



**WASHINGTON**

# **2017/2018 PROPOSED BUDGET**

**FOR THE BIENNIUM  
JANUARY 1, 2017 THROUGH DECEMBER 31, 2018**



## **READERS GUIDE**

### **Organization of this Document**

This budget document is organized into eight sections to facilitate the reader's understanding of the City's 2017/2018 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	Boards and Commissions
Judicial Branch and City Administration	Budget Process
Vision, Mission, and Goals	Budget Policies
City Values	Basis of Accounting and Budgeting
City-Wide Organization Chart	

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

**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	Adopted Program Changes
Accomplishments & Key Projects	Performance Measures
Purpose and Description	Position Inventory Information
Highlights and Changes	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:

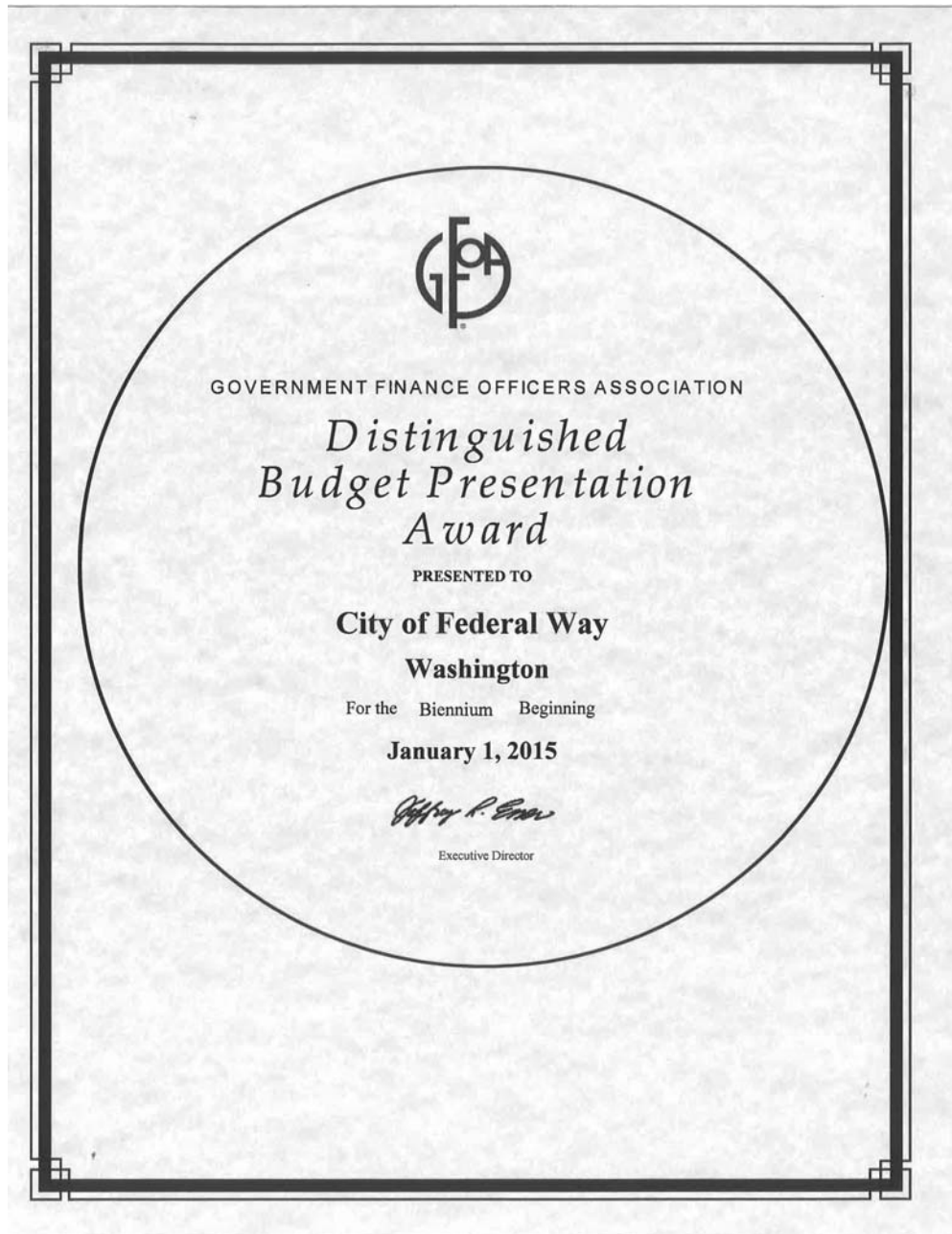
Purpose and Description	Expenditure Line Item Summary
Sources and Uses by Category	

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



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, 2015. 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.

**TABLE OF CONTENTS**

	<u>Page</u>
<b>LETTER OF TRANSMITTAL</b> .....	1
Graph Showing Fund Relation .....	5
Chart Showing Department and Fund Relation .....	6
Proposed Program Changes.....	7
City Map.....	12
City Officials and Legislative Body .....	15
Judicial Branch and City Administration .....	16
 <b>INTRODUCTORY</b>	
Vision, Mission, and Goals .....	A-1
City Values - SPIRIT .....	A-2
City-Wide Organization Chart.....	A-3
Boards and Commissions .....	A-4
Budget Process .....	A-7
Budget Policies.....	A-8
Basis of Accounting and Budgeting .....	A-15
 <b>EXECUTIVE SUMMARY</b>	
Sources and Uses – All Funds .....	B-1
Other Financing Sources – All Funds.....	B-2
Expenditure Line-Item Summary – All Funds .....	B-3
2017 Proposed Budget – Summary of Revenues and Expenditures – All Funds .....	B-4
2017 Proposed Budget – Summary of Revenues and Expenditures – All Funds .....	B-5
Explanation of Changes in Fund Balance.....	B-6
2017 Proposed Budget – Sources by Funds and Category .....	B-7
2018 Proposed Budget – Sources by Funds and Category .....	B-8
General and Street Fund Consolidated Summary.....	B-9
Expenditure Line-Item Summary – General Fund .....	B-10
City-Wide Position Inventory.....	B-11
Utility Tax and Real Estate Excise Tax Allocation .....	B-12
Property Tax Levy and Demographic Information.....	B-13
Taxes, Fees and Per Capita Revenue Comparison .....	B-14
Per Capita General Fund Revenues for King County Cities.....	B-15
Ending Fund Balance .....	B-16
Summary of Debt Service Obligations.....	B-17
Long Range Financial Plan .....	B-19
 <b>OPERATING BUDGET</b>	
Department Index .....	C-1
Mayor’s Office .....	C-2
City Council .....	C-23
Community Development Services.....	C-27
Finance .....	C-43
Law.....	C-47
Municipal Court .....	C-55
Non - Departmental.....	C-59
Parks, Recreation and Cultural Services.....	C-61
Police.....	C-81
Public Works .....	C-93
 <b>BUDGET BY FUND</b>	
001 - General Fund.....	D-1
101 - Street Fund .....	D-3

**TABLE OF CONTENTS (continued)**

	<u>Page</u>
102 - Arterial Street Fund .....	D-5
103 - Utility Tax Fund .....	D-6
106 - Solid Waste and Recycling Fund .....	D-7
107 - Special Contracts/Studies Fund .....	D-8
109 - Hotel/Motel Lodging Tax Fund .....	D-9
111 - Community Center .....	D-10
112 - Traffic Safety Fund .....	D-11
113 - Real Estate Excise Tax Fund .....	D-12
114 - Utility Tax Proposition 1 Fund .....	D-13
115 - Performing Arts & Event Center Operations Fund .....	D-14
119 - Community Development Block Grant Fund .....	D-15
120 - Path and Trails Fund .....	D-16
188 - Strategic Reserve Fund .....	D-17
189 - Parks Reserve Fund .....	D-18
201 - Debt Service Fund .....	D-19
301 - Downtown Redevelopment .....	D-20
302 - Capital Project Fund - City-wide .....	D-21
303 - Capital Project Fund - Parks .....	D-22
304 - Capital Project Fund - Surface Water Management .....	D-23
306 - Capital Project Fund - Transportation Systems .....	D-25
307 - Capital Project Reserve Fund .....	D-27
308 - PAEC Capital Projects Fund .....	D-28
401 - Surface Water Management Fund .....	D-29
402 - Dumas Bay Centre Fund .....	D-31
501 - Risk Management Fund .....	D-32
502 - Information Systems Fund .....	D-33
503 - Mail and Duplication Services Fund .....	D-34
504 - Fleet and Equipment Fund .....	D-35
505 - Buildings and Furnishings Fund .....	D-36
506 - Health Insurance Fund .....	D-37
507 - Unemployment Insurance Fund .....	D-38
 <b>CAPITAL BUDGET</b>	
Proposed Capital Improvement Projects .....	E-1
Capital Improvement Plan - Parks .....	E-3
Capital Improvement Plan - Surface Water Management .....	E-10
Capital Improvement Plan - Transportation Systems .....	E-23
Capital Improvement Plan - Performing Arts and Event Center .....	E-50
 <b>APPENDIX</b>	
Proposition 1- Budget Detail .....	F-1
Non-CIP Capital Outlay Summary .....	F-2
2017 Fee Schedule (Blank) .....	F-3
Miscellaneous Statistical Information (Blank) .....	F-4
Glossary of Budget Terms .....	F-5
Acronym List .....	F-12



September 16, 2016

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

With this transmittal letter, I am pleased to present the fiscal Year (FY) 2017-2018 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 2017-2018 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 2017-2018 Biennial Budget is presented in the context of a U.S. economy and regional economy that are slowly growing and the housing market and labor cost that are growing faster than the economic growth. The following observations from the Washington State Economic and Revenue Council Forecast dated September 12, 2016 addresses the significant impacts for 2017 and beyond.

- The U.S. economy added 151,000 jobs in August, a 1.1% GDP growth in the second quarter, instead of the projected 1.2%. Non-manufacturing industries expanded at their slowest rate in over 6 years.
- Regionally, Washington housing construction and Seattle home prices remain strong. Seattle home prices are up 50.0% since November 2011. The price has now exceeded the 2007 peak by 4.2%. Washington housing construction was stronger than expected in the second quarter. The units authorized by building permits averaged 45,300 units, up from 37,600 in the first quarter.
  - Multi-family units averaged 22,700 units in second quarter, up from 15,300 units in the first quarter and higher than the 20,100 expected in the June forecast.
  - Single-family permits averaged 22,600 units in second quarter, up from 22,300 units in the first quarter and slightly higher than the 22,500 units forecasted for the second quarter.

It appears that the Federal Way and Washington State economies are stabilizing; however, uncertainty is present in the years ahead. The local economy experienced slow economic growth this past year with a modest increase in sales tax revenue over 2014. The number and value of building permits have increased compared to 2014 but there are few major construction projects expected in 2017. As a result, we are forecasting small revenue growth. It is not expected that many of our general fund revenue sources will return to 2008 levels in the current biennium without business recruitment and major taxable construction within the city limits.

We must be cautious as we move ahead. Some of the curtailed spending can be absorbed through increased efficiency with little or no effect on service levels. Our focus over the long term must be on sustainability. Because we do not see the economy recovering quickly and because there is considerable lag time between the reporting of statistics and the real time effect of changes in revenue, we cannot simply declare the recession over and resume business as usual.

We must allocate our resources cautiously and strategically, addressing critical service needs and investing prudently to move the community forward. Federal Way has experienced positive economic growth this past year 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 shown in the state's economic forecast, the public sector payroll increased by 1,400 new jobs and construction employment increased 1,100. As usual, the private sector added 10,800 jobs in the last two months. This is a good sign of recovery and also part of the reason for caution. Unfortunately, there are more jobs and more demands for higher wages and we must be competitive with salaries and benefits to attract and retain 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. At the beginning of 2014, the City started reviewing compensation and coming to agreement on some of its union contracts which have resulted in significant increases in payroll costs. This upward trend has continued, evidenced by some of the labor contracts currently in place.

- **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 2016, however the majority were public or tax exempt projects 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.

- **Nominal Net Growth in Utility Tax**

As a result of some construction this year, there will be some increase in the number of customers. Even though the City's utility tax is 7.75%, the City does not collect utility tax on water and sewer, resulting in a loss of more than \$1.2 million of potential revenue annually.

- **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 have increased our police force from 126 members to 131. We also increased our staff in the Parks and Community Development Departments. These are additional pressures on the slow growing revenue sources.

- **State Retirement Contribution**

The retirement rate for PERS 2 is currently 11.18%; it was 7.21% in 2013. The cost has almost doubled in three years.

- **Health Insurance**

Health Insurance costs continue to rise and present a major challenge to the City budget. Premium costs will increase by 5% in 2017. Although this represents smaller growth than prior years, this is still an increase. The requirements of the Affordable Care Act appear to present additional, costly challenges for the City in future years. The City made changes to its insurance at the beginning of 2014 and that is making a much needed change to slow down the growth of medical costs for the City.

- **The Departure of Weyerhaeuser**

The Weyerhaeuser Company moved its corporate offices to Seattle and sold their corporate campus to Industrial Realty Group (IRG) in February 2016. Significant change and opportunity for this property is in front of us. The adaptive reuse of the Corporate Headquarters Building, the Technology Center and the future preservation and development of this 425-acre corporate campus, now owned by IRG, will be addressed by the City in the years to come. Finding the balance between bringing jobs and economic development to Federal Way with the unique character of this property will be the opportunity moving forward.

- **Cost of Incarceration and Security**

During challenging financial times, our police department experienced a 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.

- **Maintaining our Existing Parks**

The City's investment in our park inventory for the enjoyment of its citizens is substantial. It will be important for the City to make investments in replacements and maintenance of our parks to ensure their quality and sustainability moving forward. Some of these needed investments are considerable.

### **Major Items Addressed in this Budget**

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

- The Police department will be fully funded for 131 officers.
- Current levels of service will be maintained across all departments.
- The Performing Arts and Event Center (PAEC) will open in the summer of 2017 to stimulate economic development and enhance quality of life in the community.
- The City will continue to enhance and operate the popular Town Square Park, Federal Way's first downtown park.
- Funding of Economic Development will be ongoing, with focused resources on a community economic development strategy, finding appropriate tenants and businesses for the IRG property, and recruiting of new businesses.
- Employee work hours will be maintained.
- Step increases for employees will be maintained.
- Minor market adjustments to employee salaries are planned for 2017-2018.
- The 5% increase to the City's health insurance premium in 2017 is addressed.

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 explore alternative funding for these items with the Council next year, after we finalize our fund balances for 2016.

## **BUDGET HIGHLIGHTS**

### ***Expenditures***

Public Safety continues to be the City's number one priority. Police Department operations (Police, jail contract, and 9-1-1 dispatch) accounts for more than 24% of the total 2017 budget and 49% of the General Fund (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 7% of the total 2017 proposed budget. 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 the soccer, baseball and softball fields; trails; 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 the 2016 budget versus the 2017 budget. There is a slight increase in property taxes due to the expected growth and total tax revenue in 2017. This is attributed to the 1% property tax increase and utility tax, due to the high electric cost in 2017 as 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 Councilmembers who are leaders with vision and commitment to community as well as a competent and dedicated staff that exemplifies the best in public service. As a city, we are here to serve our community and our residents. 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.

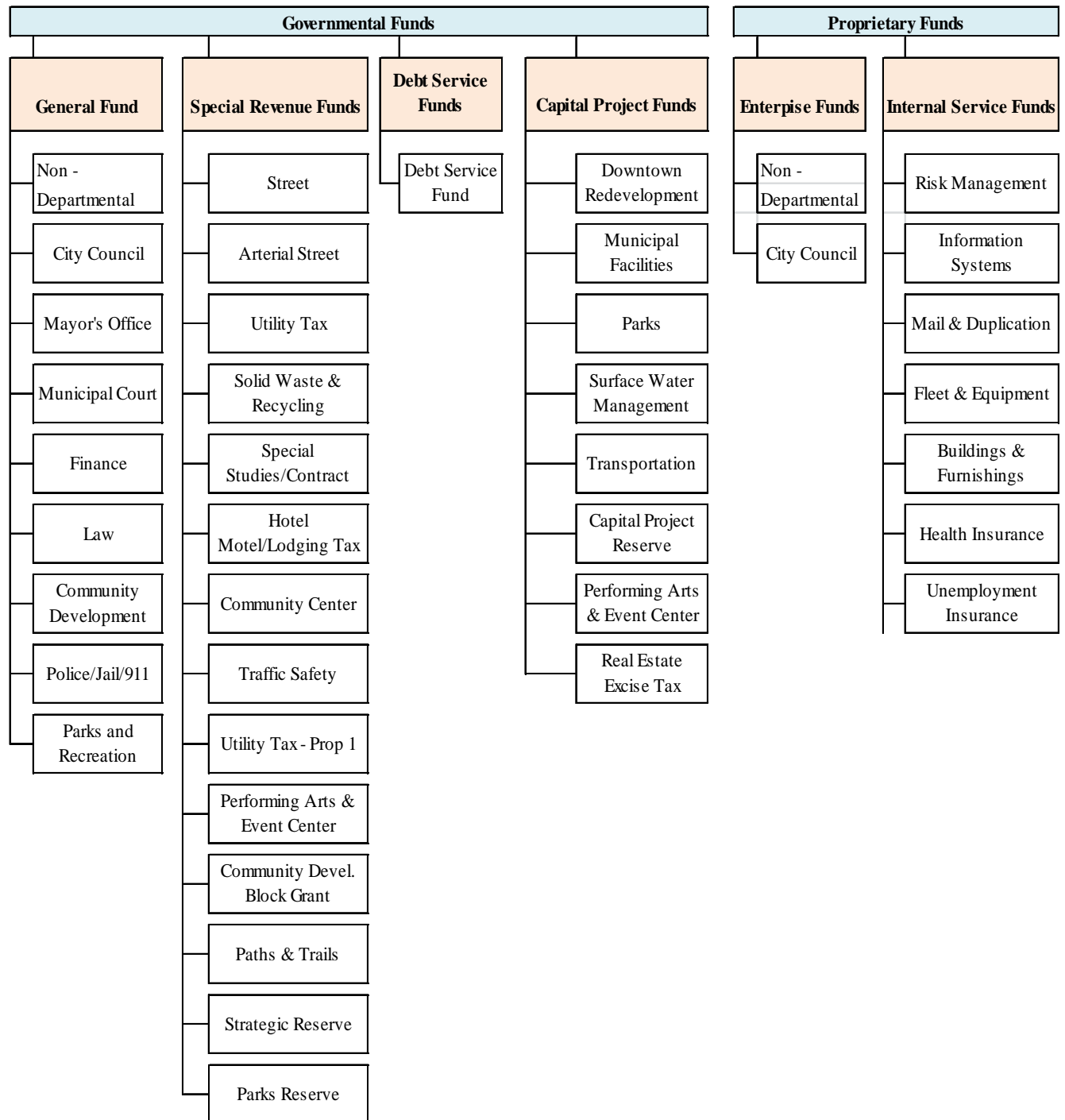
It is an honor to serve as Mayor of this great Federal Way community.

Respectfully,



Jim Ferrell  
Mayor

## Graph showing Fund relation



## Chart showing Department and Fund relation

Funds	Departments									
	Non-Dept	City Council	Mayor's Office	Muni Court	Finance	Law	Community Dev	Police/Jail/ 911	Parks & Rec	Public Works
<b>General Fund</b>	X	X	X	X	X	X	X	X	X	
<b>Special Revenue Funds:</b>										
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							
Community Development Block Grant		X					X		X	
Paths and Trails	X									
Strategic Reserve	X									
Parks Reserve	X									
<b>Debt Service Funds:</b>										
Debt Service Fund	X									
<b>Capital Project Funds:</b>										
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									
<b>Enterprise Funds:</b>										
Surface Water Management Fund										X
Dumas Bay Centre Fund									X	
<b>Internal Service Funds:</b>										
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 OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

2017/2018 Biennial Budget  
Proposed Program Changes – General, Street, & Solid Waste & Recycling Funds

		1-time		Ongoing	
	Program Name	2017	2018	2017	2018
<b>001</b>	<b>General Fund</b>				
<b>City Council</b>					
	Association Dues Increases	-	-	11,002	15,288
<b>Community Development</b>					
	Community Services Puget Sound Clean Air Agency Annual Clean Air Assessment Increase	-	-	19,000	19,000
<b>Police</b>					
	Registered Sex Offender - KC Overtime Grant Expenditure (Funded by Grants)	37,500	37,500	-	-
	Target Zero Overtime Grant Exp (Funded by Grants)	28,000	28,000	-	-
	VNET Task Force Overtime (Funded by Grants)	23,000	23,000	-	-
	2016 JAG Grant Expenditures (Funded by Grants)	34,000	34,000	-	-
	2016 Bullet Proof Vest Grant Funded Expenditures (Funded by Grants)	20,000	20,000	-	-
	2016 Bullet Proof Vest Grant Matching Expenditures for Grant (Funded by City)	20,000	20,000	-	-
<b>Total General Fund</b>		<b>\$ 162,500</b>	<b>\$ 162,500</b>	<b>\$ 30,002</b>	<b>\$ 34,288</b>
<b>101</b>	<b>Street</b>				
<b>Public Works</b>					
	PW/TR - 1 FTE Traffic Engineer for implementation of an adaptive traffic control system (Salary & Benefits)	-	-	-	111,456
<b>Mayor's Office</b>					
	Meal Tickets for 2017 IEMC (Greater FW Emergency Management pooled funds)	9,390	-	-	-
<b>Total Street Fund</b>		<b>\$ 9,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,456</b>
<b>106</b>	<b>Solid Waste &amp; Recycling</b>				
<b>Public Works</b>					
	Printing/photo services for education/outreach materials	-	-	22,000	22,000
<b>Total Solid Waste &amp; Recycling</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>

2017/2018 Biennial Budget

Proposed Program Changes – Surface Water Management, Dumas Bay Centre, and Risk Funds

		1-time		Ongoing	
	Program Name	2017	2018	2017	2018
<b>401</b>	<b>Surface Water Management</b>				
<b>Public Works</b>					
	1 FTE Public Education & Outreach Specialist & Equipment	-	-	81,156	80,759
	Granite XP Software maintenance	-	-	2,000	2,000
	Spring/Summer Seasonal Help Union Increase (\$10-12 an hour to \$15 an hour)	-	-	10,000	10,000
	Department of Ecology Capacity Grant - Operating supplies for public education and outreach	7,000	-	-	-
	Department of Ecology Capacity Grant - Materials and supplies for video inspection program	3,000	-	-	-
	Storming the Sound - King County WTD Waterworks Grant - Consultants	65,000	5,000	-	-
	Storming the Sound - King County WTD Waterworks Grant - Printing, Signage, etc.	5,000	3,000	-	-
	Maintenance and repair supply costs increase (completion of SWM CIP projects)	-	-	1,500	5,500
	Homeless camp cleanup personal protective equipment	-	-	6,500	3,500
	Homeless camp cleanup minor equipment (needle containers)	-	-	1,250	1,250
	Homeless camp cleanup rental equipment	-	-	2,000	2,000
	Increase in King County Finance Division billing cost for utility fees	-	-	15,833	15,833
	Watershed Resource Inventory Area 9 contract increase	-	-	7,490	7,490
	NPDES Phase II Department of Ecology Regional Stormwater Monitoring Program Fee	-	-	61,633	61,633
	Dam Safety Inspection requirement (Panther Lake, Kitt's Regional Facility, 336th Regional Facility)	-	-	3,000	3,000
<b>Total Surface Water Management</b>		<b>\$ 80,000</b>	<b>\$ 8,000</b>	<b>\$ 192,362</b>	<b>\$ 192,965</b>
<b>402</b>	<b>Dumas Bay Centre</b>				
<b>Dumas Bay Centre</b>					
	Repair damage to beach trail and re-open to the public	50,000	-	-	-
	Installation of new roof over Knutzen family theatre	100,000	-	-	-
	Replace kitchen oven and tilt skillet	20,000	-	-	-
<b>Total Dumas Bay Centre</b>		<b>\$ 170,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>501</b>	<b>Risk</b>				
<b>Law</b>					
	Property Insurance Increase	-	-	14,500	27,000
	Self Insured Retention (2 Incidents at max \$250K per incident)	500,000	-	-	-
<b>Total Risk Fund</b>		<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 14,500</b>	<b>\$ 27,000</b>

***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

2017/2018 Biennial Budget  
Proposed Program Changes – Information Technology & Mail & Duplication Funds

		1-time		Ongoing	
	Program Name	2017	2018	2017	2018
<b>502</b>	<b>Information Technology</b>				
	<b>Mayor's Office - Information Technology</b>				
	PD - Replace Police MDCs (13/16) - Replacement Reserves Collected	56,177	51,120	-	-
	PD - Replace Police Radios Mobile (5/5) - Replacement Reserves Collected	17,246	17,246	-	-
	PD - Replace Police Radios Portable (7/7) - Replacement Reserves Collected	24,145	24,145	-	-
	PD - Replace Police Motorcycle MDC (3/3) - Replacement Reserves Collected	15,697	12,030	-	-
	Citywide - Replace Servers (2/2) - Replacement Reserves Collected	23,678	25,742	-	-
	Citywide - Replace Desktop PCs (48/55) - Replacement Reserves Collected	48,349	56,443	-	-
	Citywide - Replace Laptops (8/8) - Replacement Reserves Collected	14,278	14,120	-	-
	Citywide - Replace Printers (2/4) - Replacement Reserves Collected	7,347	15,242	-	-
	Citywide - Replace Network - Replacement Reserves Collected	4,805	-	-	-
	Citywide - Replace Video Arrangement Equipment - Replacement Reserves Collected	-	6,618	-	-
	Citywide - Replace Miscellaneous Hardware - Replacement Reserves Collected	10,000	10,000	-	-
	Citywide - Replace UPS and Batteries - Replacement Reserves Collected	-	33,311	-	-
	Citywide - Replace LG GIS Plotter - Replacement Reserves Collected	-	10,178	-	-
	Citywide - Replace Scanner (1/2) - Replacement Reserves Collected	4,810	3,527	-	-
	Citywide - Replace Spillman Server - Replacement Reserves Collected	39,899	-	-	-
	City Council - Council tablet replacements - Replacement Reserves Collected	7,787	-	-	-
	<b>Total Information Technology Fund</b>	<b>\$ 274,218</b>	<b>\$ 279,722</b>	<b>\$ -</b>	<b>\$ -</b>
<b>503</b>	<b>Mail &amp; Duplication</b>				
	<b>Mayor's Office - Information Technology</b>				
	Citywide - Replace Copiers (4/3) - Replacement Reserves Collected	56,506	24,234	-	-
	<b>Total Mail &amp; Duplication Fund</b>	<b>\$ 56,506</b>	<b>\$ 24,234</b>	<b>\$ -</b>	<b>\$ -</b>

## 2017/2018 Biennial Budget

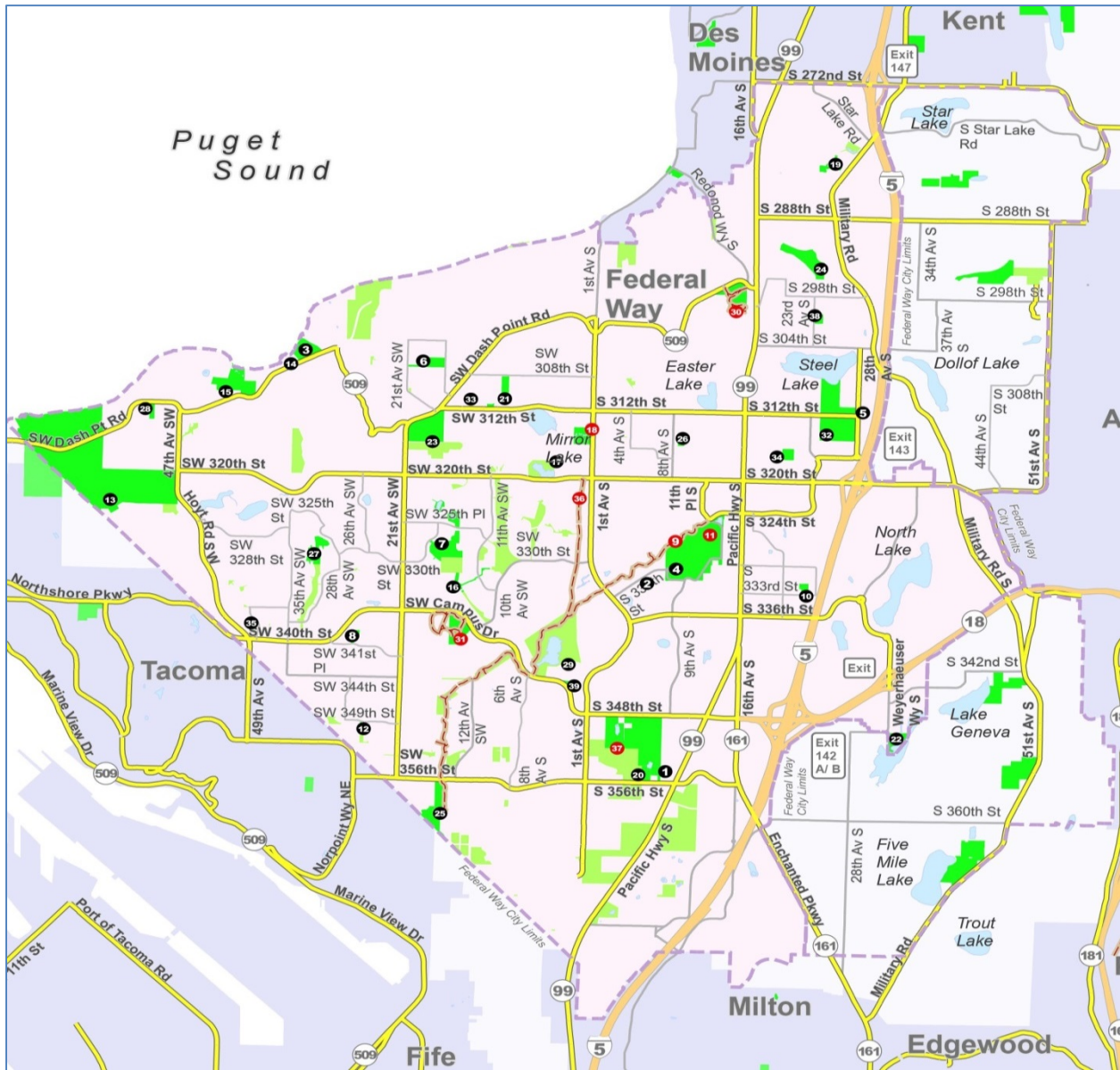
## Proposed Program Changes –Fleet &amp; Equipment, Parks CIP &amp; Surface Water Management CIP Funds

		1-time		Ongoing	
	Program Name	2017	2018	2017	2018
<b>504</b>	<b>Fleet and Equipment</b>				
<b>Public Works</b>					
	PW - Replace 83511 (Ford Escape Hybrid) - Replacement Reserves Collected	31,222	-	-	-
	PW/ST - Sidewalk Grinder - Replacement Reserves Collected	5,500	-	-	-
	PW SWM - Trench Safety Box Replacement - Replacement Reserves Collected	3,837	-	-	-
	PW SWM - 6" Pump and Trailer Replacement (82340 & 82330) - Replacement Reserves Collected	57,998	-	-	-
	PW SWM - Side Mower Replacement (92051) - Replacement Reserves Collected	69,917	-	-	-
	PW SWM - Mini Excavator purchase - Replacement Reserves Collected	65,000	-	-	-
	PW SWM - Solar Arrowboard Replacement (82220) - Replacement Reserves Collected	10,234	-	-	-
<b>Parks</b>					
	PK - Replace Pro Gator from 2001 - Replacement Reserves Collected	28,495	-	-	-
	PK - Replace Sod Cutter from 1991 - Replacement Reserves Collected	9,942	-	-	-
	PK - Replace Truck 102 Chevy Blazer from 2002 - Replacement Reserves Collected	36,366	-	-	-
<b>Police</b>					
	PD - Replace #6164 with #6165 (Marked Patrol) - Replacement Reserves Collected	49,000	-	-	-
	PD - Replace #6391 with #6392 (Marked Patrol) - Replacement Reserves Collected	49,000	-	-	-
<b>Total Fleet &amp; Equipment Fund</b>		<b>\$ 416,511</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>303</b>	<b>Parks CIP</b>				
<b>Parks</b>					
	Parks CIP - See Capital section of Budget for additional detail	2,367,163	300,000	-	-
<b>Total Parks CIP Fund</b>		<b>\$ 2,367,163</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>304</b>	<b>Surface Water Management CIP</b>				
<b>Public Works</b>					
	Surface Water Management CIP - See Capital section of Budget for additional detail	3,209,988	3,322,000	-	-
<b>Total Surface Water Management CIP Fund</b>		<b>\$ 3,209,988</b>	<b>\$ 3,322,000</b>	<b>\$ -</b>	<b>\$ -</b>

2017/2018 Biennial Budget  
Proposed Program Changes –Transportation & Performing Arts & Event Center CIP Funds

		1-time		Ongoing	
	Program Name	2017	2018	2017	2018
<b>306</b>	<b>Transportation CIP</b>				
<b>Public Works</b>					
	Transportation CIP - See Capital section of Budget for additional detail	20,036,000	12,663,000	-	-
<b>Total Transportation CIP Fund</b>		<b>\$ 20,036,000</b>	<b>\$12,663,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>308</b>	<b>Performing Arts and Event Center CIP</b>				
<b>Non - Departmental</b>					
	Performing Arts and Event Center CIP - See Capital section of Budget for additional detail	11,278,902	-	-	-
<b>Total Performing Arts and Conference Center CIP Fund</b>		<b>\$ 11,278,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 38,561,178</b>	<b>\$16,759,456</b>	<b>\$ 258,864</b>	<b>\$ 387,709</b>

## 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](http://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*

**2017/2018  
CITY OFFICIALS  
EXECUTIVE & LEGISLATIVE BODY**



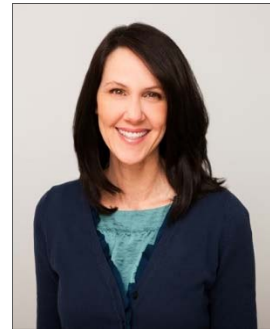
**JIM FERRELL**  
Mayor



**JEANNE BURBIDGE**  
Deputy Mayor



**LYDIA ASSEFA-DAWSON**  
Councilmember #1



**KELLY MALONEY**  
Councilmember #2



**SUSAN HONDA**  
Councilmember #3



**MARK KOPPANG**  
Councilmember #5



**MARTIN A. MOORE**  
Councilmember #6



**DINI DUCLOS**  
Councilmember #7

<u>Position</u>	<u>Elected</u>	<u>Term</u>	<u>Elected</u>	<u>Email</u>	<u>Phone</u>
Mayor	Jim Ferrell	1/1/14-12/31/17	11/26/13	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	Kelly Maloney	1/1/14-12/31/17	11/26/13	Kelly.Maloney@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	Jeanne Burbidge	1/1/14-12/31/17	11/26/13	Jeanne.Burbidge@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	1/1/14-12/31/17	11/26/13	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

## JUDICIAL BRANCH

<b><u>Position</u></b>	<b><u>Employee</u></b>	<b><u>Elected/ Appointed</u></b>	<b><u>Term</u></b>	<b><u>Office Date</u></b>	<b><u>Contact Information</u></b>
Presiding Judge	David Larson	Elected	N/A	3/3/2008	David.Larson@cityoffederalway.com (253) 835-3012
Judge	Rebecca Robertson	Elected	N/A	1/1/2010	Rebecca.Robertson@cityoffederalway.com (253) 835-3025
Court Administrator	Susanne White	Appointed	N/A	2/22/2010	Susanne.White@cityoffederalway.com (253) 835-3000

## CITY ADMINISTRATION

<b><u>Position</u></b>	<b><u>Employee</u></b>	<b><u>Appointment</u></b>	<b><u>Contact Information</u></b>
Chief of Staff	Brian J. Wilson	1/20/2014	Brian.Wilson@cityoffederalway.com (253) 835-2510
City Clerk	Stephanie Courtney	10/7/2014	Stephanie.Courtney@cityoffederalway.com (253) 835-2540
Acting City Attorney's	Mark Orthmann & Ryan Call	7/7/2016	Mark.Orthmann@cityoffederalway.com, Ryan.Call@cityoffederalway.com (253) 835-2571, (253) 835-2572
Acting Community Development Director	Scott Sproul	4/1/2016	Scott.Sproul@cityoffederalway.com (253) 835-2633
Economic Development Director	Tim Johnson	9/15/2014	Tim.Johnson@cityoffederalway.com (253) 835-2412
Finance Director	Ade Ariwoola	4/1/2014	Ade.Ariwoola@cityoffederalway.com (253) 835-2520
IT Manager	Thomas Fichtner	7/1/2011	Thomas.Fichtner@cityoffederalway.com (253) 835-2547
Human Resources Manager	Jean Stanley	1/1/2011	Jean.Stanley@cityoffederalway.com (253) 835-2532
Parks Director	John Hutton	7/23/2014	John.Hutton@cityoffederalway.com (253) 835-6910
Police Chief	Andy Hwang	3/18/2014	Andy.Hwang@cityoffederalway.com (253) 835-6716
Public Works Director	Marwan Salloum	7/1/2014	Marwan.Salloum@cityoffederalway.com (253) 835-2710

## **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.

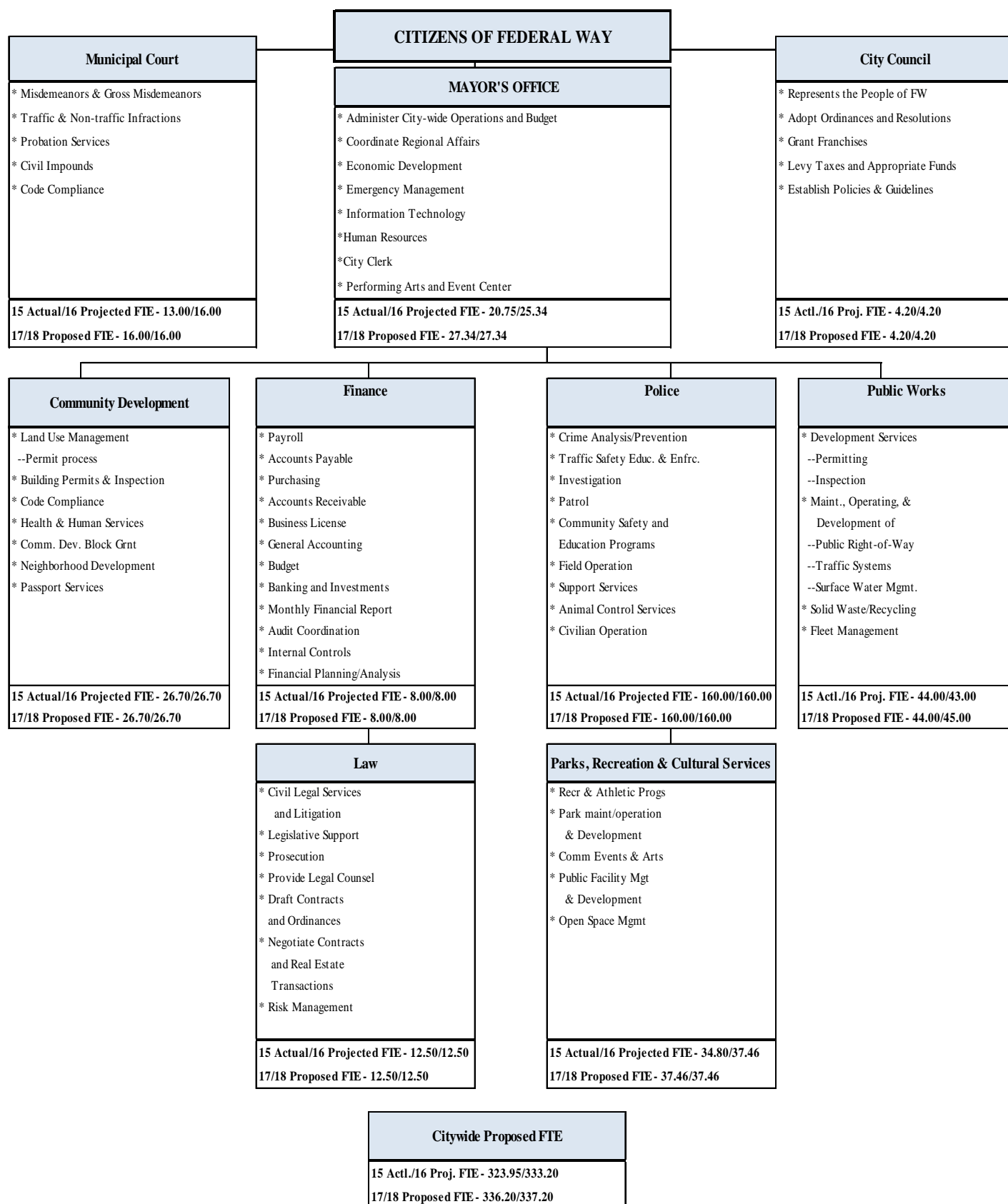
**I***nnovation*

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



**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, 2<sup>nd</sup> Floor of City of Federal Way, 33325 8<sup>th</sup> 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:	9 members – 2 alternates	Appointed by:	City Council
Current Members:	James Stiles, Gary Gillespie, Daniel Hershman, Mary Blacker, P.K. Thumbi, Fran Tanner, Vickie Chynoweth, Mary Tynan, Tina Callanan, Dana Fox, Iveta Felzenberg.		
Meeting Information:	1st Thursday of each month at 7:30 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:	Kay Pope, Christopher Adekoya, Georgia Bohm, Roger Flygare, Linda Purlee, Randall Smith, and 1 Vacant		
Meeting Information:	1 <sup>st</sup> Wednesday of each month 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:	Graham Evans, Keven Dunn, Donald Bartlett, Frank Spicer.		
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, Vickie Chynoweth, Patrick Pickelstone, William Yi, Trenise Rogers, Gregory Baruso, Jessicka Rambus, Chris Brown, Randall Smith.		
Meeting Information:	2 <sup>nd</sup> Wednesday of January, March, May, July, September, November at 5:30 p.m. – Hylebos Conf. 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 1 alternate member	Appointed by:	City Council
Current Members:	Brian Sandler, Bob Wroblewski, Julie Hiller, Mary Schultz, Jack Stanford, Sinh Nguyen, Ken Stark, Kathryn Scanlon, Jan Owen, Michael Pellicciotti		
Meeting Information:	3 <sup>rd</sup> Monday of each month at 5:30 p.m. – Hylebos Conference Room		

### ***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, three 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 Jeanne Burbidge, Mike Dunwiddie, Jenny Vasquez, Rose Ehl, Ryan Miller, Joann Piquette and Richard Song.		
Meeting Information:	2 <sup>nd</sup> Wednesday of each month at 8:00 a.m. – City Council Chambers		

### ***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	Appointed by:	City Council
Current Members:	Dawn Coggins, David Berger, Georg Pfeiffer, Laura Belvin, Lynda Jenkins, Mike Hoefel, P.K. Thumbi, David Wilson, Anthony Murrieta		
Meeting Information:	1st Thursday of each month at 6:30 p.m. – 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 1 alternate	Appointed by:	City Council
Current Members:	Diana Noble-Guilliford, Hope Elder, Sarady Long, Lawson Bronson Chair, Tim O'Neil, Wayne Carlson, Tom Medhurst, Anthony Murrieta.		
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 2 alternates	Appointed by:	City Council
Current Members:	Alex Canas Kinzner, Isaiah Bush, Alyssa Odom, Erynn Littlefield, Sandra Ojeaburu, Anastassia Kostin, Christopher Chung, Judy Kim, Mohammed Ramzan, Robert McFarlane, Jesse C. Goldstone, Jillian Ory, Elizabeth Sandstedt, Connor Bronson-Doherty.		
Meeting Information:	3rd Wednesday of each month at 5:00 p.m. – Federal Way Community Center		

### ***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 1 alternate	Appointed by:	Mayor & Approved by City Council
Current Members:	Brian Sandler, David Nelson, James Englund, Michael Kun, 1 Vacant, Michael Christner.		
Meeting Information:	Even Years – Meeting dates vary – Time and location to be announced		

### ***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.		
Number of Members:	3 members of the elected City Council		
Current Members:	Dini Duclos, Susan Honda, and Martin A. Moore.		
Meeting Information:	4 <sup>th</sup> Tuesday of each month at 4:30 pm. – Hylebos Conference Room		

***Land Use & Transportation Committee***

Purpose: The Land Use/Transportation Committee (LUTC) is a City Council Committee that reviews issues regarding land use, streets and traffic. The Planning Commission, a council appointed commission reports to the LUTC.

Number of Members: 3 members of the elected City Council

Current Members: Kelly Maloney, Lydia Assefa-Dawson, and Mark Koppang.

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

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

Purpose: The PRHSPSC reviews issues related to these particular areas. The Arts Commission, Diversity Commission, Human Service Commission, Parks and Recreation Commission, and Youth Commission reports to the PRHSPSC.

Number of Members: 3 members of the elected City Council

Current Members: Mark Koppang, Lydia Assefa-Dawson, and Martin A. Moore.

Meeting Information: 2<sup>nd</sup> Tuesday of each month at 5:00 pm. – Hylebos Conference Room.

## 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 2016:

Process Description	Jun	Jul	Aug	Sep	Oct	Nov
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) 2017-2018 Biennial Budget/Property Tax Levy						
Continue Council Deliberations						
Public Hearing Continue from October 18, 2016 (required by RCW 35A.34) Introduction Ordinance/2017-2018 Biennial Budget & 2017 Property Tax Levy						
Enactment Ordinance 2017-2018 Biennial Budget & 2017 Property Tax Rate Resolution 2017 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 \$0.75 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 \$1.5 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 \$0.5 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.

## ***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

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The individual funds within each fund type which are included in the City's budget are listed below.

***General Fund*** - This fund is used to account for all financial resources except those required to be accounted for in another Fund.

***Special Revenue Funds*** - These funds are established to account for proceeds of specific revenue sources that are either designated by policy or are legally restricted to expenditure for specified purposes.

Street Fund	Community Center Fund
Arterial Street Fund	Traffic Safety Fund
Utility Tax Fund	Solid Waste/Recycling Fund
Utility Tax Proposition 1 Fund	Special Contract/Studies Fund
Community Development Block Grant Fund	Hotel/Motel Lodging Tax Fund
Paths and Trails Reserve Fund	Performing Arts & Event Center Fund

***Reserve Funds*** - These funds are established to account for special reserves set aside to provide the liquidity to respond to economic opportunity and future capital needs.

Strategic Reserve Fund	Capital Project Reserve Fund
Parks Reserve Fund	

***Debt Service Fund*** - This fund is to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

***Capital Project Funds*** - These funds account for financial resources to be used for the acquisition or construction of major capital facilities.

Downtown Redevelopment Fund	Surface Water Management Projects Fund
Municipal Facilities Fund	Transportation Systems
Park Project Fund	Performing Arts and Event Center Fund
Real Estate Excise Tax Fund	

***Enterprise Fund*** - This Fund is to account for operations that are normally financed and operated in a manner similar to a private business enterprise where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Surface Water Management Fund	Dumas Bay Centre Fund
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***Internal Service Funds*** - These Funds are established to account for the financing of goods and services provided by one department of the governmental unit to other units on a cost reimbursement basis.

Risk Management Fund	Fleet and Equipment Fund
Information Systems Fund	Buildings and Furnishings Fund
Mail and Duplication Services Fund	Health Self Insurance Fund
	Unemployment Insurance Fund

## SOURCES &amp; USES – ALL FUNDS

Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
<b>BEGINNING FUND BALANCE</b>	\$ 73,919,807	\$ 76,726,170	\$ 53,420,423	\$ 75,536,533	\$ 75,536,533	\$ 59,056,064	\$ 49,573,818	\$ (16,480,469)	-21.8%
<b>REVENUE:</b>									
Property Taxes	\$ 10,233,416	\$ 10,305,144	\$ 10,611,198	\$ 10,486,454	\$ 10,408,195	\$ 10,512,200	\$ 10,617,400	\$ 25,746	0.2%
Sales Tax	12,173,288	13,297,086	12,321,293	13,221,293	13,899,128	14,168,989	15,089,973	947,696	7.2%
Criminal Justice Sales Tax	2,138,406	2,319,124	2,357,007	2,507,007	2,507,007	2,458,271	2,605,768	(48,736)	-1.9%
Utility Tax	12,023,379	11,796,549	12,677,790	11,503,748	11,553,748	11,571,540	11,571,925	67,792	0.6%
Real Estate Excise tax	2,062,722	3,031,159	1,900,000	2,100,054	3,400,000	3,200,000	3,200,000	1,099,946	52.4%
Other Taxes	605,206	638,827	521,000	521,000	521,000	546,000	546,000	25,000	4.8%
Licenses and Permits	3,431,055	3,660,022	2,962,000	2,962,000	2,878,500	3,823,801	3,854,910	861,801	29.1%
Intergovernmental	10,537,439	8,943,085	14,040,465	32,895,883	28,857,730	19,712,672	14,748,980	(13,183,211)	-40.1%
Charges for Services	20,809,078	20,304,497	19,495,773	21,385,772	21,047,772	21,573,270	23,543,634	187,498	0.9%
Fines and Penalties	3,505,011	4,124,596	3,333,282	3,582,146	4,282,491	4,300,774	4,300,900	718,628	20.1%
Miscellaneous	1,855,045	2,844,278	1,475,097	1,489,597	1,538,460	12,886,500	1,776,971	11,396,903	765.1%
Proprietary Fund Revenue	41,136	270,249	-	-	-	45,000	45,000	45,000	n/a
Other Financing Sources	51,963,739	16,952,962	19,110,613	26,244,028	26,662,368	26,565,889	16,868,980	321,861	1.2%
<b>Total Revenues</b>	<b>\$ 131,378,919</b>	<b>\$ 98,487,578</b>	<b>\$ 100,805,518</b>	<b>\$ 128,898,982</b>	<b>\$ 127,556,399</b>	<b>\$ 131,364,906</b>	<b>\$ 108,770,441</b>	<b>\$ 2,465,924</b>	<b>1.9%</b>
<b>EXPENDITURE:</b>									
City Council	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	\$ 16,837	4.4%
Mayor's Office	1,549,942	1,562,674	1,342,266	1,406,364	1,406,364	1,439,243	1,438,453	32,879	2.3%
Performing Arts & Event Center	-	15,387	-	412,134	412,134	937,546	986,820	525,412	127.5%
Municipal Court	1,679,300	1,511,965	1,557,092	1,949,599	1,949,599	1,924,572	1,956,925	(25,027)	-1.3%
Finance	962,916	883,630	941,111	941,111	941,111	959,591	971,822	18,480	2.0%
City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	(53,050)	-9.5%
Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	34,125	8.0%
Information Technology	2,133,962	2,294,135	2,601,615	3,005,817	3,005,817	2,179,611	2,162,385	(826,206)	-27.5%
Law -Civil	5,602,190	2,231,185	1,730,518	1,959,418	1,959,418	2,474,128	2,010,463	514,710	26.3%
Law-Criminal	740,230	611,831	593,714	631,021	631,021	676,832	681,301	45,811	7.3%
Community Development	3,234,707	2,934,199	3,680,117	3,680,117	3,680,117	3,646,215	3,651,236	(33,903)	-0.9%
Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	(111,889)	-32.0%
Human Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	(84,409)	-9.4%
Jail Contract Costs	3,973,482	4,423,775	4,276,614	5,483,134	5,483,134	5,738,342	5,738,342	255,208	4.7%
911 Dispatch	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	216,819	9.3%
Police	23,941,741	21,366,602	20,639,769	22,979,518	22,979,518	22,865,843	23,329,105	(113,675)	-0.5%
Parks, Recr & Cultural Svcs	8,387,431	9,589,391	7,196,905	10,829,946	8,762,783	9,903,950	7,731,389	(925,995)	-8.6%
Public Works	24,217,290	21,251,837	30,397,250	51,674,402	40,752,901	34,941,107	27,406,424	(16,733,295)	-32.4%
Non-Departmental	48,126,957	26,921,600	27,452,596	47,148,048	47,138,331	48,207,119	27,330,960	1,059,071	2.2%
<b>Total Expenditures</b>	<b>\$ 128,572,559</b>	<b>\$ 99,677,213</b>	<b>\$ 106,443,379</b>	<b>\$ 157,035,249</b>	<b>\$ 144,036,868</b>	<b>\$ 140,847,151</b>	<b>\$ 110,572,864</b>	<b>\$ (16,188,098)</b>	<b>-10.3%</b>
<b>Changes in Fund Balance</b>	<b>\$ 2,806,360</b>	<b>\$ (1,189,635)</b>	<b>\$ (5,637,861)</b>	<b>\$ (28,136,267)</b>	<b>\$ (16,480,469)</b>	<b>\$ (9,482,245)</b>	<b>\$ (1,802,424)</b>	<b>\$ 18,654,021</b>	<b>-66.3%</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 76,726,167</b>	<b>\$ 75,536,535</b>	<b>\$ 47,782,562</b>	<b>\$ 47,400,266</b>	<b>\$ 59,056,065</b>	<b>\$ 49,573,819</b>	<b>\$ 47,771,394</b>	<b>\$ 2,173,553</b>	<b>4.6%</b>

**OTHER FINANCING SOURCES – ALL FUNDS**

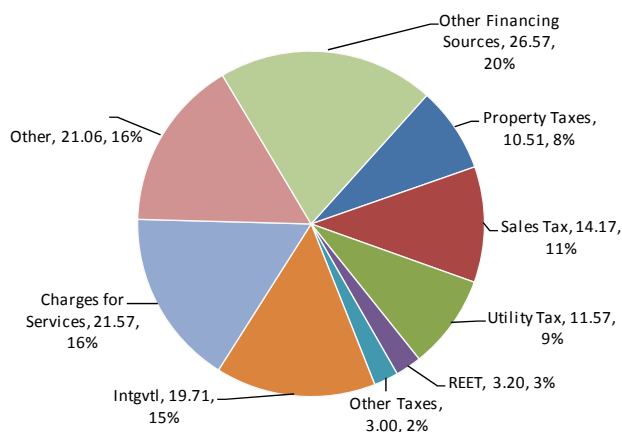
Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
			Adopted	Adjusted	Projected			\$ Chg	% Chg
Transfer In - Utility Tax	\$ 13,943,552	\$ 7,986,646	\$ 10,231,547	\$ 14,246,599	\$ 14,664,939	\$ 11,412,322	\$ 10,465,963	\$ (2,834,277)	-19.9%
Transfer In - Real Estate Excise Tax	13,726,359	3,142,237	2,725,123	3,545,123	3,766,573	3,739,023	3,739,473	193,900	5.5%
Transfer In - Traffic Safety	1,138,937	585,334	-	210,000	210,000	205,000	-	(5,000)	-2.4%
Transfer In - General Fund/Street	4,997,513	1,692,709	4,153,943	4,319,958	4,098,508	1,990,864	2,051,511	(2,329,094)	-53.9%
Transfer In - Strategic Reserve	-	227,348	-	127,348	127,348	-	-	(127,348)	-100.0%
Transfer In - CIP	6,027,594	1,695,168	100,000	607,000	607,000	621,103	612,033	14,103	2.3%
Transfer In - Surface Water Management	-	1,563,000	1,900,000	3,188,000	3,188,000	-	-	(3,188,000)	-100.0%
Transfer In - Paths and Trails	157,000	-	-	-	-	-	-	-	n/a
Transfer In - Risk	3,685,026	-	-	-	-	-	-	-	n/a
Transfer In - Grants	26,643	-	-	-	-	-	-	-	n/a
Proceeds from Sale of Fixed Assets	51,155	60,520	-	-	-	8,597,577	-	8,597,577	n/a
Anticipation Note Proceeds	8,209,960	-	-	-	-	-	-	-	n/a
<b>Total Other Financing Sources</b>	<b>\$ 51,963,739</b>	<b>\$ 16,952,962</b>	<b>\$ 19,110,613</b>	<b>\$ 26,244,028</b>	<b>\$ 26,662,368</b>	<b>\$ 26,565,889</b>	<b>\$ 16,868,980</b>	<b>\$ 321,861</b>	<b>1.2%</b>

## EXPENDITURE LINE-ITEM SUMMARY – ALL FUNDS

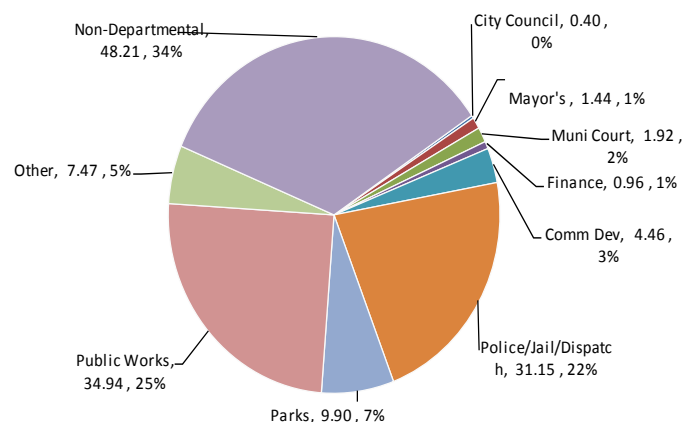
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 25,887,273	\$ 27,483,100	\$ 28,283,817	\$ 29,425,656	\$ 29,425,656	\$ 30,779,261	\$ 32,120,240	\$ 1,353,605	4.6%
2XX	Benefits	8,712,128	9,545,014	9,687,199	9,923,617	9,923,617	10,422,454	10,571,738	498,836	5.0%
3XX	Supplies	1,949,307	1,919,960	1,624,189	1,715,536	1,715,536	1,770,102	1,723,460	54,566	3.2%
4XX	Services and Charges	15,887,613	18,028,677	13,248,408	15,789,049	15,481,992	16,038,072	15,115,304	249,023	1.6%
5XX	Intergovernmental	7,576,432	7,981,715	7,513,143	9,336,630	9,336,630	9,796,067	9,999,803	459,437	4.9%
6XX	Capital Outlay	16,803,545	10,736,291	19,233,270	57,570,526	44,660,862	38,992,730	18,056,198	(18,577,796)	-32.3%
7XX	Debt Service-Principal	1,145,859	736,602	566,120	566,120	566,120	8,776,080	566,120	8,209,960	1450.2%
8XX	Debt Service-Interest	992,159	497,275	1,255,383	473,316	473,316	469,877	345,395	(3,439)	-0.7%
9XX	Internal Services	5,915,619	5,856,137	5,901,236	6,105,700	6,105,700	5,955,301	5,317,659	(150,399)	-2.5%
0XX	Other Financing Use	43,702,624	16,892,442	19,130,613	26,129,098	26,347,438	17,847,209	16,756,947	(8,281,889)	-31.7%
Total Expenditures:		\$ 128,572,559	\$ 99,677,213	\$ 106,443,379	\$ 157,035,249	\$ 144,036,868	\$ 140,847,153	\$ 110,572,864	\$ (16,188,095)	-10.3%

- Salaries & Wages increase is primarily due to adding positions for the Performing Arts & Event Center, pay grade increases for Law positions, fully funding Police vacant positions and overtime, addition of 1.0 FTE Surface Water Management Public Education & Outreach Specialist, addition of 3 more staff in Parks in 2016 that are carried over into 2017/18, reallocation of line items to increase temporary help in Federal Way Community Center, cost of living increases, step increases for employees, offset by the elimination of one-time consulting services for Community Development.
- Benefits increase is primarily due to adding positions listed above, health insurance premium increases, and an increase in other percentage driven benefits affected by salary increases.
- Supplies increase is primarily due to the addition of supplies funded by Police and SWM grants, homeless camp cleanup supplies, and supplies for new Public Education & Outreach Specialist.
- Services and Charges increase is primarily due to and increase in liability insurance & risk insurance claims, Police & SWM services funded by grants, agreement where City will pay for fire hydrant maintenance & electricity for streetlights, health insurance premium increases, SWM capital project and grant consulting, City Council association dues, offset by a reduction of KC Health Clinic support, higher education needs assessment, unemployment claims, one-time day shelter services and human service agency support, and Transportation capital expenditures.
- Intergovernmental increase is primarily due to an increase in SCORE jail operations and Valleycomm dispatch operations, and SWM King County services.
- Capital Outlay decrease is primarily due to reduction of Performing Arts & Event Center capital (complete in 2017), Transportation & SWM capital due to project completion, one-time purchases of fleet and equipment and IT equipment, offset by the replacement of two Police vehicles, Parks & Public Works vehicles & equipment replacement, and IT scheduled equipment replacement.
- Debt Service - Principal & Interest net increase is primarily due to the payoff of principal debt for the Target property.
- Internal Services decrease is primarily due to no contribution to replacement reserves for IT and Fleet & Equipment, & Police vehicles, offset by an increase due to self-insured retention increase.
- Other Financing Use decrease is primarily due to \$2M completion of transfer out to Transp. CIP project, reduction of transfer out of Traffic Safety funds in support of Valleycomm because the General Fund is providing the support, not having to pay \$916K in SCORE debt, \$3.6M elimination of transfer to SWM capital projects, and one-time transfer for Karl Grosch field turf replacement.

**All Funds 2017 Proposed Revenues \$131.36M**  
(in \$Millions)



**All Funds 2017 Proposed Expenditures \$140.85M**  
(in \$Millions)



## 2017 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

FUND/DEPARTMENT	Beginning Fund Balance	2017 Revenues	2017 Expenditures	Ending Fund Balance
<b>General Fund</b>				
Non-Departmental	\$ 10,034,954	\$ 41,131,571	\$ 8,696,517	\$ 42,470,008
City Council	-	-	395,765	(395,765)
Mayor's Office	-	-	1,179,763	(1,179,763)
Municipal Court	-	1,825,895	1,694,174	131,721
Finance	-	-	959,591	(959,591)
City Clerk	-	-	504,540	(504,540)
Human Resources	-	-	459,243	(459,243)
Law	-	2,500	1,362,037	(1,359,537)
Community Development	-	2,150,500	3,085,421	(934,921)
Economic Development	-	-	237,541	(237,541)
Police/Jail/911	-	1,860,821	25,838,412	(23,977,591)
Parks and Recreation	-	937,000	3,810,674	(2,873,674)
<b>Total General Fund</b>	<b>10,034,954</b>	<b>47,908,287</b>	<b>48,223,678</b>	<b>9,719,563</b>
<b>Special Revenue Funds:</b>				
Street	500,000	4,148,199	4,092,470	555,728
Arterial Street	100,000	1,515,410	1,515,410	100,000
Utility Tax	1,842,718	8,918,924	9,261,642	1,500,000
Solid Waste and Recycling	175,352	431,117	503,121	103,348
Special Studies/Contract	408,356	-	-	408,356
Hotel/Motel Lodging Tax	501,765	225,700	224,700	502,765
Community Center	1,516,500	2,200,350	2,216,850	1,500,000
Traffic Safety	2,558,371	3,140,374	3,495,761	2,202,984
Utility Tax Proposition 1	1,077,462	2,921,481	2,998,943	1,000,001
Performing Arts & Event Center	-	937,546	937,546	0
Community Development Block Grant	40,441	1,237,103	1,277,541	3
Paths and Trails	553,356	169,000	-	722,356
Strategic Reserve	3,000,000	-	-	3,000,000
Parks Reserve	750,000	-	-	750,000
<b>Total Special Revenue Funds</b>	<b>13,024,321</b>	<b>25,845,204</b>	<b>26,523,984</b>	<b>12,345,540</b>
Debt Service	2,499,999	9,410,600	9,146,953	2,763,646
<b>Total Debt Service Fund</b>	<b>2,499,999</b>	<b>9,410,600</b>	<b>9,146,953</b>	<b>2,763,646</b>
<b>Capital Project Funds</b>				
Real Estate Excise Tax	3,078,496	3,200,000	3,739,023	2,539,473
Downtown Redevelopment	1,912,244	1,000,000	500,000	2,412,244
Capital Project - Municipal Facilities	53,232	-	-	53,232
Capital Project - Parks	2,143,499	300,000	2,367,163	76,336
Capital Project - Surface Water Mgt	4,234,329	540,000	3,209,988	1,564,341
Capital Project - Transportation	4,420,026	16,915,000	20,036,000	1,299,026
Capital Project Reserve	481,703	-	129,382	352,321
Performing Arts & Event Center	-	11,278,902	11,278,902	-
<b>Total Capital Project Funds</b>	<b>16,323,529</b>	<b>33,233,902</b>	<b>41,260,458</b>	<b>8,296,973</b>
<b>Enterprise Funds</b>				
Surface Water Management	1,082,868	4,070,820	3,999,912	1,153,776
Dumas Bay Centre	648,669	747,251	925,014	470,906
<b>Total Enterprise Funds</b>	<b>1,731,537</b>	<b>4,818,071</b>	<b>4,924,926</b>	<b>1,624,682</b>
<b>Internal Service Funds</b>				
Risk Management	846,398	1,567,843	1,567,843	846,398
Information Systems	3,098,470	2,081,589	2,028,104	3,151,955
Mail and Duplication	209,252	128,707	151,507	186,452
Fleet and Equipment	5,707,512	1,415,291	1,305,786	5,817,017
Building and Furnishings	2,021,140	483,912	483,912	2,021,140
Health Insurance	2,249,828	4,203,500	4,180,000	2,273,328
Unemployment Insurance	1,309,124	268,000	1,050,000	527,124
<b>Total Internal Service Funds</b>	<b>15,441,724</b>	<b>10,148,842</b>	<b>10,767,152</b>	<b>14,823,414</b>
<b>Grand Total</b>	<b>\$ 59,056,064</b>	<b>\$ 131,364,906</b>	<b>\$ 140,847,151</b>	<b>\$ 49,573,818</b>

## 2018 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

FUND/DEPARTMENT	Beginning Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>General Fund</b>				
Non-Departmental	\$ 9,719,563	\$ 41,573,825	\$ 8,904,390	\$ 42,388,998
Council	-	-	401,709	\$ (401,709)
Mayor's Office	-	-	1,188,346	\$ (1,188,346)
Municipal Court	-	1,825,895	1,713,881	\$ 112,014
Finance	-	-	971,822	\$ (971,822)
City Clerk			508,552	
Human Resources	-		464,271	\$ (464,271)
Law	-	2,500	1,379,471	\$ (1,376,971)
Community Development	-	2,150,500	3,131,981	\$ (981,481)
Economic Development	-	-	237,564	\$ (237,564)
Police/Jail/911	-	1,644,266	26,120,535	\$ (24,476,269)
Parks and Recreation	-	937,000	3,831,027	\$ (2,894,027)
<b>Total General Fund</b>	<b>9,719,563</b>	<b>48,133,986</b>	<b>48,853,549</b>	<b>9,000,000</b>
<b>Special Revenue Funds:</b>				
Street	555,728	4,199,776	4,255,503	500,000
Arterial Street	100,000	1,517,273	1,517,273	100,000
Utility Tax	1,500,000	8,918,924	8,918,924	1,500,000
Solid Waste and Recycling	103,348	431,117	504,818	29,647
Special Studies/Contract	408,356	-	-	408,356
Hotel/Motel Lodging Tax	502,765	225,700	224,700	503,765
Community Center	1,500,000	2,254,430	2,254,430	1,500,000
Traffic Safety	2,202,984	3,140,500	3,843,484	1,500,000
Utility Tax Proposition 1	1,000,001	3,074,939	3,074,937	1,000,003
Performing Arts & Event Center	-	1,254,534	986,820	267,714
Community Development Block Grant	3	1,237,103	1,237,103	3
Paths and Trails	722,356	169,000	-	891,356
Strategic Reserve	3,000,000	-	-	3,000,000
Parks Reserve	750,000	-	-	750,000
<b>Total Special Revenue Funds</b>	<b>12,345,540</b>	<b>26,423,296</b>	<b>26,817,992</b>	<b>11,950,844</b>
Debt Service	2,763,646	813,473	813,473	2,763,646
<b>Total Debt Service Fund</b>	<b>2,763,646</b>	<b>813,473</b>	<b>813,473</b>	<b>2,763,646</b>
<b>Capital Project Funds</b>				
Real Estate Excise Tax	2,539,473	3,200,000	3,739,473	2,000,000
Downtown Redevelopment	2,412,244	1,000,000	500,000	2,912,244
Capital Project - Municipal Facilities	53,232	-	-	53,232
Capital Project - Parks	76,336	300,000	300,000	76,336
Capital Project - Surface Water Mgt	1,564,341	3,140,000	3,322,000	1,382,341
Capital Project - Transportation	1,299,026	11,443,000	12,663,000	79,026
Capital Project Reserve	352,321	-	-	352,321
Performing Arts & Event Center	-	-	-	-
<b>Total Capital Project Funds</b>	<b>8,296,973</b>	<b>19,083,000</b>	<b>20,524,473</b>	<b>6,855,500</b>
<b>Enterprise Funds</b>				
Surface Water Management	1,153,776	4,058,198	3,956,108	1,255,866
Dumas Bay Centre	470,906	747,251	753,994	464,163
<b>Total Enterprise Funds</b>	<b>1,624,682</b>	<b>4,805,449</b>	<b>4,710,102</b>	<b>1,720,029</b>
<b>Internal Service Funds</b>				
Risk Management	846,398	1,080,343	1,080,343	846,398
Information Systems	3,151,955	2,026,374	2,043,150	3,135,179
Mail and Duplication	186,452	119,447	119,235	186,664
Fleet and Equipment	5,817,017	1,323,218	890,192	6,250,043
Building and Furnishings	2,021,140	490,355	490,355	2,021,140
Health Insurance	2,273,328	4,203,500	4,180,000	2,296,828
Unemployment Insurance	527,124	268,000	50,000	745,124
<b>Total Internal Service Funds</b>	<b>14,823,414</b>	<b>9,511,237</b>	<b>8,853,275</b>	<b>15,481,376</b>
<b>Grand Total</b>	<b>\$ 49,573,818</b>	<b>\$ 108,770,441</b>	<b>\$110,572,864</b>	<b>\$ 47,771,394</b>

**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. Based on the current policy the fund balance still remains within the required amounts.

**General Fund** – The 10.3% decrease in fund balance from \$10.0M to \$9.0M is primarily due to an increase in SCORE jail and Valleycomm dispatch services operations, fully funding vacant Police positions and overtime, cost of living and step increases in positions, and health insurance premium increases.

**Utility Tax Fund** – The 18.6% decrease in fund balance from \$1.8M to \$1.5M is primarily due to a transfer out to Performing Arts & Event Center operations for the opening of the facility in 2017.

**Solid Waste & Recycling Fund** – The 83.1% decrease in fund balance from \$0.18M to \$0.03M 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 41.4% decrease in fund balance from \$2.6M to 1.5M is primarily due to the continued support for Valleycomm dispatch services, cost of living increases for employees, and Nick and Derek distracted driving overtime funding.

**Performing Arts & Event Center Fund** – The 100.0% increase in fund balance from \$0 to \$0.27M is primarily due to utility tax support for the fund, and increased revenue for operations in 2018.

**Paths & Trails Fund** – The 61.1% increase in fund balance from \$0.55M to \$0.89M is primarily due to the City's attempt to save up for future paths & trails projects.

**Real Estate Excise Tax Fund** – The 35.0% decrease in fund balance from \$3.1M to 2.0M is primarily due to funding Arterial Street Overlay projects.

**Downtown Redevelopment Fund** – The 52.3% increase in fund balance from \$1.9M to 2.9M is primarily due to accumulating LIFT funding from the State to use on downtown infrastructure projects.

**Capital Project – Parks Fund** – The 96.4% decrease in fund balance from \$2.1M to \$0.30M is primarily due to the carry-over of projects such as the Trail & Pedestrian Access Improvements project within the fund.

**Capital Project - Surface Water Management Fund** – The 67.4% decrease in fund balance from \$4.2M to \$1.4M is primarily due to use of the reserve saved up for the funding of expected capital improvement projects.

**Capital Project – Transportation Fund** – The 98.2% decrease in fund balance from \$4.4M to \$0.08M is primarily due to the City's use of the reserve saved up for projects like SR99 HOV Lanes Phase V, City Center Access Phase I, and S 320<sup>th</sup> St @ 20<sup>th</sup> Ave South.

**Capital Project Reserve Fund** – The 26.9% decrease in fund balance from \$0.48M to \$0.35M is primarily due to a one-time transfer.

**Surface Water Management Fund** – The 16.0% increase in fund balance from \$1.10M to \$1.26M is primarily due to the increase in projected surface water management fees being saved up for future capital projects.

**Dumas Bay Centre Fund** – The 28.4% decrease in fund balance from \$0.65M to \$0.46M is primarily due to funding repair damage to the beach trail, installation of a new roof over Knutzen Family Theatre, and replacement of the kitchen oven and tilt skillet. The reserve was created for projects like this.

**Mail & Duplication Fund** – The 10.8% decrease in fund balance from \$0.21M to \$0.19M is primarily due to one-time capital purchases for replacement of copiers.

**Unemployment Insurance Fund** – The 43.1% decrease in fund balance from \$1.3M to \$0.75M is primarily due to a return of unemployment contributions by a transfer out to the General Fund, offset by a reduction in unemployment claims.

## 2017 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY

2017	Taxes	Licenses and Permits	Intergvtl	Charges for Services	Fines and Penalties	Proprietary Fund Revenues	Misc.	Total Operating Revenues	Other Financing Sources
General	\$ 27,300,460	\$ 3,708,801	\$ 1,861,055	\$ 3,669,457	\$ 1,163,900	\$ -	\$ 501,300	\$ 38,204,973	\$ 9,703,314
Street	-	115,000	1,259,504	257,728	-	-	36,000	1,668,232	2,479,967
Arterial Street	-	-	502,410	-	-	-	-	502,410	1,013,000
Utility Tax	8,912,924	-	-	-	-	-	6,000	8,918,924	-
Solid Waste and Recycling	-	-	126,600	304,517	-	-	-	431,117	-
Hotel/Motel Lodging Tax	225,000	-	-	-	-	-	700	225,700	-
Community Center	-	-	-	1,516,500	-	-	290,000	1,806,500	393,850
Traffic Safety	-	-	-	-	3,136,874	-	3,500	3,140,374	-
Real Estate Excise Tax	3,200,000	-	-	-	-	-	-	3,200,000	-
Utility Tax Proposition 1	2,658,616	-	-	-	-	-	-	2,658,616	262,865
Performing Arts & Event Center Operations	-	-	-	264,587	-	-	100,666	365,253	572,293
Community Development Block Grant	-	-	1,237,103	-	-	-	-	1,237,103	-
Paths and Trails	160,000	-	9,000	-	-	-	-	169,000	-
Debt Service	-	-	-	-	-	-	-	-	9,410,600
Downtown Redevelopment	-	-	1,000,000	-	-	-	-	1,000,000	-
Capital Project - Parks	-	-	-	-	-	-	-	-	300,000
Capital Project - Surface Water Mgt	-	-	540,000	-	-	-	-	540,000	-
Capital Project - Transportation	-	-	13,097,000	1,500,000	-	-	-	14,597,000	2,318,000
Capital Project Reserve	-	-	-	-	-	-	-	-	-
Capital Project - Performing Arts & Event Center	-	-	-	-	-	-	11,278,902	11,278,902	-
Surface Water Management	-	-	80,000	3,987,820	-	-	3,000	4,070,820	-
Dumas Bay Centre	-	-	-	254	-	-	634,997	635,251	112,000
Risk Management	-	-	-	1,522,843	-	45,000	-	1,567,843	-
Information Systems	-	-	-	2,062,589	-	-	19,000	2,081,589	-
Mail and Duplication	-	-	-	128,707	-	-	-	128,707	-
Fleet and Equipment	-	-	-	1,409,982	-	-	5,309	1,415,291	-
Building and Furnishings	-	-	-	483,286	-	-	626	483,912	-
Health Insurance	-	-	-	4,200,000	-	-	3,500	4,203,500	-
Unemployment Insurance	-	-	-	265,000	-	-	3,000	268,000	-
Total	\$ 42,457,000	\$ 3,823,801	\$ 19,712,672	\$ 21,573,270	\$ 4,300,774	\$ 45,000	\$ 12,886,500	\$ 104,799,017	\$ 26,565,889

**2018 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY**

2018	Taxes	Licenses and Permits	Intergvtl	Charges for Services	Fines and Penalties	Proprietary Fund Revenues	Misc.	Total Operating Revenues	Other Financing Sources
General	\$ 28,474,141	\$ 3,739,910	\$ 1,644,500	\$ 3,669,457	\$ 1,163,900	\$ -	\$ 501,300	\$ 39,193,208	\$ 8,940,778
Street	-	115,000	1,259,504	257,728	-	-	36,000	1,668,232	2,531,544
Arterial Street	-	-	504,273	-	-	-	-	504,273	1,013,000
Utility Tax	8,912,924	-	-	-	-	-	6,000	8,918,924	-
Solid Waste and Recycling	-	-	126,600	304,517	-	-	-	431,117	-
Hotel/Motel Lodging Tax	225,000	-	-	-	-	-	700	225,700	-
Community Center	-	-	-	1,516,500	-	-	290,000	1,806,500	447,930
Traffic Safety	-	-	-	-	3,137,000	-	3,500	3,140,500	-
Real Estate Excise Tax	3,200,000	-	-	-	-	-	-	3,200,000	-
Utility Tax Proposition 1	2,659,001	-	-	-	-	-	-	2,659,001	415,938
Performing Arts & Event Center Operations	-	-	-	803,217	-	-	270,000	1,073,217	181,317
Community Development Block Grant	-	-	1,237,103	-	-	-	-	1,237,103	-
Paths and Trails	160,000	-	9,000	-	-	-	-	169,000	-
Debt Service	-	-	-	-	-	-	-	-	813,473
Downtown Redevelopment	-	-	1,000,000	-	-	-	-	1,000,000	-
Capital Project - Parks	-	-	-	-	-	-	-	-	300,000
Capital Project - Surface Water Mgt	-	-	3,140,000	-	-	-	-	3,140,000	-
Capital Project - Transportation	-	-	5,820,000	3,510,000	-	-	-	9,330,000	2,113,000
Capital Project - Performing Arts & Event Center	-	-	-	-	-	-	-	-	-
Surface Water Management	-	-	8,000	4,047,198	-	-	3,000	4,058,198	-
Dumas Bay Centre	-	-	-	254	-	-	634,997	635,251	112,000
Risk Management	-	-	-	1,035,343	-	45,000	-	1,080,343	-
Information Systems	-	-	-	2,007,374	-	-	19,000	2,026,374	-
Mail and Duplication	-	-	-	119,447	-	-	-	119,447	-
Fleet and Equipment	-	-	-	1,317,903	-	-	5,315	1,323,218	-
Building and Furnishings	-	-	-	489,696	-	-	659	490,355	-
Health Insurance	-	-	-	4,200,000	-	-	3,500	4,203,500	-
Unemployment Insurance	-	-	-	265,000	-	-	3,000	268,000	-
<b>Total</b>	<b>\$ 43,631,066</b>	<b>\$ 3,854,910</b>	<b>\$ 14,748,980</b>	<b>\$ 23,543,634</b>	<b>\$ 4,300,900</b>	<b>\$ 45,000</b>	<b>\$ 1,776,971</b>	<b>\$ 91,901,461</b>	<b>\$ 16,868,980</b>

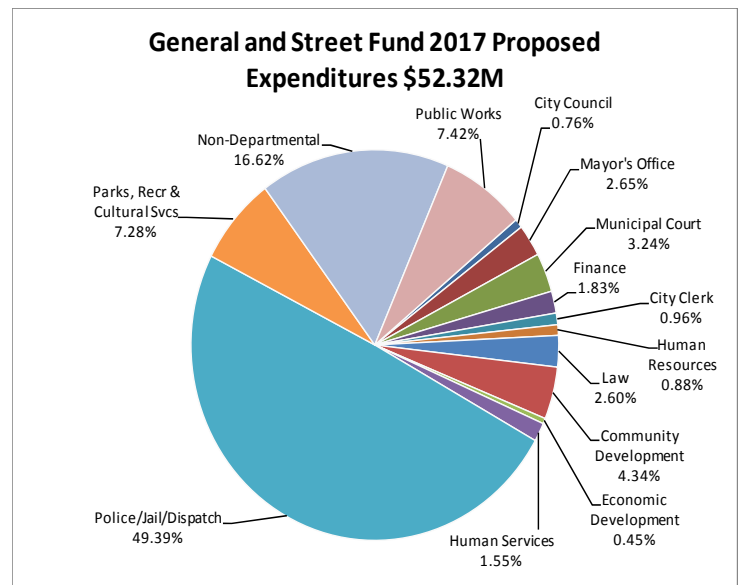
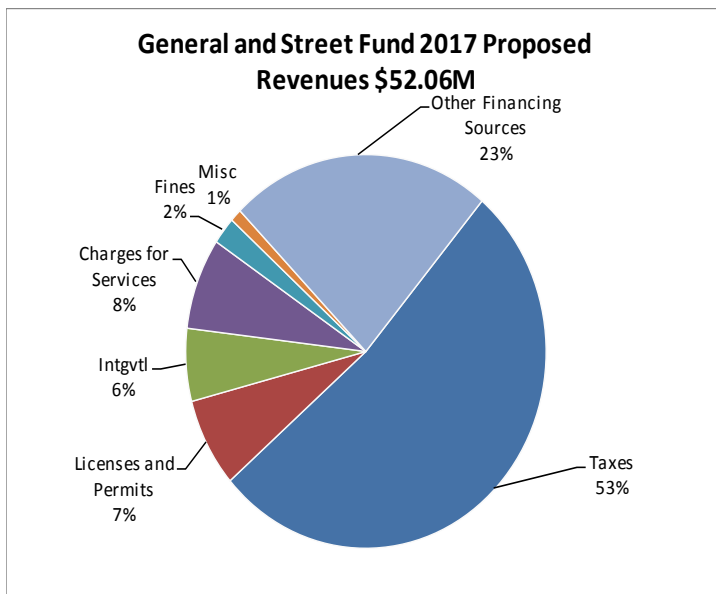
## GENERAL AND STREET FUND CONSOLIDATED SUMMARY

Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
<b>BEGINNING FUND BALANCE</b>	\$ 16,240,295	\$ 13,264,106	\$ 11,838,201	\$ 12,006,585	\$ 12,006,585	\$ 10,534,955	\$ 10,275,291	\$ (1,471,630)	-12.3%
<b>REVENUE SUMMARY:</b>									
Property Tax	10,233,416	10,305,144	10,611,198	10,486,454	10,408,195	10,512,200	10,617,400	25,746	0.2%
Sales Tax	12,173,288	13,297,086	12,321,293	13,221,293	13,899,128	14,168,989	15,089,973	947,696	7.2%
Criminal Justice Sales Tax	2,138,406	2,319,124	2,357,007	2,507,007	2,507,007	2,458,271	2,605,768	(48,736)	-1.9%
Other Taxes	182,754	183,911	161,000	161,000	161,000	161,000	161,000	-	0.0%
Licenses and Permits	3,311,671	3,574,648	2,962,000	2,962,000	2,878,500	3,823,801	3,854,910	861,801	29.1%
Intergovernmental	2,810,985	3,113,835	2,792,162	3,012,402	3,012,402	3,120,559	2,904,004	108,157	3.6%
Charges for Services	4,105,871	3,626,154	3,761,346	4,226,457	3,888,457	3,927,185	3,927,185	(299,273)	-7.1%
Fines and Penalties	1,038,823	1,111,492	1,163,400	1,163,400	1,163,400	1,163,900	1,163,900	500	0.0%
Miscellaneous	635,624	766,754	529,300	529,300	529,300	537,300	537,300	8,000	1.5%
Other Financing Sources	12,227,915	7,043,448	10,042,075	12,257,213	12,675,553	12,183,281	11,472,322	(73,932)	-0.6%
<b>Total Revenues</b>	<b>\$ 48,858,753</b>	<b>\$ 45,341,597</b>	<b>\$ 46,700,781</b>	<b>\$ 50,526,526</b>	<b>\$ 51,122,942</b>	<b>\$ 52,056,486</b>	<b>\$ 52,333,762</b>	<b>\$ 1,529,960</b>	<b>3.0%</b>
<b>EXPENDITURE SUMMARY:</b>									
City Council	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	\$ 16,837	4.4%
Mayor's Office	\$ 1,549,942	1,511,598	1,291,190	1,355,288	1,355,288	1,388,167	1,387,377	\$ 32,879	2.4%
Municipal Court	1,679,300	1,311,919	1,326,963	1,719,470	1,719,470	1,694,174	1,713,881	\$ (25,296)	-1.5%
Finance	962,916	883,630	941,111	941,111	941,111	959,591	971,822	\$ 18,480	2.0%
City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	\$ (53,050)	-9.5%
Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	\$ 34,125	8.0%
Law -Civil	730,914	687,343	585,649	685,649	685,649	685,205	698,170	\$ (444)	-0.1%
Law-Criminal	740,230	611,831	593,714	631,021	631,021	676,832	681,301	\$ 45,811	7.3%
Community Development	2,697,363	2,222,663	2,335,518	2,335,518	2,335,518	2,272,366	2,313,482	\$ (63,152)	-2.7%
Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	\$ (111,889)	-32.0%
Human Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	\$ (84,409)	-9.4%
Jail Contract Costs	3,973,482	4,423,775	4,276,614	5,483,134	5,483,134	5,738,342	5,738,342	\$ 255,208	4.7%
911 Dispatch	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	\$ 216,819	9.3%
Police	22,175,016	16,757,087	16,759,913	17,061,651	17,061,651	17,557,162	17,635,549	\$ 495,511	2.9%
Parks, Recr & Cultural Svcs	3,960,906	3,682,475	3,480,680	3,798,675	3,798,675	3,810,674	3,831,027	\$ 11,999	0.3%
Public Works	4,408,030	3,506,801	3,792,854	3,869,332	3,869,332	3,884,066	4,056,472	\$ 14,734	0.4%
Non-Departmental	4,934,431	6,920,994	9,614,264	10,200,554	9,779,104	8,696,517	8,904,390	\$ (1,504,037)	-14.7%
<b>Total Expenditures</b>	<b>\$ 51,834,942</b>	<b>\$ 46,599,118</b>	<b>\$ 49,032,282</b>	<b>\$ 53,016,022</b>	<b>\$ 52,594,572</b>	<b>\$ 52,316,148</b>	<b>\$ 53,109,052</b>	<b>\$ (699,874)</b>	<b>-1.3%</b>
<b>Changes in Fund Balance</b>	<b>\$ (2,976,189)</b>	<b>\$ (1,257,521)</b>	<b>\$ (2,331,501)</b>	<b>\$ (2,489,496)</b>	<b>\$ (1,471,630)</b>	<b>\$ (259,663)</b>	<b>\$ (775,291)</b>	<b>\$ 2,229,833</b>	<b>-89.6%</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 13,264,106</b>	<b>\$ 12,006,585</b>	<b>\$ 9,506,700</b>	<b>\$ 9,517,089</b>	<b>\$ 10,534,955</b>	<b>\$ 10,275,292</b>	<b>\$ 9,500,000</b>	<b>\$ 758,203</b>	<b>8.0%</b>

**EXPENDITURE LINE-ITEM SUMMARY – GENERAL FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 22,012,978	\$ 20,122,640	\$ 21,013,483	\$ 21,837,521	\$ 21,837,521	\$ 22,576,519	\$ 23,617,029	\$ 738,998	3.4%
2XX	Benefits	7,501,731	6,964,186	7,212,322	7,373,697	7,373,697	7,628,398	7,736,680	254,701	3.5%
3XX	Supplies	856,599	700,727	660,381	720,978	720,978	755,174	722,052	34,196	4.7%
4XX	Services and Charges	4,465,534	4,347,159	3,714,806	4,474,604	4,474,604	4,937,660	4,924,556	463,056	10.3%
5XX	Intergovernmental	7,022,233	7,492,230	7,173,681	8,955,768	8,955,768	9,329,317	9,533,053	373,549	4.2%
6XX	Capital Outlay	84,602	187,931	-	25,366	25,366	-	-	(25,366)	-100.0%
9XX	Internal Services	4,868,583	5,091,535	5,103,666	5,308,130	5,308,130	5,098,216	4,524,171	(209,914)	-4.0%
0XX	Other Financing Use	5,022,682	1,692,709	4,153,943	4,319,958	3,898,508	1,990,864	2,051,511	(2,329,094)	-53.9%
Total Expenditures:		\$ 51,834,942	\$ 46,599,118	\$ 49,032,282	\$ 53,016,022	\$ 52,594,572	\$ 52,316,148	\$ 53,109,052	\$ (699,874)	-1.3%

1. Salaries & Wages increase is primarily due to pay grade increases for Law positions, fully funding Police vacant positions and overtime, addition of more staff in Parks in 2016 that are carried over into 2017/18, cost of living increases, step increases for employees, offset by the elimination of one-time consulting services for Community Development.
2. Benefits increase is primarily due to health insurance premium increases, and an increase in other percentage driven benefits affected by salary increases.
3. Supplies increase is primarily due to the addition of supplies funded by Police grants.
4. Services and Charges increase is primarily due to and increase in liability insurance & risk insurance claims funded partly by a contribution from the General Fund, Police services funded by grants, agreement with Lakehaven where City will pay for fire hydrant maintenance & electricity for streetlights, City Council association dues, offset by a reduction of KC Health Clinic support, higher education needs assessment, and one-time day shelter services and human service agency support.
5. Intergovernmental increase is primarily due to an increase in SCORE jail operations and Valleycomm dispatch operations.
6. Capital Outlay decrease is primarily due to one-time purchase of equipment and software for Municipal Court.
7. Internal Services decrease is primarily due to no contribution to replacement reserves for IT and Fleet & Equipment, & Police vehicles, offset by an increase due to self-insured retention increase.
8. Other Financing Use decrease is primarily due to \$2M completion of transfer out to Transportation CIP project.

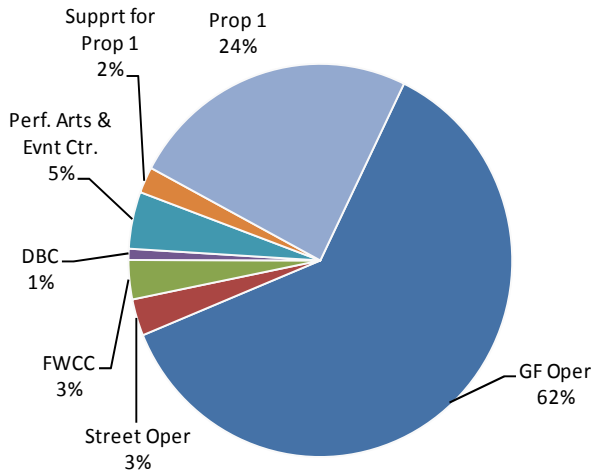


## CITY-WIDE POSITION INVENTORY

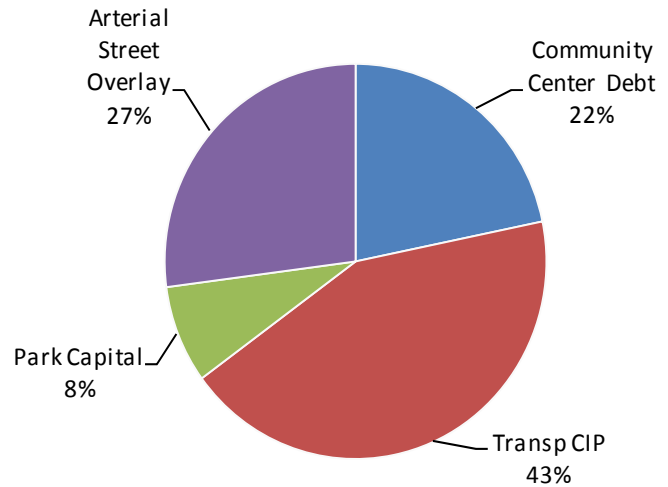
Department / Division	2014 Actual	2015 Actual	Adopted	2016 Adjusted	Projected	2017 Proposed	2018 Proposed
<b>Subtotal City Council</b>	<b>4.15</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>
<u>Mayor's Office</u>							
Administration	4.00	5.00	5.00	5.34	5.34	5.34	5.34
Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Performing Arts & Event Center	-	1.00	-	5.00	5.00	7.00	7.00
Emergency Management	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology	6.00	7.00	7.00	7.00	7.00	7.00	7.00
Human Resources	3.25	3.25	3.25	3.50	3.50	3.50	3.50
City Clerk	1.88	2.50	2.50	2.50	2.50	2.50	2.50
<b>Subtotal Mayor's Office</b>	<b>17.13</b>	<b>20.75</b>	<b>19.75</b>	<b>25.34</b>	<b>25.34</b>	<b>27.34</b>	<b>27.34</b>
<u>Municipal Court</u>							
Court Operations	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Probation Services	-	-	-	3.00	3.00	3.00	3.00
<b>Subtotal Municipal Court</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Subtotal Finance</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<u>Law</u>							
Civil Legal Services	4.80	4.80	4.80	4.80	4.80	4.80	4.80
Criminal Prosecution Services	7.20	7.70	7.20	7.70	7.70	7.70	7.70
<b>Subtotal Law</b>	<b>12.00</b>	<b>12.50</b>	<b>12.00</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>
<u>Community Development</u>							
Administration	3.90	3.90	3.90	3.90	3.90	3.90	3.90
Planning	7.00	7.00	7.00	7.00	7.00	6.00	6.00
Building	12.00	12.00	12.00	12.00	12.00	13.00	13.00
Human Services	3.35	3.80	3.80	3.80	3.80	3.80	3.80
<b>Subtotal Community Development</b>	<b>26.25</b>	<b>26.70</b>	<b>26.70</b>	<b>26.70</b>	<b>26.70</b>	<b>26.70</b>	<b>26.70</b>
<u>Police</u>							
Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Support Services	57.00	59.00	55.00	55.00	55.00	55.00	55.00
Field Operations	87.00	99.00	103.00	103.00	103.00	103.00	103.00
<b>Subtotal Police</b>	<b>146.00</b>	<b>160.00</b>	<b>160.00</b>	<b>160.00</b>	<b>160.00</b>	<b>160.00</b>	<b>160.00</b>
<u>Park, Recreation &amp; Cultural Services</u>							
Administration	1.80	1.80	1.80	1.80	1.80	1.80	1.80
General Recreation	5.50	5.50	5.50	5.83	5.83	5.83	5.83
Community Center	13.35	11.00	11.00	11.33	11.33	11.33	11.33
Dumas Bay Centre	2.75	3.00	2.75	3.00	3.00	3.00	3.00
Park Maintenance	12.50	13.50	13.50	15.50	15.50	15.50	15.50
<b>Subtotal Park, Recreation &amp; Cultural Services</b>	<b>35.90</b>	<b>34.80</b>	<b>34.55</b>	<b>37.46</b>	<b>37.46</b>	<b>37.46</b>	<b>37.46</b>
<u>Public Works</u>							
Administration	2.25	2.75	2.75	2.75	2.75	2.75	2.75
Development Services	3.70	2.20	2.20	2.20	2.20	2.20	2.20
Traffic Services	3.85	4.35	4.35	4.35	4.35	4.35	5.35
Street Services	10.60	11.60	11.60	11.60	11.60	11.60	11.60
Solid Waste/Recycling	1.70	2.20	2.20	2.20	2.20	2.20	2.20
Surface Water Management	16.35	20.40	20.40	20.40	19.40	20.40	20.40
Fleet & Equipment	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>Subtotal Public Works</b>	<b>38.95</b>	<b>44.00</b>	<b>44.00</b>	<b>44.00</b>	<b>43.00</b>	<b>44.00</b>	<b>45.00</b>
<b>Total Ongoing City Staffing</b>	<b>300.38</b>	<b>323.95</b>	<b>322.20</b>	<b>334.20</b>	<b>333.20</b>	<b>336.20</b>	<b>337.20</b>
One-Time	11.50	-	-	-	-	-	-
<b>Total Authorized City Staffing</b>	<b>311.88</b>	<b>323.95</b>	<b>322.20</b>	<b>334.20</b>	<b>333.20</b>	<b>336.20</b>	<b>337.20</b>

**UTILITY TAX AND REAL ESTATE EXCISE TAX ALLOCATION**

**2017 Utility Tax Allocation  
(103 & 114)**



**2017 Real Estate Excise Tax  
Allocation (113)**

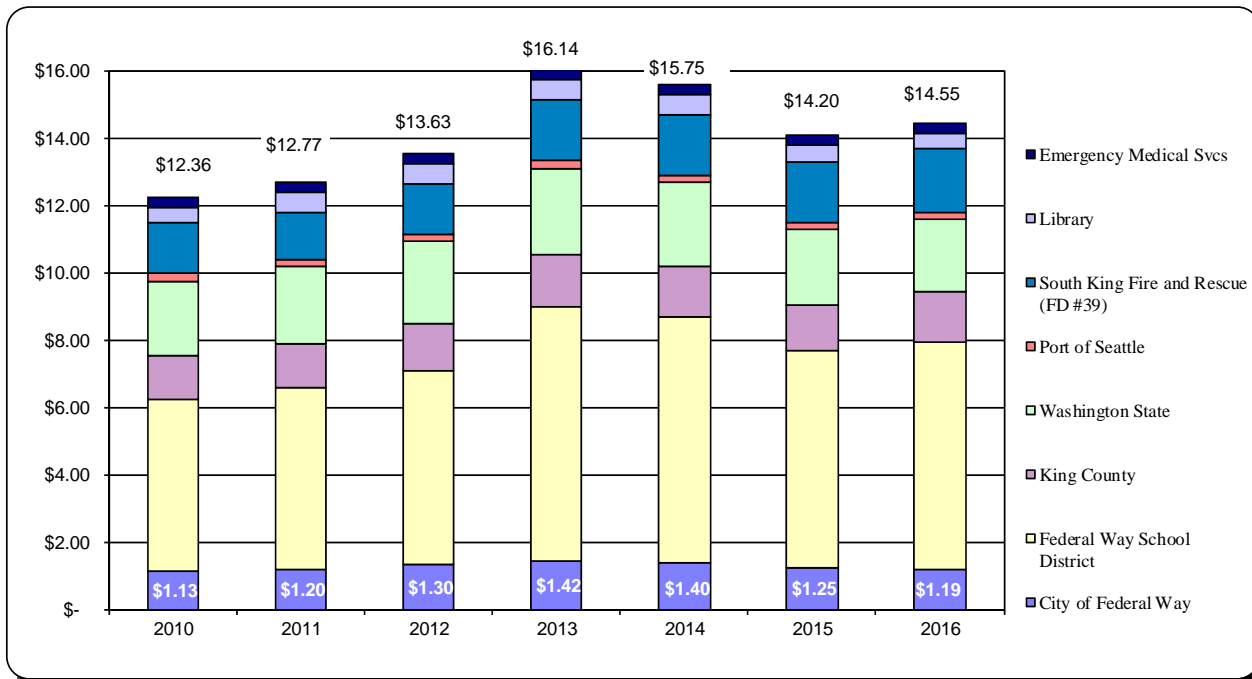


Utility Tax Allocation	2017	2018
Proposed Revenue	\$ 11,577,540	\$ 11,577,925
Other Financing Sources	262,865	415,938
<b>Uses</b>		
GF Baseline Operations	7,552,634	7,393,739
Street Fund Operations	368,000	368,000
Community Center (FWCC) Oper.	393,850	447,930
Dumas Bay Centre (DBC) Oper.	112,000	112,000
Performing Arts & Evnt Ctr Oper.	572,293	181,317
Support for Proposition 1	262,865	415,938
<b>Subtotal Other Financing Uses</b>	<b>9,261,642</b>	<b>8,918,924</b>
<b>Proposition 1</b>		
Municipal Court	168,848	181,494
Mayor	51,076	51,076
Law	221,080	231,950
Police	2,361,294	2,408,183
Community Development	96,308	100,651
Parks	100,337	101,583
<b>Subtotal Proposition 1 Expenditures</b>	<b>2,998,943</b>	<b>3,074,937</b>
<b>Total Uses &amp; Expenditures</b>	<b>\$ 12,260,585</b>	<b>\$ 11,993,861</b>
<b>Proposed Change in Fund Balance</b>	<b>\$ (683,045)</b>	<b>\$ (415,936)</b>

REET Allocation	2017	2018
Proposed Revenue	\$ 3,200,000	\$ 3,200,000
<b>Uses</b>		
Community Center Debt	813,023	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
<b>Total Uses</b>	<b>\$ 3,739,023</b>	<b>\$ 3,739,473</b>
<b>Proposed Change in Fund Balance</b>	<b>\$ (539,023)</b>	<b>\$ (539,473)</b>

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

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



Property Tax Levy	2010	2011	2012	2013	2014	2015	2016	Change from 2015	
								\$	%
City of Federal Way	\$ 1.13	\$ 1.20	\$ 1.30	\$ 1.42	\$ 1.40	\$ 1.25	\$ 1.19	\$ (0.06)	-5.0%
Federal Way School District	5.11	5.36	5.77	7.55	7.28	6.42	6.75	0.33	5.2%
King County	1.29	1.34	1.42	1.54	1.52	1.35	1.48	0.14	10.0%
Washington State	2.22	2.28	2.42	2.57	2.47	2.29	2.17	(0.12)	-5.1%
Port of Seattle	0.22	0.22	0.23	0.23	0.22	0.19	0.17	(0.02)	-10.2%
South King Fire and Rescue (FD #39)	1.50	1.39	1.50	1.82	1.81	1.77	1.91	0.14	7.9%
Library	0.49	0.57	0.57	0.57	0.56	0.50	0.48	(0.03)	-5.1%
Emergency Medical Svcs	0.30	0.30	0.30	0.30	0.34	0.30	0.28	(0.02)	-6.6%
Flood Zone	0.11	0.11	0.12	0.13	0.15	0.14	0.13	(0.01)	-6.3%
<b>Total Levy Rate</b>	<b>\$ 12.36</b>	<b>\$ 12.77</b>	<b>\$ 13.63</b>	<b>\$ 16.14</b>	<b>\$ 15.75</b>	<b>\$ 14.20</b>	<b>\$ 14.55</b>	<b>0.35</b>	<b>2.5%</b>
Federal Way % to Total Levy	9.15%	9.38%	9.55%	8.81%	8.87%	8.79%	8.14%	na	-7.4%

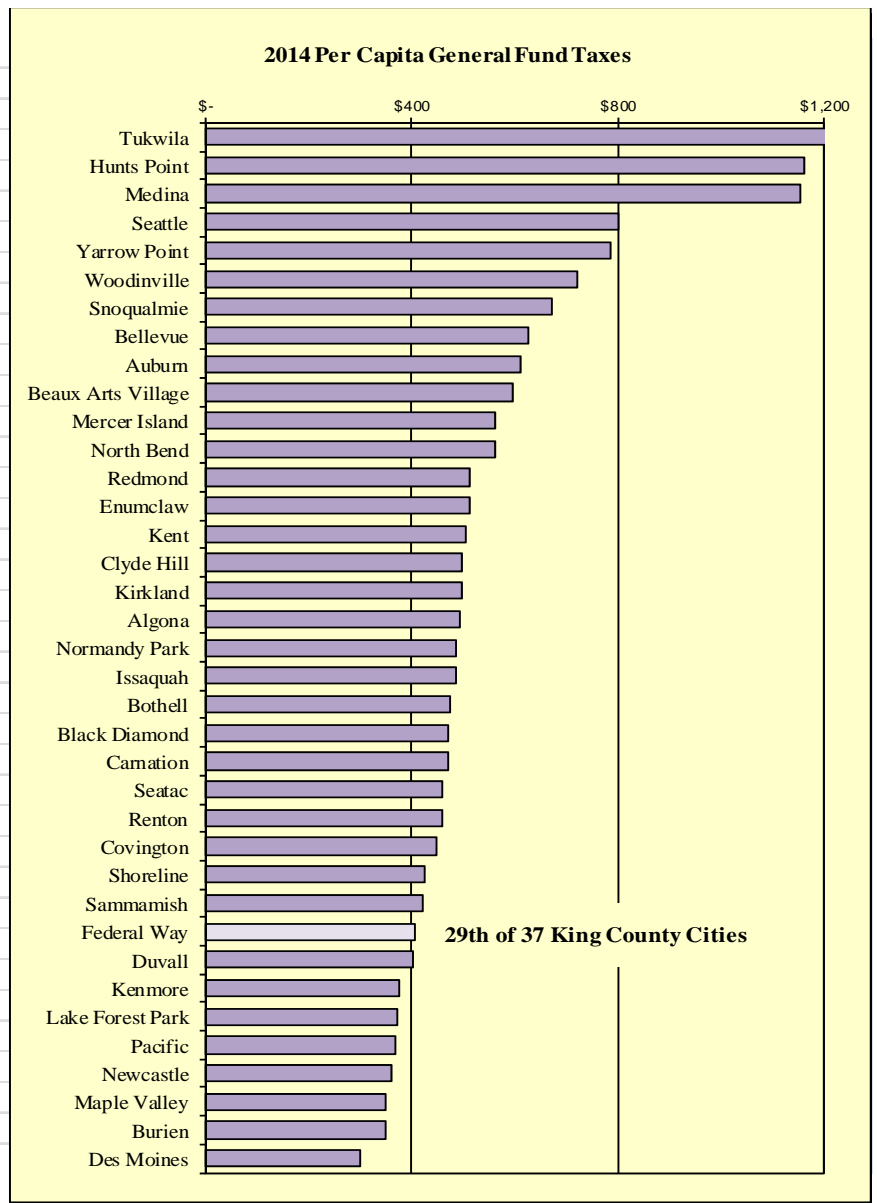
Demographic Information	2010	2011	2012	2013	2014	2015	Change from 2014	
							\$	%
Assessed Valuation (in 000's)	\$ 8,260,355	\$ 7,659,570	\$ 7,142,832	\$ 7,386,016	\$ 8,375,702	\$ 8,905,294	529,592	6.3%
Median Residence Homeowner Value	271,900	235,000	213,000	187,000	196,000	236,000	40,000	20.4%
City 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%

**2015 TAXES, FEES AND PER CAPITA REVENUE COMPARSION  
(For Selected Cities)**

INFORMATION NOT AVAILABLE YET

## 2014 PER CAPITA GENERAL FUND TAX REVENUES FOR KING COUNTY CITIES

City	Population	Per Capita	Rank
Tukwila	19,210	\$ 1,368	1
Hunts Point	405	1,162	2
Medina	3,055	1,151	3
Seattle	640,500	801	4
Yarrow Point	1,015	783	5
Woodinville	11,240	721	6
Snoqualmie	12,130	673	7
Bellevue	134,400	626	8
Auburn	74,630	610	9
Beaux Arts Village	295	594	10
Mercer Island	23,310	561	11
North Bend	6,280	560	12
Redmond	57,700	513	13
Enumclaw	11,110	511	14
Kent	121,400	505	15
Clyde Hill	2,995	498	16
Kirkland	82,590	496	17
Algona	3,090	495	18
Normandy Park	6,375	485	19
Issaquah	32,880	484	20
Bothell	41,630	474	21
Black Diamond	4,180	470	22
Carnation	1,790	469	23
Seatac	27,620	460	24
Renton	97,130	460	25
Covington	18,480	448	26
Shoreline	53,990	424	27
Sammamish	49,260	422	28
<b>Federal Way</b>	<b>90,150</b>	<b>408</b>	<b>29</b>
Duvall	7,325	402	30
Kenmore	21,370	374	31
Lake Forest Park	12,750	373	32
Pacific	6,830	367	33
Newcastle	10,850	361	34
Maple Valley	24,230	350	35
Burien	48,240	349	36
Des Moines	30,030	299	37
<b>Average:</b>	<b>48,391</b>	<b>\$ 554</b>	<b>37</b>

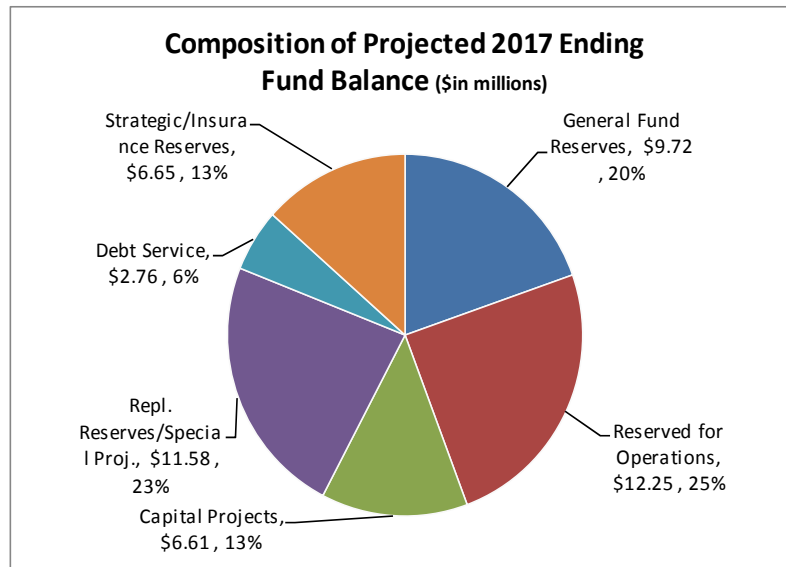


Source: Local Government Financial Reporting System data from the State Auditor's Office and Office of Financial Management.

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

INFORMATION FOR 2015 NOT AVAILABLE YET

**ENDING FUND BALANCE**



Fund Balance	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	2018 Proposed	
			Adopted	Adjusted	Projected			vs Reserve Policy	
<b>General Fund Operating Cash Flow Reserve</b>	<b>\$ 12,662,083</b>	<b>\$ 11,506,585</b>	<b>\$ 9,006,699</b>	<b>\$ 9,017,088</b>	<b>\$ 10,034,954</b>	<b>\$ 9,719,563</b>	<b>\$ 9,000,000</b>	<b>\$ 9,000,000</b>	<b>\$ (0)</b>
<b>Reserved for Operations</b>									
Street Fund - Snow & Ice Removal	602,023	500,000	500,000	500,000	500,000	555,728	500,000	500,000	0
Utility Tax	3,545,197	4,120,012	1,500,000	1,842,718	1,842,718	1,500,000	1,500,000	1,500,000	-
Solid Waste	204,135	208,857	175,236	175,352	175,352	103,348	29,647	-	29,647
Hotel / Motel Lodging Tax	400,296	501,765	245,300	501,765	501,765	502,765	503,765	200,000	303,765
Community Center	1,573,469	1,500,000	1,545,903	1,516,500	1,516,500	1,500,000	1,500,000	1,500,000	0
Traffic Safety	3,500,515	3,614,117	2,492,759	1,858,026	2,558,371	2,202,984	1,500,000	1,500,000	-
Real Estate Excise Tax	3,550,864	3,445,069	1,637,961	2,000,000	3,078,496	2,539,473	2,000,000	2,000,000	-
Utility Tax Proposition 1	-	719,484	999,999	1,027,462	1,077,462	1,000,001	1,000,003	1,000,000	3
Performing Arts & Event Center Operations	-	12,607	-	-	-	0	267,714	-	267,714
CDBG Grant	48,923	40,441	40,715	40,441	40,441	3	3	-	3
Paths & Trails	196,664	384,356	347,439	553,356	553,356	722,356	891,356	-	891,356
Dumas Bay Centre	181,201	398,817	73,464	603,669	648,669	470,906	464,163	500,000	(35,837)
Surface Water Management	4,491,216	3,392,484	897,019	1,082,868	1,082,868	1,153,776	1,255,866	690,000	565,866
<b>Capital Projects/Reserves</b>									-
Overlay	308,705	298,386	100,000	100,000	100,000	100,000	100,000	100,000	-
Capital Projects	24,353,153	22,423,919	3,841,996	3,759,587	12,763,330	5,405,179	4,503,179	-	4,503,179
Parks Reserve	-	250,000	-	750,000	750,000	750,000	750,000	750,000	-
Capital Project Reserve	480,167	480,840	480,000	480,840	481,703	352,321	352,321	-	352,321
<b>Replacement Reserves</b>									
Information Technology Equipment	3,939,001	3,807,674	3,231,131	3,098,470	3,098,470	3,151,955	3,135,179	-	3,135,179
Special Projects - Govt. Access Channel	435,062	458,356	-	408,356	408,356	408,356	408,356	-	408,356
Copier Equipment	218,850	192,139	216,648	209,252	209,252	186,452	186,664	-	186,664
Fleet & Equipment	6,463,398	5,997,666	5,756,544	5,707,512	5,707,512	5,817,017	6,250,043	-	6,250,043
Building & Furnishings	1,825,372	1,877,824	2,079,955	2,021,140	2,021,140	2,021,140	2,021,140	2,000,000	21,140
<b>Debt Service</b>									
Debt Service	73,486	1,471,578	838,683	2,499,999	2,499,999	2,763,646	2,763,646	2,500,000	263,646
<b>Strategic/Insurance Reserves</b>									
Self Insurance Reserve (Risk/Health/Unemp)	4,290,343	4,848,084	8,775,111	4,227,525	4,405,350	3,646,850	3,888,350	2,420,000	1,468,350
Strategic Reserve	3,382,044	3,085,473	3,000,000	3,418,340	3,000,000	3,000,000	3,000,000	3,000,000	-
<b>Total Reserved Fund Balance</b>	<b>\$ 76,726,166</b>	<b>\$ 75,536,533</b>	<b>\$ 47,782,562</b>	<b>\$ 47,400,266</b>	<b>\$ 59,056,065</b>	<b>\$ 49,573,818</b>	<b>\$ 47,771,394</b>	<b>\$ 29,160,000</b>	<b>18,611,394</b>
<b>Total Ending Fund Balance</b>	<b>\$ 76,726,166</b>	<b>\$ 75,536,533</b>	<b>\$ 47,782,562</b>	<b>\$ 47,400,266</b>	<b>\$ 59,056,065</b>	<b>\$ 49,573,818</b>	<b>\$ 47,771,394</b>	<b>\$ 29,160,000</b>	<b>18,611,394</b>

## 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.

<b>Table 1: COMPUTATION OF LIMITATION OF INDEBTEDNESS</b>					
<b>December 31, 2015</b>					
<b>DESCRIPTION</b>	<b>General Purposes Councilmanic (Limited GO)</b>	<b>Excess Levy (Unlimited GO)</b>	<b>Excess Levy Open Space and Park</b>	<b>Excess Levy Utility Purposes</b>	<b>Total Debt Capacity</b>
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)
<b>REMAINING DEBT CAPACITY</b>	<b>\$ 101,361,960</b>	<b>\$ 88,489,945</b>	<b>\$ 221,224,864</b>	<b>\$ 221,224,864</b>	<b>\$632,301,633</b>
<b>GENERAL CAPACITY (C)</b>	<b>\$ 189,851,906</b>				
(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 2015. 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.

# ***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

The proposed budget does not anticipate issuing any new debt in 2017 or 2018.

**Table 2: SUMMARY OF OUTSTANDING BONDS**

Description	Purpose	Date of Issue	Final Maturity	Interest Rates (%)	Net Interest Cost (NIC)	Amount Issued	Bond Rating @ issuance	12/31/15 Balance	Principal Payment	
									2017	2018
G.O. Bonds Refund	Community Center 2013	12/01/13	12/1/2033	2.67	2.6700%	12,415,000	Aa3	11,350,000	485,000	500,000
G.O. BAN	Target 2014	11/26/14	12/1/2017	1.51	1.5100%	8,209,960		8,209,960	8,209,960	-
G.O. Bonds	SCORE	11/04/09	1/1/2039	3.00-6.62	6.3320%	15,522,300	A1/AA	14,096,700	403,200	415,800
TOTAL GENERAL OBLIGATION DEBT						\$ 37,212,260		\$ 33,656,660	\$ 9,098,160	\$ 915,800

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.

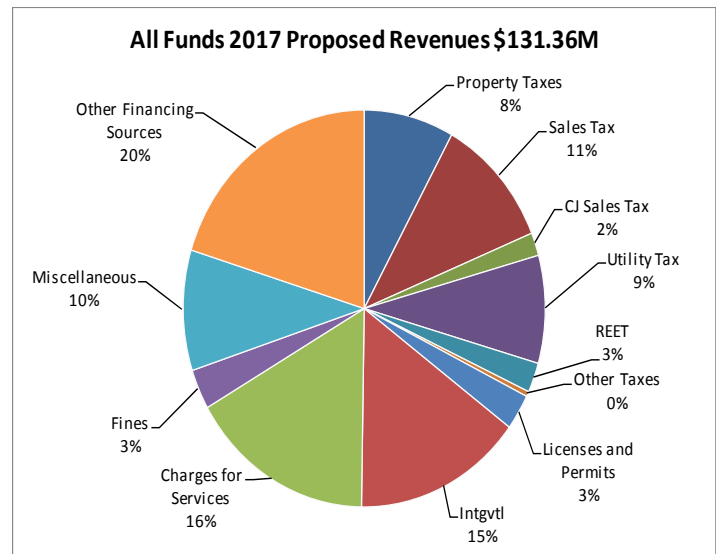
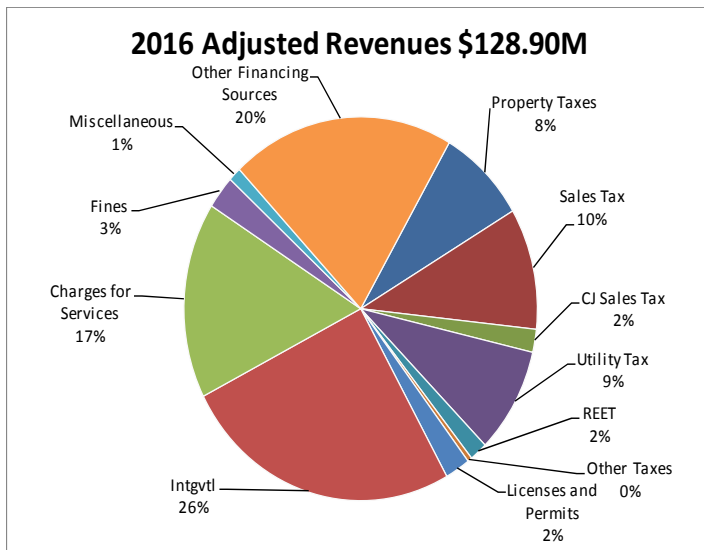
G.O. Bank Anticipation Note: The City borrowed \$8.2 million on November 26, 2014 for the Target property. The principal of this debt will be paid off in 2017.

**Table 3: PROJECTED DEBT SERVICE REQUIREMENTS TO MATURITY**

Year	G. O. Bonds		Public Works Trust Fund		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2015	1,046,700	1,089,000	96,120	4,806	1,142,820	1,093,806
2016	856,100	1,050,467	96,120	3,845	952,220	1,054,312
2017	9,098,160	1,018,993	96,120	2,884	9,194,280	1,021,876
2018	915,800	867,368	96,120	1,922	1,011,920	869,291
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
<b>Total</b>	<b>\$ 34,703,360</b>	<b>\$ 13,099,080</b>	<b>\$ 480,598</b>	<b>\$ 14,418</b>	<b>\$ 35,183,958</b>	<b>\$ 13,113,498</b>

Note: During 2017 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 2017/18 budget conditions, and the assumptions used in developing this budget and future projections.

### OVERVIEW OF GENERAL ECONOMY

The Great Recession continues to have lingering effects on the economy. While some economic indicators have returned to their pre-Great Recession levels, the economy continues to emerge from several other economic indicators. Consumers have gained some ground since the recession ended; groups hit harder than average include young people. The housing market saw some improvements due to a rise in personal income and decline in foreclosures.

Nationally, the CPI rose 0.7 percent in 2015, a slightly smaller increase than the 0.8 percent rise in 2014 and the second smallest December-December increase in the last 50 years. The index has increased at a 1.9 percent annual rate over the last 10 years. The energy index declined sharply for the second year in a row, falling 12.6 percent in 2015 after a 10.6 percent decline in 2014. All the major component energy indexes declined in 2015. The fuel oil index declined the most, falling 31.4 percent after decreasing 19.1 percent in 2014. The gasoline index fell 19.7 percent after a 21.0 percent decline the previous year. The index for natural gas, which rose for the first time in six years in 2014, declined 14.9 percent in 2015. The electricity index declined for the first time since 2012, falling 1.2 percent in 2015. After the recent declines, the energy index has risen only at a 0.2 percent annual rate over the last 10 years. The index for food rose 0.8 percent in 2015. This compares to a 3.4 percent increase in 2014 and is the smallest increase since a decline in 2009. The index for food at home fell in 2015, declining 0.4 percent. This is only the third time it has declined in the past 50 years (1976 and 2009 are the other years it declined). Four of the six major grocery store food group indexes increased in 2015, but none of the increases were large. The index for cereals and bakery products rose 1.0 percent after increasing 0.5 percent in 2014, and the index for other food at

home also rose 1.0 percent. The index for fruits and vegetables, which rose 3.2 percent in 2014, advanced only 0.6 percent in 2015. The index for nonalcoholic beverages also rose in 2015, increasing 0.3 percent after advancing 0.7 percent the prior year. However, the index for dairy and related products fell in 2015, declining 3.9 percent following a 5.3 percent increase in 2014. The index for meats, poultry, fish, and eggs also turned down in 2015, falling 2.2 percent after a 9.2 percent increase the prior year. The index for beef and veal fell 4.3 percent in 2015 after increasing 18.7 percent in 2014. The index for food away from home rose 2.6 percent in 2015, in between its 2.1 percent increase in 2013 and 3.0 percent increase in 2014. Over the last 10 years the food index has risen at an annual rate of 2.5 percent, with the food at home index rising at a 2.3 percent rate and the food away from home index increasing at a 2.8 percent rate.

As of December 2015, Seattle-Tacoma-Bremerton, WA's CPI for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.3 percent over December 2014 compared to the national average of 0.4 percent. The Seattle-Tacoma-Bellevue, WA annual unemployment rate for 2015 was 5.0% down from 5.2% in 2014, 7.2% in 2012 as measured by Bureau of Labor Statistics. The Puget Sound region reached its peak unemployment rate during 2010 at 9.7% which was compounded by the "dot.com" collapse and the effects of 9/11 terror attacks on the commercial airplane industry since 2001.

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 \$52.1M General & Street Fund 2017 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 2017/18 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.

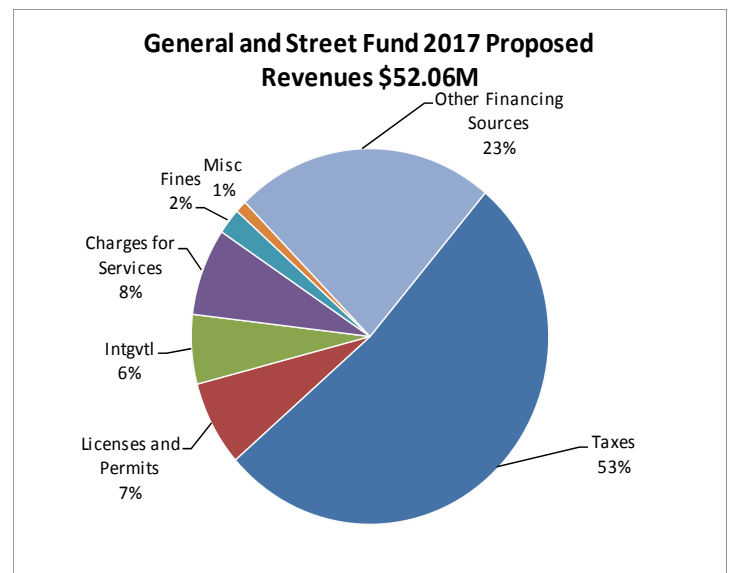
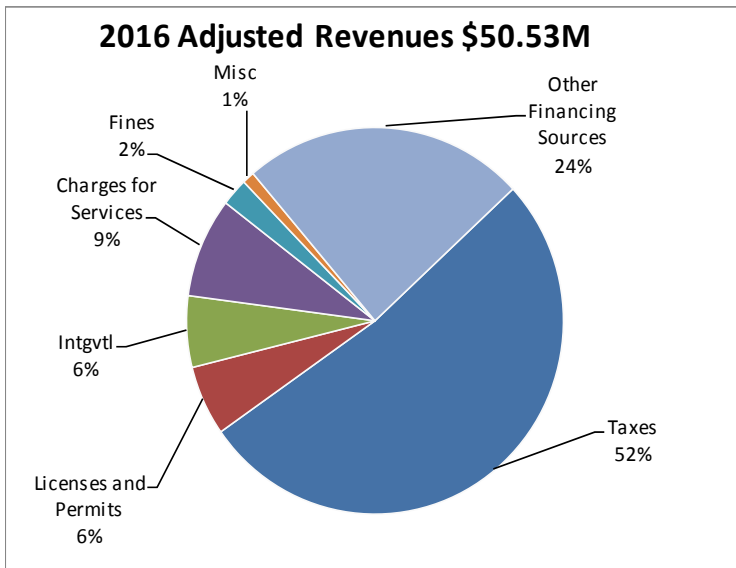
#### **OVERALL OPERATING REVENUES/EXPENDITURES**

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 2016 projected amount: property tax is projected to increase by 1% in 2017 and 2018; sales tax is activity is projected to increase by 1.9% in 2017 and 6.5% in 2018; utility tax is projected to increase by 0.2% in 2017 and stay static in 2018. 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 \$131.36M for 2017 and \$108.77M for 2018.

Overall operating expenditures, including normal debt services and capital, but excluding other financing uses or transfers total \$123.0M and \$93.8M for 2017 and 2018, respectively. Compared to 2017, this is a \$5.3M or 4.5% increase from 2016 projected estimate. The net increase is mainly due to an increase in salaries and wages/benefits due to adding new positions for the Performing Arts & Event Center, cost of living increases, and health insurance premium increases, as well as paying off the principal debt for the Target Property of \$8.2M. This is offset by a decrease in Transportation & Surface Water Management capital projects due to project completion, and a decrease in Performing Arts & Event Center capital costs due to the facility being completed in 2017.

## 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 2016 to 2017.

## 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%.

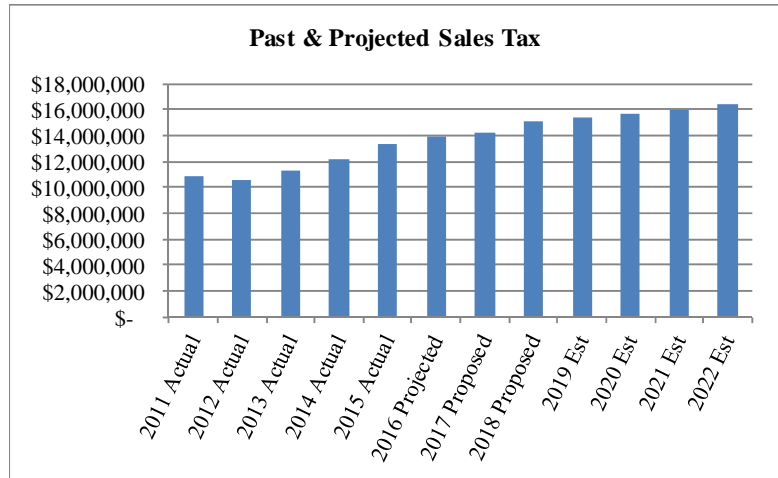
**SALES TAX (RCW 82.14)**

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 retail sales tax is also assessed on some services such as repairs and construction. Revenues are accounted for in the General Fund.

Sales tax is the largest single revenue source for the City of Federal Way representing 27% of General Fund revenue and Street Fund Revenue. It is anticipated to generate \$13.9M in 2017 and is projected to grow 1.9% in 2017 and 6.5% in 2018, then grow 2.0% per year in 2019 to 2022.

## CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

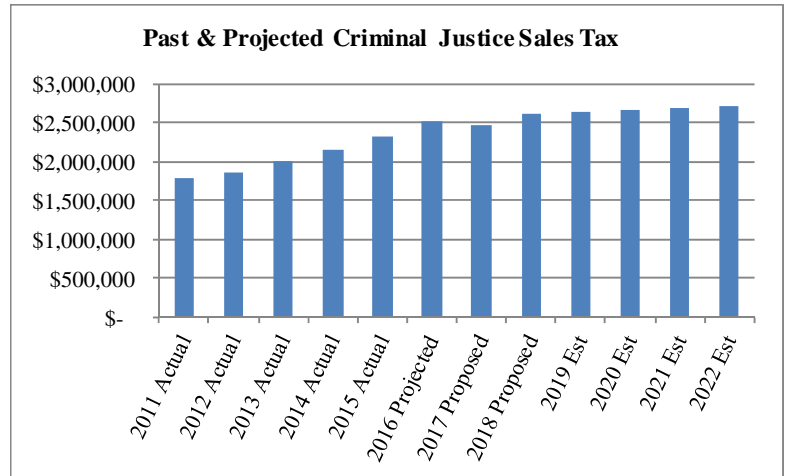
Year	Sales Tax	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 10,858,381	\$ 149,430	1.4%
2012 Actual	\$ 10,534,147	\$ (324,234)	-3.0%
2013 Actual	\$ 11,346,338	\$ 812,191	7.7%
2014 Actual	\$ 12,173,288	\$ 826,950	7.3%
2015 Actual	\$ 13,297,086	\$ 1,123,798	9.2%
2016 Projected	\$ 13,899,128	\$ 602,042	4.5%
2017 Proposed	\$ 14,168,989	\$ 269,861	1.9%
2018 Proposed	\$ 15,089,973	\$ 920,984	6.5%
2019 Est	\$ 15,391,772	\$ 301,799	2.0%
2020 Est	\$ 15,699,608	\$ 307,835	2.0%
2021 Est	\$ 16,013,600	\$ 313,992	2.0%
2022 Est	\$ 16,333,872	\$ 320,272	2.0%



### 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 2017 to 2018 by 6.0%, and 1.0% per year in 2019 to 2022.

Year	Criminal Justice Sales Tax	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 1,795,971	\$ 94,851	5.6%
2012 Actual	\$ 1,864,991	\$ 69,020	3.8%
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 Projected	\$ 2,507,007	\$ 187,883	8.1%
2017 Proposed	\$ 2,458,271	\$ (48,736)	-1.9%
2018 Proposed	\$ 2,605,768	\$ 147,497	6.0%
2019 Est	\$ 2,631,826	\$ 26,058	1.0%
2020 Est	\$ 2,658,144	\$ 26,318	1.0%
2021 Est	\$ 2,684,725	\$ 26,581	1.0%
2022 Est	\$ 2,711,573	\$ 26,847	1.0%



### 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.

Currently, most retail activities in the City are subject to a 9.5% 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%
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	0.40%
Regional Transit Authority	0.50%
<b>Subtotal Sales Tax Rate</b>	<b>9.50%</b>

#### 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.

## CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

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.

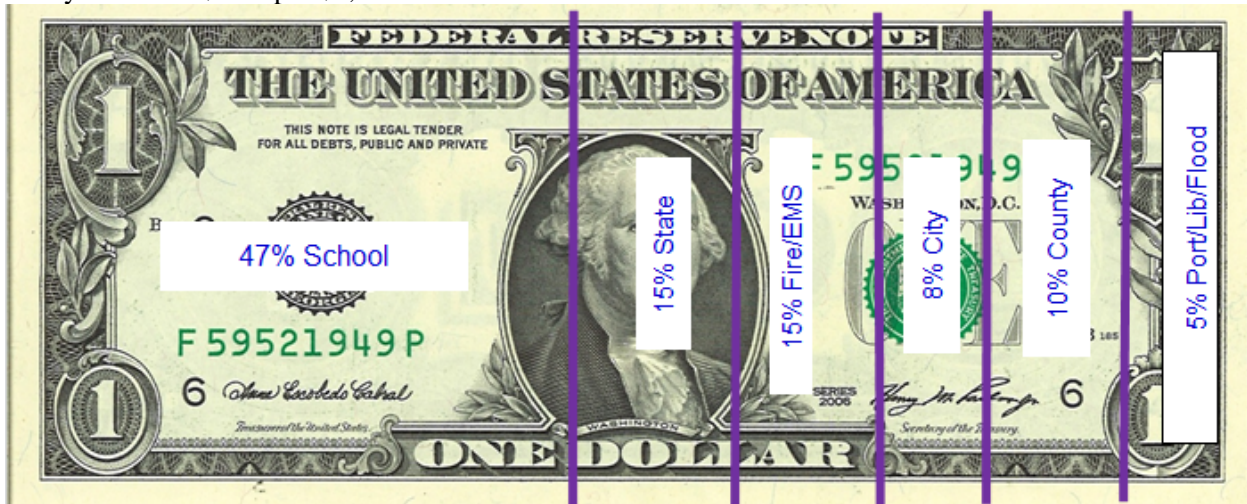
This levy cap can be exceeded (excess levy) with voter approval. Depending on its purpose, if the levy were to be used for operational and maintenance purposes (O & M levy), the voters' approval is only good for a year. If the additional levy is for capital purposes, the approval does not have to have 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.

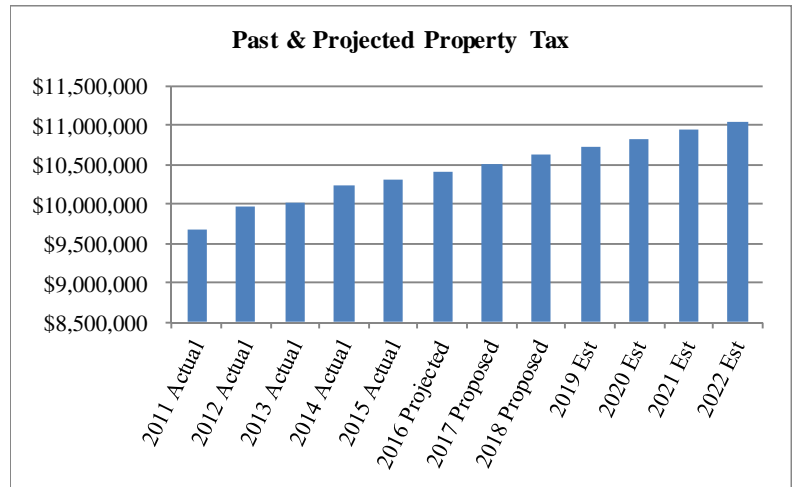
Most properties in Federal Way are taxed at \$14.5507 per \$1,000 AV in 2016, of which the City receives approximately 8.14% or \$1.19 per \$1,000 AV.



Therefore, for each \$1.00 in property tax paid, only 8.14¢ is available for City services. The remaining goes to the Federal Way School District (46.37¢), King County (10.17¢), the State (14.91¢), the library, port, ferry, and flood control districts (5.34¢ combined), and local Fire Department/Emergency Medical Services (15.07¢).

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	
		\$	%
2011 Actual	\$ 9,672,887	\$ 58,700	0.6%
2012 Actual	\$ 9,978,143	\$ 305,256	3.2%
2013 Actual	\$ 10,004,862	\$ 26,719	0.3%
2014 Actual	\$ 10,233,416	\$ 228,554	2.3%
2015 Actual	\$ 10,305,144	\$ 71,728	0.7%
2016 Projected	\$ 10,408,195	\$ 103,051	1.0%
2017 Proposed	\$ 10,512,200	\$ 104,005	1.0%
2018 Proposed	\$ 10,617,400	\$ 105,200	1.0%
2019 Est	\$ 10,723,574	\$ 106,174	1.0%
2020 Est	\$ 10,830,810	\$ 107,236	1.0%
2021 Est	\$ 10,939,118	\$ 108,308	1.0%
2022 Est	\$ 11,048,509	\$ 109,391	1.0%

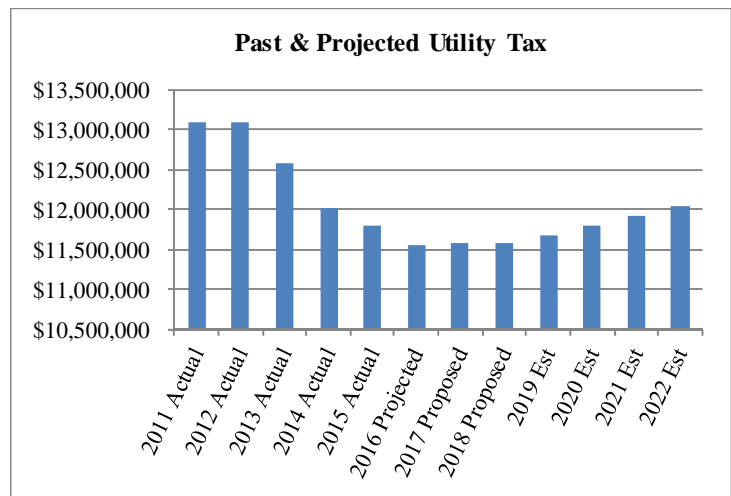


## UTILITY TAXES

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	
		\$	%
2011 Actual	\$ 13,095,011	\$ 184,248	1.4%
2012 Actual	\$ 13,083,178	\$ (11,833)	-0.1%
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 Projected	\$ 11,553,748	\$ (242,801)	-2.1%
2017 Proposed	\$ 11,571,540	\$ 17,792	0.2%
2018 Proposed	\$ 11,571,925	\$ 385	0.0%
2019 Est	\$ 11,687,644	\$ 115,719	1.0%
2020 Est	\$ 11,804,521	\$ 116,876	1.0%
2021 Est	\$ 11,922,566	\$ 118,045	1.0%
2022 Est	\$ 12,041,792	\$ 119,226	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**

***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

The table below shows utility tax collections by type for the last two biennium and the 2017/18 proposed.

Year/Type	Electricity	Gas	Solid Waste	Cable	Phone	Pager	Cellular	Storm Drainage	Total
<b>2011</b>	4,904,374	1,960,363	782,974	1,437,075	1,061,756	435	2,685,006	263,028	13,095,011
% of Total Utax	37%	15%	6%	11%	8%	0%	21%	2%	100%
Prior Yr Chg - \$	\$ 179,951	\$ 264,563	\$ (9,554)	\$ 6,929	\$ (104,739)	\$ (1,045)	\$ (150,776)	\$ (1,081)	\$ 184,248
Prior Yr Chg - %	3.8%	15.6%	-1.2%	0.5%	-9.0%	-70.6%	-5.3%	-0.4%	1.4%
<b>2012</b>	5,111,156	1,774,917	824,847	1,475,992	1,032,783	435	2,578,894	284,154	13,083,178
% of Total Utax	39%	14%	6%	11%	8%	0%	20%	2%	100%
Prior Yr Chg - \$	\$ 206,782	\$ (185,446)	\$ 41,873	\$ 38,917	\$ (28,973)	\$ -	\$ (106,112)	\$ 21,126	\$ (11,833)
Prior Yr Chg - %	4.2%	-9.5%	5.3%	2.7%	-2.7%	0.0%	-4.0%	8.0%	-0.1%
<b>2013</b>	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%
<b>2014</b>	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%
<b>2015</b>	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%
<b>2016 Proj.</b>	4,493,259	1,477,799	870,620	1,502,880	811,114	-	2,124,366	273,710	11,553,748
% of Total Utax	39%	13%	8%	13%	7%	0%	18%	2%	100%
Prior Yr Chg - \$	\$ (106,105)	\$ (9,944)	\$ (46,106)	\$ (155,143)	\$ (80,429)	\$ (682)	\$ 182,583	\$ (26,976)	\$ (242,802)
Prior Yr Chg - %	-2.3%	-0.7%	-5.0%	-9.4%	-9.0%	-100.0%	9.4%	-9.0%	-2.1%
<b>2017 Prop.</b>	4,502,493	1,477,799	870,620	1,511,438	811,114	-	2,124,366	273,710	11,571,540
% of Total Utax	39%	13%	8%	13%	7%	0%	18%	2%	100%
Prior Yr Chg - \$	\$ 9,234	\$ -	\$ -	\$ 8,558	\$ -	\$ -	\$ -	\$ -	\$ 17,792
Prior Yr Chg - %	0.2%	0.0%	0.0%	0.6%	0.0%	n/a	0.0%	0.0%	0.2%
<b>2018 Prop.</b>	4,502,493	1,477,799	870,620	1,511,823	811,114	-	2,124,366	273,710	11,571,925
% of Total Utax	39%	13%	8%	13%	7%	0%	18%	2%	100%
Prior Yr Chg - \$	\$ -	\$ -	\$ -	\$ 385	\$ -	\$ -	\$ -	\$ -	\$ 385
Prior Yr Chg - %	0.0%	0.0%	0.0%	0.0%	0.0%	n/a	0.0%	0.0%	0.0%

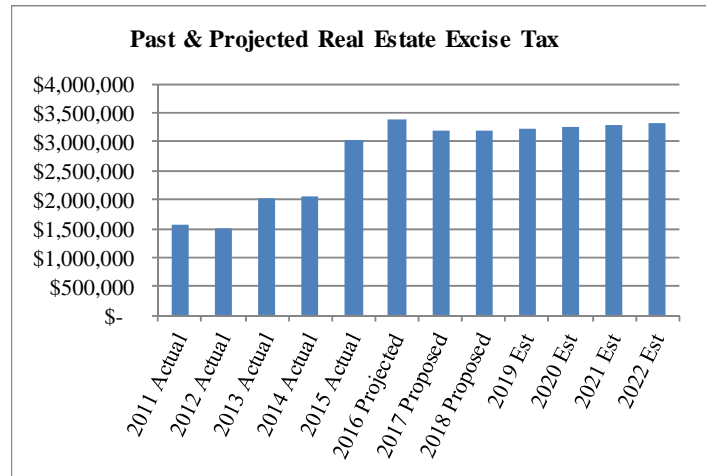
\* This table is net of utility tax rebate.

Between 2013 actual and 2015 actual we received less revenue primarily due to the decrease in Electricity revenue which is mainly due to less consumption. The proposed budget reflects increase in 2017 budget of 0.2% over 2016, and 1% increase each year between 2019-2022.

**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	
		\$	%
2011 Actual	\$ 1,560,394	\$ 157,033	11.2%
2012 Actual	\$ 1,507,315	\$ (53,079)	-3.4%
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 Projected	\$ 3,400,000	\$ 368,841	12.2%
2017 Proposed	\$ 3,200,000	\$ (200,000)	-5.9%
2018 Proposed	\$ 3,200,000	\$ -	0.0%
2019 Est	\$ 3,232,000	\$ 32,000	1.0%
2020 Est	\$ 3,264,320	\$ 32,320	1.0%
2021 Est	\$ 3,296,963	\$ 32,643	1.0%
2022 Est	\$ 3,329,933	\$ 32,970	1.0%

**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 percents 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.

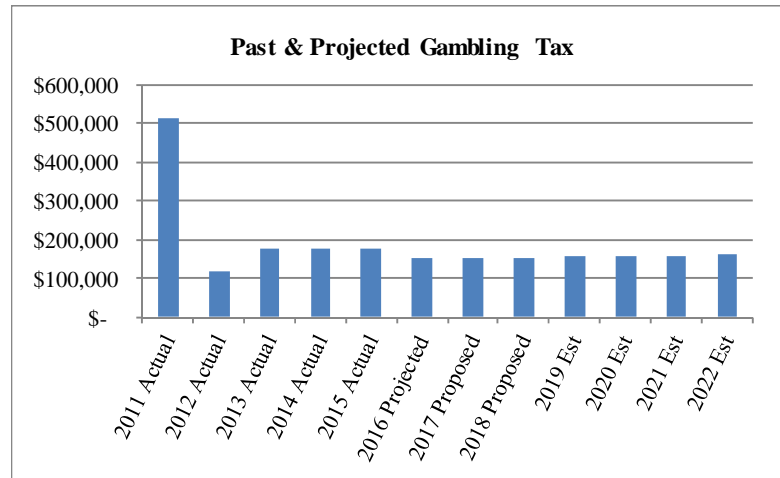
## ***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

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 \$3.2 million in 2017/2018 is based on actual collections over the last two years. REET is projected to increase by 1% between 2019-20122.

### **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	
		\$	%
2011 Actual	\$ 511,005	\$ 17,520	3.6%
2012 Actual	\$ 120,239	\$ (390,766)	-76.5%
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 Projected	\$ 155,000	\$ (22,807)	-12.8%
2017 Proposed	\$ 155,000	\$ -	0.0%
2018 Proposed	\$ 155,000	\$ -	0.0%
2019 Est	\$ 156,550	\$ 1,550	1.0%
2020 Est	\$ 158,116	\$ 1,566	1.0%
2021 Est	\$ 159,697	\$ 1,581	1.0%
2022 Est	\$ 161,294	\$ 1,597	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. The estimates for 2016 year-end and beyond are based on conservative methods and do not include the re-opening of the card room. Gambling tax is projected to increase by 1% between 2019-2022.

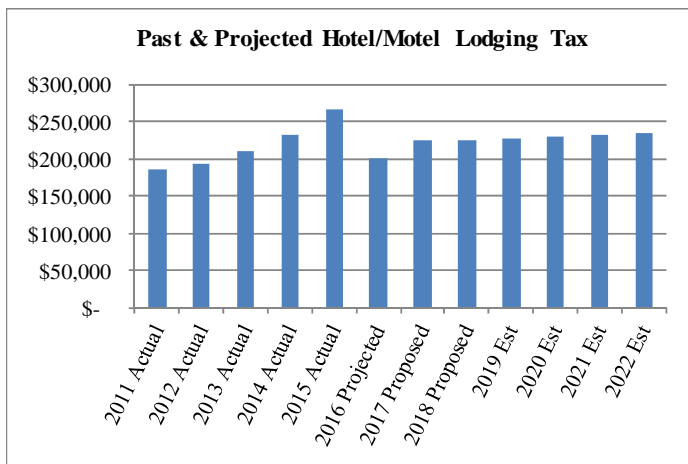
**LODGING TAX (RCW 67.28)**

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 \$225K per year in 2017 and 2018. 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	0.40%
Regional Transit Authority	0.50%
<b>Subtotal Sales Tax Rate</b>	<b>9.50%</b>
Convention Center Tax	2.80%
Stadium Tax	2.00%
State Sales Tax Credit	-2.00%
City Lodging Tax	1.00%
<b>Total Tax on Lodging</b>	<b>13.30%</b>

Year	Hotel/Motel Lodging Tax	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 185,289	\$ 36,232	24.3%
2012 Actual	\$ 193,344	\$ 8,055	4.3%
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 Projected	\$ 200,000	\$ (66,053)	-24.8%
2017 Proposed	\$ 225,000	\$ 25,000	12.5%
2018 Proposed	\$ 225,000	\$ -	0.0%
2019 Est	\$ 227,250	\$ 2,250	1.0%
2020 Est	\$ 229,523	\$ 2,273	1.0%
2021 Est	\$ 231,818	\$ 2,295	1.0%
2022 Est	\$ 234,136	\$ 2,318	1.0%

**LEASEHOLD TAX (RCW 82.29)**

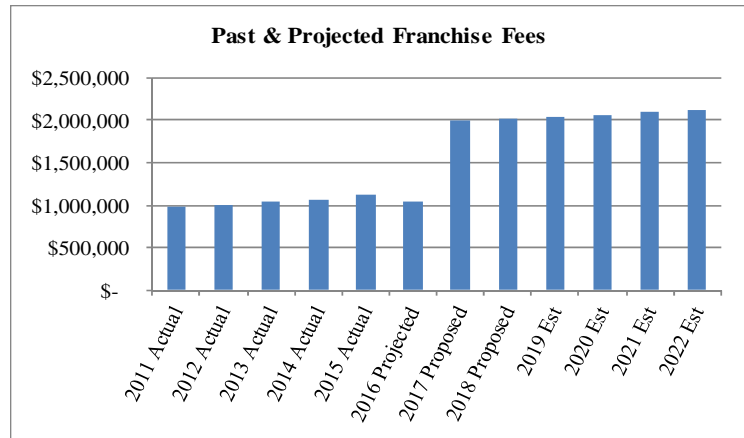
In addition to the above, the City also receives a minimal amount of revenue from the 4% leasehold tax (RCW 82.29A.) on lease income from private business activities on tax-exempt properties, in-lieu-of property tax. The total rate on leasehold tax is 12.84%. Cities and counties can collectively levy 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.

## CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

### FRANCHISE FEE

Franchise fees are charges levied on private utilities for their use of City streets and other public properties to place utility infrastructure and to recoup City costs of administering franchise agreements. The franchise fees on light, natural gas, and telephone utilities are limited by statute to the actual administrative expenses incurred by the City directly related to receiving and approving permits, licenses, or franchisees. Cable TV franchise fees are governed by the Federal Cable Communications Policy Act of 1994 and are negotiated with cable companies for an amount not to exceed 5% of gross revenues, which is the primary source of the City's franchise fee revenue. The table below shows past and projected cable franchise fees and newly added Lakehaven Franchise fee projected in 2017 and 2018. Revenue is proposed at \$2.0M for 2017 and 2018. Thereafter, revenue is projected at a 1% rate through 2022.

Year	Franchise Fees	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 988,948	\$ 8,057	0.8%
2012 Actual	\$ 1,004,026	\$ 15,078	1.5%
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 Projected	\$ 1,050,000	\$ (63,436)	-5.7%
2017 Proposed	\$ 1,992,301	\$ 942,301	89.7%
2018 Proposed	\$ 2,023,410	\$ 31,109	1.6%
2019 Est	\$ 2,043,644	\$ 20,234	1.0%
2020 Est	\$ 2,064,081	\$ 20,436	1.0%
2021 Est	\$ 2,084,721	\$ 20,641	1.0%
2022 Est	\$ 2,105,569	\$ 20,847	1.0%

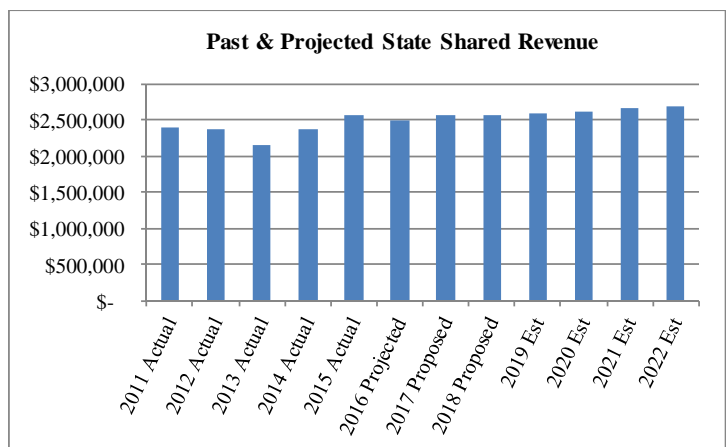


### STATE SHARED REVENUES

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.

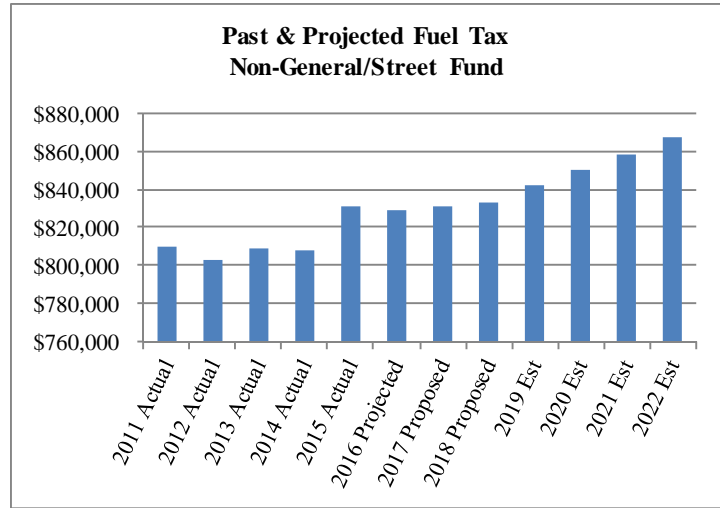
Past and projected state shared revenue in the General & Street Fund are as follows:

Year	State Shared Revenue	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 2,399,140	\$ (139,322)	-5.5%
2012 Actual	\$ 2,375,024	\$ (24,116)	-1.0%
2013 Actual	\$ 2,153,143	\$ (221,881)	-9.3%
2014 Actual	\$ 2,355,980	\$ 202,837	9.4%
2015 Actual	\$ 2,559,941	\$ 203,961	8.7%
2016 Projected	\$ 2,483,000	\$ (76,941)	-3.0%
2017 Proposed	\$ 2,570,000	\$ 87,000	3.5%
2018 Proposed	\$ 2,570,000	\$ -	0.0%
2019 Est	\$ 2,595,700	\$ 25,700	1.0%
2020 Est	\$ 2,621,657	\$ 25,957	1.0%
2021 Est	\$ 2,647,874	\$ 26,217	1.0%
2022 Est	\$ 2,674,352	\$ 26,479	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	State Shared Revenue	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 809,611	\$ (26,086)	-3.1%
2012 Actual	\$ 802,934	\$ (6,677)	-0.8%
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 Projected	\$ 829,000	\$ (1,708)	-0.2%
2017 Proposed	\$ 831,410	\$ 2,410	0.3%
2018 Proposed	\$ 833,273	\$ 1,863	0.2%
2019 Est	\$ 841,605.73	\$ 8,333	1.0%
2020 Est	\$ 850,022	\$ 8,416	1.0%
2021 Est	\$ 858,522	\$ 8,500	1.0%
2022 Est	\$ 867,107	\$ 8,585	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 projected SWM fees for 2017/2018 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.

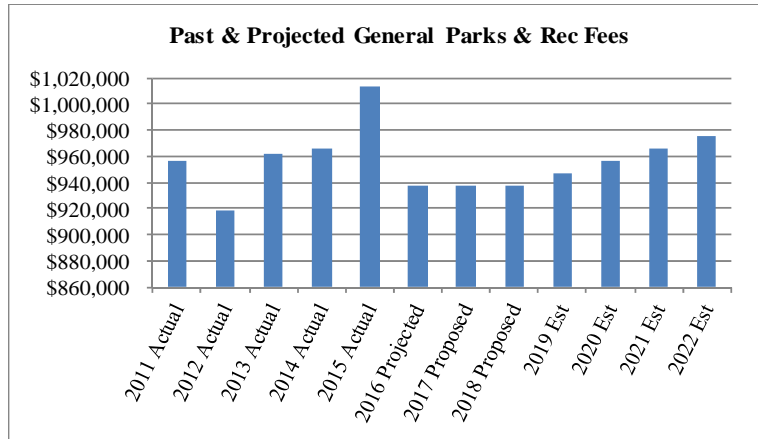
## CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

### RECREATION FEES

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

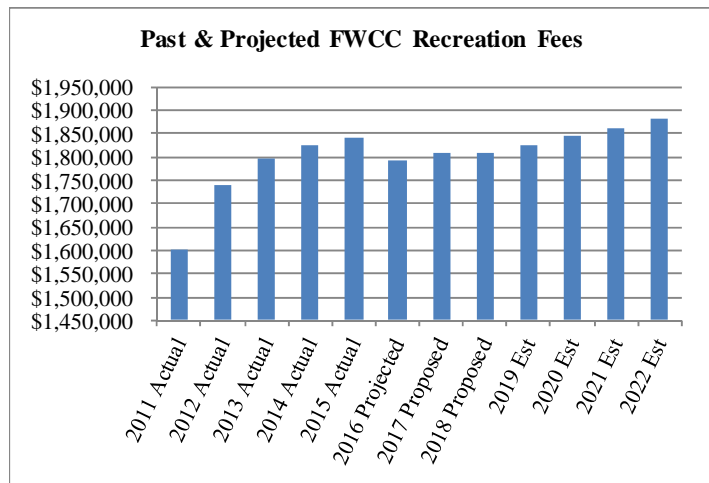
**General parks and recreation fees** include programs such as youth and adult athletics, aerobics and fitness classes, aquatic programs, and special interest leisure classes like art, outdoor recreation and dance. Many of these programs take place at the community center with related program revenue accounted for in the General Fund. General parks and recreation fees are projected to increase by 1% each year through 2022.

Year	General Parks & Rec Fees	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 956,607	\$ 42,776	4.7%
2012 Actual	\$ 919,198	\$ (37,409)	-3.9%
2013 Actual	\$ 961,644	\$ 42,446	4.6%
2014 Actual	\$ 966,037	\$ 4,393	0.5%
2015 Actual	\$ 1,012,820	\$ 46,783	4.8%
2016 Projected	\$ 937,000	\$ (75,820)	-7.5%
2017 Proposed	\$ 937,000	\$ -	0.0%
2018 Proposed	\$ 937,000	\$ -	0.0%
2019 Est	\$ 946,370	\$ 9,370	1.0%
2020 Est	\$ 955,834	\$ 9,464	1.0%
2021 Est	\$ 965,392	\$ 9,558	1.0%
2022 Est	\$ 975,046	\$ 9,654	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 2022.

Year	Federal Way Community Ctr	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 1,602,183	\$ 19,635	1.2%
2012 Actual	\$ 1,738,039	\$ 135,856	8.5%
2013 Actual	\$ 1,796,064	\$ 58,025	3.3%
2014 Actual	\$ 1,826,260	\$ 30,196	1.7%
2015 Actual	\$ 1,841,924	\$ 15,664	0.9%
2016 Projected	\$ 1,793,500	\$ (48,424)	-2.6%
2017 Proposed	\$ 1,806,500	\$ 13,000	0.7%
2018 Proposed	\$ 1,806,500	\$ -	0.0%
2019 Est	\$ 1,824,565	\$ 18,065	1.0%
2020 Est	\$ 1,842,811	\$ 18,246	1.0%
2021 Est	\$ 1,861,239	\$ 18,428	1.0%
2022 Est	\$ 1,879,851	\$ 18,612	1.0%



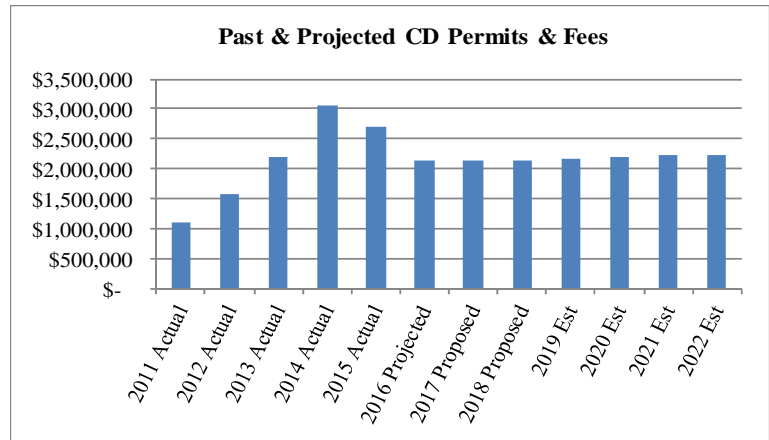
The facility rentals at **Dumas Bay Centre** are proposed at \$635K for 2017 and 2018. Program revenues are estimated to increase by 1% each year through 2022.

The Dumas Bay Centre Fund will continue to receive \$112K in each year in utility tax subsidy for 2017 and 2018 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**

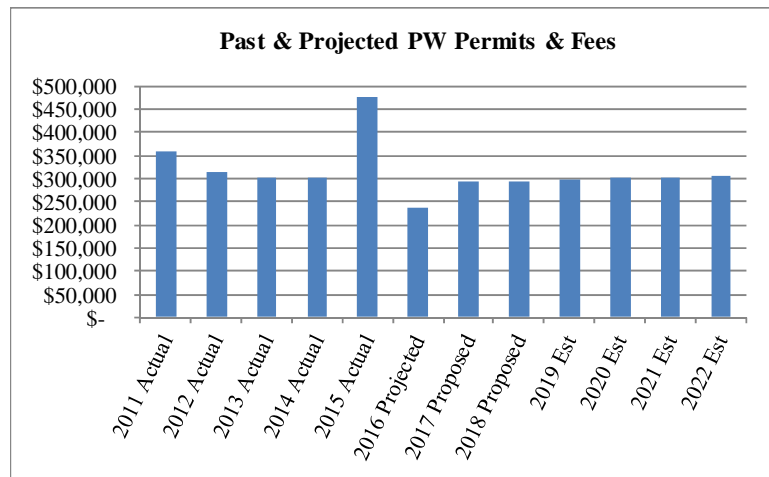
Community Development Permits and Fees include building, mechanical, electrical and plumbing permit fees, zoning fees and plan check fees. The majority of these fees are payable at the time the permit is issued. The revenues are deposited in the General Fund to offset building and planning service costs. 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	
		\$	%
2011 Actual	\$ 1,100,689	\$ (203,297)	-15.6%
2012 Actual	\$ 1,571,606	\$ 470,917	42.8%
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 Projected	\$ 2,150,500	\$ (548,341)	-20.3%
2017 Proposed	\$ 2,150,500	\$ -	0.0%
2018 Proposed	\$ 2,150,500	\$ -	0.0%
2019 Est	\$ 2,172,005	\$ 21,505	1.0%
2020 Est	\$ 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%



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.

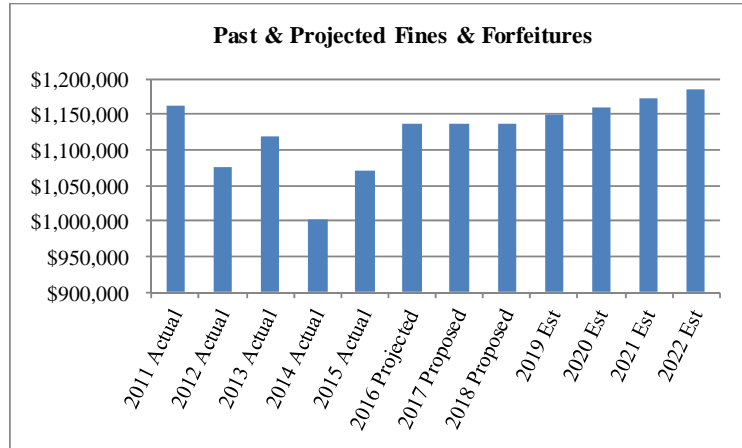
Year	PW Permits & Fees	Chg Over Prior Year	
		\$	%
2011 Actual	\$ 359,994	\$ 31,539	9.6%
2012 Actual	\$ 314,830	\$ (45,164)	-12.5%
2013 Actual	\$ 300,537	\$ (14,293)	-4.5%
2014 Actual	\$ 300,738	\$ 201	0.1%
2015 Actual	\$ 475,336	\$ 174,598	58.1%
2016 Projected	\$ 238,000	\$ (237,336)	-49.9%
2017 Proposed	\$ 293,728	\$ 55,728	23.4%
2018 Proposed	\$ 293,728	\$ -	0.0%
2019 Est	\$ 296,665	\$ 2,937	1.0%
2020 Est	\$ 299,632	\$ 2,967	1.0%
2021 Est	\$ 302,628	\$ 2,996	1.0%
2022 Est	\$ 305,655	\$ 3,026	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	
		\$	%
2011 Actual	\$ 1,161,030	\$ (92,530)	-7.4%
2012 Actual	\$ 1,076,204	\$ (84,825)	-7.3%
2013 Actual	\$ 1,118,097	\$ 41,893	3.9%
2014 Actual	\$ 1,002,731	\$ (115,366)	-10.3%
2015 Actual	\$ 1,071,462	\$ 68,731	6.9%
2016 Projected	\$ 1,137,400	\$ 65,938	6.2%
2017 Proposed	\$ 1,137,400	\$ -	0.0%
2018 Proposed	\$ 1,137,400	\$ -	0.0%
2019 Est	\$ 1,148,774	\$ 11,374	1.0%
2020 Est	\$ 1,160,262	\$ 11,488	1.0%
2021 Est	\$ 1,171,864	\$ 11,603	1.0%
2022 Est	\$ 1,183,583	\$ 11,719	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 2016 year-end projected fines and forfeitures is \$1.14 million and is 4.5% below 2013's actual revenues. Revenue is projected at 1.0% through 2022.

**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 &amp; STREET FUND LONG RANGE PLAN

Item	2014	2015	2016			2017	2018	2019	2020	2021	2022
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	Projected	Projected	Projected	Projected
<b>BEGINNING FUND BALANCE</b>	\$ 16,240,295	\$ 13,264,106	\$ 11,838,201	\$ 12,006,585	\$ 12,006,585	\$ 10,534,955	\$ 10,275,291	\$ 9,500,000	\$ 6,706,801	\$ 4,281,699	\$ 2,213,364
<b>REVENUE SUMMARY:</b>											
Property Tax	10,233,416	10,305,144	10,611,198	10,486,454	10,408,195	10,512,200	10,617,400	10,723,574	10,830,810	10,939,118	11,048,509
Sales Tax	12,173,288	13,297,086	12,321,293	13,221,293	13,899,128	14,168,989	15,089,973	15,391,772	15,699,608	16,013,600	16,333,872
Criminal Justice Sales Tax	2,138,406	2,319,124	2,357,007	2,507,007	2,507,007	2,458,271	2,605,768	2,631,826	2,658,144	2,684,725	2,711,573
Other Taxes	182,754	183,911	161,000	161,000	161,000	161,000	161,000	162,610	164,236	165,878	167,537
Licenses and Permits	3,311,671	3,574,648	2,962,000	2,962,000	2,878,500	3,823,801	3,854,910	3,882,847	3,911,010	3,939,402	3,968,024
Intergovernmental	2,810,985	3,113,835	2,792,162	3,012,402	3,012,402	3,120,559	2,904,004	2,775,276	2,802,799	2,830,596	2,858,672
Charges for Services	4,105,871	3,626,154	3,761,346	4,226,457	3,888,457	3,927,185	3,927,185	3,961,298	3,995,726	4,030,473	4,065,541
Fines and Penalties	1,038,823	1,111,492	1,163,400	1,163,400	1,163,400	1,163,900	1,163,900	1,175,404	1,187,022	1,198,757	1,210,608
Miscellaneous	635,624	766,754	529,300	529,300	529,300	537,300	537,300	541,052	544,832	548,643	552,483
Other Financing Sources	12,227,915	7,043,448	10,042,075	12,257,213	12,675,553	12,183,281	11,472,322	10,339,664	10,499,875	10,625,242	10,752,116
<b>Total Revenues</b>	<b>\$ 48,858,753</b>	<b>\$ 45,341,597</b>	<b>\$ 46,700,781</b>	<b>\$ 50,526,526</b>	<b>\$ 51,122,942</b>	<b>\$ 52,056,486</b>	<b>\$ 52,333,762</b>	<b>\$ 51,585,322</b>	<b>\$ 52,294,062</b>	<b>\$ 52,976,434</b>	<b>\$ 53,668,935</b>
<b>EXPENDITURE SUMMARY:</b>											
City Council	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	\$ 404,027	\$ 406,369	\$ 408,733	\$ 411,122
Mayor's Office	1,549,942	1,511,598	1,291,190	1,355,288	1,355,288	1,388,167	1,387,377	1,395,912	1,404,533	1,413,240	1,422,033
Municipal Court	1,679,300	1,311,919	1,326,963	1,719,470	1,719,470	1,694,174	1,713,881	1,728,318	1,742,899	1,757,626	1,772,501
Finance	962,916	883,630	941,111	941,111	941,111	959,591	971,822	980,548	989,361	998,263	1,007,253
City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	511,146	513,766	516,413	519,085
Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	468,076	471,918	475,799	479,719
Law - Civil	730,914	687,343	585,649	685,649	685,649	685,205	698,170	703,531	708,946	714,415	719,938
Law-Criminal	740,230	611,831	593,714	631,021	631,021	676,832	681,301	688,009	694,784	701,627	708,539
Community Development	2,697,363	2,222,663	2,335,518	2,335,518	2,335,518	2,272,366	2,313,482	2,336,054	2,358,851	2,381,877	2,405,133
Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	239,551	241,559	243,586	245,634
Human Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	820,263	822,044	823,843	825,660
Jail Contract Costs	3,973,482	4,423,775	4,276,614	5,483,134	5,483,134	5,738,342	5,738,342	5,767,034	5,795,869	5,824,848	5,853,972
911 Dispatch	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	2,760,377	2,774,179	2,788,050	2,801,990
Police	22,175,016	16,757,087	16,759,913	17,061,651	17,061,651	17,557,162	17,635,549	17,629,657	17,787,831	17,947,586	18,108,940
Parks, Recr & Cultural Svcs	3,960,906	3,682,475	3,480,680	3,798,675	3,798,675	3,810,674	3,831,027	3,852,979	3,875,150	3,897,543	3,920,159
Public Works	4,408,030	3,506,801	3,792,854	3,869,332	3,869,332	3,884,066	4,056,472	4,078,105	4,099,953	4,122,021	4,144,309
Non-Departmental	4,934,431	6,920,994	9,614,264	10,200,554	9,779,104	8,696,517	8,904,390	10,014,935	10,031,151	10,029,299	10,045,658
<b>Total Expenditures</b>	<b>\$ 51,834,942</b>	<b>\$ 46,599,118</b>	<b>\$ 49,032,282</b>	<b>\$ 53,016,022</b>	<b>\$ 52,594,572</b>	<b>\$ 52,316,148</b>	<b>\$ 53,109,052</b>	<b>\$ 54,378,522</b>	<b>\$ 54,719,164</b>	<b>\$ 55,044,769</b>	<b>\$ 55,391,646</b>
<b>Changes in Fund Balance</b>	<b>\$ (2,976,189)</b>	<b>\$ (1,257,521)</b>	<b>\$ (2,331,501)</b>	<b>\$ (2,489,496)</b>	<b>\$ (1,471,630)</b>	<b>\$ (259,663)</b>	<b>\$ (775,291)</b>	<b>\$ (2,793,199)</b>	<b>\$ (2,425,101)</b>	<b>\$ (2,068,335)</b>	<b>\$ (1,722,711)</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 13,264,106</b>	<b>\$ 12,006,585</b>	<b>\$ 9,506,700</b>	<b>\$ 9,517,089</b>	<b>\$ 10,534,955</b>	<b>\$ 10,275,292</b>	<b>\$ 9,500,000</b>	<b>\$ 6,706,801</b>	<b>\$ 4,281,699</b>	<b>\$ 2,213,364</b>	<b>\$ 490,653</b>

**CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET**

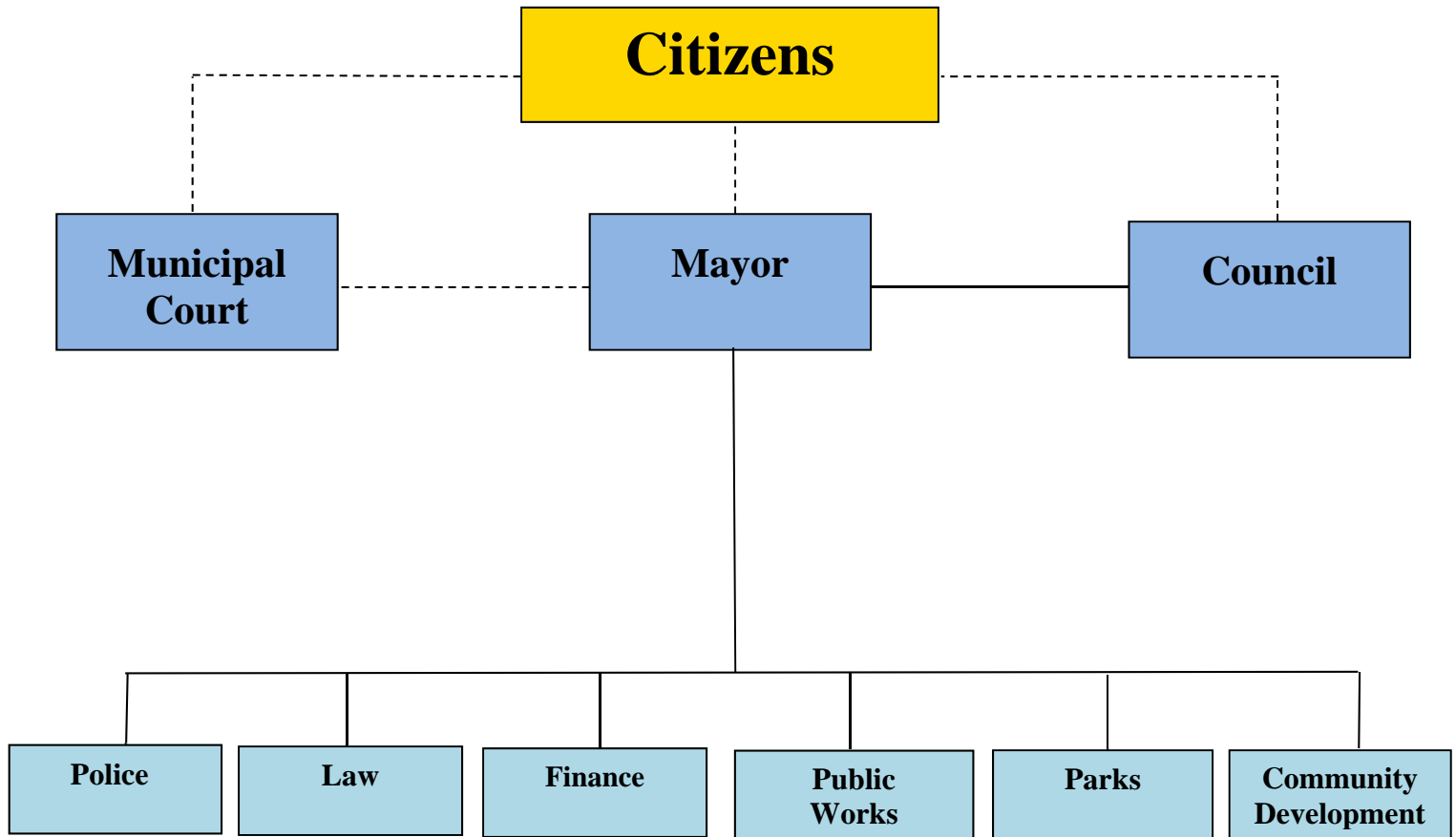
**ALL FUNDS LONG RANGE PLAN**

Item	2014	2015	2016			2017	2018	2019	2020	2021	2022
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	Projected	Projected	Projected	Projected
<b>BEGINNING FUND BALANCE</b>	\$ 73,919,807	\$ 76,726,170	\$ 53,420,423	\$ 75,536,533	\$ 75,536,533	\$ 59,056,064	\$ 49,573,818	\$ 47,771,394	\$ 46,475,075	\$ 46,251,338	\$ 46,941,371
<b>OPERATING REVENUE:</b>											
Property Taxes	\$ 10,233,416	\$ 10,305,144	\$ 10,611,198	\$ 10,486,454	\$ 10,408,195	\$ 10,512,200	\$ 10,617,400	10,723,574	10,830,810	10,939,118	11,048,509
Sales Tax	12,173,288	13,297,086	12,321,293	13,221,293	13,899,128	14,168,989	15,089,973	15,391,772	15,699,608	16,013,600	16,333,872
Criminal Justice Sales Tax	2,138,406	2,319,124	2,357,007	2,507,007	2,507,007	2,458,271	2,605,768	2,631,826	2,658,144	2,684,725	2,711,573
Utility Tax	12,023,379	11,796,549	12,677,790	11,503,748	11,553,748	11,571,540	11,571,925	11,687,644	11,804,521	11,922,566	12,041,792
Real Estate Excise tax	2,062,722	3,031,159	1,900,000	2,100,054	3,400,000	3,200,000	3,200,000	3,232,000	3,264,320	3,296,963	3,329,933
Other Taxes	605,206	638,827	521,000	521,000	521,000	546,000	546,000	549,860	553,759	557,696	561,673
Licenses and Permits	3,431,055	3,660,022	2,962,000	2,962,000	2,878,500	3,823,801	3,854,910	3,882,847	3,911,010	3,939,402	3,968,024
Intergovernmental	10,537,439	8,943,085	14,040,465	32,895,883	28,857,730	19,712,672	14,748,980	6,404,561	5,742,455	5,726,688	5,761,264
Charges for Services	20,809,078	20,304,497	19,495,773	21,385,772	21,047,772	21,573,270	23,543,634	21,199,155	21,451,014	21,681,983	21,961,303
Fines and Penalties	3,505,011	4,124,596	3,333,282	3,582,146	4,282,491	4,300,774	4,300,900	4,312,278	4,324,022	4,335,631	4,347,608
Miscellaneous	1,855,045	2,844,278	1,475,097	1,489,597	1,538,460	12,886,500	1,776,971	1,790,058	1,803,347	1,816,682	1,830,221
Proprietary Fund Revenue	41,136	270,249	-	-	-	45,000	45,000	45,000	45,000	45,000	45,000
Other Financing Sources	51,963,739	16,952,962	19,110,613	26,244,028	26,662,368	26,565,889	16,868,980	16,370,046	16,816,947	16,407,399	16,524,258
<b>Total Revenues</b>	<b>\$ 131,378,919</b>	<b>\$ 98,487,578</b>	<b>\$ 100,805,518</b>	<b>\$ 128,898,982</b>	<b>\$ 127,556,399</b>	<b>\$ 131,364,906</b>	<b>\$ 108,770,441</b>	<b>\$ 98,220,621</b>	<b>\$ 98,904,956</b>	<b>\$ 99,367,454</b>	<b>\$ 100,465,029</b>
<b>OPERATING EXPENDITURE:</b>											
City Council	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	404,027	406,369	408,733	411,122
Mayor's Office	1,549,942	1,562,674	1,342,266	1,406,364	1,406,364	1,439,243	1,438,453	1,446,988	1,455,609	1,464,316	1,473,109
Performing Arts & Event Center	-	15,387	-	412,134	412,134	937,546	986,820	993,541	1,000,329	1,007,185	1,014,110
Municipal Court	1,679,300	1,511,965	1,557,092	1,949,599	1,949,599	1,924,572	1,956,925	1,972,982	1,989,199	2,005,578	2,022,121
Finance	962,916	883,630	941,111	941,111	941,111	959,591	971,822	980,548	989,361	998,263	1,007,253
City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	511,146	513,766	516,413	519,085
Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	468,076	471,918	475,799	479,719
Information Technology	2,133,962	2,294,135	2,601,615	3,005,817	3,005,817	2,179,611	2,162,385	2,199,668	2,179,097	2,216,547	2,196,145
Law -Civil	5,602,190	2,231,185	1,730,518	1,959,418	1,959,418	2,474,128	2,010,463	2,018,144	2,025,901	2,033,736	2,041,649
Law-Criminal	740,230	611,831	593,714	631,021	631,021	676,832	681,301	688,009	694,784	701,627	708,539
Community Development	3,234,707	2,934,199	3,680,117	3,680,117	3,680,117	3,646,215	3,651,236	3,674,814	3,698,628	3,722,681	3,746,974
Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	239,551	241,559	243,586	245,634
Human Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	820,263	822,044	823,843	825,660
Jail Contract Costs	3,973,482	4,423,775	4,276,614	5,483,134	5,483,134	5,738,342	5,738,342	5,767,034	5,795,869	5,824,848	5,853,972
911 Dispatch	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	2,760,377	2,774,179	2,788,050	2,801,990
Police	23,941,741	21,366,602	20,639,769	22,979,518	22,979,518	22,865,843	23,329,105	22,638,364	22,815,107	22,993,366	23,173,659
Parks, Recr & Cultural Svcs	8,387,431	9,589,391	7,196,905	10,829,946	8,762,783	9,903,950	7,731,389	7,767,852	7,804,680	7,841,876	7,879,444
Public Works	24,217,290	21,251,837	30,397,250	51,674,402	40,752,901	34,941,107	27,406,424	15,461,008	14,564,910	13,561,177	13,579,876
Non-Departmental	48,126,957	26,921,600	27,452,596	47,148,048	47,138,331	48,207,119	27,330,960	28,704,548	28,885,384	29,049,796	29,234,084
<b>Total Expenditures</b>	<b>\$ 128,572,559</b>	<b>\$ 99,677,213</b>	<b>\$ 106,443,379</b>	<b>\$ 157,035,249</b>	<b>\$ 144,036,868</b>	<b>\$ 140,847,151</b>	<b>\$ 110,572,864</b>	<b>\$ 99,516,940</b>	<b>\$ 99,128,694</b>	<b>\$ 98,677,421</b>	<b>\$ 99,214,147</b>
<b>Changes in Fund Balance</b>	<b>\$ 2,806,360</b>	<b>\$ (1,189,635)</b>	<b>\$ (5,637,861)</b>	<b>\$ (28,136,267)</b>	<b>\$ (16,480,469)</b>	<b>\$ (9,482,245)</b>	<b>\$ (1,802,424)</b>	<b>\$ (1,296,319)</b>	<b>\$ (223,738)</b>	<b>\$ 690,033</b>	<b>\$ 1,250,882</b>
<b>ENDING FUND BALANCE:</b>	<b>\$ 76,726,167</b>	<b>\$ 75,536,535</b>	<b>\$ 47,782,562</b>	<b>\$ 47,400,266</b>	<b>\$ 59,056,065</b>	<b>\$ 49,573,819</b>	<b>\$ 47,771,394</b>	<b>\$ 46,475,075</b>	<b>\$ 46,251,338</b>	<b>\$ 46,941,371</b>	<b>\$ 48,192,252</b>

**INDEX**

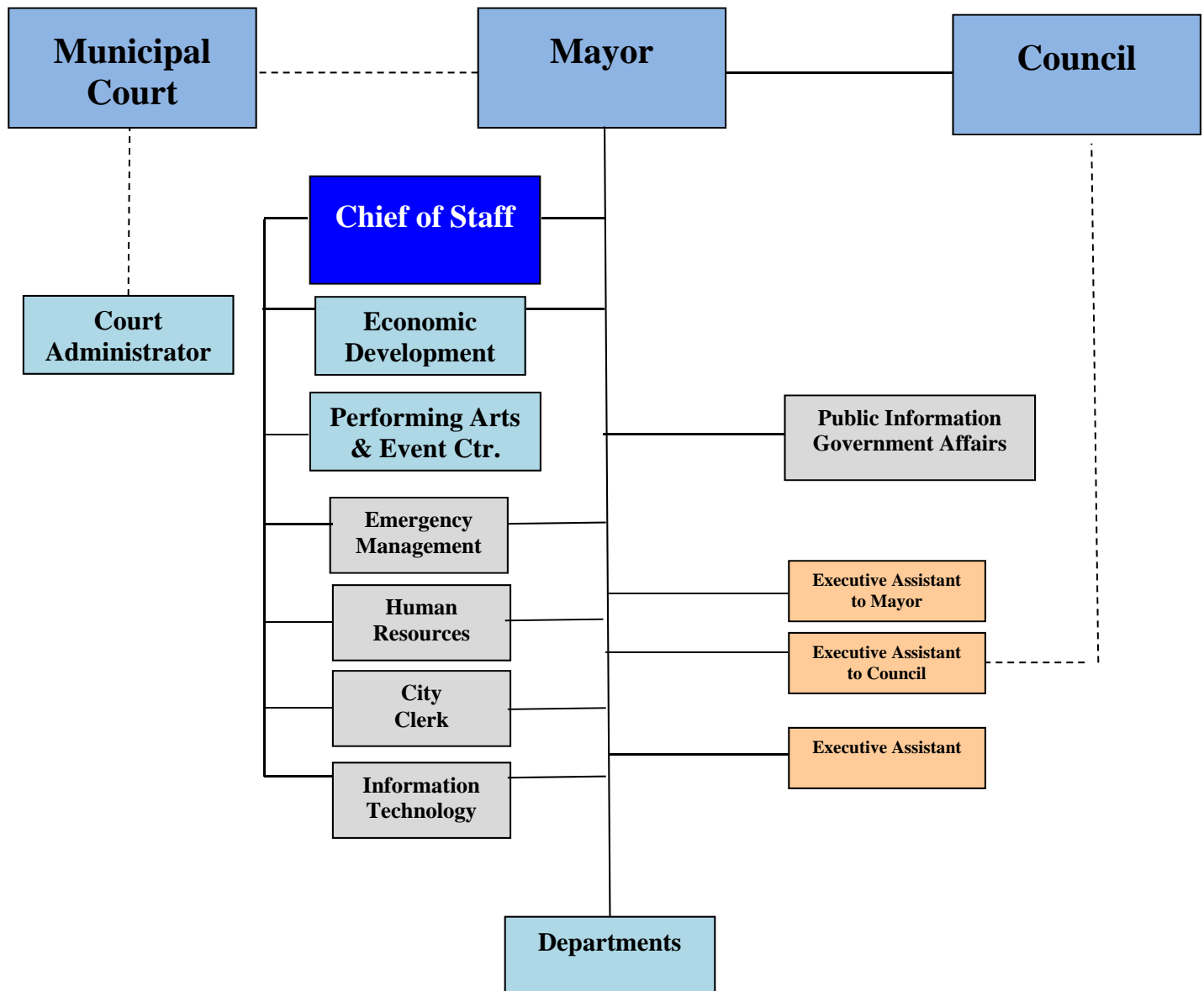
	Page
<b>DEPARTMENTS</b>	
Mayor's Office .....	C2-C21
City Council.....	C23-C25
Community Development.....	C27-C42
Finance .....	C43-C46
Law .....	C47-C54
Municipal Court.....	C55-C58
Non Departmental.....	C59-C60
Parks .....	C61-C79
Police .....	C81-C91
Public Works .....	C93-C113

## 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

2015/2016 ACCOMPLISHMENTS

MAYOR'S OFFICE

- Implemented key downtown development initiatives, including
  - Performing arts and conference center, groundbreaking, July 2014
  - Opened the City's first downtown park, Town Square Park, July 2014
- Prevented closure of local King County Public Health clinic, preserving maternity and nutrition services to 13,700 low-income women and their children.
- Increased accessibility of municipal government through new community outreach efforts including
  - Neighborhood connection meetings, reaching more than 500 residents
  - Produced City newsletter providing information on city initiatives that reached over 34,000 residents
  - New Day Federal Way, a news and feature show, reporting civic events and public meetings on Comcast channel 21 and the City's YouTube channel
- Lead role working with SCORE regional jail partners to improve facility marketing & operations
- Mayor's Day of Concern for the Hungry collected 1,465 pounds of food for MSC Food Bank

2017/2018 ANTICIPATED KEY PROJECTS

MAYOR'S OFFICE

- Expand economic development downtown using innovative approaches
- Explore and develop small business development center
- Implement an economic development project downtown
- Staff development, training, customer service

DEPARTMENT POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	61
Chief of Staff	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58f
Communications & Govt Affairs Manager	1.00	-	1.00	-	-	-	-	47
Communications & Govt. Relations Coordinator	-	1.00	-	1.00	1.00	1.00	1.00	39
Executive Assistant to Mayor/Office Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Executive Assistant	-	1.00	-	1.00	1.00	1.00	1.00	31
Graphics Coordinator	-	-	-	0.34	0.34	0.34	0.34	22
Administrative Assistant	-	-	1.00	-	-	-	-	18
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	39
IT Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
IT Specialist/Web,App, Security	-	-	1.00	-	-	-	-	35
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Human Resources Technician	1.75	1.75	1.75	2.00	2.00	2.00	2.00	29
Administrative Assistant I	0.50	1.00	0.50	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	0.88	1.00	1.50	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	na
Development Supervisor	-	-	-	1.00	1.00	1.00	1.00	na
Marketing Coordinator	-	-	-	-	-	1.00	1.00	na
Patron Services Coordinator	-	-	-	1.00	1.00	1.00	1.00	na
Technical Supervisor	-	-	-	1.00	1.00	1.00	1.00	na
Administrative Assistant II	-	-	-	-	-	1.00	1.00	na
<b>Total Regular Staffing</b>	17.13	20.75	19.75	25.34	25.34	27.34	27.34	n/a
<b>Change from prior year</b>	3.13	3.62	(1.00)	5.59	-	2.00	-	n/a
<b>Funded on a One-time Basis:</b>								
IT Analyst Applications	1.00	-	-	-	-	-	-	35
<b>Grand Total Staffing</b>	18.13	20.75	19.75	25.34	25.34	27.34	27.34	n/a

# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## MAYOR'S OFFICE DEPARTMENT OVERVIEW

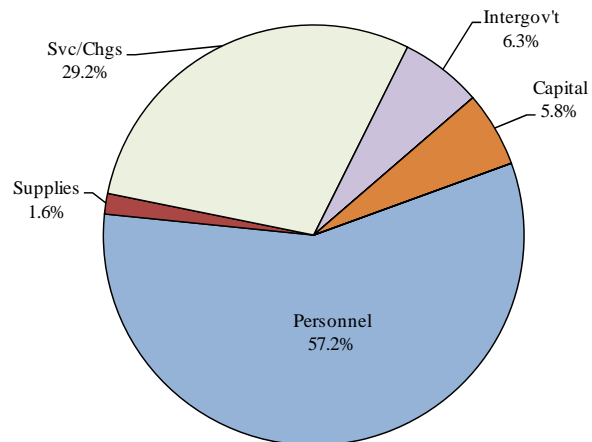
Responsible Manager: *Mayor Jim Ferrell*

### 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.

### 2017 Proposed Expenditures by Category



### 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.

### DEPARTMENT SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ -	0.0%
33X	Intergovernmental	59,793	49,744	-	23,026	23,026	23,026	23,026	-	0.0%
34X	Charges for Services	2,191,042	2,103,452	2,090,262	2,294,726	2,294,726	2,455,883	2,930,038	161,157	7.0%
36X	Miscellaneous	51,009	78,735	48,800	48,800	48,800	147,666	317,000	98,866	202.6%
39X	Other Financing Sources	329,728	166,250	170,088	569,615	569,615	729,671	329,322	160,056	28.1%
Total Revenues:		\$ 2,631,571	\$ 2,449,256	\$ 2,360,226	\$ 2,987,243	\$ 2,987,243	\$ 3,407,322	\$ 3,650,462	\$ 420,079	14.1%
General Fund Operating Expenditure Summary:										
MO	Admin	1,327,185	1,293,655	1,093,102	1,134,174	1,134,174	1,179,763	1,188,346	45,589	4.0%
ED	Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	(111,889)	-32.0%
CK	City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	(53,050)	-9.5%
HR	Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	34,125	8.0%
Subtotal Operating Exp.:		\$ 2,427,928	\$ 2,312,959	\$ 2,268,277	\$ 2,466,313	\$ 2,466,313	\$ 2,381,087	\$ 2,398,733	\$ (85,226)	-3.5%
Other Funds Operating Expenditure Summary:										
101	Emergency Operations	222,758	217,943	198,088	221,114	221,114	208,404	199,031	(12,710)	-5.7%
114	Proposition 1	-	51,076	51,076	51,076	51,076	51,076	51,076	-	0.0%
115	Performing Arts & Event Ctr. Operations	-	15,387	-	412,135	412,135	937,545	986,820	525,410	
502/503	Information Technology/Mail & Duplic.	2,133,962	2,294,135	2,601,615	3,005,817	3,005,817	2,179,611	2,162,385	(826,206)	-27.5%
Subtotal Operating Exp.:		\$ 2,356,720	\$ 2,578,542	\$ 2,850,779	\$ 3,690,142	\$ 3,690,142	\$ 3,376,636	\$ 3,399,312	\$ (313,506)	-8.5%
Total Expenditures:		\$ 4,784,647	\$ 4,891,501	\$ 5,119,056	\$ 6,156,455	\$ 6,156,455	\$ 5,757,723	\$ 5,798,045	\$ (398,732)	-6.5%

**MAYOR'S OFFICE DEPARTMENT OVERVIEW**

**Responsible Manager: Mayor Jim Ferrell**

**HIGHLIGHTS/CHANGES:**

The Mayor's Office's proposed operating budget totals \$5,757,723 in 2017 and \$5,798,045 in 2018. This is a 6.5% or \$398,732 decrease from the 2016 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Net increase of \$385,163 primarily due to adding six full year positions at performing arts and event center to operate the facility, changes in employees in positions and the steps they are hired at, and a cost of living increase.
- **Benefits** - Net increase of \$242,363 primarily due to adding six full year positions at performing arts and event center to operate the facility, increase in health insurance premiums, employee changes in health benefit plans, a cost of living increase increasing percentage driven benefit costs, and corrections to two positions with budgeting the benefit portion of an employees pay to benefits instead of salaries & wages.
- **Services and Charges** –Decrease of \$149,115 due to the eliminations of \$100K branding initiative, \$30K elimination of retail leakage and recruitment consulting, and \$69K Comcast franchise agreement, offset by an increase of \$30K in GIS aerial imagery services, \$9K Emergency Management meal tickets for 2017 IEMC meeting, and \$5K increase for IT services for addition of Public Education and Outreach Specialist in Surface Water Management.
- **Intergovernmental** – Decrease of \$88,475 primarily due to a decrease in election services of \$81K.
- **Capital Outlay** – Decrease of \$789,288 due to one-time Information Technology equipment purchases, and less large system implementations and upgrades than in 2016, offset by IT equipment scheduled for replacement.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ -	0.0%
33X	Intergovernmental	59,793	49,744	-	23,026	23,026	23,026	23,026	-	0.0%
34X	Charges for Services	2,191,042	2,103,452	2,090,262	2,294,726	2,294,726	2,455,883	2,930,038	161,157	7.0%
36X	Miscellaneous	51,009	78,735	48,800	48,800	48,800	147,666	317,000	98,866	202.6%
39X	Other Financing Sources	329,728	166,250	170,088	569,615	569,615	729,671	329,322	160,056	28.1%
Total Revenues:		\$ 2,631,571	\$ 2,449,256	\$ 2,360,226	\$ 2,987,243	\$ 2,987,243	\$ 3,407,322	\$ 3,650,462	\$ 420,079	14.1%
Expenditure Summary:										
1XX	Salaries & Wages	1,498,550	1,793,833	1,753,102	2,043,715	2,043,715	2,428,878	2,513,531	385,163	18.8%
2XX	Benefits	451,250	603,087	530,566	619,803	619,803	862,166	876,413	242,363	39.1%
3XX	Supplies	81,787	68,706	82,621	90,596	90,596	91,216	90,996	620	0.7%
4XX	Services and Charges	1,616,335	1,487,729	1,435,034	1,828,926	1,828,926	1,679,811	1,650,421	(149,115)	-8.2%
5XX	Intergovernmental	444,156	306,310	434,175	451,203	451,203	362,728	362,728	(88,475)	-19.6%
6XX	Capital Outlays	437,039	631,836	883,558	1,122,212	1,122,212	332,924	303,956	(789,288)	-70.3%
9XX	Internal Service	255,531	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 4,784,647	\$ 4,891,501	\$ 5,119,056	\$ 6,156,455	\$ 6,156,455	\$ 5,757,723	\$ 5,798,045	\$ (398,732)	-6.5%

**MAYOR'S OFFICE ADMINISTRATION**

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

**PURPOSE/DESCRIPTION:**

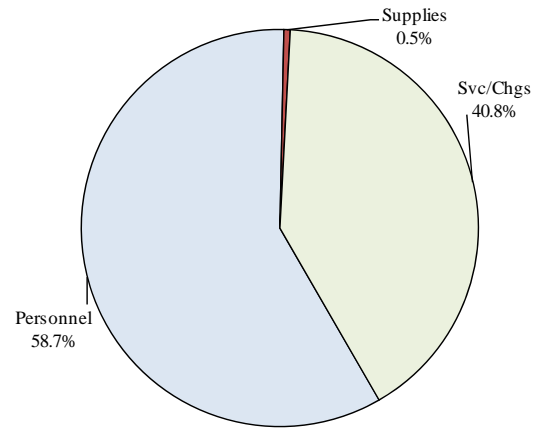
The Mayor's Office Administration includes the Mayor, communications, public defender, and government affairs.

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

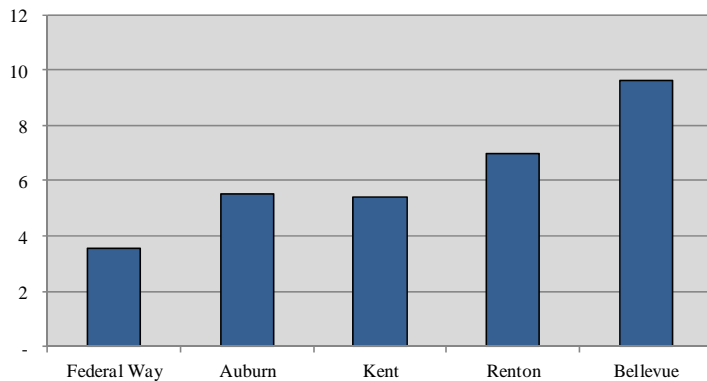
**GOALS/OBJECTIVES:**

- 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.

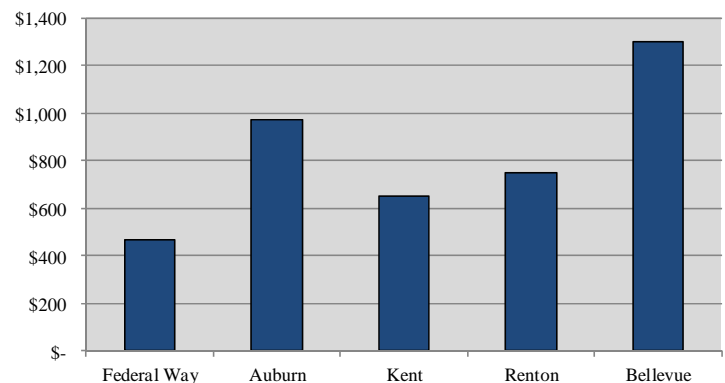
**2017 Proposed Expenditures by Category**



**2015 Adopted Employees per 1,000 population**



**2015 Adopted General Fund Budget per Capita**



**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Total FTEs managed <sup>1</sup>	323.95	333.20	336.20	337.20
• Total expenditure budget managed (in millions of \$)	\$99.68	\$144.04	\$140.85	\$110.28
• Number of Media Releases	XX	XX	XX	XX
<b>Efficiency Measures:</b>				
• Employees per 1000 population <sup>2</sup>	3	3	3	3
• General fund budget per capita <sup>2</sup>	\$472	\$534	\$531	\$535

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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	61
Chief of Staff	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58f
Communications & Govt Affairs Manager	1.00	-	1.00	-	-	-	-	47
Communications & Govt Relations Coordinator	-	1.00	-	1.00	1.00	1.00	1.00	39
Executive Assistant to Mayor/Office Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Executive Assistant	-	1.00	-	1.00	1.00	1.00	1.00	31
Graphics Coordinator	-	-	-	0.34	0.34	0.34	0.34	22
Administrative Assistant	-	-	1.00	-	-	-	-	18
<b>Total Regular Staffing</b>	4.00	5.00	5.00	5.34	5.34	5.34	5.34	n/a
<b>Change from prior year</b>	1.00	1.00	-	0.34	-	-	-	n/a
<b>Grand Total Staffing</b>	4.00	5.00	5.00	5.34	5.34	5.34	5.34	n/a

**HIGHLIGHTS/CHANGES:**

The Mayor's Office Administration proposed operating budget totals \$1,230,839 in 2017 and \$1,239,422 in 2018. This is a 3.8% % or \$45,589 increase from the 2016 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Increase of \$7,359 primarily due to changes of employees in positions, and step increases.
- **Benefits** – Increase of \$38,230 primarily due to an increase in health premiums, and employee changes in health benefit plans..

**REVENUE AND EXPENDITURE SUMMARY:**

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

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
36X	Miscellaneous	-	16,145	-	-	-	-	-	-	n/a
39X	Other Financing Source	58,432	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 81,432	\$ 16,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
1XX	Salaries & Wages	377,007	507,426	476,218	493,759	493,759	501,118	507,240	7,359	1.5%
2XX	Benefits	107,044	173,549	129,088	152,619	152,619	190,849	193,310	38,230	25.0%
3XX	Supplies	17,638	18,876	6,070	6,070	6,070	6,070	6,070	-	0.0%
4XX	Services and Charges	647,732	593,311	481,726	481,726	481,726	481,726	481,726	-	0.0%
6XX	Capital Outlay	-	493	-	-	-	-	-	-	n/a
9XX	Internal Services	177,764	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,327,185	\$ 1,293,655	\$ 1,093,102	\$ 1,134,174	\$ 1,134,174	\$ 1,179,763	\$ 1,188,346	\$ 45,589	4.0%

**MAYOR'S OFFICE ADMINISTRATION – PROPOSITION 1 FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
	Taxes	\$ -	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ -	0.0%
Total Revenues:		\$ -	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ -	0.0%
Expenditure Summary:										
4XX	Services and Charges	-	51,076	51,076	51,076	51,076	51,076	51,076	-	0.0%
Total Expenditures:		\$ -	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ 51,076	\$ -	0.0%

## **ECONOMIC DEVELOPMENT**

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

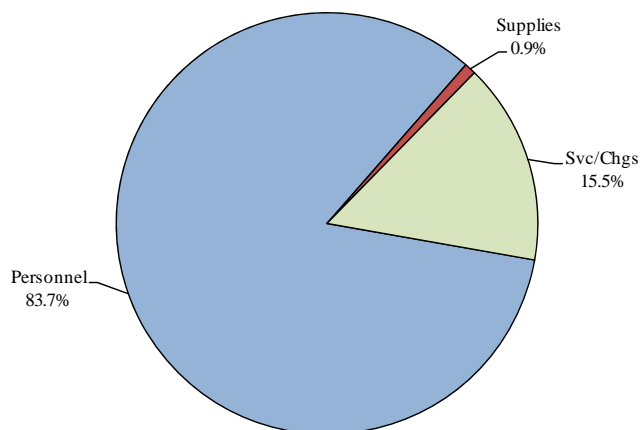
### **PURPOSE/DESCRIPTION:**

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 Proposed Expenditures by Category**



### **2015/2016 ACCOMPLISHMENTS**

- Town Center Project:
  - RFP - hotel and subsequent negotiation; NMTC's for PAEC
- University Initiative:
  - Assistance with study, (surveys)
- Branding Initiative:
  - Assisted Council on selection and provided background info to consultant
- Business Recruitment and Retention:
  - Quarterly publication of economic development activity Enhanced Sister City Protocols
  - Outreach and meetings with companies
- Outreach & Customer Service:
  - Business owners (See Supplemental)
  - Property owners (See supplemental)
- Staff LTAC:
  - Monthly meetings; agenda, minutes, staff reports, budget; network with community tourism venues
  - Management of Tourism Enhancement Grants;
  - Hospitality Education & Training program;
  - Presentation of community seminar on tourism
  - Preparation of applications for 2020 US Olympic Trials; 2019, 2020 and/or 2021 NCAA Swimming and Diving Championships and 2018 Special Olympic USA Games
- Stakeholder Relations:
  - Greater, FW Chamber of Commerce
  - Highline College SBDC
  - Seattle Sports Commission
  - Visit Seattle
  - 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

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

**HIGHLIGHTS/CHANGES:**

The Economic Development Division proposed operating budget totals \$237,541 in 2017 and \$237,564 in 2018. This is a 32.0% or \$111,889 decrease from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$5,524 primarily due to an adjustment to the position from what was budgeted in the 2016 Adopted budget.
- **Benefits** – Increase of \$12,587 primarily due to an increase in health insurance premiums.
- **Services and Charges** –Decrease of \$130,000 due to eliminations of \$100K branding initiative, and \$30K retail leakage and recruitment consulting.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	64,937	142,104	138,716	138,716	138,716	144,240	144,240	5,524	4.0%
2XX	Benefits	16,073	34,954	41,897	41,897	41,897	54,484	54,507	12,587	30.0%
3XX	Supplies	1,255	3,152	475	2,100	2,100	2,100	2,100	-	0.0%
4XX	Services and Charges	46,348	21,788	27,390	166,717	166,717	36,717	36,717	(130,000)	-78.0%
9XX	Internal Services	2,749	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 131,362	\$ 201,998	\$ 208,478	\$ 349,430	\$ 349,430	\$ 237,541	\$ 237,564	\$ (111,889)	-32.0%

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>General Fund:</b>								
Director-Economic Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58i
<b>Total General Fund:</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
<i>Total Regular Staffing</i>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
<i>Change from prior year</i>	0.50	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a

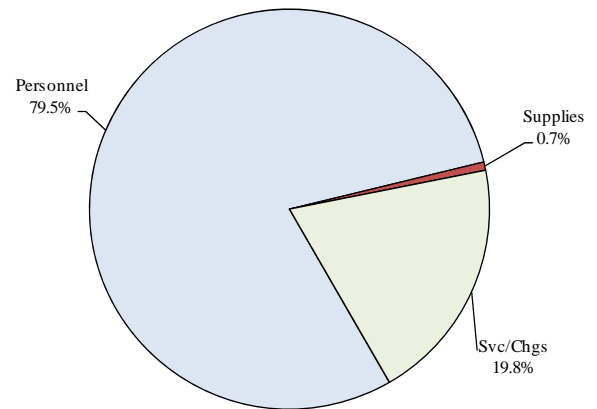
**PERFORMING ARTS & EVENT CENTER**

**Responsible Manager:** *Theresa Yvonne, Director*

**2017 Proposed Expenditures by Category**

**PURPOSE/DESCRIPTION:**

This facility is programmed as a year round conference and meeting facility that will host business, educational and private events. This venue will provide full-service trade shows, corporate meetings, trainings, conventions and banquets. The Performing Arts & Event Center will host its own presenting program, bringing in artists from far and wide to perform from music and dance to Broadway culminating in a full season of entertainment for community enjoyment. A critical component of the presenting season is the arts- education programming specifically designed for students K-12. The hour-long performances will connect students through the arts, while tying into the Common Core Standards. The performances not only teach students about the arts (music, theatre and dance) but also use the arts as a dynamic tool for teaching and learning all core subjects, such as math, science, history and literature. The Performing Arts Center will also enable the five community –based performing arts organizations to call this facility home.



**GOALS/OBJECTIVES:**

- RFP for Culinary/ concessions Operational Agreement
- Secure on-going rentals and usage of the center for 2017-2018
- Volunteer recruitment /orientation/ training
- 2% for Art Installation
- Secure talent for Presenting Season I / finalize programming
- Finalize formal marketing strategy and PR for 2017 grand opening to the public
- Completion of construction
- Technical testing of the building
- Coordinate with non-profit partner FWCPA to continue fundraising for programs

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
PAEC Director	-	1.00	-	1.00	1.00	1.00	1.00	58j
Operations Manager	-	-	-	1.00	1.00	1.00	1.00	na
Development Supervisor	-	-	-	1.00	1.00	1.00	1.00	na
Marketing Coordinator	-	-	-	-	-	1.00	1.00	na
Patron Services Coordinator	-	-	-	1.00	1.00	1.00	1.00	na
Technical Supervisor	-	-	-	1.00	1.00	1.00	1.00	na
Administrative Assistant II	-	-	-	-	-	1.00	1.00	na
<b>Total Regular Staffing</b>	-	1.00	-	5.00	5.00	7.00	7.00	n/a
<b>Change from prior year</b>	-	1.00	(1.00)	5.00	-	2.00	-	n/a
<b>Grant Total Staffing</b>	-	1.00	-	5.00	5.00	7.00	7.00	n/a

**PERFORMING ARTS & EVENT CENTER**  
**Responsible Manager: Theresa Yvonne, Director**

**HIGHLIGHTS/CHANGES:**

The Performing Arts & Event Center Division proposed operating budget totals \$937,545 in 2017 and \$986,820 in 2018. This is a 127.5% or \$525,410 increase from the 2016 adjusted budget due to the planned opening of the PAEC for operation in 2017. Major line item changes include:

- **Salaries & Wages** – Increase of \$405,873 primarily due to the addition of six full year positions to operate the Performing Arts & Event Center.
- **Benefits** – Increase of \$119,537 primarily due to the addition of six full year positions to operate the Performing Arts & Event Center.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,587	\$ 803,217	\$ 264,587	n/a
36X	Miscellaneous	-	7	-	-	-	100,666	270,000	\$ 100,666	n/a
39X	Other Financing Source	-	27,988	-	399,527	399,527	572,293	181,317	\$ 172,766	43.2%
Total Revenues:		\$ -	\$ 27,995	\$ -	\$ 399,527	\$ 399,527	\$ 937,546	\$ 1,254,534	\$ 538,019	134.7%
Expenditure Summary:										
1XX	Salaries & Wages	-	5,885	-	160,798	160,798	566,671	610,821	405,873	252.4%
2XX	Benefits	-	2,572	-	59,502	59,502	179,039	184,164	119,537	200.9%
3XX	Supplies	-	745	-	6,350	6,350	6,350	6,350	-	0.0%
4XX	Services and Charges	-	6,185	-	185,485	185,485	185,485	185,485	-	0.0%
Total Expenditures:		\$ -	\$ 15,387	\$ -	\$ 412,135	\$ 412,135	\$ 937,545	\$ 986,820	\$ 525,410	127.5%

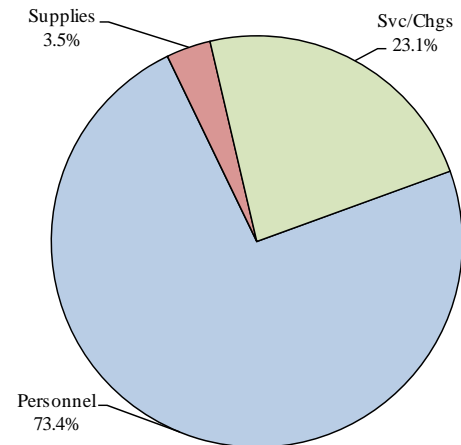
## EMERGENCY MANAGEMENT

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

### 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.

### 2017 Proposed Expenditures by Category



### 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• 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	2	2	3	3
• Conduct monthly Emergency Management oversight and planning committee meetings	12	12	11	11
<b>Outcome Measures:</b>				
• Number of people trained in NIMS ICS Training	25	25	30	30
• Number of table top exercises conducted	2	2	3	3
<b>Efficiency Measures:</b>				
• Training GFW EOC staff in NIMS ICS	100%	100%	100%	100%
• Conducting exercises and EOC activation	2	2	3	3
• Public Education and Involvement Meetings	4	4	12	12

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Emergency Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
<b>Total Regular Staffing</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
<b>Change from prior year</b>	1.00	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	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 \$208,404 in 2017 and \$199,031 in 2018. This is a 5.7% or \$12,710 decrease from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages**– Decrease of \$21,905 due to the elimination of temporary help that was funded by grants.
- **Services and Charges** – Increase of \$9,490 due to adding \$9,390 in meal tickets for 2017 IEMC conference.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 36,793	\$ 49,744	\$ -	\$ 23,026	\$ 23,026	\$ 23,026	\$ 23,026	\$ -	0.0%
36X	Miscellaneous	37,400	29,938	28,000	28,000	28,000	28,000	28,000	-	0.0%
39X	Other Financing Sources	148,565	138,262	170,088	170,088	170,088	157,378	148,005	(12,710)	-7.5%
Total Revenues:		\$ 222,758	\$ 217,943	\$ 198,088	\$ 221,114	\$ 221,114	\$ 208,404	\$ 199,031	\$ (12,710)	-5.7%
Expenditure Summary:										
1XX	Salaries & Wages	124,576	131,772	109,915	132,941	132,941	111,036	111,036	(21,905)	-16.5%
2XX	Benefits	42,473	45,800	42,113	42,113	42,113	41,918	41,935	(195)	-0.5%
3XX	Supplies	5,714	2,871	7,400	7,400	7,400	7,300	7,300	(100)	-1.4%
4XX	Services and Charges	38,239	37,500	38,660	38,660	38,660	48,150	38,760	9,490	24.5%
9XX	Internal Services	11,756	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 222,758	\$ 217,943	\$ 198,088	\$ 221,114	\$ 221,114	\$ 208,404	\$ 199,031	\$ (12,710)	-5.7%

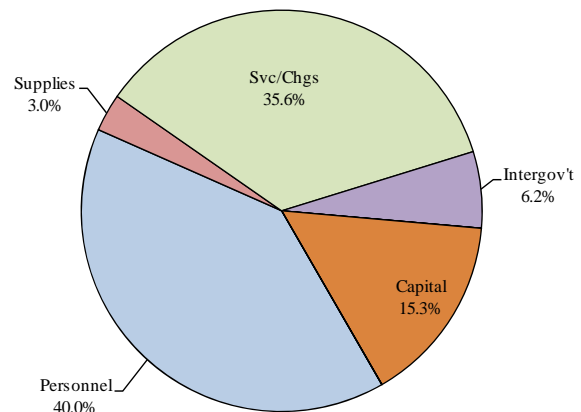
## **INFORMATION TECHNOLOGY**

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

### **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.

**2017 Proposed Expenditures by Category**



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.

**INFORMATION TECHNOLOGY**

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

**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
<b>Information Systems</b>				
• New systems implementation	2	6	4	4
• Users served	400	400	400	400
• Personal computers (PCs) maintained	500	500	500	500
• Number of support calls received annually	2,700	2,100	2,500	2,500
• Number of applications maintained	114	115	116	117
• Number of Servers / LAN / WAN	80	86	90	92
<b>Communication</b>				
• Number of phones operated and maintained	439	439	460	460
• Number of cellular phones operated and maintained.	155	163	150	155
• Number of cellular data cards operated and maintained.	80	84	85	85
• Number of pagers operated and maintained	1	0	0	0
• WEB site visits	400,000	400,000	400,000	400,000
• Number of radios maintained	240	244	248	248
<b>GIS</b>				
• Number of map requests and analyses	260	260	260	260
• Number of standard data layers	640	640	640	640
<b>GAC/web</b>				
• Number of web pages maintained	500	500	500	500
• 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
<b>Outcome Measures:</b>				
<b>Information Systems</b>				
• 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%
<b>Communication</b>				
• Percent communications up-time during normal business hours	99.9%	99.9%	99.9%	99.9%
<b>GIS</b>				
• % of users who rate GIS system as meeting expectations	99.0%	99.0%	99.0%	99.0%
• Number of map requests by the public	26	25	25	25

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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	39
IT Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
IT Specialist/Web,App, Security	-	-	1.00	-	-	-	-	35
<b>Total Regular Staffing</b>	6.00	7.00	7.00	7.00	7.00	7.00	7.00	n/a
<b>Change from prior year</b>	-	1.00	-	-	-	-	-	n/a
<b>Funded on a One-time Basis:</b>								
IT Analyst Applications	1.00	-	-	-	-	-	-	35
<b>Grand Total Staffing</b>	7.00	7.00	7.00	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 \$2,179,611 in 2017 and \$2,162,385 in 2018. This is a 27.5% or \$826,206 decrease from the 2016 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 \$22,038 primarily due to the elimination of \$40,286 in IT Technician temporary help, offset by an increase for step increases, and cost of living increases.
- **Benefits** – Increase of \$21,480 primarily due to budgeting IT Technician benefits in salaries & wages in 2016 but now in benefits in 2017/18, and health insurance premium increases.
- **Services and Charges** – Net decrease of \$28,605 primarily due to the elimination of \$69K for Comcast franchise agreement, offset by an increase of \$30K in GIS aerial imagery services, and \$5K increase for IT services for addition of Public Education and Outreach Specialist in Surface Water Management
- **Capital Outlay** – Decrease of \$789,288 due to one-time Information Technology equipment purchases, and less large system implementations and upgrades than in 2016, offset by IT equipment scheduled for replacement.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
502/503	Charges for Services	\$ 2,191,042	\$ 2,103,452	\$ 2,090,262	\$2,294,726	\$2,294,726	\$2,191,296	\$2,126,821	\$ (103,430)	-4.5%
502/503	Miscellaneous	13,486	32,645	19,000	19,000	19,000	19,000	19,000	-	0.0%
502/503	Other Financing Source	79,807	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 2,284,335	\$ 2,136,097	\$ 2,109,262	\$ 2,313,726	\$ 2,313,726	\$2,210,296	\$2,145,821	\$ (103,430)	-4.5%
Expenditure Summary:										
1XX	Salaries & Wages	571,091	601,756	596,124	673,850	673,850	651,812	679,749	(22,038)	-3.3%
2XX	Benefits	180,009	204,641	195,850	197,564	197,564	219,044	223,069	21,480	10.9%
3XX	Supplies	53,893	40,518	66,556	66,556	66,556	66,276	66,056	(280)	-0.4%
4XX	Services and Charges	766,100	682,521	734,802	803,882	803,882	775,277	755,277	(28,605)	-3.6%
5XX	Intergovernmental	125,831	133,356	124,725	141,753	141,753	134,278	134,278	(7,475)	-5.3%
6XX	Capital Outlay	437,039	631,343	883,558	1,122,212	1,122,212	332,924	303,956	(789,288)	-70.3%
Total Expenditures:		\$ 2,133,962	\$ 2,294,135	\$ 2,601,615	\$ 3,005,817	\$ 3,005,817	\$2,179,611	\$2,162,385	\$ (826,206)	-27.5%

## HUMAN RESOURCES

Responsible Manager: *Jean Stanley, Manager*

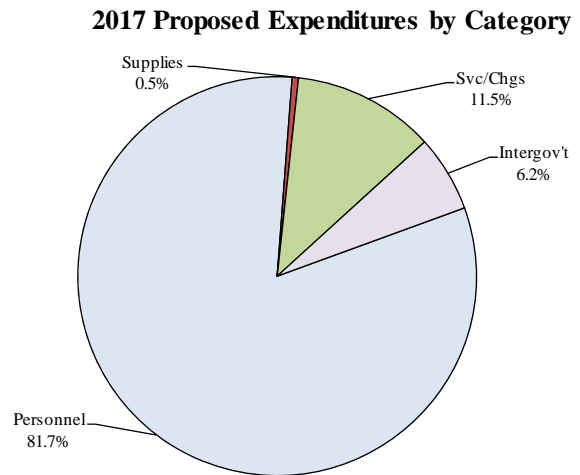
### PURPOSE/DESCRIPTION:

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.

### 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of employee applications processed	2340	1250	1500	1500
• Number of Public Safety Testing applications processed	385	380	380	380
• Number of recruitments coordinated	63	60	60	60
• Number of training hours provided	982	700	700	900
• Number of Wellness Your Way Accounts Managed	410	415	415	415
• Number of Onsite Biometric Participants	202	232	250	250
<b>Outcome Measures:</b>				
• % new employee orientations given in 3 days of employment	100%	100%	100%	100%
• Percent exit interviews completed	100%	100%	100%	100%
• Employee turnover rate	10%	10%	10%	10%
• Percent of minority employees in City workforce	20%	20%	20%	20%
• Worker's compensation experience factor	.8121	.9484	.9484	.9484

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	51a
Human Resources Technician	1.75	1.75	1.75	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
<b>Total Regular Staffing</b>	3.25	3.25	3.25	3.50	3.50	3.50	3.50	n/a
<b>Change from prior year</b>	0.50	-	-	0.25	-	-	-	n/a
<b>Grant Total Staffing</b>	3.25	3.25	3.25	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 \$459,243 in 2017 and 464,271 in 2018. This is a 8.0% or \$34,125 increase from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** - Increase of \$15,524 primarily due to adjustments of positions salaries, cost of living increases, and step increases.
- **Benefits** – Increase of \$17,601 primarily due to adjustments of positions salaries and cost of living increases increasing percentage driven benefits, and an increase in health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 122	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	\$ -	(1,800)	-100.0%
39X	Other Financing Source	42,924	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 43,046	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	\$ -	\$ (1,800)	-100.0%
Expenditure Summary:										
1XX	Salaries & Wages	227,332	243,927	244,225	255,747	255,747	271,271	274,865	15,524	6.1%
2XX	Benefits	72,758	81,574	82,063	86,553	86,553	104,154	105,588	17,601	20.3%
3XX	Supplies	2,192	1,594	1,370	1,370	1,370	2,370	2,370	1,000	73.0%
4XX	Services and Charges	68,384	50,143	52,998	52,998	52,998	52,998	52,998	-	0.0%
5XX	Intergovernmental	25,527	23,475	28,450	28,450	28,450	28,450	28,450	-	0.0%
9XX	Internal Services	39,998	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 436,191	\$ 400,712	\$ 409,106	\$ 425,118	\$ 425,118	\$ 459,243	\$ 464,271	\$ 34,125	8.0%

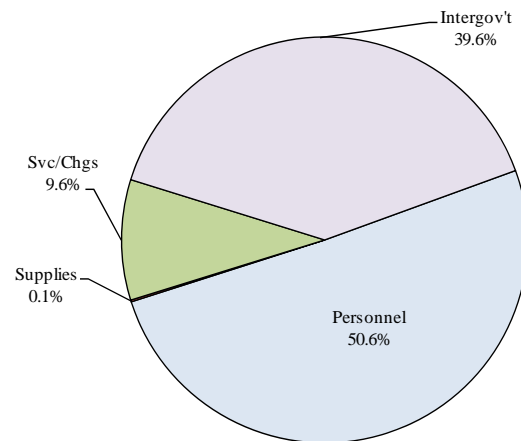
**CITY CLERK**

**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.

**2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of Agenda Bills submitted to City Council	260	235	250	260
• Number of Legal Notices prepared and published annually	25	25	25	25
• Number of Council Agendas prepared and published annually	44	46	45	45
• Number of Ordinances processed annually	28	20	25	25
• Number of Resolutions processed annually	26	20	15	15
• Number of City Agreements processed annually	234	200	235	245
• Number of City Meetings noticed per the Open Public Meetings Act	247	250	250	260
• Number of Appointments made to Citizen Commissions/Committees	31	30	35	35
• Number of Hearing Examiner Public Hearings coordinated and supervised	6	4	10	10
• Number of Public Record Requests processed	336	350	350	350
• Number of Notarial Acts performed	98	135	135	135
• Number of Boxes of Records which met retention that are destroyed or transferred to State Archivist	121	150	125	125
<b>Outcome Measures:</b>				
• 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 OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## CITY CLERK

Responsible Manager: *Stephanie Courtney*

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Deputy City Clerk	0.88	1.00	1.50	1.00	1.00	1.00	1.00	29
Administrative Assistant I	-	0.50	-	0.50	0.50	0.50	0.50	18
<b>Total Regular Staffing</b>	1.88	2.50	2.50	2.50	2.50	2.50	2.50	n/a
<b>Change from prior year</b>	0.13	0.62	-	-	-	-	-	n/a
<b>Grant Total Staffing</b>	1.88	2.50	2.50	2.50	2.50	2.50	2.50	n/a

The City Clerk's proposed operating budget totals \$504,540 in 2017 and \$508,552 in 2018. This is a 9.5% or \$53,050 decrease from the 2016 adjusted budget. Major line item changes include:

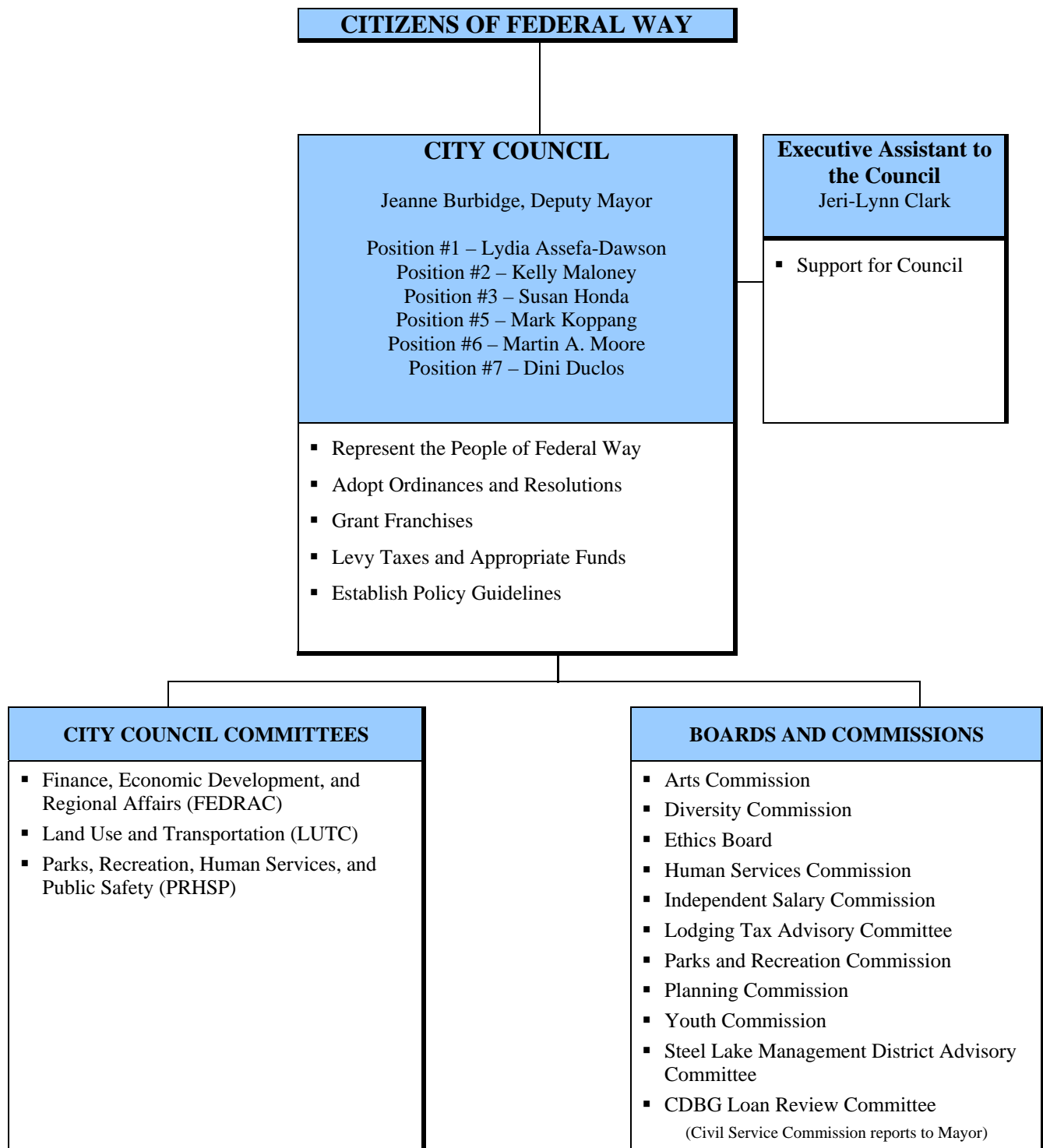
- **Salaries & Wages** – Decrease of \$5,174 primarily due to a change in employees from the 2016 Adopted Budget and the respective steps they were hired at, budgeting the benefits in salaries & wages in error for Deputy City Clerk position in 2016, offset by step increases for positions.
- **Benefits** – Increase of \$33,123 due to correcting error by budgeting benefits in the correct category instead of in salaries & wages, a change in employee's health insurance plans selection, and health insurance premium increases.
- **Intergovernmental** – Decrease of \$81,000 due to a decrease in election services of \$81K.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	133,608	160,963	187,904	187,904	187,904	182,730	185,580	(5,174)	-2.8%
2XX	Benefits	32,893	59,996	39,555	39,555	39,555	72,678	73,840	33,123	83.7%
3XX	Supplies	1,094	950	750	750	750	750	750	-	0.0%
4XX	Services and Charges	49,531	45,206	48,382	48,382	48,382	48,382	48,382	-	0.0%
5XX	Intergovernmental	292,798	149,479	281,000	281,000	281,000	200,000	200,000	(81,000)	-28.8%
9XX	Internal Services	23,265	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 533,190	\$ 416,594	\$ 557,590	\$ 557,590	\$ 557,590	\$ 504,540	\$ 508,552	\$ (53,050)	-9.5%



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## CITY COUNCIL

**Responsible Manager:** *Deputy Mayor Jeanne Burbidge*

### 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.

### GOALS/OBJECTIVES:

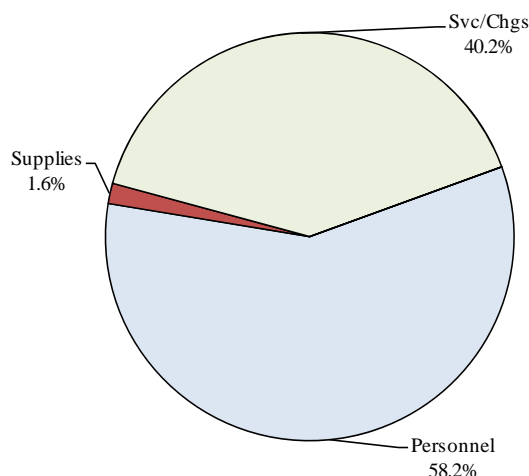
- Integrate the public safety strategy into all facets of City operations, building on a strong community-based approach.
- Create a multi-use urban city center that is pedestrian friendly, linked to neighborhoods and parks, and services as the social and economic hub of the City.
- Establish Federal 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Council Member*	3.50	3.50	3.50	3.50	3.50	3.50	3.50	n/a
Executive Assistant to Council	0.65	0.70	0.70	0.70	0.70	0.70	0.70	31
<b>Total Regular Staffing</b>	4.15	4.20	4.20	4.20	4.20	4.20	4.20	n/a
<b>Change from prior year</b>	-	0.05	0.05	-	-	-	-	n/a
<b>Grand Total Staffing</b>	4.15	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.

**2017 Proposed Expenditures by Category**



**CITY COUNCIL**

**Responsible Manager: Deputy Mayor Jeanne Burbidge**

**HIGHLIGHTS/CHANGES:**

The City Council's proposed operating budget totals \$395,765 in 2017 and \$401,709 in 2018. This is a 4.4% or \$16,837 increase from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages:** Increase of \$4,293 is due to Executive Assistant scheduled step increase.
- **Benefits:** Increase of \$1,541 is due to health insurance premium increases.
- **Services and Charges:** Increase of \$11,028 is due to an increase in AWC, SCA, and PSRC association dues.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	127,366	126,291	140,738	142,785	142,785	147,078	148,142	4,293	3.0%
2XX	Benefits	72,534	71,649	81,245	81,539	81,539	83,080	83,674	1,541	1.9%
3XX	Supplies	5,398	4,450	5,035	6,398	3,535	6,372	6,372	(26)	-0.4%
4XX	Services and Charges	114,031	161,159	144,570	148,207	151,070	159,235	163,521	11,028	7.4%
9XX	Internal Services	36,249	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	\$ 16,837	4.4%

**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 2016 are: Councilmember Dini Duclos (Chair), Councilmember Susan Honda and Councilmember Martin A. Moore

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](http://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 2016 are: Councilmember Kelly Maloney (Chair), Councilmember Lydia Assefa-Dawson, and Councilmember Mark Koppang.

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

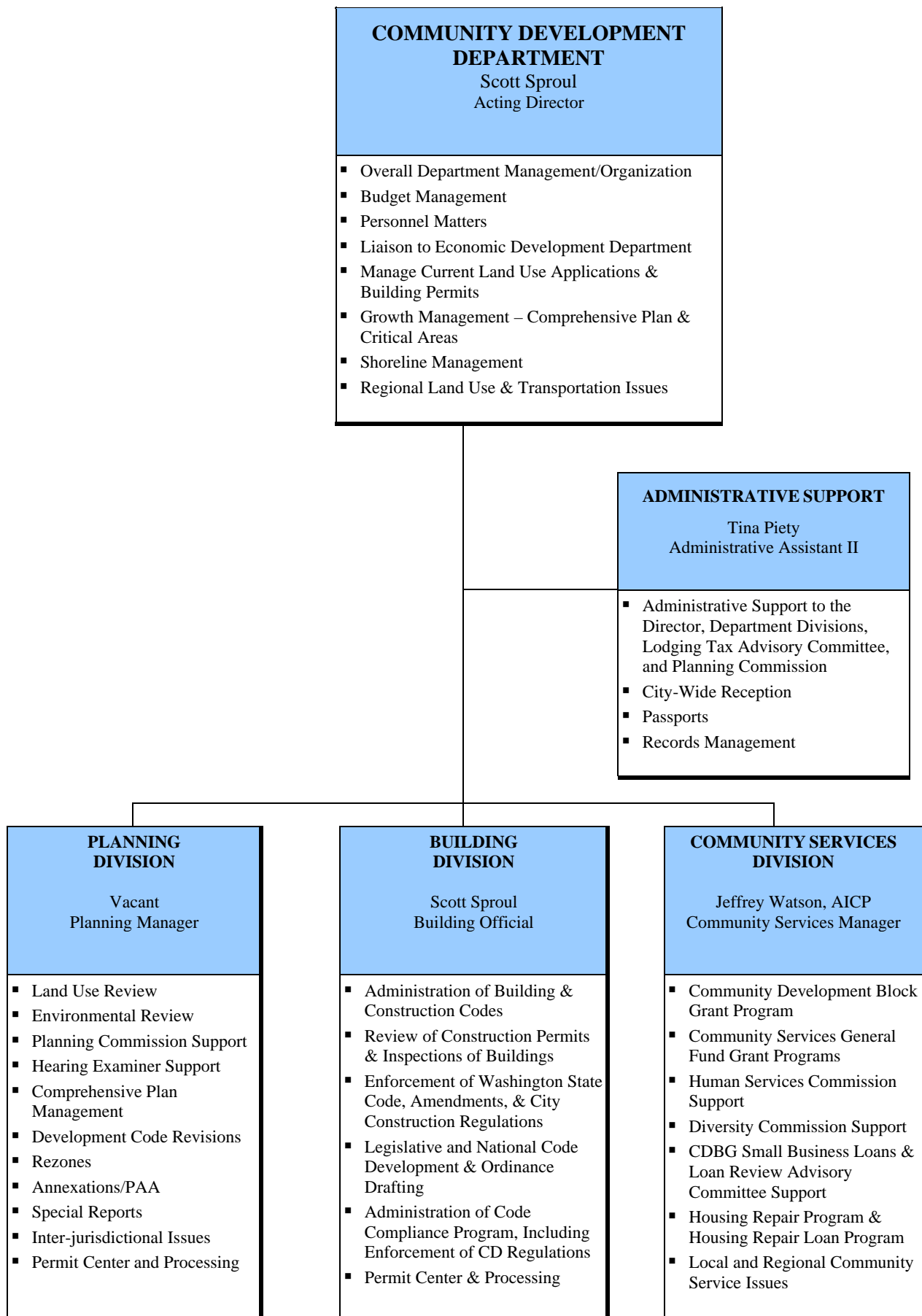
**PARKS, RECREATION, HUMAN SERVICES, AND PUBLIC SAFETY COMMITTEE:**

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 2016 are: Councilmember Mark Koppang (Chair), Councilmember Lydia Assefa-Dawson and Councilmember Martin A. Moore.

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



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**COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW**

**Responsible Managers:** *Larry Frazier, Isaac Conlen, Marty Gillis, Jeff Watson, and Tina Piety*

**2015/2016 ACCOMPLISHMENTS**

- Administrative Division reduced archive storage by consolidating and destroying records per the Washington State Records Retention Schedule and thereby, saving the city storage fees.
- In 2015, processed 2982 passport applications (an increase of 15% from 2014) with revenue of \$74,550.
- In 2016 projected to process 3072 passport applications (an increase of 3% from 2015) with revenue of \$76,800.
- Planning Division completed the 2015 major comprehensive plan update.
- Completed four site-specific comprehensive plan amendments and rezones.
- Completed the 2016 Annual Comprehensive Plan Update.
- Completed the 2015 Critical Areas Code Update.
- Completed the code amendment related to nonconformances.
- Completed the code amendment relating to extending the time frame for the City Center Planned Action State Environmental Policy Act (SEPA).
- Issued the 2016 City Center Planned Action Supplemental Environmental Impact Statement (SEIS).
- Completed the code amendment prohibiting marijuana-related businesses.
- Completed the code amendment related to processing of variances.
- Worked on code amendments to the open space requirements; multi-family housing moratorium; sign code; adoption of an historic preservation ordinance; adoption of city center guidelines; and amendments to broaden uses and standardize bulk and dimensional requirements.
- Processed the application to extend the Enchanted Park Concomitant Development Agreement for unique site issues.
- Supported Law Department in adoption/extension of two moratoriums (marijuana and multi-family).
- Along with Public Works Department, worked collaboratively with Sound Transit and other agency staff to evaluate and review the EIS for the project extending light rail to Federal Way.
- The Building & Planning Division worked on a wide variety of significant development projects, including Performing Arts & Event Center (PAEC), Town Square Park, Celebration Senior Housing, Park 16 Apartments, Kitts Corner Multi-Family, Uptown Square, Mirror Lake Village Senior Housing, Federal Way Veteran's Center, Creekwood Subdivision, H Town Plaza (previously Top Foods Grocery), Hong Kong Market (previously Northshore Shopping Center), CVS Pharmacy, Café Rio Mexican Grill (previously Columbia Bank), Ulta Cosmetics (previously Billy McHale), Red Robin Rebuild, Boys & Girls Club Sports Field Project, Arco Facility, Telecare, Red Lion Pool Addition, Chick-Fil-A, Apartments at 1<sup>st</sup> and 348<sup>th</sup>, Preferred Freezer Warehouse, Federal Way High School Addition, Norpoint Heights Final Plat, Soundview Manor Final Plat, Creekwood Preliminary Plat, Century Theaters Seating Upgrade, Wild Waves additions, portable classrooms for Mirror Lake & Panther Lake Elementary Schools, Church of Blessing addition, Mod Pizza, and Amendment to the Kitts Corner Master Plan. They also worked on a variety of smaller projects.
- The Building Division completed a major update to the Amanda permit-tracking system.
- Permit Center staff implemented a successful procedure for contacting applicants and property owners for their expiring permits and applications. In addition, a process was created and implemented to manage a large back-log of out-of-date permits.
- Created a new automated daily phone log to track callers, issues, and staff responses. Two systems were developed, one for the Permit Center and other for Code Compliance.
- In 2015, Permit Center staff handled 13,476 in-person visits, phone calls, and emails from applicants and property owners. The average wait time to assist customers in the lobby was four minutes. Additionally, 5005 building permit, land use, and public works applications and resubmittals were accepted and processed.
- Permit Center staff reviewed and issued 193 sign, commercial, and single-family permits in 2015, as well as 96 public records requests; this number includes 54 over-the-counter appointments.
- 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 \$1,041,533 over two years.
- Successfully conducted the Housing Repair Program (HRP), serving 130 persons in 53 households.
- Transitioned the HRP from a grant-based program to a loan-based program.
- Awarded and administered \$188,360 in CDBG Community Services grants for five agencies.
- Awarded and administered \$405,240 in CDBG CERF grants for four agencies and several city programs.
- Prepared, submitted, and received approval from the US Department of Housing & Urban Development (HUD) for the city's Section 108 Loan for the Performing Arts & Events Center (PAEC).
- Completed a 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 2015 and 2016.
- Participated 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 2015-2019.

- Worked with HUD on a monitoring of the city's CDBG program in September 2015, which led to a letter of compliance.

**2017/2018 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.
- Continue to support the development process with timely land use and subdivision permit review and issuance.
- 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 support the development process with timely land use and subdivision 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 2017 and 2018 CDBG Action Plans.
- 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.
- 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.
- Explore the possibility of establishing a local HOME Consortium with other cities in South King County.
- 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 comprehensive plan, neighborhood plans, code revisions, housing, and annexations.
- 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: *Scott Sproul, Acting Director*

## DEPARTMENT POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>General Fund:</b>								
Director-Community Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58C
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Community Services Manager	0.80	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	2.00	2.00	38
Assistant Building Official	1.00	1.00	1.00	1.00	1.00	-	-	38
Plans Examiner	-	-	-	-	-	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
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
CDBG Coordinator	0.30	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
<b>Total General Fund:</b>	24.00	24.45	24.45	24.45	24.45	24.45	24.45	n/a
<b>CDBG Fund</b>								
Community Services Manager	0.20	0.28	0.28	0.28	0.28	0.28	0.28	46
CDBG Coordinator	0.70	0.17	0.17	0.17	0.17	0.17	0.17	31
Executive Assistant	0.35	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	30
<b>Total CDBG:</b>	2.25	2.25	2.25	2.25	2.25	2.25	2.25	n/a
<b>Total Regular Staffing</b>	26.25	26.70	26.70	26.70	26.70	26.70	26.70	n/a
<b>Change from prior year</b>	4.40	0.45	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	26.25	26.70	26.70	26.70	26.70	26.70	26.70	n/a

## COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

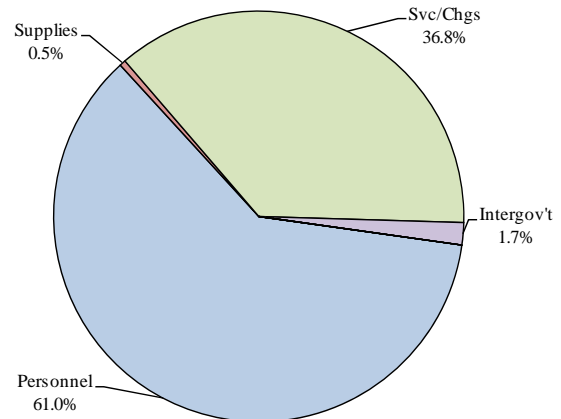
Responsible Manager: *Scott Sproul, Acting Director*

### PURPOSE/DESCRIPTION:

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

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

2017 Proposed Expenditures by Category



### 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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 77,971	\$ 107,497	\$ 107,497	\$ 107,497	\$ 96,308	\$ 100,651	\$ (11,189)	-10.4%
32X	Licenses and Permits	1,768,379	1,999,858	1,441,000	1,441,000	1,357,500	1,357,500	1,357,500	(83,500)	-5.8%
33X	Intergovernmental	543,436	625,079	1,237,103	1,237,103	1,237,103	1,237,103	1,237,103	-	0.0%
34X	Charges for Services	1,291,352	698,955	1,131,000	1,131,000	793,000	793,000	793,000	(338,000)	-29.9%
35X	Fines and Penalties	40	28	-	-	-	-	-	-	n/a
36X	Miscellaneous	5,980	3,015	-	-	-	-	-	-	n/a
Total Revenues:		\$ 3,609,187	\$ 3,404,906	\$ 3,916,600	\$ 3,916,600	\$ 3,495,100	\$ 3,483,911	\$ 3,488,254	\$ (432,689)	-11.0%
Expenditure Summary										
71	Administration	319,295	356,607	386,578	386,578	386,578	405,011	408,302	18,433	4.8%
73	Planning	946,981	765,262	847,469	847,469	847,469	695,168	714,250	(152,301)	-18.0%
74	Building	1,431,087	1,100,795	1,101,470	1,101,470	1,101,470	1,172,187	1,190,930	70,717	6.4%
83	Community Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	(84,409)	-9.4%
Subtotal GF Operating Exp.:		\$ 3,508,819	\$ 2,965,847	\$ 3,035,568	\$ 3,232,981	\$ 3,232,981	\$ 3,085,421	\$ 3,131,981	\$ (147,560)	-4.6%
Non-General Fund Operating Expenditure Summary:										
114	Prop 1 Fund	-	77,971	107,497	107,497	107,497	96,308	100,651	(11,189)	-10.4%
119	Comm Dev Block Grant	537,345	633,564	1,237,103	1,237,103	1,237,103	1,277,547	1,237,103	40,444	3.3%
Subtotal Non-GF Oper. Exp.:		\$ 537,345	\$ 711,535	\$ 1,344,600	\$ 1,344,600	\$ 1,344,600	\$ 1,373,855	\$ 1,337,754	\$ 29,255	2.2%
Total Expenditures:		\$ 4,046,164	\$ 3,677,382	\$ 4,380,168	\$ 4,577,581	\$ 4,577,581	\$ 4,459,276	\$ 4,469,735	\$ (118,305)	-2.6%

## COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: *Scott Sproul, Acting Director*

## HIGHLIGHTS/CHANGES:

The Department of Community Development overall proposed operating budget totals \$4,459,276 in 2017 and \$4,469,735 in 2018. 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** – Net decrease of \$136,102 due to elimination of one-time consulting services of \$100K, budgeting benefits in salaries & wages for positions in Community Development Block Grant Fund in prior years, changes in employees in positions, offset by step increases for positions, and a cost of living increase.
- **Benefits** – Increase of \$78,503 due to changes in employees with different health insurance plans, budgeting benefits for Community Development Block Grant positions not previously budgeted under benefits, step increases and cost of living increases increasing percentage driven benefits, and an increase in health insurance premiums.
- **Services and Charges** – Decrease of \$79,651 due to a decrease of \$106K in one-time day shelter services and human service agency support, offset by an increase in Community Development Block Grant services of \$27K.
- **Intergovernmental** – Increase of \$19,000 due to an increase in Puget Sound Clean Air Agency Annual Clean Air Assessment.

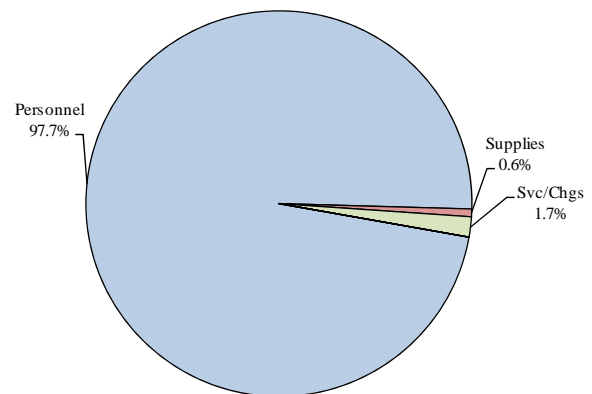
## REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 77,971	\$ 107,497	\$ 107,497	\$ 107,497	\$ 96,308	\$ 100,651	\$ (11,189)	-10.4%
32X	Licenses and Permits	1,768,379	1,999,858	1,441,000	1,441,000	1,357,500	1,357,500	1,357,500	(83,500)	-5.8%
33X	Intergovernmental	543,436	625,079	1,237,103	1,237,103	1,237,103	1,237,103	1,237,103	-	0.0%
34X	Charges for Services	1,291,352	698,955	1,131,000	1,131,000	793,000	793,000	793,000	(338,000)	-29.9%
35X	Fines and Penalties	40	28	-	-	-	-	-	-	n/a
36X	Miscellaneous	5,980	3,015	-	-	-	-	-	-	n/a
Total Revenues:		\$ 3,609,187	\$ 3,404,906	\$ 3,916,600	\$ 3,916,600	\$ 3,495,100	\$ 3,483,911	\$ 3,488,254	\$ (432,689)	-11.0%
Expenditure Summary:										
1XX	Salaries and Wages	1,581,412	1,800,878	2,056,803	2,056,803	2,056,803	1,920,701	1,966,179	(136,102)	-6.6%
2XX	Benefits	570,717	694,132	719,818	719,818	719,818	798,321	815,593	78,503	10.9%
3XX	Supplies	17,272	17,676	21,855	21,855	21,855	21,800	21,800	(55)	-0.3%
4XX	Services and Charges	1,336,873	1,087,868	1,522,746	1,720,159	1,720,159	1,640,508	1,588,217	(79,651)	-4.6%
5XX	Intergovernmental	59,114	76,194	58,946	58,946	58,946	77,946	77,946	19,000	32.2%
8XX	Debt Service-Interest	-	634	-	-	-	-	-	-	n/a
9XX	Internal Service	454,133	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	26,643	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 4,046,164	\$ 3,677,382	\$ 4,380,168	\$ 4,577,581	\$ 4,577,581	\$ 4,459,276	\$ 4,469,735	\$ (118,305)	-2.6%

**COMMUNITY DEVELOPMENT ADMINISTRATION**  
**Responsible Manager: Scott Sproul, Acting 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.

**2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of documents formatted/edited.	728	750	773	797
• Number of walk-in clients.	6054	6769	6973	7183
• Number of phone calls received.	6450	7162	7387	7598
• Number of Planning Commission meetings.	12	10	24	24
• Number of passport applications processed.	2982	3072	3100	3100
<b>Outcome Measures:</b>				
• Percent of documents completed on time.	90.0%	90.0%	95.0%	95.0%

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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
<b>Total Regular Staffing</b>	3.90	3.90	3.90	3.90	3.90	3.90	3.90	n/a
<b>Change from prior year</b>	0.40	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	3.90	3.90	3.90	3.90	3.90	3.90	3.90	n/a

**COMMUNITY DEVELOPMENT ADMINISTRATION**  
**Responsible Manager: Scott Sproul, Acting Director**

**HIGHLIGHTS/CHANGES:**

The Department of Community Development Administration Division proposed operating budget totals \$405,011 in 2017 and \$408,302 in 2018. This is a 4.8% or \$18,433 increase from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Decrease of \$8,799 due to changes of employees in positions, and step increases.
- **Benefits** – Increase of \$27,232 due to changes of employees with different health insurance plans, step increases increasing percentage driven benefits, and an increase in health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	203,133	243,405	288,304	288,304	288,304	279,505	281,795	(8,799)	-3.1%
2XX	Benefits	66,950	93,268	88,833	88,833	88,833	116,065	117,066	27,232	30.7%
3XX	Supplies	2,002	330	2,680	2,680	2,680	2,625	2,625	(55)	-2.1%
4XX	Services and Charges	3,927	19,604	6,761	6,761	6,761	6,816	6,816	55	0.8%
9XX	Internal Services	43,282	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 319,295	\$ 356,607	\$ 386,578	\$ 386,578	\$ 386,578	\$ 405,011	\$ 408,302	\$ 18,433	4.8%

**COMMUNITY DEVELOPMENT PLANNING**  
**Responsible Manager: Vacant, 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.

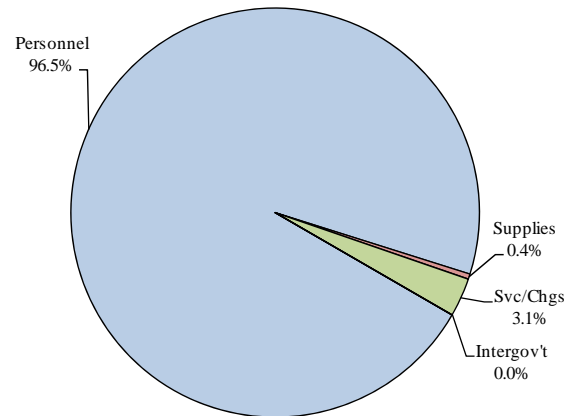
The division prepares, maintains and implements the city's comprehensive plan consistent with the Growth Management Act. The division is responsible for implementing other special projects and mandates required through the Growth Management Act or other new legislation. The division responds to and prepares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

**2017 Proposed Expenditures by Category**



**COMMUNITY DEVELOPMENT PLANNING**

**Responsible Manager:** *Vacant, Planning Manager*

**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Pre-application conferences held.	30	38	40	42
• Number of drop-in questions-telephone and front counter.	13,476	10,225	11,500	11,500
• Land use/subdivision applications received.	72	94	99	104
• Administrative Decisions	134	198	208	218
• Planning Commission meetings supported.	12	10	12	12
<b>Efficiency Measures:</b>				
• Average number of calendar days to complete pre-applications.	25	24	25	25
• Average turnaround time for Administrative Decision response.	15	15	15	15

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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	2.00	2.00	38
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00	2.00	32
Development Specialist	1.00	1.00	1.00	1.00	1.00	-	-	24
<b>Total Regular Staffing</b>	7.00	7.00	7.00	7.00	7.00	6.00	6.00	n/a
<b>Change from prior year</b>	1.00	-	-	-	-	(1.00)	-	n/a
<b>Grand Total Staffing</b>	7.00	7.00	7.00	7.00	7.00	6.00	6.00	n/a

**COMMUNITY DEVELOPMENT PLANNING**  
**Responsible Manager: Vacant, Planning Manager**

**HIGHLIGHTS/CHANGES:**

The Department of Community Development Planning Division proposed operating budget totals \$695,168 in 2017 and \$714,250 in 2018. This is a 18.0% or \$152,301 decrease from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Decrease of \$157,563 due to moving 1 FTE Development Specialist to the Building Division, elimination of one-time consulting of \$100K, offset by an increase from step increases for positions.
- **Benefits** – Increase of \$5,262 due to increase of percentage driven benefits from step increases, employee changes in health insurance plans, and an increase in health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 2,915	\$ 3,112	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
34X	Charges for Services	71,127	79,231	95,000	95,000	95,000	95,000	95,000	-	0.0%
Total Revenues:		\$ 74,042	\$ 82,343	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000	\$ -	0.0%
Expenditure Summary:										
1XX	Salaries & Wages	467,214	502,543	630,862	630,862	630,862	473,299	486,705	(157,563)	-25.0%
2XX	Benefits	145,926	164,050	192,450	192,450	192,450	197,712	203,388	5,262	2.7%
3XX	Supplies	2,409	4,310	2,850	2,850	2,850	2,850	2,850	-	0.0%
4XX	Services and Charges	166,835	89,911	21,257	21,257	21,257	21,257	21,257	-	0.0%
5XX	Intergovernmental	390	4,447	50	50	50	50	50	-	0.0%
9XX	Internal Services	164,206	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 946,981	\$ 765,262	\$ 847,469	\$ 847,469	\$ 847,469	\$ 695,168	\$ 714,250	\$ (152,301)	-18.0%

## **COMMUNITY DEVELOPMENT BUILDING**

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

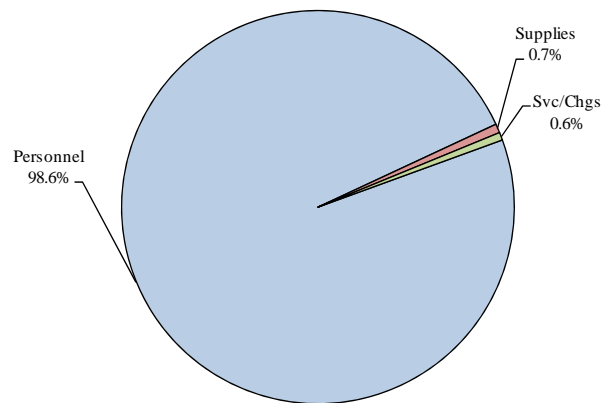
### **PURPOSE/DESCRIPTION:**

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

The division is comprised of three groups: 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.

**2017 Proposed Expenditures by Category**



**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 2015/16 for projects proposed or to be completed in 2017/18:
  - Performing Arts & Events Center (PAEC)
  - Federal Way High School
  - CVS Pharmacy
  - High Point Apartments
  - Mirror Lake Village
  - Advanced Auto Parts
  - Chik Fil A
  - Weyerhaeuser site development
- 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Total permits issued/reviewed.	3,531	3,700	3,500	3,500
• Valuation of issued permits.	\$205.8m	\$125.50m	\$80.5m	\$80.5m
<b>Outcome Measures:</b>				
• New Single Family (NSF) permits issued < 30 days. 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.	70%	95%	80%	80%
• Tenant Improvement permits (TI) issued < 30 days.	70%	85%	75%	75%
• Total number of permit inspections per year.	9792	9650	8100	8100
• Total number of Citizen Action Request investigations per year.	1487	1659	1800	1899
• Total number of Records Requests completed per year.	136	170	150	160
• Total revenue receipted versus Total revenue forecasted (%).	100.0%	100.0%	100.0%	100.0%
<b>Efficiency Measures:</b>				
• Average staff hours per NSF permit – Review/Inspection.	4/15	4/15	4/15	4/15
• Average staff hours per TI permit – Review/Inspection.	4/10	410	4/10	4/10
• Inspection Hours	6492	7236	7500	7000

**COMMUNITY DEVELOPMENT BUILDING**

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

The Department of Community Development Building Division proposed operating budget totals \$1,268,495 in 2017 and \$1,291,581 in 2018. This is a 4.9% or \$59,528 increase from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net increase of \$51,990 due to moving 1 FTE Development Specialist to the Building Division from the Planning Division, changes of employees in positions, step increases, and a cost of living increase.
- **Benefits** – Net increase of \$7,539 due to increase of percentage driven benefits from step increases and cost of living increases, employee changes in health insurance plans, and an increase in health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

**BUILDING – GENERAL FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 1,765,464	\$ 1,996,746	\$ 1,439,000	\$ 1,439,000	\$ 1,355,500	\$ 1,355,500	\$ 1,355,500	\$ (83,500)	-5.8%
34X	Charges for Services	1,220,225	619,724	1,036,000	1,036,000	698,000	698,000	698,000	(338,000)	-32.6%
35X	Fines and Penalties	40	28	-	-	-	-	-	-	n/a
Total Revenues:		\$ 2,985,729	\$ 2,616,498	\$ 2,475,000	\$ 2,475,000	\$ 2,053,500	\$ 2,053,500	\$ 2,053,500	\$ (421,500)	-17.0%
Expenditure Summary:										
1XX	Salaries & Wages	747,478	739,174	762,630	762,630	762,630	815,563	828,694	52,933	6.9%
2XX	Benefits	291,017	299,358	321,400	321,400	321,400	339,184	344,796	17,784	5.5%
3XX	Supplies	10,255	10,272	9,375	9,375	9,375	9,375	9,375	-	0.0%
4XX	Services and Charges	157,795	51,991	8,065	8,065	8,065	8,065	8,065	-	0.0%
9XX	Internal Services	224,542	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,431,087	\$ 1,100,795	\$ 1,101,470	\$ 1,101,470	\$ 1,101,470	\$ 1,172,187	\$ 1,190,930	\$ 70,717	6.4%

**BUILDING – PROPOSITION 1 FUND**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 77,971	\$ 107,497	\$ 107,497	\$ 107,497	\$ 96,308	\$ 100,651	\$ (11,189)	-10.4%
Total Revenues:		\$ -	\$ 77,971	\$ 107,497	\$ 107,497	\$ 107,497	\$ 96,308	\$ 100,651	\$ (11,189)	-10.4%
Expenditure Summary:										
1XX	Salaries & Wages	-	51,985	68,923	68,923	68,923	67,980	71,039	(943)	-1.4%
2XX	Benefits	-	25,986	38,573	38,573	38,573	28,328	29,612	(10,245)	-26.6%
Total Expenditures:		\$ -	\$ 77,971	\$ 107,497	\$ 107,497	\$ 107,497	\$ 96,308	\$ 100,651	\$ (11,189)	-10.4%

**POSITION INVENTORY:**

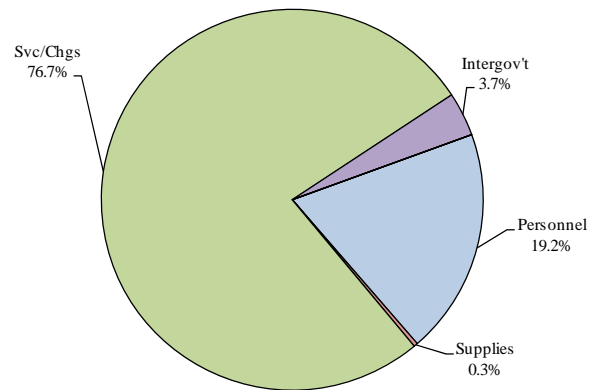
Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	50
Assistant Building Official	1.00	1.00	1.00	1.00	1.00	-	-	38
Plans Examiner	-	-	-	-	-	1.00	1.00	36
Combination Electrical/Bldg Inspector	3.00	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	2.00	2.00	2.00	2.00	3.00	3.00	24
Graffiti Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	10
<b>Total Regular Staffing</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>n/a</b>
<b>Change from prior year</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>n/a</b>
<b>Grand Total Staffing</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>n/a</b>

**COMMUNITY DEVELOPMENT COMMUNITY SERVICES**  
**Responsible Manager: Jeff Watson, Community Services Manager**

**PURPOSE/DESCRIPTION:**

The mission of the Community Services Division is to ensure that an effective and collaborative delivery system is in place to: assist Federal Way residents to meet 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.

**2017 Proposed Expenditures by Category**



**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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of community services contracts managed.	39	39	40	40
• Amount of community services dollars administered.	\$621,000	\$521,000	\$516,000	\$516,000
• Number of community services contract payments processed.	156	156	160	160
• Number of community services applications processed.	0	71	0	75
• Number of CDBG applications processed.	10	11	10	10
• Number of CDBG contracts managed.	12	12	12	12
• Number of CDBG dollars administered.	\$617,000	\$674,000	\$617,000	\$617,000
<b>Outcome Measures:</b>				
• Percent of contracts fully executed in timely manner.	100.0%	100.0%	100.0%	100.0%
• Number of Human Service Commission meetings supported.	14	14	14	14
• Number of Small Business loans made.	4	6	6	6
• Number of Commercial Exterior projects completed.	7	9	15	25
• 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>General Fund:</b>								
Community Services Manager	0.80	0.72	0.72	0.72	0.72	0.72	0.72	46
CDBG Coordinator	0.30	0.83	0.83	0.83	0.83	0.83	0.83	31
<b>Total General Fund:</b>	1.10	1.55	1.55	1.55	1.55	1.55	1.55	n/a
<b>CDBG Fund</b>								
Community Services Manager	0.20	0.28	0.28	0.28	0.28	0.28	0.28	46
CDBG Coordinator	0.70	0.17	0.17	0.17	0.17	0.17	0.17	31
Executive Assistant	0.35	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	30
<b>Total CDBG:</b>	2.25	2.25	2.25	2.25	2.25	2.25	2.25	n/a
<b>Total Regular Staffing</b>	3.35	3.80	3.80	3.80	3.80	3.80	3.80	n/a
<b>Change from prior year</b>	1.00	0.45	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	3.35	3.80	3.80	3.80	3.80	3.80	3.80	n/a

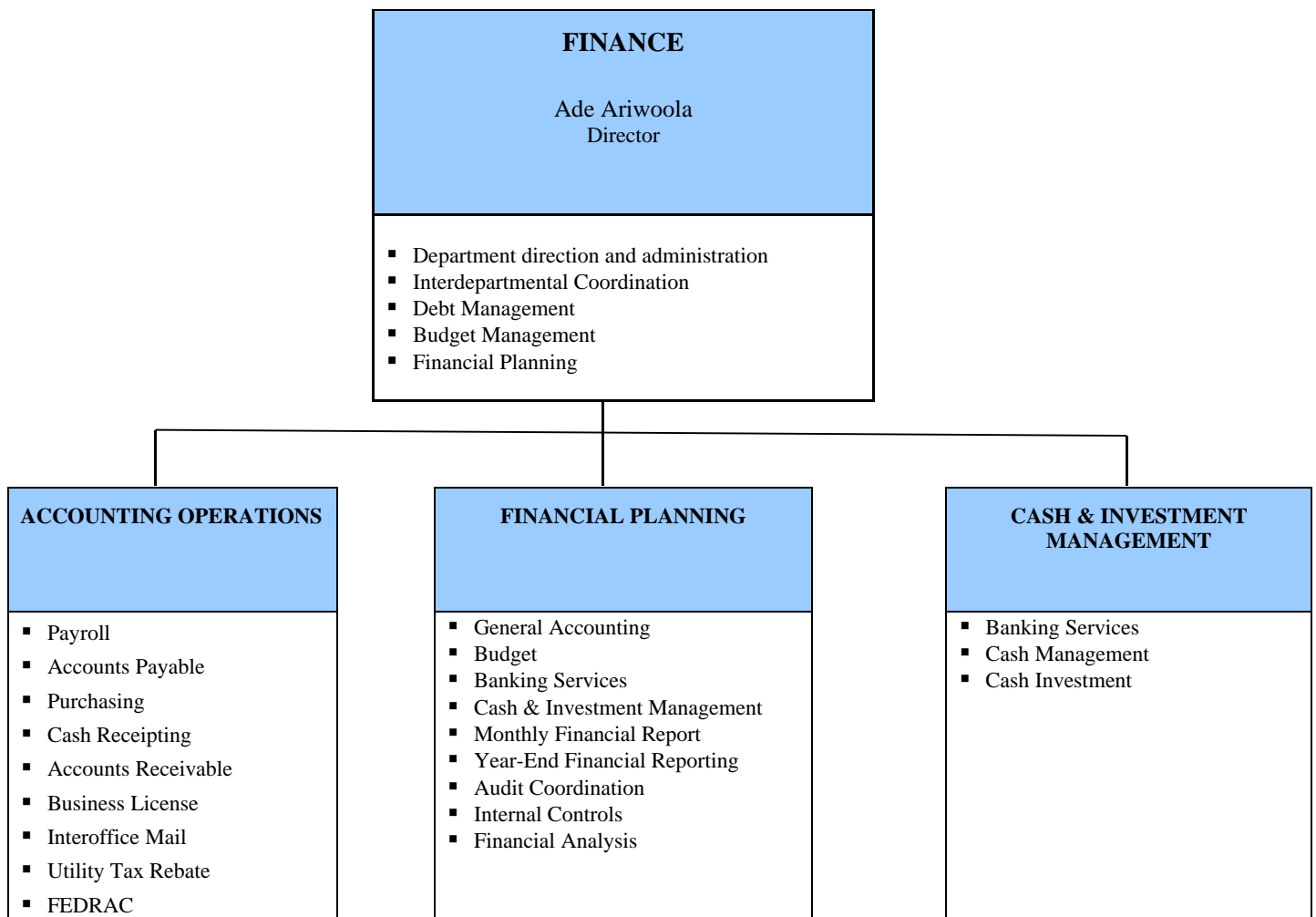
## HIGHLIGHTS/CHANGES:

The Department of Community Development Community Services Division proposed operating budget totals \$2,090,602 in 2017 and \$2,055,602 in 2018. This is a 2.1% or \$43,965 decrease from the 2016 adjusted budget. The table below includes the General Fund and Community Development Block Grant Fund.

Major line item changes include:

- **Salaries & Wages** – Decrease of \$21,729 is primarily due to an error in budgeting benefits under salaries & wages for positions in Community Development Block Grant Fund in prior years, offset by step increases for positions, and a cost of living increase.
- **Benefits** – Increase of \$38,471 (see above explanation), and also due to an increase in percentage driven benefits due to step increases, a cost of living increase, and an increase in health insurance premiums.
- **Services and Charges** – Decrease of \$79,706 due to a decrease of \$106K in one-time day shelter services and human service agency support, offset by an increase in Community Development Block Grant services of \$27K.
- **Intergovernmental** – Increase of \$19,000 due to an increase in Puget Sound Clean Air Agency Annual Clean Air Assessment.

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 543,436	\$ 625,079	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ -	0.0%
36X	Miscellaneous	5,980	3,015	-	-	-	-	-	-	n/a
Total Revenues:		\$ 549,415	\$ 628,094	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ -	0.0%
Expenditure Summary:										
1XX	Salaries & Wages	163,587	263,771	306,083	306,083	306,083	284,354	297,946	(21,729)	-7.1%
2XX	Benefits	66,824	111,470	78,561	78,561	78,561	117,032	120,731	38,471	49.0%
3XX	Supplies	2,605	2,763	6,950	6,950	6,950	6,950	6,950	-	0.0%
4XX	Services and Charges	1,008,316	926,362	1,486,663	1,684,076	1,684,076	1,604,370	1,552,079	(79,706)	-4.7%
5XX	Intergovernmental	58,724	71,747	58,896	58,896	58,896	77,896	77,896	19,000	32.3%
8XX	Debt Service-Interest	-	634	-	-	-	-	-	-	n/a
9XX	Internal Service	22,102	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	26,643	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,348,802	\$ 1,376,748	\$ 1,937,154	\$ 2,134,567	\$ 2,134,567	\$ 2,090,602	\$ 2,055,602	\$ (43,965)	-2.1%



## **FINANCE**

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

### **2015/2016 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.
- Streamlined the City's 2017/18 budget development process resulting in greater efficiency and collaboration with management team.

### **2017/2018 ANTICIPATED KEY PROJECTS**

- Continue monitoring for proper controls and procedures to ensure unqualified audit opinion.
- Submit the City's 2016 and 2017 Comprehensive Annual Financial Reports to the GFOA Excellence in Financial Reporting award program.
- Submit the City's 2017/18 Biennial Budget to the GFOA Distinguished Budget Presentation award program.
- Continue to actively participate on the SCORE Finance Committee; monitor SCORE financials, marketing progress, average daily population of member cities; potential financial impact; and provide information to Council and management.
- Continue to actively participate in MEFT 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.

**FINANCE**

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

**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• 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	950 / 3176	800 / 3876	800/4576	800/5276
<b>• Outcome Measures:</b>				
GFOA CAFR Awards - # of documents submitted / awarded	26 / 26	27 / 27	28 / 28	29 / 29
• GFOA Budget Award - # of documents submitted / awarded	16 / 16	16 / 16	17 / 17	17 / 17
• (switched to biennial budget beginning with 1997/1998 document)				
Unqualified Audit Opinion – consecutive years	26	27	28	29
• Bond Rating per Moody's	Aa3	Aa3	Aa3	Aa3
• Investment return: total SIP and 6 month T-Bill benchmarks	0.25% SIP & 0.49% 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
<b>• Efficiency Measures:</b>				
FTE Staffing: Finance/City-Wide	8.0 / 324.20	8.0 / 334.20	8 / 335.20	8 / 335.20
• 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58B
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	44
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	31
Accounting Technician II	2.00	2.00	3.00	2.00	2.00	2.00	2.00	24
Administrative Assistant II	-	-	-	1.00	1.00	1.00	1.00	24
Accounting Technician I	-	1.00	1.00	-	-	-	-	21
<b>Total Regular Staffing</b>	7.00	8.00	8.00	8.00	8.00	8.00	8.00	n/a
<b>Change from prior year</b>	-	1.00	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	7.00	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.

### 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.

### HIGHLIGHTS/CHANGES:

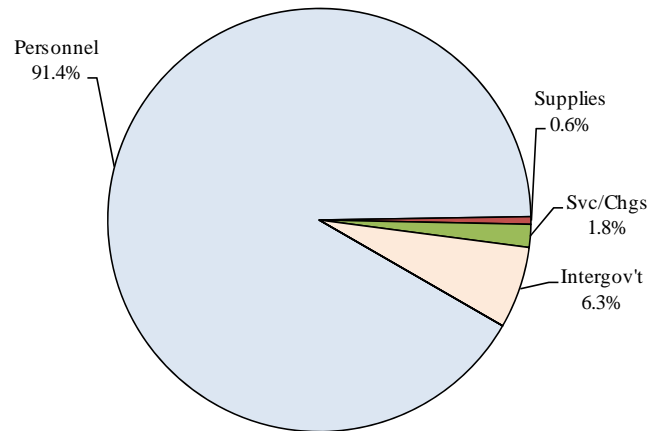
The Finance proposed operating budget totals \$959,591 in 2017 and \$971,822 in 2018. This is a 2.0% or \$18,480 increase from the 2016 adjusted budget. Major line items changes include:

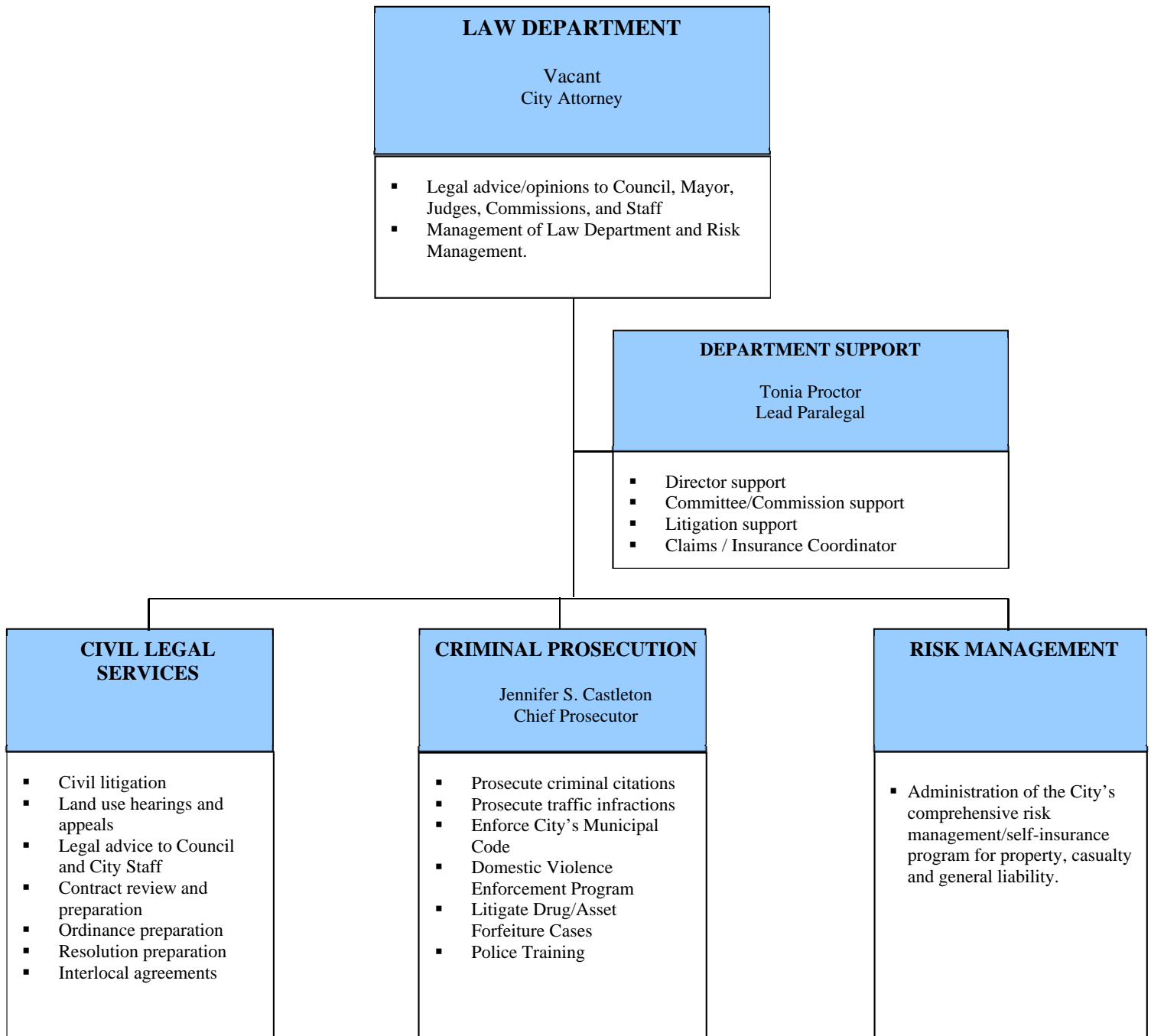
- **Salaries & Wages** – Increase of \$7,848 due to step increases and adjustments to salaries.
- **Benefits** – Increase of \$10,632 due to adjustments to salaries increasing percentage driven benefits, and a health insurance premium increase.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	512,562	588,112	624,444	624,444	624,444	632,292	640,974	7,848	1.3%
2XX	Benefits	193,657	224,049	234,191	234,191	234,191	244,823	248,372	10,632	4.5%
3XX	Supplies	2,512	2,916	5,620	5,620	5,620	5,620	5,620	-	0.0%
4XX	Services and Charges	89,135	10,986	16,796	16,796	16,796	16,796	16,796	-	0.0%
5XX	Intergovernmental	56,717	57,567	60,060	60,060	60,060	60,060	60,060	-	0.0%
9XX	Internal Services	108,333	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 962,916	\$ 883,630	\$ 941,111	\$ 941,111	\$ 941,111	\$ 959,591	\$ 971,822	\$ 18,480	2.0%

**2017 Proposed Expenditures by Category**





**LAW DEPARTMENT OVERVIEW**

**Responsible Manager:** *Vacant, City Attorney*

**2015/2016 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 452 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
- Provided City-wide records training
- Supported City Clerk and Police Records Specialist in processing PRA requests
- Prevented the establishment of Marijuana type businesses and collective gardens within the City during review of new legislation
- 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 Condemnation
- Oversaw and negotiated multiple property acquisitions
- Reviewed and revised multiple city-wide forms
- Collected approximately \$16,192.78 for damage to City property
- Trained Police
- Prosecuted asset forfeitures
- Transitioned to DAWN electronic record-keeping for prosecution

**2017/2018 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
- 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: *Vacant, City Attorney*

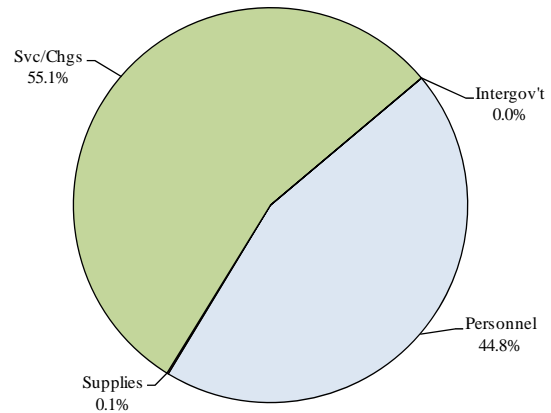
### PURPOSE/DESCRIPTION:

The City Attorney's office is divided into three divisions: Civil, Criminal, and Risk Management. The Civil Division provides a full range of proactive 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.

### 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.

### 2017 Proposed Expenditures by Category



### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58E
Assistant City Attorney - 0.50 FTE funded by Prop. 1	2.00	2.00	2.00	2.00	2.00	2.00	2.00	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	2.00	2.50	2.00	2.50	2.50	2.50	2.50	24
<b>Total Regular Staffing</b>	12.00	12.50	12.00	12.50	12.50	12.50	12.50	n/a
<b>Change from prior year</b>	-	0.50	(0.50)	0.50	-	-	-	n/a
<b>Grand Total Staffing</b>	12.00	12.50	12.00	12.50	12.50	12.50	12.50	n/a

### DEPARTMENT SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
51	Civil Legal Svcs	\$ 212,535	\$ 2,515	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 500	25.0%
114	Proposition 1	-	202,965	220,425	220,425	220,425	221,080	231,950	655	0.3%
501	Risk Management	573,084	969,876	924,443	924,443	924,443	1,567,843	1,080,343	643,400	69.6%
Total Revenues:		\$ 785,619	\$ 1,175,356	\$ 1,146,868	\$ 1,146,868	\$ 1,146,868	\$ 1,791,423	\$ 1,314,793	\$ 644,555	56.2%
General Fund Operating Expenditure Summary:										
51	Civil Legal Svcs	730,914	687,343	585,649	685,649	685,649	685,205	698,170	(444)	-0.1%
52	Criminal Prosecution	740,230	611,831	593,714	631,021	631,021	676,832	681,301	45,811	7.3%
Subtotal Operating Exp.:		\$ 1,471,144	\$ 1,299,174	\$ 1,179,363	\$ 1,316,670	\$ 1,316,670	\$ 1,362,037	\$ 1,379,471	\$ 45,367	3.4%
Non-General Fund Operating Expenditure Summary:										
114	Proposition 1	-	202,965	220,425	220,425	220,425	221,080	231,950	655	0.3%
501	Risk Management	4,871,276	1,340,877	924,443	1,053,343	1,053,343	1,567,843	1,080,343	514,500	48.8%
Subtotal Non-GF Oper. Exp.:		\$ 4,871,276	\$ 1,543,842	\$ 1,144,868	\$ 1,273,768	\$ 1,273,768	\$ 1,788,923	\$ 1,312,293	\$ 515,155	40.4%
Total Expenditures:		\$ 6,342,419	\$ 2,843,016	\$ 2,324,231	\$ 2,590,438	\$ 2,590,438	\$ 3,150,960	\$ 2,691,764	\$ 560,522	21.6%

**LAW DEPARTMENT OVERVIEW**  
**Responsible Manager: Vacant, City Attorney**

**HIGHLIGHTS/CHANGES:**

The Law Department's proposed operating budget totals \$3,150,960 in 2017 and \$2,691,764 in 2018. This is a 21.6% or \$560,522 increase from the 2016 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 \$39,306 primarily due to an increase in pay grade for Chief City Prosecutor, and City Prosecutor positions, changes of employees in positions, step increases, and cost of living increases.
- **Benefits** – Increase of \$6,716 primarily due to changes of employee's health insurance plans selection, and health insurance premium increases.
- **Services and Charges** - Increase of \$514,400 due to insurance premium cost increases of \$14K, and \$500K increase for claims.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 202,965	\$ 220,425	\$ 220,425	\$ 220,425	\$ 221,080	\$ 231,950	\$ 655	0.3%
34X	Charges for Services	529,255	924,443	924,443	924,443	924,443	1,522,843	1,035,343	598,400	64.7%
35X	Fines and Penalties	2,583	2,515	2,000	2,000	2,000	2,500	2,500	500	25.0%
36X	Miscellaneous	2,693	2,587	-	-	-	-	-	-	n/a
37X	Proprietary Fund Rev.	41,136	42,845	-	-	-	45,000	45,000	45,000	n/a
39X	Other Financing Sources	209,952	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 785,619	\$ 1,175,356	\$ 1,146,868	\$ 1,146,868	\$ 1,146,868	\$ 1,791,423	\$ 1,314,793	\$ 644,555	56.2%
Expenditure Summary:										
1XX	Salaries & Wages	973,347	982,824	973,060	1,000,478	1,000,478	1,039,784	1,060,518	39,306	3.9%
2XX	Benefits	295,620	316,274	354,926	364,815	364,815	371,531	379,101	6,716	1.8%
3XX	Supplies	3,414	3,668	3,775	3,775	3,775	3,875	3,875	100	2.6%
4XX	Services and Charges	1,252,954	1,506,941	991,970	1,220,870	1,220,870	1,735,270	1,247,770	514,400	42.1%
5XX	Intergovernmental	6,990	-	500	500	500	500	500	-	0.0%
9XX	Internal Service	95,067	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	3,715,026	33,308	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 6,342,419	\$ 2,843,016	\$ 2,324,231	\$ 2,590,438	\$ 2,590,438	\$ 3,150,960	\$ 2,691,764	\$ 560,522	21.6%

## LAW CIVIL LEGAL SERVICES

Responsible Manager: *Vacant, City Attorney*

### PURPOSE/DESCRIPTION:

The City Attorney, and two Assistant City Attorneys, aided by support staff, provide legal advice to the Mayor, City Council, Municipal Court 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 every action by the City is legally defensible, complies with the most current state and federal laws, and minimizes the potential for 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 of the City.

### GOALS/OBJECTIVES:

- Provide timely and thoughtful 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.

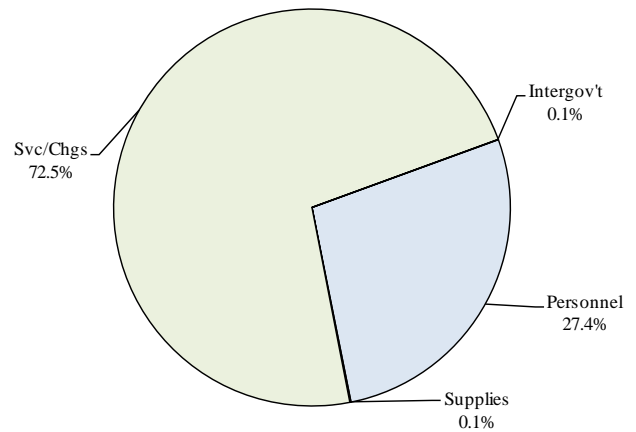
### PERFORMANCE MEASURES:

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of contracts drafted/reviewed	500	400	400	400
• Number of Ordinances/Resolutions Drafted	37	27	30	30
• Number of Litigation matters (excludes condemnation litigation)	16	13	15	15
• Number of Labor Agreements	1	1	3	4
<b>Outcome Measures:</b>				
• % drafted documents returned within 24 hours	99%	99%	99%	99%
• % of Ordinances/Resolutions presented to Council	100%	100%	100%	100%
• % of time reviewing / responding to PRA requests	15%	15%	15%	15%
• % of budget spent on outside counsel	20%	20%	25%	25%
<b>Efficiency Measures:</b>				
• Contracts reviewed per attorney per year	166	133	135	1355
• Number of projects/files opened – major issues (not including subfiles)	16	20	20	20

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-City Attorney	0.80	0.80	0.80	0.80	0.80	0.80	0.80	58E
Assistant City Attorney - 0.50 FTE funded by Prop. 1	2.00	2.00	2.00	2.00	2.00	2.00	2.00	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
<b>Total Regular Staffing</b>	4.80	4.80	4.80	4.80	4.80	4.80	4.80	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	4.80	4.80	4.80	4.80	4.80	4.80	4.80	n/a

### 2017 Proposed Expenditures by Category



**LAW CIVIL LEGAL SERVICES**  
**Responsible Manager: Vacant, City Attorney**

**HIGHLIGHTS/CHANGES:**

The Law Department Civil Division's proposed operating budget totals \$2,381,962 in 2017 and \$1,917,669 in 2018. This is a 27.9% or \$520,189 increase from the 2016 adjusted budget. The table below includes the General Fund, Proposition 1 Fund, and the Risk Management Fund. Major line item changes include:

- **Salaries & Wages** – Net decrease of \$943 primarily due to a change of employees in positions, offset by a cost of living increase, and step increases.
- **Benefits** – Net increase of \$7,288 primarily due to a change in employee's health insurance plans selection, and an increase in health insurance premiums.
- **Services and Charges** – Increase of \$513,190 due to insurance premium cost increases of \$14K, and \$500K increase for claims.

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

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 51,997	\$ 61,390	\$ 61,390	\$ 61,390	\$ 64,457	\$ 69,578	\$ 3,067	5.0%
34X	Charges for Services	529,255	924,443	924,443	924,443	924,443	1,522,843	1,035,343	598,400	64.7%
35X	Fines and Penalties	2,583	2,515	2,000	2,000	2,000	2,500	2,500	500	25.0%
36X	Miscellaneous	2,693	2,587	-	-	-	-	-	-	n/a
37X	Proprietary Fund Rev.	41,136	42,845	-	-	-	45,000	45,000	45,000	n/a
39X	Other Financing Source	209,952	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 785,619	\$ 1,024,388	\$ 987,833	\$ 987,833	\$ 987,833	\$ 1,634,800	\$ 1,152,421	\$ 646,967	65.5%
Expenditure Summary:										
1XX	Salaries and Wages	428,288	415,598	435,282	435,282	435,282	433,801	446,449	(1,481)	-0.3%
2XX	Benefits	121,838	127,804	149,790	149,790	149,790	154,549	159,987	4,759	3.2%
3XX	Supplies	2,077	1,841	2,050	2,050	2,050	2,050	2,050	-	0.0%
4XX	Services and Charges	1,244,510	1,501,666	983,860	1,212,760	1,212,760	1,726,605	1,239,105	513,845	42.4%
5XX	Intergovernmental	6,990	-	500	500	500	500	500	-	0.0%
9XX	Internal Service	83,461	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	3,715,026	33,308	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 5,602,190	\$ 2,080,216	\$ 1,571,483	\$ 1,800,383	\$ 1,800,383	\$ 2,317,505	\$ 1,848,091	\$ 517,122	28.7%

**CIVIL LEGAL SERVICES – PROPOSITION 1 FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 51,997	\$ 61,390	\$ 61,390	\$ 61,390	\$ 64,457	\$ 69,578	3,067	5.0%
Total Revenues:		\$ -	\$ 51,997	\$ 61,390	\$ 61,390	\$ 61,390	\$ 64,457	\$ 69,578	\$ 3,067	5.0%
Expenditure Summary:										
1XX	Salaries & Wages	-	42,083	47,208	47,208	47,208	47,746	50,890	538	1.1%
2XX	Benefits	-	9,914	14,182	14,182	14,182	16,711	18,688	2,529	17.8%
Total Expenditures:		\$ -	\$ 51,997	\$ 61,390	\$ 61,390	\$ 61,390	\$ 64,457	\$ 69,578	\$ 3,067	5.0%

**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.

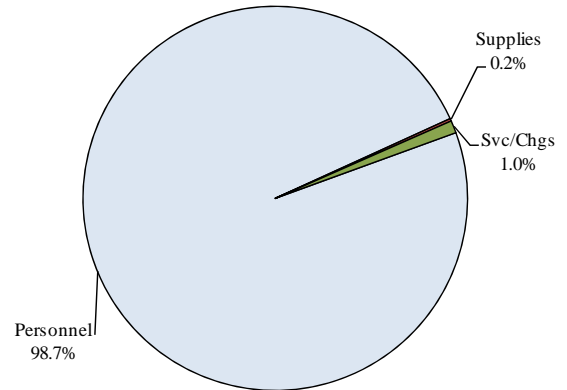
The City Prosecutors and support staff must coordinate all facets associated with enforcement of the City's Municipal Code: law enforcement, municipal court personnel, probation services, jail bookings and transport, counseling services, citizen/witness coordination, appointed and private defense counsels,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

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

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

**2017 Proposed Expenditures by Category****PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Infraction Discovery sent	1,185	1,500	1,500	1,500
• Cases filed – criminal citations	4,283	4,000	4,100	4,200
• Domestic Violence cases filed- (included in above criminal citation filings)	563	520	525	525
<b>Outcome Measures:</b>				
• Total resolved cases	3,809	3,688	3,700	3,700
<b>Efficiency Measures:</b>				
• Criminal cases per prosecutor	1059*	1000*	1025*	1050*

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

**LAW CRIMINAL PROSECUTION SERVICES**  
**Responsible Manager: Stephanie Arthur, Chief Prosecutor**

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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	1.00	1.50	1.00	1.50	1.50	1.50	1.50	24
<b>Total Regular Staffing</b>	7.20	7.70	7.20	7.70	7.70	7.70	7.70	n/a
<b>Change from prior year</b>	-	0.50	(0.50)	0.50	-	-	-	n/a
<b>Grand Total Staffing</b>	7.20	7.70	7.20	7.70	7.70	7.70	7.70	n/a

**HIGHLIGHT/CHANGES:**

The Law Department Criminal Division's proposed operating budget totals \$833,455 in 2017 and \$843,673 in 2018. This is a 5.5% or \$43,399 increase from the 2016 adjusted budget. Major line item changes include:

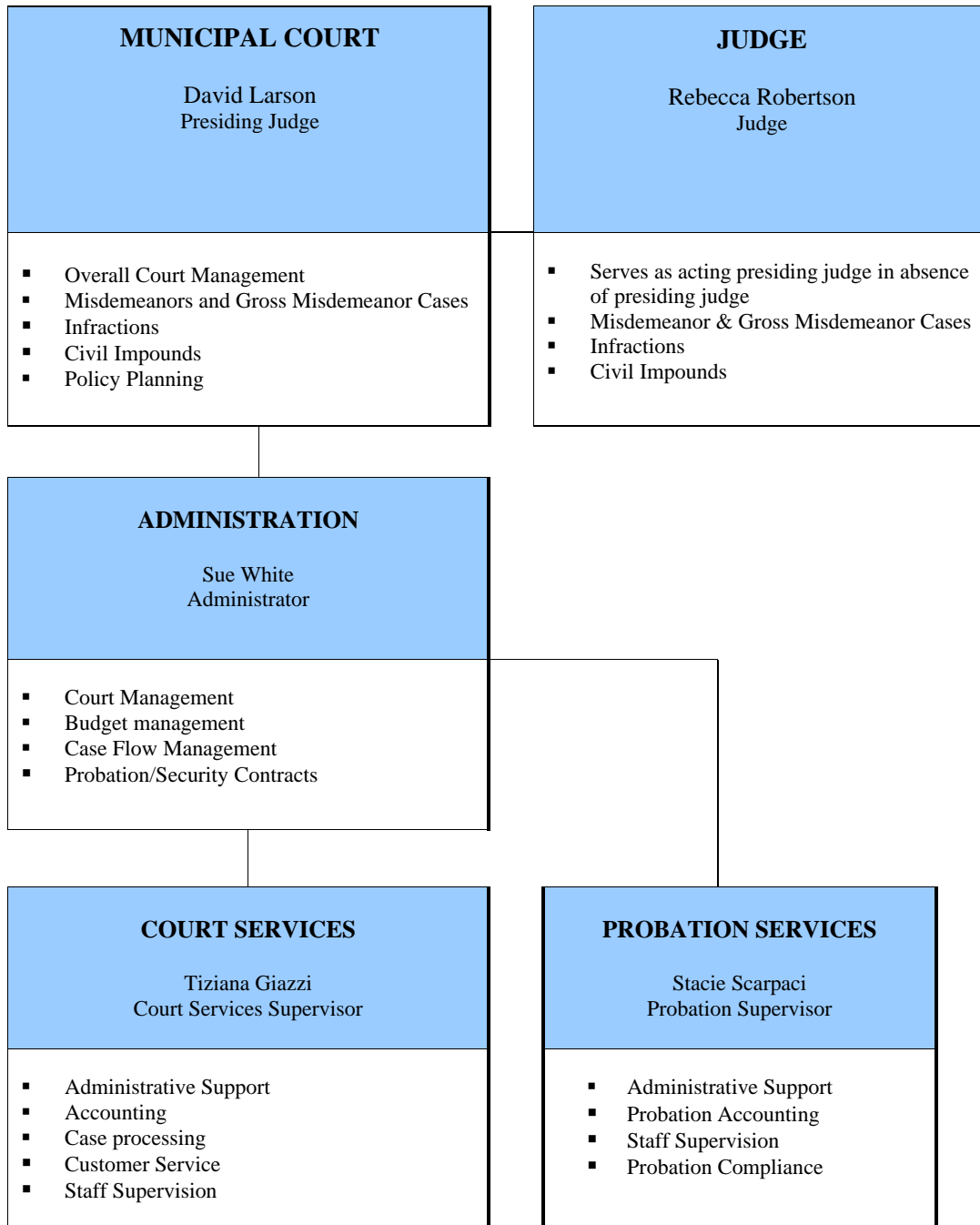
- **Salaries & Wages** - Net increase of \$40,787 due to an increase in pay grade for Chief City Prosecutor, and City Prosecutor positions, changes of employees in positions, step increases, and a cost of living increase.
- **Benefits** - Net increase of \$1,957 due to an increase in pay grade for Chief City Prosecutor, and City Prosecutor positions, and a cost of living increase increasing percentage driven benefits, health insurance premium increases, and a change of employees health insurance plans selection.

**REVENUE AND EXPENDITURE SUMMARY:**  
**CRIMINAL PROSECUTION SERVICES – GENERAL FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditure Summary:</i>										
1XX	Salaries & Wages	545,060	449,310	415,133	442,551	442,551	490,776	494,011	48,225	10.9%
2XX	Benefits	173,782	155,419	168,746	178,635	178,635	175,566	176,800	(3,069)	-1.7%
3XX	Supplies	1,337	1,828	1,725	1,725	1,725	1,825	1,825	100	5.8%
4XX	Services and Charges	8,445	5,275	8,110	8,110	8,110	8,665	8,665	555	6.8%
9XX	Internal Services	11,606	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 740,230	\$ 611,831	\$ 593,714	\$ 631,021	\$ 631,021	\$ 676,832	\$ 681,301	\$ 45,811	7.3%

**CRIMINAL PROSECUTION SERVICES – PROPOSITION 1 FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 150,968	\$ 159,035	\$ 159,035	\$ 159,035	\$ 156,623	\$ 162,372	\$ (2,412)	-1.5%
Total Revenues:		\$ -	\$ 150,968	\$ 159,035	\$ 159,035	\$ 159,035	\$ 156,623	\$ 162,372	\$ (2,412)	-1.5%
Expenditure Summary:										
1XX	Salaries & Wages	-	117,917	122,645	122,645	122,645	115,207	120,058	(7,438)	-6.1%
2XX	Benefits	-	33,051	36,390	36,390	36,390	41,416	42,314	5,026	13.8%
Total Expenditures:		\$ -	\$ 150,968	\$ 159,035	\$ 159,035	\$ 159,035	\$ 156,623	\$ 162,372	\$ (2,412)	-1.5%



## **MUNICIPAL COURT**

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

### **2015/2016 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 5<sup>th</sup> and 6<sup>th</sup> Annual South King County District YMCA High School Mock Trial Competition in 2015 and 2016.
- 7<sup>th</sup> and 8<sup>th</sup> 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.

### **2017/18 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*

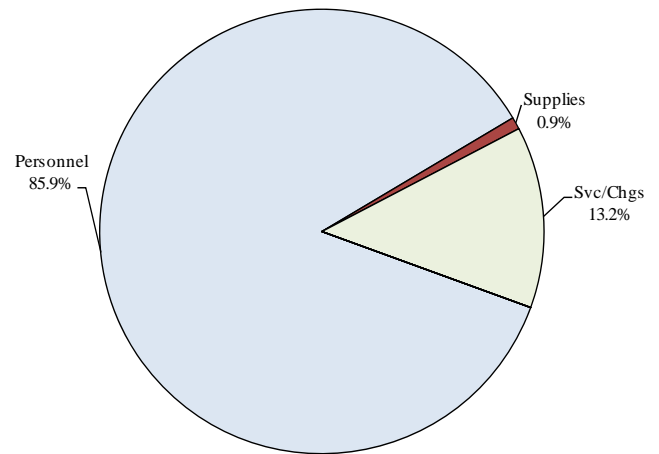
## PURPOSE/DESCRIPTION:

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.

## 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.

2017 Proposed Expenditures by Category



## PERFORMANCE MEASURES:

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• 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
• <b>Total Filings</b>	<b>39,946</b>	<b>34,361</b>	<b>34,361</b>	<b>34,361</b>
• 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
• <b>Total Hearings Held</b>	<b>22,896</b>	<b>22,300</b>	<b>22,300</b>	<b>22,300</b>

## POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
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	41
Probation Officer	-	-	-	1.00	1.00	1.00	1.00	34
Probation Clerk	-	-	-	1.00	1.00	1.00	1.00	14
<b>Total Regular Staffing</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	n/a
<b>Change from prior year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	n/a
<b>Grand Total Staffing</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	n/a

# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## MUNICIPAL COURT

Responsible Manager: *David Larson, Presiding Judge*

### HIGHLIGHTS/CHANGES:

The Municipal Court's proposed operating budget totals \$1,924,572 in 2017 and \$1,956,925 in 2018. This is 1.3% or \$25,027 decrease from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net Decrease of \$1,529 primarily due to a change of employees in positions.
- **Benefits** – Net Increase of \$655 primarily due to a change of employees with different health care plans selection, and an increase in health insurance premiums.
- **Capital Outlay** – Net Decrease of \$24,162 due to \$4K one-time purchase of equipment for justware system, and \$20K one-time purchase of probation software in 2016.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 162,420	\$ 168,579	\$ 168,579	\$ 168,579	\$ 168,848	\$ 181,494	\$ 269	0.2%
33X	Intergovernmental	45,008	43,742	50,000	50,000	50,000	50,000	50,000	-	0.0%
34X	Charges for Services	196,332	198,071	258,500	532,845	532,845	532,845	532,845	-	0.0%
35X	Fines and Penalties	1,002,731	1,109,088	1,198,950	1,198,950	1,198,950	1,198,950	1,198,950	-	0.0%
36X	Miscellaneous	126,037	127,932	105,650	105,650	105,650	105,650	105,650	-	0.0%
39X	Other Financing Sources	220,670	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 1,590,777	\$ 1,641,253	\$ 1,781,679	\$ 2,056,024	\$ 2,056,024	\$ 2,056,293	\$ 2,068,939	\$ 269	0.0%
Municipal Court General Fund Operations Expenditure Summary:										
1XX	Salaries & Wages	931,987	859,818	853,579	875,579	875,579	878,882	884,732	\$ 3,303	0.4%
2XX	Benefits	354,092	335,290	358,736	358,736	358,736	358,232	360,921	(504)	-0.1%
3XX	Supplies	12,718	9,567	10,050	10,050	10,050	10,050	10,050	-	0.0%
4XX	Services and Charges	201,259	105,580	104,598	116,598	116,598	116,598	116,598	-	0.0%
6XX	Capital Outlay	39,442	1,664	-	4,162	4,162	-	-	(4,162)	-100.0%
9XX	Internal Services	139,802	-	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 1,679,300	\$ 1,311,919	\$ 1,326,963	\$ 1,365,125	\$ 1,365,125	\$ 1,363,762	\$ 1,372,301	\$ (1,363)	-0.1%
Probation Office General Fund Expenditure Summary:										
1XX	Salaries & Wages	-	-	-	174,499	174,499	172,054	179,802	(2,445)	-1.4%
2XX	Benefits	-	-	-	76,801	76,801	75,313	78,733	(1,488)	-1.9%
3XX	Supplies	-	-	-	6,900	6,900	6,900	6,900	-	0.0%
4XX	Services and Charges	-	-	-	76,145	76,145	76,145	76,145	-	0.0%
6XX	Capital Outlay	-	-	-	20,000	20,000	-	-	(20,000)	-100.0%
Subtotal Probation Exp:		\$ -	\$ -	\$ -	\$ 354,345	\$ 354,345	\$ 330,412	\$ 341,580	\$ (23,933)	-6.8%
Prop 1 Fund Expenditure Summary:										
1XX	Salaries & Wages	-	113,708	122,737	122,737	122,737	120,358	132,250	\$ (2,379)	-1.9%
2XX	Benefits	-	48,712	45,843	45,843	45,843	48,490	49,244	2,647	5.8%
Subtotal Prop 1 Exp:		\$ -	\$ 162,420	\$ 168,579	\$ 168,579	\$ 168,579	\$ 168,848	\$ 181,494	\$ 269	0.2%
Traffic Safety Fund Expenditure Summary:										
4XX	Services and Charges	-	37,626	61,550	61,550	61,550	61,550	61,550	-	0.0%
Subtotal Traffic Safety Exp:		\$ -	\$ 37,626	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ 61,550	\$ -	0.0%
Total Expenditures:		\$ 1,679,300	\$ 1,511,965	\$ 1,557,092	\$ 1,949,599	\$ 1,949,599	\$ 1,924,572	\$ 1,956,925	\$ (25,027)	-1.3%

**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 \$48,207,119 in 2017 and \$27,330,960 in 2018. This is 2.2% or \$1,059,071 increase from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$355K primarily due to a cost of living increase for non-represented employees, offset by cost of living increases that were budgeted under non-departmental salaries and wages in 2016.
- **Services and Charges** – Increase of \$763K due to a new agreement with Lakehaven (\$955K) where the City will pay for fire hydrant maintenance and electricity for streetlights, and an increase of \$452K in health insurance premiums in the 506 Self Health Insurance Fund, offset by a reduction in King County Health Clinic support of \$285K, reduction in one-time miscellaneous service items of \$20K, reduction of \$22K in 109 Lodging Tax Fund due to reallocation of line items to capital outlay, reduction of \$82K in Fund 188 Strategic Reserve due to elimination of higher education needs assessment, reduction of \$52K due to municipal facilities capital project being completed, and reduction of \$175K in 507 Unemployment Insurance Fund due to a reduction in unemployment claims.
- **Intergovernmental** – Increase of \$30K for 506 Self Health Insurance Fund ACA Reinsurance fee.
- **Capital Outlays** – Decrease of \$4.4M primarily due to one-time equipment purchase for Government Access Channel, and a reduction in capital expenditures for the Performing Arts & Event Center to be completed in 2017.
- **Debt Services** – Increase of \$8.2M primarily due to the payoff of principal for the Target Property.
- **Internal Service** – Decrease of \$210K primarily due to no contribution to replacement reserves for Information Technology and Fleet & Equipment capital assets, and Police vehicles in 2017 and 2018, offset by an increase in contribution for Risk Fund claims.
- **Other Financing Use** – Net Decrease of \$3.7M primarily due to the completion of a \$2M one-time transfer to 306 Transportation Fund S 352<sup>nd</sup> Street SR99 to SR161 project, reduction of transfer out to Street Fund operations of \$174K, reduction of transfer out of utility tax in the amount of \$2.1M primarily due to not having to pay \$916K in SCORE Debt, and Arterial Street Overlay of \$1M, reduction of transfer out from Strategic Reserve Fund of \$127K for interest payments for the Target Property, offset by an increase in transfer out from Real Estate Excise Tax Fund of \$194K for funding \$1M in Arterial Street Overlay in 17/18 offset by a one-time transfer of \$820K for Karl Grosch Field Parks CIP project in 2016.

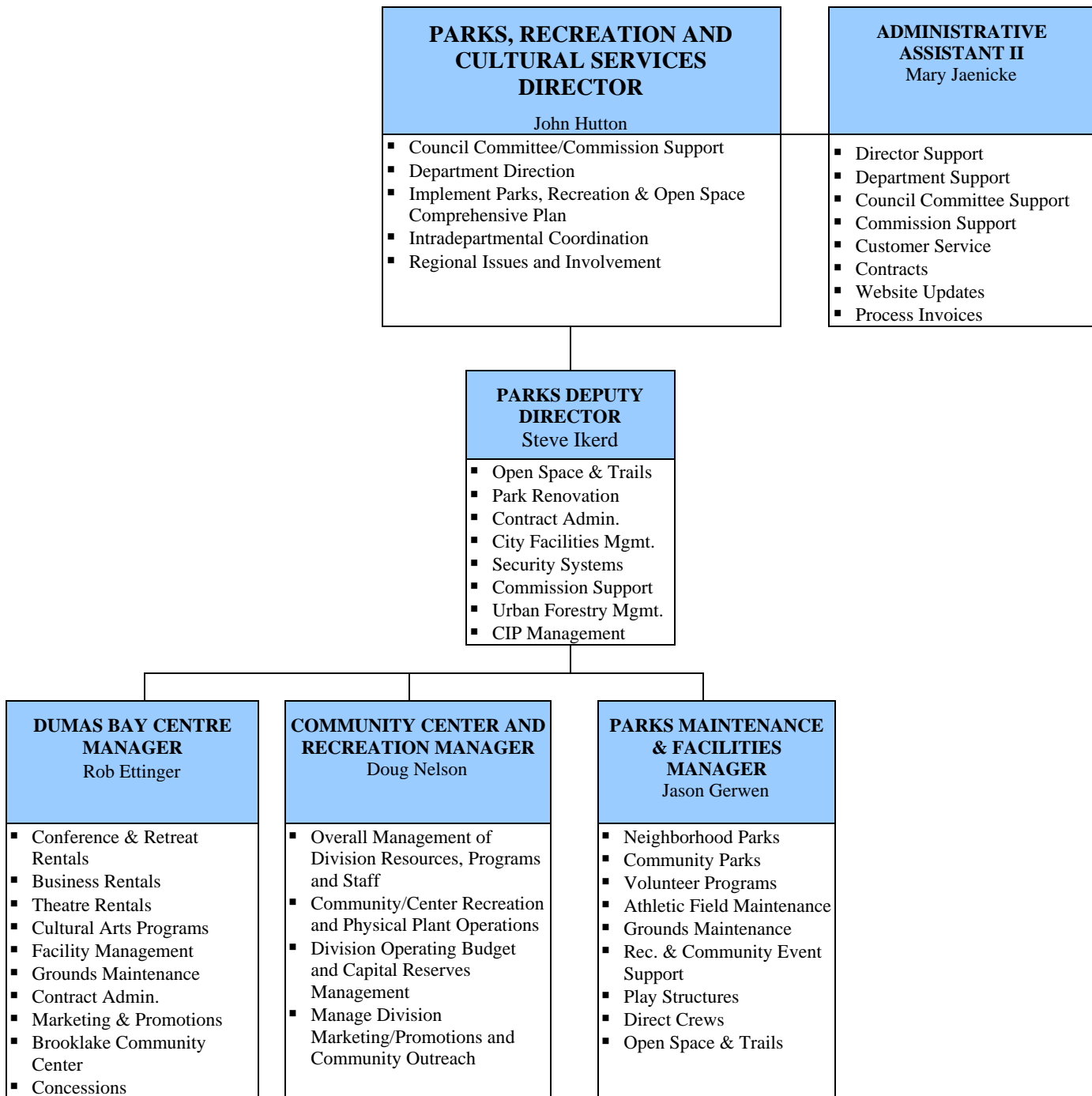
**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 39,060,355	\$38,543,177	\$37,364,464	\$37,586,732	\$39,486,254	\$39,643,384	\$40,817,065	\$ 2,056,652	5.5%
32X	Licenses and Permits	1,453,595	1,462,089	1,307,000	1,307,000	1,307,000	2,252,301	2,283,410	945,301	72.3%
33X	Intergovernmental	2,447,107	2,420,485	1,285,000	11,285,000	11,085,000	2,317,000	2,317,000	(8,968,000)	-79.5%
34X	Charges for Services	5,012,628	4,968,461	4,881,241	4,881,241	4,881,241	4,916,196	4,916,196	34,955	0.7%
35X	Fines and Penalties	9,564	4,221	2,000	2,000	2,000	2,000	2,000	-	0.0%
36X	Miscellaneous	384,550	1,140,500	265,800	280,300	284,163	11,561,402	282,500	11,281,102	4024.7%
37X	Proprietary Fund Revenues	-	227,404	-	-	-	-	-	-	n/a
39X	Other Financing Sources	37,291,357	8,568,211	9,170,670	12,842,423	13,260,763	19,113,914	9,754,251	6,271,491	48.8%
Total Revenues:		\$ 85,659,156	\$ 57,334,548	\$ 54,276,175	\$ 68,184,696	\$ 70,306,421	\$ 79,806,197	\$ 60,372,422	\$ 11,621,501	17.0%
Expenditure Summary:										
1XX	Salaries & Wages	3,459	88,507	155,655	296,378	296,378	651,490	1,372,761	355,112	119.8%
2XX	Benefits	317	32,821	-	-	-	-	-	-	n/a
3XX	Supplies	7,214	9,957	-	-	-	1,000	1,000	1,000	n/a
4XX	Services and Charges	4,747,354	6,259,601	3,269,903	4,572,038	4,343,981	5,334,647	5,334,647	762,609	16.7%
5XX	Intergovernmental	29,248	26,235	221	221	221	30,000	30,000	29,779	13474.7%
6XX	Capital Outlay	8,298,430	1,129,445	-	15,680,777	15,680,777	11,323,902	45,000	(4,356,875)	-27.8%
7XX	Debt Service-Principal	963,500	640,482	470,000	470,000	470,000	8,679,960	470,000	8,209,960	1746.8%
8XX	Debt Service-Interest	985,529	491,379	1,251,538	469,471	469,471	466,993	343,473	(2,478)	-0.5%
9XX	Internal Service	84,416	5,091,535	5,103,666	5,308,130	5,308,130	5,098,216	4,524,171	(209,914)	-4.0%
0XX	Other Financing Use	33,007,489	13,151,637	17,201,613	20,351,033	20,569,373	16,620,911	15,209,908	(3,730,122)	-18.3%
Total Expenditures:		\$ 48,126,957	\$ 26,921,600	\$ 27,452,596	\$ 47,148,048	\$ 47,138,331	\$ 48,207,119	\$ 27,330,960	\$ 1,059,071	2.2%

## OPERATING BUDGET

### EXPENDITURE BY FUND:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
001	General Fund	4,934,431	6,920,994	9,614,264	10,200,554	9,779,104	8,696,517	8,904,390	(1,504,037)	-14.7%
103	Utility Tax	13,968,517	7,724,672	10,351,547	11,387,604	11,387,604	9,261,642	8,918,924	(2,125,962)	-18.7%
107	Special Contracts/Studies	41,658	62,717	-	50,000	50,000	-	-	(50,000)	-100.0%
109	Hotel/Motel Lodging Tax	58,786	180,180	200,300	200,300	200,300	224,700	224,700	24,400	12.2%
113	Real Estate Excise Tax	6,119,751	3,142,237	2,725,123	3,545,123	3,766,573	3,739,023	3,739,473	193,900	5.5%
120	Paths & Trails	157,000	-	-	-	-	-	-	-	n/a
188	Strategic Reserve	-	301,164	-	209,008	627,348	-	-	(209,008)	-100.0%
201	Debt Service	5,202,445	1,005,481	1,721,538	812,123	812,123	9,146,953	813,473	8,334,830	1026.3%
301	Downtown Redevelopment	12,434,824	533,852	-	136,123	136,123	500,000	500,000	363,877	267.3%
302	City Facilities	482,848	246,985	-	53,232	-	-	-	(53,232)	-100.0%
307	Capital Project Reserve	-	-	-	-	-	129,382	-	129,382	n/a
308	Performing Arts Center	1,564,307	2,987,135	-	15,630,777	15,630,777	11,278,902	-	(4,351,875)	-27.8%
506	Self Health Insurance	3,146,799	3,774,980	2,614,999	3,698,379	3,698,379	4,180,000	4,180,000	481,621	13.0%
507	Unemployment Insurance	15,590	41,202	224,825	1,224,825	1,050,000	1,050,000	50,000	(174,825)	-14.3%
Total Expenditures:		\$ 48,126,957	\$ 26,921,600	\$ 27,452,596	\$ 47,148,048	\$ 47,138,331	\$ 48,207,119	\$ 27,330,960	\$ 1,059,071	2.2%



**PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW**

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

**2015/2016 ACCOMPLISHMENTS**

- Successfully designed, built and opened Federal Way's first Downtown Park in an incredibly demanding schedule. This park includes our first spray park and features a unique playground and artificial safety surface as well as very unusual LID educational components that will benefit the community for decades to come. This park attracted tremendous interest and support and volunteers played a key role.
- Successfully built significant IT projects at City Hall for the City Council Members, Mayor's office and IT.
- Hosted numerous special events through the Recreation Division and the FWCC each of which was well attended and well organized and implemented. These large community events included the 23<sup>rd</sup> annual Red Whites & Blues Festival, Grand Opening of Town Square Park, movies in the park, new events like Princesses and Pixies and Pirate Party
- Successfully made significant improvements to trails at several different parks
- Following a public process and with the support of the Parks Commission we installed a new playground at Adelaide Park
- The development of the new department mission, vision and core principal action statements
- The prioritized list of business strategies that we feel will help us get closer to our vision, the strategies we implemented in 2016 include:
  - Development of operation manuals for all full time and part time positions
  - Defining the Gold Standard language in our vision statement
  - Clarifying and justifying our current customer service standards and refund policies
  - Analyzing our cost recovery model to better understand and project the proper allocation of funds for future operations; special emphasis on funds for services to those in need
  - Surveying our citizens to ensure that the recreation program we are offering are meeting their needs and looking for new opportunities to reach those we haven't in the past
  - Surveying teens and implementing additional teen programming
  - Development of an ongoing marketing plan
  - Rewriting job descriptions to ensure we are attracting young professionals
- The Community Center is cost recovering once again at over 90% and meeting revenue and expense projections
- Our division began the process of changing its mission in our Community to have our programs be more inclusive to those that are less able to afford the services that we offer and to have an expected standard of quality for our programs that are models for the rest of the recreation departments in our region.
- Our programs have once again received the approval of our patrons by being awarded several top honors in the "Best of Federal Way" contest.
- We continue to operate the facility on a tight budget and with limited resources and do so in a creative manner with repairs to mechanical equipment being done with only minor impact to facility programming.
- Raised almost \$9,000 at the 2nd Annual Oktoberfest Fundraiser to increase the Rec Inc Scholarship fund to over \$14,000. We have given out over 25 \$100 scholarships in 2016.
- Started a new life-skills program called "Learn for Life." Every month a new theme is discussed and every month has been at max capacity since the program began.
- Pirates, Pixies & Helmets – brand new event that drew about 2000 participants, showing a need in community (helmets) and created another fun event option for families...for FREE!
- In 2015 Day Camp and Pre-School Recreation program revenue increased by \$30,000 over 2014.
- In 2016 we increased our offering of specialty camps: Computer, Science, Dance, Theatre, and Lego.
- 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 and generating our highest revenue years ever in 2015 and 2016.
- Improved our Google AdWords campaign to increase call volume and bookings with a limited marketing budget of just 6k annually.
- Chef Scott continues to improve the food service operations and improve revenue potential for the Dumas Bay Centre fund.
- Installed carpeting throughout the entire facility, added mini-split air conditioning units to all three meeting spaces for guest comfort, purchased new beds for all overnight rooms
- Negotiated a new contract agreement with Centerstage Theatre for 3 years management. We also secured additional meeting space in this contract for the Dumas Bay Centre fund when not in use by Centerstage Theatre.
- 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.

**PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW**

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

**2017/2018 KEY PROJECTS ANTICIPATED**

- Develop a relationship with local chess clubs to teach chess and staff the large chess board at Town Square Park
- Add equipment necessary to maintain natural turf throughout our system
- Install tilt skillet and new oven in DBC kitchen.
- Continue to work with Centerstage Theatre to maintain a successful operation and partnership.
- Continue to manage the budget to maximize revenues and control expenditures.
- Construct Phase I of the Panther Lake Open Space Master Plan to include a loop trail around the lake and connect to the BPA Trail.
- Install new roof at Knutzen Family Theatre.
- Install mini split air conditioning in bedrooms at DBC
- Install new windows in meeting spaces
- Develop a revised plan for improvements at Lakota Park.
- Work with the Parks Commission to identify playground structures that need to be improved or replaced.
- Complete the Celebration Park Maintenance Building.
- Identify and make repairs to asphalt paths throughout the park system.
- Continue to work with AmeriCorps & EarthCorps on City projects.
- Identify and develop a plan for Brooklake Community Center.
- Replace the Toddler play structure in the leisure pool as well as repair or replace the large purple slide supports.
- Adding piped in sound and ceiling mounted projection to the community rooms as well as additional TV's in the game room and lobby area.
- It is our division's goal to shift more focus toward starting the process of CAPRA accreditation for the Parks Department.
- After school program in partnership with FWSD.
- Movies and concerts at Town Square Park.
- Teen focused activities including late nights and adventure outings.
- Revitalize adult softball and volleyball leagues which have been on a downward trend nationally.

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

2017 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	\$ 100	\$ -	\$ 239	\$ 339	\$ -	\$ 339	\$ -	\$ -	\$ 339
Annual Playground Repair & Replacement Program	100	-	133	233	-	233	-	-	233
Trail & Pedestrian Access Improvements	50	-	1,071	1,121	-	1,121	-	-	1,121
Laurelwood	-	-	162	162	-	162	-	-	162
Celebration Maintenance Building	-	-	47	47	-	47	-	-	47
Lakota Soccer Field Upgrade	50	-	400	450	-	450	-	-	450
<b>Total 2017</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 2,052</b>	<b>\$ 2,352</b>	<b>\$ -</b>	<b>\$ 2,352</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,352</b>

2018 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	100	-	-	100	-	100	-	-	100
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Trail & Pedestrian Access Improvements	50	-	-	50	-	50	-	-	50
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
<b>Total 2018</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

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

**DEPARTMENT POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Administration:</b>								
Director of Parks, Rec. & Cultural Svcs.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58a
Administrative Assistant II	0.80	0.80	0.80	0.80	0.80	0.80	0.80	24
<b>General Recreation:</b>								
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recreation Coordinator	3.50	3.50	3.50	3.50	3.50	3.50	3.50	30
Graphics Coordinator	-	-	-	0.33	0.33	0.33	0.33	22
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
<b>Maintenance:</b>								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	38
Maintenance Worker - Lead	2.00	2.00	2.00	2.00	2.00	2.00	2.00	26m
Maintenance Worker I - 1.0 FTE funded by Prop. 1	8.00	8.00	8.00	9.00	9.00	9.00	9.00	22m
Facilities Maintenance Worker	0.50	1.50	1.50	1.50	1.50	1.50	1.50	22m
<b>Total General Fund:</b>	19.80	20.80	20.80	23.13	23.13	23.13	23.13	n/a
<b>Federal Way Community Center:</b>								
Community Center & Recreation 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	1.00	39
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Recreation Coordinator-Fitness	1.00	-	-	-	-	-	-	30
Community Center Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Aquatic Facility Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	26m
Aquatics Assistant Coordinator	1.00	-	-	-	-	-	-	23
Graphics Coordinator	-	-	-	0.33	0.33	0.33	0.33	22
Lead Lifeguard	-	2.00	2.00	2.00	2.00	2.00	2.00	08
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Building Supervisor*	1.15	-	-	-	-	-	-	14
Administrative Assistant I	-	1.00	1.00	1.00	1.00	1.00	1.00	18
Office Technician II*	2.20	1.00	1.00	1.00	1.00	1.00	1.00	14
Lifeguard*	2.00	-	-	-	-	-	-	8
<b>Total Federal Way Comm. Center:</b>	13.35	11.00	11.00	11.33	11.33	11.33	11.33	n/a
<b>Dumas Bay Centre:</b>								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Chef/Kitchen Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	23
Administrative Assistant I	0.75	1.00	0.75	1.00	1.00	1.00	1.00	18
<b>Total Dumas Bay Centre:</b>	2.75	3.00	2.75	3.00	3.00	3.00	3.00	n/a
<b>Total Regular Staffing</b>	35.90	34.80	34.55	37.46	37.46	37.46	37.46	n/a
<b>Change from prior year</b>	0.45	(1.10)	(0.25)	2.91	-	-	-	n/a
<b>Funded on a One-time Basis:</b>								
Maintenance Worker I	1.00	-	-	-	-	-	-	22m
<b>Grand Total Staffing</b>	36.90	34.80	34.55	37.46	37.46	37.46	37.46	n/a

## PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *John Hutton, Parks Director*

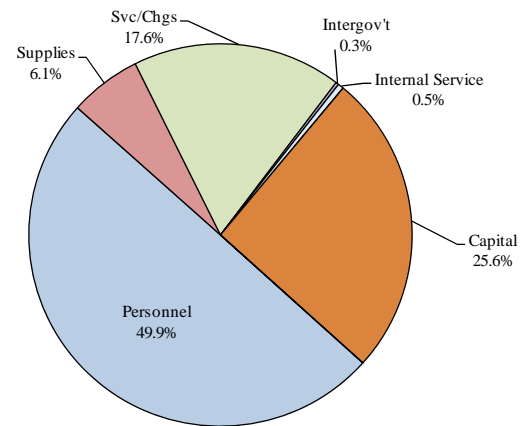
### PURPOSE/DESCRIPTION:

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.

### 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.

2017 Proposed Expenditures by Category



### DEPARTMENT SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
General Fund Operating Expenditure Summary:										
310	Administration	193,124	253,074	253,061	253,061	253,061	287,702	287,731	34,641	13.7%
33x	Maintenance	2,357,347	2,089,042	1,915,249	2,214,715	2,214,715	2,156,657	2,170,480	(58,058)	-2.6%
35x	General Recreation	1,410,435	1,340,359	1,312,370	1,330,899	1,330,899	1,366,315	1,372,816	35,416	2.7%
Subtotal GF Operating Exp.:		\$ 3,960,906	\$ 3,682,475	\$ 3,480,680	\$ 3,798,675	\$ 3,798,675	\$ 3,810,674	\$ 3,831,027	\$ 11,999	0.3%
Non-General Fund Operating Expenditure Summary:										
111	FW Community Center	2,177,246	2,337,715	2,199,112	2,237,641	2,237,641	2,216,850	2,254,430	(20,791)	-0.9%
Subtotal New Comm Center		\$ 2,177,246	\$ 2,337,715	\$ 2,199,112	\$ 2,237,641	\$ 2,237,641	\$ 2,216,850	\$ 2,254,430	\$ (20,791)	-0.9%
114	Prop 1 Fund	-	94,744	97,469	97,469	97,469	100,337	101,583	2,868	2.9%
Subtotal Prop 1 Fund		\$ -	\$ 94,744	\$ 97,469	\$ 97,469	\$ 97,469	\$ 100,337	\$ 101,583	\$ 2,868	2.9%
303	Parks CIP	1,056,441	2,046,826	300,000	3,539,945	1,472,782	2,367,163	300,000	(1,172,782)	-33.1%
Subtotal Parks CIP Fund		\$ 1,056,441	\$ 2,046,826	\$ 300,000	\$ 3,539,945	\$ 1,472,782	\$ 2,367,163	\$ 300,000	\$ (1,172,782)	-33.1%
402	Dumas Bay Centre	791,827	1,030,375	719,827	756,399	756,399	925,014	753,994	168,615	22.3%
505	Bldg & Furnishings	401,010	397,255	399,817	399,817	399,817	483,912	490,355	84,095	21.0%
Enterprise Fund Oper		\$ 1,192,837	\$ 1,427,630	\$ 1,119,644	\$ 1,156,216	\$ 1,156,216	\$ 1,408,926	\$ 1,244,349	\$ 252,710	21.9%
Total Expenditures:		\$ 8,387,431	\$ 9,589,391	\$ 7,196,905	\$ 10,829,946	\$ 8,762,783	\$ 9,903,950	\$ 7,731,389	\$ (925,995)	-8.6%

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

**HIGHLIGHTS/CHANGES:**

The Parks Department's proposed operating budget totals \$9,903,950 and \$7,731,389 in 2017 and 2018 respectively, and is \$925,995 or 8.6% below the adjusted 2016 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** – Net increase of \$111,410 due to changes in employees in positions, position changes, reallocation of line items to increase temporary help in Federal Way Community Center by \$20K, addition of 3 more staff in 2016 that are carried over into 2017/18, step increases for positions, and a cost of living adjustment.
- **Benefits** – Net increase of \$68,722 due to changes in employee's health plans selection, increases in health insurance premiums, addition of 3 more staff in 2016 that are carried over into 2017/18, and step increases and a cost of living adjustment increasing percentage driven benefits.
- **Supplies** – Increase of \$3,000 due to \$6,500 increase due to reallocation of line items to increase maintenance supplies of the Federal Way Community Center, offset by a decrease of \$3,500 due to the elimination of a one-time small equipment purchase.
- **Services and Charges** – Net decrease of \$86,900 due to decrease of \$71,500 for Federal Way Community Center reallocation of line items to supplies and salaries and wages, and a reduction of \$25K for one-time repair and maintenance projects, and decrease of \$15,400 for one-time courtyard repair and furniture, and painting of the facility.
- **Capital Outlay** – Decrease of \$1,002,782 due to a reduction in capital expenditures for 303 Parks CIP, offset by an increase of \$170K in Dumas Bay Center for one-time repair of beach trail of \$50K, new roof over Knutzen family theatre of \$100K, and kitchen oven and tilt skillet of \$20K.
- **Internal Service Charges** – Net increase of \$9,555 due to Dumas Bay Center contribution for self-insured retention, and re-allocation of internal service costs.
- **Other Financing Use** - Decrease of \$29,000 due to no transfer out needed from the General Fund to the Dumas Bay Center.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 94,744	\$ 97,469	\$ 97,469	\$ 97,469	\$ 100,337	\$ 101,583	\$ 2,868	2.9%
33X	Intergovernmental	11,500	12,000	5,000	5,000	5,000	5,000	5,000	-	0.0%
34X	Charges for Services	2,990,985	2,900,979	2,905,244	2,812,537	2,812,537	2,860,690	2,867,100	48,153	1.7%
36X	Miscellaneous	1,130,130	1,333,023	981,347	981,347	1,026,347	996,973	997,006	15,626	1.6%
39X	Other Financing Source	4,108,820	1,378,446	821,000	1,196,641	1,196,641	805,850	859,930	(390,791)	-32.7%
Total Revenues:		\$ 8,241,434	\$ 5,719,192	\$ 4,810,060	\$ 5,092,994	\$ 5,137,994	\$ 4,768,850	\$ 4,830,619	\$ (324,144)	-6.4%
Expenditure Summary:										
1XX	Salaries and Wages	3,190,560	3,367,544	3,396,385	3,682,127	3,682,127	3,793,537	3,850,567	111,410	3.0%
2XX	Benefits	1,087,645	1,159,029	1,033,503	1,081,918	1,081,918	1,150,640	1,164,954	68,722	6.4%
3XX	Supplies	694,563	875,668	567,198	598,562	598,562	601,562	601,562	3,000	0.5%
4XX	Services and Charges	2,121,228	2,267,066	1,806,988	1,834,563	1,834,563	1,747,663	1,747,663	(86,900)	-4.7%
5XX	Intergovernmental	45,855	8,014	25,105	25,105	25,105	25,105	25,105	-	0.0%
6XX	Capital Outlays	626,382	1,173,774	300,000	3,539,945	1,472,782	2,537,163	300,000	(1,002,782)	-28.3%
8XX	Debt Service-Interest	-	856	-	-	-	-	-	-	n/a
9XX	Internal Service	592,199	40,711	38,725	38,725	38,725	48,280	41,538	9,555	24.7%
0XX	Other Financing Use	29,000	696,727	29,000	29,000	29,000	-	-	(29,000)	-100.0%
Total Expenditures:		\$ 8,387,431	\$ 9,589,391	\$ 7,196,905	\$ 10,829,946	\$ 8,762,783	\$ 9,903,950	\$ 7,731,389	\$ (925,995)	-8.6%

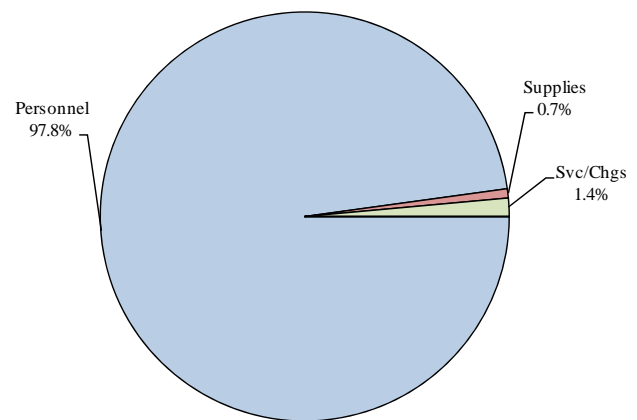
# PARKS, RECREATION AND CULTURAL SERVICES ADMINISTRATION

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.

## 2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
Number of commissions and committees supported	4	4	4	4
Number of Capital Projects Managed	3	3	3	3
<b>Outcome Measures:</b>				
Total Acres of Park and Open Space	1124	1124	1124	1124
Total Square Feet of Facilities operated and maintained	251,791	251,791	251,791	251,791
Parks and Recreation Projected New Funding for Capital Budget	\$300,000	\$300,000	\$300,000	\$300,000

## POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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	0.45	-	-	-	-	-	-	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 2017/2018 is \$287,702 and \$287,731 respectively. This is an increase of \$34,641 or 13.7% above the adjusted 2016 operating budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$3,982 is due to step increases for positions.
- **Benefits** – Increase of \$30,659 is due to changes in employee health care plans selection, an increase in health insurance premiums.

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	132,460	188,535	186,472	186,472	186,472	190,454	190,454	3,982	2.1%
2XX	Benefits	40,903	60,416	60,328	60,328	60,328	90,987	91,016	30,659	50.8%
3XX	Supplies	2,101	2,667	2,110	2,110	2,110	2,110	2,110	-	0.0%
4XX	Services and Charges	1,663	1,455	4,151	4,151	4,151	4,151	4,151	-	0.0%
9XX	Internal Services	15,996	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 193,124	\$ 253,074	\$ 253,061	\$ 253,061	\$ 253,061	\$ 287,702	\$ 287,731	\$ 34,641	13.7%

## PARKS, RECREATION AND CULTURAL SERVICES GENERAL RECREATION

Responsible Manager: Doug Nelson, Community Center & Recreation Manager

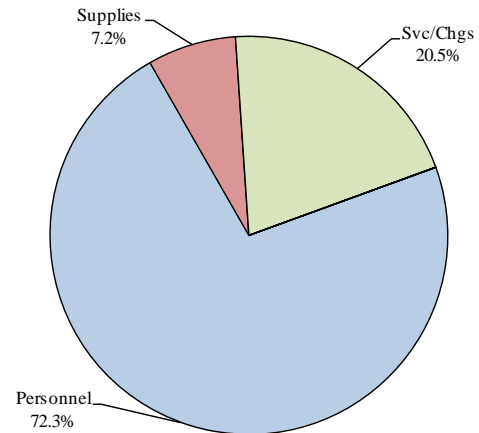
### PURPOSE/DESCRIPTION:

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.

### 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.

### 2017 Proposed Expenditures by Category



### PERFORMANCE MEASURES:

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
Total Recreation & Cultural Services classes held	1500	1520	1500	1520
Total senior classes / drop-in services	1300	1350	1300	1350
Total Teen Participants	350	350	350	350
<b>Outcome Measures:</b>				
Recovery ratio	71.7%	71.1%	71.7%	71.1%
<b>Efficiency Measures:</b>				
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	140,400	141,600

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
General Recreation:								
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recreation Coordinator	3.50	3.50	3.50	3.50	3.50	3.50	3.50	30
Graphics Coordinator	-	-	-	0.33	0.33	0.33	0.33	22
Administrative Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Total General Fund:	5.50	5.50	5.50	5.83	5.83	5.83	5.83	n/a
Total Regular Staffing	5.50	5.50	5.50	5.83	5.83	5.83	5.83	n/a
Change from prior year	-	-	-	0.33	-	-	-	n/a
Grand Total Staffing	5.50	5.50	5.50	5.83	5.83	5.83	5.83	n/a

**PARKS, RECREATION AND CULTURAL SERVICES    GENERAL RECREATION**  
**Responsible Manager: Doug Nelson, Community Center & 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 2017/2018 is \$1,366,315 and \$1,372,816 respectively. This is an increase of \$35,416 or 2.7%. Major line item changes include:

- **Salaries & Wages** – Increase of \$12,893 changes in employees in positions, and step increases.
- **Benefits** – Increase of \$51,523 due to changes in employees with different health insurance plans selection, and step increases increasing percentage driven benefits.
- **Other Financing Use** – Decrease of \$29,000 due to no transfer out needed from General Fund for the Dumas Bay Centre.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 11,500	\$ 12,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
34X	Charges for Services	850,988	863,806	860,650	860,650	860,650	860,650	860,650	-	0.0%
36X	Miscellaneous	103,549	137,014	71,350	71,350	71,350	71,350	71,350	-	0.0%
39X	Other Financing Source	346,643	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 1,312,680	\$ 1,012,820	\$ 937,000	\$ 937,000	\$ 937,000	\$ 937,000	\$ 937,000	\$ -	0.0%
Expenditure Summary:										
1XX	Salaries and Wages	748,343	731,654	765,174	779,069	779,069	791,962	796,317	12,893	1.7%
2XX	Benefits	190,374	192,677	139,346	143,980	143,980	195,503	197,649	51,523	35.8%
3XX	Supplies	92,675	96,260	98,441	98,441	98,441	98,441	98,441	-	0.0%
4XX	Services and Charges	283,050	290,728	280,284	280,284	280,284	280,284	280,284	-	0.0%
5XX	Intergovernmental	941	40	125	125	125	125	125	-	0.0%
9XX	Internal Service	66,053	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	29,000	29,000	29,000	29,000	29,000	-	-	(29,000)	-100.0%
Total Expenditures:		\$ 1,410,435	\$ 1,340,359	\$ 1,312,370	\$ 1,330,899	\$ 1,330,899	\$ 1,366,315	\$ 1,372,816	\$ 35,416	2.7%

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

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

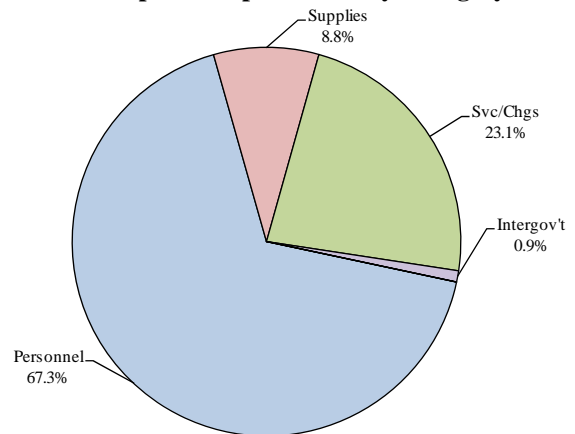
**PURPOSE/DESCRIPTION:**

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

**GOALS/OBJECTIVES:**

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

**2017 Proposed Expenditures by Category**



**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/RECREATION**

**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
Number of operational hours	4,960	4,960	4,960	4,960
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
<b>Efficiency Measures:</b>				
Operating within or better than designated utility tax contribution	Yes	Yes	Yes	Yes
<b>Efficiency Measures:</b>				
Number of active passes	3,300	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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Federal Way Community Center:</b>								
Community Center & Recreation 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	1.00	39
Recreation Coordinator II-Aquatics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Recreation Coordinator-Fitness	1.00	-	-	-	-	-	-	30
Community Center Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Aquatic Facility Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	26m
Aquatics Assistant Coordinator	1.00	-	-	-	-	-	-	23
Graphics Coordinator	-	-	-	0.33	0.33	0.33	0.33	22
Lead Lifeguard	-	2.00	2.00	2.00	2.00	2.00	2.00	08
Custodian-Community Center	2.00	2.00	2.00	2.00	2.00	2.00	2.00	14m
Building Supervisor	1.15	-	-	-	-	-	-	14
Administrative Assistant I	-	1.00	1.00	1.00	1.00	1.00	1.00	18
Office Technician II	2.20	1.00	1.00	1.00	1.00	1.00	1.00	14
Lifeguard	2.00	-	-	-	-	-	-	<b>8</b>
<b>Total Federal Way Comm. Center:</b>	13.35	11.00	11.00	11.33	11.33	11.33	11.33	n/a
<b>Total Regular Staffing</b>	13.35	11.00	11.00	11.33	11.33	11.33	11.33	n/a
<b>Change from prior year</b>	-	(2.35)	-	0.33	-	-	-	n/a
<b>Grand Total Staffing</b>	13.35	11.00	11.00	11.33	11.33	11.33	11.33	n/a

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

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

The proposed operating budget is \$2,216,850 in 2017 and \$2,254,430 in 2018. This is a decrease of \$20,791 or 0.9% when compared to the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$44,209, due to reallocation of line items to increase temporary help by \$20K, adjustment increases in positions, step increases, and a cost of living increase.
- **Benefits** – Decrease of \$8,141 primarily due to changes in employee's health insurance plans selection.
- **Supplies** – Increase of \$6,500 due to reallocation of line items to increase maintenance supplies of the facility.
- **Services and Charges** – Decrease of \$71,500, due to reallocation of line items, and a reduction of \$25K for one-time repair and maintenance projects at the center.

**REVENUE AND EXPENDITURE:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 1,517,841	\$1,523,930	\$1,518,500	\$1,518,500	\$1,518,500	\$1,516,500	\$1,516,500	\$ (2,000)	-0.1%
36X	Miscellaneous	308,419	317,994	275,000	275,000	275,000	290,000	290,000	15,000	5.5%
39X	Other Financing Source	326,944	422,323	405,000	460,641	460,641	393,850	447,930	(66,791)	-14.5%
Total Revenues:		\$ 2,153,204	\$ 2,264,247	\$ 2,198,500	\$ 2,254,141	\$ 2,254,141	\$ 2,200,350	\$ 2,254,430	\$ (53,791)	-2.4%
Expenditure Summary:										
1XX	Salaries & Wages	1,047,779	1,059,411	1,117,914	1,130,401	1,130,401	1,182,751	1,214,169	52,350	4.6%
2XX	Benefits	354,713	360,214	310,698	316,740	316,740	308,599	314,761	(8,141)	-2.6%
3XX	Supplies	220,506	306,903	167,500	187,500	187,500	194,000	194,000	6,500	3.5%
4XX	Services and Charges	414,533	607,172	582,500	582,500	582,500	511,000	511,000	(71,500)	-12.3%
5XX	Intergovernmental	25,444	4,016	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	3,143	-	-	-	-	-	-	-	n/a
9XX	Internal Services	111,129	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,177,246	\$ 2,337,715	\$ 2,199,112	\$ 2,237,641	\$ 2,237,641	\$ 2,216,850	\$ 2,254,430	\$ (20,791)	-0.9%

**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 and beach is located on the site and is managed by Dumas Bay Centre staff.

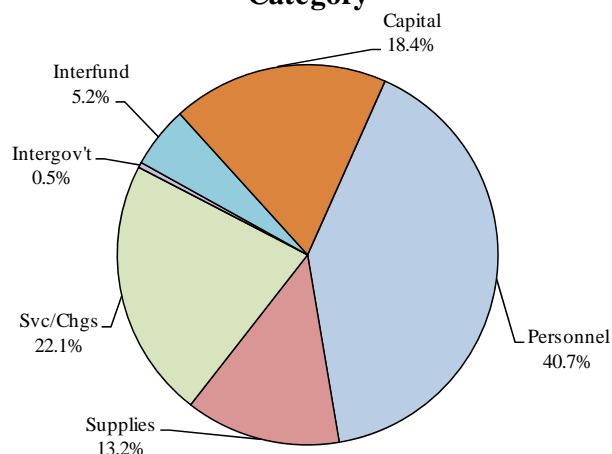
The Knutzen Family Theatre offers performance space for local artists and art organizations, production assistance for local arts organizations, performance and cultural arts events, cultural arts classes, technical theater classes, business and special events rentals.

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

**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.

**2017 Proposed Expenditures by Category**

**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
Number of use days	250	250	275	275
Number of overnight stays	195	208	215	215
Number of non-charged users	10	10	8	8
<b>Outcome Measures:</b>				
Revenue generated	\$628,000	\$630,000	\$628,000	\$630,000
Recovery ratio	98.0%	98.0%	98.0%	98.0%
<b>Efficiency Measures:</b>				
Number of contracts managed	2	2	2	2
Number of retreats	115	115	115	115

**POSITION INVENTORY:**

Positions	2014	2015	2016			2017	2018	Grade
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	
Dumas Bay Centre:								
Dumas Bay Centre Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	43
Recreation Coordinator-Dumas Bay	-	-	-	-	-	-	-	30
Chef/Kitchen Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	23
Administrative Assistant I	0.75	1.00	0.75	1.00	1.00	1.00	1.00	18
Total Dumas Bay Centre:	2.75	3.00	2.75	3.00	3.00	3.00	3.00	n/a
Change from prior year	-	0.25	(0.25)	0.25	-	-	-	n/a
Grand Total Staffing	2.75	3.00	2.75	3.00	3.00	3.00	3.00	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 \$925,014 in 2017 and \$753,994 in 2018. This is a 22.3% or \$168,615 increase from the 2016 adjusted budget. Major line item changes include:

- **Salaries and Wages** – Increase of \$5,088 primarily due to a cost of living increase.
- **Services and Charges** – Net decrease of \$15,400 due to one-time courtyard repair and furniture, and painting of facility.
- **Capital Outlay** – Net increase of \$170,000 due to one-time repair to beach trail of \$50K, new roof over Knutzen family theatre of \$100K, and kitchen oven and tilt skillet of \$20K.
- **Internal Services** – Net increase of \$9,555 due to contribution for self-insured retention, and re-allocation of internal service costs.

**REVENUE AND EXPENDITURE SUMMARY:**

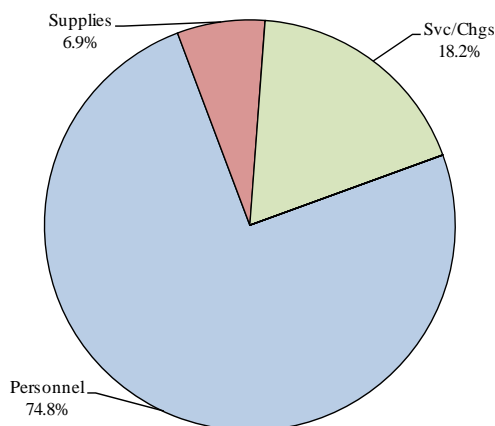
Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 328	\$ 542	\$ 254	\$ 254	\$ 254	\$ 254	\$ 254	-	0.0%
36X	Miscellaneous	643,721	759,790	634,997	634,997	679,997	634,997	634,997	-	0.0%
39X	Other Financing Source	116,000	487,659	116,000	326,000	326,000	112,000	112,000	(214,000)	-65.6%
Total Revenues:		\$ 760,049	\$ 1,247,991	\$ 751,251	\$ 961,251	\$ 1,006,251	\$ 747,251	\$ 747,251	\$ (214,000)	-22.3%
Expenditure Summary:										
1XX	Salaries & Wages	254,254	284,323	275,263	291,464	291,464	296,552	302,247	5,088	1.7%
2XX	Benefits	84,986	89,395	75,344	80,315	80,315	79,687	79,714	(628)	-0.8%
3XX	Supplies	146,578	201,458	122,036	122,036	122,036	122,036	122,036	-	0.0%
4XX	Services and Charges	260,289	375,499	204,259	219,659	219,659	204,259	204,259	(15,400)	-7.0%
5XX	Intergovernmental	4,941	895	4,200	4,200	4,200	4,200	4,200	-	0.0%
6XX	Capital Outlay	67	38,094	-	-	-	170,000	-	170,000	n/a
9XX	Internal Services	40,713	40,711	38,725	38,725	38,725	48,280	41,538	9,555	24.7%
Total Expenditures:		\$ 791,827	\$ 1,030,375	\$ 719,827	\$ 756,399	\$ 756,399	\$ 925,014	\$ 753,994	\$ 168,615	22.3%

**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.

**2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
Number of parks with athletic fields	5	5	5	5
Number of sites requiring routine safety inspections	35	35	35	35
Number of park acres routinely maintained	580	580	580	580
Number of developed parks that require litter control	29	29	29	29
Number of restroom facilities	9	9	9	9
Number of city owned major facilities maintained	6	6	6	6
Number of other city owned buildings maintained	19	19	19	19
<b>Outcome Measures:</b>				
% of work orders completed w/in requested time frame	70%	60%	70%	75%
% acres of athletic fields maintained in good condition	70%	70%	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	85%	85%	90%	95%

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Maintenance:</b>								
Parks Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	38
Maintenance Worker - Lead	2.00	2.00	2.00	2.00	2.00	2.00	2.00	26m
Maintenance Worker I - 1.0 FTE funded by Prop. 1	8.00	8.00	8.00	9.00	9.00	9.00	9.00	22m
Facilities Maintenance Worker	-	1.00	1.00	1.00	1.00	-	-	22m
<b>Total Regular Staffing</b>	12.00	13.00	13.00	15.00	15.00	14.00	14.00	n/a
<b>Change from prior year</b>	-	1.00	-	2.00	-	(1.00)	-	n/a
<b>Funded on a One-time Basis:</b>								
Maintenance Worker I	1.00	-	-	-	-	-	-	22m
<b>Grand Total Staffing</b>	13.00	13.00	13.00	15.00	15.00	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 \$2,256,994 in 2017 and \$2,272,063 in 2018. This is a 2.4% or \$55,190 decrease from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net Decrease of \$18,073 due to moving 1.0 FTE Facility Maintenance Worker to Buildings and Furnishings, offset by a full year funded Maintenance Worker I for Town Square Park and Parks & Facilities Supervisor, and a cost of living increase.
- **Benefits** – Net Decrease of \$33,617 due to moving 1.0 FTE Facility Maintenance Worker to Buildings and Furnishings, offset by a full year funded Maintenance Worker I for Town Square Park and health insurance premium increases.
- **Supplies** – Decrease of \$3,500 due to the elimination of a one-time small equipment purchase.

**REVENUE AND EXPENDITURE SUMMARY:**

**PARKS MAINTENANCE - GENERAL FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
39X	Other Financing Sources	\$ 163,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
Total Revenues:		\$ 163,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
1XX	Salaries & Wages	981,083	1,005,548	966,862	1,210,021	1,210,021	1,189,060	1,198,337	(20,961)	-1.7%
2XX	Benefits	410,651	426,421	417,438	450,206	450,206	416,609	421,155	(33,597)	-7.5%
3XX	Supplies	161,662	171,613	148,302	159,666	159,666	156,166	156,166	(3,500)	-2.2%
4XX	Services and Charges	437,827	480,251	382,367	394,542	394,542	394,542	394,542	-	0.0%
5XX	Intergovernmental	2,820	3,064	280	280	280	280	280	-	0.0%
6XX	Capital Outlay	4,996	2,146	-	-	-	-	-	-	n/a
9XX	Internal Services	358,309	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,357,347	\$ 2,089,042	\$ 1,915,249	\$ 2,214,715	\$ 2,214,715	\$ 2,156,657	\$ 2,170,480	\$ (58,058)	-2.6%

**PARKS MAINTENANCE - PROPOSITION 1 FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 94,744	\$ 97,469	\$ 97,469	\$ 97,469	\$ 100,337	\$ 101,583	2,868	2.9%
Total Revenues:		\$ -	\$ 94,744	\$ 97,469	\$ 97,469	\$ 97,469	\$ 100,337	\$ 101,583	\$ 2,868	2.9%
Expenditure Summary:										
1XX	Salaries & Wages	-	57,281	57,210	57,210	57,210	60,098	61,339	2,888	5.0%
2XX	Benefits	-	19,289	23,059	23,059	23,059	23,039	23,044	(20)	-0.1%
4XX	Services and Charges	-	18,173	17,200	17,200	17,200	17,200	17,200	-	0.0%
Total Expenditures:		\$ -	\$ 94,744	\$ 97,469	\$ 97,469	\$ 97,469	\$ 100,337	\$ 101,583	\$ 2,868	2.9%

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

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

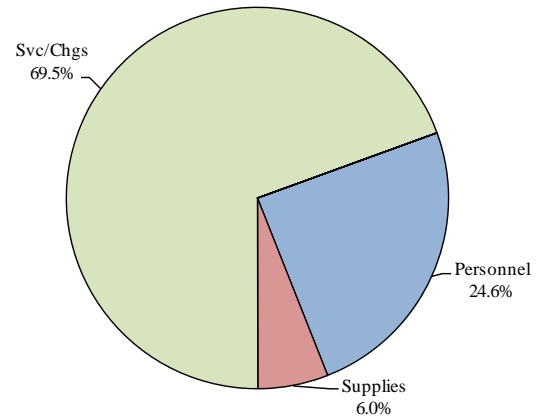
**PURPOSE/DESCRIPTION:**

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.

**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

**2017 Proposed Expenditures by Category**



**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
Number of square feet maintained	251,791	251,791	251,791	251,791
Number of major buildings maintained	7	7	7	7
Number of other buildings maintained	19	19	19	19
Number of departments serviced	10	10	10	10
Number of service contractors used	28	28	28	28
<b>Outcome Measures:</b>				
% 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Facility Maintenance Worker	0.50	0.50	0.50	0.50	0.50	1.50	1.50	22m
<b>Total Regular Staffing</b>	0.50	0.50	0.50	0.50	0.50	1.50	1.50	n/a
<b>Change from prior year</b>	-	-	-	-	-	1.00	-	n/a
<b>Grand Total Staffing</b>	0.50	0.50	0.50	0.50	0.50	1.50	1.50	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 2017/2018 is \$483,912 and \$490,355 respectively. The operating budget for 2017 reflects a increase of \$84,095 or 21.0% compared to the 2016 adjusted budget. Major line item changes include:

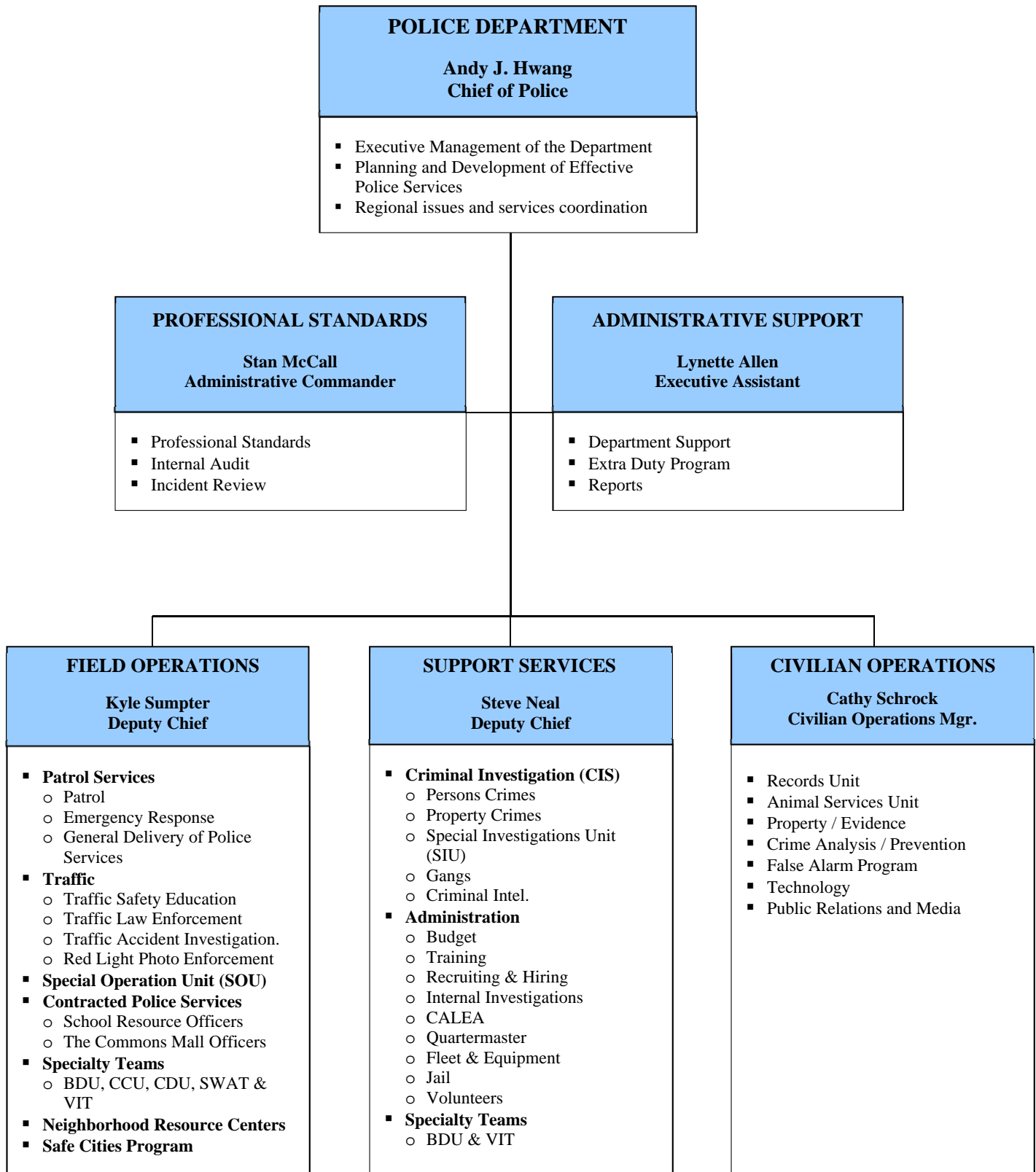
- **Salaries & Wages** – Increase of \$55,169 due to moving 1.0 FTE Facility Maintenance Worker to Buildings and Furnishings from General Fund Parks Maintenance, step increases, and cost of living increases.
- **Benefits** – Increase of \$28,926 due to moving 1.0 FTE Facility Maintenance Worker to Buildings and Furnishings from General Fund Parks Maintenance, and an increase in health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 514,273	\$ 424,585	\$ 525,840	\$ 433,133	\$ 433,133	\$ 483,286	\$ 489,696	\$ 50,153	11.6%
36X	Miscellaneous	1,378	25,123	-	-	-	626	659	626	n/a
39X	Other Financing Sources	-	-	-	110,000	110,000	-	-	(110,000)	-100.0%
Total Revenues:		\$ 515,651	\$ 449,707	\$ 525,840	\$ 543,133	\$ 543,133	\$ 483,912	\$ 490,355	\$ (59,221)	-10.9%
Expenditure Summary:										
1XX	Salaries & Wages	26,641	40,792	27,491	27,491	27,491	82,660	87,704	55,169	200.7%
2XX	Benefits	6,018	10,617	7,290	7,290	7,290	36,216	37,615	28,926	396.8%
3XX	Supplies	44,414	35,077	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	318,151	307,699	336,227	336,227	336,227	336,227	336,227	-	0.0%
6XX	Capital Outlay	5,787	3,071	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 401,010	\$ 397,255	\$ 399,817	\$ 399,817	\$ 399,817	\$ 483,912	\$ 490,355	\$ 84,095	21.0%



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**POLICE DEPARTMENT OVERVIEW**

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

**2015-2016 ACCOMPLISHMENTS**

- Created a new Department Mission statement through strategic planning workshop.
- Maintaining CALEA Gold Standard Accreditation rating.
- Use of volunteers to assist with disabled parking violations and Neighborhood Speed Watch Program.
- 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.
- Implementation of new ‘non-rotational’ specialty positions.
- Mobile Automated Fingerprint Identification System (AFIS).

**2017-2018 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.
- 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 PATROL (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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	58D
Deputy Chief	1.00	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)	14.00	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)	97.00	110.00	110.00	110.00	110.00	110.00	110.00	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	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	11.00	11.00	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
<b>Total Regular Staffing</b>	146.00	160.00	160.00	160.00	160.00	160.00	160.00	n/a
<b>Change from prior year</b>	1.00	14.00	-	-	-	-	-	n/a
<b>Funded on a One-time Basis:</b>								
Police Officers	8.00	-	-	-	-	-	-	32G
Property/Evidence Technician	1.00	-	-	-	-	-	-	20A
<b>Grant Total Staffing</b>	155.00	160.00	160.00	160.00	160.00	160.00	160.00	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.

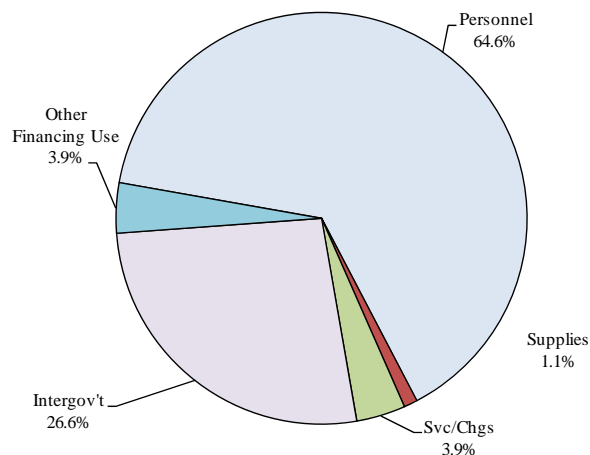
# **POLICE DEPARTMENT OVERVIEW**

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

## **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. 2017/2018 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.

**2017 Proposed Expenditures by Category**



## **DEPARTMENT SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 176,061	\$ 2,255,537	\$ 2,378,778	\$ 2,107,778	\$ 2,157,778	\$ 2,175,967	\$ 2,147,245	\$ 68,189	3.2%
32X	License and Permits	96,168	98,418	99,000	99,000	99,000	99,000	99,000	-	0.0%
33X	Intergovernmental	460,283	591,655	416,162	576,898	576,898	498,055	281,500	(78,843)	-13.7%
34X	Charges for Services	919,015	988,925	858,000	1,048,766	1,048,766	1,031,766	1,031,766	(17,000)	-1.6%
35X	Fines and Penalties	2,489,594	2,557,936	1,648,618	1,897,483	2,597,828	2,610,500	2,600,889	713,017	37.6%
36X	Miscellaneous	68,183	87,491	55,000	55,000	55,000	58,500	58,500	3,500	6.4%
39X	Other Financing Sources	3,662,246	901	-	641,494	641,494	262,865	415,938	(378,629)	-59.0%
Total Revenues:		\$ 7,871,550	\$ 6,580,862	\$ 5,455,558	\$ 6,426,419	\$ 7,176,764	\$ 6,736,653	\$ 6,634,838	\$ 310,234	4.8%
Expenditure Summary:										
91	Office of the Chief	2,939,637	468,991	471,969	495,560	495,560	502,192	502,211	6,632	1.3%
92-97	Support Services	5,814,591	5,539,145	5,230,917	5,285,080	5,285,080	5,245,464	5,276,969	(39,616)	-0.7%
11X	Field Operations	13,389,638	10,717,013	11,057,027	11,246,011	11,246,011	11,774,506	11,821,369	528,495	4.7%
Subtotal Exp W/O contract		\$ 22,143,865	\$ 16,725,149	\$ 16,759,913	\$ 17,026,651	\$ 17,026,651	\$ 17,522,162	\$ 17,600,549	\$ 495,511	2.9%
98	Jail Services	4,004,633	4,455,713	4,276,614	5,518,134	5,518,134	5,773,342	5,773,342	255,208	4.6%
98	Valley Communications	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	216,819	9.3%
Subtotal Exp Contract		\$ 5,759,265	\$ 6,408,677	\$ 6,063,614	\$ 7,844,223	\$ 7,844,223	\$ 8,316,250	\$ 8,519,986	\$ 472,027	6.0%
Non-General Fund Expenditure Summary:										
112	Traffic Safety	1,766,725	2,416,227	1,626,618	3,631,574	3,631,574	2,947,387	3,285,373	(684,187)	-18.8%
114	Prop 1 Fund	-	2,193,288	2,253,238	2,286,294	2,286,294	2,361,294	2,408,183	75,000	3.3%
		\$ 1,766,725	\$ 4,609,515	\$ 3,879,856	\$ 5,917,868	\$ 5,917,868	\$ 5,308,681	\$ 5,693,556	\$ (609,187)	-10.3%
Total Expenditures:		\$ 29,669,855	\$ 27,743,342	\$ 26,703,383	\$ 30,788,741	\$ 30,788,741	\$ 31,147,093	\$ 31,814,091	\$ 358,352	1.2%

## 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 \$31,147,093 in 2017 and \$31,814,091 in 2018. This is a 1.2% or \$358,352 increase from the 2016 adjusted budget. The table below includes General Fund, Traffic Safety Fund, and Proposition Fund. The Major line item changes include:

- **Salaries & Wages** – Increase of \$584K primarily due to fully funding vacant positions and overtime.
- **Benefits** – Increase of \$3K primarily due to health insurance premium increases.
- **Supplies** – Increase of \$31K due to addition of \$40K for grant and matching funds for bullet proof vest grant, offset by a decrease of \$9K due to elimination of one-time purchase of ballistic vests.
- **Services and Charges** – Increase of \$34K due to addition of 2016 JAG grant expenditures.
- **Intergovernmental Services** – Increase of \$472K due to SCORE jail operations increase of \$255K, and Valleycomm dispatch operations increase of \$217K.
- **Other Financing Use** – Decrease of \$764K 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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 176,061	\$ 2,255,537	\$ 2,378,778	\$ 2,107,778	\$ 2,157,778	\$ 2,175,967	\$ 2,147,245	\$ 68,189	3.2%
32X	License and Permits	96,168	98,418	99,000	99,000	99,000	99,000	99,000	-	0.0%
33X	Intergovernmental	460,283	591,655	416,162	576,898	576,898	498,055	281,500	(78,843)	-13.7%
34X	Charges for Services	919,015	988,925	858,000	1,048,766	1,048,766	1,031,766	1,031,766	(17,000)	-1.6%
35X	Fines and Penalties	2,489,594	2,557,936	1,648,618	1,897,483	2,597,828	2,610,500	2,600,889	713,017	37.6%
36X	Miscellaneous	68,183	87,491	55,000	55,000	55,000	58,500	58,500	3,500	6.4%
39X	Other Financing Sources	3,662,246	901	-	641,494	641,494	262,865	415,938	(378,629)	-59.0%
Total Revenues:		\$ 7,871,550	\$ 6,580,862	\$ 5,455,558	\$ 6,426,419	\$ 7,176,764	\$ 6,736,653	\$ 6,634,838	\$ 310,234	4.8%
Expenditure Summary:										
1XX	Salaries & Wages	13,936,289	14,354,238	14,374,799	14,557,595	14,557,595	15,141,879	15,288,549	584,284	4.0%
2XX	Benefits	4,529,756	4,758,185	4,950,011	4,961,794	4,961,794	4,964,435	5,001,408	2,641	0.1%
3XX	Supplies	459,993	294,013	258,280	300,488	300,488	331,402	298,280	30,914	10.3%
4XX	Services and Charges	1,093,684	1,001,846	1,056,679	1,167,829	1,167,829	1,201,829	1,193,829	34,000	2.9%
5XX	Intergovernmental	5,732,148	6,376,740	6,063,614	7,809,223	7,809,223	8,281,250	8,484,986	472,027	6.0%
6XX	Capital Outlay	40,164	49,549	-	1,204	1,204	-	-	(1,204)	-100.0%
9XX	Internal Services	2,679,632	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	1,198,188	908,770	-	1,990,609	1,990,609	1,226,298	1,547,039	(764,311)	-38.4%
Total Expenditures:		\$ 29,669,855	\$ 27,743,342	\$ 26,703,383	\$ 30,788,741	\$ 30,788,741	\$ 31,147,093	\$ 31,814,091	\$ 358,352	1.2%

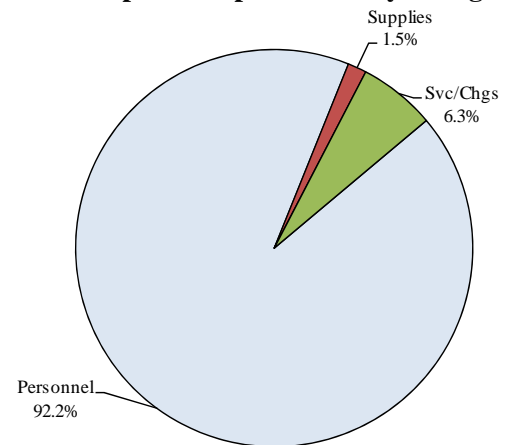
## POLICE ADMINISTRATION

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.

**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

**2017 Proposed Expenditures by Category****PERFORMANCE MEASURES:**

Type/Description	2015	2016*	2017**	2018**
<b>Workload Measures:</b>				
• Number of staff hired	8	10	7	7
• Number of Police Officer applicants	385	348	350	350
• Total Crime Prevention community contacts	1,231	1,410	1,450	1,450
• Number of Orders of Protection processed	1,456	1,248	1,300	1,300
• Number of Concealed Pistol Licenses Processed	764	1,488	1,500	1,500
• Number of Public Disclosure Requests	2,189	3,852	4,000	4,000
• Total Animal Services Incidents	1,549	1,120	1,120	1,120
<b>Outcome Measures:</b>				
• Number of police officer candidate background investigations	74	70	70	70
• Number of Items received into Property/Evidence	3,627	4,088	4,100	4,100
• Number of Orders of Protection served	284	408	400	400
• Number of Standards Investigations (Internal Investigations.)	11	12	10	10
• FWPD Animal Licenses sold	2,681	2,628	2,700	2,700
• Animal Infractions written	129	104	100	100
<b>Efficiency Measures:</b>				
• Average vacancy rate (sworn)	3.7%	3.0%	3.0%	3.0%
• % of background investigations resulting in qualified candidate	10.8%	14.3%	10.0%	10.0%
• % of Standard Investigations from Calls for Service	.015%	.0165%	.0137%	.0135%

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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
<b>Total Regular Staffing</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	n/a
<b>Change from prior year</b>	-	-	-	-	-	-	-	n/a
<b>Grant Total Staffing</b>	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 \$502,192 in 2017 and \$502,211 in 2018. This is a 1.3% or \$6,632 increase from the 2016 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Increase of \$1K primarily due to step increases and minor adjustments in position costs.
- **Benefits** – Increase of \$6K primarily due to an increase in health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	399,978	366,625	375,997	379,588	379,588	380,568	380,568	980	0.3%
2XX	Benefits	79,496	74,695	76,842	76,842	76,842	82,494	82,513	5,652	7.4%
3XX	Supplies	4,269	1,660	7,630	7,630	7,630	7,630	7,630	-	0.0%
4XX	Services and Charges	25,621	26,010	11,500	31,500	31,500	31,500	31,500	-	0.0%
9XX	Internal Services	2,430,272	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,939,637	\$ 468,991	\$ 471,969	\$ 495,560	\$ 495,560	\$ 502,192	\$ 502,211	\$ 6,632	1.3%

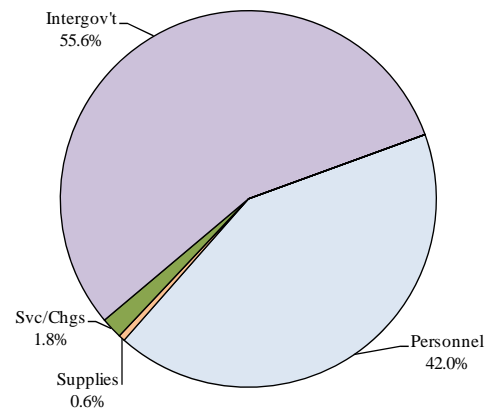
## POLICE SUPPORT SERVICES

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.

**Civilian Operations****Administrative Section****Criminal Investigations**

- |                               |                           |                                     |
|-------------------------------|---------------------------|-------------------------------------|
| • Records Unit                | • Budget                  | • Persons Crimes                    |
| • Animal Services             | • Training                | • Property Crimes                   |
| • Property / Evidence         | • Recruiting & Hiring     | • Special Investigations Unit (SIU) |
| • Crime Analysis / Prevention | • Internal Investigations | • Gangs                             |
| • False Alarm Program         | • CALEA                   | • Criminal Intelligence             |
| • Technology Initiatives      | • Quartermaster           |                                     |
| • Public Relations & Media    | • Fleet & Equipment       |                                     |
|                               | • Jail and 911 Service    |                                     |
|                               | • Volunteer Coordination  |                                     |

**2017 Proposed Expenditures by Category****POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	55D
Commander	2.00	2.00	2.00	2.00	2.00	2.00	2.00	51C
Lieutenant (1 FTE - Prop 1)	3.00	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)	27.00	27.00	23.00	23.00	23.00	23.00	23.00	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	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	11.00	11.00	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
<b>Total Regular Staffing</b>	57.00	59.00	55.00	55.00	55.00	55.00	55.00	n/a
<b>Change from prior year</b>	1.00	2.00	(4.00)	-	-	-	-	n/a
<b>Funded on a One-time Basis:</b>								
Property/Evidence Technician	1.00	-	-	-	-	-	-	20A
<b>Grant Total Staffing</b>	58.00	59.00	55.00	55.00	55.00	55.00	55.00	n/a

\*4 Police Officers were moved from Support Services Division to Field Operations Division.

## 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 \$14,901,113 in 2017 and \$15,162,909 in 2018. This is a 3.3% or \$479,733 increase from the 2016 adjusted budget.

- **Salaries & Wages** – Net increase of \$9K due to step increases, changes of employees in positions, offset by a decrease in General Fund salaries and wages due to moving \$25K for Nick & Derek distracted driving overtime to the Traffic Safety Fund.
- **Benefits** – Net decrease of \$1K primarily due to changes of employee's health insurance plans selection.
- **Intergovernmental Services** – Increase of \$472K due to SCORE jail operations increase of \$255K, and Valleycomm dispatch operations increase of \$217K.

### REVENUE AND EXPENDITURE SUMMARY:

#### SUPPORT SERVICES – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 96,168	\$ 98,418	\$ 99,000	\$ 99,000	\$ 99,000	\$ 99,000	\$ 99,000	\$ -	0.0%
34X	Charges for Services	919,015	988,925	858,000	1,048,766	1,048,766	1,031,766	1,031,766	(17,000)	-1.6%
35X	Fines and Penalties	29,405	33,267	22,000	22,000	22,000	22,000	22,000	-	0.0%
36X	Miscellaneous	65,616	81,889	55,000	55,000	55,000	55,000	55,000	-	0.0%
Total Revenues:		\$ 1,110,204	\$ 1,202,499	\$ 1,034,000	\$ 1,224,766	\$ 1,224,766	\$ 1,207,766	\$ 1,207,766	\$ (17,000)	-1.4%
Expenditure Summary:										
1XX	Salaries & Wages	3,897,329	3,929,012	3,621,250	3,666,628	3,666,628	3,645,263	3,668,176	(21,365)	-0.6%
2XX	Benefits	1,318,361	1,314,950	1,296,538	1,299,173	1,299,173	1,280,922	1,289,514	(18,251)	-1.4%
3XX	Supplies	97,343	75,540	82,400	82,400	82,400	82,400	82,400	-	0.0%
4XX	Services and Charges	271,567	251,581	230,729	271,879	271,879	271,879	271,879	-	0.0%
5XX	Intergovernmental	5,732,148	6,376,740	6,063,614	7,809,223	7,809,223	8,281,250	8,484,986	472,027	6.0%
6XX	Capital Outlay	7,749	-	-	-	-	-	-	-	n/a
9XX	Internal Services	249,360	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 11,573,856	\$ 11,947,822	\$ 11,294,531	\$ 13,129,303	\$ 13,129,303	\$ 13,561,714	\$ 13,796,955	\$ 432,411	3.3%

#### SUPPORT SERVICES – PROP 1 FUND

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 1,239,075	\$ 1,273,396	\$ 804,572	\$ 829,572	\$ 1,076,534	\$ 950,016	\$ 271,962	33.8%
36X	Miscellaneous	-	440	-	-	-	-	-	-	n/a
39X	Other Financing Sour	-	-	-	641,494	641,494	262,865	415,938	(378,629)	-59.0%
Total Revenues:		\$ -	\$ 1,239,516	\$ 1,273,396	\$ 1,446,066	\$ 1,471,066	\$ 1,339,399	\$ 1,365,954	\$ (106,667)	-7.4%
Expenditure Summary:										
1XX	Salaries & Wages	-	934,291	946,068	963,740	963,740	993,839	1,018,621	30,099	3.1%
2XX	Benefits	-	305,224	327,328	328,337	328,337	345,560	347,333	17,223	5.2%
Total Expenditures:		\$ -	\$ 1,239,516	\$ 1,273,396	\$ 1,292,077	\$ 1,292,077	\$ 1,339,399	\$ 1,365,954	\$ 47,322	3.7%

**POLICE FIELD OPERATIONS DIVISION**  
**Responsible Manager: Kyle Sumpter, Deputy Chief**

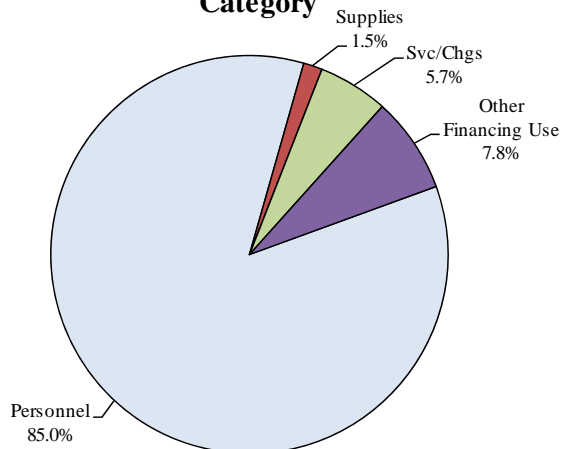
**PURPOSE/DESCRIPTION:**

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).

**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

**2017 Proposed Expenditures by Category**

**PERFORMANCE MEASURES:**

Type/Description	2015	2016*	2017**	2018**
<b>Workload Measures:</b>				
• Calls for Service	71,286	72,761	73,000	74,000
• Number of referrals from Child Protective Services (CPS)/APS	349	444	450	450
• CIS Cases assigned	1,083	1,048	1,100	1,100
• Total Accidents occurred	2,264	2,328	2,200	2,200
• DUI Arrests	176	140	150	160
<b>Outcome Measures:</b>				
• Criminal case numbers drawn	20,484	21,800	22,000	22,500
• Number of false alarms with police response	1,976	2,028	2,100	2,100
• Total Index Crimes	9,022	9,640	9,500	9,500
• Total arrests	4,167	4,000	4,000	4,000
• Total Citation/Infractions Issued	15,466	13,496	13,500	13,500
<b>Efficiency Measures:</b>				
• % of criminal cases filed by CIS	49.1%	24.8%	24.8%	24.8%
• % of false alarms that are billable	17.4%	21.3%	20.6%	20.6%
• Response time to Emergency Calls (includes Priority 1 calls)	5.13	4.51	4.51	4.51
• Average response time (for all calls for service)	15.92	16.58	16.58	16.58
• Annual change to Index Crimes	-5%	+8%	0	0
• % of arrests requiring force	1.85%	1.3%	1.4%	1.4%

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**Position Inventory:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Deputy Chief	-	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)	11.00	9.00	9.00	9.00	9.00	9.00	9.00	45I
Police Officer** (7 FTE-Prop 1 & 7 FTE Traffic Safety)	70.00	83.00	87.00	87.00	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
<b>Total Regular Staffing</b>	87.00	99.00	103.00	103.00	103.00	103.00	103.00	n/a
<b>Change from prior year</b>	-	12.00	4.00	-	-	-	-	n/a
<b>Funded on a One-time Basis:</b>								
Police Officers	8.00	-	-	-	-	-	-	32G
<b>Grand Total Staffing</b>	95.00	99.00	103.00	103.00	103.00	103.00	103.00	n/a

\*1 Lieutenant was moved from Field Operations to Support Services Division in 2014. In 2015 1 Lieutenant was promoted to a Commander, and one Commander was promoted to a Deputy Chief.

\*\*4 Police Officers were moved from Support Services Division to Field Operations Division.

## 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 \$15,718,788 in 2017 and \$16,123,971 in 2018. This is a 1.0% or \$153,014 decrease from the 2016 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$575K primarily due to fully funding vacant positions in 2017, \$25K for Nick & Derek distracted driving overtime, step increases, and grant overtime increases.
- **Benefits** – Decrease of \$2K primarily due to changes of employee's health insurance plans selection.
- **Supplies** – Increase of \$31K due to addition of \$40K for grant and matching funds for bullet proof vest grant, offset by a decrease of \$9K due to elimination of one-time purchase of ballistic vests.
- **Services and Charges** – Increase of \$34K due to addition of 2016 JAG grant expenditures.
- **Other Financing Use** – Decrease of \$764K 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:

#### FIELD OPERATION – GENERAL FUND

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 176,061	\$ 177,807	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ -	0.0%
33X	Intergovernmental	460,283	591,655	416,162	576,898	576,898	498,055	281,500	(78,843)	-13.7%
39X	Other Financing Source	3,662,246	901	-	-	-	-	-	-	n/a
Total Revenues:		\$ 4,298,590	\$ 770,363	\$ 571,162	\$ 731,898	\$ 731,898	\$ 653,055	\$ 436,500	\$ (78,843)	-10.8%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 9,638,982	\$ 7,653,337	\$ 7,992,923	\$ 8,082,163	\$ 8,082,163	\$ 8,552,065	\$ 8,615,159	\$ 469,902	5.8%
2XX	Benefits	3,131,899	2,601,201	2,729,404	2,735,737	2,735,737	2,730,619	2,755,510	(5,118)	-0.2%
3XX	Supplies	358,381	216,813	168,250	210,458	210,458	241,372	208,250	30,914	14.7%
4XX	Services and Charges	168,709	196,113	166,450	216,450	216,450	250,450	242,450	34,000	15.7%
6XX	Capital Outlay	32,415	49,549	-	1,204	1,204	-	-	(1,204)	-100.0%
0XX	Other Financing Use	59,251	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 13,389,638	\$ 10,717,013	\$ 11,057,027	\$ 11,246,011	\$ 11,246,011	\$ 11,774,506	\$ 11,821,369	\$ 528,495	4.7%

#### FIELD OPERATION – PROP 1

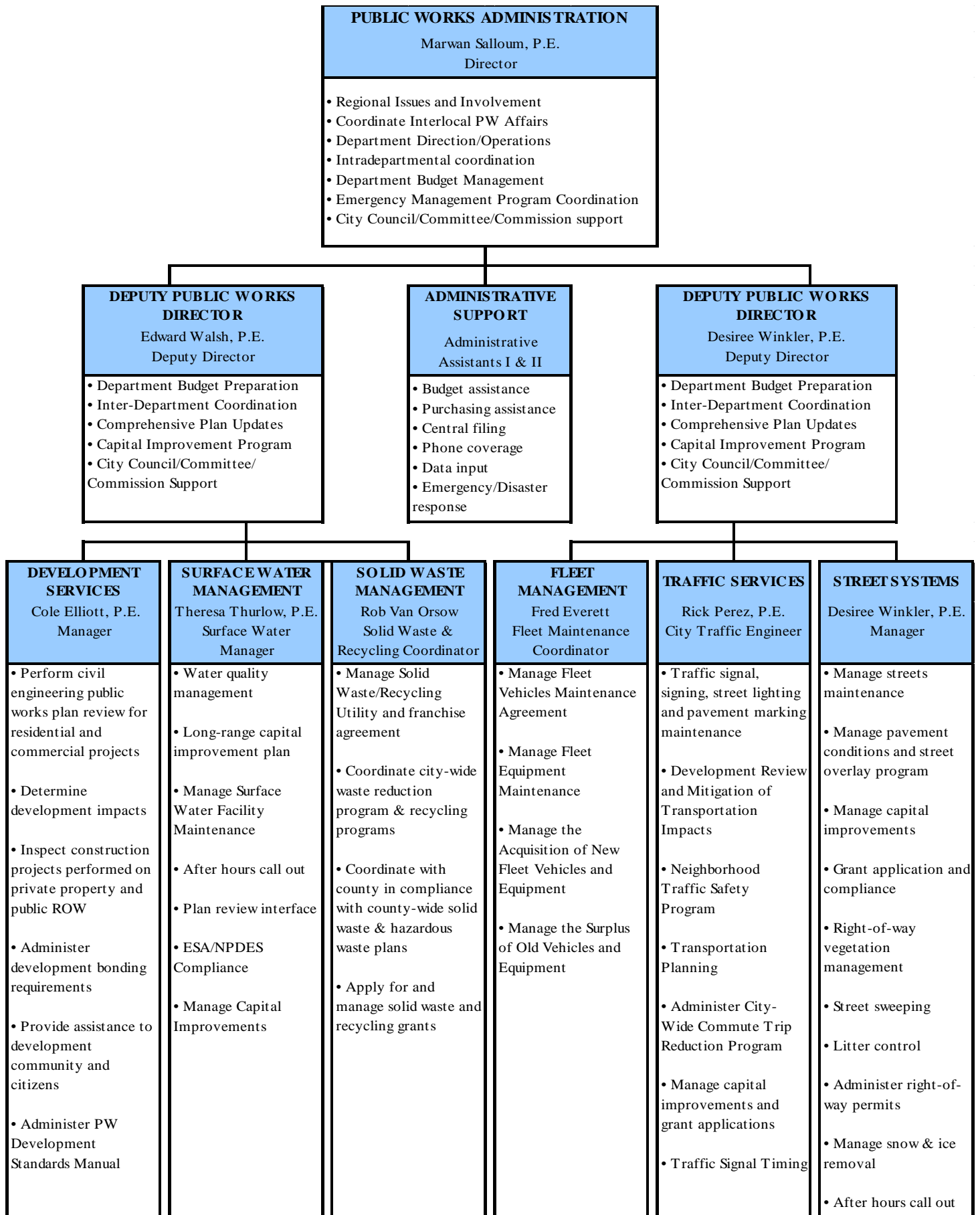
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 838,654	\$ 950,382	\$ 1,148,206	\$ 1,173,206	\$ 944,433	\$ 1,042,229	\$ (203,773)	-17.7%
Total Revenues:		\$ -	\$ 838,654	\$ 950,382	\$ 1,148,206	\$ 1,173,206	\$ 944,433	\$ 1,042,229	\$ (203,773)	-17.7%
Expenditure Summary:										
1XX	Salaries & Wages	\$ -	\$ 718,911	\$ 727,972	\$ 741,571	\$ 741,571	\$ 764,732	\$ 783,825	\$ 23,161	3.1%
2XX	Benefits	-	234,862	251,870	252,646	252,646	257,163	258,404	4,517	1.8%
Total Expenditures:		\$ -	\$ 953,772	\$ 979,842	\$ 994,217	\$ 994,217	\$ 1,021,895	\$ 1,042,229	\$ 27,678	2.8%

#### FIELD OPERATION – TRAFFIC SAFETY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
35X	Fines and Penalties	\$ 2,460,189	\$2,524,669	\$1,626,618	\$ 1,875,483	\$2,575,828	\$ 2,588,500	\$ 2,578,889	\$ 713,017	38.0%
36X	Miscellaneous	2,567	5,161	-	-	-	3,500	3,500	\$ 3,500	n/a
Total Revenues:		\$ 2,462,757	\$ 2,529,830	\$1,626,618	\$ 1,875,483	\$2,575,828	\$ 2,592,000	\$ 2,582,389	\$ 716,517	38.2%
Expenditure Summary:										
1XX	Salaries & Wages	\$ -	\$ 752,062	\$ 710,588	\$ 723,906	\$ 723,906	\$ 805,412	\$ 822,200	\$ 81,506	11.3%
2XX	Benefits	-	227,253	268,030	269,059	269,059	267,677	268,134	(1,382)	-0.5%
4XX	Services and Charges	627,788	528,142	648,000	648,000	648,000	648,000	648,000	-	0.0%
0XX	Other Financing Use	1,138,937	908,770	-	1,990,609	1,990,609	1,226,298	1,547,039	(764,311)	-38.4%
Total Expenditures:		\$ 1,766,725	\$ 2,416,227	\$1,626,618	\$ 3,631,574	\$3,631,574	\$ 2,947,387	\$ 3,285,373	\$ (684,187)	-18.8%



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**PUBLIC WORKS DEPARTMENT OVERVIEW**

**Responsible Manager:** *Marwan Salloum, P.E., Public Works Director*

**2015-2016 ACCOMPLISHMENTS**

- Grants awarded in the total amount of \$14,356,000 for transportation projects:
  - Pacific Highway South HOV Lanes Phase V (WSDOT) \$1,220,000
  - Pacific Highway South HOV Lanes Phase V (TIB) \$6,000,000
  - Sacajawea Middle School Safe Routes to school Project SRTS (Fed) \$1,200,000
  - S352nd Street Extension - SR99 to SR161 (TIB) \$3,076,000
  - 21st Ave S. Sidewalks improvements project construction(Fed) \$ 770,000
  - 2016 City Wide Safety Projects (Fed) \$ 930,000
  - Steel Lake Park Sidewalks project (State) \$ 300,000
  - Adaptive Traffic Control System (Design and Construction) Phase I (Fed) \$ 860,000
- Grants awarded in the total amount of \$529,115 for surface water programs:
  - DOE Joe's Creek Upper Nutrient Reduction Watershed Study \$ 49,920
  - DOE Capacity Grant \$ 25,000
  - King County Flood Control District Sub-regional Opportunity Fund \$350,195
  - King County Waste Treatment Division Water Quality Improvement Fund \$104,000
- Grants awarded in the total amount of \$253,356 for solid waste & recycling projects:
  - Coordinated Prevention 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:
  - S 304th Street at 28th Ave S Intersection Improvements Project
  - S 328th Street at 1st Ave S Intersection Improvements Project
  - S 324th Street Preservation Project
  - S 288th Street Preservation Project
  - 2015 Asphalt Overlay Program at \$1.5 million
  - 2016 Asphalt Overlay Program at \$1.5 million
  - Federal Way High and Sacajawea Middle School Pedestrian connection SRTS Project
  - S352 Street Extension Project
  - Sacajawea Middle School Safe Routes to school Project
  - 20th Ave S and S316th Ave sidewalks improvements Project
  - Completed ten (10) pedestrian crossing enhancements
  - Completed eighteen (18) signal upgrades to flashing yellow arrow (FYI) operation
  - Completed Seven (7) school zone enhancements
  - S 356th Street Regional Water Quality Facility Project
  - Completed Marine Hills Stormwater Conveyance System Repair Project, Phase I
  - Completed S320th St. and Marine Hills Way Pipe repair Project
- Met all NPDES Phase II permit requirements
- Expanded Storming the Sound with Salmon Public Education and Outreach Program to 25 additional schools
- Completed the constructed of the salt brine making system for snow and Ice removal operation
- Completed the update of the Transportation Element of the Comprehensive Plan on time and under budget.
- 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
- Managed spring and fall recycling collection events, as well as compost bin distribution, multi-family resident recycling trainings, technical support for forming the South King Tool Library, Recycle Palooza/Family Green Fest and Green Living Workshops, as well as an array of outreach materials and newsletters

**PUBLIC WORKS DEPARTMENT OVERVIEW****Responsible Manager:** *Marwan Salloum, P.E., Public Works Director***2017-2018 ANTICIPATED KEY PROJECTS**

- Construct:
  - Pacific Highway South HOV Lanes Phase V Project
  - S356th Street Widening Project
  - Steel Lake Park Sidewalks Project
  - Adaptive Traffic Control System Project
  - 21st Ave South Sidewalks improvements Project
  - 2017/2018 Asphalt Overlay Program at \$1.5 million
  - Up to ten (10) pedestrian crossing improvements
  - Up to four (4) additional school zone enhancements
  - Citywide LED street light conversion Project
  - Marine Hills Stormwater Conveyance System Repair Project (Phase II)
  - 373rd Stream Restoration - Kim Pond Water Quality Improvement Project
  - Bridges Property Culvert Removal and Replacement Project
- Start the work on the City Center Access Environmental process update
- In partnership with Federal Way School District, update Storming the Sound with Salmon Program to incorporate Low Impact Development into the education curriculum
- Complete the Upper Joe's Creek Nutrient Reduction Watershed Study
- Continue with the West Hylebos Conservation Property Acquisitions
- Start the West Hylebos Educational Center and Trail Analysis study
- Start the procurement for solid waste and recycling collection services to ensure continued residential and business service following the end date for the current contract
- 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

# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Marwan Salloum, P.E., Public Works Director*

### CIP PROJECTS:

2017 Proposed Projects	Sources (in thousands)								Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Trsfers	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
S 320th St @ 20th Ave South	-	-	-	-	-	-	612	612	-	-	612	-	-	612
S 352nd Street; SR-99 to SR-161	-	-	-	-	-	-	265	265	-	-	265	-	-	265
S 356th Street SR 99-SR161	1,500	-	3,500	-	-	-	500	5,500	-	-	4,500	550	450	5,500
SR99 HOV Lanes PH V	-	-	7,000	-	-	-	300	7,300	-	-	7,300	-	-	7,300
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	-	-	320	-	-	320	-	-	320
School Zone Enhancements	-	-	-	-	-	205	-	205	-	-	205	-	-	205
21st Ave S Sidewalks	-	-	762	-	-	-	130	892	-	-	720	90	82	892
Sacajawea Safe Routes to Schools	-	-	135	-	-	-	-	135	-	-	50	7	78	135
Citywide Flashing Yellow Arrow Retrofits Project	-	-	20	-	-	-	-	20	-	-	20	-	-	20
Steel Lake Park to Downtown Trail Proj	113	-	200	-	-	-	387	700	-	-	600	100	-	700
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	500	1,500	500	-	125	2,625	-	300	1,300	150	-	1,750
Adaptive Traffic Control System Project Phase I	-	-	60	-	-	-	140	200	-	200	-	-	-	200
Adaptive Traffic Control System Project Phase II	-	-	100	-	-	-	100	200	-	200	-	-	-	200
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	-	-	-	-	300	300	-	250	-	-	-	250
S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	500	-	-	-	200	700	-	100	500	100	-	700
Olympic View Elementary School (SRTS) (Design and Construction)	-	-	-	-	-	-	120	120	-	100	-	-	-	100
City Center Access Phase I - Environmental process update	-	-	-	-	-	-	887	887	-	887	-	-	-	887
<b>Total 2017</b>	<b>\$ 1,613</b>	<b>\$ 320</b>	<b>\$ 12,777</b>	<b>\$ 1,500</b>	<b>\$ 500</b>	<b>\$ 205</b>	<b>\$ 4,066</b>	<b>\$ 20,981</b>	<b>\$ -</b>	<b>\$ 2,037</b>	<b>\$ 16,392</b>	<b>\$ 997</b>	<b>\$ 610</b>	<b>\$ 20,036</b>

2018 Proposed Projects	Sources (in thousands)								Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Trsfers	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
SR99 HOV Lanes PH V	-	-	2,220	3,510	-	-	275	6,005	-	-	3,755	600	1,650	6,005
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	-	-	320	-	-	320	-	-	320
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	-	-	500	-	-	500	-	-	1,000	150	225	1,375
Adaptive Traffic Control System Project Phase I	-	-	800	-	-	-	-	800	-	200	600	-	-	800
Adaptive Traffic Control System Project Phase II	-	-	800	-	-	-	-	800	-	-	800	-	-	800
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	1,200	-	-	-	-	1,200	-	-	1,000	150	100	1,250
Olympic View Elementary School (SRTS) (Design and Construction)	-	-	480	-	-	-	-	480	-	-	500	-	-	500
City Center Access Phase I - Environmental process update	1,613	-	-	-	-	-	-	1,613	-	1,613	-	-	-	1,613
<b>Total 2018</b>	<b>\$ 1,613</b>	<b>\$ 320</b>	<b>\$ 5,500</b>	<b>\$ 3,510</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ 11,718</b>	<b>\$ -</b>	<b>\$ 1,813</b>	<b>\$ 7,975</b>	<b>\$ 900</b>	<b>\$ 1,975</b>	<b>\$ 12,663</b>

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Marwan Salloum, P.E., Public Works Director*

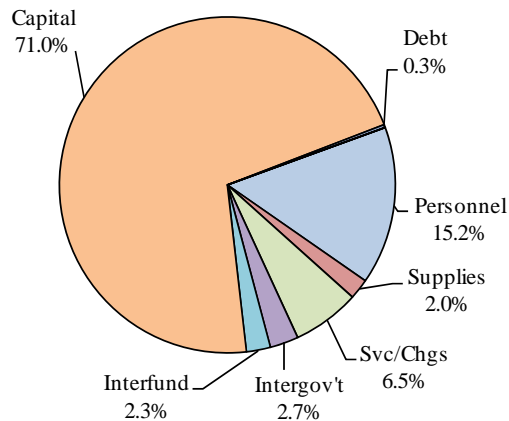
DEPARTMENT POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Street Fund:</b>								
Director-PR & PW	0.30	-	-	-	-	-	-	58h
Director-PW		0.80	0.80	0.80	0.80	0.80	0.80	58h
Deputy Director-PW	1.45	1.45	1.45	1.45	1.45	1.45	1.45	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	1.00	-	-	-	54
Development Services Manager	-	0.50	0.50	0.50	0.50	0.50	0.50	52
Emergency Manager - Moved to MO	-	-	-	-	-	-	-	50
Senior Traffic Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Senior Transportation 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	2.00	2.00	2.00	2.00	3.00	3.00	3.00	49
Traffic Engineer	-	-	-	-	-	-	1.00	44
Senior Engineer Plans Reviewer	1.00	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
Construction Inspector	3.00	2.00	2.00	2.00	2.00	2.00	2.00	33
Engineering Plans Reviewer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Engineering Technician - 0.25 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	0.50	0.50	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	3.00	3.00	22m
Administrative Assistant I	0.85	0.85	0.85	0.85	0.85	0.85	0.85	18
<b>Total Street Fund:</b>	20.90	21.40	21.40	21.40	21.40	21.40	22.40	n/a
<b>Solid Waste &amp; Recycling:</b>								
Director-PR & PW	0.05	-	-	-	-	-	-	58h
Director-PW		0.05	0.05	0.05	0.05	0.05	0.05	58h
Deputy Director-PW	0.05	0.05	0.05	0.05	0.05	0.05	0.05	58
Solid Waste/Recycling Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recycling Project Manager	0.50	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
<b>Total Solid Waste &amp; Recycling:</b>	1.70	2.20	2.20	2.20	2.20	2.20	2.20	n/a
<b>Surface Water Management:</b>								
Director-PR & PW	0.10	-	-	-	-	-	-	58h
Director-PW	-	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	52
SWM Project Engineer	1.00	1.00	1.00	1.00	2.00	2.00	2.00	49
SWM Engineer	1.00	1.00	1.00	1.00	-	-	-	44
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	40
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	34
SWM R/D Inspector	2.00	2.00	2.00	2.00	1.00	1.00	1.00	33
Construction Inspector	-	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	1.00	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	3.00	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
<b>Total Surface Water Management:</b>	16.35	20.40	20.40	20.40	19.40	20.40	20.40	n/a
<b>Total Regular Staffing</b>	38.95	44.00	44.00	44.00	43.00	44.00	45.00	n/a
<b>Change from prior year</b>	(1.00)	5.05	-	-	(1.00)	1.00	1.00	n/a
<b>Funded on a One-time Basis:</b>								
Recycling Project Manager	0.50	-	-	-	-	-	-	24
<b>Grand Total Staffing</b>	39.45	44.00	44.00	44.00	43.00	44.00	45.00	n/a

## PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Marwan Salloum, P.E., Public Works Director*

## 2017 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. <sup>1</sup> The Administrative Services Division provides the overall management of the department. <sup>2</sup> The Development Services Division provides the engineering plan reviews and inspections of development projects. <sup>3</sup> The Traffic Division provides transportation planning, traffic operations, and neighborhood traffic services. <sup>4</sup> The Street Systems Division provides the street improvements and maintenance functions. <sup>5</sup> The Surface Water Management Division provides the surface water systems improvements and maintenance functions. <sup>6</sup> The Solid Waste and Recycling Division manage the solid waste/recycling utility

and franchise contract. <sup>7</sup> The Fleet Maintenance Division provides oversight on maintenance of the City non-police vehicles and equipment.

## DEPARTMENT SUMMARY:

		2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permit	\$ 112,913	\$ 99,657	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	0.0%
33X	Intergovernmental	6,970,313	5,200,380	11,047,200	19,718,856	15,880,703	15,582,488	10,835,351	(4,136,368)	-21.0%
34X	Charges for Services	7,678,470	7,521,212	6,447,083	7,760,214	7,760,214	7,460,047	9,437,346	(300,168)	-3.9%
35X	Fines and Penalties	500	450,809	481,713	481,713	481,713	486,824	496,561	5,111	1.1%
36X	Miscellaneous	86,470	70,998	18,500	18,500	18,500	16,309	16,315	(2,191)	-11.8%
39X	Other Financing Sources	6,140,966	6,839,154	8,948,855	10,993,855	10,993,855	5,653,589	5,509,539	(5,340,266)	-48.6%
Total Revenues:		\$ 20,989,632	\$ 20,182,210	\$ 27,058,351	\$ 39,088,138	\$ 35,249,985	\$ 29,314,257	\$ 26,410,112	\$ (9,773,881)	-25.0%
Street Fund Operating Expenditure Summary:										
210	Administration	321,892	205,461	438,734	438,734	438,734	505,681	559,818	66,947	15.3%
220	Development Svcs	268,214	273,902	257,999	257,999	257,999	270,703	274,059	12,704	4.9%
230\260	Traffic Services	2,081,161	1,506,659	1,266,612	1,313,090	1,313,090	1,273,588	1,385,359	(39,502)	-3.0%
240	Street Services	1,736,763	1,520,779	1,829,509	1,859,509	1,859,509	1,834,094	1,837,236	(25,415)	-1.4%
Subtotal ST Operating Exp.:		\$ 4,408,030	\$ 3,506,801	\$ 3,792,854	\$ 3,869,332	\$ 3,869,332	\$ 3,884,066	\$ 4,056,472	\$ 14,734	0.4%
Non-Street Fund Operating Expenditure Summary:										
102	Arterial Street Overlay	1,415,171	1,336,391	1,515,500	1,713,886	1,713,886	1,515,410	1,517,273	(198,476)	-11.6%
106	Solid Waste & Recycling	461,718	478,807	489,980	464,622	464,622	503,121	504,818	38,499	8.3%
112	Traffic Safety Fund	-	449,709	481,713	481,713	481,713	486,824	496,561	5,111	1.1%
306	Transportation CIP	12,644,331	6,941,396	14,585,000	29,727,932	22,111,225	20,036,000	12,663,000	(9,691,932)	-32.6%
304	Surface Wtr Mgmt CIP	368,249	847,091	2,110,400	6,165,663	2,860,869	3,209,988	3,322,000	(2,955,675)	-47.9%
401	Surface Wtr Mgmt	3,132,981	5,036,776	5,597,727	6,850,594	6,850,594	3,999,912	3,956,108	(2,850,682)	-41.6%
504	Fleet & Equipment	1,786,810	2,654,866	1,824,075	2,400,659	2,400,659	1,305,786	890,192	(1,094,873)	-45.6%
Subtotal Non-ST Oper. Exp.:		\$ 19,809,260	\$ 17,745,037	\$ 26,604,395	\$ 47,805,069	\$ 36,883,568	\$ 31,057,041	\$ 23,349,952	\$ (16,748,028)	-35.0%
Total Expenditures:		\$ 24,217,290	\$ 21,251,837	\$ 30,397,250	\$ 51,674,402	\$ 40,752,901	\$ 34,941,107	\$ 27,406,424	\$ (16,733,295)	-32.4%

## PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Marwan Salloum, P.E., Public Works Director*

### HIGHLIGHTS/CHANGES:

The Public Works baseline proposed operating budget totals \$34,941,107 in 2017 and \$27,406,424 in 2018. This is a 32.4% or \$16,733,295 decrease from the 2016 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 \$3,811 due to the addition of 1.0 FTE Surface Water Management (SWM) Public Education & Outreach Specialist, cost of living increases, and spring/summer seasonal help union increase of \$10K in SWM, offset by a decrease due to 1.0 FTE Streets Systems Manager being adjusted to a Street Systems Project Engineer, decrease of \$70K due to the elimination of 1 FTE SWM Engineer budgeted in error in 2015/16, and Development Services Manager benefits budgeted in salaries in 2016 but benefits in 2017/18.
- **Benefits** – Net increase of \$87,063 due to the addition of 1.0 FTE SWM Public Education & Outreach Specialist, Development Services Manager benefits budgeted under salaries in 2016 but budgeted under benefits in 2017/18, employee health insurance plan selection changes, and an increase in health insurance premiums.
- **Supplies** – Net increase of \$16,150 primarily due to increase in Surface Water Management grant operating supplies of \$10K for public education and outreach and video inspection program, \$8K for homeless camp clean up supplies and minor equipment, and \$800 for Public Education & Outreach Specialist chair and supplies.
- **Services and Charges** – Net decrease of \$754,483 due to the reduction of \$908K in 306 Transportation capital expenditures being categorized under capital outlays, not services and charges, reduction of \$114K in SWM grant services completed, offset by an increase of \$22K for Solid Waste & Recycling printing services for education materials, an increase in SWM of \$248K due to addition of \$174K in capital project contracts, \$70K in King County Storming the Sound Grant consulting, printing, and signage, and \$4K for homeless camp rental equipment and other maintenance and repair supply costs.
- **Intergovernmental** – Net increase of \$27,106 primarily due to an increase in SWM King County services, offset by the elimination of commute trip reduction grant expenditures.
- **Capital Outlays** – Net decrease of \$12,403,485 due to a reduction in capital project expenditures for Transportation and SWM capital projects completed, offset by an increase of \$98K for replacement of two Police vehicles, and Parks & Public Works vehicle & equipment replacement.
- **Debt Services** – Decrease of \$961 in principal and interest due to pay down of Public Loan Trust Fund.
- **Internal Services** – Net increase of \$49,960 due to service charge increase for self-insured retention increase for Sand Solid Waste & Recycling, new SWM position IT equipment service charge, and a re-allocation of internal service costs.
- **Other Financing Uses** – Decrease of \$3,758,456 due to \$198,386 elimination of a one-time transfer out from Arterial Street Overlay to the Utility Tax Fund and \$3,560,070 elimination of transfers to capital projects.

### REVENUE AND EXPENDITURE SUMMARY:

		2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permit	\$ 112,913	\$ 99,657	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	0.0%
33X	Intergovernmental	6,970,313	5,200,380	11,047,200	19,718,856	15,880,703	15,582,488	10,835,351	(4,136,368)	-21.0%
34X	Charges for Services	7,678,470	7,521,212	6,447,083	7,760,214	7,760,214	7,460,047	9,437,346	(300,168)	-3.9%
35X	Fines and Penalties	500	450,809	481,713	481,713	481,713	486,824	496,561	5,111	1.1%
36X	Miscellaneous	86,470	70,998	18,500	18,500	18,500	16,309	16,315	(2,191)	-11.8%
39X	Other Financing Sources	6,140,966	6,839,154	8,948,855	10,993,855	10,993,855	5,653,589	5,509,539	(5,340,266)	-48.6%
Total Revenues:		\$ 20,989,632	\$ 20,182,210	\$ 27,058,351	\$ 39,088,138	\$ 35,249,985	\$ 29,314,257	\$ 26,410,112	\$ (9,773,881)	-25.0%
Expenditure Summary:										
1XX	Salaries and Wages	3,131,739	3,407,346	3,832,517	3,848,517	3,848,517	3,852,328	4,082,235	3,811	0.1%
2XX	Benefits	1,156,541	1,301,786	1,378,360	1,378,360	1,378,360	1,465,423	1,513,325	87,063	6.3%
3XX	Supplies	664,435	633,338	669,755	674,155	674,155	690,305	677,005	16,150	2.4%
4XX	Services and Charges	3,314,761	4,102,274	2,837,574	3,022,506	2,943,506	2,268,023	1,918,147	(754,483)	-25.0%
5XX	Intergovernmental	1,202,204	1,130,655	870,522	931,372	931,372	958,478	958,478	27,106	2.9%
6XX	Capital Outlay	7,362,089	7,750,023	18,049,712	37,202,226	26,359,725	24,798,741	17,407,242	(12,403,485)	-33.3%
7XX	Debt Service-Princ	182,359	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	6,630	4,405	3,845	3,845	3,845	2,884	1,922	(961)	-25.0%
9XX	Internal Services	1,470,255	723,891	758,845	758,845	758,845	808,805	751,950	49,960	6.6%
0XX	Other Financing Uses	5,726,278	2,102,000	1,900,000	3,758,456	3,758,456	-	-	(3,758,456)	-100.0%
Total Expenditures:		\$ 24,217,290	\$ 21,251,837	\$ 30,397,250	\$ 51,674,402	\$ 40,752,901	\$ 34,941,107	\$ 27,406,424	\$ (16,733,295)	-32.4%

**PUBLIC WORKS ADMINISTRATION**

**RESPONSIBLE MANAGER: MARWAN SALLOUM, 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, and monitoring. The administration of the Public Works Department is provided by the director, two deputy directors, 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: <sup>1</sup> Development Services, <sup>2</sup> Traffic, <sup>3</sup> Street Systems, <sup>4</sup> Surface Water Management (SWM), <sup>5</sup> Solid Waste/Recycling and <sup>6</sup> Fleet.

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.

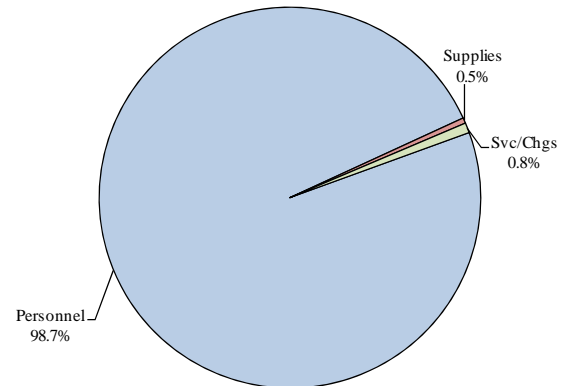
**PERFORMANCE MEASURES:**

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of responses for information from constituents	1425	1700	1600	1600
• Number of word processing requests	910	640	640	640
<b>Outcome Measures:</b>				
• 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-PR & PW	0.30	-	-	-	-	-	-	58h
Director-PW	-	0.80	0.80	0.80	0.80	0.80	0.80	58h
Deputy Director-PW	1.45	1.45	1.45	1.45	1.45	1.45	1.45	58
Administrative Assistant II	0.50	0.50	0.50	0.50	0.50	0.50	0.50	24
<b>Total Street Fund:</b>	2.25	2.75	2.75	2.75	2.75	2.75	2.75	n/a
<b>Grand Total Staffing</b>	2.25	2.75	2.75	2.75	2.75	2.75	2.75	n/a

**2017 Proposed Expenditures by Category**



**PUBLIC WORKS ADMINISTRATION**  
**RESPONSIBLE MANAGER: MARWAN SALLOUM, P.E., PUBLIC WORKS DIRECTOR**

The proposed operating budget totals \$505,681 in 2017 and \$559,818 in 2018. This is a 15.3% or \$66,947 increase from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of \$40,714 due to different employees in positions, and a cost of living increase for all Street Fund divisions.
- **Benefits** – Increase of \$26,233 primarily due to an increase in health insurance premiums, and a change in employee's health insurance plan selections.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
1XX	Salaries & Wages	222,635	153,345	327,256	327,256	327,256	367,970	418,982	40,714	12.4%
2XX	Benefits	65,309	49,322	104,849	104,849	104,849	131,082	134,207	26,233	25.0%
3XX	Supplies	1,502	2,313	2,350	2,350	2,350	2,350	2,350	-	0.0%
4XX	Services and Charges	1,334	481	4,279	4,279	4,279	4,279	4,279	-	0.0%
9XX	Internal Services	31,111	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 321,892	\$ 205,461	\$ 438,734	\$ 438,734	\$ 438,734	\$ 505,681	\$ 559,818	\$ 66,947	15.3%

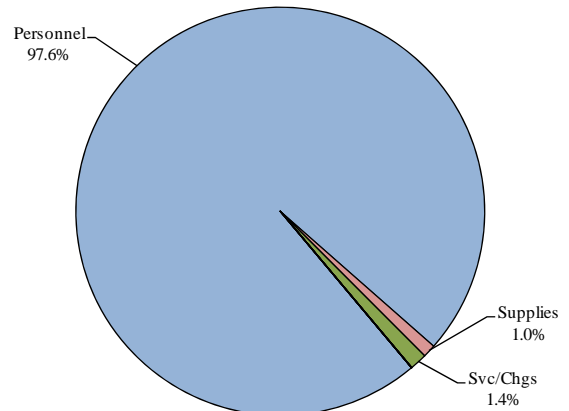
**PUBLIC WORKS DEVELOPMENT SERVICES**

**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.

**2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of development review committee meetings attended	30	38	44	51
• Number of Engineering Approval reviews	12	6	7	6
• Number of Commercial Building Permit reviews	38	52	58	67
• Number of Plat Applications (Full & Short)	15	16	21	25
• Number of Single Family Applications	343	330	377	410
• Number of Final Plats	3	4	5	5
<b>Outcome Measures:</b>				
• 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
<b>Efficiency Measures:</b>				
• Cost recovery ratio for the Division	36%	41%	44%	48%

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Street Fund:								
Development Services Manager	-	0.50	0.50	0.50	0.50	0.50	0.50	52
Senior Engineer Plans Reviewer	1.00	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	1.00	1.00	38
Construction Inspector	1.50	-	-	-	-	-	-	33
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	3.70	2.20	2.20	2.20	2.20	2.20	2.20	n/a
Grand Total Staffing	3.70	2.20	2.20	2.20	2.20	2.20	2.20	n/a

**PUBLIC WORKS DEVELOPMENT SERVICES**  
**Responsible Manager: Cole Elliott, P.E., Manager**

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$270,703 in 2017 and \$274,059 in 2018. This is a 4.9% or \$12,704 increase from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Net Decrease of \$16,251 due to a new employee filling a position at a lower step, and Development Services Manager benefits budgeted in salaries & wages in error in 2016.
- **Benefits** – Net Increase of \$28,956 due to Development Services Manager benefits budgeted under salaries & wages in 2016 in error but under budgeted under benefits in 2017/18, employee changes in health insurance plan selections, and an increase in health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 112,913	\$ 99,657	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	0.0%
34X	Charges for Services	209,752	382,193	198,000	198,000	198,000	253,728	253,728	55,728	28.1%
Total Revenues:		\$ 322,665	\$ 481,850	\$ 313,000	\$ 313,000	\$ 313,000	\$ 368,728	\$ 368,728	\$ 55,728	17.8%
Expenditure Summary:										
1XX	Salaries & Wages	136,916	200,000	203,966	203,966	203,966	187,715	190,079	(16,251)	-8.0%
2XX	Benefits	65,186	70,692	47,542	47,542	47,542	76,498	77,490	28,956	60.9%
3XX	Supplies	1,097	957	2,770	2,770	2,770	2,770	2,770	-	0.0%
4XX	Services and Charges	1,125	2,253	3,720	3,720	3,720	3,720	3,720	-	0.0%
9XX	Internal Services	63,890	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 268,214	\$ 273,902	\$ 257,999	\$ 257,999	\$ 257,999	\$ 270,703	\$ 274,059	\$ 12,704	4.9%

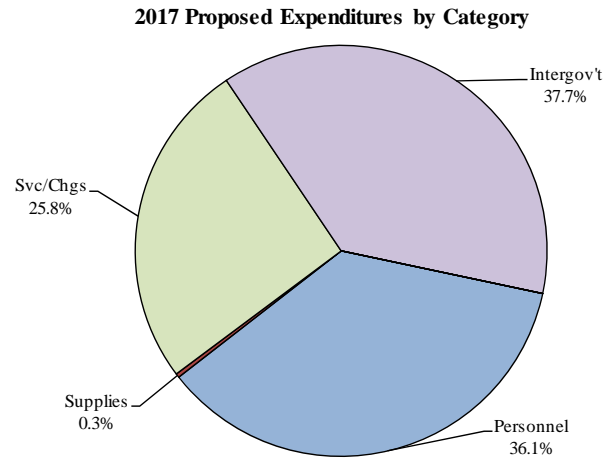
**PUBLIC WORKS TRAFFIC**

**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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Number of traffic signals	85	87	88	89
• Number of citizen action requests processed	305	500	400	400
• Number of development review applications	159	198	250	250
• Number of employees at commute trip reduction sites	5,700	5,700	5,700	5,700
<b>Outcome Measures:</b>				
• No. of timing plans developed for traffic signal coordination	68	84	80	72
• No. of traffic control changes implemented	60	8	50	50
• No. of neighborhood projects balloted	2	2	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)	30	30	35	40
• No. of Neighborhood Traffic Safety Projects presented to Council	2	2	4	4
<b>Efficiency Measures:</b>				
• Percent reduction in delays at signalized intersections	5%	5%	5%	5%
• Percent change from SOV travel modes	1%	1%	1%	1%

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
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 Transportation Planning Engineer - Funded by Traffic Safety Fund	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Traffic Engineer	-	-	-	-	-	-	1.00	44
Construction Inspector	0.50	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	0.25	0.25	18
<b>Total Street Fund:</b>	3.85	4.35	4.35	4.35	4.35	4.35	5.35	n/a
<i>Change from prior year</i>	-	0.50	-	-	-	-	1.00	n/a
<b>Grand Total Staffing</b>	3.85	4.35	4.35	4.35	4.35	4.35	5.35	n/a

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

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$1,760,412 in 2017 and \$1,881,920 in 2018. This is a 1.9% or \$34,391 decrease from the 2016 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 \$23,335 primarily due to a cost of living increase, step increases, and changes of employees in positions.
- **Benefits** – Net Decrease of \$21,248 primarily due to employee changes in health insurance plans selection.
- **Intergovernmental** – Decrease of \$36,478 due to the elimination of commute trip reduction grant expenditures.

**REVENUE AND EXPENDITURE SUMMARY:**

**TRAFFIC – STREET FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 29,972	\$ 16,555	\$ -	\$ 36,478	\$ 36,478	\$ 36,478	\$ 36,478	\$ -	0.0%
34X	Charges for Services	46,132	38,399	4,000	4,000	4,000	4,000	4,000	-	0.0%
36X	Miscellaneous	3,835	6,514	5,000	5,000	5,000	5,000	5,000	-	0.0%
39X	Other Financing Sources	362,000	155,000	100,000	100,000	100,000	121,103	112,033	21,103	21.1%
Total Revenues:		\$ 441,939	\$ 216,468	\$ 109,000	\$ 145,478	\$ 145,478	\$ 166,581	\$ 157,511	\$ 21,103	14.5%
Expenditure Summary:										
1XX	Salaries & Wages	386,109	89,836	91,614	101,614	101,614	110,012	192,786	8,398	8.3%
2XX	Benefits	169,348	40,339	50,647	50,647	50,647	39,225	68,222	(11,422)	-22.6%
3XX	Supplies	2,488	2,373	5,400	5,400	5,400	5,400	5,400	-	0.0%
4XX	Services and Charges	608,542	572,772	454,481	454,481	454,481	454,481	454,481	-	0.0%
5XX	Intergovernmental	850,815	801,340	664,470	700,948	700,948	664,470	664,470	(36,478)	-5.2%
9XX	Internal Services	63,859	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,081,161	\$ 1,506,659	\$ 1,266,612	\$ 1,313,090	\$ 1,313,090	\$ 1,273,588	\$ 1,385,359	\$ (39,502)	-3.0%

**TRAFFIC – TRAFFIC SAFETY FUND**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
35X	Fines and Penalties	\$ -	\$449,709	\$481,713	\$481,713	\$481,713	\$486,824	\$496,561	\$ 5,111	1.1%
Total Revenues:		\$ -	\$ 449,709	\$ 481,713	\$ 481,713	\$ 481,713	\$ 486,824	\$ 496,561	\$ 5,111	1.1%
Expenditure Summary:										
1XX	Salaries & Wages	-	318,427	333,826	333,826	333,826	348,763	358,453	14,937	4.5%
2XX	Benefits	-	131,282	147,887	147,887	147,887	138,061	138,108	(9,826)	-6.6%
Total Expenditures:		\$ -	\$ 449,709	\$ 481,713	\$ 481,713	\$ 481,713	\$ 486,824	\$ 496,561	\$ 5,111	1.1%

**PUBLIC WORKS STREETS**

**Responsible Manager:** *Desiree Winkler, P.E., Manager*

**PURPOSE/DESCRIPTION:**

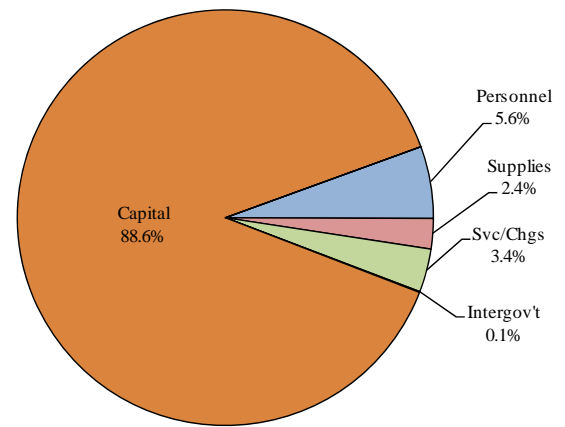
The Street Systems Division of Public Works provides maintenance of the local street system and oversees all capital street projects. Activities include engineering services, right-of-way permits, pavement management, sidewalk inventory, structures maintenance, road surfaces maintenance, road shoulders 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.

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.

2017 Proposed Expenditures by Category



Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Annual CIP Fund administered	\$8.3M	\$19.9M	\$21.7M	\$17.5M
• Grant dollars administered	\$3.1M	\$8.4M	\$15.1M	\$6.2M
• Number of lane miles repaired/rehabilitated	12.78	7.28	7.0	7.0
• ROW permits issued	405	430	450	450
• Number of street center lane mile within city limits	243	244	244	244
• Number of curb miles of sidewalk within city limits	266	267.4	269	271.6
• Number of acres of right-of-way landscaping maintained within city limits	28.6	29.4	30.1	31.8
• Number of curb miles mowed within city limits	63	63	61	61
<b>Outcome Measures:</b>				
• 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%
<b>Efficiency Measures:</b>				
• Value of CIP project managed per engineer	\$2.8M	\$5.0M	\$6.8M	\$4.4M
• # of Citizen Action Report (CAR) forms processed	512	636	600	600

**PUBLIC WORKS STREETS**

**Responsible Manager: Desiree Winkler, P.E., Manager**

**POSITION INVENTORY:**

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
<b>Street Fund:</b>								
Street Systems Manager	-	1.00	1.00	1.00	-	-	-	54
Street Systems Project Engineer	2.00	2.00	2.00	2.00	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	1.00	1.00	33
Engineering Technician - 0.25 FTE funded by Street Overlay	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	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	3.00	3.00	22m
Administrative Assistant I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	18
<b>Total Street Fund:</b>	11.10	12.10	12.10	12.10	12.10	12.10	12.10	n/a
<b>Total Regular Staffing</b>	11.10	12.10	12.10	12.10	12.10	12.10	12.10	n/a
<b>Change from prior year</b>	-	1.00	-	-	-	-	-	n/a
<b>Grand Total Staffing</b>	11.10	12.10	12.10	12.10	12.10	12.10	12.10	n/a

**DEPARTMENT SUMMARY:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Non-General Fund Operating Expenditure Summary:										
240	Streets	1,736,763	1,520,779	1,829,509	1,859,509	1,859,509	1,834,094	1,837,236	(25,415)	-1.4%
102	Overlay Program	1,415,171	1,336,391	1,515,500	1,713,886	1,713,886	1,515,410	1,517,273	(198,476)	-11.6%
306	Transportation CIP	12,644,331	6,941,396	14,585,000	29,727,932	22,111,225	20,036,000	12,663,000	(9,691,932)	-32.6%
504	Fleet - City Hall	510,548	1,498,411	482,766	751,577	751,577	660,477	342,883	(91,100)	-12.1%
504	Fleet - Police	1,276,261	1,156,455	1,341,309	1,649,082	1,649,082	645,309	547,309	(1,003,773)	-60.9%
Subtotal Non-GF Oper. Exp.:		\$17,583,075	\$12,453,432	\$19,754,084	\$ 35,701,986	\$ 28,085,279	\$24,691,290	\$ 16,907,701	\$(11,010,696)	-30.8%
Total Expenditures:		\$17,583,075	\$12,453,432	\$19,754,084	\$ 35,701,986	\$ 28,085,279	\$24,691,290	\$ 16,907,701	\$(11,010,696)	-30.8%

# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## PUBLIC WORKS STREETS

Responsible Manager: *Desiree Winkler, P.E., Manager*

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$24,691,290 in 2017 and \$16,907,701 in 2018. This is a 30.8% or \$11,010,696 decrease from the 2016 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** –Decrease of \$39,642 primarily due to 1.0 FTE Streets Systems Manager being adjusted to a Street Systems Project Engineer and a change of employees in positions, offset by a cost of living increase, and step increases.
- **Benefits** – Increase of \$28,807 due to changes in health insurance plans selection for employees, health insurance premium increases, and cost of living increases and step increases increasing percentage driven benefits.
- **Services and Charges** – Decrease of \$908,000 due to 306 Transportation capital expenditures being categorized under capital outlays, not services and charges.
- **Capital Outlays** – Decrease of \$9,896,475 due to a reduction in capital project expenditures for transportation capital projects completed, offset by an increase of \$98K for the replacement of two Police vehicles, and Parks and Public Works vehicle and equipment replacements.
- **Other Financing Uses** – Decrease of \$198,386 due to the elimination of a one-time transfer out from Arterial Street Overlay to the Utility Tax Fund.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 6,186,103	\$ 4,970,440	\$10,665,000	\$18,862,373	\$15,024,220	\$14,799,410	\$ 7,524,273	\$ (4,062,963)	-21.5%
34X	Charges for Services	3,629,044	2,897,725	2,012,798	3,325,929	3,325,929	2,909,982	4,827,903	(415,947)	-12.5%
36X	Miscellaneous	16,870	39,812	10,500	10,500	10,500	8,309	8,315	(2,191)	-20.9%
39X	Other Financing Sources	5,778,966	5,051,854	6,948,855	7,198,855	7,198,855	5,532,486	5,397,506	(1,666,369)	-23.1%
Total Revenues:		\$ 15,610,983	\$ 12,959,832	\$ 19,637,153	\$ 29,397,657	\$ 25,559,504	\$ 23,250,187	\$ 17,757,997	\$ (6,147,470)	-20.9%
Expenditure Summary:										
1XX	Salaries and Wages	932,015	1,028,533	1,038,256	1,038,256	1,038,256	998,614	1,003,524	(39,642)	-3.8%
2XX	Benefits	344,608	385,071	357,327	357,327	357,327	386,134	387,146	28,807	8.1%
3XX	Supplies	519,379	444,192	581,065	581,065	581,065	584,065	584,065	3,000	0.5%
4XX	Services and Charges	2,128,424	2,886,752	1,709,138	1,739,138	1,739,138	831,138	831,138	(908,000)	-52.2%
5XX	Intergovernmental	101,522	108,240	16,586	16,586	16,586	16,586	16,586	-	0.0%
6XX	Capital Outlays	7,206,272	7,600,644	16,051,712	31,771,228	24,154,521	21,874,753	14,085,242	(9,896,475)	-31.1%
9XX	Internal Services	624,577	-	-	-	-	-	-	-	n/a
0XX	Other Financing Uses	5,726,278	-	-	198,386	198,386	-	-	(198,386)	-100.0%
Total Expenditures:		\$ 17,583,075	\$ 12,453,432	\$ 19,754,084	\$ 35,701,986	\$ 28,085,279	\$ 24,691,290	\$ 16,907,701	\$ (11,010,696)	-30.8%

**PUBLIC WORKS SOLID WASTE & RECYCLING**

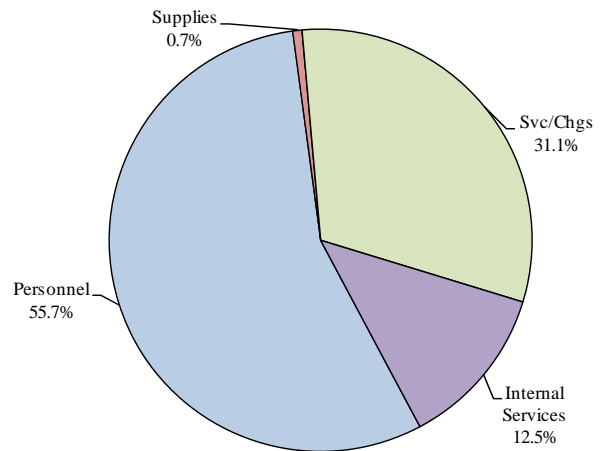
**Responsible Manager:** *Rob Van Orsow, Solid Waste & Recycling Coordinator*

**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.

**2017 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	2015	2016	2017	2018
<b>Workload Measures:</b>				
• 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	4	3	3	3
<b>Outcome Measures:</b>				
• Quantity of outreach materials printed and distributed	100,000	80,000	100,000	80,000
• Grant revenue obtained	\$196,400	\$126,600	\$126,600	\$126,600
• Tons of material diverted per special recycling event	70	80	80	80

# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## PUBLIC WORKS SOLID WASTE & RECYCLING

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

### POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Projected			
Director-PR & PW	0.05	-	-	-	-	-	-	58h
Director-PW	-	0.05	0.05	0.05	0.05	0.05	0.05	58h
Deputy Director-PW	0.05	0.05	0.05	0.05	0.05	0.05	0.05	58
Solid Waste/Recycling Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	39
Recycling Project Manager	0.50	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
<b>Total Solid Waste &amp; Recycling:</b>	1.70	2.20	2.20	2.20	2.20	2.20	2.20	n/a
<b>Funded on a One-time Basis:</b>								
Recycling Project Manager	0.50	-	-	-	-	-	-	35
<b>Grand Total Staffing</b>	2.20	2.20	2.20	2.20	2.20	2.20	2.20	n/a

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$503,121 in 2017 and \$504,818 in 2018. This is a 8.3% or \$38,499 increase from the 2016 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of \$5,383 primarily due to a cost of living increase.
- **Benefits** – Increase of \$7,024 primarily due to an increase in health insurance premiums.
- **Services and Charges** – Increase of \$27,400 due to \$5K reallocation of supplies to services and charges, and \$22K increase in printing/photo services for education/outreach materials.
- **Internal Service** – Increase of \$4,092 due to a service charge increase for Solid Waste & Recycling self-insured retention increase, and a re-allocation of internal service costs.

### REVENUE AND EXPENDITURE SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 146,631	\$ 180,903	\$ 172,200	\$ 126,600	\$ 126,600	\$ 126,600	\$ 126,600	\$ -	0.0%
34X	Charges for Services	305,742	300,983	304,517	304,517	304,517	304,517	304,517	-	0.0%
35X	Fines and Penalties	-	1,100	-	-	-	-	-	-	n/a
36X	Miscellaneous	1,719	543	-	-	-	-	-	-	n/a
Total Revenues:		\$ 454,092	\$ 483,529	\$ 476,717	\$ 431,117	\$ 431,117	\$ 431,117	\$ 431,117	\$ -	0.0%
Expenditure Summary:										
1XX	Salaries & Wages	174,360	176,129	180,679	186,679	186,679	192,062	197,784	5,383	2.9%
2XX	Benefits	72,933	75,871	80,965	80,965	80,965	87,989	88,129	7,024	8.7%
3XX	Supplies	18,823	31,880	4,575	8,975	8,975	3,575	3,575	(5,400)	-60.2%
4XX	Services and Charges	146,650	136,314	164,961	129,203	129,203	156,603	156,603	27,400	21.2%
9XX	Internal Services	48,952	58,613	58,800	58,800	58,800	62,892	58,727	4,092	7.0%
Subtotal Operating Exp:		\$ 461,718	\$ 478,807	\$ 489,980	\$ 464,622	\$ 464,622	\$ 503,121	\$ 504,818	\$ 38,499	8.3%
Total Expenditures:		\$ 461,718	\$ 478,807	\$ 489,980	\$ 464,622	\$ 464,622	\$ 503,121	\$ 504,818	\$ 38,499	8.3%

**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.

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).

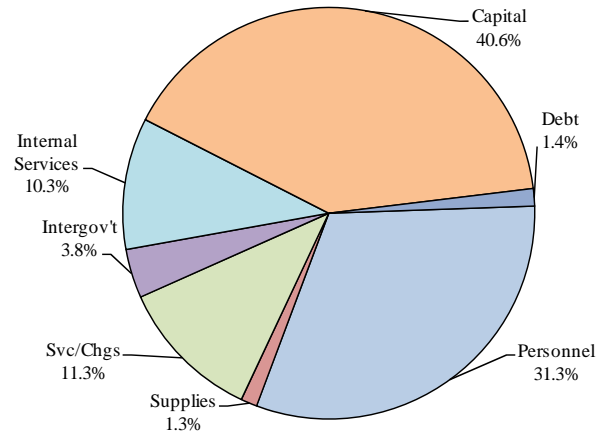
Water Quality: The purpose of the Water Quality program is to protect/improve the quality of the surface water run-off and the natural receiving waters including streams, creeks, rivers, ponds, lakes, wetlands, and Puget Sound. Beginning in 1994, the Water Quality related functions of the SWM Division 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.

**2017 Proposed Expenditures by Category**



# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## PUBLIC WORKS SURFACE WATER MANAGEMENT

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

### PERFORMANCE MEASURES:

Type/Description	2015	2016	2017	2018
<b>Workload Measures:</b>				
• Annual SWM revenues administered	\$3.7M	\$3.8M	\$3.9M	\$4.0M
• Grant funding administered	\$400,115	\$529,000	\$250,000	\$3.14M
• Water quality articles published	20	20	20	20
• Volunteer hours on surface water related projects	400	400	600	600
• Number of Commercial Business Inspections (Private Drainage Facilities)	795	795	797	807
• Number of 811 Utility Locates Performed	2,883	3,171	3,329	3,495
• Number of Pond Facilities and Detention Tanks Maintained	365	367	367	368
• Number of Water Quality Vaults Maintained	45	46	49	49
• Number of LID Facilities Maintained (Filtera, Modular Wetland, Rain Garden)	3	6	9	43
• Number of Catchbasin, Outfall, and Control Structures Inspected and Maintained	12,277	12,286	12,286	12,293
<b>Outcome Measures:</b>				
• Percent of planned CIP projects completed	83.3%	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%
<b>Efficiency Measures:</b>				
• Number of SWM infrastructure units* maintained per maintenance FTE (6)	3800	3810	3850	3900
• Number of Citizen Action Requests Received and responded to	192	156	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	2014	2015	2016			2017	2018	Grade
	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	
Surface Water Management:								
Director-PR & PW	0.10	-	-	-	-	-	-	58h
Director-PW		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	52
SWM Project Engineer	1.00	1.00	1.00	1.00	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	43
Engineering Plans Reviewer	-	-	-	-	-	-	-	35
Construction Inspector	-	1.00	1.00	1.00	1.00	1.00	1.00	33
SWM Engineer	1.00	1.00	1.00	1.00	-	-	-	44
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	34
SWM R/D Inspector	2.00	2.00	2.00	2.00	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	1.00	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	3.00	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	16.35	20.40	20.40	20.40	19.40	20.40	20.40	n/a
Change from prior year	-	4.05	-	-	(1.00)	1.00	-	n/a
Grand Total Staffing	16.35	20.40	20.40	20.40	19.40	20.40	20.40	n/a

**PUBLIC WORKS SURFACE WATER MANAGEMENT**  
**Responsible Manager: Theresa Thurlow, P.E., Surface Water Manager**

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$7,209,900 in 2017 and \$7,278,108 in 2018. This is a 44.6% or \$5,806,357 decrease from the 2016 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 decrease of \$9,727 due to the elimination of 1 FTE SWM Engineer budgeted in error in 2015/16, offset by the addition of 1.0 FTE Public Education & Outreach Specialist, spring/summer seasonal help union increase of \$10K, step increases, and a cost of living increase.
- **Benefits** – Net increase of \$17,292 primarily due to the addition of 1.0 FTE Public Education & Outreach Specialist, offset by changes of employees health insurance plans selections.
- **Supplies** – Increase of \$18,550 due to increase in grant operating supplies of \$10K for public education and outreach and video inspection program, \$8K for homeless camp clean up supplies and minor equipment, and \$800 for Public Education & Outreach Specialist chair and supplies.
- **Services and Charges** – Increase of \$126,117 due to addition of \$174K in capital project consulting contracts, \$70K in King County Storming the Sound Grant consulting, printing, and signage, \$4K for homeless camp rental equipment and other maintenance and repair supply costs, offset by a reduction of \$113,650 in grant professional services that have been completed.
- **Intergovernmental** – Increase of \$63,584 due to \$16K increase in King County Finance Division billing costs, and \$48K increase for NPDES Phase II program fee, Watershed Resource Inventory Are 9 contract, and Dam Safety Inspection requirement.
- **Capital Outlay** – Decrease of \$2,507,010 due to a reduction in capital expenditures for SWM capital projects completed.
- **Debt Services** – Decrease of \$961 in principal and interest due to pay down of Public Loan Trust Fund.
- **Internal Services** – Increase of \$45,868 due to service charge for self-insured retention, re-allocation of internal service costs, and 1.0 FTE SWM Public Education & Outreach Specialist IT equipment service charge
- **Other Financing Uses** – Decrease of \$3,560,070 due to the elimination of transfers to capital projects due to sufficient fund balance in the capital fund.

**REVENUE AND EXPENDITURE SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 607,608	\$ 32,482	\$ 210,000	\$ 693,405	\$ 693,405	\$ 620,000	\$ 3,148,000	\$ (73,405)	-10.6%
34X	Charges for Services	3,487,801	3,901,911	3,927,768	3,927,768	3,927,768	3,987,820	4,047,198	60,052	1.5%
35X	Fines and Penalties	500	-	-	-	-	-	-	-	n/a
36X	Miscellaneous	64,045	24,129	3,000	3,000	3,000	3,000	3,000	-	0.0%
39X	Other Financing Sources	-	1,632,300	1,900,000	3,695,000	3,695,000	-	-	(3,695,000)	-100.0%
Total Revenues:		\$ 4,159,953	\$ 5,590,821	\$ 6,040,768	\$ 8,319,173	\$ 8,319,173	\$ 4,610,820	\$ 7,198,198	\$ (3,708,353)	-44.6%
Expenditure Summary:										
1XX	Salaries & Wages	1,279,703	1,441,077	1,656,919	1,656,919	1,656,919	1,647,192	1,720,627	(9,727)	-0.6%
2XX	Benefits	439,156	549,208	589,142	589,142	589,142	606,434	620,023	17,292	2.9%
3XX	Supplies	121,146	151,623	73,595	73,595	73,595	92,145	78,845	18,550	25.2%
4XX	Services and Charges	428,685	503,703	500,995	691,685	612,685	817,802	467,926	126,117	18.2%
5XX	Intergovernmental	249,867	221,075	189,466	213,838	213,838	277,422	277,422	63,584	29.7%
6XX	Capital Outlay	155,818	149,378	1,998,000	5,430,998	2,205,204	2,923,988	3,322,000	(2,507,010)	-46.2%
7XX	Debt Service-Principal	182,359	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	6,630	4,405	3,845	3,845	3,845	2,884	1,922	(961)	-25.0%
9XX	Internal Services	637,865	665,278	700,045	700,045	700,045	745,913	693,223	45,868	6.6%
0XX	Other Financing Use	-	2,102,000	1,900,000	3,560,070	3,560,070	-	-	(3,560,070)	-100.0%
Subtotal Operating Exp:		\$ 3,501,230	\$ 5,883,867	\$ 7,708,127	\$ 13,016,257	\$ 9,711,463	\$ 7,209,900	\$ 7,278,108	\$ (5,806,357)	-44.6%
Total Expenditures:		\$ 3,501,230	\$ 5,883,867	\$ 7,708,127	\$ 13,016,257	\$ 9,711,463	\$ 7,209,900	\$ 7,278,108	\$ (5,806,357)	-44.6%



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# CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET

## 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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 24,727,864	\$ 26,105,265	\$ 25,450,498	\$ 26,375,754	\$ 26,975,330	\$ 27,300,460	\$ 28,474,141	\$ 924,706	3.5%
32X	Licenses and Permits	3,198,758	3,474,991	2,847,000	2,847,000	2,763,500	3,708,801	3,739,910	861,801	30.3%
33X	Intergovernmental	1,692,392	1,975,646	1,747,162	1,907,898	1,907,898	1,861,055	1,644,500	(46,843)	-2.5%
34X	Charges for Services	3,849,987	3,205,563	3,559,346	4,024,457	3,686,457	3,669,457	3,669,457	(355,000)	-8.8%
35X	Fines and Penalties	1,038,823	1,111,492	1,163,400	1,163,400	1,163,400	1,163,900	1,163,900	500	0.0%
36X	Miscellaneous	590,769	712,010	493,300	493,300	493,300	501,300	501,300	8,000	1.6%
39X	Other Financing Sources	8,627,349	5,133,909	7,449,132	9,624,270	10,042,610	9,703,314	8,940,778	79,044	0.8%
	Total Revenues:	\$ 43,725,942	\$ 41,718,876	\$ 42,709,838	\$ 46,436,079	\$ 47,032,495	\$ 47,908,287	\$ 48,133,986	\$ 1,472,208	3.2%
Expenditure Summary:										
010	City Council	\$ 355,579	\$ 363,548	\$ 371,587	\$ 378,928	\$ 378,928	\$ 395,765	\$ 401,709	\$ 16,837	4.4%
020	Mayor's Office	1,327,185	1,293,655	1,093,102	1,134,174	1,134,174	1,179,763	1,188,346	45,589	4.0%
022	Municipal Court	1,679,300	1,311,919	1,326,963	1,719,470	1,719,470	1,694,174	1,713,881	(25,296)	-1.5%
042	Finance	962,916	883,630	941,111	941,111	941,111	959,591	971,822	18,480	2.0%
044	City Clerk	533,190	416,594	557,590	557,590	557,590	504,540	508,552	(53,050)	-9.5%
045	Human Resources	436,191	400,712	409,106	425,118	425,118	459,243	464,271	34,125	8.0%
051	Law -Civil	730,914	687,343	585,649	685,649	685,649	685,205	698,170	(444)	-0.1%
052	Law-Criminal	740,230	611,831	593,714	631,021	631,021	676,832	681,301	45,811	7.3%
07X	Community Development	2,697,363	2,222,663	2,335,518	2,335,518	2,335,518	2,272,366	2,313,482	(63,152)	-2.7%
075	Economic Development	131,362	201,998	208,478	349,430	349,430	237,541	237,564	(111,889)	-32.0%
083	Human Services	811,457	743,184	700,051	897,464	897,464	813,055	818,499	(84,409)	-9.4%
098	Jail Contract Costs	3,973,482	4,423,775	4,276,614	5,483,134	5,483,134	5,738,342	5,738,342	255,208	4.7%
098	911 Dispatch	1,754,632	1,952,964	1,787,000	2,326,089	2,326,089	2,542,908	2,746,644	216,819	9.3%
09X/11X	Police	22,175,016	16,757,087	16,759,913	17,061,651	17,061,651	17,557,162	17,635,549	495,511	2.9%
3XX	Parks, Recr & Cultural Svcs	3,960,906	3,682,475	3,480,680	3,798,675	3,798,675	3,810,674	3,831,027	11,999	0.3%
XXX	Non-Departmental	4,934,431	6,920,994	9,614,264	10,200,554	9,779,104	8,696,517	8,904,390	(1,504,037)	-14.7%
	Total Expenditures:	\$ 47,204,154	\$ 42,874,374	\$ 45,041,340	\$ 48,925,576	\$ 48,504,126	\$ 48,223,678	\$ 48,853,549	\$ (701,897)	-1.4%
	Rev Over/(Under) Exp	\$ (3,478,212)	\$ (1,155,498)	\$ (2,331,502)	\$ (2,489,497)	\$ (1,471,631)	\$ (315,391)	\$ (719,563)	\$ 2,174,105	-87.3%
Beginning Fund Balance, 1/1		\$ 16,140,295	\$ 12,662,083	\$ 11,338,201	\$ 11,506,585	\$ 11,506,585	\$ 10,034,954	\$ 9,719,563	\$ (1,471,631)	-12.8%
Ending Fund Balance, 12/31		\$ 12,662,083	\$ 11,506,585	\$ 9,006,699	\$ 9,017,088	\$ 10,034,954	\$ 9,719,563	\$ 9,000,000	\$ 702,475	7.8%

**001: GENERAL FUND (continued)**

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 20,685,752	\$ 18,919,638	\$ 19,334,197	\$ 20,125,209	\$ 20,125,209	\$ 20,896,291	\$ 21,798,503	\$ 771,082	3.8%
2XX	Benefits	6,867,055	6,527,375	6,642,595	6,803,970	6,803,970	6,997,476	7,071,633	193,506	2.8%
3XX	Supplies	779,741	627,403	562,133	622,730	622,730	654,026	620,904	31,296	5.0%
4XX	Services and Charges	3,396,906	3,275,303	2,751,830	3,481,628	3,481,628	3,938,194	3,934,480	456,566	13.1%
5XX	Intergovernmental	6,170,065	6,686,558	6,492,975	8,238,584	8,238,584	8,648,611	8,852,347	410,027	5.0%
6XX	Capital Outlay	84,602	53,852	-	25,366	25,366	-	-	(25,366)	-100.0%
9XX	Internal Services	4,197,350	5,091,535	5,103,666	5,308,130	5,308,130	5,098,216	4,524,171	(209,914)	-4.0%
0XX	Other Financing Use	5,022,682	1,692,709	4,153,943	4,319,958	3,898,508	1,990,864	2,051,511	(2,329,094)	-53.9%
Total Expenditures:		\$ 47,204,154	\$ 42,874,374	\$ 45,041,340	\$ 48,925,576	\$ 48,504,126	\$ 48,223,678	\$ 48,853,549	\$ (701,897)	-1.4%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 112,913	\$ 99,657	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	0.0%
33X	Intergovernmental	1,118,593	1,138,189	1,045,000	1,104,504	1,104,504	1,259,504	1,259,504	155,000	14.0%
34X	Charges for Services	255,884	420,592	202,000	202,000	202,000	257,728	257,728	55,728	27.6%
36X	Miscellaneous	44,854	54,744	36,000	36,000	36,000	36,000	36,000	-	0.0%
39X	Other Financing Sources	3,600,566	1,909,539	2,592,943	2,632,943	2,632,943	2,479,967	2,531,544	(152,976)	-5.8%
	Total Revenues:	\$ 5,132,811	\$ 3,622,721	\$ 3,990,943	\$ 4,090,447	\$ 4,090,447	\$ 4,148,199	\$ 4,199,776	\$ 57,752	1.4%
Expenditure Summary:										
210	Administrative Services	\$ 321,892	\$ 205,461	\$ 438,734	\$ 438,734	\$ 438,734	\$ 505,681	\$ 559,818	\$ 66,947	15.3%
220	Development Services	268,214	273,902	257,999	257,999	257,999	270,703	274,059	12,704	4.9%
230	Traffic Services/Commute Trip Red.	2,081,161	1,506,659	1,266,612	1,313,090	1,313,090	1,273,588	1,385,359	(39,502)	-3.0%
240	Street Systems	1,736,763	1,520,779	1,829,509	1,859,509	1,859,509	1,834,094	1,837,236	(25,415)	-1.4%
270	Emergency Management (Mayor's)	222,758	217,943	198,088	221,114	221,114	208,404	199,031	(12,710)	-5.7%
	Total Expenditures:	\$ 4,630,788	\$ 3,724,744	\$ 3,990,943	\$ 4,090,447	\$ 4,090,447	\$ 4,092,470	\$ 4,255,503	\$ 2,023	0.0%
	Rev Over/(Under) Exp	\$ 502,023	\$ (102,023)	\$ 0	\$ 0	\$ 0	\$ 55,729	\$ (55,728)	\$ 55,728	14665295%
	Beginning Fund Balance, 1/1	\$ 100,000	\$ 602,023	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 555,728	\$ 0	0.0%
	Ending Fund Balance, 12/31	\$ 602,023	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 555,728	\$ 500,000	\$ 55,727	11.1%

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

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,327,226	\$ 1,203,002	\$ 1,679,286	\$ 1,712,312	\$ 1,712,312	\$ 1,680,228	\$ 1,818,526	\$ (32,084)	-1.9%
2XX	Benefits	634,676	436,811	569,727	569,727	569,727	630,922	665,047	61,195	10.7%
3XX	Supplies	76,858	73,324	98,248	98,248	98,248	101,148	101,148	2,900	3.0%
4XX	Services and Charges	1,068,627	1,071,856	962,976	992,976	992,976	999,466	990,076	6,490	0.7%
5XX	Intergovernmental	852,168	805,671	680,706	717,184	717,184	680,706	680,706	(36,478)	-5.1%
6XX	Capital Outlay	-	134,079	-	-	-	-	-	-	n/a
9XX	Internal Services	671,232	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 4,630,788	\$ 3,724,744	\$ 3,990,943	\$ 4,090,447	\$ 4,090,447	\$ 4,092,470	\$ 4,255,503	\$ 2,023	0.0%

**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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 487,222	\$ 501,147	\$ 500,000	\$ 500,000	\$ 500,000	\$ 502,410	\$ 504,273	\$ 2,410	0.5%
34X	Charges for Services	29,000	63,750	-	-	-	-	-	-	n/a
36X	Miscellaneous	124	292	2,500	2,500	2,500	-	-	(2,500)	-100.0%
39X	Other Financing Sources	1,048,000	760,885	1,013,000	1,013,000	1,013,000	1,013,000	1,013,000	-	0.0%
	Total Revenues:	\$ 1,564,345	\$ 1,326,073	\$ 1,515,500	\$ 1,515,500	\$ 1,515,500	\$ 1,515,410	\$ 1,517,273	\$ (90)	0.0%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 104,943	\$ 60,492	\$ 63,373	\$ 63,373	\$ 63,373	\$ 66,643	\$ 68,494	3,270	5.2%
2XX	Benefits	4,410	23,425	24,744	24,744	24,744	26,525	26,537	1,781	7.2%
3XX	Supplies	-	65	-	-	-	-	-	-	n/a
4XX	Services and Charges	2,062	51,895	-	-	-	-	-	-	n/a
5XX	Intergovernmental	7,086	830	-	-	-	-	-	-	n/a
6XX	Capital Outlay	1,230,302	1,199,684	1,427,383	1,427,383	1,427,383	1,422,242	1,422,242	(5,141)	-0.4%
9XX	Internal Services	66,368	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	-	-	-	198,386	198,386	-	-	(198,386)	-100.0%
	Total Expenditures:	\$ 1,415,171	\$ 1,336,391	\$ 1,515,500	\$ 1,713,886	\$ 1,713,886	\$ 1,515,410	\$ 1,517,273	\$ (198,476)	-11.6%
	Rev Over/(Under) Exp	\$ 149,174	\$ (10,318)	\$ -	\$ (198,386)	\$ (198,386)	\$ -	\$ -	\$ 198,386	-100.0%
	Beginning Fund Balance, 1/1	\$ 159,532	\$ 308,705	\$ 100,000	\$ 298,386	\$ 298,386	\$ 100,000	\$ 100,000	\$ (198,386)	-66.5%
	Ending Fund Balance, 12/31	\$ 308,705	\$ 298,386	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.0%

## 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 12,023,379	\$ 9,129,644	\$ 9,808,966	\$ 8,905,924	\$ 8,905,924	\$ 8,912,924	\$ 8,912,924	\$ 7,000	0.1%
35X	Fines and Penalties	5,499	-	-	-	-	-	-	-	n/a
36X	Miscellaneous	81,466	4,446	6,000	6,000	6,000	6,000	6,000	-	0.0%
39X	Other Financing Sources	1,735,831	-	-	198,386	198,386	-	-	(198,386)	-100.0%
	Total Revenues:	\$ 13,846,174	\$ 9,134,091	\$ 9,814,966	\$ 9,110,310	\$ 9,110,310	\$ 8,918,924	\$ 8,918,924	\$ (191,386)	-2.1%
Expenditure Summary:										
0XX	Other Financing Use	\$ 13,888,383	\$ 7,663,210	\$ 10,351,547	\$ 11,387,604	\$ 11,387,604	\$ 9,261,642	\$ 8,918,924	\$ (2,125,962)	-18.7%
4XX	Services and Charges	32,134	61,462	-	-	-	-	-	-	n/a
9XX	Internal Services	48,000	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 13,968,517	\$ 7,724,672	\$ 10,351,547	\$ 11,387,604	\$ 11,387,604	\$ 9,261,642	\$ 8,918,924	\$ (2,125,962)	-18.7%
	Rev Over/(Under) Exp	\$ (122,343)	\$ 1,409,419	\$ (536,581)	\$ (2,277,294)	\$ (2,277,294)	\$ (342,718)	\$ -	\$ 1,934,576	-85.0%
	Beginning Fund Balance, 1/1	\$ 3,667,540	\$ 2,710,594	\$ 2,036,581	\$ 4,120,012	\$ 4,120,012	\$ 1,842,718	\$ 1,500,000	\$ (2,277,294)	-55.3%
	Ending Fund Balance, 12/31	\$ 3,545,197	\$ 4,120,012	\$ 1,500,000	\$ 1,842,718	\$ 1,842,718	\$ 1,500,000	\$ 1,500,000	\$ (342,718)	-18.6%

## 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 146,631	\$ 180,903	\$ 172,200	\$ 126,600	\$ 126,600	\$ 126,600	\$ 126,600	\$ -	0.0%
34X	Charges for Services	305,742	300,983	304,517	304,517	304,517	304,517	304,517	-	0.0%
35X	Fines and Penalties	-	1,100	-	-	-	-	-	-	n/a
36X	Miscellaneous	1,719	543	-	-	-	-	-	-	n/a
Total Revenues:		\$ 454,092	\$ 483,529	\$ 476,717	\$ 431,117	\$ 431,117	\$ 431,117	\$ 431,117	\$ -	0.0%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 174,360	\$ 176,129	\$ 180,679	\$ 186,679	\$ 186,679	\$ 192,062	\$ 197,784	\$ 5,383	2.9%
2XX	Benefits	72,933	75,871	80,965	80,965	80,965	87,989	88,129	7,024	8.7%
3XX	Supplies	18,823	31,880	4,575	8,975	8,975	3,575	3,575	(5,400)	-60.2%
4XX	Services and Charges	146,650	136,314	164,961	129,203	129,203	156,603	156,603	27,400	21.2%
9XX	Internal Services	48,952	58,613	58,800	58,800	58,800	62,892	58,727	4,092	7.0%
	Total Expenditures:	\$ 461,718	\$ 478,807	\$ 489,980	\$ 464,622	\$ 464,622	\$ 503,121	\$ 504,818	\$ 38,499	8.3%
	Rev Over/(Under) Exp	\$ (7,626)	\$ 4,722	\$ (13,263)	\$ (33,505)	\$ (33,505)	\$ (72,004)	\$ (73,701)	\$ (38,499)	114.9%
Beginning Fund Balance, 1/1		\$ 211,761	\$ 204,135	\$ 188,499	\$ 208,857	\$ 208,857	\$ 175,352	\$ 103,348	\$ (33,505)	-16.0%
Ending Fund Balance, 12/31		\$ 204,135	\$ 208,857	\$ 175,236	\$ 175,352	\$ 175,352	\$ 103,348	\$ 29,647	\$ (72,004)	-41.1%

## 107: SPECIAL CONTRACTS/STUDIES FUND

## PURPOSE/DESCRIPTION:

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

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

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

## SOURCES AND USES:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
32X	Licenses and Permits	\$ 119,384	\$ 85,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
36X	Miscellaneous	317	637	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 119,701	\$ 86,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
102	Government Access Channel	\$ 41,658	\$ 62,717	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ (50,000)	-100.0%
	Total Expenditures:	\$ 41,658	\$ 62,717	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ (50,000)	-100.0%
	Rev Over/(Under) Exp	\$ 78,043	\$ 23,294	\$ -	\$ (50,000)	\$ (50,000)	\$ -	\$ -	\$ 50,000	-100.0%
	Beginning Fund Balance, 1/1	\$ 357,019	\$ 435,062	\$ -	\$ 458,356	\$ 458,356	\$ 408,356	\$ 408,356	\$ (50,000)	-10.9%
	Ending Fund Balance, 12/31	\$ 435,062	\$ 458,356	\$ -	\$ 408,356	\$ 408,356	\$ 408,356	\$ 408,356	\$ -	0.0%

## EXPENDITURES BY PROJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ -	\$ 241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
2XX	Benefits	-	119	-	-	-	-	-	-	n/a
3XX	Supplies	7,046	-	-	-	-	-	-	-	n/a
4XX	Services and Charges	34,613	7,633	-	-	-	-	-	-	n/a
6XX	Capital Outlay	-	54,724	-	50,000	50,000	-	-	(50,000)	-100.0%
Total Expenditures:		\$ 41,658	\$ 62,717	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ (50,000)	-100.0%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 231,828	\$ 266,053	\$ 200,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 225,000	\$ 25,000	12.5%
36X	Miscellaneous	220	15,597	300	300	300	700	700	400	133.3%
	Total Revenues:	\$ 232,048	\$ 281,650	\$ 200,300	\$ 200,300	\$ 200,300	\$ 225,700	\$ 225,700	\$ 25,400	12.7%
Expenditure Summary:										
109	Tourism	\$ 58,786	\$ 180,180	\$ 200,300	\$ 200,300	\$ 200,300	\$ 224,700	\$ 224,700	\$ 24,400	12.2%
	Total Expenditures:	\$ 58,786	\$ 180,180	\$ 200,300	\$ 200,300	\$ 200,300	\$ 224,700	\$ 224,700	\$ 24,400	12.2%
	Rev Over/(Under) Exp	\$ 173,262	\$ 101,469	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	n/a
Beginning Fund Balance, 1/1		\$ 227,034	\$ 400,296	\$ 245,300	\$ 501,765	\$ 501,765	\$ 501,765	\$ 502,765	\$ -	0.0%
Ending Fund Balance, 12/31		\$ 400,296	\$ 501,765	\$ 245,300	\$ 501,765	\$ 501,765	\$ 502,765	\$ 503,765	\$ 1,000	0.2%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
3XX	Supplies	\$ 168	\$ 242	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	1,000	n/a
4XX	Services and Charges	58,618	90,800	200,300	200,300	200,300	178,700	178,700	(21,600)	-10.8%
6XX	Capital Outlay	-	89,139	-	-	-	45,000	45,000	45,000	n/a
Total Expenditures:		\$ 58,786	\$ 180,180	\$ 200,300	\$ 200,300	\$ 200,300	\$ 224,700	\$ 224,700	\$ 24,400	12.2%

## 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 1,517,841	\$ 1,523,930	\$ 1,518,500	\$ 1,518,500	\$ 1,518,500	\$ 1,516,500	\$ 1,516,500	(2,000)	-0.1%
36X	Miscellaneous	308,419	317,994	275,000	275,000	275,000	290,000	290,000	15,000	5.5%
39X	Other Financing Sources	326,944	422,323	405,000	460,641	460,641	393,850	447,930	(66,791)	-14.5%
	Total Revenues:	\$ 2,153,204	\$ 2,264,247	\$ 2,198,500	\$ 2,254,141	\$ 2,254,141	\$ 2,200,350	\$ 2,254,430	\$ (53,791)	-2.4%
Expenditure Summary:										
1XX	Salaries & Wages	\$ 1,047,779	\$ 1,059,411	\$ 1,117,914	\$ 1,130,401	\$ 1,130,401	\$ 1,182,751	\$ 1,214,169	52,350	4.6%
2XX	Benefits	354,713	360,214	310,698	316,740	316,740	308,599	314,761	(8,141)	-2.6%
3XX	Supplies	220,506	306,903	167,500	187,500	187,500	194,000	194,000	6,500	3.5%
4XX	Services and Charges	414,533	607,172	582,500	582,500	582,500	511,000	511,000	(71,500)	-12.3%
5XX	Intergovernmental	25,444	4,016	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	3,143	-	-	-	-	-	-	-	n/a
9XX	Internal Services	111,129	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 2,177,246	\$ 2,337,715	\$ 2,199,112	\$ 2,237,641	\$ 2,237,641	\$ 2,216,850	\$ 2,254,430	\$ (20,791)	-0.9%
	Rev Over/(Under) Exp	\$ (24,043)	\$ (73,469)	\$ (612)	\$ 16,500	\$ 16,500	\$ (16,500)	\$ -	\$ (33,000)	-200.0%
Beginning Fund Balance, 1/1		\$ 1,597,512	\$ 1,573,469	\$ 1,546,515	\$ 1,500,000	\$ 1,500,000	\$ 1,516,500	\$ 1,500,000	\$ 16,500	1.1%
Ending Fund Balance, 12/31		\$ 1,573,469	\$ 1,500,000	\$ 1,545,903	\$ 1,516,500	\$ 1,516,500	\$ 1,500,000	\$ 1,500,000	\$ (16,500)	-1.1%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,047,779	\$ 1,059,411	\$ 1,117,914	\$ 1,130,401	\$ 1,130,401	\$ 1,182,751	\$ 1,214,169	\$ 52,350	4.6%
2XX	Benefits	354,713	360,214	310,698	316,740	316,740	308,599	314,761	(8,141)	-2.6%
3XX	Supplies	220,506	306,903	167,500	187,500	187,500	194,000	194,000	6,500	3.5%
4XX	Services and Charges	414,533	607,172	582,500	582,500	582,500	511,000	511,000	(71,500)	-12.3%
5XX	Intergovernmental	25,444	4,016	20,500	20,500	20,500	20,500	20,500	-	0.0%
6XX	Capital Outlay	3,143	-	-	-	-	-	-	-	n/a
9XX	Internal Services	111,129	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 2,177,246	\$ 2,337,715	\$ 2,199,112	\$ 2,237,641	\$ 2,237,641	\$ 2,216,850	\$ 2,254,430	\$ (20,791)	-0.9%

**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, 7 Police Officers, and 3 City Traffic positions for the 2017/18 budget.

The City shall maintain a minimum of \$1.5 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
35X	Fines and Penalties	\$ 2,460,189	\$ 3,012,004	\$ 2,169,882	\$ 2,418,746	\$ 3,119,091	\$ 3,136,874	\$ 3,137,000	\$ 718,128	29.7%
36X	Miscellaneous	2,567	5,161	-	-	-	3,500	3,500	3,500	n/a
	Total Revenues:	\$ 2,462,756	\$ 3,017,165	\$ 2,169,882	\$ 2,418,746	\$ 3,119,091	\$ 3,140,374	\$ 3,140,500	\$ 721,628	29.8%
Expenditure Summary:										
521	Police Traffic	\$ 1,766,725	\$ 2,416,227	\$ 1,626,618	\$ 3,631,574	\$ 3,631,574	\$ 2,947,387	\$ 3,285,373	\$ (684,187)	-18.8%
543	Street Traffic	-	449,709	481,713	481,713	481,713	486,824	496,561	5,111	1.1%
512	Court Security	-	37,626	61,550	61,550	61,550	61,550	61,550	-	0.0%
	Total Expenditures:	\$ 1,766,725	\$ 2,903,563	\$ 2,169,881	\$ 4,174,837	\$ 4,174,837	\$ 3,495,761	\$ 3,843,484	\$ (679,076)	-16.3%
	Rev Over/(Under) Exp	\$ 696,031	\$ 113,602	\$ 1	\$ (1,756,091)	\$ (1,055,746)	\$ (355,387)	\$ (702,984)	\$ 1,400,704	-79.8%
	Beginning Fund Balance, 1/1	\$ 2,804,483	\$ 3,500,515	\$ 2,492,758	\$ 3,614,117	\$ 3,614,117	\$ 2,558,371	\$ 2,202,984	\$ (1,055,746)	-29.2%
	Ending Fund Balance, 12/31	\$ 3,500,515	\$ 3,614,117	\$ 2,492,759	\$ 1,858,026	\$ 2,558,371	\$ 2,202,984	\$ 1,500,000	\$ 344,958	18.6%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ -	\$ 1,070,489	\$ 1,044,414	\$ 1,057,732	\$ 1,057,732	\$ 1,154,175	\$ 1,180,653	\$ 96,443	9%
2XX	Benefits	-	358,535	415,917	416,946	416,946	405,738	406,242	(11,208)	-3%
4XX	Services and Charges	627,788	565,768	709,550	709,550	709,550	709,550	709,550	-	0.0%
0XX	Other Financing Use	1,138,937	908,770	-	1,990,609	1,990,609	1,226,298	1,547,039	(764,311)	-38.4%
Total Expenditures:		\$ 1,766,725	\$ 2,903,563	\$ 2,169,881	\$ 4,174,837	\$ 4,174,837	\$ 3,495,761	\$ 3,843,484	\$ (679,076)	-16.3%

## 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 one year revenue 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 2017/18 include:

- \$300,000 in 2017/18 for Parks CIP projects.
- \$1,613,000 in 2017/18 for Transportation CIP projects.
- \$1,013,000 in 2017/18 for Arterial Street Overlay.
- \$813,023 in 2017 and \$813,473 in 2018 for Federal Way Community Center Debt Service payments.

## SOURCES AND USES:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 2,062,722	\$ 3,031,159	\$ 1,900,000	\$ 2,100,054	\$ 3,400,000	\$ 3,200,000	\$ 3,200,000	\$ 1,099,946	52.4%
36X	Miscellaneous	1,286	5,284	-	-	-	-	-	-	n/a
39X	Other Financing Sources	7,606,608	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 9,670,615	\$ 3,036,443	\$ 1,900,000	\$ 2,100,054	\$ 3,400,000	\$ 3,200,000	\$ 3,200,000	\$ 1,099,946	52.4%
Expenditure Summary:										
113	Real Estate Excise Tax	\$ 6,119,751	\$ 3,142,237	\$ 2,725,123	\$ 3,545,123	\$ 3,766,573	\$ 3,739,023	\$ 3,739,473	\$ 193,900	5.5%
	Total Expenditures:	\$ 6,119,751	\$ 3,142,237	\$ 2,725,123	\$ 3,545,123	\$ 3,766,573	\$ 3,739,023	\$ 3,739,473	\$ 193,900	5.5%
	Rev Over/(Under) Exp	\$ 3,550,864	\$ (105,795)	\$ (825,123)	\$ (1,445,069)	\$ (366,573)	\$ (539,023)	\$ (539,473)	\$ 906,046	-62.7%
	Beginning Fund Balance, 1/1	\$ -	\$ 3,550,864	\$ 2,463,084	\$ 3,445,069	\$ 3,445,069	\$ 3,078,496	\$ 2,539,473	\$ (366,573)	-10.6%
	Ending Fund Balance, 12/31	\$ 3,550,864	\$ 3,445,069	\$ 1,637,961	\$ 2,000,000	\$ 3,078,496	\$ 2,539,473	\$ 2,000,000	\$ 539,473	27.0%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ 6,119,751	\$ 3,142,237	\$ 2,725,123	\$ 3,545,123	\$ 3,766,573	\$ 3,739,023	\$ 3,739,473	193,900	5%
Total Expenditures:		\$ 6,119,751	\$ 3,142,237	\$ 2,725,123	\$ 3,545,123	\$ 3,766,573	\$ 3,739,023	\$ 3,739,473	\$ 193,900	5.5%

## 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, 16 Police Officers, and 2 Lieutenants for the 2017/18 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ -	\$ 2,666,905	\$ 2,868,824	\$ 2,597,824	\$ 2,647,824	\$ 2,658,616	\$ 2,659,001	\$ 60,792	2.3%
36X	Miscellaneous	-	440	-	-	-	-	-	-	n/a
39X	Other Financing Sources	-	-	-	641,494	641,494	262,865	415,938	(378,629)	-59.0%
	Total Revenues:	\$ -	\$ 2,667,345	\$ 2,868,824	\$ 3,239,318	\$ 3,289,318	\$ 2,921,481	\$ 3,074,939	\$ (317,837)	-9.8%
Expenditure Summary:										
512	Municipal Courts Prop 1	\$ -	\$ 162,420	\$ 168,579	\$ 168,579	\$ 168,579	\$ 168,848	\$ 181,494	\$ 269	0.2%
515	Mayor Prop 1	-	51,076	51,076	51,076	51,076	51,076	51,076	-	0.0%
515	Law Criminal Prop 1	-	202,965	220,425	220,425	220,425	221,080	231,950	655	
521	Police Prop 1	-	2,193,288	2,253,238	2,286,294	2,286,294	2,361,294	2,408,183	75,000	3.3%
558	CD Building Prop 1	-	77,971	107,497	107,497	107,497	96,308	100,651	(11,189)	-10.4%
576	Parks Maintenance Prop 1	-	94,744	97,469	97,469	97,469	100,337	101,583	2,868	2.9%
	Total Expenditures:	\$ -	\$ 2,782,464	\$ 2,898,284	\$ 2,931,340	\$ 2,931,340	\$ 2,998,943	\$ 3,074,937	\$ 67,603	2.3%
	Rev Over/(Under) Exp	\$ -	\$ (115,118)	\$ (29,460)	\$ 307,978	\$ 357,978	\$ (77,462)	\$ 2	\$ (385,440)	-125.2%
Beginning Fund Balance, 1/1		\$ -	\$ 834,603	\$ 1,029,459	\$ 719,484	\$ 719,484	\$ 1,077,462	\$ 1,000,001	\$ 357,978	49.8%
Ending Fund Balance, 12/31		\$ -	\$ 719,484	\$ 999,999	\$ 1,027,462	\$ 1,077,462	\$ 1,000,001	\$ 1,000,003	\$ (27,462)	-2.7%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ -	\$ 2,036,175	\$ 2,092,763	\$ 2,124,033	\$ 2,124,033	\$ 2,169,960	\$ 2,238,022	\$ 45,927	2%
2XX	Benefits	-	677,039	737,244	739,030	739,030	760,707	768,639	21,676	3%
4XX	Services and Charges	-	69,249	68,276	68,276	68,276	68,276	68,276	-	0.0%
Total Expenditures:		\$ -	\$ 2,782,464	\$ 2,898,284	\$ 2,931,340	\$ 2,931,340	\$ 2,998,943	\$ 3,074,937	\$ 67,603	2.3%

## 115: PERFORMING ARTS &amp; 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj		
				Adopted	Adjusted	Projected			\$ Chg	% Chg	
Revenue Summary:											
34X	Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,587	\$ 803,217	\$ 264,587	n/a	
36X	Miscellaneous	-	7	-	-	-	100,666	270,000	100,666	n/a	
39X	Other Financing Sources	-	27,988	-	399,527	399,527	572,293	181,317	172,766	43.2%	
	Total Revenues:	\$ -	\$ 27,995	\$ -	\$ 399,527	\$ 399,527	\$ 937,546	\$ 1,254,534	\$ 538,019	134.7%	
Expenditure Summary:											
512	Performing Arts & Event Ctr. Oper.	\$ -	\$ 15,387	\$ -	\$ 412,134	\$ 412,134	\$ 937,546	\$ 986,820	\$ 525,412	127.5%	
	Total Expenditures:	\$ -	\$ 15,387	\$ -	\$ 412,134	\$ 412,134	\$ 937,546	\$ 986,820	\$ 525,412	127.5%	
	Rev Over/(Under) Exp	\$ -	\$ 12,607	\$ -	\$ (12,607)	\$ (12,607)	\$ 1	\$ 267,714	\$ 12,608	-100.0%	
	Beginning Fund Balance, 1/1	\$ -	\$ -	\$ -	\$ 12,607	\$ 12,607	\$ (0)	\$ -	\$ (12,607)	-100.0%	
	Ending Fund Balance, 12/31	\$ -	\$ 12,607	\$ -	\$ -	\$ -	\$ 0	\$ 267,714	\$ -	n/a	

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ -	\$ 5,885	\$ -	\$ 160,798	\$ 160,798	\$ 566,671	\$ 610,821	\$ 405,873	252%
2XX	Benefits	-	2,572	-	59,502	59,502	179,039	184,164	119,537	201%
3XX	Supplies	-	745	-	6,350	6,350	6,350	6,350	-	0%
4XX	Services and Charges	-	6,185	-	185,484	185,484	185,485	185,485	1	0.0%
Total Expenditures:		\$ -	\$ 15,387	\$ -	\$ 412,134	\$ 412,134	\$ 937,545	\$ 986,820	\$ 525,411	127.5%

## 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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditure Summary:										
33X	Intergovernmental	\$ 543,436	\$ 625,079	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ -	0.0%
36X	Miscellaneous	2,118	(0)	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 545,553	\$ 625,079	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ -	0.0%
Expenditure Summary:										
119	Grant Expenditures	\$ 537,345	\$ 633,564	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,277,541	\$ 1,237,103	\$ 40,438	3.3%
	Total Expenditures:	\$ 537,345	\$ 633,564	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,277,541	\$ 1,237,103	\$ 40,438	3.3%
	Rev Over/(Under) Exp	\$ 8,208	\$ (8,485)	\$ (0)	\$ (0)	\$ (0)	\$ (40,438)	\$ -	\$ (40,438)	na
	Beginning Fund Balance, 1/1	\$ 40,715	\$ 48,926	\$ 40,715	\$ 40,441	\$ 40,441	\$ 40,441	\$ 3	\$ (0)	0.0%
	Ending Fund Balance, 12/31	\$ 48,923	\$ 40,441	\$ 40,715	\$ 40,441	\$ 40,441	\$ 3	\$ 3	\$ (40,438)	-100.0%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
1XX	Salaries & Wages	\$ 41,982	\$ 155,432	\$ 187,046	\$ 187,046	\$ 187,046	\$ 163,788	\$ 173,554	\$ (23,258)	-12.4%
2XX	Benefits	20,017	65,500	29,674	29,674	29,674	66,668	68,749	36,994	124.7%
3XX	Supplies	184	-	-	-	-	-	-	-	n/a
4XX	Services and Charges	448,520	411,998	1,020,384	1,020,384	1,020,384	1,047,088	994,800	26,704	2.6%
0XX	Other Financing Use	26,643	-	-	-	-	-	-	-	n/a
8XX	Debt Service-Interest	-	634	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 537,345	\$ 633,564	\$ 1,237,103	\$ 1,237,103	\$ 1,237,103	\$ 1,277,544	\$ 1,237,103	\$ 40,441	3.3%

## 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 City shall only use the transferred City Proceeds for its City Projects.

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

## SOURCES AND USES:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 181,880	\$ 177,780	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	0.0%
33X	Intergovernmental	9,249	9,513	9,000	9,000	9,000	9,000	9,000	-	0.0%
36X	Miscellaneous	96	399	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 191,225	\$ 187,692	\$ 169,000	\$ 169,000	\$ 169,000	\$ 169,000	\$ 169,000	\$ -	0.0%
Expenditure Summary:										
120	Transfer to Parks CIP	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Total Expenditures:	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Rev Over/(Under) Exp	\$ 34,225	\$ 187,692	\$ 169,000	\$ 169,000	\$ 169,000	\$ 169,000	\$ 169,000	\$ -	0.0%
	Beginning Fund Balance, 1/1	\$ 162,439	\$ 196,664	\$ 178,439	\$ 384,356	\$ 384,356	\$ 553,356	\$ 722,356	\$ 169,000	44.0%
	Ending Fund Balance, 12/31	\$ 196,664	\$ 384,356	\$ 347,439	\$ 553,356	\$ 553,356	\$ 722,356	\$ 891,356	\$ 169,000	30.5%

## EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
0XX	Other Financing Use	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 1,044	\$ 4,593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
39X	Other Financing Sources	3,381,000	-	-	541,875	541,875	-	-	(541,875)	-100.0%
	Total Revenues:	\$ 3,382,044	\$ 4,593	\$ -	\$ 541,875	\$ 541,875	\$ -	\$ -	\$ (541,875)	-100.0%
Expenditure Summary:										
188	Strategic Reserve	\$ -	\$ 301,164	\$ -	\$ 209,008	\$ 627,348	\$ -	\$ -	\$ (209,008)	-100.0%
	Total Expenditures:	\$ -	\$ 301,164	\$ -	\$ 209,008	\$ 627,348	\$ -	\$ -	\$ (209,008)	-100.0%
	Rev Over/(Under) Exp	\$ 3,382,044	\$ (296,571)	\$ -	\$ 332,867	\$ (85,473)	\$ -	\$ -	\$ (332,867)	-100.0%
Beginning Fund Balance, 1/1		\$ -	\$ 3,382,044	\$ 3,000,000	\$ 3,085,473	\$ 3,085,473	\$ 3,000,000	\$ 3,000,000	\$ (85,473)	-2.8%
Ending Fund Balance, 12/31		\$ 3,382,044	\$ 3,085,473	\$ 3,000,000	\$ 3,418,340	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ (418,340)	-12.2%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ -	\$ 73,817	\$ -	\$ 81,660	\$ 81,660	\$ -	\$ -	\$ (81,660)	-100.0%
0XX	Other Financing Use	-	227,348	-	127,348	545,688	-	-	(127,348)	-100.0%
Total Expenditures:		\$ -	\$ 301,164	\$ -	\$ 209,008	\$ 627,348	\$ -	\$ -	\$ (209,008)	-100.0%

## 189: PARKS RESERVE FUND

## PURPOSE/DESCRIPTION:

The City will maintain a reserve of not less than \$0. 75 million for equipment replacement, turf replacement, and other major upgrades to the City's Park System.

## SOURCES AND USES:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
39X	Other Financing Sources	\$ -	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ (500,000)	-100.0%
	Total Revenues:	\$ -	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ (500,000)	-100.0%
Expenditure Summary:										
189	Parks Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Total Expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Rev Over/(Under) Exp	\$ -	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ (500,000)	-100.0%
Beginning Fund Balance, 1/1		\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 750,000	\$ 750,000	\$ 500,000	200.0%
Ending Fund Balance, 12/31		\$ -	\$ 250,000	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	0.0%

## 201: DEBT SERVICE FUND

## PURPOSE/DESCRIPTION:

The Debt Service Fund accounts for the debt service on the City Council approved general obligation (G.O.) debt. Included in the costs charged to this fund are the scheduled principal and interest payments, debt issue costs, fiscal agent fees, and other debt related costs. Debt service currently scheduled for payment from this Fund include City's 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 2,427	\$ 849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
39X	Other Financing Sources	25,169	2,402,722	1,721,538	1,840,544	1,840,544	9,410,600	813,473	7,570,056	411.3%
	Total Revenues:	\$ 27,596	\$ 2,403,572	\$ 1,721,538	\$ 1,840,544	\$ 1,840,544	\$ 9,410,600	\$ 813,473	\$ 7,570,056	411.3%
Expenditure Summary:										
000	Valley Comm - 911	\$ 197,480	\$ 194,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
105	SCORE Facility - Jail	941,823	-	909,415	-	-	-	-	-	n/a
106	Community Center 2013	809,726	811,198	812,123	812,123	812,123	813,023	813,473	900	0.1%
107	Target Property	-	-	-	-	-	8,333,930	-	8,333,930	n/a
0XX	Other Financing Use	3,217,000	-	-	-	-	-	-	-	n/a
XXX	Other Debt Expenditures	36,416	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 5,202,445	\$ 1,005,481	\$ 1,721,538	\$ 812,123	\$ 812,123	\$ 9,146,953	\$ 813,473	\$ 8,334,830	1026.3%
	Rev Over/(Under) Exp	\$ (5,174,850)	\$ 1,398,091	\$ -	\$ 1,028,421	\$ 1,028,421	\$ 263,647	\$ -	\$ (764,774)	-74.4%
	Beginning Fund Balance, 1/1	\$ 5,248,336	\$ 73,486	\$ 838,683	\$ 1,471,578	\$ 1,471,578	\$ 2,499,999	\$ 2,763,646	\$ 1,028,421	69.9%
	Ending Fund Balance, 12/31	\$ 73,486	\$ 1,471,578	\$ 838,683	\$ 2,499,999	\$ 2,499,999	\$ 2,763,646	\$ 2,763,646	\$ 263,647	10.5%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
7XX	Debt Service-Principal	\$ 963,500	\$ 640,482	\$ 470,000	\$ 470,000	\$ 470,000	\$8,679,960	\$ 470,000	\$ 8,209,960	1746.8%
8XX	Debt Service-Interest	985,529	364,999	1,251,538	342,123	342,123	466,993	343,473	124,870	36.5%
9XX	Internal Services	36,416	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	3,217,000	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 5,202,445	\$ 1,005,481	\$ 1,721,538	\$ 812,123	\$ 812,123	\$9,146,953	\$ 813,473	\$ 8,334,830	1026.3%

**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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
31X	Taxes	\$ 8,744	\$ 11,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
33X	Intergovernmental	1,285,258	1,072,722	-	1,000,000	800,000	1,000,000	1,000,000	-	0.0%
36X	Miscellaneous	1,401	656	-	-	-	-	-	-	n/a
39X	Other Financing Sources	8,509,960	227,348	-	137,348	137,348	-	-	(137,348)	-100.0%
	Total Revenues:	\$ 9,805,362	\$ 1,311,811	\$ -	\$ 1,137,348	\$ 937,348	\$ 1,000,000	\$ 1,000,000	\$ (137,348)	-12.1%
Expenditure Summary:										
100	Transfer out to PAEC CIP Fund	\$ 4,213,069	\$ 310,294	\$ -	\$ -	\$ -	\$ -	\$ -	-	n/a
107	Target Property	8,221,755	223,558	-	136,123	136,123	-	-	(136,123)	(1)
108	Transfer Out for Grand Staircase	-	-	-	-	-	500,000	500,000	500,000	n/a
	Total Expenditures:	\$ 12,434,824	\$ 533,852	\$ -	\$ 136,123	\$ 136,123	\$ 500,000	\$ 500,000	\$ 363,877	267.3%
	Rev Over/(Under) Exp	\$ (2,629,462)	\$ 777,959	\$ -	\$ 1,001,225	\$ 801,225	\$ 500,000	\$ 500,000	\$ (501,225)	-50.1%
Beginning Fund Balance, 1/1		\$ 2,962,523	\$ 333,060	\$ 25,459	\$ 1,111,019	\$ 1,111,019	\$ 1,912,244	\$ 2,412,244	\$ 801,225	72.1%
Ending Fund Balance, 12/31		\$ 333,060	\$ 1,111,019	\$ 25,459	\$ 2,112,244	\$ 1,912,244	\$ 2,412,244	\$ 2,912,244	\$ 300,000	14.2%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ 3,306	\$ 95,715	\$ -	\$ 8,775	\$ 8,775	\$ -	\$ -	\$ (8,775)	-100%
6XX	Capital Outlay	8,221,755	1,500	-	-	-	-	-	-	n/a
8XX	Debt Service-Interest	-	126,381	-	127,348	127,348	-	-	(127,348)	-100%
0XX	Other Financing Use	4,209,763	310,256	-	-	-	500,000	500,000	500,000	n/a
Total Expenditures:		\$ 12,434,824	\$ 533,852	\$ -	\$ 136,123	\$ 136,123	\$ 500,000	\$ 500,000	\$ 363,877	267.3%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 351	\$ 274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
39X	Other Financing Sources	-	100,000	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 351	\$ 100,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
108	Major Facility Rehabilitation	\$ 1,687	\$ -	\$ -	\$ 53,232	\$ -	\$ -	\$ -	\$ (53,232)	-100.0%
111	Upgrades to City Offices	-	102,108	-	-	-	-	-	-	n/a
308	Transfer to PAEC CIP Fund (REET)	-	144,877	-	-	-	-	-	-	n/a
103	Transfer to Utility Tax Fund	481,161	-	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 482,848	\$ 246,985	\$ -	\$ 53,232	\$ -	\$ -	\$ -	\$ (53,232)	-100.0%
	Rev Over/(Under) Exp	\$ (482,497)	\$ (146,711)	\$ -	\$ (53,232)	\$ -	\$ -	\$ -	\$ 53,232	-100.0%
Beginning Fund Balance, 1/1		\$ 682,440	\$ 199,943	\$ 255	\$ 53,232	\$ 53,232	\$ 53,232	\$ 53,232	\$ -	0.0%
Ending Fund Balance, 12/31		\$ 199,943	\$ 53,232	\$ 255	\$ -	\$ 53,232	\$ 53,232	\$ 53,232	\$ 53,232	n/a

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
3XX	Supplies	\$ -	\$ 9,645	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4XX	Services and Charges	1,687	3,373	-	53,232	-	-	-	(53,232)	-100.0%
6XX	Capital Outlay	-	89,090	-	-	-	-	-	-	n/a
0XX	Other Financing Use	481,161	144,877	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 482,848	\$ 246,985	\$ -	\$ 53,232	\$ -	\$ -	\$ -	\$ (53,232)	-100.0%

## 303: CAPITAL PROJECT FUND – PARKS

## PURPOSE/DESCRIPTION:

This Capital Project Fund accounts for the acquisition or construction of major park capital facilities with the exception of those facilities financed by proprietary and trust funds. The major source of revenue for this Fund is general obligation bond proceeds, grants from other agencies, local taxes and contributions from other funds. All Park costs associated with acquisitions, improvements, issue of bonds and other costs shall be paid by this Fund. The proposed budgets are \$2,367,163 and \$300,000 in 2017 and 2018, respectively, and are allocated to the following projects:

2017 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	\$ 100	\$ -	\$ 239	\$ 339	\$ -	\$ 339	\$ -	\$ -	\$ 339
Annual Playground Repair & Replacement Program	100	-	133	233	-	233	-	-	233
Trail & Pedestrian Access Improvements	50	-	1,071	1,121	-	1,121	-	-	1,121
Laurelwood	-	-	162	162	-	162	-	-	162
Celebration Maintenance Building	-	-	47	47	-	47	-	-	47
Lakota Soccer Field Upgrade	50	-	400	450	-	450	-	-	450
<b>Total 2017</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 2,052</b>	<b>\$ 2,352</b>	<b>\$ -</b>	<b>\$ 2,352</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,352</b>

2018 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	100	-	-	100	-	100	-	-	100
Annual Playground Repair & Replacement Program	100	-	-	100	-	100	-	-	100
Trail & Pedestrian Access Improvements	50	-	-	50	-	50	-	-	50
Lakota Soccer Field Upgrade	50	-	-	50	-	50	-	-	50
<b>Total 2018</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>

In addition to the \$2.35M listed above \$15K for Parks private donation expenditures is not listed.

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

## SOURCES AND USES:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 107,555	\$ 88,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
36X	Miscellaneous	73,056	93,102	-	-	-	-	-	-	n/a
39X	Other Financing Sources	3,155,751	468,464	300,000	300,000	300,000	300,000	300,000	-	0
	Total Revenues:	\$ 3,336,361	\$ 649,683	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	0.0%
Expenditure Summary:										
303	Capital	\$ 1,056,441	\$ 2,046,826	\$ 300,000	\$ 3,539,945	\$ 1,472,782	\$ 2,367,163	\$ 300,000	\$ (1,172,782)	-33.1%
	Total Expenditures:	\$ 1,056,441	\$ 2,046,826	\$ 300,000	\$ 3,539,945	\$ 1,472,782	\$ 2,367,163	\$ 300,000	\$ (1,172,782)	-33.1%
	Rev Over/(Under) Exp	\$ 2,279,921	\$ (1,397,143)	\$ -	\$ (3,239,945)	\$ (1,172,782)	\$ (2,067,163)	\$ -	\$ 1,172,782	-36.2%
	Beginning Fund Balance, 1/1	\$ 2,433,503	\$ 4,713,424	\$ 293,081	\$ 3,316,281	\$ 3,316,281	\$ 2,143,499	\$ 76,336	\$ (1,172,782)	-35.4%
	Ending Fund Balance, 12/31	\$ 4,713,424	\$ 3,316,281	\$ 293,081	\$ 76,336	\$ 2,143,499	\$ 76,336	\$ 76,336	\$ -	0.0%

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Operating Expenditures:										
3XX	Supplies	\$ 26,627	\$ 61,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4XX	Services and Charges	405,715	186,090	-	-	-	-	-	-	n/a
5XX	Intergovernmental	11,708	-	-	-	-	-	-	-	n/a
6XX	Capital Outlay	612,390	1,130,463	300,000	3,539,945	1,472,782	2,367,163	300,000	\$ (1,172,782)	-33.1%
8XX	Debt Service-Interest	-	856	-	-	-	-	-	-	n/a
0XX	Other Financing Use	-	667,727	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,056,441	\$ 2,046,826	\$ 300,000	\$ 3,539,945	\$ 1,472,782	\$ 2,367,163	\$ 300,000	\$ (1,172,782)	-33.1%

**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 proposed budgets are \$3,210,000 and \$3,322,000 in 2017 and 2018, respectively, and are allocated to the following projects:

2017 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	\$ -	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ 150	\$ 150
West Hylebos Basin Land Acquisition	-	-	226	226	226	-	-	226
Marine Hills Conveyance System Repairs - North of South 293rd Street	-	400	1,714	2,114	-	-	2,114	2,114
South 373rd Street Stream Crossing Re-Route and Restoration	-	-	79	79	-	-	79	79
West Hylebos Conservation Property Acquisition	-	-	280	280	280	-	-	280
Bridges Property Culvert Removal and Replacement	-	-	76	76	-	75	-	75
West Hylebos Educational Center and Trail	-	80	28	108	-	108	-	108
West Hylebos Basin Regional Flow Control Alternative Analysis	-	-	78	78	-	78	-	78
West Hylebos Trail (Spring Valley)	-	100	-	100	-	100	-	100
<b>Total 2017</b>	<b>\$ -</b>	<b>\$ 580</b>	<b>\$ 2,781</b>	<b>\$ 3,361</b>	<b>\$ 506</b>	<b>\$ 361</b>	<b>\$ 2,343</b>	<b>\$ 3,210</b>

2018 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
West Hylebos Educational Center and Trail	-	970	318	1,288	-	-	1,288	1,288
West Hylebos Trail (Spring Valley)	-	1,884	-	1,884	-	-	1,884	1,884
<b>Total 2018</b>	<b>\$ -</b>	<b>\$ 2,854</b>	<b>\$ 318</b>	<b>\$ 3,172</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,322</b>	<b>\$ 3,322</b>

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

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

**SOURCES AND USES:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 430,090	\$ 15,374	\$ 210,000	\$ 590,195	\$ 590,195	\$ 540,000	\$ 3,140,000	\$ (50,195)	-8.5%
36X	Miscellaneous	46,733	5,103	-	-	-	-	-	-	n/a
39X	Other Financing Sources	-	1,632,300	1,900,000	3,188,000	3,188,000	-	-	(3,188,000)	-100.0%
Total Revenues:		\$ 476,823	\$ 1,652,777	\$ 2,110,000	\$ 3,778,195	\$ 3,778,195	\$ 540,000	\$ 3,140,000	\$ (3,238,195)	-85.7%
Expenditure Summary:										
	Capital	\$ 368,249	\$ 347,091	\$ 2,110,400	\$ 5,543,398	\$ 2,238,604	\$ 3,209,988	\$ 3,322,000	\$ (2,333,410)	-42.1%
	Transfers Out	-	500,000	-	622,265	622,265	-	-	\$ (622,265)	-100.0%
	Total Expenditures:	\$ 368,249	\$ 847,091	\$ 2,110,400	\$ 6,165,663	\$ 2,860,869	\$ 3,209,988	\$ 3,322,000	\$ (2,955,675)	-47.9%
	Rev Over/(Under) Exp	\$ 108,574	\$ 805,686	\$ (400)	\$ (2,387,468)	\$ 917,326	\$ (2,669,988)	\$ (182,000)	\$ (282,520)	11.8%
Beginning Fund Balance, 1/1		\$ 2,402,743	\$ 2,511,316	\$ 610,926	\$ 3,317,003	\$ 3,317,003	\$ 4,234,329	\$ 1,564,341	\$ 917,326	27.7%
Ending Fund Balance, 12/31		\$ 2,511,316	\$ 3,317,003	\$ 610,526	\$ 929,535	\$ 4,234,329	\$ 1,564,341	\$ 1,382,341	\$ 634,806	68.3%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
1XX	Salaries & Wages	\$ 132,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
2XX	Benefits	6,842	-	-	-	-	-	-	-	n/a
3XX	Supplies	31,113	63,596	-	-	-	-	-	-	n/a
4XX	Services and Charges	60,390	146,286	112,400	112,400	33,400	286,000	-	173,600	154.4%
5XX	Intergovernmental	1,131	1,000	-	-	-	-	-	-	n/a
6XX	Capital Outlay	136,380	136,209	1,998,000	5,430,998	2,205,204	2,923,988	3,322,000	(2,507,010)	-46.2%
0XX	Other Financing Use	-	500,000	-	622,265	622,265	-	-	(622,265)	-100.0%
Total Expenditures:		\$ 368,249	\$ 847,091	\$ 2,110,400	\$ 6,165,663	\$ 2,860,869	\$ 3,209,988	\$ 3,322,000	\$ (2,955,675)	-47.9%

**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 adopted budgets are \$20,036,000 and \$12,663,000 in 2017 and 2018, respectively, and are allocated to the following projects:

2017 Proposed Projects	Sources (in thousands)								Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Trsfers	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
S 320th St @ 20th Ave South	-	-	-	-	-	-	612	612	-	-	612	-	-	612
S 352nd Street; SR-99 to SR-161	-	-	-	-	-	-	265	265	-	-	265	-	-	265
S 356th Street SR 99-SR161	1,500	-	3,500	-	-	-	500	5,500	-	-	4,500	550	450	5,500
SR99 HOV Lanes PH V	-	-	7,000	-	-	-	300	7,300	-	-	7,300	-	-	7,300
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	-	-	320	-	-	320	-	-	320
School Zone Enhancements	-	-	-	-	-	205	-	205	-	-	205	-	-	205
21st Ave S Sidewalks	-	-	762	-	-	-	130	892	-	-	720	90	82	892
Sacajawea Safe Routes to Schools	-	-	135	-	-	-	-	135	-	-	50	7	78	135
Citywide Flashing Yellow Arrow Retrofits Project	-	-	20	-	-	-	-	20	-	-	20	-	-	20
Steel Lake Park to Downtown Trail Proj	113	-	200	-	-	-	387	700	-	-	600	100	-	700
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	500	1,500	500	-	125	2,625	-	300	1,300	150	-	1,750
Adaptive Traffic Control System Project Phase I	-	-	60	-	-	-	140	200	-	200	-	-	-	200
Adaptive Traffic Control System Project Phase II	-	-	100	-	-	-	100	200	-	200	-	-	-	200
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	-	-	-	-	300	300	-	250	-	-	-	250
S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	-	500	-	-	-	200	700	-	100	500	100	-	700
Olympic View Elementary School (SRTS) (Design and Construction)	-	-	-	-	-	-	120	120	-	100	-	-	-	100
City Center Access Phase I - Environmental process update	-	-	-	-	-	-	887	887	-	887	-	-	-	887
<b>Total 2017</b>	<b>\$ 1,613</b>	<b>\$ 320</b>	<b>\$ 12,777</b>	<b>\$ 1,500</b>	<b>\$ 500</b>	<b>\$ 205</b>	<b>\$ 4,066</b>	<b>\$ 20,981</b>	<b>\$ -</b>	<b>\$ 2,037</b>	<b>\$ 16,392</b>	<b>\$ 997</b>	<b>\$ 610</b>	<b>\$ 20,036</b>

2018 Proposed Projects	Sources (in thousands)								Expenses (in thousands)					
	REET	Fuel Tax	Grants	Mitig/Tr Imp Fees	LIFT	Misc / Trsfers	Prior Year's Sources	Total Sources	Property Aquis	Consult Svcs	Constr	Const Mgmt	Conting / Other	Total Expenses
SR99 HOV Lanes PH V	-	-	2,220	3,510	-	-	275	6,005	-	-	3,755	600	1,650	6,005
Citywide Pedestrian Crossing Improvements	-	320	-	-	-	-	-	320	-	-	320	-	-	320
21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	-	-	-	500	-	-	500	-	-	1,000	150	225	1,375
Adaptive Traffic Control System Project Phase I	-	-	800	-	-	-	-	800	-	200	600	-	-	800
Adaptive Traffic Control System Project Phase II	-	-	800	-	-	-	-	800	-	-	800	-	-	800
SR509: SW 312th St - 21st Ave SW SRTS Project	-	-	1,200	-	-	-	-	1,200	-	-	1,000	150	100	1,250
Olympic View Elementary School (SRTS) (Design and Construction)	-	-	480	-	-	-	-	480	-	-	500	-	-	500
City Center Access Phase I - Environmental process update	1,613	-	-	-	-	-	-	1,613	-	1,613	-	-	-	1,613
<b>Total 2018</b>	<b>\$ 1,613</b>	<b>\$ 320</b>	<b>\$ 5,500</b>	<b>\$ 3,510</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ 11,718</b>	<b>\$ -</b>	<b>\$ 1,813</b>	<b>\$ 7,975</b>	<b>\$ 900</b>	<b>\$ 1,975</b>	<b>\$ 12,663</b>

### 306: CAPITAL PROJECT FUND – TRANSPORTATION SYSTEMS (Continued)

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

**SOURCES AND USES:**

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 4,647,052	\$ 3,397,404	\$ 9,120,000	\$ 17,317,373	\$ 13,479,220	\$ 13,097,000	\$ 5,820,000	\$ (4,220,373)	-24.4%
34X	Charges for Services	1,406,402	778,119	-	1,220,424	1,220,424	1,500,000	3,510,000	279,576	22.9%
36X	Miscellaneous	8,333	11,607	-	-	-	-	-	-	n/a
39X	Other Financing Sources	1,599,528	2,551,034	3,613,000	3,823,000	3,823,000	2,318,000	2,113,000	(1,505,000)	-39.4%
	Total Revenues:	\$ 7,661,315	\$ 6,738,164	\$12,733,000	\$ 22,360,797	\$ 18,522,644	\$ 16,915,000	\$ 11,443,000	\$ (5,445,797)	-24.4%
Expenditure Summary:										
6XX	Capital	\$ 6,918,053	\$ 6,941,396	\$14,585,000	\$ 29,727,932	\$ 22,111,225	\$ 20,036,000	\$ 12,663,000	\$ (9,691,932)	-32.6%
0XX	Transfers Out	5,726,278	-	-	-	-	-	-	\$ -	n/a
	Total Expenditures:	\$ 12,644,331	\$ 6,941,396	\$14,585,000	\$ 29,727,932	\$ 22,111,225	\$ 20,036,000	\$ 12,663,000	\$ (9,691,932)	-32.6%
	Rev Over/(Under) Exp	\$ (4,983,015)	\$ (203,231)	\$ (1,852,000)	\$ (7,367,135)	\$ (3,588,581)	\$ (3,121,000)	\$ (1,220,000)	\$ 4,246,135	-57.6%
	Beginning Fund Balance, 1/1	\$ 13,194,854	\$ 8,211,839	\$ 4,764,675	\$ 8,008,607	\$ 8,008,607	\$ 4,420,026	\$ 1,299,026	\$ (3,588,581)	-44.8%
	Ending Fund Balance, 12/31	\$ 8,211,839	\$ 8,008,607	\$ 2,912,675	\$ 641,472	\$ 4,420,026	\$ 1,299,026	\$ 79,026	\$ 657,554	102.5%

**EXPENDITURES BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
<i>Expenditures:</i>										
1XX	Salaries & Wages	\$ 346,129	\$ 312,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
2XX	Benefits	40,756	117,229	-	-	-	-	-	-	n/a
3XX	Supplies	49	83	-	-	-	-	-	-	n/a
4XX	Services and Charges	1,336,392	2,025,263	905,000	905,000	905,000	-	-	(905,000)	-100.0%
5XX	Intergovernmental	93,033	102,283	-	-	-	-	-	-	n/a
6XX	Capital Outlay	5,101,694	4,384,413	13,680,000	28,822,932	21,206,225	20,036,000	12,663,000	(8,786,932)	-30.5%
0XX	Other Financing Use	5,726,278	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 12,644,331	\$ 6,941,396	\$ 14,585,000	\$ 29,727,932	\$ 22,111,225	\$ 20,036,000	\$ 12,663,000	\$ (9,691,932)	-32.6%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
36X	Miscellaneous	\$ 167	\$ 673	\$ -	\$ -	\$ 863	\$ -	\$ -	\$ -	n/a
39X	Other Financing Sources	480,000	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 480,167	\$ 673	\$ -	\$ -	\$ 863	\$ -	\$ -	\$ -	n/a
Expenditure Summary:										
307	Transfer Out to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,382	\$ -	129,382	n/a
	Total Expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,382	\$ -	\$ 129,382	n/a
	Rev Over/(Under) Exp	\$ 480,167	\$ 673	\$ -	\$ -	\$ 863	\$ (129,382)	\$ -	\$ (129,382)	n/a
Beginning Fund Balance, 1/1		\$ -	\$ 480,167	\$ 480,000	\$ 480,840	\$ 480,840	\$ 481,703	\$ 352,321	\$ 863	0.2%
Ending Fund Balance, 12/31		\$ 480,167	\$ 480,840	\$ 480,000	\$ 480,840	\$ 481,703	\$ 352,321	\$ 352,321	\$ (128,519)	-26.7%

## 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 PACC Capital Projects Fund.

## SOURCES AND USES:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ -	\$ 10,000	\$ -	\$ 9,000,000	\$ 9,000,000	\$ -	\$ -	\$ (9,000,000)	-100.0%
36X	Miscellaneous	3,115	756,208	-	13,000	13,000	11,278,902	-	11,265,902	86660.8%
39X	Other Financing Sources	9,944,763	455,133	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 9,947,878	\$ 1,221,341	\$ -	\$ 9,013,000	\$ 9,013,000	\$ 11,278,902	\$ -	\$ 2,265,902	25.1%
Expenditure Summary:										
308	Performing Arts & Event Ctr	\$ 1,564,307	\$ 2,987,135	\$ -	\$ 15,630,777	\$ 15,630,777	\$ 11,278,902	\$ -	(4,351,875)	-27.8%
	Total Expenditures:	\$ 1,564,307	\$ 2,987,135	\$ -	\$ 15,630,777	\$ 15,630,777	\$ 11,278,902	\$ -	\$ (4,351,875)	-27.8%
	Rev Over/(Under) Exp	\$ 8,383,571	\$(1,765,794)	\$ -	\$ (6,617,777)	\$ (6,617,777)	\$ -	\$ -	\$ 6,617,777	-100.0%
	Beginning Fund Balance, 1/1	\$ -	\$ 8,383,571	\$ -	\$ 6,617,777	\$ 6,617,777	\$ -	\$ -	\$ (6,617,777)	-100.0%
	Ending Fund Balance, 12/31	\$ 8,383,571	\$ 6,617,777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 3,459	\$ 88,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
2XX	Benefits	317	32,702	-	-	-	-	-	-	n/a
3XX	Supplies	-	70	-	-	-	-	-	-	n/a
4XX	Services and Charges	1,483,856	1,970,935	-	-	-	-	-	-	n/a
5XX	Intergovernmental	-	170	-	-	-	-	-	-	n/a
6XX	Capital Outlay	76,675	894,992	-	15,630,777	15,630,777	11,278,902	-	(4,351,875)	-28%
	Total Expenditures:	\$ 1,564,307	\$ 2,987,135	\$ -	\$ 15,630,777	\$ 15,630,777	\$ 11,278,902	\$ -	\$ (4,351,875)	-27.8%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
33X	Intergovernmental	\$ 177,518	\$ 17,108	\$ -	\$ 103,210	\$ 103,210	\$ 80,000	\$ 8,000	\$ (23,210)	-22.5%
34X	Charges for Services	3,487,801	3,901,911	3,927,768	3,927,768	3,927,768	3,987,820	4,047,198	60,052	1.5%
35X	Fines and Penalties	500	-	-	-	-	-	-	-	n/a
36X	Miscellaneous	17,311	19,025	3,000	3,000	3,000	3,000	3,000	-	0.0%
39X	Other Financing Sources	-	-	-	507,000	507,000	-	-	(507,000)	-100.0%
	Total Revenues:	\$ 3,683,130	\$ 3,938,044	\$ 3,930,768	\$ 4,540,978	\$ 4,540,978	\$ 4,070,820	\$ 4,058,198	\$ (470,158)	-10.4%
Expenditure Summary:										
620	Engineering	\$ 1,654,962	\$ 1,945,780	\$ 2,106,460	\$ 2,130,832	\$ 2,130,832	\$ 2,294,335	\$ 2,315,361	\$ 163,503	7.7%
630	Water Quality	236,016	283,137	294,052	468,835	468,835	485,107	419,851	16,272	3.5%
640	Maintenance	1,017,998	1,070,235	1,169,482	1,169,482	1,169,482	1,082,574	1,089,838	(86,908)	-7.4%
650	Steel Lake Management	18,200	19,101	15,232	29,016	29,016	23,539	18,928	(5,477)	-18.9%
660	North Lake Management	16,816	15,997	12,536	14,659	14,659	15,353	14,088	694	4.7%
680	Debt Service	188,989	100,525	99,965	99,965	99,965	99,004	98,042	(961)	-1.0%
597	Trsfr Out - CIP Fund	-	1,602,000	1,900,000	2,937,805	2,937,805	-	-	(2,937,805)	-100.0%
	Total Expenditures:	\$ 3,132,981	\$ 5,036,776	\$ 5,597,727	\$ 6,850,594	\$ 6,850,594	\$ 3,999,912	\$ 3,956,108	\$ (2,850,682)	-41.6%
	Rev Over/(Under) Exp	\$ 550,149	\$ (1,098,732)	\$ (1,666,959)	\$ (2,309,616)	\$ (2,309,616)	\$ 70,908	\$ 102,090	\$ 2,380,524	-103.1%
	Beginning Fund Balance, 1/1	\$ 3,941,067	\$ 4,491,216	\$ 2,563,978	\$ 3,392,484	\$ 3,392,484	\$ 1,082,868	\$ 1,153,776	\$ (2,309,616)	-68.1%
	Ending Fund Balance, 12/31	\$ 4,491,216	\$ 3,392,484	\$ 897,019	\$ 1,082,868	\$ 1,082,868	\$ 1,153,776	\$ 1,255,866	\$ 70,908	6.5%

## 401: SURFACE WATER MANAGEMENT FUND (continued)

## EXPENDITURES BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 1,147,311	\$ 1,441,077	\$ 1,656,919	\$ 1,656,919	\$ 1,656,919	\$ 1,647,192	\$ 1,720,627	\$ (9,727)	-0.6%
2XX	Benefits	432,314	549,208	589,142	589,142	589,142	606,434	620,023	17,292	2.9%
3XX	Supplies	90,034	88,026	73,595	73,595	73,595	92,145	78,845	18,550	25.2%
4XX	Services and Charges	368,296	357,417	388,595	579,285	579,285	531,802	467,926	(47,483)	-8.2%
5XX	Intergovernmental	248,736	220,075	189,466	213,838	213,838	277,422	277,422	63,584	29.7%
6XX	Capital Outlay	19,437	13,170	-	-	-	-	-	-	n/a
7XX	Debt Service-Principal	182,359	96,120	96,120	96,120	96,120	96,120	96,120	-	0.0%
8XX	Debt Service-Interest	6,630	4,405	3,845	3,845	3,845	2,884	1,922	(961)	-25.0%
9XX	Internal Services	637,865	665,278	700,045	700,045	700,045	745,913	693,223	45,868	6.6%
0XX	Other Financing Use	-	1,602,000	1,900,000	2,937,805	2,937,805	-	-	(2,937,805)	-100.0%
Total Expenditures:		\$ 3,132,981	\$ 5,036,776	\$ 5,597,727	\$ 6,850,594	\$ 6,850,594	\$ 3,999,912	\$ 3,956,108	\$ (2,850,682)	-41.6%

## 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 \$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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 328	\$ 542	\$ 254	\$ 254	\$ 254	\$ 254	\$ 254	\$ -	0.0%
36X	Miscellaneous	643,721	759,790	634,997	634,997	679,997	634,997	634,997	-	0.0%
39X	Other Financing Sources	116,000	487,659	116,000	326,000	326,000	112,000	112,000	(214,000)	-65.6%
	Total Revenues:	\$ 760,049	\$ 1,247,991	\$ 751,251	\$ 961,251	\$ 1,006,251	\$ 747,251	\$ 747,251	\$ (214,000)	-22.3%
Expenditure Summary:										
101/102	Dumas Bay Centre	\$ 714,864	\$ 950,605	\$ 636,427	\$ 672,999	\$ 672,999	\$ 841,614	\$ 670,594	\$ 168,615	25.1%
352	Knutzen Family Theatre	76,963	79,771	83,400	83,400	83,400	83,400	83,400	-	0.0%
	Total Expenditures:	\$ 791,827	\$ 1,030,375	\$ 719,827	\$ 756,399	\$ 756,399	\$ 925,014	\$ 753,994	\$ 168,615	22.3%
	Rev Over/(Under) Exp	\$ (31,778)	\$ 217,616	\$ 31,424	\$ 204,852	\$ 249,852	\$ (177,763)	\$ (6,743)	\$ (382,615)	-186.8%
Beginning Fund Balance, 1/1		\$ 212,979	\$ 181,201	\$ 42,040	\$ 398,817	\$ 398,817	\$ 648,669	\$ 470,906	\$ 249,852	62.6%
Ending Fund Balance, 12/31		\$ 181,201	\$ 398,817	\$ 73,464	\$ 603,669	\$ 648,669	\$ 470,906	\$ 464,163	\$ (132,763)	-22.0%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 254,254	\$ 284,323	\$ 275,263	\$ 291,464	\$ 291,464	\$ 296,552	\$ 302,247	\$ 5,088	1.7%
2XX	Benefits	84,986	89,395	75,344	80,315	80,315	79,687	79,714	(628)	-0.8%
3XX	Supplies	146,578	201,458	122,036	122,036	122,036	122,036	122,036	-	0.0%
4XX	Services and Charges	260,289	375,499	204,259	219,659	219,659	204,259	204,259	(15,400)	-7.0%
5XX	Intergovernmental	4,941	895	4,200	4,200	4,200	4,200	4,200	-	0.0%
6XX	Capital Outlay	67	38,094	-	-	-	170,000	-	170,000	n/a
9XX	Internal Services	40,713	40,711	38,725	38,725	38,725	48,280	41,538	9,555	24.7%
Total Expenditures:		\$ 791,827	\$ 1,030,375	\$ 719,827	\$ 756,399	\$ 756,399	\$ 925,014	\$ 753,994	\$ 168,615	22.3%

## 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:

		2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
Code	Item	Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 529,255	\$ 924,443	\$ 924,443	\$ 924,443	\$ 924,443	\$ 1,522,843	\$ 1,035,343	\$ 598,400	64.7%
36X	Miscellaneous	2,693	2,587	-	-	-	-	-	-	n/a
37X	Proprietary Fund Revenues	41,136	42,845	-	-	-	45,000	45,000	45,000	n/a
	Total Revenues:	\$ 573,084	\$ 969,876	\$ 924,443	\$ 924,443	\$ 924,443	\$ 1,567,843	\$ 1,080,343	\$ 643,400	69.6%
Expenditure Summary:										
4XX	Insurance Premiums	\$ 556,819	\$ 509,601	\$ 476,412	\$ 510,912	\$ 510,912	\$ 525,412	\$ 537,912	14,500	2.8%
4XX	Claims	553,567	712,690	396,181	439,581	439,581	939,581	439,581	500,000	113.7%
4XX	Services and Charges	38,873	85,278	51,850	102,850	102,850	102,850	102,850	-	0.0%
5XX	Intergovernmental	6,990	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	3,715,026	33,308	-	-	-	-	-	-	n/a
	Total Expenditures:	\$ 4,871,276	\$ 1,340,877	\$ 924,443	\$ 1,053,343	\$ 1,053,343	\$ 1,567,843	\$ 1,080,343	\$ 514,500	48.8%
	Rev Over/(Under) Exp	\$ (4,298,192)	\$ (371,001)	\$ -	\$ (128,900)	\$ (128,900)	\$ -	\$ -	\$ 128,900	-100.0%
Beginning Fund Balance, 1/1		\$ 5,644,490	\$ 1,346,299	\$ 1,949,464	\$ 975,298	\$ 975,298	\$ 846,398	\$ 846,398	\$ (128,900)	-13.2%
Ending Fund Balance, 12/31		\$ 1,346,299	\$ 975,298	\$ 1,949,464	\$ 846,398	\$ 846,398	\$ 846,398	\$ 846,398	\$ -	0.0%

## EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	1,149,259	1,307,569	924,443	1,053,343	1,053,343	1,567,843	1,080,343	514,500	48.8%
5XX	Intergovernmental	6,990	-	-	-	-	-	-	-	n/a
0XX	Other Financing Use	3,715,026	33,308	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 4,871,276	\$ 1,340,877	\$ 924,443	\$ 1,053,343	\$ 1,053,343	\$ 1,567,843	\$ 1,080,343	\$ 514,500	48.8%

## 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 2,059,709	\$ 1,970,529	\$ 1,961,780	\$ 2,166,244	\$ 2,166,244	\$ 2,062,589	\$ 2,007,374	\$ (103,655)	-4.8%
36X	Miscellaneous	13,309	32,376	19,000	19,000	19,000	19,000	19,000	-	0.0%
39X	Other Financing Sources	79,807	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 2,152,825	\$ 2,002,905	\$ 1,980,780	\$ 2,185,244	\$ 2,185,244	\$ 2,081,589	\$ 2,026,374	\$ (103,655)	-4.7%
Expenditure Summary:										
512-XX	Court	\$ 33,571	\$ 31,328	\$ 36,936	\$ 36,936	\$ 36,936	\$ 89,833	\$ 91,686	\$ 52,897	143.2%
518-88	Data Processing	690,055	767,962	1,126,315	1,364,969	1,364,969	632,464	647,446	(732,505)	-53.7%
518-95	Government Access Channel	90,352	172,700	98,861	205,381	205,381	239,274	232,268	33,893	16.5%
521-XX	Police and Safecity	844,001	746,482	785,059	844,087	844,087	650,007	671,452	(194,080)	-23.0%
518-91	Telecommunications	134,151	133,041	142,780	142,780	142,780	136,365	136,372	(6,415)	-4.5%
518-93	WiFi	8,057	4,754	8,700	8,700	8,700	8,700	8,700	-	0.0%
518-94	Geographic Information Systems	206,593	277,966	291,596	291,596	291,596	271,461	255,226	(20,135)	-6.9%
	Total Expenditures:	\$ 2,006,779	\$ 2,134,233	\$ 2,490,246	\$ 2,894,448	\$ 2,894,448	\$ 2,028,104	\$ 2,043,150	\$ (866,344)	-29.9%
	Rev Over/(Under) Exp	\$ 146,046	\$ (131,327)	\$ (509,466)	\$ (709,204)	\$ (709,204)	\$ 53,485	\$ (16,776)	\$ 762,689	-107.5%
Beginning Fund Balance, 1/1		\$ 3,792,955	\$ 3,939,001	\$ 3,740,597	\$ 3,807,674	\$ 3,807,674	\$ 3,098,470	\$ 3,151,955	\$ (709,204)	-18.6%
Ending Fund Balance, 12/31		\$ 3,939,001	\$ 3,807,674	\$ 3,231,131	\$ 3,098,470	\$ 3,098,470	\$ 3,151,955	\$ 3,135,179	\$ 53,485	1.7%

## EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 571,091	\$ 601,756	\$ 596,124	\$ 673,850	\$ 673,850	\$ 651,812	\$ 679,749	\$ (22,038)	-3.3%
2XX	Benefits	180,009	204,641	195,850	197,564	197,564	219,044	223,069	21,480	10.9%
3XX	Supplies	33,709	21,483	44,906	44,906	44,906	44,626	44,406	(280)	-0.6%
4XX	Services and Charges	689,796	602,207	661,451	730,531	730,531	701,926	681,926	(28,605)	-3.9%
5XX	Intergovernmental	125,831	133,356	124,725	141,753	141,753	134,278	134,278	(7,475)	-5.3%
6XX	Capital Outlay	406,344	570,790	867,190	1,105,844	1,105,844	276,418	279,722	(829,426)	-75.0%
Total Expenditures:		\$ 2,006,779	\$ 2,134,233	\$ 2,490,246	\$ 2,894,448	\$ 2,894,448	\$ 2,028,104	\$ 2,043,150	\$ (866,344)	-29.9%

## 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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 131,333	\$ 132,923	\$ 128,482	\$ 128,482	\$ 128,482	\$ 128,707	\$ 119,447	\$ 225	0.2%
36X	Miscellaneous	177	269	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 131,510	\$ 133,192	\$ 128,482	\$ 128,482	\$ 128,482	\$ 128,707	\$ 119,447	\$ 225	0.2%
Expenditure Summary:										
503	Mail and Duplications	\$ 127,183	\$ 159,903	\$ 111,369	\$ 111,369	\$ 111,369	\$ 151,507	\$ 119,235	\$ 40,138	36.0%
	Total Expenditures:	\$ 127,183	\$ 159,903	\$ 111,369	\$ 111,369	\$ 111,369	\$ 151,507	\$ 119,235	\$ 40,138	36.0%
	Rev Over/(Under) Exp	\$ 4,327	\$ (26,711)	\$ 17,113	\$ 17,113	\$ 17,113	\$ (22,800)	\$ 212	\$ (39,913)	-233.2%
	Beginning Fund Balance, 1/1	\$ 214,523	\$ 218,850	\$ 199,535	\$ 192,139	\$ 192,139	\$ 209,252	\$ 186,452	\$ 17,113	8.9%
	Ending Fund Balance, 12/31	\$ 218,850	\$ 192,139	\$ 216,648	\$ 209,252	\$ 209,252	\$ 186,452	\$ 186,664	\$ (22,800)	-10.9%

## EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected	Proposed	Proposed	\$ Chg	% Chg
Expenditures:										
3XX	Supplies	\$ 20,184	\$ 19,035	\$ 21,650	\$ 21,650	\$ 21,650	\$ 21,650	\$ 21,650	\$ -	0.0%
4XX	Services and Charges	76,304	80,314	73,351	73,351	73,351	73,351	73,351	-	0.0%
6XX	Capital Outlay	30,695	60,554	16,368	16,368	16,368	56,506	24,234	40,138	245.2%
Total Expenditures:		\$ 127,183	\$ 159,903	\$ 111,369	\$ 111,369	\$ 111,369	\$ 151,507	\$ 119,235	\$ 40,138	36.0%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 2,193,642	\$ 2,055,856	\$ 2,012,798	\$ 2,105,505	\$ 2,105,505	\$ 1,409,982	\$ 1,317,903	\$ (695,523)	-33.0%
35X	Miscellaneous	4,796	9,621	5,000	5,000	5,000	5,309	5,315	309	6.2%
39X	Other Financing Sources	41,437	123,658	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 2,239,874	\$ 2,189,135	\$ 2,017,798	\$ 2,110,505	\$ 2,110,505	\$ 1,415,291	\$ 1,323,218	\$ (695,214)	-32.9%
Expenditure Summary:										
548	City Hall	\$ 510,548	\$ 1,498,411	\$ 482,766	\$ 751,577	\$ 751,577	\$ 660,477	\$ 342,883	\$ (91,100)	-12.1%
521	Police	1,276,261	1,156,455	1,341,309	1,649,082	1,649,082	645,309	547,309	(1,003,773)	-60.9%
	Total Expenditures:	\$ 1,786,810	\$ 2,654,866	\$ 1,824,075	\$ 2,400,659	\$ 2,400,659	\$ 1,305,786	\$ 890,192	\$ (1,094,873)	-45.6%
	Rev Over/(Under) Exp	\$ 453,064	\$ (465,732)	\$ 193,723	\$ (290,154)	\$ (290,154)	\$ 109,505	\$ 433,026	\$ 399,659	-137.7%
	Beginning Fund Balance, 1/1	\$ 6,010,333	\$ 6,463,398	\$ 5,562,821	\$ 5,997,666	\$ 5,997,666	\$ 5,707,512	\$ 5,817,017	\$ (290,154)	-4.8%
	Ending Fund Balance, 12/31	\$ 6,463,398	\$ 5,997,666	\$ 5,756,544	\$ 5,707,512	\$ 5,707,512	\$ 5,817,017	\$ 6,250,043	\$ 109,505	1.9%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 23,953	\$ 27,868	\$ 28,349	\$ 28,349	\$ 28,349	\$ 28,476	\$ 29,387	\$ 127	0.4%
2XX	Benefits	7,083	13,760	8,008	8,008	8,008	17,410	17,416	9,402	117.4%
3XX	Supplies	453,273	379,233	500,737	500,737	500,737	500,737	500,737	-	0.0%
4XX	Services and Charges	370,583	350,743	342,302	342,302	342,302	342,302	342,302	-	0.0%
5XX	Intergovernmental	49	796	350	350	350	350	350	-	0.0%
6XX	Capital Outlay	874,275	1,882,468	944,329	1,520,913	1,520,913	416,511	-	(1,104,402)	-72.6%
9XX	Internal Services	57,593	-	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 1,786,810	\$ 2,654,866	\$ 1,824,075	\$ 2,400,659	\$ 2,400,659	\$ 1,305,786	\$ 890,192	\$ (1,094,873)	-45.6%

## 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	2014	2015	2016			2017	2018	17 Proposed - 16 Adj	
		Actual	Actual	Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 514,273	\$ 424,585	\$ 525,840	\$ 433,133	\$ 433,133	\$ 483,286	\$ 489,696	\$ 50,153	11.6%
36X	Miscellaneous	1,378	25,123	-	-	-	626	659	626	n/a
39X	Other Financing Sources	-	-	-	110,000	110,000	-	-	(110,000)	-100.0%
	Total Revenues:	\$ 515,651	\$ 449,707	\$ 525,840	\$ 543,133	\$ 543,133	\$ 483,912	\$ 490,355	\$ (59,221)	-10.9%
Expenditure Summary:										
521-XX	Police	\$ 2,904	\$ 2,597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
518-3X	City Hall	368,959	364,875	359,474	359,474	359,474	330,202	332,157	(29,272)	-8.1%
576-80	Shop	24,811	26,018	35,235	35,235	35,235	151,210	155,698	115,975	329.1%
576-81	Annex	4,337	3,765	5,109	5,109	5,109	2,500	2,500	(2,609)	-51.1%
	Total Expenditures:	\$ 401,010	\$ 397,255	\$ 399,817	\$ 399,817	\$ 399,817	\$ 483,912	\$ 490,355	\$ 84,095	21.0%
	Rev Over/(Under) Exp	\$ 114,641	\$ 52,452	\$ 126,023	\$ 143,316	\$ 143,316	\$ -	\$ -	\$ (143,316)	-100.0%
Beginning Fund Balance, 1/1		\$ 1,710,731	\$ 1,825,372	\$ 1,953,932	\$ 1,877,824	\$ 1,877,824	\$ 2,021,140	\$ 2,021,140	\$ 143,316	7.6%
Ending Fund Balance, 12/31		\$ 1,825,372	\$ 1,877,824	\$ 2,079,955	\$ 2,021,140	\$ 2,021,140	\$ 2,021,140	\$ 2,021,140	\$ -	0.0%

## EXPENDITURE BY OBJECT SUMMARY:

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
1XX	Salaries & Wages	\$ 26,641	\$ 40,792	\$ 27,491	\$ 27,491	\$ 27,491	\$ 82,660	\$ 87,704	\$ 55,169	200.7%
2XX	Benefits	6,018	10,617	7,290	7,290	7,290	36,216	37,615	28,926	396.8%
3XX	Supplies	44,414	35,077	28,809	28,809	28,809	28,809	28,809	-	0.0%
4XX	Services and Charges	318,151	307,699	336,227	336,227	336,227	336,227	336,227	-	0.0%
6XX	Capital Outlay	5,787	3,071	-	-	-	-	-	-	n/a
Total Expenditures:		\$ 401,010	\$ 397,255	\$ 399,817	\$ 399,817	\$ 399,817	\$ 483,912	\$ 490,355	\$ 84,095	21.0%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 4,178,121	\$ 4,255,288	\$ 4,205,220	\$ 4,205,220	\$ 4,205,220	\$ 4,200,000	\$ 4,200,000	\$ (5,220)	-0.1%
36X	Miscellaneous	431	2,022	-	1,500	1,500	3,500	3,500	2,000	133.3%
37X	Proprietary Fund Revenues	-	227,404	-	-	-	-	-	-	n/a
	Total Operating Revenues:	\$ 4,178,552	\$ 4,484,714	\$ 4,205,220	\$ 4,206,720	\$ 4,206,720	\$ 4,203,500	\$ 4,203,500	\$ (3,220)	-0.1%
Expenditure Summary:										
550	Self Health Insurance	\$ 3,146,799	\$ 3,774,980	\$ 2,614,999	\$ 3,698,379	\$ 3,698,379	\$ 4,180,000	\$ 4,180,000	\$ 481,621	13.0%
	Total Operating Expenditures:	\$ 3,146,799	\$ 3,774,980	\$ 2,614,999	\$ 3,698,379	\$ 3,698,379	\$ 4,180,000	\$ 4,180,000	\$ 481,621	13.0%
	Oper Rev Over/(Under) Exp	\$ 1,031,753	\$ 709,734	\$ 1,590,221	\$ 508,341	\$ 508,341	\$ 23,500	\$ 23,500	\$ (484,841)	-95.4%
	Beginning Fund Balance, 1/1	\$ -	\$ 1,031,753	\$ 3,550,400	\$ 1,741,487	\$ 1,741,487	\$ 2,249,828	\$ 2,273,328	\$ 508,341	29.2%
	Ending Fund Balance, 12/31	\$ 1,031,753	\$ 1,741,487	\$ 5,140,621	\$ 2,249,828	\$ 2,249,828	\$ 2,273,328	\$ 2,296,828	\$ 23,500	1.0%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ 3,117,551	\$ 3,748,915	\$ 2,614,778	\$ 3,698,158	\$ 3,698,158	\$ 4,150,000	\$ 4,150,000	451,842	12%
5XX	Intergovernmental	29,248	26,065	221	221	221	30,000	30,000	29,779	13475%
Total Expenditures:		\$ 3,146,799	\$ 3,774,980	\$ 2,614,999	\$ 3,698,379	\$ 3,698,379	\$ 4,180,000	\$ 4,180,000	\$ 481,621	13.0%

**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	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Revenue Summary:										
34X	Charges for Services	\$ 242,207	\$ 257,366	\$ 224,825	\$ 224,825	\$ 224,825	\$ 265,000	\$ 265,000	\$ 40,175	17.9%
36X	Miscellaneous	647	2,844	-	-	3,000	3,000	3,000	3,000	n/a
39X	Other Financing Sources	1,685,026	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 1,927,881	\$ 260,210	\$ 224,825	\$ 224,825	\$ 227,825	\$ 268,000	\$ 268,000	\$ 43,175	19.2%
Expenditure Summary:										
507	Unemployment Insurance	\$ 15,590	\$ 41,202	\$ 224,825	\$ 1,224,825	\$ 1,050,000	\$ 1,050,000	\$ 50,000	\$ (174,825)	-14.3%
	Total Expenditures:	\$ 15,590	\$ 41,202	\$ 224,825	\$ 1,224,825	\$ 1,050,000	\$ 1,050,000	\$ 50,000	\$ (174,825)	-14.3%
	Rev Over/(Under) Exp	\$ 1,912,291	\$ 219,008	\$ -	\$ (1,000,000)	\$ (822,175)	\$ (782,000)	\$ 218,000	\$ 218,000	-21.8%
Beginning Fund Balance, 1/1		\$ -	\$ 1,912,291	\$ 1,685,026	\$ 2,131,299	\$ 2,131,299	\$ 1,309,124	\$ 527,124	\$ (822,175)	-38.6%
Ending Fund Balance, 12/31		\$ 1,912,291	\$ 2,131,299	\$ 1,685,026	\$ 1,131,299	\$ 1,309,124	\$ 527,124	\$ 745,124	\$ (604,175)	-53.4%

**EXPENDITURE BY OBJECT SUMMARY:**

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Projected			\$ Chg	% Chg
Expenditures:										
4XX	Services and Charges	\$ 15,590	\$ 41,202	\$ 224,825	\$ 224,825	\$ 50,000	\$ 50,000	\$ 50,000	(174,825)	-78%
0XX	Other Financing Use	-	-	-	1,000,000	1,000,000	1,000,000	-	-	0.0%
Total Expenditures:		\$ 15,590	\$ 41,202	\$ 224,825	\$ 1,224,825	\$ 1,050,000	\$ 1,050,000	\$ 50,000	\$ (174,825)	-14.3%

## 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 2017-2018 biennium are proposed as an integral part of the plan and will be reviewed and updated during each subsequent biennium.

### *CIP Programs*

The Federal Way CIP projects are organized into 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 \$101 million in non-voted bond capacity; \$88 million in voter-approved general purpose bond capacity; and \$221 million in voter-approved open space and park bond capacity as of December 31, 2015.
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 \$3.2 million per year.

REET collections projected in 2017-2018 is allocated as follows:

- Federal Way Community Center Debt Service – \$813K in 2017 and \$813K in 2018;

- Parks CIP - \$300K per year in 2017 and 2018;
- Transportation CIP - \$1.6M per year in 2017 and 2018
- Arterial Street Overlay - \$1.0M per year in 2017 and 2018.

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 – 2015 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 \$255.6 million, consists of: \$230.9 million in transportation/street overlay projects (of which \$181.9 million is unfunded), \$3.9 million in Parks Projects, \$9.5 million in Surface Water projects, and \$11.3 million for Performing Arts and Conference Center.

#### ***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. 2017/18 FUNDING RECOMMENDATION**

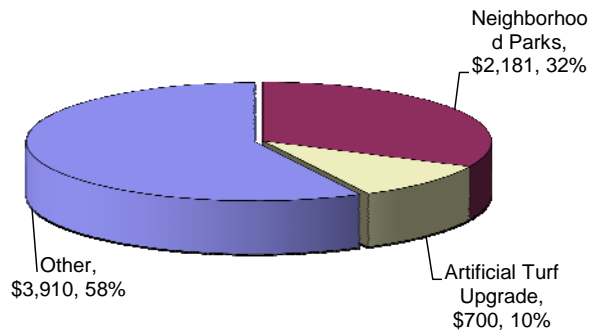
The Proposed Capital Funding Plan totals \$40.9 million in 2017/18.

- a. Implement \$2.7M in Parks improvements by providing new funding in 2017/18 totaling \$0.60 million REET, and \$2.10 million from prior year Paths & Trails King County Levy & REET funds.
- b. Implement \$6.50M in Surface Water Management improvements by using \$3.10M in user fees from prior years combined with \$3.40M in grants in 2017/18.
- c. Implement \$35.69M in Transportation improvements & Arterial Street Overlay by providing new funding in 2017/18 totaling \$31.39M including \$5.25 million REET; \$1.64 million fuel tax; \$0.21 million Traffic Safety Funds; \$1.0 million LIFT funding; \$9.58 million in grants received, \$8.70 million in anticipated grants; \$5.01 million in Mitigation/Traffic Impact funds, and \$4.30 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.
- d. Implement \$11.3M in Performing Arts and Event Center by using various sources from the funding stack for the Performing Arts & Event Center.

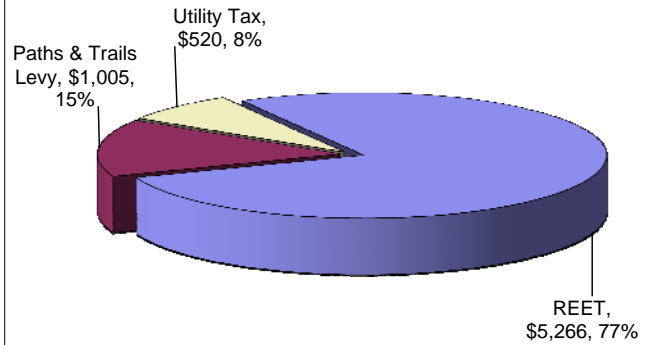
**6-YEAR CAPITAL IMPROVEMENT PLAN - PARKS**

(dollars in thousands)

**Total Project Costs \$6.8 Million**



**Total Funding Sources \$6.8 Million**



Funding Sources By Year		L-T-D Thru 2016	Proposed		Planned				Total
			2017	2018	2019	2020	2021	2022	
Real Estate Excise Tax		\$ 3,466	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 5,266
Paths & Trails Levy		1,005	-	-	-	-	-	-	1,005
Utility Tax		520	-	-	-	-	-	-	520
Subtotal City Sources		\$ 4,991	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 6,791

**Project By Year:**

Priority	Proj. #	Project Name	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
1	129	Major Maintenance	1,064	339	100	100	100	100	100	1,903
1	132	Annual Playground	1,248	233	100	100	100	100	100	1,981
1	141	Trail & Pedestrian Access Improvements	271	1,121	50	50	50	50	50	1,642
1	144	Laurelwood Park	38	162	-	-	-	-	-	200
1	147	Celebration Park Maintenance Building	318	47	-	-	-	-	-	365
1	149	Lakota Soccer Field Upgrade	-	450	50	50	50	50	50	700
Total Project Costs			\$ 2,939	\$ 2,352	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 6,791
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**

<b>Project Name:</b>	Major Maintenance & Improvements to Existing Park Facilities		
<b>Project Number:</b>	129	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-129	<b>Planning Area:</b>	All

**Project Description:**

This is our major maintenace account and would like to carry forward the balance and allocate 100K of REET in 2017 & 2018

- \* 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 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ 1,064	\$ 339	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,903
<b>Total CIP Expenses</b>	<b>\$ 1,064</b>	<b>\$ 339</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,903</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Real Estate Excise Tax	\$ 1,093	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,693
Utility Tax	210	-	-	-	-	-	-	210
<b>Total CIP Resources</b>	<b>\$ 1,303</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,903</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

<b>Project Name:</b>	Annual Playground Repair and Replacement Program		
<b>Project Number:</b>	132	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-132	<b>Planning Area:</b>	All
<b>Project Description:</b>			
This is our playground repair and replacement account and we would like to carry forward the balance and allocate 100K of REET in 2017 & 2018.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ 1,248	\$ 233	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,981
<b>Total CIP Expenses</b>	<b>\$ 1,248</b>	<b>\$ 233</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,981</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Real Estate Excise Tax	\$ 1,271	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,871
Utility Tax	110	-	-	-	-	-	-	110
<b>Total CIP Resources</b>	<b>\$ 1,381</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 1,981</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – PARKS**

<b>Project Name:</b>	Trail and Pedestrian Access Improvements		
<b>Project Number:</b>	141	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-141	<b>Planning Area:</b>	All
<b>Project Description:</b>			
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. We would like to continue allocating 50K of REET in 2017 & 2018.			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ 271	\$ 1,121	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 1,642
<b>Total CIP Expenses</b>	<b>\$ 271</b>	<b>\$ 1,121</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 1,642</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Real Estate Excise Tax	\$ 337	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 637
Paths & Trails Levy	1,005	-	-	-	-	-	-	1,005
<b>Total CIP Resources</b>	<b>\$ 1,342</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 1,642</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

<b>Project Name:</b>	Laurelwood	<b>Priority:</b>	1
<b>Project Number:</b>	144	<b>Planning Area:</b>	All
<b>Project Account Number:</b>	303-7100-144		
<b>Project Description &amp; Justification:</b>	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.		
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ 38	\$ 162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
<b>Total CIP Expenses</b>	<b>\$ 38</b>	<b>\$ 162</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Utility Tax	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
<b>Total CIP Resources</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – PARKS**

<b>Project Name:</b>	Celebration Maintenance Building		
<b>Project Number:</b>	147	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-147	<b>Planning Area:</b>	All
<b>Project Description &amp; Justification:</b>	We are asking to carry forward the balance in this project account. There are still several upgrades slated for the maintenance building, but due to other priorities the parks maintenance division has not had the time to solicit bids and get the project complete. We hope to get them all complete in 2017.		
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ 318	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365
<b>Total CIP Expenses</b>	<b>\$ 318</b>	<b>\$ 47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 365</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Real Estate Excise Tax	\$ 365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365
<b>Total CIP Resources</b>	<b>\$ 365</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 365</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – PARKS

<b>Project Name:</b>	Lakota Soccer Field Upgrade		
<b>Project Number:</b>	149	<b>Priority:</b>	1
<b>Project Account Number:</b>	303-7100-149	<b>Planning Area:</b>	All
<b>Project Description &amp; Justification:</b>			
<p>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 2017 &amp; 2018.</p> <p>\$300K was moved from this project in 2015 to fund the Karl Grosch Field Turf Replacemnt project.</p>			
<b>Prior Council Review/Approval:</b>			

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Construction	\$ -	\$ 450	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 700
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 450</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 700</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

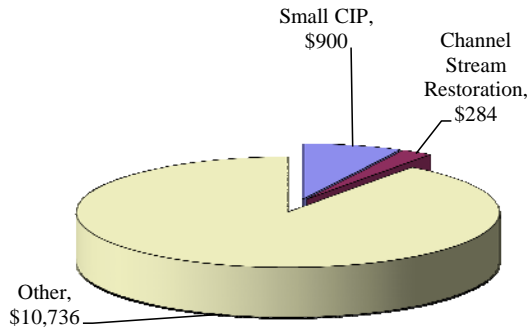
CIP Funds - Resources	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Project Total
Real Estate Excise Tax	\$ 400	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 700
Misc./Transfer	-	-	-	-	-	-	-	-
<b>Total CIP Resources</b>	<b>\$ 400</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 700</b>

Impact on Operating Funds	L-T-D Thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

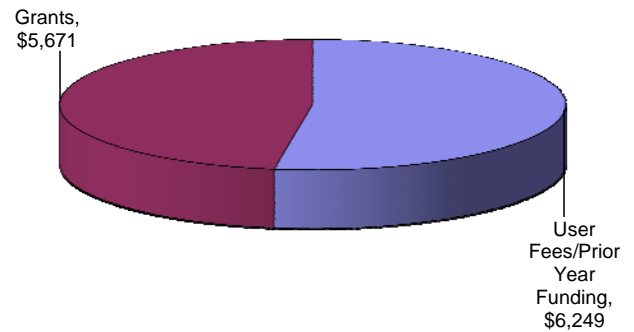
**6-YEAR CAPITAL IMPROVEMENT PLAN - SURFACE WATER MANAGEMENT**

(dollars in thousands)

**Total Project Costs \$11.9 Million**



**Total Funding Sources \$11.9 Million**



Sources and Uses		L-T-D thru 2016	Proposed		Planned				Total
			2017	2018	2019	2020	2021	2022	
	User Fee (pay-as-you-go)/Prior year Funding	\$ 4,803	\$ -	\$ -	\$ 471	\$ 675	\$ 150	\$ 150	\$ 6,249
	Real Estate Excise Tax	-	-	-	-	-	-	-	-
	Fuel Tax	-	-	-	-	-	-	-	-
	Utility Tax	-	-	-	-	-	-	-	-
	Bond Proceeds	-	-	-	-	-	-	-	-
	General Fund	-	-	-	-	-	-	-	-
	Grants/Contributions Received	1,441	-	-	-	-	-	-	1,441
	Mitigation Funds Received	-	-	-	-	-	-	-	-
	Grants/Contributions Anticipated	-	540	3,140	500	50	-	-	4,230
	Mitigation Funds-Anticipated	-	-	-	-	-	-	-	-
	Misc./Transfers	-	-	-	-	-	-	-	-
<b>Total CIP Resources</b>		<b>\$ 6,244</b>	<b>\$ 540</b>	<b>\$ 3,140</b>	<b>\$ 971</b>	<b>\$ 725</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 11,920</b>
<b>No.</b>	<b>Project Name</b>								
111	Small CIP -- Annual Program	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
256	West Hylebos Basin Land Acquisition	1,961	226	-	-	-	-	-	2,187
268	Marine Hills Conveyance System Repairs - Phase I and II	271	2,114	-	-	-	-	-	2,385
270	South 373rd Street Stream Crossing Re-Route and Rehabilitation	22	79	-	-	-	-	-	101
271	West Hylebos Conservation Property Acquisition	-	280	-	-	-	-	-	280
272	South 356th Street Culvert Replacement	-	-	-	100	250	-	-	350
274	South 359th Street Weir Repair	-	-	-	48	261	-	-	309
276	Bridges Property Culvert Removal and Replacement	-	75	-	-	-	-	-	75
278	West Hylebos Educational Center and Trail	108	108	1,288	-	-	-	-	1,504
279	West Hylebos Basin Regional Flow Control Alternatives	30	78	-	-	-	-	-	108
281	West Hylebos Trail (Spring Valley)	-	100	1,884	1,000	-	-	-	2,984
282	South 336th Street Water Quality Facility	-	-	-	673	64	-	-	737
<b>Total Projects</b>		<b>\$ 2,392</b>	<b>\$ 3,210</b>	<b>\$ 3,322</b>	<b>\$ 1,971</b>	<b>\$ 725</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 11,920</b>
<b>Unfunded Needs</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Impact on M&amp;O Costs</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	Small CIP -- Annual Program
<b>Project Number:</b>	0
<b>Project Account:</b>	304-3100-111
<b>Project Description:</b>	Includes miscellaneous small capital projects and major maintenance work to be completed by a combination of contractors and city maintenance forces.  There is no M&O impact on operating funds.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Construction	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 900</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	\$ 300	-	-	150	150	150	150	\$ 900
<b>Total CIP Resources</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 900</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	West Hylebos Basin Land Acquisition
<b>Project Number:</b>	1
<b>Project Account:</b>	304-3100-256
<b>Project Description:</b>	For the purchase of conservation properties in the West Hylebos Basin.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	1,663	226	-	-	-	-	-	1,889
Consultant Services	79	-	-	-	-	-	-	79
Construction	219	-	-	-	-	-	-	219
<b>Total CIP Expenses</b>	<b>\$ 1,961</b>	<b>\$ 226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,187</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	1,096	-	-	-	-	-	-	1,096
Grants/Contributions Received	1,091	-	-	-	-	-	-	1,091
<b>Total CIP Resources</b>	<b>\$ 2,187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,187</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

<b>Project Name:</b>	Marine Hills Conveyance System Repairs - Phase I and Phase II
<b>Project Number:</b>	1
<b>Project Account:</b>	304-3100-268
<b>Project Description:</b>	Capacity analysis of existing system and design of repair or replacement projects identified during SWM video inspections. The project will line/replace/upsized failing storm drain conveyance assets and repair or replace catch basins and manholes as needed in the Marine Hills Neighborhood north of S 293rd Street.
<b>Prior Council Review/Approval:</b>	Bid Award on June 21, 2016

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	55	-	-	-	-	-	-	55
Construction	200	2,000	-	-	-	-	-	2,200
Construction Management	16	114	-	-	-	-	-	130
<b>Total CIP Expenses</b>	<b>\$ 271</b>	<b>\$ 2,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,385</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	1,635	-	-	-	-	-	-	1,635
Grants/Contributions Received	350	-	-	-	-	-	-	350
Grants/Contributions Anticipated	-	400	-	-	-	-	-	400
<b>Total CIP Resources</b>	<b>\$ 1,985</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,385</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	South 373rd Street Stream Crossing Re-Route and Restoration
<b>Project Number:</b>	3
<b>Project Account:</b>	304-3100-270
<b>Project Description:</b>	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.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Construction	22	79		-	-	-	-	101
<b>Total CIP Expenses</b>	<b>\$ 22</b>	<b>\$ 79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	101	-		-	-	-	-	101
<b>Total CIP Resources</b>	<b>\$ 101</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

<b>Project Name:</b>	West Hylebos Conservation Property Acquisition
<b>Project Number:</b>	4
<b>Project Account:</b>	304-3100-271
<b>Project Description:</b>	Matching funds for King County Conservation Futures Grant property acquisition. The project will acquire high value riparian corridor properties and protect high value habitat and wildlife areas within the City.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Property Acquisition	-	280	-	-	-	-	-	280
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
User Fee (pay-as-you-go)/Prior year Funding	280	-	-	-	-	-	-	280
<b>Total CIP Resources</b>	<b>\$ 280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	South 356th Street Culvert Replacement
<b>Project Number:</b>	5
<b>Project Account:</b>	304-3100-272
<b>Project Description:</b>	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.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	-	-	-	100		-	-	100
Construction	-	-	-	-	250	-	-	250
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	100	250	-	-	350
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

<b>Project Name:</b>	South 359th Street Weir Repair
<b>Project Number:</b>	7
<b>Project Account:</b>	304-3100-274
<b>Project Description:</b>	Repair or replacement of a series of log weirs downstream of the culvert crossing under S 359th Street.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>CIP Funds - Expenses</b>								
Consultant Services	-	-	-	48	-	-	-	48
Construction	-	-	-	-	261	-	-	261
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48</b>	<b>\$ 261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 309</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>CIP Funds - Resources</b>								
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	48	261	-	-	309
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48</b>	<b>\$ 261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 309</b>

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	Bridges Property Culvert Removal and Replacement
<b>Project Number:</b>	9
<b>Project Account:</b>	304-3100-276
<b>Project Description:</b>	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.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	-	75	-	-	-	-	-	75
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	75	-	-	-	-	-	-	75
<b>Total CIP Resources</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

<b>Project Name:</b>	West Hylebos Educational Center and Trail
<b>Project Number:</b>	10
<b>Project Account:</b>	304-3100-278
<b>Project Description:</b>	Conversion of a portion of the Brook Lake Community center site into an education and outreach center. Retrofit of the existing building and parking lot into a trailhead for an expansion of the Hylebos Wetlands Park Trail to the south.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	-	108	-	-	-	-	-	108
Construction	108	-	1,288	-	-	-	-	1,396
<b>Total CIP Expenses</b>	<b>\$ 108</b>	<b>\$ 108</b>	<b>\$ 1,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,504</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	454	-	-	-	-	-	-	454
Grants/Contributions Anticipated	-	80	970	-	-	-	-	1,050
<b>Total CIP Resources</b>	<b>\$ 454</b>	<b>\$ 80</b>	<b>\$ 970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,504</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	West Hylebos Basin Regional Flow Control Alternative Analysis
<b>Project Number:</b>	11
<b>Project Account:</b>	304-3100-279
<b>Project Description:</b>	For the feasibility of a regional facility for the West Hylebos Basin flow control.
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	30	78	-	-	-	-	-	108
<b>Total CIP Expenses</b>	<b>\$ 30</b>	<b>\$ 78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
User Fee (pay-as-you-go)/Prior year Funding	108	-	-	-	-	-	-	108
<b>Total CIP Resources</b>	<b>\$ 108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

<b>Project Name:</b>	West Hylebos Trail (Spring Valley)
<b>Project Number:</b>	11
<b>Project Account:</b>	304-3100-281
<b>Project Description:</b>	Construction of a nature trail system within the Spring Valley and Lower West Hylebos conservation areas to expand on the existing West Hylebos Wetland Park trails.
<b>Prior Council Review/Approval:</b>	June 17, 2014

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	-	100	-	-	-	-	-	100
Construction	-	-	1,884	1,000	-	-	-	2,884
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 1,884</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,984</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	754	-	-	-	-	-	-	754
Grants/Contributions Anticipated	-	60	2,170	-	-	-	-	2,230
<b>Total CIP Resources</b>	<b>\$ 754</b>	<b>\$ 60</b>	<b>\$ 2,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,984</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

<b>Project Name:</b>	South 336th Street Water Quality Facility
<b>Project Number:</b>	12
<b>Project Account:</b>	304-3100-282
<b>Project Description:</b>	Acquisition of area encumbered by stream setbacks on three 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 and incorporate detention capacity if feasible.
<b>Prior Council Review/Approval:</b>	June 17, 2014

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	-	-	-	673	-	-	-	673
Consultant Services	-	-	-	-	64	-	-	64
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 673</b>	<b>\$ 64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 737</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

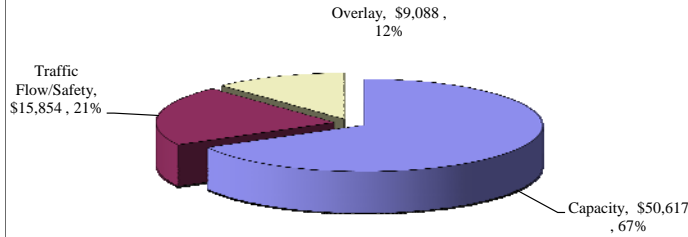
<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)/Prior year Funding	-	-	-	173	14	-	-	187
Grants/Contributions Anticipated	-	-	-	500	50	-	-	550
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 673</b>	<b>\$ 64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 737</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	-	-	-	-	-	-	-	-
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

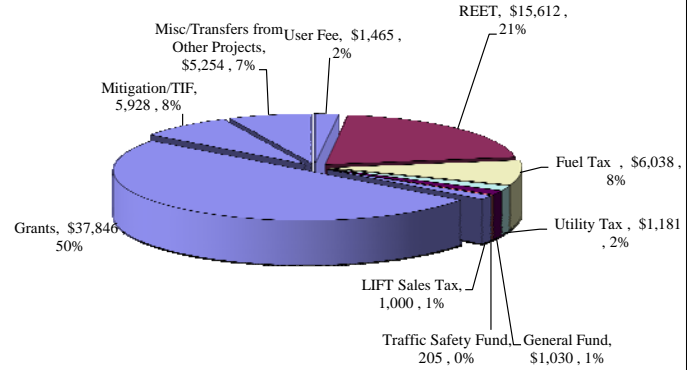
## 6-YEAR CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

(dollars in thousands)

Total Project Costs \$75.6 Million



Total Funding Sources \$75.6 Million



Financing Sources	L-T-D thru 2016	Proposed		Planned				Total
		2017	2018	2019	2020	2021	2022	
User Fee	\$ 1,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,465
Real Estate Excise Tax	6,308	2,626	2,626	1,013	1,013	1,013	1,013	15,612
Fuel Tax	1,108	822	824	821	821	821	821	6,038
Utility Tax	1,181	-	-	-	-	-	-	1,181
Bond Proceeds	-	-	-	-	-	-	-	-
General Fund	1,030	-	-	-	-	-	-	1,030
Traffic Safety Fund	-	205	-	-	-	-	-	205
LIFT Sales Tax	-	500	500	-	-	-	-	1,000
Misc./Transfers from other Projects - General Fund	1,030	-	-	-	-	-	-	1,030
Misc./Transfers from other Projects - Utility Tax	1,743	-	-	-	-	-	-	1,743
Misc./Transfers from other Projects - Real Estate Excise Tax	1,997	-	-	-	-	-	-	1,997
Misc./Transfers from other Projects - Mitigation/Traffic Impact Fee	484	-	-	-	-	-	-	484
<b>Subtotal City Sources</b>	<b>\$ 16,346</b>	<b>\$ 4,153</b>	<b>\$ 3,950</b>	<b>\$ 1,834</b>	<b>\$ 1,834</b>	<b>\$ 1,834</b>	<b>\$ 1,834</b>	<b>\$ 31,785</b>
Grants/Contributions Received	13,635	7,355	2,220	-	-	-	-	23,210
Mitigation/Traffic Impact Funds Received	918	-	-	-	-	-	-	918
Grants/Contributions Anticipated	-	5,422	3,280	-	-	5,934	-	14,636
Mitigation/Traffic Impact Funds-Anticipated	-	1,500	3,510	-	-	-	-	5,010
<b>Total CIP Resources</b>	<b>\$ 30,899</b>	<b>\$ 18,430</b>	<b>\$ 12,960</b>	<b>\$ 1,834</b>	<b>\$ 1,834</b>	<b>\$ 7,768</b>	<b>\$ 1,834</b>	<b>\$ 75,559</b>

## Project By Year:

Project Name	L-T-D thru 2016	Planned						Total
		2017	2018	2019	2020	2021	2022	
102 Annual Asphalt Overlay Program	\$ -	\$ 1,515	\$ 1,517	\$ 1,514	\$ 1,514	\$ 1,514	\$ 1,514	\$ 9,088
131 S 320th St @ 1st Ave South	425	-	-	-	-	5,934	-	6,359
139 S 320th St @ 20th Ave South	2,525	612	-	-	-	-	-	3,137
151 S 352nd Street; SR-99 to SR-161	4,582	265	-	-	-	-	-	4,847
157 S 356th Street SR 99-SR161	900	5,500	-	-	-	-	-	6,400
165 SR99 HOV Lanes PH V	14,069	7,300	6,005	-	-	-	-	27,374
178 Citywide Pedestrian Crossing Improvements	733	320	320	320	320	320	320	2,653
192 School Zone Enhancements	657	205	-	-	-	-	-	862
193 21st Ave S Sidewalks	472	892	-	-	-	-	-	1,364
194 Sacajawea Safe Routes to Schools	1,365	135	-	-	-	-	-	1,500
199 Citywide Flashing Yellow Arrow Retrofits Project	717	20	-	-	-	-	-	737
200 Steel Lake Park to Downtown Trail Proj	113	700	-	-	-	-	-	813
NEW 21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)	-	1,750	1,375	-	-	-	-	3,125
NEW Adaptive Traffic Control System Project Phase I	-	200	800	-	-	-	-	1,000
NEW Adaptive Traffic Control System Project Phase II	-	200	800	-	-	-	-	1,000
NEW SR509: SW 312th St - 21st Ave SW SRTS Project	-	250	1,250	-	-	-	-	1,500
NEW S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)	-	700	-	-	-	-	-	700
NEW Olympic View Elementary School (SRTS) (Design and Construction)	-	100	500	-	-	-	-	600
NEW City Center Access Phase I - Environmental process update	-	887	1,613	-	-	-	-	2,500
<b>Total Projects</b>	<b>\$ 26,558</b>	<b>\$ 21,551</b>	<b>\$ 14,180</b>	<b>\$ 1,834</b>	<b>\$ 1,834</b>	<b>\$ 7,768</b>	<b>\$ 1,834</b>	<b>\$ 75,559</b>
131 S 320th St @ 1st Ave South	-	-	-	-	-	3,957	-	3,957
146 10th Ave SW Impv: SW Campus Dr - SW344th St	-	-	-	1,084	-	-	-	1,084
168 SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road	-	-	-	2,700	9,597	9,597	-	21,894
169 S 314th St: 20th Av S - 23rd Av S - Install new sidewalks	-	-	-	500	2,000	-	-	2,500
173 SR 99 @ S 312th St	-	-	-	-	1,500	605	4,603	6,708
175 SW 344th St: 12th Ave SW - 21st Ave SW	-	-	-	-	-	2,884	7,280	10,164
177 S320th Street at I - 5 Bridge Widening	-	-	-	5,612	2,123	62,187	62,187	132,109
NEW Street Light LED Conversion	-	150	3,360	-	-	-	-	3,510
<b>Unfunded Needs</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 3,360</b>	<b>\$ 9,896</b>	<b>\$ 15,220</b>	<b>\$ 79,230</b>	<b>\$ 74,070</b>	<b>\$ 181,926</b>
<b>Project Impact on M&amp;O Costs</b>	<b>\$ -</b>	<b>\$ 10</b>	<b>\$ 66</b>	<b>\$ 77</b>	<b>\$ 89</b>	<b>\$ 95</b>	<b>\$ 95</b>	<b>\$ 432</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	Annual Asphalt Overlay Program
<b>Project Account:</b>	102-4400-517-595-30-XXX
<b>Project Description &amp; Justification:</b>	<p>Asphalt Overlay projects are based upon the Pavement Management System ratings.</p> <p>Funds for this program consist of Arterial Street Fuel Tax and Utility Tax.</p> <p>The resurfacing program is necessary to preserve the integrity of the existing street infrastructure and must be done prior to other capital improvements.</p>
<b>Prior Council Review/Approval:</b>	

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services/ Design	\$ -	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 720
Construction	-	1,290	1,292	1,289	1,289	1,289	1,289	7,738
Construction Management	-	105	105	105	105	105	105	630
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 1,515</b>	<b>\$ 1,517</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 9,088</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Fuel Tax	\$ -	\$ 502	\$ 504	\$ 501	\$ 501	\$ 501	\$ 501	\$ 3,010
Real Estate Excise Tax	-	1,013	1,013	1,013	1,013	1,013	1,013	6,078
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 1,515</b>	<b>\$ 1,517</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 1,514</b>	<b>\$ 9,088</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	S 320th St @ 1st Ave South
<b>Project Account:</b>	306-4400-131
<b>Project Description &amp; Justification:</b>	Add 2nd NB, WB left turn lanes, WB right turn lanes, widen 1st Ave S to 5 lanes to 316th  The M&O is for ROW maintenance based on scope of the project.
<b>Prior Council Review/Approval:</b>	Reprioritization of Funds January 16, 2009

*Projected Expenditures (\$1,000's)*

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>CIP Funds - Expenses</b>								
Property Acquisition	\$ -	\$ -		\$ -	\$ -	\$ 800	\$ -	\$ 800
Consultant Services	425	-		-	-	600	-	1,025
Construction	-	-		-	-	7,491	-	7,491
Construction Management	-	-		-	-	1,000	-	1,000
<b>Total CIP Expenses</b>	<b>\$ 425</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,891</b>	<b>\$ -</b>	<b>\$ 10,316</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>CIP Funds - Resources</b>								
Mitigation/Traffic Impact Funds Received	230	-	-	-	-	-	-	230
Grants/Contributions Anticipated	-	-		-	-	5,934	-	5,934
Misc./Transfers from other Projects-								
Real Estate Excise Tax	195	-	-	-	-	-	-	195
Unfunded Needs	-	-		-	-	3,957	-	3,957
<b>Total CIP Resources</b>	<b>\$ 425</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,891</b>	<b>\$ -</b>	<b>\$ 10,316</b>

	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	6	6	12
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 12</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>City of Federal Way Capital Improvement Plan Transportation Systems</b>	
<b>Project Name:</b>	S 320th St @ 20th Ave South
<b>Project Account:</b>	306-4400-139
<b>Project Description &amp; Justification:</b>	Project construction is completed, waiting for legal resolution of contractor claim
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Property Acquisition	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45
Consultant Services	660	-	-	-	-	-	-	660
Construction	1,820	612	-	-	-	-	-	2,432
<b>Total CIP Expenses</b>	<b>\$ 2,525</b>	<b>\$ 612</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,137</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Real Estate Excise Tax	\$ 1,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,598
Utility Tax	500	-	-	-	-	-	-	500
Mitigation/Traffic Impact Funds Received	149	-	-	-	-	-	-	149
Misc./Transfers from other Projects - Utility Tax	890	-	-	-	-	-	-	890
<b>Total CIP Resources</b>	<b>\$ 3,137</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,137</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	10th Ave SW Impv: SW Campus Dr - SW344th St
<b>Project Account:</b>	306-4400-146
<b>Project Description &amp; Justification:</b>	<p>This project constructs portions of and widens 12th Avenue SW to three lanes, sidewalks, street lights. To improve traffic flow, safety, and reduce accidents and delay.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project and is projected at \$3K/year beginning in 2016.</p>
<b>Prior Council Review/Approval:</b>	100% Design Status Report July 17,2012. Project was placed on hold.

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Construction	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Construction Management	-	-	-	84	-	-	-	84
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,084</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Unfunded Needs	-	-	-	1,084	-	-	-	1,084
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,084</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	S 352nd Street; SR-99 to SR-161
<b>Project Account:</b>	306-4400-151
<b>Project Description &amp; Justification:</b>	<p>Extend 3-lanes collector with bike lanes, sidewalks and street lights. New Traffic Signal at SR99. Improve retail access</p> <p>The M&amp;O is for ROW maintenance based on scope of the project and is projected at \$10K/year beginning in 2017.</p>
<b>Prior Council Review/Approval:</b>	Project construction will be completed in 2016. plant establishment in 2017

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	\$ 252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252
Consultant Services	550	-	-	-	-	-	-	550
Construction	3,210	265	-	-	-	-	-	3,475
Construction Management	570	-	-	-	-	-	-	570
<b>Total CIP Expenses</b>	<b>\$ 4,582</b>	<b>\$ 265</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,847</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Real Estate Excise Tax	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550
General Fund	1,030	-	-	-	-	-	-	1,030
Grants/Contributions Received	3,076	-	-	-	-	-	-	3,076
Mitigation/Traffic Impact Funds Received	191	-	-	-	-	-	-	191
<b>Total CIP Resources</b>	<b>\$ 4,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,847</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	10	10	10	10	10	10	60
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 60</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	S 356th Street SR 99-SR161
<b>Project Account:</b>	306-4400-157
<b>Project Description &amp; Justification:</b>	Widen to 5 lanes, bike lanes, sidewalks, illumination  The M&O is for ROW maintenance based on scope of the project and is projected at \$6K/year beginning in 2018.
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Property Acquisition	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Consultant Services	600	-	-	-	-	-	-	600
Construction	-	4,500	-	-	-	-	-	4,500
Construction Management	-	550	-	-	-	-	-	550
Contingencies	-	450	-	-	-	-	-	450
<b>Total CIP Expenses</b>	<b>\$ 900</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,400</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Real Estate Excise Tax	917	1,500	-	-	-	-	-	2,417
Utility Tax	83	-	-	-	-	-	-	83
Mitigation/Traffic Impact Funds Received	98	-	-	-	-	-	-	98
Grants/Contributions Anticipated	-	3,500	-	-	-	-	-	3,500
Misc./Transfers from other Projects - Utility Tax	42	-	-	-	-	-	-	42
Misc./Transfers from other Projects - Real Estate Excise Tax	260	-	-	-	-	-	-	260
<b>Total CIP Resources</b>	<b>\$ 1,400</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,400</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	6	6	6	6	6	30
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 30</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	SR99 HOV Lanes PH V
<b>Project Account:</b>	306-4400-165
<b>Project Description &amp; Justification:</b>	<p>This project reconstructs portions of and 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.</p> <p>To improve traffic flow, safety, and reduce accidents and delay.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project and is projected at \$30K/year beginning in 2018.</p>
<b>Prior Council Review/Approval:</b>	<i>100% Status Report and Authorization to bid May 2, 2016</i>

**Projected Expenditures (\$1,000's)**

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	\$ 3,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420
Consultant Services	2,376	-	-	-	-	-	-	2,376
Construction	7,500	6,300	3,755	-	-	-	-	17,555
Construction Management	773	1,000	600	-	-	-	-	2,373
Contingencies	-	-	1,650	-	-	-	-	1,650
<b>Total CIP Expenses</b>	<b>\$ 14,069</b>	<b>\$ 7,300</b>	<b>\$ 6,005</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,374</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

**Required Resources (\$1,000's)**

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
User Fee (pay-as-you-go)	\$ 1,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,465
Real Estate Excise Tax	3,226	-	-	-	-	-	-	3,226
Utility Tax	598	-	-	-	-	-	-	598
Grants/Contributions Received	7,640	7,000	2,220	-	-	-	-	16,860
Mitigation/Traffic Impact Funds Received	250	-	-	-	-	-	-	250
Mitigation/Traffic Impact Funds-Anticipated	-	-	3,510	-	-	-	-	3,510
Misc./Transfers from other Projects - Utility Tax	402	-	-	-	-	-	-	402
Misc./Transfers from other Projects - Real Estate Excise Tax	1,063	-	-	-	-	-	-	1,063
<b>Total CIP Resources</b>	<b>\$ 14,644</b>	<b>\$ 7,000</b>	<b>\$ 5,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,374</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	30	30	30	30	30	150
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 150</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road
<b>Project Account:</b>	306-4400-168
<b>Project Description &amp; Justification:</b>	Widen to 5 lanes  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Property Acquisition	\$ -	\$ -		\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200
Consultant Services	-	-		1,500	-	-	-	1,500
Construction	-	-	-	-	9,597	9,597	-	19,194
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,700</b>	<b>\$ 9,597</b>	<b>\$ 9,597</b>	<b>\$ -</b>	<b>\$ 21,894</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Unfunded Needs	-	-	-	2,700	9,597	9,597	-	21,894
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,700</b>	<b>\$ 9,597</b>	<b>\$ 9,597</b>	<b>\$ -</b>	<b>\$ 21,894</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	8	8	8	24
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8</b>	<b>\$ 8</b>	<b>\$ 8</b>	<b>\$ 24</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	S 314th St: 20th Av S - 23rd Av S - <i>Install new sidewalks</i>
<b>Project Account:</b>	306-4400-169
<b>Project Description &amp; Justification:</b>	<p>Install sidewalks on both sides of South 314th Street (Private Rd) for connectivity between 20th Ave S and 23rd Ave S for pedestrian access to the shopping centers. Signal Modification at S314th</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
Construction	-	-	-	-	2,000	-	-	2,000
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Unfunded Needs	\$ -	\$ -	\$ -	\$ 500	\$ 2,000	\$ -	\$ -	\$ 2,500
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	4	4	4	12
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 4</b>	<b>\$ 12</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	SR 99 @ S 312th St
<b>Project Account:</b>	306-4400-173
<b>Project Description &amp; Justification:</b>	<p>Add 2nd Northbound left-turn lane Accommodate City Center Planned Action</p> <p>The M&amp;O is for ROW maintenance based on scope of the project.</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ 900
Consultant Services	-	-	-	-	600	-	-	600
Construction	-	-	-	-	-	605	4,603	5,208
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 605</b>	<b>\$ 4,603</b>	<b>\$ 6,708</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Mitigation/Traffic Impact Funds Received	-	-	-	-	-	-	-	-
Unfunded Needs	-	-	-	-	1,500	605	4,603	6,708
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 605</b>	<b>\$ 4,603</b>	<b>\$ 6,708</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	SW 344th St: 12th Ave SW - 21st Ave SW
<b>Project Account:</b>	306-4400-175
<b>Project Description &amp; Justification:</b>	<p>Extend 3-lane principal collector with bike lanes, sidewalks, illumination</p> <p>Complete alternate route to bypass 21st Ave SW @ SW 336th Street</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151	\$ -	\$ 151
Consultant Services	-	-	-	-	-	605	-	605
Construction	-	-	-	-	-	2,128	7,280	9,408
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,884</b>	<b>\$ 7,280</b>	<b>\$ 10,164</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Unfunded Needs	-	-	-	-	-	2,884	7,280	10,164
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,884</b>	<b>\$ 7,280</b>	<b>\$ 10,164</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	S320th Street at I - 5 Bridge Widening
<b>Project Account:</b>	306-4400-177
<b>Project Description &amp; Justification:</b> 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 HOV lanes 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.	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>• 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 &amp; Ride enhancing on time reliability to commuters.</li> <li>• Loop ramp replacement removes current safety issues of the non-standard radius of the existing ramp reducing collision incidences.</li> <li>• 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.</li> <li>• Economic development is promoted through reduced travel times and livability to the City Center.</li> </ul>	
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ -	\$ -	\$ -	\$ 5,612	\$ 2,123	\$ -	\$ -	\$ 7,735
Construction	-	-	-	-	-	62,187	62,187	124,374
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,612</b>	<b>\$ 2,123</b>	<b>\$ 62,187</b>	<b>\$ 62,187</b>	<b>\$ 132,109</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Unfunded Needs	-	-	-	5,612	2,123	62,187	62,187	132,109
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,612</b>	<b>\$ 2,123</b>	<b>\$ 62,187</b>	<b>\$ 62,187</b>	<b>\$ 132,109</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	Citywide Pedestrian Crossing Improvements
<b>Project Account:</b>	306-4400-178
<b>Project Description &amp; Justification:</b>	The intention of the Citywide Pedestrian Safety Improvements Program is to improve safety for pedestrians crossing roadways. This Program is funded by gas tax revenue dedicated to transportation safety improvements
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Expenses</b>								
Construction	\$ 733	\$ 320	\$ 320	\$ 320	\$ 320	\$ 320	\$ 320	\$ 2,653
<b>Total CIP Expenses</b>	<b>\$ 733</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 2,653</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Resources</b>								
Fuel Tax	\$ 733	\$ 320	\$ 320	\$ 320	\$ 320	\$ 320	\$ 320	\$ 2,653
<b>Total CIP Resources</b>	<b>\$ 733</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 2,653</b>

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	School Zone Enhancements
<b>Project Account:</b>	306-4400-192
<b>Project Description &amp; Justification:</b>	<p>This is a Council approved 5 year program for School Zone Enhancement that started in 2013 and will be completed in 2017</p> <p>This Program is funded by Traffic Safety Fund (Red Light Photo Enforcements)</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

## Projected Expenditures (\$1,000's)

CIP Funds - Expenses	L-T-D thru 2014	2017	2018	2019	2020	2021	2022	Total
Construction	\$ 657	\$ 205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 862
<b>Total CIP Expenses</b>	<b>\$ 657</b>	<b>\$ 205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 862</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

## Required Resources (\$1,000's)

CIP Funds - Resources	L-T-D thru 2014	2017	2018	2019	2020	2021	2022	Total
Grants/Contributions Received	\$ 657	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 657
Traffic Safety Fund	-	205	-	-	-	-	-	205
<b>Total CIP Resources</b>	<b>\$ 657</b>	<b>\$ 205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 862</b>

Impact on Operating Funds	L-T-D thru 2014	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	21st Ave S Sidewalks
<b>Project Account:</b>	306-4400-193
<b>Project Description &amp; Justification:</b>	Install sidewalk improvements on west side.  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Grant Funding approved July 17th, 2014.

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2014</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Property Acquisition	\$ 330		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330
Consultant Services	142	-	-	-	-	-	-	142
Construction	-	720	-	-	-	-	-	720
Construction Management	-	90	-	-	-	-	-	90
Contingencies	-	82	-	-	-	-	-	82
<b>Total CIP Expenses</b>	<b>\$ 472</b>	<b>\$ 892</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,364</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2014</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Fuel Tax	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75
Grants/Contributions Received	397	-	-	-	-	-	-	397
Grants/Contributions Anticipated	-	762	-	-	-	-	-	762
Misc./Transfers from other Projects - Utility Tax	130	-	-	-	-	-	-	130
<b>Total CIP Resources</b>	<b>\$ 602</b>	<b>\$ 762</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,364</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2014</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	3	3	3	3	3	15
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 15</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	Sacajawea Safe Routes to Schools
<b>Project Account:</b>	306-4400-194
<b>Project Description &amp; Justification:</b>	<p>This project provides an 8 ft. sidewalk and bicycle lane on the south side of Dash Point Rd from the improvement at Redondo Way S to the entrance to Sacajawea Middle School</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	Council approved Bid Award on July 19, 2016

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Construction	950	50	-	-	-	-	-	1,000
Construction Management	115	7	-	-	-	-	-	122
Contingencies	-	78	-	-	-	-	-	78
<b>Total CIP Expenses</b>	<b>\$ 1,365</b>	<b>\$ 135</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Fuel Tax	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Grants/Contributions Received	1,065	135	-	-	-	-	-	1,200
<b>Total CIP Resources</b>	<b>\$ 1,365</b>	<b>\$ 135</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	6	6	6	6	6	30
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 30</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	Citywide Flashing Yellow Arrow Retrofits Project
<b>Project Account:</b>	306-4400-199
<b>Project Description &amp; Justification:</b>	Traffic signal modifications - Flashing Yellow Arrow retrofits on 11 signals city wide  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Council approved Bid Award 2/1/16

***Projected Expenditures (\$1,000's)***

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Expenses</b>								
Consultant Services	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160
Construction	460	20	-	-	-	-	-	480
Construction Management	97	-	-	-	-	-	-	97
<b>Total CIP Expenses</b>	<b>\$ 717</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 737</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Resources</b>								
Real Estate Excise Tax	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17
Grants/Contributions Received	700	20	-	-	-	-	-	720
<b>Total CIP Resources</b>	<b>\$ 717</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 737</b>

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	Steel Lake Park to Downtown Trail Proj
<b>Project Account:</b>	306-4400-200
<b>Project Description &amp; Justification:</b>	<p>This project provides an 8 ft. sidewalk on the north side of S312th Street from the entrance to Steel Lake Park to 24th Ave S</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	\$ 113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113
Construction		600	-	-	-	-	-	600
Construction Management		100	-	-	-	-	-	100
<b>Total CIP Expenses</b>	<b>\$ 113</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 813</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Real Estate Excise Tax		\$ 113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113
Grants/Contributions Received	100	200	-	-	-	-	-	300
Misc./Transfers from other Projects - General Fund	15	-	-	-	-	-	-	15
Misc./Transfers from other Projects - Utility Tax	85	-	-	-	-	-	-	85
Misc./Transfers from other Projects - Real Estate Excise Tax	300	-	-	-	-	-	-	300
<b>Total CIP Resources</b>	<b>\$ 500</b>	<b>\$ 313</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 813</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	5	5	5	5	5	25
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 25</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	21st Ave S Pedestrian Connection - S 314th St to S 316th Street (Grand Stair Case)
<b>Project Account:</b>	306-4400-201
<b>Project Description &amp; Justification:</b>	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
<b>Prior Council Review/Approval:</b>	

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Construction	-	1,300	1,000	-	-	-	-	2,300
Construction Management	-	150	150	-	-	-	-	300
Contingencies	-	-	225	-	-	-	-	225
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 1,750</b>	<b>\$ 1,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,125</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Grants/Contributions Anticipated	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Mitigation/Traffic Impact Funds-Anticipated	-	1,500	-	-	-	-	-	1,500
Misc./Transfers from other Projects -								
Utility Tax	125	-	-	-	-	-	-	125
LIFT	-	500	500	-	-	-	-	1,000
<b>Total CIP Resources</b>	<b>\$ 125</b>	<b>\$ 2,500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,125</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	5	5	5	5	20
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 20</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	Adaptive Traffic Control System Project Phase I
<b>Project Account:</b>	306-4400-202
<b>Project Description &amp; Justification:</b>	<p>This project is to implement an adaptive traffic control system in the City Center</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	Authorization to submit for grant funding 2/16/16

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ -	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 400
Construction	-	-	600	-	-	-	-	600
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Grants/Contributions Anticipated	\$ -	\$ 60	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 860
Misc./Transfers from other Projects - Real Estate Excise Tax	140	-	-	-	-	-	-	140
<b>Total CIP Resources</b>	<b>\$ 140</b>	<b>\$ 60</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	Adaptive Traffic Control System Project Phase II
<b>Project Account:</b>	306-4400-203
<b>Project Description &amp; Justification:</b>	<p>This project is to Expand the adaptive traffic control system to Pacific Highway South and S348th Corridors</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	Authorization to submit for grant funding 7/19/16

***Projected Expenditures (\$1,000's)***

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Construction	-	-	800	-	-	-	-	800
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

***Required Resources (\$1,000's)***

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Grants/Contributions Anticipated	\$ -	\$ 100	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 900
Misc./Transfers from other Projects - Real Estate Excise Tax	39	-	-	-	-	-	-	39
Misc./Transfers from other Projects - Utility Tax	61	-	-	-	-	-	-	61
<b>Total CIP Resources</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	SR509: SW 312th St - 21st Ave SW SRTS Project
<b>Project Account:</b>	306-4400-204
<b>Project Description &amp; Justification:</b>	<p>This project provides an 8 ft. sidewalk and bicycle lane on the south side of Dash Point Rd from the Sw312th Street to 21st Ave SW</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
Construction	-	-	1,000	-	-	-	-	1,000
Construction Management	-	-	150	-	-	-	-	150
Contingencies	-	-	100	-	-	-	-	100
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Grants/Contributions Anticipated	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Misc./Transfers from other Projects - General Fund	292	-	-	-	-	-	-	292
Misc./Transfers from other Projects - Utility Tax	8	-	-	-	-	-	-	8
<b>Total CIP Resources</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	6	6	6	6	24
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 24</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project)
<b>Project Account:</b>	306-4400-205
<b>Project Description &amp; Justification:</b>	<p>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</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p>
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Expenses</b>								
Consultant Services	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Construction	-	500	-	-	-	-	-	500
Construction Management	-	100	-	-	-	-	-	100
<b>Total CIP Expenses</b>	\$ -	\$ 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)*

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>CIP Funds - Resources</b>								
Grants/Contributions Anticipated	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Misc./Transfers from other Projects - General Fund	200	-	-	-	-	-	-	200
<b>Total CIP Resources</b>	\$ 200	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700

	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
<b>Impact on Operating Funds</b>								
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	6	6	6	6	6	30
<b>Net Impact</b>	\$ -	\$ -	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6	\$ 30

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	Olympic View Elementary School (SRTS) (Design and Construction)
<b>Project Account:</b>	306-4400-206
<b>Project Description &amp; Justification:</b>	Construct curb, gutter, sidewalk on the west side of 26th Avenue SW from SW 327th to SW 330th Street  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Construction	-	-	500	-	-	-	-	500
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Grants/Contributions Anticipated	\$ -	\$ -	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ 480
Misc./Transfers from other Projects - General Fund	120	-	-	-	-	-	-	120
<b>Total CIP Resources</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ 480</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

<b>Project Name:</b>	City Center Access Phase I - Environmental process update
<b>Project Account:</b>	306-4400-207
<b>Project Description &amp; Justification:</b>	Updating the Environmental process for the City Center Access Improvements  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

<b>CIP Funds - Expenses</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Consultant Services	\$ -	\$ 887	\$ 1,613	\$ -	\$ -	\$ -	\$ -	\$ 2,500
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 887</b>	<b>\$ 1,613</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

<b>CIP Funds - Resources</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Real Estate Excise Tax	\$ -	\$ -	\$ 1,613	\$ -	\$ -	\$ -	\$ -	\$ 1,613
Misc./Transfers from other Projects - General Fund	403	-	-	-	-	-	-	403
Misc./Transfers from other Projects - Mitigation/Traffic Impact Funds	484	-	-	-	-	-	-	484
<b>Total CIP Resources</b>	<b>\$ 887</b>	<b>\$ -</b>	<b>\$ 1,613</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>

<b>Impact on Operating Funds</b>	<b>L-T-D thru 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

<b>Project Name:</b>	Street Light LED Conversion
<b>Project Account:</b>	306-4400-208
<b>Project Description &amp; Justification:</b>	Street Light conversion to LED  The M&O is for ROW maintenance based on scope of the project
<b>Prior Council Review/Approval:</b>	Presented to Council as part of the 10 years Capital Replacement Plan

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Consultant Services	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Construction	-	-	3,360	-	-	-	-	3,360
<b>Total CIP Expenses</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 3,360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,510</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Unfunded Needs	\$ -	\$ 150	\$ 3,360	\$ -	\$ -	\$ -	\$ -	\$ 3,510
<b>Total CIP Resources</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 3,360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,510</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN – PERFORMING ARTS AND CONFERENCE CENTER**

<b>Project Name:</b>	Performing Arts and Event Center
<b>Project Account:</b>	308-5800-110
<b>Project Description &amp; Justification:</b> This project is established for the construction of Performing Arts and Conference Center being built in the downtown of Federal Way.  Maintenance costs would depend on the actual project components.	
<b>Prior Council Review/Approval:</b>	

*Projected Expenditures (\$1,000's)*

CIP Funds - Expenses	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Construction	\$ 20,182	\$ 11,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,461
<b>Total CIP Expenses</b>	<b>\$ 20,182</b>	<b>\$ 11,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,461</b>

*L-T-D refers to Life-to-Date, or total work complete on the project before the current budget year.*

*Required Resources (\$1,000's)*

CIP Funds - Resources	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Grants/Contributions Received	9,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,010
Misc./Transfers	11,172	\$ 11,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,451
<b>Total CIP Resources</b>	<b>\$ 20,182</b>	<b>\$ 11,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,461</b>

Impact on Operating Funds	L-T-D thru 2016	2017	2018	2019	2020	2021	2022	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-	-
<b>Net Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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 \$2.7 in 2017 and 2018 to fund the qualifying Proposition 1 positions consisting of 24.5 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 18 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.

FTE	Program	Description	Proposed Budget \$	
			2017	2018
	Public Defender	Increase Public Defender	51,076	51,076
-		<b>TOTAL MAYOR'S OFFICE</b>	<b>51,076</b>	<b>51,076</b>
1.00	Code Compliance Officer	Salary	67,423	69,863
		Benefits	28,885	30,788
<b>1.00</b>		<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<b>96,308</b>	<b>100,651</b>
1.50	Prosecutor	Salary	116,267	122,303
		Benefits	41,463	44,437
0.50	Assistant City Attorney (code compliance)	Salary	45,547	46,229
		Benefits	17,804	18,981
<b>2.00</b>		<b>TOTAL LAW</b>	<b>221,080</b>	<b>231,950</b>
0.50	Judge	Salary	78,176	83,202
		Benefits	32,258	32,903
1.00	Court Clerk 1	Salary	41,396	47,447
		Benefits	17,017	17,938
<b>1.50</b>		<b>TOTAL MUNICIPAL COURT</b>	<b>168,847</b>	<b>181,490</b>
1.00	Maintenance Worker 1	Salary	60,098	61,339
		Benefits	23,039	23,044
		Pierce County Security Contract	17,200	17,200
<b>1.00</b>		<b>TOTAL PARKS &amp; RECREATION</b>	<b>100,337</b>	<b>101,583</b>
1.00	Records Specialist	Records Specialist (1) - Salary	54,544	55,362
		Records Specialist (1) - Benefits	19,446	19,736
16.00	16 Police Officers	Police Officers (16) -Salary	1,445,718	1,475,903
		Police Officers (16) -Benefits	515,431	526,146
2.00	Lieutenant	Lieutenant (2) - Salary	240,434	244,041
		Lieutenant (2) - Benefits	85,722	87,000
<b>19.00</b>		<b>TOTAL POLICE</b>	<b>2,361,295</b>	<b>2,408,188</b>
<b>24.50</b>			<b>2,998,943</b>	<b>3,074,937</b>

NON-CIP CAPITAL OUTLAY SUMMARY				
(Excluding Capital Improvement Projects)				
Fund	Dept	Description	2017	2018
<b>Dumas Bay Center:</b>				
	DBC	Repair damage to beach trail and re-open to public	50,000	-
	DBC	Installation of new roof over Knutzen family theatre	100,000	-
	DBC	Replace kitchen oven and tilt skillet	20,000	-
		<b>Subtotal Dumas Bay Center Fund</b>	<b>170,000</b>	<b>-</b>
<b>Information Systems:</b>				
	City-Wide	RR Servers (2 in 2017) (2 in 2018)	23,678	25,742
	PD	RR Police MDCs (16 in 2017) (19 in 2018)	71,874	63,150
	City-Wide	RR Desktop PCs (48 in 2017) (55 in 2018)	48,349	56,443
	City-Wide	RR Laptop (8 in 2017) (8 in 2018)	14,278	14,120
	City-Wide	RR Printers (2 in 2017) (4 in 2018)	7,347	15,242
	PD	RR Police Radios Mobile (5 in 2017) (5 in 2018)	17,246	17,246
	PD	RR Police Radios Portable (7 in 2017) (7 in 2018)	24,145	24,145
	PD	RR Scanner (1 in 2017) (2 in 2018)	4,810	3,527
	City-Wide	RR Network	4,805	-
	City-Wide	RR Video Arrangement Equipment	-	6,618
	City-Wide	RR Miscellaneous Hardware	10,000	10,000
	City-Wide	RR UPS and Batteries	-	33,311
	City-Wide	RR LG GIS Plotter	-	10,178
	City-Wide	RR Spillman Server	39,899	-
	City-Wide	RR Council tablet replacements	7,787	-
		<b>Subtotal Information Systems Fund</b>	<b>274,218</b>	<b>279,722</b>
<b>Mail &amp; Distribution:</b>				
	PK-SL	Replace copiers (4 in 2017) (3 in 2018)	56,506	24,234
		<b>Subtotal Mail &amp; Distribution Fund</b>	<b>56,506</b>	<b>24,234</b>
<b>Fleet &amp; Equipment:</b>				
	PW	Replace 83511 Ford Escape Hybrid	31,222	-
	PW	Replace Sidewalk Grinder	5,500	-
	PW	Replace Trench Safety Box	3,837	-
	PW	Replace 6" Pump and Trailer	57,998	-
	PW	Replace Side Mower 92051	69,917	-
	PW	Replace Mini Excavator	65,000	-
	PW	Replace Solar Arrowboard	10,234	-
	PK	Replace Pro Gator from 2001	28,495	-
	PK	Replace Sod Cutter from 1991	9,942	-
	PK	Replace Truck 102 Chevy Blazer from 2002	36,366	-
	PD	Replace Marked Ptol Vehicle 6164	49,000	-
	PD	Replace Marked Ptol Vehicle 6391	49,000	-
		<b>Subtotal Fleet &amp; Equipment Fund</b>	<b>416,511</b>	<b>-</b>
<b>Grand Total Non-CIP Capital Outlay</b>			<b>\$ 917,235</b>	<b>\$ 303,956</b>

**2017 FEE SCHEDULE  
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**MISCELLANEOUS STATISTICAL INFORMATION  
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**GLOSSARY OF BUDGET TERMS**

The following are definitions for common terms found in budget summary statements, as well as an explanation of financial terms, found in this budget document.

<i>Accounting System</i>	The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.
<i>Accrual Basis</i>	Accrual basis of accounting is used in 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.
<i>Adjusted Budget</i>	The budget as revised through supplemental appropriations approved by Council during the year.
<i>Allocation</i>	To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.
<i>Appropriation</i>	An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources.
<i>Arbitrage</i>	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.
<i>Assessed Valuation</i>	The estimated value placed upon real and personal property by the King County Assessor as the basis for levying property taxes.
<i>Audit</i>	<p>A systematic examination of resource utilization concluded in a written report. It is a test of management's internal accounting controls and is intended to:</p> <ul style="list-style-type: none"><li>• ascertain whether financial statement fairly present financial positions and results of operations;</li><li>• test whether transactions have been legally performed;</li><li>• identify areas for possible improvements in accounting practices and procedures;</li><li>• ascertain whether transactions have been recorded accurately and consistently;</li><li>• and ascertain the stewardship of officials responsible for governmental resources</li></ul>
<i>BARS</i>	The State of Washington prescribed <u>Budgeting, Accounting, Reporting Systems</u> Manual for which compliance is required for all governmental entities in the State of Washington.
<i>Balanced Budget</i>	State law prescribes a balanced budget is total expenditures and other uses no to exceed total resources (current revenue plus beginning fund balance). The City of Federal Way's policy further requires that ongoing expenditures do not exceed ongoing revenues. A balanced budget for Federal Way must meet both conditions.
<i>Base Budget</i>	Ongoing expense for personnel, contractual services, and the replacement of supplies and minor equipment required to maintain service levels previously authorized by City Council.
<i>Beginning Fund Balance</i>	The resources that are unspent from the previous year and are available in the subsequent fiscal year for expenditures. Since these resources are typically available due to under expenditures in the previous year or unexpected revenues, it is prudent to not utilize these resources for ongoing operational expenditures.
<i>Benefits</i>	Employer contributions paid by the City as part of the conditions of employment. Examples include: health/dental insurance, state public employees retirement system, city retirement system, and employment security.

<i>Biennial Budget</i>	A budget applicable to a two-year fiscal period.
<i>Bond(Debt Instrument)</i>	A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
<i>Budget</i>	A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.
<i>Budget Amendment</i>	A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures/expenses at the fund level by ordinance without public notice or public hearing requirements, when unanticipated revenues occur or emergencies exist (RCW 35A.33.080 and 35A.33.120). The Mayor is authorized to make budget amendments between organizations of the same fund, as long as there is no change in the total budget for that fund.
<i>Budget Calendar</i>	The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
<i>Budgets and Budgetary Accounting</i>	The City of Federal Way budgets its funds in accordance with Revised Code of Washington (RCW) 35A.33. In compliance with the Code, annual appropriations are adopted for the General, Special Revenue, Debt Service and Capital Projects Fund. Any unexpended appropriations lapse at the end of the fiscal year. For Governmental Funds, there is no substantial difference between budgetary basis and generally accepted accounting principles. Annual appropriated budgets are adopted at the fund level.
<i>Budgetary Control</i>	The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
<i>Budget Document</i>	The official written statement prepared by the budget office and supporting staff, which presents the proposed budget to the City Council.
<i>Community Development Block Grant (CDBG)</i>	Funding provided for the purpose of carrying out eligible community development and housing activities.
<i>Capital</i>	Expenditures made to acquire, reconstruct, or construct major fixed or capital assets. A fixed asset is a tangible object of a long-term character which will continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. A capital asset must exceed \$1000 in cost and have an expected useful life expectancy of 12 months. For purposes of this definition, a "fixed asset" includes a group of items purchased together that will be used "for a single purpose" and which could not be used effectively by themselves.
<i>Capital Facilities Plan (CFP)</i>	A capital facilities plan includes an inventory of existing facilities, a forecast of future needs, proposed locations, capacities for new or expanded facilities, and a financing plan. The financing plan outlines the costs, revenues and time schedules for each capital improvement project. In compliance with the Growth Management Act legislation within the State of Washington, the City is preparing such a plan.

## **CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET**

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<i>Capital Improvement Program (CIP)</i>	A plan for capital expenditures to be incurred each year over a period of five or more future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.
<i>Certificates of Participation</i>	A certificate of participation represents a divided share of a lease that is assigned or marketed to investors. These debt instruments typically represent general obligation debt but can also be issued by enterprises.
<i>Certificate of Deposit</i>	A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period at a specified interest rate.
<i>Comprehensive Plan</i>	A general plan that outlines growth and land use for residential, commercial, industrial, and open space areas.
<i>Consumer Price Index (CPI)</i>	A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of change in the cost of living.
<i>Contingency</i>	A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.
<i>Cost of Living Adjustment (COLA)</i>	An increase in salaries to offset the adverse effect of inflation on compensation.
<i>Councilmanic Bonds</i>	Councilmanic bonds refer to bonds issued with the approval of the Council as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed .75% of the assessed valuation.
<i>Debt Service</i>	Payment of interest and repayment of principal to holders of the City's debt instruments.
<i>Deficit</i>	<ol style="list-style-type: none"><li>(1) The excess of an entity's liabilities over its assets (see Fund Balance)</li><li>(2) The excess of expenditures or expenses over revenues during a single accounting period.</li></ol>
<i>Department</i>	Basic organizational unit of City government responsible for carrying out a specific function.
<i>Depreciation</i>	<ol style="list-style-type: none"><li>(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.</li><li>(2) That portion of the cost of a capital asset which is charged as an expense during a particular period.</li></ol>
<i>Division</i>	A group of homogenous cost centers within a department.
<i>Designated Fund Balance</i>	Fund balance that is not legally restricted to a specific use, but is nonetheless planned to be used for a particular purpose. For example, the General Fund has a fund balance that is designated for contingency. There is no legal restriction on the use of this fund balance, but it is budgeted to provide financial stability.
<i>Enterprise Fund</i>	A fund type used to account for operations that are financed or operated in a manner similar to private business enterprise where the intent of the governing body is that costs or providing goods and services be recovered primarily through user charges.
<i>Expenditures/ Expenses</i>	Where accounts are kept on the modified accrual basis (expenditures) or accrual basis (expenses) of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.
<i>Fees</i>	A general term used for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a penalty. Major types of fees include business and non-business licenses and user charges.

<i>Fiscal Year</i>	A twelve (12) month period designated as the operating year by an entity. For Federal Way, the fiscal year is the same as the calendar year.
<i>Full-Time Equivalent Position (FTE)</i>	FTE is a measure of a position by its budgeted hours. For example, 1 FTE equals 2,080 hours and .75 FTE equals 1,566 hours.
<i>Fund</i>	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives. (See the fund divider pages for specific fund category definitions.)
<i>Fund Balance</i>	Difference between assets and liabilities (the equity) reported in governmental funds. Fund balances are classified as reserved or unreserved/undesignated.  <i>Reserved funds:</i> an account used to indicate that a portion of fund equity is legally restricted for a specific purpose. <i>Unreserved or undesignated funds:</i> 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.
<i>General Fund</i>	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.
<i>General Obligation</i>	Bonds for which the full faith and credit of the insuring government are pledged for <i>Bonds</i> payment.
<i>Goal</i>	A long-range statement of broad direction, purpose, or intent, based on the needs of the community.
<i>Grant</i>	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.
<i>Growth Management Act (GMA)</i>	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.
<i>Infrastructure</i>	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)
<i>Indebtedness</i>	The state of owing financial resources to other financial institutions and investors.
<i>Interfund Services</i>	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.
<i>Interfund Transfers</i>	Contributions from one City fund to another in support of activities of the receiving fund. Loans are not included.
<i>Intergovernment Services</i>	Services purchased from other government agencies and normally include types of services that only government agencies provide.

<i>Internal Control</i>	<p>A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provides that:</p> <ul style="list-style-type: none"><li>• The duties of employees are subdivided so that no single employee handles a financial action from beginning to end.</li><li>• Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed.</li><li>• Records and procedures are arranged appropriately to facilitate effective control.</li></ul>
<i>Internal Service Fund</i>	<p>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.</p>
<i>Investment</i>	<p>Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.</p>
<i>Level of Service</i>	<p>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.</p>
<i>Levy</i>	<p>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.</p>
<i>Levy Rate</i>	<p>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.</p>
<i>Liability</i>	<p>Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.</p>
<i>Long-Term Debt</i>	<p>Debt with a maturity of more than one year after the date of issuance.</p>
<i>Mitigation Fees</i>	<p>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.</p>
<i>Modified Accrual Basis</i>	<p>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).</p>
<i>Net Interest Cost</i>	<p>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.</p>
<i>Object</i>	<p>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.</p>

<i>Objective</i>	A specific measurable achievement that may be accomplished within a specific time frame.
<i>Operating Budget</i>	An operations plan, expressed in financial terms, whereby an operating program is funded for a single year. Per state law, operating budgets lapse at year-end.
<i>Performance Measures</i>	A performance measure is an indicator of the attainment of an objective. It is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.
<i>Personnel Services</i>	Includes total wages and benefits.
<i>Program Activity</i>	A broad function or a group of similar or related services/activities having a common purpose.
<i>Proposed Budget</i>	The Mayor's recommended budget submitted to the City Council and Public in October of each year.
<i>Proprietary Funds</i>	Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning and revenues are recorded in the same period. As a result, there is a direct cause and effect relationship between revenues and expenses in these funds.
<i>Public Works Trust Fund Loans (PWTFLL)</i>	A state revolving loan fund that provides low interest loans to help local governments maintain or improve essential public works systems.
<i>Rainy Day Reserve</i>	The Rainy Day Reserves was established during the 2007/08 mid-biennium budget adjustment where Council authorized setting aside \$2 million of the General fund unallocated balance to be used to offset temporary declines in General Fund revenues due to an economic downturn.
<i>Real Estate Excise Tax (REET)</i>	A tax levied on real estate sales and used for payment of debt and capital purposes.
<i>Replacement Reserves</i>	A portion of fund equity built up for specific assets for the purpose of purchasing the replacement of those assets.
<i>Reserve</i>	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.
<i>Residual Equity Transfer</i>	Nonrecurring or nonroutine interfund transfers of equity between funds.
<i>Resources</i>	Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.
<i>Retained Earnings</i>	An equity account reflecting the accumulated earnings of a proprietary (internal service or enterprise) fund. In this budget document, the balance derived excludes asset depreciation expenditures. When depreciation is charged to user organizations, as in internal service funds, the cash balance remaining (ending retained earnings), therefore, represents the asset replacement reserve being accumulated.

## **CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET**

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<i>Revenue</i>	Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.
<i>Revenue Estimate</i>	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.
<i>Salaries and Wages</i>	Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, temporary help, and car allowances.
<i>Services and Charges</i>	Services acquired from and fees/payments made to vendors. These include printing, publications, auditing, police protection, street maintenance, public health programs, office rent, telecommunications, and social welfare programs.
<i>Special Revenue Funds</i>	Funds that are dedicated for a specific purpose requiring an additional level of accountability and are collected in a separate account outside of the General Fund.
<i>Standard Work Year</i>	2,080 hours or 260 days is equivalent of one work year.
<i>Strategic Plan</i>	A plan outlining the goals and strategies the City will focus on over the next six years.
<i>Subsidy</i>	Financial assistance provided by one fund to another fund (e.g. General Fund subsidy of the Street Fund and Utility Tax Fund to Knutzen Family Theatre)
<i>Supplemental Appropriation</i>	An appropriation approved by Council after the initial budget adoption. Supplemental appropriations are approved by Council during the year.
<i>Supplies</i>	Items used to deliver services, such as office supplies, short-lived minor equipment with no material value, periodicals and books, and generic computer software.
<i>Taxes</i>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include special assessments, fees, or charges for services.
<i>Tax Rate</i>	The amount of tax stated in terms of units per \$1,000 of assessed value of taxable property. The tax rate is the result of dividing the tax levied by the assessed value of the taxing district.
<i>Transportation Improvement Program (TIP)</i>	A comprehensive program used to identify specific transportation projects for improvement to enhance local, regional, state, and federal transportation systems.
<i>Unreserved Fund Balance</i>	The difference between fund assets and fund liabilities of governmental or similar trust funds that is available for general expenditures.
<i>User Fees</i>	The payment of a fee for direct receipt of a public service by the person benefiting from the service.
<i>Yield</i>	The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

## ACRONYM LIST

AA	Affirmative Action
AAMA	American Architectural Manufacturers Association
AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ACAD	Association of Coral Artists and Designers
ACLU	American Civil Liberties Union
ADA	Americans with Disability Act
A & E	Architecture and Engineering
AFIS	Automated Fingerprint Information System
AFSCME	American Federal, State, County, and Municipal Employees
AICP	American Institute of Certified Planners
AICPA	American Institute of Certified Public Accountants
ALEA	Aquatic Land Enhancement Account (a WA State grant fund)
AOR	Association of Oregon Recyclers
A/P	Accounts Payable
APA	American Payroll Association
APA	American Planning Association
APWA	American Public Works Association
A/R	Accounts Receivable
ARMA	Association of Records Managers and Administrators
ASCAP	American Society of Composers, Authors, and Publishers
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
ASPA	American Society for Public Administration
ASTM	American Society for Testing & Materials
ATTUG	AT&T Users Group
AV	Assessed Valuation
AWC	Association of Washington Cities
AWRA	American Water Resource Association
BALD	Building and Land Development (King County)
BARS	Budgeting, Accounting, and Reporting System (State)
BPA	Bonneville Power Administration
BFOQ	Bona Fide Occupational Qualifications
BN/BC	Neighborhood Business and Business Community zone
CAC	Citizens Advisory Committee
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CAR	Citizen Action Report
CARES	Children Active in Recreation and Education Services
CBD	Central Business District (Downtown)
CCMA	City-County Communications and Marketing Association
CDBG	Community Development Block Grant
CEAW	City Engineers Association of Washington
CED	Community & Economic Development
CFN	Community Food & Nutrition Program
CFP	Capital Facilities Plan / City Facilities Preferred Plan
CFW	City of Federal Way
CHAS	Comprehensive Housing Affordability Strategy
CIAC	Civic Investment Advisory Committee
CIP	Capital Improvement Program/City Improvement Plan
CLRP	Comprehensive Long Range Plan
CLUP	Comprehensive Land Use Plan
CMA	Certified Management Accountant
CMC	Certified Municipal Clerk
COE	Corps of Engineers, U.S. Army
COG	Council of Governments
COP	Certificate of Participation

***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

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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
NLAWS	Network of Local Arts Agencies of Washington State
NLC	National League of Cities
NNA	National Notary Association

NPDES National Pollutant Discharge Elimination System

***CITY OF FEDERAL WAY 2017/2018 PROPOSED BUDGET***

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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
WSCP	Washington Society of Certified Public Accountants
WSDOE	Washington State Department of Ecology
WSDOT	Washington State Department of Transportation
WSLAA	Washington State Local Arts Agencies
WSRA	Washington State Recycling Association