	**$ 1,400,000**	**$ (487,205)**	**-9.9%**
	Rev Over/(Under) Exp	**$ 790,912**	**$ (552,003)**	**$ (182,000)**	**$ (3,430,300)**	**$ (1,788,300)**	**$ (1,249,000)**	**$ (400,000)**	**$ 2,181,300**	**-63.6%**
	Beginning Fund Balance, 1/1	**$ 3,317,003**	**$ 4,107,914**	**$ 1,564,341**	**$ 3,555,912**	**$ 3,555,912**	**$ 1,767,612**	**$ 518,612**	**$ (1,788,300)**	**-50.3%**
	Ending Fund Balance, 12/31	**$ 4,107,914**	**$ 3,555,912**	**$ 1,382,341**	**$ 125,612**	**$ 1,767,612**	**$ 518,612**	**$ 118,612**	**$ 393,000**	**312.9%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 71,408	$ 78,777	$ -	$ -	$ -	$ -	$ -	$ -	n/a
2XX	Benefits	21,699	23,931	-	-	-	-	-	-	n/a
3XX	Supplies	40,037	9,069	-	-	-	-	-	-	n/a
4XX	Services and Charges	162,666	137,962	-	-	-	-	-	-	n/a
5XX	Intergovernmental	475	379	-	-	-	-	-	-	n/a
6XX	Capital Outlay	655,916	785,412	3,322,000	4,936,205	2,094,205	4,449,000	1,400,000	(487,205)	-9.9%
0XX	Other Financing Use	1,587,265	-	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 2,539,466**	**$ 1,035,530**	**$ 3,322,000**	**$ 4,936,205**	**$ 2,094,205**	**$ 4,449,000**	**$ 1,400,000**	**$ (487,205)**	**-9.9%**

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 $13,248,000 and $4,666,000 in 2019 and 2020, respectively, and are allocated to the following projects:

2019 Proposed Projects	Sources (in thousands)						Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
SR99 HOV Lanes PH V	1,468	-	-	-	1,375	2,843	-	-	2,843	-	-	2,843
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	200	486	2,625	3,311	-	-	2,900	121	290	3,311
Adaptive Traffic Control System Project Phase I	-	-	800	-	132	932	-	-	932	-	-	932
Adaptive Traffic Control System Project Phase II	-	-	650	-	75	725	-	-	725	-	-	725
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	-	-	250	250	-	250	-	-	-	250
City Center Access Phase I - Environmental process update	-	-	-	-	1,000	1,000	-	1,000	-	-	-	1,000
Street Light LED Conversion	-	-	-	-	360	360	-	-	360	-	-	360
Military and S 298th Street Compact Roundabout	145	-	663	-	55	863	-	-	863	-	-	863
SR509: 9th Pl to 11th Pl S Pedestrian Improvement	-	-	676	-	674	1,350	-	-	1,350	-	-	1,350
Variable Lane Use	-	-	602	150	-	752	-	150	602	-	-	752
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	135	-	15	150	-	150	-	-	-	150
City Wide Safety - Horizontal Curve Improvements	-	-	82	-	10	92	-	92	-	-	-	92
Citywide Greenway Plan Pedestrian and Bicycle Improvements	-	320	-	-	-	320	-	-	320	-	-	320
Sound Transit	-	-	300	-	-	300	-	-	-	300	-	300
Total 2019	**$1,613**	**$320**	**$ 4,108**	**$ 636**	**$ 6,571**	**$13,248**	**$ -**	**$ 1,642**	**$10,895**	**$ 421**	**$ 290**	**$ 13,248**

2020 Proposed Projects	Sources (in thousands)						Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	320	-	-	320	-	-	320
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	1,350	-	50	1,400	-	-	1,150	150	100	1,400
City Center Access Phase I - Environmental process update	1,422	-	-	-	-	1,422	-	1,422	-	-	-	1,422
SW356th - 15th Ave SW to 4th Ave SW Preservation Project	41	-	-	-	-	41	-	41	-	-	-	41
47th Ave SW and SW Dash Point Road Compact Roundabout	-	-	550	-	-	550	-	-	550	-	-	550
City Wide Safety - Horizontal Curve Improvements	-	-	433	-	-	433	-	-	433	-	-	433
Sound Transit	-	-	500	-	-	500	-	-	-	500	-	500
Total 2020	**$1,463**	**$320**	**$ 2,833**	**$ -**	**$ 50**	**$ 4,666**	**$ -**	**$ 1,463**	**$ 2,453**	**$ 650**	**$ 100**	**$ 4,666**

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.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 8,185,583	$ 11,929,693	$ 5,820,000	$ 9,495,056	$ 7,772,251	$ 4,428,000	$ 3,153,000	$ (5,067,056)	-53.4%
34X	Charges for Services	1,007,651	1,799,637	3,510,000	3,510,000	3,510,000	636,000	-	(2,874,000)	-81.9%
36X	Miscellaneous	12,836	50,432	-	2,900,000	2,900,000	-	-	(2,900,000)	-100.0%
39X	Other Financing Sources	4,788,000	3,993,000	2,113,000	3,071,656	3,071,656	1,613,000	1,613,000	(1,458,656)	-47.5%
	Total Revenues:	**$ 13,994,070**	**$ 17,772,761**	**$ 11,443,000**	**$ 18,976,712**	**$ 17,253,907**	**$ 6,677,000**	**$ 4,766,000**	**$ (12,299,712)**	**-64.8%**
Expenditure Summary:										
6XX	Capital	$ 12,013,066	$ 17,737,188	$ 12,663,000	$ 27,949,811	$ 18,912,562	$ 13,248,000	$ 4,666,000	$ (14,701,811)	-52.6%
0XX	Transfers Out	-	-	-	402,656	402,656	-	-	$ (402,656)	-100.0%
	Total Expenditures:	**$ 12,013,066**	**$ 17,737,188**	**$ 12,663,000**	**$ 28,352,467**	**$ 19,315,218**	**$ 13,248,000**	**$ 4,666,000**	**$ (15,104,467)**	**-53.3%**
	Rev Over/(Under) Exp	**$ 1,981,004**	**$ 35,573**	**$ (1,220,000)**	**$ (9,375,755)**	**$ (2,061,311)**	**$ (6,571,000)**	**$ 100,000**	**$ 2,804,755**	**-29.9%**
	Beginning Fund Balance, 1/1	**$ 8,008,608**	**$ 9,989,612**	**$ 1,299,026**	**$ 10,025,118**	**$ 10,025,118**	**$ 7,963,807**	**$ 1,392,807**	**$ (2,061,311)**	**-20.6%**
	Ending Fund Balance, 12/31	**$ 9,989,612**	**$ 10,025,185**	**$ 79,026**	**$ 649,363**	**$ 7,963,807**	**$ 1,392,807**	**$ 1,492,807**	**$ 743,444**	**114.5%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 298,047	$ 372,894	$ -	$ -	$ -	$ 228,891	$ 428,349	$ 228,891	n/a
2XX	Benefits	113,734	139,339	-	-	-	71,109	71,651	71,109	n/a
3XX	Supplies	317	157	-	-	-	-	-	-	n/a
4XX	Services and Charges	1,941,648	2,416,748	-	-	-	1,642,000	1,463,000	1,642,000	n/a
5XX	Intergovernmental	104,096	55,321	-	-	-	-	-	-	n/a
6XX	Capital Outlay	9,555,223	14,752,728	12,663,000	27,949,811	18,912,562	11,306,000	2,703,000	(16,643,811)	-59.5%
0XX	Other Financing Use	-	-	-	402,656	402,656	-	-	(402,656)	-100.0%
	Total Expenditures:	**$ 12,013,066**	**$ 17,737,188**	**$ 12,663,000**	**$ 28,352,467**	**$ 19,315,218**	**$ 13,248,000**	**$ 4,666,000**	**$ (15,104,467)**	**-53.3%**

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
36X	Miscellaneous	$ 1,877	$ 2,275	$ -	$ -	$ -	$ -	$ -	$ -	n/a
	Total Revenues:	**$ 1,877**	**$ 2,275**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
Expenditure Summary:										
307	Transfer Out to General Fund	$ -	$ 129,382	$ -	$ -	$ -	$ -	$ -	-	100.0%
	Total Expenditures:	**$ -**	**$ 129,382**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Rev Over/(Under) Exp	**$ 1,877**	**$ (127,107)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**n/a**
	Beginning Fund Balance, 1/1	**$ 480,840**	**$ 482,717**	**$ 352,321**	**$ 355,610**	**$ 355,610**	**$ 355,610**	**$ 355,610**	**$ (0)**	**0.0%**
	Ending Fund Balance, 12/31	**$ 482,717**	**$ 355,610**	**$ 352,321**	**$ 355,610**	**$ 355,610**	**$ 355,610**	**$ 355,610**	**$ (0)**	**0.0%**

308: PAEC CAPITAL PROJECTS FUND

PURPOSE/DESCRIPTION:

The Performing Arts and Event Center Fund accounts for the receipt and disbursement related to capital project revenue received. The City adopted PAEC Capital Projects Fund to incorporate in the revised 2014 Budget.

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 8,835,000	$ 105,000	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -	$ (1,000,000)	-100.0%
36X	Miscellaneous	202,568	2,122,863	-	-	-	-	-	-	n/a
39X	Other Financing Sources	-	850,041	-	1,000,000	1,000,000	-	-	(1,000,000)	-100.0%
	Total Revenues:	**$ 9,037,568**	**$ 3,077,904**	**$ -**	**$ 2,000,000**	**$ 2,000,000**	**$ -**	**$ -**	**$ (2,000,000)**	**-100.0%**
Expenditure Summary:										
308	Performing Arts & Event Ctr	$ 14,282,481	$ 12,575,718	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -	(1,000,000)	-100.0%
	Total Expenditures:	**$ 14,282,481**	**$ 12,575,718**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ (1,000,000)**	**-100.0%**
	Rev Over/(Under) Exp	**$ (5,244,913)**	**$ (9,497,815)**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ (1,000,000)**	**-100.0%**
	Beginning Fund Balance, 1/1	**$ 6,617,777**	**$ 1,372,864**	**$ -**	**$ (8,124,951)**	**$ (8,124,951)**	**$ (7,124,951)**	**$ (7,124,951)**	**$ 1,000,000**	**-12.3%**
	Ending Fund Balance, 12/31	**$ 1,372,864**	**$ (8,124,951)**	**$ -**	**$ (7,124,951)**	**$ (7,124,951)**	**$ (7,124,951)**	**$ (7,124,951)**	**$ -**	**0.0%**

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 9,980	$ (82,528)	$ -	$ -	$ -	$ -	$ -	$ -	n/a
2XX	Benefits	3,722	(29,939)	-	-	-	-	-	-	n/a
3XX	Supplies	-	22,599	-	-	-	-	-	-	n/a
4XX	Services and Charges	1,242,782	629,034	-	-	-	-	-	-	n/a
5XX	Intergovernmental	-	16,217	-	-	-	-	-	-	n/a
6XX	Capital Outlay	13,025,997	12,020,336	-	1,000,000	1,000,000	-	-	(1,000,000)	-100%
	Total Expenditures:	**$ 14,282,481**	**$ 12,575,718**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ (1,000,000)**	**-100.0%**

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

The City shall maintain an operating reserve within the Surface Water Utility Fund in an amount not less than 17 percent of operating expenses from the prior year. Any excess may transferred to the Capital Project Fund – SWM for future capital projects.

The following tables present a sources and uses summary of the divisions' budgets comprising the SWM Fund. Also included is expenditure by object summary.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
33X	Intergovernmental	$ 68,970	$ 53,282	$ 8,000	$ 139,670	$ 139,670	$ 139,670	$ 139,670	$ -	0.0%
34X	Charges for Services	3,953,439	4,046,100	4,047,198	4,047,198	4,047,198	4,047,198	4,047,198	-	0.0%
36X	Miscellaneous	19,273	25,045	3,000	3,000	3,000	3,000	3,000	-	0.0%
39X	Other Financing Sources	622,265	-	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 4,663,947**	**$ 4,124,427**	**$ 4,058,198**	**$ 4,189,868**	**$ 4,189,868**	**$ 4,189,868**	**$ 4,189,868**	**$ -**	**0.0%**
Expenditure Summary:										
620	Engineering	$ 1,966,263	$ 2,124,636	$ 2,315,362	$ 2,323,592	$ 2,323,592	$ 2,440,584	$ 2,477,978	$ 116,992	5.0%
630	Water Quality	297,526	278,263	419,852	419,852	419,852	415,681	430,588	(4,171)	-1.0%
640	Maintenance	1,074,413	1,171,793	1,089,838	1,243,008	1,243,008	1,276,518	1,184,437	33,510	2.7%
650	Steel Lake Management	9,740	17,412	18,928	18,928	18,928	18,928	18,928	-	0.0%
660	North Lake Management	11,043	10,455	14,088	14,088	14,088	14,088	14,088	-	0.0%
680	Debt Service	99,964	99,003	98,042	98,042	98,042	98,042	98,042	-	0.0%
597	Trsfr Out - CIP Fund	2,937,805	-	-	-	-	1,000,000	-	1,000,000	n/a
	Total Expenditures:	**$ 6,396,756**	**$ 3,701,562**	**$ 3,956,110**	**$ 4,117,510**	**$ 4,117,510**	**$ 5,263,841**	**$ 4,224,061**	**$ 1,146,331**	**27.8%**
	Rev Over/(Under) Exp	**$ (1,732,808)**	**$ 422,865**	**$ 102,088**	**$ 72,358**	**$ 72,358**	**$ (1,073,973)**	**$ (34,193)**	**$ (1,146,331)**	**-1584.2%**
	Beginning Fund Balance, 1/1	**$ 3,392,484**	**$ 1,659,676**	**$ 1,153,776**	**$ 2,082,541**	**$ 2,082,541**	**$ 2,154,899**	**$ 1,080,925**	**$ 72,358**	**3.5%**
	Ending Fund Balance, 12/31	**$ 1,659,676**	**$ 2,082,541**	**$ 1,255,864**	**$ 2,154,899**	**$ 2,154,899**	**$ 1,080,925**	**$ 1,046,732**	**$ (1,073,974)**	**-49.8%**

401: SURFACE WATER MANAGEMENT FUND (continued)

EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 1,356,809	$ 1,454,217	$ 1,637,484	$ 1,637,484	$ 1,637,484	$ 1,720,039	$ 1,761,811	$ 82,555	5.0%
2XX	Benefits	528,218	541,155	620,025	620,025	620,025	683,801	602,250	63,776	10.3%
3XX	Supplies	105,594	118,952	78,845	98,845	98,845	98,845	98,845	-	0.0%
4XX	Services and Charges	375,234	429,397	467,926	601,096	601,096	601,096	601,096	-	0.0%
5XX	Intergovernmental	311,903	252,931	277,422	277,422	277,422	277,422	277,422	-	0.0%
7XX	Debt Service-Principal	96,120	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	3,845	2,884	1,922	1,922	1,922	1,922	1,922	-	0.0%
9XX	Internal Services/Other	681,228	805,906	776,366	784,596	784,596	784,596	784,596	-	0.0%
0XX	Other Financing Use	2,937,805	-	-	-	-	1,000,000	-	1,000,000	n/a
	Total Expenditures:	**$ 6,396,756**	**$ 3,701,562**	**$ 3,956,110**	**$ 4,117,510**	**$ 4,117,510**	**$ 5,263,841**	**$ 4,224,061**	**$ 1,146,331**	**27.8%**

402: DUMAS BAY CENTRE

PURPOSE/DESCRIPTION:

The Dumas Bay Centre Fund was established as an Enterprise Fund 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 intent of the fund is to recover, primarily through user charges, the costs (expenses, including depreciation) of providing services to the general public on a continuing basis. 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 239	$ 489	$ 254	$ 254	$ 254	$ 254	$ 254	$ -	0.0%
36X	Miscellaneous	950,692	953,048	634,997	634,997	634,997	764,997	764,997	130,000	20.5%
39X	Other Financing Sources	331,875	942,000	112,000	123,501	123,501	23,000	23,000	(100,501)	-81.4%
	Total Revenues:	**$ 1,282,805**	**$ 1,895,537**	**$ 747,251**	**$ 758,752**	**$ 758,752**	**$ 788,251**	**$ 788,251**	**$ 29,499**	**3.9%**
Expenditure Summary:										
101/102	Dumas Bay Centre	$ 926,239	$ 927,024	$ 670,595	$ 684,595	$ 684,595	$ 677,872	$ 677,872	$ (6,723)	-1.0%
352	Knutzen Family Theatre	106,712	107,666	83,400	83,400	83,400	7,600	7,600	(75,800)	-90.9%
	Total Expenditures:	**$ 1,032,952**	**$ 1,034,690**	**$ 753,995**	**$ 767,995**	**$ 767,995**	**$ 685,472**	**$ 685,472**	**$ (82,523)**	**-10.7%**
	Rev Over/(Under) Exp	**$ 249,853**	**$ 860,847**	**$ (6,744)**	**$ (9,243)**	**$ (9,243)**	**$ 102,779**	**$ 102,779**	**$ 112,022**	**-1212.0%**
	Beginning Fund Balance, 1/1	**$ 398,816**	**$ 648,669**	**$ 470,906**	**$ 1,509,243**	**$ 1,509,243**	**$ 1,500,000**	**$ 1,602,779**	**$ (9,243)**	**-0.6%**
	Ending Fund Balance, 12/31	**$ 648,669**	**$ 1,509,516**	**$ 464,162**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,602,779**	**$ 1,705,557**	**$ 102,779**	**6.9%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 313,058	$ 343,907	$ 290,970	$ 304,970	$ 304,970	$ 298,278	$ 298,278	$ (6,692)	-2.2%
2XX	Benefits	102,528	114,547	79,715	79,715	79,715	82,035	82,035	2,320	2.9%
3XX	Supplies	192,707	204,085	122,036	122,036	122,036	122,036	122,036	-	0.0%
4XX	Services and Charges	377,305	263,222	204,259	204,259	204,259	128,459	128,459	(75,800)	-37.1%
5XX	Intergovernmental	1,189	895	4,200	4,200	4,200	4,200	4,200	-	0.0%
6XX	Capital Outlay	-	67,572	-	-	-	-	-	-	100.0%
9XX	Internal Services/Other	46,165	40,463	52,815	52,815	52,815	50,464	50,464	(2,351)	-4.5%
	Total Expenditures:	**$ 1,032,952**	**$ 1,034,690**	**$ 753,995**	**$ 767,995**	**$ 767,995**	**$ 685,472**	**$ 685,472**	**$ (82,523)**	**-10.7%**

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 will maintain a reserve in an amount of not less than one year's expenditure from prior year or $1.2 million.

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

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 924,443	$ 1,522,843	$ 1,035,343	$ 1,035,343	$ 1,035,343	$ 1,103,040	$ 1,103,040	$ 67,697	6.5%
36X	Miscellaneous	3,651	33,057	-	-	-	5,000	5,000	5,000	n/a
37X	Proprietary Fund Revenues	84,632	44,648	45,000	45,000	45,000	58,000	58,000	13,000	28.9%
	Total Revenues:	**$ 1,012,725**	**$ 1,600,548**	**$ 1,080,343**	**$ 1,080,343**	**$ 1,080,343**	**$ 1,166,040**	**$ 1,166,040**	**$ 85,697**	**7.9%**
Expenditure Summary:										
4XX	Insurance Premiums	$ 502,951	$ 501,622	$ 537,912	$ 554,049	$ 554,049	$ 554,049	$ 554,049	-	0.0%
4XX	Claims	286,530	558,371	439,581	797,033	797,033	797,033	797,033	-	0.0%
4XX	Services and Charges	104,709	60,797	102,850	102,850	102,850	102,850	102,850	-	0.0%
	Total Expenditures:	**$ 894,191**	**$ 1,120,791**	**$ 1,080,343**	**$ 1,453,932**	**$ 1,453,932**	**$ 1,453,932**	**$ 1,453,932**	**$ -**	**0.0%**
	Rev Over/(Under) Exp	**$ 118,534**	**$ 479,757**	**$ -**	**$ (373,589)**	**$ (373,589)**	**$ (287,892)**	**$ (287,892)**	**$ 85,697**	**-22.9%**
	Beginning Fund Balance, 1/1	**$ 975,298**	**$ 1,093,832**	**$ 846,398**	**$ 1,573,589**	**$ 1,573,589**	**$ 1,200,000**	**$ 912,108**	**$ (373,589)**	**-23.7%**
	Ending Fund Balance, 12/31	**$ 1,093,832**	**$ 1,573,589**	**$ 846,398**	**$ 1,200,000**	**$ 1,200,000**	**$ 912,108**	**$ 624,216**	**$ (287,892)**	**-24.0%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
4XX	Services and Charges	894,191	1,120,791	1,080,343	1,453,932	1,453,932	1,453,932	1,453,932	-	0.0%
	Total Expenditures:	**$ 894,191**	**$ 1,120,791**	**$ 1,080,343**	**$ 1,453,932**	**$ 1,453,932**	**$ 1,453,932**	**$ 1,453,932**	**$ -**	**0.0%**

502: INFORMATION TECHNOLOGY FUND

PURPOSE/DESCRIPTION:

The Information Technology Fund was established to account for all costs and services (study, design, purchase, implement, training, support, upgrade and replacement) associated with the City's information technology (PC, WKS, LAN, WAN, phone, radio, hardware and software). 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); World Wide Web (WWW) presence and services such as Internet, Intranet, File Transfer Protocol (FTP), and Simple Mail Transfer Protocol (SMTP); 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 customers complaint and service needs.

Information Technology costs are allocated to departments and/or programs based on usage by department and through a per FTE employee basis.

The City will maintain adequate reserves for replacement for capital and shall be 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 1,944,643	$ 2,081,733	$ 2,198,979	$ 2,352,772	$ 2,352,772	$ 2,230,619	$ 2,246,053	$ (122,153)	-5.2%
36X	Miscellaneous	26,122	27,656	19,000	19,000	19,000	19,000	19,000	-	0.0%
39X	Other Financing Sources	-	109,338	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 1,970,765**	**$ 2,218,727**	**$ 2,217,979**	**$ 2,371,772**	**$ 2,371,772**	**$ 2,249,619**	**$ 2,265,053**	**$ (122,153)**	**-5.2%**
Expenditure Summary:										
512-XX	Court	$ 29,661	$ 79,701	$ 91,687	$ 91,687	$ 91,687	$ 90,407	$ 92,936	$ (1,280)	-1.4%
518-88	Data Processing	877,132	774,336	647,446	920,429	920,429	795,286	624,946	(125,143)	-13.6%
518-95	Government Access Channel	176,852	140,837	232,269	232,644	232,644	127,159	128,992	(105,485)	-45.3%
521-XX	Police and Safecity	768,805	704,315	863,058	863,058	863,058	800,278	883,441	(62,780)	-7.3%
518-91	Telecommunications	135,241	127,049	136,372	147,172	147,172	147,131	147,573	(41)	0.0%
518-93	WiFi	9,398	8,600	8,700	8,700	8,700	8,700	8,700	-	0.0%
518-94	Geographic Information Systems	291,252	253,638	255,225	255,225	255,225	262,486	266,543	7,261	2.8%
	Total Expenditures:	**$ 2,288,341**	**$ 2,088,475**	**$ 2,234,757**	**$ 2,518,915**	**$ 2,518,915**	**$ 2,231,447**	**$ 2,153,131**	**$ (287,468)**	**-11.4%**
	Rev Over/(Under) Exp	**$ (317,576)**	**$ 130,252**	**$ (16,778)**	**$ (147,143)**	**$ (147,143)**	**$ 18,172**	**$ 111,922**	**$ 165,315**	**-112.3%**
	Beginning Fund Balance, 1/1	**$ 3,807,674**	**$ 3,490,097**	**$ 3,151,955**	**$ 3,620,350**	**$ 3,620,350**	**$ 3,473,207**	**$ 3,491,379**	**$ (147,143)**	**-4.1%**
	Ending Fund Balance, 12/31	**$ 3,490,097**	**$ 3,620,350**	**$ 3,135,177**	**$ 3,473,207**	**$ 3,473,207**	**$ 3,491,379**	**$ 3,603,301**	**$ 18,172**	**0.5%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 661,291	$ 650,146	$ 750,872	$ 750,872	$ 750,872	$ 642,428	$ 653,613	$ (108,444)	-14.4%
2XX	Benefits	226,902	228,783	257,776	257,776	257,776	229,706	233,955	(28,070)	-10.9%
3XX	Supplies	36,086	27,617	44,406	44,406	44,406	44,406	44,406	-	0.0%
4XX	Services and Charges	519,510	634,902	681,926	747,679	747,679	767,679	747,679	20,000	2.7%
5XX	Intergovernmental	130,973	123,278	134,278	134,278	134,278	134,278	134,278	-	0.0%
6XX	Capital Outlay	713,578	423,750	332,072	550,477	550,477	412,950	339,200	(137,527)	-25.0%
9XX	Internal Services/Other	-	-	33,427	33,427	33,427	-	-	(33,427)	-100.0%
	Total Expenditures:	**$ 2,288,341**	**$ 2,088,475**	**$ 2,234,757**	**$ 2,518,915**	**$ 2,518,915**	**$ 2,231,447**	**$ 2,153,131**	**$ (287,468)**	**-11.4%**

503: MAIL AND DUPLICATION SERVICES FUND

PURPOSE/DESCRIPTION:

The Mail and Duplication Fund was established to account for duplication and postage for all City departments. All costs associated with providing these services, including the accumulation of replacement reserves, shall be a cost of this Fund. Mail and duplication user charges are allocated to the operating funds based on copier and postage usage and through a per FTE employee basis.

The City will maintain an adequate reserve fund to replace copy and mailing equipment.

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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 128,085	$ 127,730	$ 119,447	$ 135,947	$ 135,947	$ 135,947	$ 135,947	$ -	0.0%
36X	Miscellaneous	768	1,297	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 128,854**	**$ 129,027**	**$ 119,447**	**$ 135,947**	**$ 135,947**	**$ 135,947**	**$ 135,947**	**$ -**	**0.0%**
Expenditure Summary:										
503	Mail and Duplications	$ 109,997	$ 163,320	$ 119,235	$ 135,735	$ 135,735	$ 149,874	$ 148,152	$ 14,139	10.4%
	Total Expenditures:	**$ 109,997**	**$ 163,320**	**$ 119,235**	**$ 135,735**	**$ 135,735**	**$ 149,874**	**$ 148,152**	**$ 14,139**	**10.4%**
	Rev Over/(Under) Exp	**$ 18,857**	**$ (34,293)**	**$ 212**	**$ 212**	**$ 212**	**$ (13,927)**	**$ (12,205)**	**$ (14,139)**	**-6669.3%**
	Beginning Fund Balance, 1/1	**$ 192,139**	**$ 210,996**	**$ 186,452**	**$ 176,703**	**$ 176,703**	**$ 176,915**	**$ 162,988**	**$ 212**	**0.1%**
	Ending Fund Balance, 12/31	**$ 210,996**	**$ 176,703**	**$ 186,664**	**$ 176,915**	**$ 176,915**	**$ 162,988**	**$ 150,783**	**$ (13,927)**	**-7.9%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
3XX	Supplies	$ 16,528	$ 15,936	$ 21,650	$ 21,650	$ 21,650	$ 21,650	$ 21,650	$ -	0.0%
4XX	Services and Charges	78,078	73,878	73,351	89,851	89,851	89,851	89,851	-	0.0%
6XX	Capital Outlay	15,391	73,506	24,234	24,234	24,234	38,373	36,651	14,139	58.3%
	Total Expenditures:	**$ 109,997**	**$ 163,320**	**$ 119,235**	**$ 135,735**	**$ 135,735**	**$ 149,874**	**$ 148,152**	**$ 14,139**	**10.4%**

504: FLEET AND EQUIPMENT FUND

PURPOSE/DESCRIPTION:

The Fleet and Equipment Fund was established to account for all costs associated with operating, maintaining and replacing the City's owned vehicles and other motorized equipment. This Fund shall own and depreciate all fund assets of this nature. Fleet and equipment user charges are allocated to the operating funds based on amount of equipment in a given department.

The City will maintain Fleet and Equipment Fund adequately to fund 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 1,939,143	$ 1,992,733	$ 1,806,609	$ 2,195,302	$ 2,195,302	$ 2,220,329	$ 2,220,329	$ 25,027	1.1%
36X	Miscellaneous	23,078	52,044	5,315	80,315	80,315	80,315	80,315	-	0.0%
39X	Other Financing Sources	161,135	161,541	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 2,123,356**	**$ 2,206,318**	**$ 1,811,924**	**$ 2,275,617**	**$ 2,275,617**	**$ 2,300,644**	**$ 2,300,644**	**$ 25,027**	**1.1%**
Expenditure Summary:										
548	City Hall	$ 515,398	$ 957,195	$ 342,883	$ 416,365	$ 416,365	$ 397,659	$ 394,595	$ (18,706)	-4.5%
521	Police	1,271,452	511,829	718,169	821,169	821,169	821,169	821,169	-	0.0%
	Total Expenditures:	**$ 1,786,850**	**$ 1,469,024**	**$ 1,061,052**	**$ 1,237,534**	**$ 1,237,534**	**$ 1,218,828**	**$ 1,215,764**	**$ (18,706)**	**-1.5%**
	Rev Over/(Under) Exp	**$ 336,506**	**$ 737,294**	**$ 750,872**	**$ 1,038,083**	**$ 1,038,083**	**$ 1,081,816**	**$ 1,084,880**	**$ 43,733**	**4.2%**
	Beginning Fund Balance, 1/1	**$ 5,997,666**	**$ 6,334,172**	**$ 6,094,993**	**$ 7,071,466**	**$ 7,071,466**	**$ 8,109,549**	**$ 9,191,365**	**$ 1,038,083**	**14.7%**
	Ending Fund Balance, 12/31	**$ 6,334,173**	**$ 7,071,466**	**$ 6,845,865**	**$ 8,109,549**	**$ 8,109,549**	**$ 9,191,365**	**$ 10,276,245**	**$ 1,081,816**	**13.3%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 31,453	$ 31,809	$ 27,582	$ 55,165	$ 55,165	$ 51,660	$ 49,440	$ (3,505)	-6.4%
2XX	Benefits	15,382	11,939	17,416	34,832	34,832	19,631	18,787	(15,201)	-43.6%
3XX	Supplies	329,056	386,146	524,597	524,597	524,597	524,597	524,597	-	0.0%
4XX	Services and Charges	353,343	288,312	342,302	342,302	342,302	342,302	342,302	-	0.0%
5XX	Intergovernmental	47	456	350	350	350	350	350	-	0.0%
6XX	Capital Outlay	1,057,569	750,362	147,000	278,483	278,483	278,483	278,483	-	0.0%
9XX	Internal Services/Other	-	-	1,805	1,805	1,805	1,805	1,805	-	0.0%
	Total Expenditures:	**$ 1,786,850**	**$ 1,469,024**	**$ 1,061,052**	**$ 1,237,534**	**$ 1,237,534**	**$ 1,218,828**	**$ 1,215,764**	**$ (18,706)**	**-1.5%**

505: BUILDING AND FURNISHINGS FUND

PURPOSE/DESCRIPTION:

The Building and Furnishings Fund was established to account 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 will maintain a reserve of not less than $2 million for 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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 438,911	$ 483,286	$ 489,696	$ 489,696	$ 489,696	$ 489,696	$ 489,696	$ -	0.0%
36X	Miscellaneous	8,784	12,706	659	659	659	659	659	-	0.0%
39X	Other Financing Sources	114,055	475,331	-	-	-	-	-	-	n/a
	Total Revenues:	**$ 561,750**	**$ 971,323**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ 490,355**	**$ -**	**0.0%**
Expenditure Summary:										
521-XX	Police	$ 19,394	$ 3,058	$ -	$ -	$ -	$ -	$ -	$ -	n/a
518-3X	City Hall	367,687	362,816	332,157	332,157	332,157	365,558	367,059	33,401	10.1%
576-80	Shop	29,878	129,447	155,700	155,700	155,700	107,453	110,699	(48,247)	-31.0%
576-81	Annex	1,476	4,811	2,500	2,500	2,500	5,208	5,330	2,708	108.3%
	Total Expenditures:	**$ 418,434**	**$ 500,132**	**$ 490,357**	**$ 490,357**	**$ 490,357**	**$ 478,219**	**$ 483,088**	**$ (12,138)**	**-2.5%**
	Rev Over/(Under) Exp	**$ 143,315**	**$ 471,191**	**$ (2)**	**$ (2)**	**$ (2)**	**$ 12,136**	**$ 7,267**	**$ 12,138**	**-606900.0%**
	Beginning Fund Balance, 1/1	**$ 1,877,824**	**$ 2,021,140**	**$ 2,021,140**	**$ 2,492,330**	**$ 2,492,330**	**$ 2,492,328**	**$ 2,504,464**	**$ (2)**	**0.0%**
	Ending Fund Balance, 12/31	**$ 2,021,140**	**$ 2,492,330**	**$ 2,021,138**	**$ 2,492,328**	**$ 2,492,328**	**$ 2,504,464**	**$ 2,511,731**	**$ 12,136**	**0.5%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
1XX	Salaries & Wages	$ 14,968	$ 72,940	$ 82,848	$ 82,848	$ 82,848	$ 78,498	$ 82,026	$ (4,350)	-5.3%
2XX	Benefits	5,285	38,805	37,617	37,617	37,617	29,829	31,170	(7,788)	-20.7%
3XX	Supplies	33,487	40,764	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	346,815	347,613	336,227	336,227	336,227	336,227	336,227	-	0.0%
6XX	Capital Outlay	17,879	11	-	-	-	-	-	-	n/a
9XX	Internal Services/Other	-	-	4,856	4,856	4,856	4,856	4,856	-	0.0%
	Total Expenditures:	**$ 418,434**	**$ 500,132**	**$ 490,357**	**$ 490,357**	**$ 490,357**	**$ 478,219**	**$ 483,088**	**$ (12,138)**	**-2.5%**

506: HEALTH INSURANCE FUND

PURPOSE/DESCRIPTION:

The Health Insurance Fund was established to account for all costs associated with the self-insured medical and prescription plan for the City employees and COBRA participants.

The City will maintain a reserve in an amount of not less than 16 weeks of budgeted expenses as recommended by our consultant.

The following tables present sources and uses summary and expenditure by object summary of the Health Insurance Fund.

SOURCES AND USES:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 4,292,118	$ 4,465,169	$ 4,200,000	$ 4,440,000	$ 4,447,000	$ 4,556,000	$ 4,556,000	$ 116,000	2.6%
36X	Miscellaneous	7,698	13,247	3,500	10,800	10,800	10,800	10,800	-	0.0%
37X	Proprietary Fund Revenues	1,072,162	306,963	-	57,000	57,000	400,000	400,000	343,000	601.8%
	Total Operating Revenues:	**$ 5,371,978**	**$ 4,785,379**	**$ 4,203,500**	**$ 4,507,800**	**$ 4,514,800**	**$ 4,966,800**	**$ 4,966,800**	**$ 459,000**	**10.2%**
Expenditure Summary:										
550	Self Health Insurance	$ 5,092,998	$ 4,255,707	$ 4,180,000	$ 5,583,125	$ 5,583,125	$ 5,256,726	$ 5,256,726	$ (326,399)	-5.8%
	Total Operating Expenditures:	**$ 5,092,998**	**$ 4,255,707**	**$ 4,180,000**	**$ 5,583,125**	**$ 5,583,125**	**$ 5,256,726**	**$ 5,256,726**	**$ (326,399)**	**-5.8%**
	Oper Rev Over/(Under) Exp	**$ 278,979**	**$ 529,671**	**$ 23,500**	**$ (1,075,325)**	**$ (1,068,325)**	**$ (289,926)**	**$ (289,926)**	**$ 785,399**	**-73.0%**
	Beginning Fund Balance, 1/1	**$ 1,741,487**	**$ 2,020,466**	**$ 2,273,328**	**$ 2,550,138**	**$ 2,550,138**	**$ 1,481,813**	**$ 1,191,887**	**$ (1,068,325)**	**-41.9%**
	Ending Fund Balance, 12/31	**$ 2,020,466**	**$ 2,550,138**	**$ 2,296,828**	**$ 1,474,813**	**$ 1,481,813**	**$ 1,191,887**	**$ 901,961**	**$ (282,926)**	**-19.2%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
4XX	Services and Charges	$ 5,072,393	$ 4,250,841	$ 4,150,000	$ 5,553,125	$ 5,553,125	$ 5,226,726	$ 5,226,726	(326,399)	-6%
5XX	Intergovernmental	20,605	4,866	30,000	30,000	30,000	30,000	30,000	-	0%
	Total Expenditures:	**$ 5,092,998**	**$ 4,255,707**	**$ 4,180,000**	**$ 5,583,125**	**$ 5,583,125**	**$ 5,256,726**	**$ 5,256,726**	**$ (326,399)**	**-5.8%**

507: UNEMPLOYMENT INSURANCE FUND

PURPOSE/DESCRIPTION:

The Unemployment Insurance Fund was established to account for all costs associated with the self-insured unemployment plan for the City employees.

The City will maintain a reserve in an amount not less than $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	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Revenue Summary:										
34X	Charges for Services	$ 271,127	$ 35,413	$ 265,000	$ 265,000	$ -	$ -	$ -	$ (265,000)	-100.0%
36X	Miscellaneous	5,448	3,924	3,000	3,000	3,000	3,000	5,000	-	0.0%
	Total Revenues:	**$ 276,574**	**$ 39,337**	**$ 268,000**	**$ 268,000**	**$ 3,000**	**$ 3,000**	**$ 5,000**	**$ (265,000)**	**-98.9%**
Expenditure Summary:										
507	Unemployment Insurance	$ 1,030,064	$ 1,057,819	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 20,000	$ -	0.0%
	Total Expenditures:	**$ 1,030,064**	**$ 1,057,819**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 20,000**	**$ -**	**0.0%**
	Rev Over/(Under) Exp	**$ (753,489)**	**$ (1,018,482)**	**$ 218,000**	**$ 218,000**	**$ (47,000)**	**$ (47,000)**	**$ (15,000)**	**$ (265,000)**	**-121.6%**
	Beginning Fund Balance, 1/1	**$ 2,131,299**	**$ 1,377,809**	**$ 527,124**	**$ 359,328**	**$ 359,328**	**$ 312,328**	**$ 265,328**	**$ (47,000)**	**-13.1%**
	Ending Fund Balance, 12/31	**$ 1,377,809**	**$ 359,328**	**$ 745,124**	**$ 577,328**	**$ 312,328**	**$ 265,328**	**$ 250,328**	**$ (312,000)**	**-54.0%**

EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2016 Actual	2017 Actual	2018 Adopted	2018 Adjusted	2018 Projected	2019 Proposed	2020 Proposed	19 Proposed - 18 Adj $ Chg	19 Proposed - 18 Adj % Chg
Expenditures:										
4XX	Services and Charges	$ 30,064	$ 57,819	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 20,000	-	0%
0XX	Other Financing Use	1,000,000	1,000,000	-	-	-	-	-	-	n/a
	Total Expenditures:	**$ 1,030,064**	**$ 1,057,819**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 20,000**	**$ -**	**0.0%**

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I. Overview

The Capital Investment Plan (CIP) presents current and planned public improvements that are considered as the most important within the six-year planning horizon. Project costs are appropriated up to and include 2018. Project costs and the allocation of future resources beyond the current 2019-2020 biennium are adopted 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 four program areas: Parks System; Surface Water Management System; Transportation System, and Performing Arts and Event Center.

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;
- 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.

Maintenance and Operating Impact

In addition to providing estimated capital costs, staff is also required to assess estimated maintenance and operating (M&O) expenditures. It is the City's policy that Capital Projects will not be funded without the funding for ongoing M&O also being identified. M&O costs are incorporated into operating budget when the construction funding is approved and the implementation of the project is ascertained.

II. Capital Financing Sources

Federal Way relies on a variety of sources for financing capital investments.

1. *General Fund Savings* –The savings occur when revenue collection exceeds budget projection and/or city expenditures are less than the amount budgeted. Based on the tight operating budget the City does not anticipate using this source to fund capital projects.

2. *Voter-Approved Bonds* – This is one of the most common methods of financing capital improvements for local municipal government, also known as Unlimited Tax General Obligation Bonds. Super-majority voter approval is required within the local government; local government is obligated to levy excess property taxes in order to repay the Voter-Approved Bonds.

   Debt capacity is the City's constitutional and statutory debt limit. The City has $124 million in non-voted bond capacity; $102 million in voter-approved general purpose bond capacity; and $256 million in voter-approved open space and park bond capacity as of December 31, 2017.

3. *Utility Tax* – The City levies a 7.75% utility tax to fund the CIP projects and associated M&O, Police and Community Safety Improvement projects and General Fund ongoing operations. The City does not plan on using this source in 2017/2018.

4. *REET* – The City receives a 0.5% Real Estate Excise Tax from real estate transactions in the city. This revenue is restricted by law and can only be used for capital projects that are identified in the city's Capital Investment Plan.

   Currently REET revenue is budgeted at $3.6 million per year.

   REET collections projected in 2019-2020 is allocated as follows:

   - Federal Way Community Center Debt Service – $813K in 2019 and $813K in 2020;

- Parks CIP - $300K per year in 2019 and 2020;
- Transportation CIP - $1.6M per year in 2019 and 2020
- Arterial Street Overlay - $1.0M per year in 2019 and 2020.
- Target Property Debt Service - $515K in 2020.

5. *Grants* –Federal Way is actively pursuing grants and has been successful in many. These include grants from federal, state, county level, and other public/private donations. During 1992 – 2017 grants provided approximately 60% of Transportation Project funding to improve the capacity or traffic flow of major corridors in the region. To a lesser degree, grants are also available for parks, facility improvements, and surface water projects.

6. *Mitigation/Traffic Impact Fee* –The City currently collects impact fees based on the State Environmental Protection Act (SEPA) for parks and surface water management systems. This revenue source is collected and restricted for specific areas to mitigate the cumulative impacts of new growth and development in the City. Beginning July 1, 2010 the impact fee for transportation changed from SEPA based to Growth Management Act (GMA) based. This change allows for better predictability to developers in development costs and more flexibility for the City on the location and types of projects that can be funded by the fees collected.

   The mitigation fee has not contributed significantly in past capital investments.

7. *User Fee* – This revenue source is defined as a payment of a fee for receiving public services by the person benefiting from those services. Currently only the Surface Water Utility generates sufficient user fees to support its capital program needs.

III. PLANNED INVESTMENTS

The projected investment programs for the next six years total $258.4 million, consists of: $238.3 million in transportation/street overlay projects (of which $158.9 million is unfunded), $6.8 million in Parks Projects, and $13.3 million in Surface Water projects.

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.

IV. 2019/20 FUNDING RECOMMENDATION

The Proposed Capital Funding Plan totals $28.9 million in 2019/20.

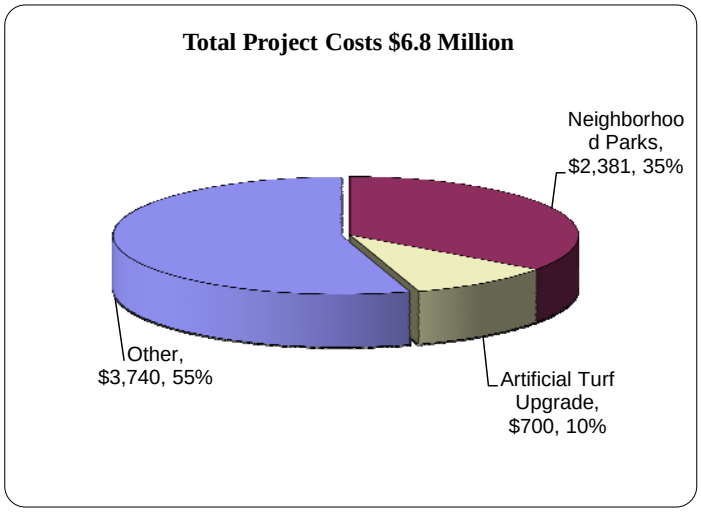
a. *Implement $2.2M in Parks improvements* by providing new funding in 2019/20 totaling $0.6 million REET, and $1.6 million from prior year Paths & Trails King County Levy & REET funds.

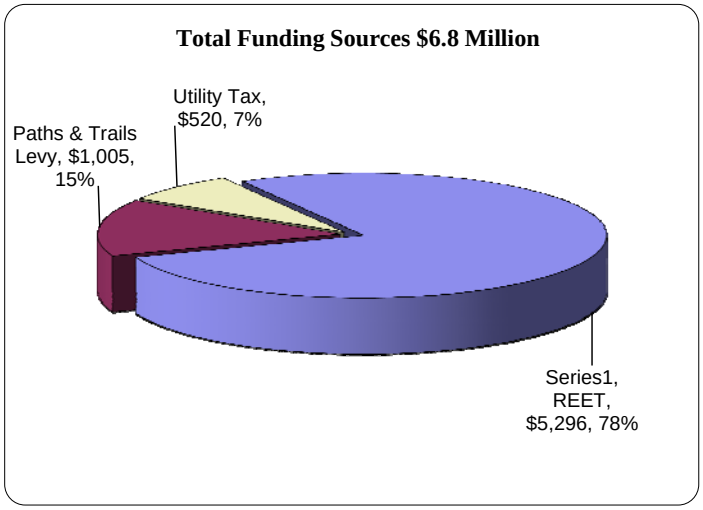
b. *Implement $5.8M in Surface Water Management improvements* by using $2.6M in user fees from prior years combined with $3.2M in grants in 2019/20.

c. *Implement $20.9M in Transportation improvements & Arterial Street Overlay* by providing funding in 2019/20 totaling $15.6M including $5.3 million REET; $1.7 million fuel tax; $6.9 million in grants anticipated/received, $0.6 million in Mitigation/Traffic Impact funds anticipated/received, and $1.1 million from prior year resources within the Transportation CIP including funding from General Fund, Utility Tax, Real Estate Excise Tax, and Mitigation/Traffic Impact Fees.

6-YEAR CAPITAL IMPROVEMENT PLAN - PARKS

(dollars in thousands)





Funding Sources By Year	L-T-D Thru 2018	Proposed 2019	Proposed 2020	Planned 2021	Planned 2022	Planned 2023	Planned 2024	Total
Real Estate Excise Tax	$ 3,496	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 5,296
Paths & Trails Levy	1,005	-	-	-	-	-	-	1,005
Utility Tax	520	-	-	-	-	-	-	520
Subtotal City Sources	$ 5,021	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 6,821

Project By Year:

Priority	Proj. #	Project Name	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
1	129	Major Maintenance	1,503	150	150	150	150	150	150	2,403
1	132	Annual Playground	1,581	100	100	100	100	100	100	2,181
1	141	Trail & Pedestrian Access Improvements	324	1,013	-	-	-	-	-	1,337
1	144	Laurelwood Park	38	162	-	-	-	-	-	200
1	149	Lakota Soccer Field Upgrade	-	450	50	50	50	50	50	700
Total Project Costs			$ 3,446	$ 1,875	$ 300	$ 300	$ 300	$ 300	$ 300	$ 6,821
Project Impact on M&O Costs			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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

Project Name: Major Maintenance & Improvements to Existing Park Facilities
Project Number: 129 **Priority:** 1
Project Account Number: 303-7100-129 **Planning Area:** All

Project Description:
This is our major maintenace account and would like to carry forward the balance and allocate 150K of REET in 2019 & 2020

* Sport lighting repairs.
* Asphalt repairs - parking lots and paths.
* Hard surface court repairs - tennis and basketball courts.
* Roof repair.
* Misellaneous park repairs.
* HVAC and pump upgrade and repairs.
* Security system upgrade and repairs.
* Renovate or replace turf on sports fields.

Note: There is no M&O impact on operating funds.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Construction	$ 1,503	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 2,403
Total CIP Expenses	**$ 1,503**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 2,403**

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 2018	2019	2020	2021	2022	2023	2024	Project Total
Real Estate Excise Tax	$ 1,293	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 2,193
Utility Tax	210	-	-	-	-	-	-	210
Total CIP Resources	**$ 1,503**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 2,403**

Impact on Operating Funds	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – PARKS

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 and allocate 100K of REET in 2019 & 2020.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Construction	$ 1,581	$ 100	$ 100	$ 100	$ 100	$ 100	$ 100	$ 2,181
Total CIP Expenses	**$ 1,581**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 2,181**

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 2018	2019	2020	2021	2022	2023	2024	Project Total
Real Estate Excise Tax	$ 1,471	$ 100	$ 100	$ 100	$ 100	$ 100	$ 100	$ 2,071
Utility Tax	110	-	-	-	-	-	-	110
Total CIP Resources	**$ 1,581**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 100**	**$ 2,181**

Impact on Operating Funds	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – PARKS

Project Name:	Trail and Pedestrian Access Improvements		
Project Number:	141	**Priority:**	1
Project Account Number:	303-7100-141	**Planning Area:**	All

Project Description:

This is the our account to for trail & pedestrian improvements with Panther Lake trail slated for improvement when we have enough funding. We are putting money into the account to be prepared when the time comes.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Construction	$ 324	$ 1,013	$ -	$ -	$ -	$ -	$ -	$ 1,337
Total CIP Expenses	**$ 324**	**$ 1,013**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,337**

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 2018	2019	2020	2021	2022	2023	2024	Project Total
Real Estate Excise Tax	$ 332	$ -	$ -	$ -	$ -	$ -	$ -	$ 332
Paths & Trails Levy	1,005	-	-	-	-	-	-	1,005
Total CIP Resources	**$ 1,337**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,337**

Impact on Operating Funds	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – PARKS

Project Name:	Laurelwood		
Project Number:	144	**Priority:**	1
Project Account Number:	303-7100-144	**Planning Area:**	All

Project Description & Justification: We are asking to carry forward the balance in this project account. There are still several upgrades slated for the park, but due to other priorities the parks maintenance division has not had the time to solicit bids and get them completed.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Construction	$ 38	$ 162	$ -	$ -	$ -	$ -	$ -	$ 200
Total CIP Expenses	**$ 38**	**$ 162**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200**

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 2018	2019	2020	2021	2022	2023	2024	Project Total
Utility Tax	$ 200	$ -	$ -	$ -	$ -	$ -	$ -	$ 200
Total CIP Resources	**$ 200**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200**

Impact on Operating Funds	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – PARKS

Project Name:	Lakota Soccer Field Upgrade		
Project Number:	149	**Priority:**	1
Project Account Number:	303-7100-149	**Planning Area:**	All

Project Description & Justification:

This is our fund to renovate Lakota Park when the FWSD is ready to partner. We are putting money into the account to be prepared when the time comes. We anticipate the need of about 750K. We would like to continue allocating 50K of REET in 2019 & 2020.

$300K was moved from this project in 2015 to fund the Karl Grosch Field Turf Replacemnt project.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Construction	$ -	$ 450	$ 50	$ 50	$ 50	$ 50	$ 50	$ 700
Total CIP Expenses	**$ -**	**$ 450**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**$ 700**

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)

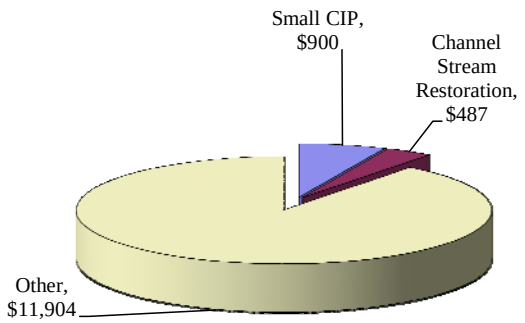
CIP Funds - Resources	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Project Total
Real Estate Excise Tax	$ 400	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 700
Misc./Transfer	-	-	-	-	-	-	-	-
Total CIP Resources	**$ 400**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**$ 50**	**$ 700**

Impact on Operating Funds	L-T-D Thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

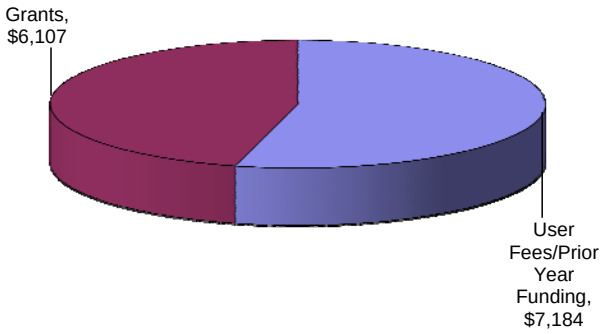
6-YEAR CAPITAL IMPROVEMENT PLAN - SURFACE WATER MANAGEMENT

(dollars in thousands)

Total Project Costs $13.3 Million



Total Funding Sources $13.3Million



Sources and Uses		L-T-D thru 2018	Proposed 2019	Proposed 2020	Planned 2021	Planned 2022	Planned 2023	Planned 2024	Total
	User Fee (pay-as-you-go)/Prior year Funding	$ 1,027	$ 2,249	$ 400	$ 602	$ 872	$ 1,001	$ 1,033	$ 7,184
	Grants/Contributions Received	250	1,000	-	-	-	-	-	1,250
	Grants/Contributions Anticipated	50	1,200	1,000	81	156	1,670	700	4,857
Total CIP Resources		**$ 1,327**	**$ 4,449**	**$ 1,400**	**$ 683**	**$ 1,028**	**$ 2,671**	**$ 1,733**	**$ 13,291**
No.	**Project Name**								
111	Small CIP -- Annual Program	$ -	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 900
270	South 373rd Street Stream Crossing Re-Route and Re	22	-	-	150	-	-	-	172
271	Hylebos Conservation Property Acquisition	280	3,000	1,000	-	-	-	-	4,280
272	South 356th Street Culvert Replacement	-	-	-	-	-	150	500	650
274	South 359th Street Weir Repair	-	-	-	50	280	-	-	330
276	Bridges Property Culvert Removal and Replacement	-	-	-	75	240	-	-	315
278	West Hylebos Educational Center and Trail	-	-	-	108	108	1,288	-	1,504
281	West Hylebos Trail (Spring Valley)	-	-	-	-	100	933	933	1,966
282	South 336th Street Water Quality Facility	100	740	-	-	-	-	-	840
283	Lakota Wetland Berm Repair	500	79	-	-	-	-	-	579
284	W Hylebos Wetlands Trail (Brook Lake Connection)	125	100	-	-	-	-	-	225
286	2018 Storm Drain CCTV Inspection and Assessment	200	100	100	-	-	-	-	400
287	Storm Water Comp Plan update and Rate Study	100	180	-	-	-	-	-	280
288	Pipe Rehabilitation Project	-	100	150	150	150	150	150	850
Total Projects		**$ 1,327**	**$ 4,449**	**$ 1,400**	**$ 683**	**$ 1,028**	**$ 2,671**	**$ 1,733**	**$ 13,291**
Unfunded Needs		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Impact on M&O Costs		$ -	$ -	$ 9	$ 19	$ 19	$ 29	$ 39	$ 115

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Small CIP -- Annual Program
Project Number:	0
Project Account:	304-3100-111
Project Description:	Includes miscellaneous small capital projects and major maintenance work to be completed by a combination of contractors and city maintenance forces. There is no M&O impact on operating funds.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	$ -	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 900
Total CIP Expenses	**$ -**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 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)

CIP Funds - Resources	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	$ -	150	150	150	150	150	150	$ 900
Total CIP Resources	**$ -**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 900**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	South 373rd Street Stream Crossing Re-Route and Restoration
Project Number:	3
Project Account:	304-3100-270
Project Description:	Re-route of a tributary stream to the Hylebos that crosses S 373rd Street via a substandard culvert crossing. The re-routed stream would join West Hylebos Creek north of S 373rd Street. The project will include replacing the failing outlet control structure at the outlet of hidden Lake with a meandering open channel.
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	22	-	-	150	-	-	-	172
Total CIP Expenses	**$ 22**	**$ -**	**$ -**	**$ 150**	**$ -**	**$ -**	**$ -**	**$ 172**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	22	-	-	150	-	-	-	172
Total CIP Resources	**$ 22**	**$ -**	**$ -**	**$ 150**	**$ -**	**$ -**	**$ -**	**$ 172**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Hylebos Conservation Property Acquisition
Project Number:	4
Project Account:	304-3100-271
Project Description:	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.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	280	3,000	1,000	-	-	-	-	4,280
Total CIP Expenses	**$ 280**	**$ 3,000**	**$ 1,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,280**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	280	1,000	-	-	-	-	-	1,280
Grants/Contributions Received	-	1,000	-	-	-	-	-	1,000
Grants/Contributions Anticipated	-	1,000	1,000	-	-	-	-	2,000
Total CIP Resources	**$ 280**	**$ 3,000**	**$ 1,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,280**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	10	10	10	10	40
Net Impact	**$ -**	**$ -**	**$ -**	**$ 10**	**$ 10**	**$ 10**	**$ 10**	**$ 40**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	South 356th Street Culvert Replacement
Project Number:	5
Project Account:	304-3100-272
Project Description:	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.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	-	-	-	-	-	150	-	150
Construction	-	-	-	-	-	-	500	500
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150**	**$ 500**	**$ 650**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	-	-	150	500	650
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150**	**$ 500**	**$ 650**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	South 359th Street Weir Repair
Project Number:	7
Project Account:	304-3100-274
Project Description:	Repair or replacement of a series of log weirs downstream of the culvert crossing under S 359th Street.
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	-	-	-	50	-	-	-	50
Construction	-	-	-	-	280	-	-	280
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 50**	**$ 280**	**$ -**	**$ -**	**$ 330**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	50	280	-	-	330
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ 50**	**$ 280**	**$ -**	**$ -**	**$ 330**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Bridges Property Culvert Removal and Replacement
Project Number:	9
Project Account:	304-3100-276
Project Description:	Removal of multiple 12" diameter culverts of the main branch of the North Fork of West Hylebos Creek and a 48" culvert underneath 8th Ave S. A single footbridge will be constructed to maintain access to the existing and proposed future trail systems.
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	-	-	-	75	240	-	-	315
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 75**	**$ 240**	**$ -**	**$ -**	**$ 315**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	75	240	-	-	315
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ 75**	**$ 240**	**$ -**	**$ -**	**$ 315**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	West Hylebos Educational Center and Trail
Project Number:	10
Project Account:	304-3100-278
Project Description:	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.
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	-	-	-	108	108	-	-	216
Construction	-	-	-	-	-	1,288	-	1,288
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 108**	**$ 108**	**$ 1,288**	**$ -**	**$ 1,504**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	27	27	318	-	372
Grants/Contributions Anticipated	-	-	-	81	81	970	-	1,132
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ 108**	**$ 108**	**$ 1,288**	**$ -**	**$ 1,504**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	10	10
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10**	**$ 10**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	West Hylebos Trail (Spring Valley)
Project Number:	11
Project Account:	304-3100-281
Project Description:	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.
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	-	-	-	-	100	-	-	100
Construction	-	-	-	-	-	933	933	1,866
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100**	**$ 933**	**$ 933**	**$ 1,966**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	-	25	233	233	491
Grants/Contributions Anticipated	-	-	-	-	75	700	700	1,475
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100**	**$ 933**	**$ 933**	**$ 1,966**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	10	10	20
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10**	**$ 10**	**$ 20**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	South 336th Street Water Quality Facility
Project Number:	12
Project Account:	304-3100-282
Project Description:	Acquisition of operating right within an area encumbered by stream setbacks on two undeveloped parcels along Pacific Highway 99 north of South 336th Street and west of Pacific Highway 99 to construct a bioretention water quality facility. The facility will treat runoff from Pacific Highway and the downtown core area .
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	100	-	-	-	-	-	-	100
Construction	-	740	-	-	-	-	-	740
Total CIP Expenses	**$ 100**	**$ 740**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 840**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
User Fee (pay-as-you-go)/Prior year Funding	50	540	-	-	-	-	-	590
Grants/Contributions Anticipated	50	200	-	-	-	-	-	250
Total CIP Resources	**$ 100**	**$ 740**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 840**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	5	5	5	5	5	25
Net Impact	**$ -**	**$ -**	**$ 5**	**$ 5**	**$ 5**	**$ 5**	**$ 5**	**$ 25**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Lakota Wetland Berm Repair
Project Number:	13
Project Account:	304-3100-283
Project Description:	This project will rebuild the berm that forms a boundary between Lakota Park and Lakota Wetlands to its design height and replace approximately 470 linear feet of an 18-inch diameter pipe downstream of the control structure
Prior Council Review/Approval:	June 17, 2014

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	500	79	-	-	-	-	-	579
Total CIP Expenses	**$ 500**	**$ 79**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 579**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	250	79	-	-	-	-	-	329
Grants/Contributions Received	250	-	-	-	-	-	-	250
Total CIP Resources	**$ 500**	**$ 79**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 579**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	W Hylebos Wetlands Trail (Brook Lake Connection)
Project Number:	14
Project Account:	304-3100-284
Project Description:	This Project will connect the terminus of the West Hylebos Wetlands Park Boardwalk Trail to the Brook Lake Center property on the east side of Brook Lake.
Prior Council Review/Approval:	30% design status Report 5/15/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	50	-	-	-	-	-	-	50
Construction	75	100	-	-	-	-	-	175
Total CIP Expenses	**$ 125**	**$ 100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 225**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
User Fee (pay-as-you-go)/Prior year Funding	125	100	-	-	-	-	-	225
Total CIP Resources	**$ 125**	**$ 100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 225**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	4	4	4	4	4	20
Net Impact	**$ -**	**$ -**	**$ 4**	**$ 4**	**$ 4**	**$ 4**	**$ 4**	**$ 20**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	***2018 Storm Drain CCTV Inspection and Assessment***
Project Number:	16
Project Account:	304-3100-286
Project Description:	2018 Storm Drain CCTV Inspection and Assessment Project
Prior Council Review/Approval:	Bid Award 5-15-2018

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	200	100	100	-	-	-	-	400
Total CIP Expenses	**$ 200**	**$ 100**	**$ 100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 400**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
User Fee (pay-as-you-go)/Prior year Funding	200	100	100	-	-	-	-	400
Total CIP Resources	**$ 200**	**$ 100**	**$ 100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 400**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Storm Water Comp Plan update and Rate Study
Project Number:	17
Project Account:	304-3100-287
Project Description:	Storm Water Comp Plan update and Rate Study
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	100	180	-	-	-	-	-	280
Total CIP Expenses	**$ 100**	**$ 180**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 280**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	100	180	-	-	-	-	-	280
Total CIP Resources	**$ 100**	**$ 180**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 280**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

Project Name:	Pipe Rehabilitation Project
Project Number:	18
Project Account:	304-3100-288
Project Description:	Pipe Rehabilitation Project City wide
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	-	100	150	150	150	150	150	850
Total CIP Expenses	**$ -**	**$ 100**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 850**

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)

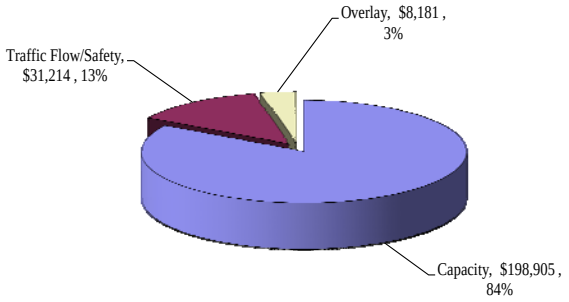
CIP Funds - Resources	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)/Prior year Funding	-	100	150	150	150	150	150	850
Total CIP Resources	**$ -**	**$ 100**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**$ 850**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

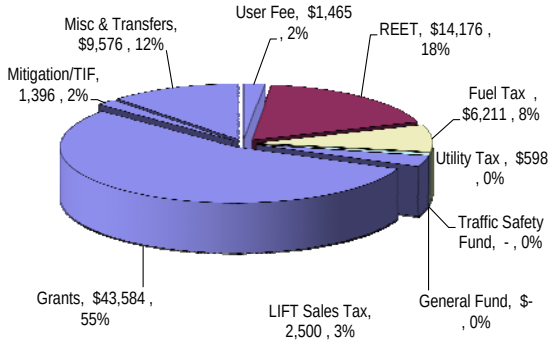
6-YEAR CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

(dollars in thousands)

Total Project Costs $238.3 Million



Total Funding Sources $79.5 Million



Financing Sources	L-T-D thru 2018	Proposed 2019	Proposed 2020	Planned 2021	Planned 2022	Planned 2023	Planned 2024	Total	Unallocated
User Fee	$ 1,465	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,465	$ -
Real Estate Excise Tax	4,839	2,626	2,626	1,046	1,013	1,013	1,013	14,176	-
Fuel Tax	1,231	850	850	820	820	820	820	6,211	-
Utility Tax	598	-	-	-	-	-	-	598	-
Bond Proceeds	-	-	-	-	-	-	-	-	-
General Fund	-	-	-	-	-	-	-	-	-
LIFT Sales Tax	2,500		-	-	-	-	-	2,500	-
Misc./Transfers	3,150	435	5	-	-	-	-	3,590	-
Misc./Transfers - General Fund	1,033	-	-	-	200	-	-	1,233	-
Misc./Transfers - Utility Tax	1,604	337	-	-	-	-	-	1,941	-
Misc./Transfers - Real Estate Excise Tax	1,995	333	-	-	-	-	-	2,328	-
Misc./Transfers - Mitigation/Traffic Impact Fee	484	-	-	-	-	-	-	484	-
Subtotal City Sources	$ 18,899	**$ 4,581**	**$ 3,481**	$ 1,866	$ 2,033	$ 1,833	$ 1,833	$ 34,526	$ -
Grants/Contributions Received	20,992	2,313	-	-	-	-	-	23,305	-
Mitigation/Traffic Impact Funds Received	680	150	-	-	-	-	-	830	-
Grants/Contributions Anticipated	250	1,795	2,833	1,960	2,696	4,311	6,434	20,279	-
Mitigation/Traffic Impact Funds-Anticipated	80	486	-	-	-	-	-	566	-
Total CIP Resources	$ 40,901	**$ 9,325**	**$ 6,314**	$ 3,826	$ 4,729	$ 6,144	$ 8,267	$ 79,506	$ -

Project By Year:

	Project Name	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total	Unfunded
102	Annual Asphalt Overlay Program	-	1,515	1,515	1,013	1,112	1,513	1,513	8,181	-
131	S 320th St @ 1st Ave South	425	-	-	-	-	-	9,891	10,316	3,957
165	SR99 HOV Lanes PH V	27,621	2,843	-	-	-	-	-	30,464	-
168	SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road	200	-	-	2,700	9,597	9,597	-	22,094	21,894
177	S320th Street at I - 5 Bridge Widening	-	-	-	5,612	2,123	62,187	62,187	132,109	132,109
178	Citywide Pedestrian Crossing Improvements	1,231	-	320	320	320	320	320	2,831	-
201	21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Downtown Stair Case)	300	3,311	-	-	-	-	-	3,611	-
202	Adaptive Traffic Control System Project Phase I	68	932	-	-	-	-	-	1,000	-
203	Adaptive Traffic Control System Project Phase II	275	725	-	-	-	-	-	1,000	-
204	SR509: SW 312th St - 21st Ave SW SRTS Project	-	250	1,400	-	-	-	-	1,650	-
205	S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	-	-	700	-	-	700	-
207	City Center Access Phase I - Environmental process update	1,500	1,000	1,422	-	-	-	-	3,922	-
208	Street Light LED Conversion	3,150	360	-	-	-	-	-	3,510	-
211	Military and S 298th Street Compact Roundabout	140	863	-	-	-	-	-	1,003	-
212	SR 509 - 9th Pl to 11th Pl S Pedestrian Improvement	100	1,350	-	-	-	-	-	1,450	-
213	Variable Lane Use Control Signs	-	752	-	-	-	-	-	752	-
214	SW320th - 11th Ave SW to 3rd Place SW Preservation Project	-	-	-	-	978	-	-	978	-
215	SW356th - 15th Ave SW to 4th Ave SW Preservation Project	-	-	41	49	1,294	-	-	1,384	-
216	Adaptive Traffic Control System Project Phase III	-	-	-	113	687	-	-	800	-
217	47th Ave SW and SW Dash Point Road Compact Roundabout	-	150	550	-	-	-	-	700	-
218	City Wide Safety - Horizontal Curve Improvements	-	92	433	-	-	-	-	525	-
219	16th Ave Trail - S 308th Street to S 288th Street	-	-	-	700	650	4,600	-	5,950	900
220	Citywide Greenway Plan Pedestrian and Bicycle Improvements	-	320	-	-	-	-	-	320	-
000	Sound Transit	250	300	500	500	500	500	500	3,050	-
Total Projects		$ 35,260	**$ 14,763**	**$ 6,181**	$ 11,007	$ 17,961	$ 78,717	$ 74,411	$ 238,300	$ 158,860
Unfunded Needs			**$ -**	**$ -**	**$ 8,312**	**$ 11,831**	**$ 72,573**	**$ 66,144**	**$ 158,860**	$ 158,860
Project Impact on M&O Costs		**$ -**	**$ 30**	**$ 41**	**$ 47**	**$ 55**	**$ 67**	**$ 77**	**$ 317**	**$ 317**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Annual Asphalt Overlay Program
Project Account:	102-4400-517-595-30-XXX
Project Description & Justification:	Asphalt Overlay projects are based upon the Pavement Management System ratings. Funds for this program consist of Arterial Street Fuel Tax and Utility Tax. The resurfacing program is necessary to preserve the integrity of the existing street infrastructure and must be done prior to other capital improvements.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services/ Design	$ -	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 720
Construction	-	1,289	1,289	789	888	1,289	1,289	6,833
Construction Management	-	106	106	104	104	104	104	628
Total CIP Expenses	**$ -**	**$ 1,515**	**$ 1,515**	**$ 1,013**	**$ 1,112**	**$ 1,513**	**$ 1,513**	**$ 8,181**

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 2018	2019	2020	2021	2022	2023	2024	Total
Fuel Tax	$ -	$ 530	$ 530	$ -	$ 99	$ 500	$ 500	$ 2,159
Real Estate Excise Tax	-	1,013	1,013	1,013	1,013	1,013	1,013	6,078
Misc./Transfers	-	5	5	-	-	-	-	10
Total CIP Resources	**$ -**	**$ 1,548**	**$ 1,548**	**$ 1,013**	**$ 1,112**	**$ 1,513**	**$ 1,513**	**$ 8,247**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	S 320th St @ 1st Ave South
Project Account:	306-4400-131
Project Description & Justification:	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.
Prior Council Review/Approval:	Reprioritization of Funds January 16, 2009

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	$ -	$ -	$ -	$ -	$ -		$ 800	$ 800
Consultant Services	425	-	-	-	-		600	1,025
Construction	-	-	-	-	-		7,491	7,491
Construction Management	-	-	-	-	-		1,000	1,000
Total CIP Expenses	**$ 425**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 9,891**	**$ 10,316**

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 2018	2019	2020	2021	2022	2023	2024	Total
Mitigation/Traffic Impact Funds Received	$ 230	$ -	$ -	$ -	$ -	$ -	$ -	$ 230
Grants/Contributions Anticipated	-	-	-	-	-		5,934	5,934
Misc./Transfers - Real Estate Excise Tax	195	-	-	-	-		-	195
Unfunded Needs	-	-	-	-	-		3,957	3,957
Total CIP Resources	**$ 425**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 9,891**	**$ 10,316**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	6	6	12
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6**	**$ 6**	**$ 12**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SR99 HOV Lanes PH V
Project Account:	306-4400-165
Project Description & Justification:	This project reconstructs portions of and widen 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. To improve traffic flow, safety, and reduce accidents and delay. The M&O is for ROW maintenance based on scope of the project and is projected at $30K/year beginning in 2018.
Prior Council Review/Approval:	***100% Status Report and Authorization to bid May 2, 2016***

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	$ 3,420	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,420
Consultant Services	2,376	-	-	-	-	-	-	2,376
Construction	16,700	2,843	-	-	-	-	-	19,543
Construction Management	3,455	-	-	-	-	-	-	3,455
Contingencies	1,670	-	-	-	-	-	-	1,670
Total CIP Expenses	**$ 27,621**	**$ 2,843**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,464**

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 2018	2019	2020	2021	2022	2023	2024	Total
User Fee (pay-as-you-go)	$ 1,465	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,465
Real Estate Excise Tax	3,226	1,468	-	-	-	-	-	4,694
Utility Tax	598	-	-	-	-	-	-	598
Grants/Contributions Received	19,922	-	-	-	-	-	-	19,922
Mitigation/Traffic Impact Funds Receive	250	-	-	-	-	-	-	250
Misc./Transfers - Utility Tax	1,402	-	-	-	-	-	-	1,402
Misc./Transfers - Real Estate Excise Tax	1,800	333	-	-	-	-	-	2,133
Total CIP Resources	**$ 28,663**	**$ 1,801**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,464**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	30	30	30	30	30	30	180
Net Impact	**$ -**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 180**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road
Project Account:	306-4400-168
Project Description & Justification:	Widen to 5 lanes The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	$ -	$ -	$ -	$ 1,200	$ -	$ -	$ -	$ 1,200
Consultant Services	200	-	-	1,500	-	-	-	1,700
Construction	-	-	-	-	9,597	9,597	-	19,194
Total CIP Expenses	**$ 200**	**$ -**	**$ -**	**$ 2,700**	**$ 9,597**	**$ 9,597**	**$ -**	**$ 22,094**

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 2018	2019	2020	2021	2022	2023	2024	Total
Mitigation/Traffic Impact Funds Receive	$ 200	$ -	$ -	$ -	$ -	$ -	$ -	$ 200
Unfunded Needs	-	-	-	2,700	9,597	9,597	-	21,894
Total CIP Resources	**$ 200**	**$ -**	**$ -**	**$ 2,700**	**$ 9,597**	**$ 9,597**	**$ -**	**$ 22,094**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	8	8	8	24
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8**	**$ 8**	**$ 8**	**$ 24**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name: S320th Street at I - 5 Bridge Widening
Project Account: 306-4400-177

Project Description & Justification: Widen S 320th Street bridge over I-5 to 7 lanes with sidewalks. Re-align loop ramp and NB off-ramp. This phase of the project is for final engineering and right of way acquisition and is listed as Phase 4A in the PSRC 2030 Regional Plan. This is one of multiple phases modifying the existing S 320th St/I-5 Interchange. This phase will add HOVlanes and sidewalks in each direction of the bridge structure, replace the loop ramp and modify ramps sections south of the interchange, and provide a Collector Distributor (CD) lane.

Benefits:

- HOV lanes promote transit ridership alleviating increased congestion and poor air quality. Additionally, the HOV lanes support the new service routes to the regional Park & Ride enhancing on time reliability to commuters.
- Loop ramp replacement removes current safety issues of the non-standard radius of the existing ramp reducing collision incidences.
- The CD lane addition removes vehicles from the interchange intersections as well as the freeway increasing free flow operations and time savings to a person's day.
- Economic development is promoted through reduced travel times and livability to the City Center.

Prior Council Review/Approval:

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ -	$ -	$ 5,612	$ 2,123	$ -	$ -	$ 7,735
Construction	-	-	-	-	-	62,187	62,187	124,374
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 5,612**	**$ 2,123**	**$ 62,187**	**$ 62,187**	**$ 132,109**

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 2018	2019	2020	2021	2022	2023	2024	Total
Unfunded Needs	$ -	$ -	$ -	$ 5,612	$ 2,123	$ 62,187	$ 62,187	$ 132,109
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ 5,612**	**$ 2,123**	**$ 62,187**	**$ 62,187**	**$ 132,109**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Citywide Pedestrian Crossing Improvements
Project Account:	306-4400-178
Project Description & Justification:	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
Benefits:	
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	$ 1,231	$ -	$ 320	$ 320	$ 320	$ 320	$ 320	$ 2,831
Total CIP Expenses	**$ 1,231**	**$ -**	**$ 320**	**$ 320**	**$ 320**	**$ 320**	**$ 320**	**$ 2,831**

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 2018	2019	2020	2021	2022	2023	2024	Total
Fuel Tax	$ 1,231	$ -	$ 320	$ 320	$ 320	$ 320	$ 320	$ 2,831
Total CIP Resources	**$ 1,231**	**$ -**	**$ 320**	**$ 320**	**$ 320**	**$ 320**	**$ 320**	**$ 2,831**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Downtown Stair Case)
Project Account:	306-4400-201
Project Description & Justification:	Construct staircase with ADA-accessible ramp to connect to an extension of 21st Avenue S between S 314th Street and S 316th Street. The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ 300
Construction	-	2,900	-	-	-	-	-	2,900
Construction Management	-	121	-	-	-	-	-	121
Contingencies	-	290		-	-	-	-	290
Total CIP Expenses	**$ 300**	**$ 3,311**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,611**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Received	$ 300	$ 200	$ -	$ -	$ -	$ -	$ -	$ 500
Mitigation/Traffic Impact Funds-Anticipa	-	486	-	-	-	-	-	486
Misc./Transfers - Utility Tax	125	-	-	-	-	-	-	125
LIFT	2,500	-	-	-	-	-	-	2,500
Total CIP Resources	**$ 2,925**	**$ 686**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,611**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	5	5	5	5	5	25
Net Impact	**$ -**	**$ -**	**$ 5**	**$ 5**	**$ 5**	**$ 5**	**$ 5**	**$ 25**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Adaptive Traffic Control System Project Phase I
Project Account:	306-4400-202
Project Description & Justification:	This project is to implement an adaptive traffic control system in the City Center The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 2/16/16

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 68	$ -	$ -	$ -	$ -	$ -	$ -	$ 68
Construction	-	932	-	-	-	-	-	932
Total CIP Expenses	**$ 68**	**$ 932**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Received	$ 60	$ 800	$ -	$ -	$ -	$ -	$ -	$ 860
Misc./Transfers - Utility Tax	8	132	-	-	-	-	-	140
Total CIP Resources	**$ 68**	**$ 932**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Adaptive Traffic Control System Project Phase II
Project Account:	306-4400-203
Project Description & Justification:	This project is to Expand the adaptive traffic control system to Pacific Highway South and S348th Corridors The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 7/19/16

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 275	$ -	$ -	$ -	$ -	$ -	$ -	$ 275
Construction	-	725	-	-	-	-	-	725
Total CIP Expenses	**$ 275**	**$ 725**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Received	$ 250	$ 650	$ -	$ -	$ -	$ -	$ -	$ 900
Misc./Transfers - Utility Tax	25	75	-	-	-	-	-	100
Total CIP Resources	**$ 275**	**$ 725**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SR509: SW 312th St - 21st Ave SW SRTS Project
Project Account:	306-4400-204
Project Description & Justification:	This project provides an 8 ft. sidewalk and bicycle lane on the south side of Dash Point Rd from the Sw312th Street to 21st Ave SW The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ 250	$ -	$ -	$ -	$ -	$ -	$ 250
Construction	-	-	1,150	-	-	-	-	1,150
Construction Management	-	-	150	-	-	-	-	150
Contingencies	-	-	100	-	-	-	-	100
Total CIP Expenses	**$ -**	**$ 250**	**$ 1,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,650**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Anticipated	$ -	$ -	$ 1,350	$ -	$ -	$ -	$ -	$ 1,350
Misc./Transfers - General Fund	256	-	-	-	-	-	-	256
Misc./Transfers - Utility Tax	44	-	-	-	-	-	-	44
Total CIP Resources	**$ 300**	**$ -**	**$ 1,350**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,650**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	6	6	6	6	24
Net Impact	**$ -**	**$ -**	**$ -**	**$ 6**	**$ 6**	**$ 6**	**$ 6**	**$ 24**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)
Project Account:	306-4400-205
Project Description & Justification:	This project provides an 8 ft. sidewalk on the north side of S312th Street from the entrance to Steel Lake Park to 28th Ave S The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ -	$ -	$ -	$ 100	$ -	$ -	$ 100
Construction	-	-	-	-	500	-	-	500
Construction Management	-	-	-	-	100	-	-	100
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 700**	**$ -**	**$ -**	**$ 700**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Anticipated	$ -	$ -	$ -	$ -	$ 500	$ -	$ -	$ 500
Misc./Transfers - General Fund	-	-	-	-	200	-	-	200
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 700**	**$ -**	**$ -**	**$ 700**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	6	6	12
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6**	**$ 6**	**$ 12**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	City Center Access Phase I - Environmental process update
Project Account:	306-4400-207
Project Description & Justification:	Updating the Environmental process for the City Center Access Improvements The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 1,500	$ 1,000	$ 1,422	$ -	$ -	$ -	$ -	$ 3,922
Total CIP Expenses	**$ 1,500**	**$ 1,000**	**$ 1,422**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,922**

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 2018	2019	2020	2021	2022	2023	2024	Total
Real Estate Excise Tax	$ 1,613	$ -	$ 1,422	$ -	$ -	$ -	$ -	$ 3,035
Misc./Transfers - General Fund	403	-	-	-	-	-	-	403
Misc./Transfers - Mitigation/Traffic Impa	484	-	-	-	-	-	-	484
Total CIP Resources	**$ 2,500**	**$ -**	**$ 1,422**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,922**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Street Light LED Conversion
Project Account:	306-4400-208
Project Description & Justification:	Street Light conversion to LED The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Presented to Council as part of the 10 years Capital Replacement Plan

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 150	$ -	$ -	$ -	$ -	$ -	$ -	$ 150
Construction	3,000	360	-	-	-	-	-	3,360
Total CIP Expenses	**$ 3,150**	**$ 360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,510**

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 2018	2019	2020	2021	2022	2023	2024	Total
Misc./Transfers	$ 3,150	$ 360	$ -	$ -	$ -	$ -	$ -	$ 3,510
Total CIP Resources	**$ 3,150**	**$ 360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,510**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Military and S 298th Street Compact Roundabout
Project Account:	306-4400-211
Project Description & Justification:	This project will construct a compact roundabout at the intersection of Military Rd S and S 298th St The M&O is for ROW maintenance based on scope of the project.
Prior Council Review/Approval:	Council Authorization to Bid 5-15-2018

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	$ 3	$ -	$ -	$ -	$ -	$ -	$ -	$ 3
Consultant Services	137	-	-	-	-	-	-	137
Construction	-	863	-	-	-	-	-	863
Total CIP Expenses	**$ 140**	**$ 863**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,003**

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 2018	2019	2020	2021	2022	2023	2024	Total
Real Estate Excise Tax	$ -	$ 145	$ -	$ -	$ -	$ -	$ -	$ 145
Grants/Contributions Received	60	663	-	-	-	-	-	723
Mitigation/Traffic Impact Funds-Anticipated	80	-	-	-	-	-	-	80
Misc./Transfers	-	55	-	-	-	-	-	55
Total CIP Resources	**$ 140**	**$ 863**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,003**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SR 509 - 9th Pl to 11th Pl S Pedestrian Improvement
Project Account:	306-4400-212
Project Description & Justification:	This project provides a sidewalks and Bicycle Lane on the south side of SR509 from the existing improvements in front of the Christ's Church to east entrance to Sacajawea MS The M&O is for ROW maintenance based on scope of the project.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ 100	$ -	$ -	$ -	$ -	$ -	$ -	$ 100
Construction	-	1,350	-	-	-	-	-	1,350
Total CIP Expenses	**$ 100**	**$ 1,350**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,450**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Received	$ 400	$ -	$ -	$ -	$ -	$ -	$ -	$ 400
Grants/Contributions Anticipated		676	-	-	-	-	-	676
Misc./Transfers - General Fund	374	-	-	-	-	-	-	374
Total CIP Resources	**$ 774**	**$ 676**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,450**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	6	6	6	6	6	30
Net Impact	**$ -**	**$ -**	**$ 6**	**$ 6**	**$ 6**	**$ 6**	**$ 6**	**$ 30**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Variable Lane Use Control Signs
Project Account:	306-4400-213
Project Description & Justification:	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.
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services		$ 150	$ -	$ -	$ -	$ -	$ -	$ 150
Construction	-	602	-	-	-	-	-	602
Total CIP Expenses	**$ -**	**$ 752**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 752**

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 2018	2019	2020	2021	2022	2023	2024	Total
Mitigation/Traffic Impact Funds Received		$ 150	$ -	$ -	$ -	$ -	$ -	$ 150
Grants/Contributions Anticipated	-	602	-	-	-	-	-	602
Total CIP Resources	**$ -**	**$ 752**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 752**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SW320th - 11th Ave SW to 3rd Place SW Preservation Project
Project Account:	306-4400-214
Project Description & Justification:	Under the Federally funded preservation program Grant this project will modify facilities to meet to meet ADA standard, pavement repair and HMA overlay and pavement markings The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ -	$ -		$ 100	$ -	$ -	$ 100
Construction	-	-	-		878	-	-	878
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 978**	**$ -**	**$ -**	**$ 978**

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 2018	2019	2020	2021	2022	2023	2024	Total
Fuel Tax	$ -	$ -	$ -		$ 401	$ -	$ -	$ 401
Grants/Contributions Anticipated	-	-	-		577	-	-	577
Total CIP Resources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 978**	**$ -**	**$ -**	**$ 978**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	SW356th - 15th Ave SW to 4th Ave SW Preservation Project
Project Account:	306-4400-215
Project Description & Justification:	Under the Federally funded preservation program Grant this project will modify facilities to meet to meet ADA standard, pavement repair and HMA overlay and pavement markings The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ -	$ 41	$ 49		$ -	$ -	$ 90
Construction	-	-	-	-	1,294	-	-	1,294
Total CIP Expenses	**$ -**	**$ -**	**$ 41**	**$ 49**	**$ 1,294**	**$ -**	**$ -**	**$ 1,384**

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 2018	2019	2020	2021	2022	2023	2024	Total
Real Estate Excise Tax	$ -	$ -	$ 41	$ 33		$ -	$ -	$ 74
Fuel Tax	-	-	-	500		-	-	500
Grants/Contributions Anticipated	-	-	-	810		-	-	810
Total CIP Resources	**$ -**	**$ -**	**$ 41**	**$ 1,343**	**$ -**	**$ -**	**$ -**	**$ 1,384**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Adaptive Traffic Control System Project Phase III
Project Account:	306-4400-216
Project Description & Justification:	This project is to expand the adaptive traffic control system to SR 99 and Military Road north of City That was not implemented in Pase 1 and Phase 2 The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submit for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	$ -	$ -	$ -	$ 113	$ -	$ -	$ -	$ 113
Construction	-	-	-	-	687	-	-	687
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 113**	**$ 687**	**$ -**	**$ -**	**$ 800**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Grants/Contributions Anticipated	$ -	$ -	$ -	$ 100	$ 580	$ -	$ -	$ 680
Misc./Transfers - Utility Tax		120	-			-	-	120
Total CIP Resources	**$ -**	**$ 120**	**$ -**	**$ 100**	**$ 580**	**$ -**	**$ -**	**$ 800**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	47th Ave SW and SW Dash Point Road Compact Roundabout
Project Account:	306-4400-217
Project Description & Justification:	This project will construct a compact roundabout at the intersection of 47th Ave SW and SW Dash The M&O is for ROW maintenance based on scope of the project.
Prior Council Review/Approval:	Authorization to submitt for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Consultant Services	$ -	$ 150	$ -	$ -	$ -	$ -	$ -	$ 150
Construction	-	-	550	-	-	-	-	550
Total CIP Expenses	**$ -**	**$ 150**	**$ 550**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 700**

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 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Grants/Contributions Anticipated	$ -	$ 135	$ 550	$ -	$ -	$ -	$ -	$ 685
Misc./Transfers	-	15	-	-	-	-	-	15
Total CIP Resources		**$ 150**	**$ 550**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 700**

Impact on Operating Funds	**L-T-D thru 2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total**
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	City Wide Safety - Horizontal Curve Improvements
Project Account:	306-4400-218
Project Description & Justification:	Providing Citywide Horizontal Curve Safety Improvements with additional signage The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Consultant Services	$ -	$ 92	$ -	$ -	$ -	$ -	$ -	$ 92
Construction	-	-	433	-	-	-	-	433
Total CIP Expenses	**$ -**	**$ 92**	**$ 433**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 525**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Anticipated	$ -	$ 82	$ 433	$ -	$ -	$ -	$ -	$ 515
Misc./Transfers - Utility Tax	-	10	-	-	-	-	-	10
Total CIP Resources	**$ -**	**$ 92**	**$ 433**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 525**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	16th Ave Trail - S 308th Street to S 288th Street
Project Account:	306-4400-219
Project Description & Justification:	The project involves construction of a non-motorized shared-use path along the Pacific Highway South between S 308th Street and S 288th Street The M&O is for ROW maintenance based on scope of the project
Prior Council Review/Approval:	Authorization to submitt for grant funding 3/20/18

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Property Acquisition	$ -	$ -	$ -		$ 650	$ -	$ -	$650
Consultant Services	-	-	-	700	-	-	-	700
Construction	-	-	-	-	-	4,600	-	4,600
Total CIP Expenses	**$ -**	**$ -**	**$ -**	**$ 700**	**$ 650**	**$ 4,600**	**$ -**	**$5,950**

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 2018	2019	2020	2021	2022	2023	2024	Total
Real Estate Excise Tax	$ -	$ -	$ 150		$ -	$ -	$ -	$150
Grants/Contributions Anticipated	-	-	-	550	539	3,811	-	4,900
Unfunded Needs	-	-	-	-	111	789	-	900
Total CIP Resources	**$ -**	**$ -**	**$ 150**	**$ 550**	**$ 650**	**$ 4,600**	**$ -**	**$5,950**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	10	10
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10**	**$ 10**

CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

Project Name:	Citywide Greenway Plan Pedestrian and Bicycle Improvements
Project Account:	306-4400-220
Project Description & Justification:	The intention of the Citywide Greenway Plan Pedestrian and Bicycle Improvements Program is to improve safety for pedestrians crossing roadways. This Program is funded by gas tax revenue dedicated to transportation safety improvements
Benefits:	
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Construction	$ -	$ 320	$ -	$ -	$ -	$ -	$ -	$ 320
Total CIP Expenses	**$ -**	**$ 320**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 320**

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 2018	2019	2020	2021	2022	2023	2024	Total
Fuel Tax	$ -	$ 320	$ -	$ -	$ -	$ -	$ -	$ 320
Total CIP Resources	**$ -**	**$ 320**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 320**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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.
Benefits:	
Prior Council Review/Approval:	

Projected Expenditures ($1,000's)

CIP Funds - Expenses	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Staff Salaries and Benefits	$ 250	$ 300	$ 500	$ 500	$ 500	$ 500	$ 500	$ 3,050
Total CIP Expenses	**$ 250**	**$ 300**	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 3,050**

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 2018	2019	2020	2021	2022	2023	2024	Total
Grants/Contributions Anticipated	$ 250	$ 300	$ 500	$ 500	$ 500	$ 500	$ 500	$ 3,050
Total CIP Resources	**$ 250**	**$ 300**	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 3,050**

Impact on Operating Funds	L-T-D thru 2018	2019	2020	2021	2022	2023	2024	Total
Revenue Increase/(Decrease)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
Net Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROPOSITION 1 – BUDGET DETAIL

At the November 2006 general election, Federal Way voters approved a 1.75% tax rate increase (for a total rate of 7.75%) on all utilities. This additional utility tax is projected to raise $2.7M in 2019 and 2020 to fund the qualifying Proposition 1 positions consisting of 25.5 FTEs in public defender, police, prosecution, court, code enforcement, parks maintenance and related support functions.

The enhancement of police and community safety focused first on improving the core functions of policing: patrol, traffic, and investigations. The proposition added 19 sworn police officers and one record clerk in the Police Department. It also provided more funds for municipal court, city criminal prosecution, and jail and support services, whose workload will increase with an increased number of police officers. Finally the proposition added one additional code compliance officer, related legal support, one maintenance worker, and funding for City park security.

The proposition is an integrated strategy designed to make a substantial impact on the most essential public and community safety needs and supplements existing services.

The table below provides the ongoing cost funding these positions and related costs.

			Proposed Budget $	
FTE	**Program**	**Description**	**2019**	**2020**
	Public Defender	Increase Public Defender	51,076	51,076
-		**TOTAL MAYOR'S OFFICE**	**51,076**	**51,076**
1.00	Code Compliance Officer	Salary	67,423	69,863
		Benefits	23,697	25,355
1.00		**TOTAL COMMUNITY & ECONOMIC DEVELOPMENT**	**91,120**	**95,218**
1.50	Prosecutor	Salary	139,344	147,216
		Benefits	48,770	51,526
0.50	Assistant City Attorney (code compliance)	Salary	50,334	52,602
		Benefits	23,308	24,406
2.00		**TOTAL LAW**	**261,756**	**275,749**
0.50	Judge	Salary	79,019	79,019
		Benefits	31,152	31,209
1.00	Court Clerk 1	Salary	53,760	55,644
		Benefits	18,816	19,475
1.50		**TOTAL MUNICIPAL COURT**	**182,747**	**185,347**
1.00	Maintenance Worker 1	Salary	61,598	62,839
		Benefits	23,239	23,398
		Pierce County Security Contract	18,600	17,200
1.00		**TOTAL PARKS & RECREATION**	**103,437**	**103,437**
1.00	Records Specialist	Records Specialist (1) - Salary	54,544	55,362
		Records Specialist (1) - Benefits	19,446	19,736
17.00	17 Police Officers	Police Officers (17) -Salary	1,821,718	1,825,903
		Police Officers (17) -Benefits	531,431	532,377
2.00	Lieutenant	Lieutenant (2) - Salary	243,378	244,041
		Lieutenant (2) - Benefits	85,722	87,000
20.00		**TOTAL POLICE**	**2,756,239**	**2,764,419**
25.50			**3,446,375**	**3,475,245**

2018 SALARY SCHEDULE

	City Council	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
01C	Deputy Mayor			$1,196						$14,352			
01A	Council Member			$1,196						$14,352			
31a	Executive Asst. to Council	$4,804	$5,020	$5,246	$5,482	$5,729	$6,084	$57,648	$60,240	$62,952	$65,784	$68,748	$73,008
	Mayor's Office	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
61	Mayor			$10,668						$128,020			
51a	Senior Policy Advisor			$9,680						$116,160			
32a	Communication Coordinator			$5,417						$65,004			
36a	Executive Asst. to the Mayor	$5,222	$5,457	$5,703	$5,960	$6,228	$6,614	$62,664	$65,484	$68,436	$71,520	$74,736	$79,368
	Performing Arts & Event Center	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
43	Operations Manager	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
	Economic Development	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58i	Director			$12,261						$147,132			
	Emergency Management	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
50	Emergency Manager	$7,453	$7,788	$8,138	$8,504	$8,887	$9,438	$89,436	$93,456	$97,656	$102,048	$106,644	$113,256
	Information Technology	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
55a	Manager			$10,828						$129,936			
32	IT Tech. 2	$4,779	$4,994	$5,219	$5,454	$5,699	$6,052	$57,348	$59,928	$62,628	$65,448	$68,388	$72,624
39	IT Analyst	$5,679	$5,935	$6,202	$6,481	$6,773	$7,193	$68,148	$71,220	$74,424	$77,772	$81,276	$86,316
44	IT Supervisor - Systs./Help Desk	$6,427	$6,716	$7,018	$7,334	$7,664	$8,139	$77,124	$80,592	$84,216	$88,008	$91,968	$97,668
35	IT Application Specialist	$5,096	$5,325	$5,565	$5,815	$6,077	$6,454	$61,152	$63,900	$66,780	$69,780	$72,924	$77,448
	Clerk's Office	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
45	City Clerk/Records Administrator	$6,586	$6,882	$7,192	$7,516	$7,854	$8,341	$79,032	$82,584	$86,304	$90,192	$94,248	$100,092
29	Deputy City Clerk	$5,022	$5,248	$5,484	$5,731	$5,989	$6,360	$60,264	$62,976	$65,808	$68,772	$71,868	$76,320
	Human Resources	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
51a	Manager			$10,413						$124,956			
37	Human Resources Technician	$5,406	$5,649	$5,903	$6,169	$6,447	$6,847	$64,872	$67,788	$70,836	$74,028	$77,364	$82,164
18	Admin Assistant I	$3,380	$3,532	$3,691	$3,857	$4,031	$4,281	$40,560	$42,384	$44,292	$46,284	$48,372	$51,372
	Community Development	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58c	Director			$12,751						$153,012			
10	Graffiti Technician	$2,773	$2,898	$3,028	$3,164	$3,306	$3,511	$33,276	$34,776	$36,336	$37,968	$39,672	$42,132
24	Development Specialist	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
30	Permit Center Supervisor	$4,550	$4,755	$4,969	$5,193	$5,427	$5,763	$54,600	$57,060	$59,628	$62,316	$65,124	$69,156
31	CDBG Coordinator	$4,664	$4,874	$5,093	$5,322	$5,561	$5,906	$55,968	$58,488	$61,116	$63,864	$66,732	$70,872
32	Associate Planner	$4,779	$4,994	$5,219	$5,454	$5,699	$6,052	$57,348	$59,928	$62,628	$65,448	$68,388	$72,624
34	Inspector/Plans Examiner	$5,274	$5,511	$5,759	$6,018	$6,289	$6,679	$63,288	$66,132	$69,108	$72,216	$75,468	$80,148
35	Code Compliance Officer	$5,147	$5,379	$5,621	$5,874	$6,138	$6,519	$61,764	$64,548	$67,452	$70,488	$73,656	$78,228
36	Comb. Elect./Bldg. Inspector	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
36	Plans Examiner	$5,821	$6,083	$6,357	$6,643	$6,942	$7,372	$69,852	$72,996	$76,284	$79,716	$83,304	$88,464

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38	Senior Planner	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
41	Principal Planner	$5,969	$6,238	$6,519	$6,812	$7,119	$7,560	$71,628	$74,856	$78,228	$81,744	$85,428	$90,720
50	Building Official	$7,453	$7,788	$8,138	$8,504	$8,887	$9,438	$89,436	$93,456	$97,656	$102,048	$106,644	$113,256
46	Community Services Manager	$6,752	$7,056	$7,374	$7,706	$8,053	$8,552	$81,024	$84,672	$88,488	$92,472	$96,636	$102,624
46	Planning Manager	$6,752	$7,056	$7,374	$7,706	$8,053	$8,552	$81,024	$84,672	$88,488	$92,472	$96,636	$102,624
24	Admin Assistant II	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
18	Admin Assistant I	$3,380	$3,532	$3,691	$3,857	$4,031	$4,281	$40,560	$42,384	$44,292	$46,284	$48,372	$51,372
14	Office Technician II	$3,063	$3,201	$3,345	$3,496	$3,653	$3,879	$36,756	$38,412	$40,140	$41,952	$43,836	$46,548
	Court	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58g	Judge			$12,753						$153,037			
50a	Court Administrator			$9,349						$112,188			
39	Court Services Supervisor	$5,679	$5,935	$6,202	$6,481	$6,773	$7,193	$68,148	$71,220	$74,424	$77,772	$81,276	$86,316
c14	Court Clerk 1	$3,187	$3,330	$3,480	$3,637	$3,801	$4,037	$38,244	$39,960	$41,760	$43,644	$45,612	$48,444
c21	Court Clerk 2	$3,790	$3,961	$4,139	$4,325	$4,520	$4,800	$45,480	$47,532	$49,668	$51,900	$54,240	$57,600
41	Probation Supervisor	$5,969	$6,238	$6,519	$6,812	$7,119	$7,560	$71,628	$74,856	$78,228	$81,744	$85,428	$90,720
34	Probation Officer	$5,022	$5,248	$5,484	$5,731	$5,989	$6,360	$60,264	$62,976	$65,808	$68,772	$71,868	$76,320
	Finance	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58b	Director			$12,825						$153,900			
21	Accounting Tech. I	$3,643	$3,807	$3,978	$4,157	$4,344	$4,613	$43,716	$45,684	$47,736	$49,884	$52,128	$55,356
24	Accounting Tech. II	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
31	Payroll Analyst	$4,664	$4,874	$5,093	$5,322	$5,561	$5,906	$55,968	$58,488	$61,116	$63,864	$66,732	$70,872
37	Financial Analyst	$5,406	$5,649	$5,903	$6,169	$6,447	$6,847	$64,872	$67,788	$70,836	$74,028	$77,364	$82,164
52	Accounting Manager	$7,831	$8,183	$8,551	$8,936	$9,338	$9,917	$93,972	$98,196	$102,612	$107,232	$112,056	$119,004
	Law	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58e	City Attorney			$12,204						$146,448			
56	Deputy City Attorney	$8,643	$9,032	$9,438	$9,863	$10,307	$10,946	$103,716	$108,384	$113,256	$118,356	$123,684	$131,352
24	Legal Assistant	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
29	Paralegal	$4,439	$4,639	$4,848	$5,066	$5,294	$5,622	$53,268	$55,668	$58,176	$60,792	$63,528	$67,464
29	Domestic Violence Legal Liaison	$4,439	$4,639	$4,848	$5,066	$5,294	$5,622	$53,268	$55,668	$58,176	$60,792	$63,528	$67,464
33	Lead Paralegal	$4,900	$5,121	$5,351	$5,592	$5,844	$6,206	$58,800	$61,452	$64,212	$67,104	$70,128	$74,472
45	Prosecutor	$6,586	$6,882	$7,192	$7,516	$7,854	$8,341	$79,032	$82,584	$86,304	$90,192	$94,248	$100,092
48	Chief Prosecutor	$7,095	$7,414	$7,748	$8,097	$8,461	$8,986	$85,140	$88,968	$92,976	$97,164	$101,532	$107,832
53	Assistant City Attorney	$8,028	$8,389	$8,767	$9,162	$9,574	$10,168	$96,336	$100,668	$105,204	$109,944	$114,888	$122,016
	Parks	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58a	Director			$11,911						$142,932			
58	Deputy Director	$9,083	$9,492	$9,919	$10,365	$10,831	$11,503	$108,996	$113,904	$119,028	$124,380	$129,972	$138,036
8	Lead Lifeguard	$2,988	$3,122	$3,262	$3,409	$3,562	$3,783	$35,856	$37,464	$39,144	$40,908	$42,744	$45,396
33	Graphics Coordinator	$4,900	$5,121	$5,351	$5,592	$5,844	$6,206	$58,800	$61,452	$64,212	$67,104	$70,128	$74,472
23	Chef/Kitchen Supervisor	$3,828	$4,000	$4,180	$4,368	$4,565	$4,848	$45,936	$48,000	$50,160	$52,416	$54,780	$58,176
30	Facility Services Coordinator	$4,900	$5,121	$5,351	$5,592	$5,844	$6,206	$58,800	$61,452	$64,212	$67,104	$70,128	$74,472
30	Recreation Coordinator	$4,900	$5,121	$5,351	$5,592	$5,844	$6,206	$58,800	$61,452	$64,212	$67,104	$70,128	$74,472
33	Recreation Coord. 2/Aquatics	$5,274	$5,511	$5,759	$6,018	$6,289	$6,679	$63,288	$66,132	$69,108	$72,216	$75,468	$80,148
38	Parks & Facilities Supervisor	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
43	Recreation Manager	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
43	Community Center Manager	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
43	Dumas Bay Manager	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
43	Parks & Facilities Manager	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
24	Admin Assistant II	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
18	Admin Assistant I	$3,380	$3,532	$3,691	$3,857	$4,031	$4,281	$40,560	$42,384	$44,292	$46,284	$48,372	$51,372
14	Office Technician II	$3,063	$3,201	$3,345	$3,496	$3,653	$3,879	$36,756	$38,412	$40,140	$41,952	$43,836	$46,548
m14	Custodian - Community Center	$3,190	$3,333	$3,501	$3,659	$3,823	$4,059	$38,280	$39,996	$42,012	$43,908	$45,876	$48,708
m26	Aquatic Facility Operator	$4,456	$4,655	$4,892	$5,084	$5,311	$5,642	$53,472	$55,860	$58,704	$61,008	$63,732	$67,704
m22	Maintenance Worker I	$4,034	$4,217	$4,405	$4,603	$4,812	$5,060	$48,408	$50,604	$52,860	$55,236	$57,744	$60,720
m26	Maintenance Worker II	$4,456	$4,655	$4,892	$5,084	$5,311	$5,642	$53,472	$55,860	$58,704	$61,008	$63,732	$67,704

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	Public Works	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58h	Director			$12,961						$155,532			
58	Deputy Public Works Director	$9,083	$9,492	$9,919	$10,365	$10,831	$11,503	$108,996	$113,904	$119,028	$124,380	$129,972	$138,036
26	Fleet Maintenance Coord.	$4,120	$4,305	$4,499	$4,701	$4,913	$5,218	$49,440	$51,660	$53,988	$56,412	$58,956	$62,616
30	Engineering Technician	$4,779	$4,994	$5,219	$5,454	$5,699	$6,052	$57,348	$59,928	$62,628	$65,448	$68,388	$72,624
30	SWM Engineering Technician	$4,779	$4,994	$5,219	$5,454	$5,699	$6,052	$57,348	$59,928	$62,628	$65,448	$68,388	$72,624
33	Construction Inspector	$5,406	$5,649	$5,903	$6,169	$6,447	$6,847	$64,872	$67,788	$70,836	$74,028	$77,364	$82,164
33	SWM Inspector	$5,406	$5,649	$5,903	$6,169	$6,447	$6,847	$64,872	$67,788	$70,836	$74,028	$77,364	$82,164
38	Engineering Plans Reviewer	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
35	Recycling Project Manager	$5,147	$5,379	$5,621	$5,874	$6,138	$6,519	$61,764	$64,548	$67,452	$70,488	$73,656	$78,228
34	SWM Public Edu. & Outreach Coord.	$5,022	$5,248	$5,484	$5,731	$5,989	$6,360	$60,264	$62,976	$65,808	$68,772	$71,868	$76,320
36	SWM Water Quality Specialist	$5,147	$5,379	$5,621	$5,874	$6,138	$6,519	$61,764	$64,548	$67,452	$70,488	$73,656	$78,228
38	Street Systems Supervisor	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
38	SWM Maintenance Supervisor	$5,543	$5,792	$6,053	$6,325	$6,610	$7,020	$66,516	$69,504	$72,636	$75,900	$79,320	$84,240
39	Solid Waste & Recycling Coord	$5,679	$5,935	$6,202	$6,481	$6,773	$7,193	$68,148	$71,220	$74,424	$77,772	$81,276	$86,316
40	SW Quality Program Coord.	$5,821	$6,083	$6,357	$6,643	$6,942	$7,372	$69,852	$72,996	$76,284	$79,716	$83,304	$88,464
43	Sr. Engineering Plans Reviewer	$6,271	$6,553	$6,848	$7,156	$7,478	$7,942	$75,252	$78,636	$82,176	$85,872	$89,736	$95,304
54	Street Systems Manager	$8,226	$8,596	$8,983	$9,387	$9,809	$10,417	$98,712	$103,152	$107,796	$112,644	$117,708	$125,004
44	Street Systems Engineer	$6,427	$6,716	$7,018	$7,334	$7,664	$8,139	$77,124	$80,592	$84,216	$88,008	$91,968	$97,668
49	Senior Traffic Engineer	$7,274	$7,601	$7,943	$8,300	$8,674	$9,212	$87,288	$91,212	$95,316	$99,600	$104,088	$110,544
49	Sr. Transportation Planning Eng.	$7,274	$7,601	$7,943	$8,300	$8,674	$9,212	$87,288	$91,212	$95,316	$99,600	$104,088	$110,544
49	SS Project Engineer	$7,274	$7,601	$7,943	$8,300	$8,674	$9,212	$87,288	$91,212	$95,316	$99,600	$104,088	$110,544
49	SWM Project Engineer	$7,274	$7,601	$7,943	$8,300	$8,674	$9,212	$87,288	$91,212	$95,316	$99,600	$104,088	$110,544
52	Development Services Manager	$7,831	$8,183	$8,551	$8,936	$9,338	$9,917	$93,972	$98,196	$102,612	$107,232	$112,056	$119,004
54	City Traffic Engineer	$8,226	$8,596	$8,983	$9,387	$9,809	$10,417	$98,712	$103,152	$107,796	$112,644	$117,708	$125,004
54	Surface Water Manager	$8,226	$8,596	$8,983	$9,387	$9,809	$10,417	$98,712	$103,152	$107,796	$112,644	$117,708	$125,004
24	Admin Assistant II	$3,922	$4,098	$4,282	$4,475	$4,676	$4,966	$47,064	$49,176	$51,384	$53,700	$56,112	$59,592
18	Admin Assistant I	$3,380	$3,532	$3,691	$3,857	$4,031	$4,281	$40,560	$42,384	$44,292	$46,284	$48,372	$51,372
m22	Maintenance Worker I	$4,034	$4,217	$4,405	$4,603	$4,812	$5,060	$48,408	$50,604	$52,860	$55,236	$57,744	$60,720
m26	Maintenance Worker II	$4,456	$4,655	$4,892	$5,084	$5,311	$5,642	$53,472	$55,860	$58,704	$61,008	$63,732	$67,704
	Police Department	Monthly						Annual					
Grade	Position Title	A	B	C	D	E	F	A	B	C	D	E	F
58d	Police Chief			$14,387						$172,644			
32	Police Property/Evidence Cust.	$4,779	$4,994	$5,219	$5,454	$5,699	$6,052	$57,348	$59,928	$62,628	$65,448	$68,388	$72,624
29	Records Supervisor	$4,439	$4,639	$4,848	$5,066	$5,294	$5,622	$53,268	$55,668	$58,176	$60,792	$63,528	$67,464
31	Executive Assistant	$4,664	$4,874	$5,093	$5,322	$5,561	$5,906	$55,968	$58,488	$61,116	$63,864	$66,732	$70,872
37	Records Administrator	$5,406	$5,649	$5,903	$6,169	$6,447	$6,847	$64,872	$67,788	$70,836	$74,028	$77,364	$82,164
51	Civilian Operations Manager	$7,640	$7,984	$8,343	$8,718	$9,110	$9,675	$91,680	$95,808	$100,116	$104,616	$109,320	$116,100
51c	Police Commander	$9,112	$9,522	$9,950	$10,398	$10,866	$11,540	$109,344	$114,264	$119,400	$124,776	$130,392	$138,480
55d	Deputy Police Chief			$13,270						$159,240			
18	Admin Assistant I	$3,380	$3,532	$3,691	$3,857	$4,031	$4,281	$40,560	$42,384	$44,292	$46,284	$48,372	$51,372
l45	Police Lieutenant	$8,849	$9,486	$10,169				$106,188	$113,832	$122,028			
a18	Customer Service Specialist	$3,668	$3,822	$3,983	$4,150	$4,327	$4,640	$44,016	$45,864	$47,796	$49,800	$51,924	$55,680
a18	Records Specialist	$3,668	$3,822	$3,983	$4,150	$4,327	$4,640	$44,016	$45,864	$47,796	$49,800	$51,924	$55,680
a18	Administrative Assistant I	$3,456	$3,601	$3,753	$3,910	$4,076	$4,372	$41,472	$43,212	$45,036	$46,920	$48,912	$52,464
a20	Property/Evidence Tech	$3,849	$4,014	$4,185	$4,360	$4,544	$4,870	$46,188	$48,168	$50,220	$52,320	$54,528	$58,440
a24	Animal Services Officer	$4,273	$4,456	$4,646	$4,840	$5,045	$5,407	$51,276	$53,472	$55,752	$58,080	$60,540	$64,884
a30	CALEA/Volunteer Coordinator	$4,907	$5,117	$5,332	$5,557	$5,791	$6,207	$58,884	$61,404	$63,984	$66,684	$69,492	$74,484
a30	Crime Analyst /Prevention Specialist	$4,907	$5,117	$5,332	$5,557	$5,791	$6,207	$58,884	$61,404	$63,984	$66,684	$69,492	$74,484
a30	Quartermaster	$4,907	$5,117	$5,332	$5,557	$5,791	$6,207	$58,884	$61,404	$63,984	$66,684	$69,492	$74,484
a32	Crime Analyst /Prevention Prg. Coord.	$5,156	$5,371	$5,596	$5,833	$6,077	$6,516	$61,872	$64,452	$67,152	$69,996	$72,924	$78,192
g32	Police Officer	$5,407	$5,677	$6,164	$6,682	$7,253		$64,884	$68,124	$73,968	$80,184	$87,036	

DEMOGRAPHIC STATISTICS

Fiscal Year	Population	Per Capital Income [C]	Median Age [C]	Education Level in Years of Formal Schooling	School Enrollment [A]	Unemployment Rate [B]
2006	86,530	22,451	32.5	13.0	22,184	4.5%
2007	87,390	26,137	37.2	13.0	21,775	3.9%
2008	88,040	27,730	37.0	13.0	21,622	4.9%
2009	88,578	27,638	36.6	13.0	21,700	9.5%
2010	88,760	27,307	35.1	13.0	21,630	10.3%
2011	89,370	26,668	35.2	13.0	21,608	9.1%
2012	89,460	26,514	34.9	13.0	20,665	8.1%
2013	89,718	26,740	34.9	13.0	21,554	7.4%
2014	90,147	20,481	35.1	13.0	21,772	6.2%
2015	90,764	27,145	35.7	13.0	21,979	5.3%
2016	93,670	27,483	35.7	13.0	21,673	4.9%
2017	96,350	28,947	35.9	13.0	22,522	4.4%

(A) Includes public school enrollment. Kindergarten is included though not State mandated.

(B) Unemployment rates came from the US Department of Labor, Bureau of Labor Statistics.

(C) 2015 info for Federal Way is based on 2010-2014 American Community Survey five-year Estimates.

Sources: Data was obtained from U. S. Census Bureau
US Department of Labor, Bureau of Labor Statistics
US Department of Commerce, Bureau of Economic Analysis
School data was provided by the Federal Way School District.

PRINCIPAL TAXPAYERS
DECEMBER 31, 2017

Taxpayer	Type of Business	2017 Assessed Valuation	Percentage of Total Assessed Valuation (A)
Weyerhaeuser	Real Estate Investment Trust	$ 127,788,837	1.24%
KW Club Palisades LLC	Real Estate Management	86,096,000	0.84%
Puget Sound Energy-Elec/Gas	Electric\Gas	80,299,856	0.78%
Prime Woodley Campus Drive	Real Estate Management	75,132,000	0.73%
Prime Catalina Campus Dr (formerly Alliance Tax Advisors)	Real Estate Management	74,906,000	0.73%
Avanath Federal Way LLC	Real Estate Management	65,668,000	0.64%
MGP XI Commons FW LLC (formerly Commons Mall LLC)	Retailer	62,691,900	0.61%
Harsch Investment Properties	Retailer	60,719,900	0.59%
PRCP-Arcadia LLC (formerly Campus Drive Fee Owner LLC)	Real Estate Management	60,307,800	0.59%
CA Reservice Owner LLC	Real Estate Management	56,075,000	0.54%
		$749,685,293	7.28%

(A) 2017 assessed valuations for taxes collected in 2018. Total 2017 taxable assessed valuation for the City is $10,226,806,438

Source: King County Assessor - Principal Taxpayers.

PRINCIPAL EMPLOYERS
DECEMBER 31, 2017

Taxpayer	Type of Business	Number of Employees
Federal Way Public Schools	Educational Services	2,987
St Francis Hospital	Medical Services	1,209
World Vision Inc	Christian Relief Agency-Nonprofit	854
Wild Waves	Amusement Center	635
Us Postal Service - Bulk Mail	Postal Service	600
Davita	Health Services	503
Wal-Mart	Retail	496
City Of Federal Way	Government Services	476
Safeway	Retail	276
Virginia Mason Federal Way	Medical Services	253
Costco Wholesale Corporation	Wholesale	252
BergerABAM Inc	Engineering/Architectural	227
Fred Meyer	Retail	220
Homestreet Bank	Banking	200
Hallmark Manor	Retirement Home	195

City of Federal Way Business Licenses - Principal Employers - includes both full-time and part-time employees.

MISCELLANEOUS STATISTICAL INFORMATION
DECEMBER 31, 2017

TYPE OF GOVERNMENT

Council - Mayor

ORGANIZATION STRUCTURE

Legislative	Administrative
Mayor	**8 Directors**
7 Councilmembers	

CORPORATE INFORMATION

The City of Federal Way is a noncharter optional code City. It was incorporated as an optional code City on February 28, 1990, and is governed under the provisions of the Optional Municipal Code of the Revised Code of Washington. Optional Code City status increases the City's operating authority by extending it to the powers of all four city classifications which exist in Washington law.

LOCATION AND AREA

Federal Way, the eighth largest city in the State of Washington, encompasses an area of 22.5 square miles including annexation. It is located in South King county approximately 25 miles south of Downtown Seattle and 8 miles north of Downtown Tacoma. The community is residential commercial, with the populace employed locally in neighboring cities such as SeaTac, Kent, Tacoma, Bellevue and Seattle. The City has approximately 35,464 housing units. It is 6 miles from the Port of Tacoma and 9 miles south of SeaTac International Airport. The City is served by Interstate 5 and state highways 18, 99 and 509. Frequent Metro public bus service is available to both Seattle and Tacoma throughout Federal Way. Three express park-and-ride lots are provided.

POPULATION, REGISTERED VOTERS AND EMPLOYMENT WITHIN CITY LIMITS

The population of Federal Way is presently 90,764 of which 42,778 are registered voters. A total of 29,909 (est.) people are employed within the City limits.

NUMBER OF CITY EMPLOYEES

During the year 2015, the City employed 303 full-time salaried, 11 part-time salaried, and 225 temporary employees. There were 104 commissioned police officers and 13 union lieutenants, and no uniformed firefighters. The Teamsters Union #763 represented 22 employees of Public Works Maintenance and Parks Maintenance, 24 employees were represented by the PSSA (Police Support Services Association), and the Police Guild represented 104 Police Officers during 2015.

RECREATIONAL FACILITIES

30	Developed park sites covering 589 acres
22	Undeveloped park sites covering 540 acres (including open space)
34	Public tennis courts, 9 of which are owned by the City
5	Public swimming pools, 2 owned by the City and 3 owned by King County
6	Trails covering 9 miles

OTHER CITY OWNED FACILITIES

1	City Hall
1	Community Center
1	Dumas Bay Centre
1	Parks Maintenance Facility

PUBLIC EDUCATION

		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
23	Elementary Schools	9,594	9,594	9,560	9,673	9,229	9,777	10,054	10,253	10,498	10,493
9	Middle Schools (incl. Public Academy	5,234	5,203	5,235	5,205	5,041	5,050	5,034	5,209	5,183	5,238
5	High Schools	6,531	6,637	6,547	6,409	6,018	6,341	6,299	6,166	5,582	6,382
1	Internet Academy (K-12)	263	266	288	321	377	386	385	351	412	409
		21,622	21,700	21,630	21,608	20,665	21,554	21,772	21,979	21,675	22,522

3,836 Staff members (including substitutes).

MISCELLANEOUS STATISTICAL INFORMATION
DECEMBER 31, 2017

MILES OF STREET

Streets (Center Line Miles)…….……..…….……	249.25

SIGNALS/STREET LIGHTS

Signals WSDOT-owned and maintained…….……	6
Signals City-owned and King County-maintained..	80
Street lights City-owned and maintained……	1,857
Street lights City-owned and PSE-maintained……	644
Street lights PSE-owned and maintained…….……	1,986

LOCAL TAXES ON BUSINESSES

Franchise Tax - Cable TV……	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)……	10.00%

*Rate effective 8/1/2010

**Rate effective 6/6/2010

POLICE INFORMATION

Dispatched Call for Services

Offenses:	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Forcible Rape (including attempts)	30	51	50	38	48	35	62	39	46	34
Robbery	170	198	152	119	107	107	135	152	191	169
Criminal Homicide	10	5	5	4	3	6	4	4	9	7
Aggravated Assault	115	115	118	99	150	133	148	178	209	226
Vehicle Theft	816	561	741	694	800	778	869	762	1080	963
Burglary (commercial & residential)	800	741	828	752	931	801	816	635	645	664
Larceny	2,933	3,231	3,141	3,067	3,409	3,571	3,912	3,701	4,225	3,699
Arson	13	13	11	11	9	7	13	14	18	10
Citations:										
Traffic	19,339	20,678	18,094	17,226	13,023	17,558	13,705	15,466	10,602	10,579
Red Light Photo	3,813	13,002	25,691	15,340	13,455	13,455	24,750	29,812	33,626	38,434

FIRE AND EMERGENCY MEDICAL RESPONSE INFORMATION

Fire and Emergency Medical Response information reflects the greater Federal Way area, which is served by Fire District #39.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Fire and Other Responses	1,083	1,147	1,041	934	1,363	968	999	1,148	1,019	3,213
Emergency Medical	12,058	11,077	11,460	11,914	12,571	12,950	13,847	14,193	16,144	17,109

BUILDING RELATED PERMITS & VALUES	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Building Permits	605	483	545	482	598	662	632	633	544	649
Estimated Value (In Millions $)	$ 89.4	$ 79.2	$ 53.4	$ 33.0	$58.1	$61.6	$128.0	$198.0	$ 57.0	$ 62.0
Other Building Related Permits	2370	2209	2423	2385	2960	3827	3722	3868	3429	3425
Estimated Value (In Millions $)	$ 7.0	$ 5.6	$ 5.9	$ 6.2	$ 5.4	$ 5.5	$ 7.0	$ 8.0	$ 8.0	$ 10.0

TAXABLE SALES (in millions)	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Retail Sales	$1,458	$1,257	$1,261	$1,277	$1,239	$1,355	$1,432	$1,564	$1,673	$1,671
Real Estate Sales	$536	$208	$238	$315	$303	$399	$418	$599	$1,062	$819

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.

Accounting System — 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.

Accrual Basis — Accrual basis of accounting is used in proprietary (enterprise and internal service) funds. Under it, transactions are recognized when they occur. Revenues are recognized when earned and expenses are recognized when incurred. "When" cash is received or disbursed is not a determining factor.

Adjusted Budget — The budget as revised through supplemental appropriations approved by Council during the year.

Allocation — To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

Appropriation — An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources.

Arbitrage — The excess of the yield on investments acquired with gross proceeds of a bond issue over the bond yield of the issue. This excess must be rebated to the United States Treasury, and is called arbitrage rebate.

Assessed Valuation — The estimated value placed upon real and personal property by the King County Assessor as the basis for levying property taxes.

Audit — 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:

- ascertain whether financial statement fairly present financial positions and results of operations;
- test whether transactions have been legally performed;
- identify areas for possible improvements in accounting practices and procedures;
- ascertain whether transactions have been recorded accurately and consistently;
- and ascertain the stewardship of officials responsible for governmental resources

BARS — The State of Washington prescribed Budgeting, Accounting, Reporting Systems Manual for which compliance is required for all governmental entities in the State of Washington.

Balanced Budget — 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.

Base Budget — Ongoing expense for personnel, contractual services, and the replacement of supplies and minor equipment required to maintain service levels previously authorized by City Council.

Beginning Fund Balance — 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.

Benefits — 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.

Biennial Budget — A budget applicable to a two-year fiscal period.

Bond(Debt Instrument) — 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.

Budget — A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

Budget Amendment — 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.

Budget Calendar — The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

Budgets and Budgetary Accounting — 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.

Budgetary Control — 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.

Budget Document — The official written statement prepared by the budget office and supporting staff, which presents the proposed budget to the City Council.

Community Development Block Grant (CDBG) — Funding provided for the purpose of carrying out eligible community development and housing activities.

Capital — 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 $5000 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.

Capital Facilities Plan (CFP) — 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.

Capital Improvement — A plan for capital expenditures to be incurred each year over a period of five or more

Program (CIP)	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.
Certificates of Participation	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.
Certificate of Deposit	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.
Comprehensive Plan	A general plan that outlines growth and land use for residential, commercial, industrial, and open space areas.
Consumer Price Index (CPI)	A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of change in the cost of living.
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.
Cost of Living Adjustment (COLA)	An increase in salaries to offset the adverse effect of inflation on compensation.
Councilmanic Bonds	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.
Debt Service	Payment of interest and repayment of principal to holders of the City's debt instruments.
Deficit	(1) The excess of an entity's liabilities over its assets (see Fund Balance) (2) The excess of expenditures or expenses over revenues during a single accounting period.
Department	Basic organizational unit of City government responsible for carrying out a specific function.
Depreciation	(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.
Division	A group of homogenous cost centers within a department.
Designated Fund Balance	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.
Enterprise Fund	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.
Expenditures/ Expenses	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.
Fees	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.

Fiscal Year — 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.

Full-Time Equivalent Position (FTE) — 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.

Fund — 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.)

Fund Balance — Difference between assets and liabilities (the equity) reported in governmental funds. Fund balances are classified as reserved or unreserved/undesignated.

> *Reserved funds*: an account used to indicate that a portion of fund equity is legally restricted for a specific purpose.
> *Unreserved or undesignated funds*: the funds remaining after reduction for reserved balances.

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.

General Fund — 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.

General Obligation Bonds — Bonds for which the full faith and credit of the insuring government are pledged for payment.

Goal — A long-range statement of broad direction, purpose, or intent, based on the needs of the community.

Grant — 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.

Growth Management Act (GMA) — 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.

Infrastructure — 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)

Indebtedness — The state of owing financial resources to other financial institutions and investors.

Interfund Services — 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.

Interfund Transfers — Contributions from one City fund to another in support of activities of the receiving fund. Loans are not included.

Intergovernment Services — Services purchased from other government agencies and normally include types of services that only government agencies provide.

Internal Control — A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provides that:

- The duties of employees are subdivided so that no single employee handles a financial action from beginning to end.
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed.
- Records and procedures are arranged appropriately to facilitate effective control.

Internal Service Fund — 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.

Investment — Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

Level of Service — 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.

Levy — 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.

Levy Rate — 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.

Liability — Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.

Long-Term Debt — Debt with a maturity of more than one year after the date of issuance.

Mitigation Fees — 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.

Modified Accrual Basis — 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).

Net Interest Cost — 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.

Object — 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.

Objective	A specific measurable achievement that may be accomplished within a specific time frame.
Operating Budget	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.
Performance Measures	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.
Personnel Services	Includes total wages and benefits.
Program Activity	A broad function or a group of similar or related services/activities having a common purpose.
Proposed Budget	The Mayor's recommended budget submitted to the City Council and Public in October of each year.
Proprietary Funds	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.
Public Works Trust Fund Loans (PWTFL)	A state revolving loan fund that provides low interest loans to help local governments maintain or improve essential public works systems.
Rainy Day Reserve	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.
Real Estate Excise Tax (REET)	A tax levied on real estate sales and used for payment of debt and capital purposes.
Replacement Reserves	A portion of fund equity built up for specific assets for the purpose of purchasing the replacement of those assets.
Reserve	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.
Residual Equity Transfer	Nonrecurring or nonroutine interfund transfers of equity between funds.
Resources	Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.
Retained Earnings	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.

Revenue	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.
Revenue Estimate	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.
Salaries and Wages	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.
Services and Charges	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.
Special Revenue Funds	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.
Standard Work Year	2,080 hours or 260 days is equivalent of one work year.
Strategic Plan	A plan outlining the goals and strategies the City will focus on over the next six years.
Subsidy	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)
Supplemental Appropriation	An appropriation approved by Council after the initial budget adoption. Supplemental appropriations are approved by Council during the year.
Supplies	Items used to deliver services, such as office supplies, short-lived minor equipment with no material value, periodicals and books, and generic computer software.
Taxes	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.
Tax Rate	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.
Transportation Improvement Program (TIP)	A comprehensive program used to identify specific transportation projects for improvement to enhance local, regional, state, and federal transportation systems.
Unreserved Fund Balance	The difference between fund assets and fund liabilities of governmental or similar trust funds that is available for general expenditures.
User Fees	The payment of a fee for direct receipt of a public service by the person benefiting from the service.
Yield	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
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
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)
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
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
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
STP	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
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
WSCPA	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