



**WASHINGTON**



# **2021/2022 PROPOSED BIENNIUM BUDGET**



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## **READERS GUIDE**

### **Organization of this Document**

This budget document is organized into six sections to facilitate the reader's understanding of the City's 2021/2022 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                   |                     |



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Federal Way  
Washington**

For the Biennium Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Distinguished Budget Presentation Award to the City Of Federal Way for its biennial budget for the biennium beginning January 1, 2019. The City has earned this award since 1990. The award represents a significant achievement. It reflects the commitment of the governing body and staff to meeting the highest principles in governmental budgeting. In order to receive the budget award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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September 15, 2020

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

With this transmittal letter, I am pleased to present the proposed fiscal Year (FY) 2021-2022 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. At the same time we are continuing the course for our community that we started with the 2015-2016 Biennial Budget. The FY 2021-2022 Proposed 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.*
- *City's Priorities:*
  - Security of citizens and properties
  - Maintaining current level of service
  - Avoid layoff of current staff
  - Avoid loss of key staff with institutional knowledge
  - Ensure Non-represented employees do not fall too far behind
  - Clean community

*The Economic Backdrop*

The 2021-2022 Biennial Budget is presented in the context of a U.S. economy and regional economy that are struggling due to the COVID-19 pandemic and resulting social distancing. The following observations are directly from the Washington State Economic and Revenue Council Forecast of August 17, 2020, and significantly impacts our thinking for 2021 and beyond.

- The U.S. economy is now in recession. The unemployment rate declined to 10.2% in July from 13.3% in June. The Real U.S. GDP in the second quarter declined by 32.9% at an annual rate, 9.5% below the first quarter GDP. The national economy continues to improve this month, but most indicators remain below their year-ago values. Residential construction activity improved again in July but continues to lag year-ago levels. Housing units authorized by building permits in June were 2.1% (SA) above their May level but 2.5% below their year-ago level. June housing starts increased by 17.3% (SA) compared to May but were 4.0% below their year June 2019 level. Existing home sales in June increased by 20.7% (SA) compared to May but were down 11.3% compared to June 2019. Two key measures of consumer confidence both declined in July. The University of Michigan (UM) consumer sentiment survey decreased by 5.6 points to 72.5, reflecting the continued resurgence of COVID-19. The Conference Board index of consumer confidence decreased 5.7 points to 92.6. The Conference Board noted that consumers were less optimistic about business conditions, the labor market and income prospects over the next six months.
- The Washington economy has entered a severe recession because of extreme social distancing in response to COVID-19. Washington's unemployment rate inched up to 10.3% in July from 10.0% in June. The July rate is still down significantly from the 16.3% rate reached in April, which was an all-time high in the series that dates back to 1976. Washington housing construction declined in the second quarter but exceeded the June forecast. Washington housing units authorized by building permits averaged 40,300 (SAAR) in the second quarter of 2020, down from 49,800 in the first quarter. Second quarter permits consisted of 17,800 single-family units and 22,600 multifamily units. The June forecast

predicted 12,300 single-family units and 16,700 multi-family units for a total of 28,900 units in the second quarter. Seattle-area home prices declined for a second consecutive month in May but continued to increase over the year. According to the S&P/Case-Shiller Home Price Indices, seasonally adjusted Seattle home prices decreased 0.2% in both April and May. The previous monthly decline in the Seattle index was in April 2019. The composite-20 index was unchanged in May. May Seattle home prices were still up 6.8% over the year. In comparison, the composite-20 index was up 3.7% over the year. May Seattle home prices were up 101% since the December 2011 and exceeded the May 2007 peak by 40%. The reported May figure is for the three months ending in May.

It appears that the Federal Way and Washington state economy are in a recession, but that is what presents challenges to the city government. The local economy is falling behind last year. The number and value of building permits have decreased significantly, the Sales tax revenue will be lower, and we will see significant increase in Utility tax over previous years due to court decisions and new Utility tax on waste and recycling services. We are expecting a decrease in revenue from Permit fees of about \$1 million a year in this budget. As a result, we are forecasting a small growth in revenue in 2021. It is not expected that many of our general fund revenue sources will see high growth in 2021 or current biennium without business recruitment and major taxable construction within the city limits. The labor cost will stabilize as the unemployment stays high but the City is already behind on its salaries compared to other comparable cities based on our recent salary study. The cost of borrowing is unusually low and in this budget the city tries to hold on to its cash and use borrowed money while keeping an eye on its ability to service the debt.

We must, therefore, explore additional sources of revenues, and be cautious as we move ahead. Some of the curtailed spending will not be absorbed through staff reduction since most of our employees are already at their peak in order to maintain current service levels, but our focus over the long term must be on revenue sustainability. Instead, we must allocate our resources cautiously and strategically, addressing critical service needs and investing prudently to move the community forward. Federal Way this past year has certainly experienced positive economic growth, and we look to the future with much hope and optimism. However, that optimism is tempered with a conservative approach that recognizes existing budget challenges.

*The following are some of the challenges:*

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

- **Modest Growth in Property Tax Revenue.** The City's property tax growth is limited by state law to no more than 1% annual growth, excluding new construction. There were few major construction projects in 2019 and much less in 2020. Therefore, there will be less increase in property value compared to the previous two years. Even though local property values will still grow a little, the City's total property tax revenues can only increase 1% above prior year excluding new construction and annexation. This budget there will be little new construction.
- **Substantial Net Growth in Utility Tax.** As a result of a supreme court decision in 2020, the City's Utility tax will increase by the extension of tax on Water and Sewer utilities. The City also increased the Utility tax on solid waste and



recycling activities to fund overlay projects by additional 10% over the 7.75% bringing the total Utility tax on solid waste and recycling to 17.75%.

- **Maintaining Workforce.** The prudent efforts of past years to balance the budget have put significant stress on the remaining staff. Between 2008 and 2012, the city reduced its workforce from 353.35 full-time equivalent positions (FTEs) to a low of 278.40 FTEs in 2012. The City has made an effort to prudently add more staff to lessen the pressure on the existing staff. We are increasing our police force to 137 members in 2021 with COPS grant. We added 3 transportation officers in 2020 to accommodate transportation of prisoners. We are also increasing our staff in public works to accommodate the Sound Transit project needs and garbage pickup.
- **Cost of incarceration and security.** During challenging financial times, our police department experienced reduction in force size while still delivering high quality services. With our philosophy of aggressive prosecution as an effective crime deterrent, we're putting more criminals behind bars and this has a budget impact. Our Average Daily Population (ADP) in the South Correctional Entity (SCORE) increased from 60 beds at inception to a high of 120 in April of 2015 and 73 in July of 2016. We still plan to make safety of our citizens a number one issue but we need to do it efficiently, and paying \$260 per day to incarcerate a prisoner is not an efficient way. We have contracted with other jurisdictions and saved more than \$2.1 million from what we are paying in 2018 starting in 2020. We are using this money to absolve the loss of revenue due to COVID-19.
- **Maintaining our existing parks.** The City has invested a lot of money into developing its park inventory for the enjoyment of its citizens and as years go by the city will spend more on repairs, replacements and maintenance. Some of these repairs will be considerable.

#### Major Items Addressed in This Budget

As the economy enters recession due to COVID-19, this budget addresses many of the major issues for the departments and the citizens. The following are some of the issues addressed assuming revenue projections are met:

- The police department will be fully funded for 134 officers and up by three in 2021 to 137 to hire 3 more officers with COPS grant. In 2020 we increased our civilian staff in Police department to 33 including 3 transportation officers to transport inmates to the respective contract facilities.
- Current levels of service will be maintained across all departments.
- The Performing Arts and Event Center (PAEC) opened in 2017 and we are expecting to support it with more than \$1 million due to COVID-19 in 2021.
- The City will continue to enhance and operate the popular Town Square Park, Federal Way's first downtown park.
- We will continue to fund Economic Development Department, which focuses resources on a community economic development strategy, finding appropriate tenants and businesses for the Weyerhaeuser property, and recruiting new businesses.
- The City is following through on the recommendation of the consultants on the system security by funding a new backup system, and technical consultants to work on our security infrastructures. The City also intends to adjust pay of some employees in IT department to avoid loss of institutional knowledge and fund contract work to improve our network securities.
- The City will be investing in our Dumas Bay Center by upgrading the heating system and in our Community Center by replacing the Water Slide. The City also plans to increase the hours of some workers and add additional staff to Parks to be able to better respond to the citizens' needs.
- All employees will maintain the same hours in 2021 and 2022 as 2020 except few employees that are moved from part-time to full time. They will maintain wages according to their bargaining agreement.
- To reduce further decline in our employee's wages compared to neighboring cities we will

pay our non-union employees a 3% market adjustment in 2021 and 2022 and employees will receive any step increase they may have earned.

Several unfunded requests for positions, programs and equipment by department directors are not included in this budget. These unfunded requests represent very real service needs and we plan to continue to explore alternative funding for these items with the Council next year after we finalize our fund balances for 2020.

#### Budget Highlights

##### **Expenditures**

Public Safety continues to be the City's number one priority. Police Department operations (Police, Jail contract, and 911 Dispatch) accounts for 50 % of the total 2021 General fund budget (excluding interfund charges), It accounts for 24% of the entire 2021 City's budget of \$127.8 million.

Parks and Recreation programs contribute significantly to quality of life and serve all segments of the Federal Way community. These programs account for 8 % of the total 2021 proposed General Fund budget. These programs include the afterschool youth programs, adult activity programs, such as guided tours, computer training, social activities for our senior citizens, and the park programs that maintain soccer field, baseball fields, softball fields, trails, the community center swimming pool, cultural program and maintenance of historical assets for generations to come.

Community Development programs account for about 7% of 2021 General Fund budget and 2.2% of the total proposed 2021 budget.

#### Available Resources

Overall, there is a net increase in total revenue from 2020 adopted budget versus 2021 proposed budget due to change in practice of transferring fund from one fund to the other before it is finally disbursed out. There is a slight increase in the property taxes due to the expected growth and total tax revenue in 2021 due to the 1% property tax increase, and modest growth in utility tax due to increase in tax rate on solid waste and recycling utilities.

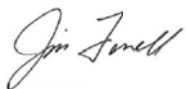
#### Acknowledgements

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

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

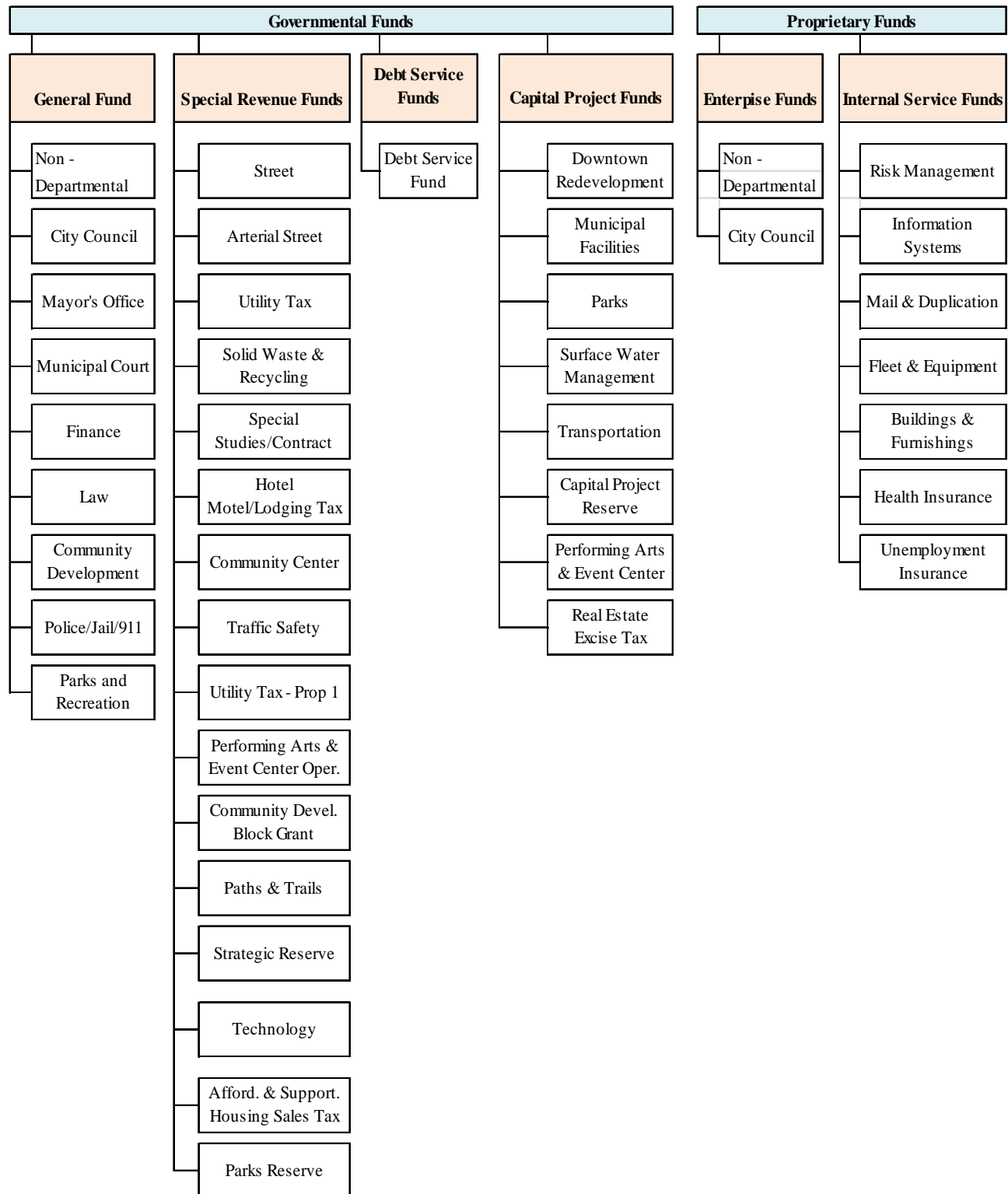
It is an honor to serve the Federal Way community.

Respectfully,



Jim Ferrell,  
Mayor

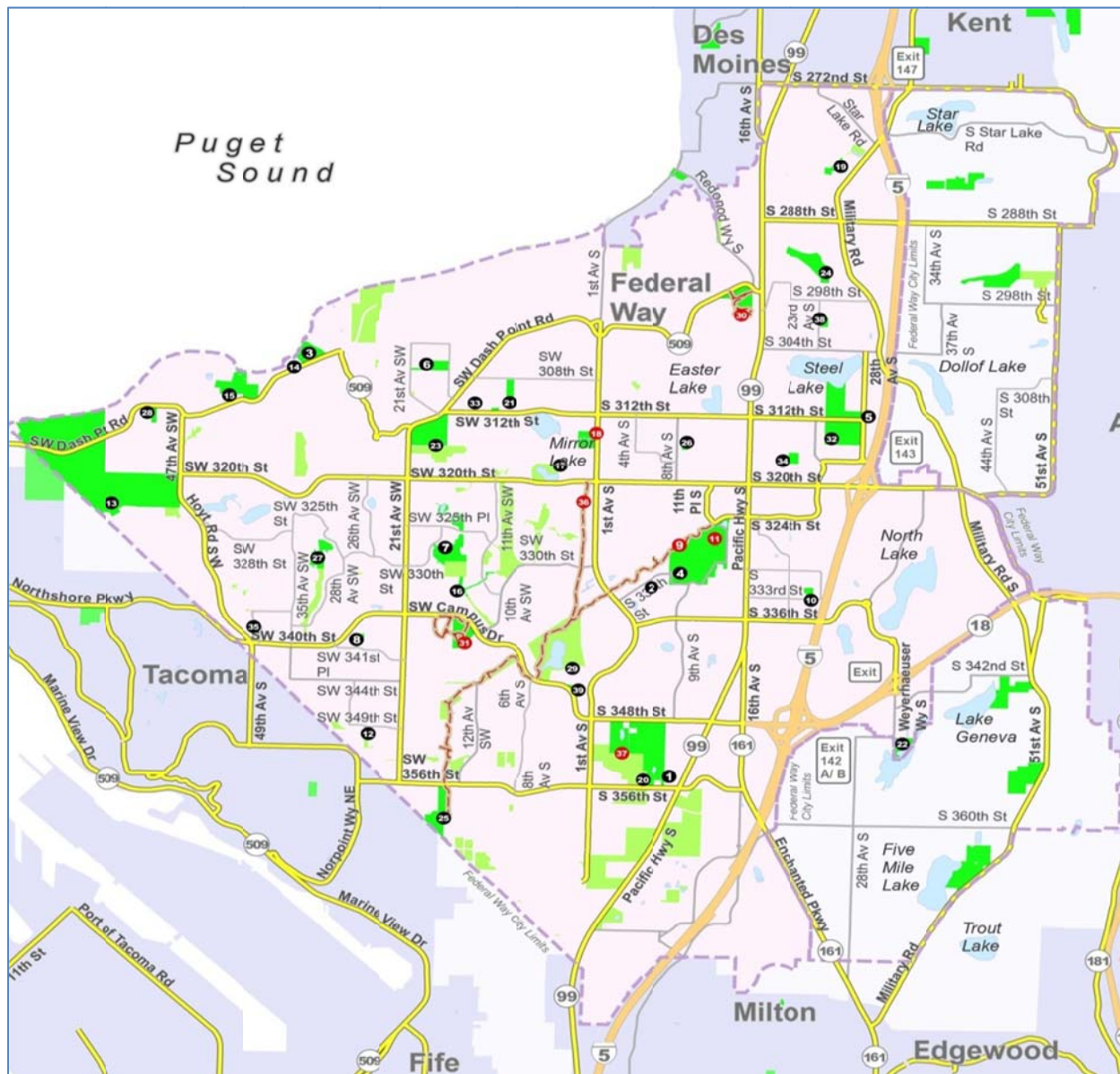
## Graph showing Fund relation



## Chart showing Department and Fund relation

| Funds                                       | Departments |              |                |    |            |         |     |               |                  |             |              |
|---|-------------|--------------|----------------|----|------------|---------|-----|---------------|------------------|-------------|--------------|
|   | Non-Dept    | City Council | Mayor's Office | IT | 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           |              |                |    |            |         |     |               |                  |             |              |
| Affordable & Support. Housing Sales/Use 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           |              |                |    |            |         |     |               |                  |             |              |
| Technology                                  | 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 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 Alcerbrook Park
- 8 Alcerdale 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 Saghale 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.

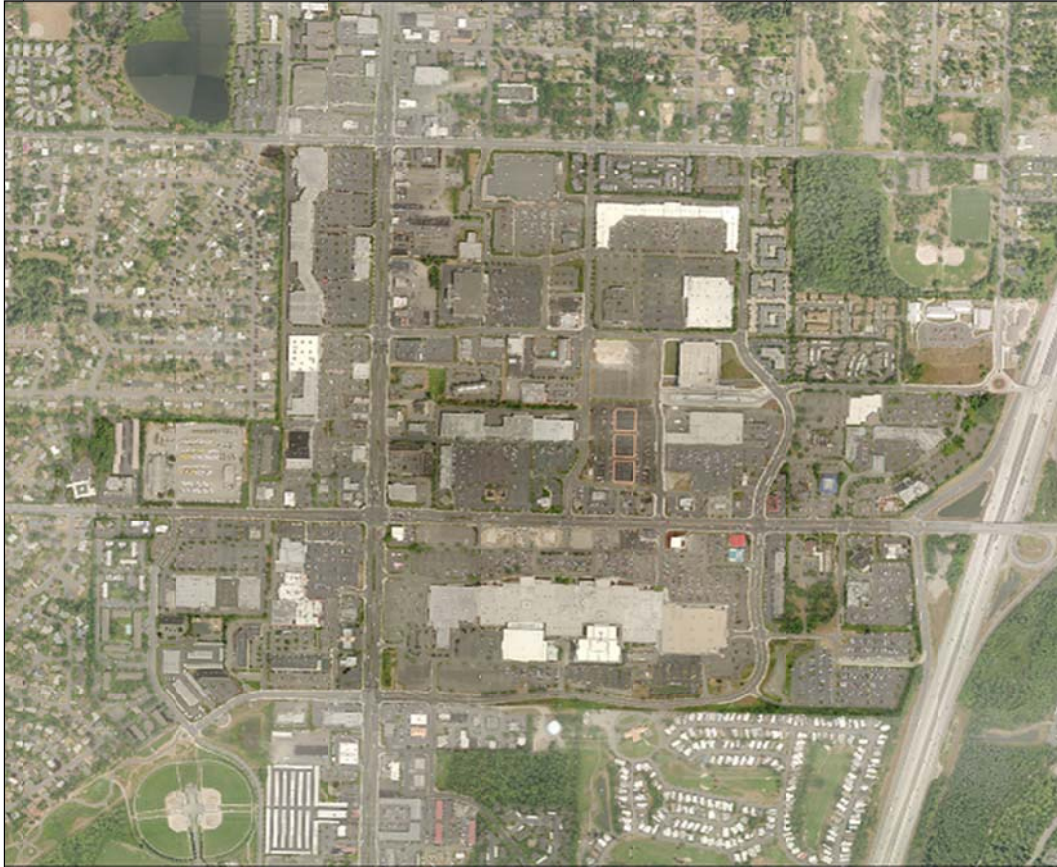
As this commercial area developed, the rest of Federal Way was changing as well. The Boeing Company expanded their operations in Renton and the Kent Valley and began advertising nationally for engineers. Those engineers in turn began roaming the wooded acreage in Federal Way in search of housing. One 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*

**2020  
CITY OFFICIALS  
EXECUTIVE & LEGISLATIVE BODY**



**JIM FERRELL**  
Mayor



**SUSAN HONDA**  
Council President



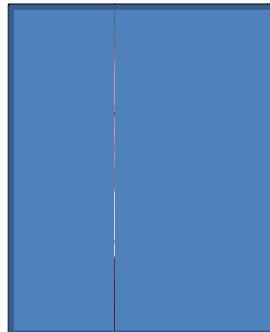
**LYDIA ASSEFA-DAWSON**  
Councilmember #1



**GREGORY A. BARUSO**  
Councilmember #2\*



**HOANG V. TRAN**  
Councilmember #4



**VACANT**  
Councilmember #5



**MARTIN A. MOORE**  
Councilmember #6



**LINDA KOCHMAR**  
Councilmember #7

| <b><u>Position</u></b> | <b><u>Elected/Appointed*</u></b> | <b><u>Term</u></b> | <b><u>Elected/<br/>Appointed</u></b> | <b><u>Email</u></b>  | <b><u>Phone</u></b> |
|------------------------|----------------------------------|--------------------|--------------------------------------|--|---------------------|
| Mayor                  | Jim Ferrell                      | 1/1/18-12/31/21    | 11/28/17                             | <a href="mailto:Jim.Ferrell@cityoffederalway.com">Jim.Ferrell@cityoffederalway.com</a>                 | (253) 835-2402      |
| Position #1            | Lydia Assefa-Dawson              | 1/1/20-12/31/23    | 11/26/19                             | <a href="mailto:Lydia.Assefa-Dawson@cityoffederalway.com">Lydia.Assefa-Dawson@cityoffederalway.com</a> | (253) 835-2401      |
| Position #2            | Gregory A. Baruso                | 3/7/20-12/31/21    | 3/7/20                               | <a href="mailto:Greg.Baruso@cityoffederalway.com">Greg.Baruso@cityoffederalway.com</a>                 | (253) 835-2401      |
| Position #3            | Susan Honda                      | 1/1/20-12/31/23    | 11/26/19                             | <a href="mailto:Susan.Honda@cityoffederalway.com">Susan.Honda@cityoffederalway.com</a>                 | (253) 835-2401      |
| Position #4            | Hoang V. Tran                    | 1/1/18-12/31/21    | 11/28/17                             | <a href="mailto:Hoang.Tran@cityoffederalway.com">Hoang.Tran@cityoffederalway.com</a>                   | (253) 835-2401      |
| Position #5            | Vacant                           | 1/1/20-12/31/23    | Vacant                               | <a href="#">Vacant</a>   | (253) 835-2401      |
| Position #6            | Martin A. Moore                  | 1/1/18-12/31/21    | 11/28/17                             | <a href="mailto:Martin.Moore@cityoffederalway.com">Martin.Moore@cityoffederalway.com</a>               | (253) 835-2401      |
| Position #7            | Linda Kochmar                    | 1/1/20-12/31/23    | 11/26/19                             | <a href="mailto:Dini.Duclos@cityoffederalway.com">Dini.Duclos@cityoffederalway.com</a>                 | (253) 835-2401      |

*\*Councilmember Gregory Baruo was elected to fill appointed position #2 that was filled by Councilmember Jesse Johnson on 3/7/2020.*



## JUDICIAL BRANCH

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

## CITY ADMINISTRATION (In alphabetical order)

| <u>Position</u>                | <u>Employee</u>    | <u>Appointment</u> | <u>Contact Information</u>                                |
|--------------------------------|--------------------|--------------------|---|
| City Attorney                  | Ryan Call          | 3/9/2017           | Ryan.Call@cityoffederalway.com<br>(253) 835-2572          |
| City Clerk                     | Stephanie Courtney | 10/7/2014          | Stephanie.Courtney@cityoffederalway.com<br>(253) 835-2540 |
| Community Development Director | Brian Davis        | 11/1/2016          | Brian.Davis@cityoffederalway.com<br>(253) 835-2612        |
| Economic Development Director  | Tim Johnson        | 9/15/2014          | Tim.Johnson@cityoffederalway.com<br>(253) 835-2412        |
| Finance Director               | Ade Ariwoola       | 4/1/2014           | Ade.Ariwoola@cityoffederalway.com<br>(253) 835-2520       |
| Human Resources Manager        | Jean Stanley       | 1/1/2011           | Jean.Stanley@cityoffederalway.com<br>(253) 835-2532       |
| IT Director                    | Thomas Fichtner    | 3/23/2020          | Thomas.Fichtner@cityoffederalway.com<br>(253) 835-2547    |
| Parks Director                 | John Hutton        | 7/23/2014          | John.Hutton@cityoffederalway.com<br>(253) 835-6910        |
| Police Chief                   | Andy Hwang         | 3/18/2014          | Andy.Hwang@cityoffederalway.com<br>(253) 835-6716         |
| Public Works Director          | EJ Walsh           | 8/18/2018          | EJ.Walsh@cityoffederalway.com<br>(253) 835-2713           |



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## **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**

***Service***

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.

***Pride***

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.

***Integrity***

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.

***Responsibility***

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.

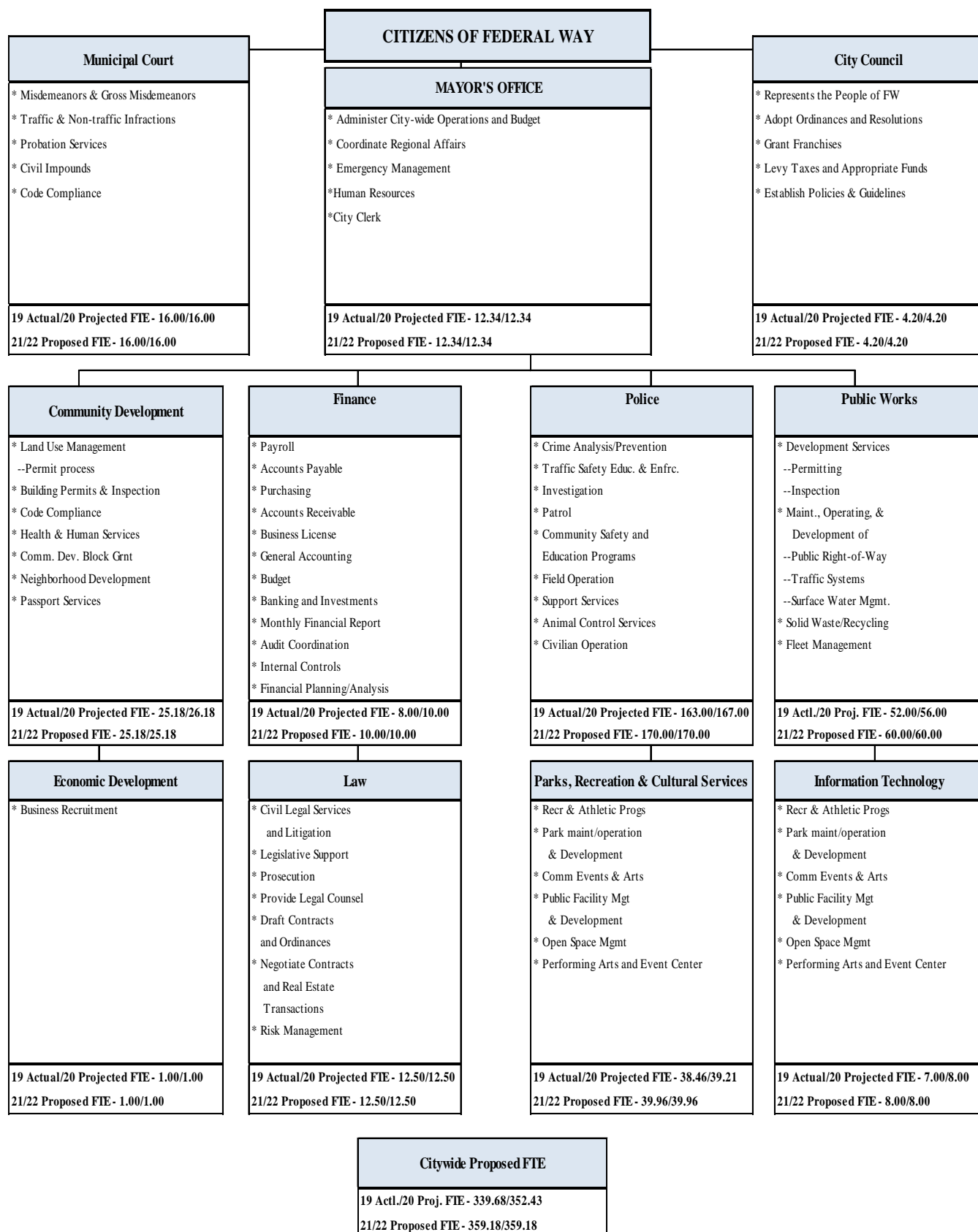
***Innovation***

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.

***Teamwork***

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:     | Daniel Hershman, Mary Blacker, Karen Brugato, Cory Young, Vickie Chynoweth, Alyson Soma, Iveta Felzenberg, Kimberly Bowman, and Kenny Byrne   |               |              |
| 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:   | 6 members  | Appointed by: | Mayor |
| Current Members:     | Julia Diaz, David Baine, Stephanie Suprius, Linda Purlee, Kennedy Conder and Sofia Mayo  |               |       |
| Meeting Information: | 1 <sup>st</sup> Wednesday of each month as needed at 7:00 p.m. - Hylebos Conference Room   |               |       |

### **CDBG Loan Advisory Review Committee**

|                      |   |               |              |
|----------------------|---|---------------|--------------|
| Purpose:             | The CDBG Loan Review Advisory Committee advises the Mayor and City Council on economic development loan products and applications for loan funding. |               |              |
| Number of Members:   | 4 members   | Appointed by: | City Council |
| Current Members:     | (not currently active)  |               |              |
| Meeting Information: |   |               |              |

### **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:     | Ali Hajheidari, ShaQuina Davis, Julian Franco, Nichelle Curtis-McQueen, Larissa Lincoln, Trenise Rogers, Stephanie Suprius, Brandon Bruan, Judo Garcia-Lata alternate, and 1 Vacant.                          |               |              |
| Meeting Information: | 2 <sup>nd</sup> Wednesday of January, March, May, July, September, November at 5:30 p.m. – Hylebos Conf. Room   |               |              |

### **Finance, Economic Development & Regional Affairs Committee (FEDRAC)**

|                      |  |  |  |
|----------------------|--|--|--|
| Purpose:             | The FEDRAC is a City Council Committee that reviews issues and policies related to the City's budget and fiscal affairs, financial operations, economic development activities and legislative and regional relations. The Lodging Tax Advisory Committee reports to FEDRAC. |  |  |
| Number of Members:   | 2 members - 1 vacant of the elected City Council   |  |  |
| Current Members:     | Linda Kochmar and Hoang Tran.  |  |  |
| Meeting Information: | 4 <sup>th</sup> Tuesday of each month at 5:00 pm. – Hylebos Conference Room  |  |  |

### **Ethics Board**

|                      |   |               |              |
|----------------------|---|---------------|--------------|
| Purpose:             | The Ethics Board reviews complaints regarding alleged violations of the Federal Way Code of Ethics. |               |              |
| Number of Members:   | 3 members and 1 alternate member  | Appointed by: | City Council |
| Current Members:     | Kathryn Hancock and Karen Kirkpatrick   |               |              |
| Meeting Information: | As necessary  |               |              |

### **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 2 alternate member  | Appointed by: | City Council |
| Current Members:     | Jack Stanford, Jamila Taylor, Jack Walsh, Cynthia Ricks-Maccotan, Ken Stark, Mary Schultz, Julie Hiller, Kathryn Scanlon, Annette Cummings, Anthony Pagliocco-Alternate, and Betty Taylor-Alternate |               |              |
| Meeting Information: | 3 <sup>rd</sup> Monday of each month at 5:30 pm – Hylebos Conference Room   |               |              |

### **Independent Salary Commission**

|                      |  |               |                                  |
|----------------------|--|---------------|----------------------------------|
| Purpose:             | The Independent Salary Commission studies the relationship of benefits to the duties of the Mayor and City Council members and adjusts them, if appropriate. They are to review and file their salary schedules and benefits no later than May 31 of every even-numbered year. |               |                                  |
| Number of Members:   | 5 members and 2 alternate  | Appointed by: | Mayor & Approved by City Council |
| Current Members:     | Brian Sandler, Kenny Byrne, Michael Christner, and 2 Vacant.   |               |                                  |
| Meeting Information: | Even Years – Meeting dates vary – Time and location to be announced  |               |                                  |

### **Land Use & Transportation Committee**

|                      |  |  |  |
|----------------------|--|--|--|
| Purpose:             | The LUTC is a City Council Committee that reviews issues regarding land use, streets and traffic. The Planning Commission reports to the LUTC. |  |  |
| Number of Members:   | 3 members of the elected City Council  |  |  |
| Current Members:     | Greg Baruso, Hoang Tran and Martin Moore.  |  |  |
| Meeting Information: | 1 <sup>st</sup> Monday of each month at 5:00 pm – Council Chambers   |  |  |

### **Lodging Tax Advisory Commission**

|                      |  |               |              |
|----------------------|--|---------------|--------------|
| Purpose:             | The membership of the Lodging Tax Advisory Committee consists of an elected official of the city who serves as chair, 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:   | 6 members – 1 pending  | Appointed by: | City Council |
| Current Members:     | Lydia Assefa-Dawson, Mike Dunwiddie, Madalena Miller, Joann Piquette, Vickie Holzer, Brian Hoffman and one pending hotel representative appointment.   |               |              |
| Meeting Information: | 2 <sup>nd</sup> Wednesday of each month at 10:00 am – Hylebos Conference Room  |               |              |

### **Parks and Recreation Commission**

|                      |   |               |              |
|----------------------|---|---------------|--------------|
| Purpose:             | The Parks and Recreation Commission advises the City Council on policy matters involving acquisition, development and significant operational impacts of Parks and Recreation Department facilities and programs. |               |              |
| Number of Members:   | 6 members and 2 vacant  | Appointed by: | City Council |
| Current Members:     | Dawn Coggins, David Berger, Michael Campsmith, George Pfeiffer, Thomas George, George Vadino  |               |              |
| Meeting Information: | 1st Thursday of each month at 6:30 p.m. – Hylebos Conference Room   |               |              |

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

|                      |  |  |  |
|----------------------|--|--|--|
| Purpose:             | The PRHSPSC reviews issues related to these particular areas. The Arts Commission, Diversity Commission, Human Services Commission, Parks and Recreation Commission, and Youth Commission report to the PRHSPSC. |  |  |
| Number of Members:   | 3 members of the elected City Council  |  |  |
| Current Members:     | Linda Kochmar, Lydia Assefa-Dawson and Greg Baruso.  |  |  |
| Meeting Information: | 2 <sup>nd</sup> Tuesday of each month at 5:00 pm. – Hylebos Conference Room.   |  |  |

**Planning Commission**

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

**Senior Advisory Commission**

|                      |   |               |              |
|----------------------|---|---------------|--------------|
| Purpose:             | The Senior Advisory Commission advises the city council on policies, community engagement, and delivery of senior citizen programs and to provide outreach to the community. The commission shall identify issues related to senior citizens in the community by working with the residents, service providers, the mayor's office, and city staff. |               |              |
| Number of Members:   | 9 members and 2 alternates  | Appointed by: | City Council |
| Current Members:     | Catherine North, Cheryl Volheim, Debbie Harvey, Hope Elder, Kevin King, Lana Bostic, Lynette Karasuda, Sue Ellenbrech, Dora Leonard –Alternate, Frank Field - Alternate   |               |              |
| Meeting Information: | 3rd Wednesday of each month at 2:00 p.m. – Hylebos Conference Room  |               |              |

**Youth Commission**

|                      |   |               |              |
|----------------------|---|---------------|--------------|
| Purpose:             | The Youth Commission advises the City Council and other City boards and commissions on issues such as youth programs, recreational activities, dance clubs and other issues of importance to youth. |               |              |
| Number of Members:   | 12 members and 3 alternates   | Appointed by: | City Council |
| Current Members:     | Amy Ojeaburu, Nic Pagliocco, Emily Odom, Nede Obviebo, Ainsley Yoshizumi, Daniel Chung, Iris Hamilton, Ankita Sharma, Samuel Lee, Shi-Hyun “Shawn” Yu, 2 Vacant – voting, 3 Vacant - alternate      |               |              |
| Meeting Information: | 3rd Wednesday of each month at 5:00 p.m. – Federal Way Community Center   |               |              |



## BUDGET PROCESS

***Procedures for Adopting the Original Budget*** - The City's budget process and the time limits under which the biennial budget must be prepared are defined by the Revised Code of Washington (RCW) 35A.34. These elements, with which the City continues to comply, resulted in the following general work plan and calendar for 2020:

| Process Description  | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--|-----|-----|-----|-----|-----|-----|-----|
| Mayor Presents Proposed Biennial Budget to Council   |     |     |     |     |     |     |     |
| Budget Overview - Revenue & Expenditure Projections<br>Department Presentations Start  |     |     |     |     |     |     |     |
| Council Deliberations & Continued Department Presentations   |     |     |     |     |     |     |     |
| Public Hearing (required by RCW 35A.34)<br>2021-2022 Biennial Budget/Property Tax Levy   |     |     |     |     |     |     |     |
| Continue Council Deliberations/Budget Workshop   |     |     |     |     |     |     |     |
| Public Hearing Continue from November 04, 2020 (required by RCW 35A.34)<br>Introduction Ordinance/2021-2022 Biennial Budget & 2021 Property Tax Levy |     |     |     |     |     |     |     |
| Enactment Ordinance 2021-2022 Biennial Budget & 2021 Property Tax Rate<br>Resolution 2021 Fee Schedule   |     |     |     |     |     |     |     |

***Mid-Biennium Review and Modification*** - The biennial budget statute referenced above requires jurisdictions electing a biennium budget to perform a mid-biennium review and modification of the adopted budget per RCW 35.34.130. The review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium.

***Amending the Budget*** - When the Mayor/City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so by ordinance approved by a simple majority. The Mayor is authorized to transfer budgeted amounts between departments within any fund. The Department Directors are authorized to transfer budgeted amounts between accounts within a department.

**BUDGET POLICIES**

**I. OPERATING BUDGET**

**A. OVERALL**

1. The budget should be a performance, financing and spending plan agreed to by the Mayor, City Council, and Department Directors. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
2. The City will prepare and annually refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and Council priorities.
3. As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide, and communications device.
4. The City's budget presentation should display the City's service delivery/performance plan in a Council/constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. The City will also prepare the line-item format materials for those who wish to review that information.
5. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
6. Under the Mayor's direction, Department Directors have primary responsibility for: a) formulating budget proposals in line with Mayor and City Council priority direction, and b) implementing those proposals once they are approved.

**B. FISCAL INTEGRITY**

1. The City will maintain the fiscal integrity of its operating, debt service, and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
2. The City will adopt a balanced budget for all funds. Balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing revenues to finance those costs. The ongoing revenue will be identified along with new program costs including impact from new capital projects. Any available carryover balance will only be used to offset one-time or non-recurring costs. Balanced budget for non-operating funds means total resources equal to or exceed total uses.
3. Cash balances in excess of the amount required to maintain reserve policy will be used to fund one-time or non-recurring costs.
4. Transportation impact fees shall be used only for the projects or purpose for which they were intended.

**C. CONTINGENT ACCOUNTS**

1. The City shall maintain a Contingency Reserve in order to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the budget was prepared. Funding shall be \$1 million.
2. The City shall maintain an operating cash flow reserve of \$9 million or 17 % of operating expenditures in the General Fund. The purpose of operating cash flow reserve is to maintain a

minimum of two month's operating expenditure in reserve to manage the fluctuation in tax receipts, grant revenues, and general cash flow management.

3. The City shall maintain a Strategic Opportunity Reserve of \$2 million. It provides the liquidity to respond to economic opportunity that is not budgeted for that may provide a long term economic benefit to the City.
4. The City shall maintain a Parks Reserve of \$1.13 million for the equipment replacement, turf replacement, and other major upgrades to the City's Park System.
5. The City will maintain an emergency reserve fund for snow and ice removal of not less than \$0.5 million in Street Fund.
6. The City will maintain an emergency reserve fund of not less than \$0.1 million for unexpected natural disaster that affects our infrastructure, pending the receipt of available grants or other resources, to restore our road to its original condition in Arterial Street Fund.
7. The City will maintain a minimum cash flow reserve with the Utility Tax Fund in amount equal to \$2.5 million (\$1.0 million Proposition 1 and \$1.5 million Utility tax).
8. The City will maintain a one year revenue reserve in the Real Estate Excise Fund and may spend down ONLY upon the Council's approval.
9. The City will maintain a minimum cash flow reserve with the Hotel/Motel Lodging Tax Fund in amount equal to the prior year's complete revenues (\$0.2 million) in ending fund balance.
10. The City shall maintain a minimum of \$1.5 million in a reserve for the future general capital needs of the building such as major upgrade, roof replacement, and equipment replacement in Community Center Fund.
11. The City shall maintain a minimum of \$1.2 million in a reserve for cash flow management and a contingent reserve in Traffic Safety Fund to fund traffic equipment replacement, and to absolve an unplanned revenue decline.
12. The City shall maintain adequate reserve in Debt Service Fund in accordance with the bond ordinance or a minimum of one year debt service amount.
13. The City shall maintain a reserve for the future general capital needs for the city buildings or other capital projects in Capital Project Reserve Fund. The Finance Director may transfer excess revenue over expenditure in the General fund to this fund for future use of the City.
14. The City shall maintain a minimum of \$1.5 million in a reserve for the general capital needs of the building and equipment in Dumas Bay Centre Fund.
15. The City will maintain a reserve in an amount of not less than 16 weeks of budgeted expenses as recommended by our consultant in the Health Insurance Fund.
16. The City will maintain a reserve in an amount of not less than \$0.25 million or annual unemployment expenses in the Unemployment Insurance Fund.
17. The City will maintain a reserve in an amount of not less than one year's expenses from the prior year or \$1.2 million in Risk Management Fund.
18. The City shall maintain an operating reserve within the Surface Water Management Fund in amount not less than 17% of operating expenses from the prior year. Any excess may be transferred to the Capital Project Fund – SWM for future capital projects.
19. The City shall maintain Emergency/Contingent reserve for unexpected catastrophic events or system failures of not less than \$0.5 million in Capital Project Fund –SWM.

20. The City will maintain adequate reserves for capital replacement and shall be funded through department charges and other revenues sufficient to replace both hardware and software at the end of their useful life in Information System Fund.
21. The City will maintain an adequate reserve to replace copy and mailing equipment in the Mail and Duplication Fund.
22. The City will maintain an adequate reserve to replace a fleet of vehicles and other heavy equipment at their scheduled replacement time in Fleet and Equipment Fund.
23. The City will maintain a reserve of not less than \$2.0 million for equipment, roof, and other major upgrades to City Buildings other than Community Center, and Dumas Bay Centre.

**D. REVENUES**

1. Revenue estimates shall not assume any growth rate in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This practice imposes short term constraint on the level of public goods or services. However, in the event that revenues are less than expected, it minimizes the likelihood of severe cutback actions which may be profoundly disruptive to the goal of providing a consistent level of quality services.
2. Investment income earned through the City's investment pool shall be budgeted based upon the allocation methodology, i.e. the projected average monthly balance of each participating fund.

**E. CONTRACTUAL SERVICES**

1. The City will continue to thoroughly investigate the feasibility of contracting certain public services in accordance with Council Resolution No. 92-103.

**F. MINIMIZATION OF ADMINISTRATIVE COSTS**

1. An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to assure sound management, internal controls, and legal compliance.

**G. RETIREMENT**

1. The budget shall provide for adequate funding of the City's retirement system.

**H. MONTHLY REPORT**

1. The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely monthly report.
2. All budget amendments, both revenues and expenditures, will be noted in the monthly report.

**I. MULTI-YEAR ESTIMATES**

1. With each budget, the City will update expenditure and revenue projections for the next six years. Projections will include estimated operating costs for capital improvements that are included in the capital budget.
2. This budget data will be presented to elected officials in a form that will facilitate budget decisions, based on a multi-year perspective.

**J. CITIZEN INVOLVEMENT**

1. Citizen involvement shall be encouraged in the budget decision making process through public hearings and study sessions.

2. Involvement shall also be facilitated through City boards, task forces and commissions, which shall serve in advisory capacities to the Mayor and City Council.
- K. FEES
1. Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining an essential service. Fees or service charges should not be established to generate money in excess of the cost of providing service.
  2. Fees may be less than 100% if other factors (e.g. market forces, competitive position, etc.) need to be recognized.
- L. NONPROFIT ORGANIZATIONS
1. Future funding decisions regarding nonprofit organizations will be based on guidelines, policies and priorities determined by the City Council and availability of financing based on General Fund spending priorities.

## **II. CAPITAL BUDGET**

### **A. FISCAL POLICIES**

1. Capital project proposals should include as complete, reliable, and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for the Six-Year City Capital Improvement Plan will vary in reliability depending on whether they are to be undertaken in the first, fifth or sixth year of the Plan.
2. Capital proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources needed to complete any given phase of a project in addition to the total project.
3. All proposals for the expenditure of capital funds shall be formulated and presented to Council within the framework of a general capital budget and, except in exceptional circumstances of an emergency nature, no consideration will be given to the commitment of any capital funds, including reserve funds, in isolation from a general review of all capital budget requirements.
4. Changes in project estimates for the comprehensive resource plan should be fully reported to the City Council for review and approval.
5. Project proposals should indicate the project's impact on the operating budget, including, but not limited to, long-term maintenance costs necessary to support the improvement.
6. At the time of contract award, each project shall include reasonable provision for contingencies:
  - a. The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten (10) percent, or a percentage as otherwise determined by the City Council of the total contract amount.
  - b. Project contingencies may, unless otherwise determined by the City Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
  - c. For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of the contract award, the project's budgeted appropriation, including contingency, will be replaced with a new appropriation equal to the approved project contract contingency developed in the manner described above.

7. The City Administration shall seek ways of ensuring that administrative costs of carrying out the Capital Improvement Plan are kept at appropriate levels.
8. The Annual Capital Budget shall include only those projects which can reasonably be accomplished in the time frame indicated. The detail sheet for each budgeted capital project should include a projected schedule.
9. Capital projects which are not encumbered or completed during the fiscal year will be rebudgeted or carried over to the next fiscal year except as reported to and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the Adopted Capital Budget. Similarly, multi-year projects with unencumbered or unexpended funds will be carried over to the subsequent year(s).
10. If a proposed project will cause a direct negative impact on other publicly-owned facilities, improvements to the other facilities will be required as part of the new project and become a part of the new project's comprehensive costs.
11. Capital projects will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.

**B. DEBT POLICIES**

1. Short-term lines of credit, tax or Revenue Anticipation Notes may be used only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages. In general, these Notes will be avoided. No other form of debt will be used to finance ongoing operational costs.
2. Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of those sources in order to minimize the level of debt.
3. Whenever possible, the City shall use special assessment, revenue, or other self-supporting bonds instead of general obligation debt.
4. Long term general obligation debt will be incurred when necessary to acquire land or fixed assets, based upon the ability of the City to pay. This debt shall be limited to those capital improvements that cannot be financed from existing revenues and when there is an existing or near-term need for the project. The project should also be integrated with the City's long term financial plan and City Improvement Plan.
5. The maturity date for any debt will not exceed the reasonable expected useful life of the project so financed.
6. Fifty percent (50%) of the principal of any long term indebtedness should be retired over 10 years.
7. Current year revenues shall be set aside to pay for the subsequent year's debt service payments. This is intended to immunize the City's bondholders from any short term volatility in revenues.
8. The City shall encourage and maintain good relations with financial and bond rating agencies, and will follow a policy of full and open disclosure on every financial report and bond prospectus.
9. The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes, or because of unusual circumstances, is as follows:
10. Debt service to be repaid with operating revenues should not exceed 8% of the respective operating budget.

C. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

1. Citizen participation in the Capital Improvement Program is a priority for the City. Among the activities which shall be conducted to address this need are the following:
  - a. The Capital Improvement Plan shall be provided to the City Council in a timely manner to allow time for the Council members to review the proposal with constituents before it is considered for adoption.
  - b. Council study sessions on the Capital Improvement Plan shall be open to the public and advertised sufficiently in advance of the meetings to allow for the attendance of interested citizens.
  - c. Prior to the adoption of the Capital Improvement Plan, the City Council shall hold noticed public hearings to provide opportunities for citizens to express their opinions on the proposed plan.
  - d. The City Planning Commission shall review the proposed City Improvement Plan and provide its comments on the Plan's contents before the Council considers the Plan for adoption.
2. All projects included in the Capital Improvement Plan shall be consistent with the City's Comprehensive Plan. The goals and policies for services, facilities, and transportation should be followed in the development of the City Improvement Plan. The Comprehensive Plan service level goals should be called out in the City Improvement Plan.
3. Capital projects shall be financed to the greatest extent possible through user fees and benefit districts when direct benefit to users results from construction of the project. Refer to Debt Policies for further detail.
4. Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
5. The Council will annually review and establish criteria against which capital proposals should be measured. Included among the factors which will be considered for priority-ranking are the following:
  - a. Projects which have a positive impact on the operating budget (reduced expenditures, increased revenues);
  - b. Projects which are programmed in the Six-Year Operating Budget Forecast;
  - c. Projects which can be completed or significantly advanced during the Ten-Year Capital Improvement Plan;
  - d. Projects which can be realistically accomplished during the year they are scheduled;
  - e. Projects which implement previous Council-adopted reports and strategies.

A complete list of criteria follows.

CRITERIA FOR DETERMINING PROJECT INCLUSION/PRIORITY  
(In Priority Order)

1. Projects which are required by statute or by an existing agreement with another agency.
2. Projects which are essential to public health or safety.
3. Projects which are urgently needed by some other criteria than public health or safety, e.g. environmental or public service.
4. Projects which have exhibited a high degree of public support.
5. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
6. Projects which, if not acted upon now, would result in the irrevocable loss of an opportunity, or other major alternative actions would have to be initiated.
7. Projects which would preserve an existing capital facility, avoiding significantly greater expenses in the future (e.g. continuation of a ten-year cycle street maintenance program).
8. Projects which would result in significant savings in General Fund operating costs.
9. Projects which would fulfill a City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide minimal facilities in areas which are deficient according to adopted standards.
10. Projects which would provide significant benefits to the local economy and tax base.
11. Purchase of land for future projects at favorable prices prior to adjacent development.
12. Purchase of land for future City projects (land banking).
13. Projects which would provide new facilities which have minimal or no operating costs or which have operating costs but have been designated as exceptions to the operating cost policy by previous City Council actions.
14. Projects which would be constructed in conjunction with another agency with the other agency providing for the operating costs.
15. Projects which would generate sufficient revenue to be essentially self-supporting in their operation.
16. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
17. Projects which would fulfill City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide greater than minimal facilities.
18. Projects which are grant funded but would require increased operating costs in the General Fund.
19. Projects which are not grant funded and would require increased operating costs in the General Fund, and have not been designated as exceptions to the operating cost policy by previous City Council actions.



## BASIS OF ACCOUNTING AND BUDGETING

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor under the authority of Washington State law, Chapter 43.09 R.C.W., and in compliance with generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.

### **Basis of Presentation - Fund Accounting**

The accounts of the City are organized on the basis of funds and account groups. Each fund is a separate accounting entity with a self-balancing group of accounts. There are three broad fund categories, seven generic fund types within those categories and two account groups. A purpose and description of the fund is provided on the fund pages in the Budget by Fund section of this budget document.

### **Basis of Accounting**

Basis of accounting refers to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The *accrual basis* of accounting is used by proprietary fund types. Under this method, revenues are recognized when earned, and expenses are recognized when incurred.

The *modified accrual* basis of accounting is used by governmental, expendable trust and agency funds. Revenues and other financial resources are recognized when they become susceptible to accrual, i.e., when the related funds become both measurable and available to finance expenditures of the current period. To be considered "available", revenue must be collected during the current period or soon enough thereafter to pay current liabilities.

### **Basis of Budgeting**

The City uses the same revenue and expenditure recognition principles for budgeting as for accounting with the exception of depreciation or amortization expenses in proprietary funds.

### **Balanced Budget**

The state law prescribes a balanced budget where total expenditures and other uses not to exceed total resources (current revenue plus beginning fund balance). The city's budget policy further requires that expenditures not to exceed revenues. Therefore, a balanced budget for Federal Way must meet both conditions.

### **Budgetary Fund Balances**

Budgetary fund balance is the difference between current liability and current assets of a fund. This is the amount available for appropriations during the budget period. It is different than the fund equity or the net position reported in the entity-wide financial statements as it does not include capital assets or long-term liabilities that are not available or due within current budget period.

### **Scope of Budget and Fund Descriptions**

Budgets are adopted for the general, special revenue, and debt service funds on the modified accrual basis of accounting. Certain special revenue and capital project funds, however, are budgeted on a project-length basis. For governmental funds, there are no differences between the budgetary basis and generally accepted accounting principles. Budgets for project/grant related special revenue funds and capital project funds are adopted at the level of the individual project and for fiscal periods that correspond to the lives of projects.

Legal budgetary control is established at the fund level; i.e., expenditures for a fund may not exceed the total appropriation amount. The Mayor may authorize transfers of appropriations within a fund, but the City Council must approve by ordinance any increase in total fund appropriations. Any unexpended appropriations for budgeted funds lapse at the end of the year. Appropriations for other special purpose funds that are non-operating in nature, such as capital projects, are adopted on a "project-length" basis and, therefore, are carried forward from year to year without re-appropriation until authorized amounts are fully expended or the designated purpose of the fund has been accomplished.

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

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

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

|  |   |
|--|---|
| Street Fund                            | Community Center Fund                           |
| Arterial Street Fund                   | Traffic Safety Fund                             |
| Utility Tax Fund                       | Solid Waste/Recycling Fund                      |
| Utility Tax Proposition 1 Fund         | Special Contract/Studies Fund                   |
| Community Development Block Grant Fund | Hotel/Motel Lodging Tax Fund                    |
| Paths and Trails Reserve Fund          | Performing Arts & Event Center Fund             |
| Technology Fund                        | Affordable & Supprt. Housing Sales/Use Tax Fund |

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

|                        |                              |
|------------------------|------------------------------|
| Strategic Reserve Fund | Capital Project Reserve Fund |
| Parks Reserve Fund     |                              |

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

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

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

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

|                               |                       |
|-------------------------------|-----------------------|
| Surface Water Management Fund | Dumas Bay Centre Fund |
|-------------------------------|-----------------------|

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

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

## SOURCES &amp; USES – ALL FUNDS

| Item                           | 2018<br>Actual        | 2019<br>Actual        | 2020                  |                       |                       | 2021<br>Proposed      | 2022<br>Proposed      | 21 Proposed - 20 Adj  |               |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
|                                |                       |                       | Adopted               | Adjusted              | Projected             |                       |                       | \$ Chg                | % Chg         |
| <b>BEGINNING FUND BALANCE</b>  | \$ 63,383,382         | \$ 62,121,983         | \$ 50,396,151         | \$ 69,236,802         | \$ 69,236,802         | \$ 62,605,393         | \$ 60,648,231         | \$ (6,631,409)        | -9.6%         |
| <b>REVENUE:</b>                |                       |                       |                       |                       |                       |                       |                       |                       |               |
| Property Taxes                 | \$ 10,799,658         | \$ 10,917,428         | \$ 11,077,213         | \$ 11,275,838         | \$ 11,275,838         | \$ 11,385,965         | \$ 11,357,280         | \$ 110,127            | 1.0%          |
| Sales Tax                      | 14,731,810            | 15,908,863            | 15,849,755            | 14,457,381            | 14,457,381            | 15,949,755            | 15,949,755            | 1,492,374             | 10.3%         |
| Criminal Justice Sales Tax     | 2,927,406             | 3,056,010             | 2,818,399             | 3,027,361             | 3,027,361             | 3,027,361             | 3,027,361             | -                     | 0.0%          |
| Utility Tax                    | 11,719,589            | 11,102,083            | 12,352,891            | 14,297,547            | 14,297,547            | 15,177,606            | 15,177,606            | 880,059               | 6.2%          |
| Real Estate Excise tax         | 4,240,825             | 5,171,643             | 3,640,000             | 3,640,000             | 3,640,000             | 3,640,000             | 3,640,000             | -                     | 0.0%          |
| Other Taxes                    | 1,578,750             | 1,577,336             | 1,309,336             | 1,508,513             | 1,508,513             | 727,513               | 762,513               | (781,000)             | -51.8%        |
| Licenses and Permits           | 4,690,928             | 5,785,610             | 4,492,914             | 4,540,011             | 4,540,011             | 3,767,560             | 3,800,552             | (772,451)             | -17.0%        |
| Intergovernmental              | 11,701,965            | 11,360,417            | 9,448,970             | 13,979,015            | 13,979,015            | 10,511,580            | 8,691,893             | (3,467,435)           | -24.8%        |
| Charges for Services           | 23,906,863            | 25,282,614            | 23,092,630            | 23,705,959            | 23,705,959            | 29,581,424            | 25,181,793            | 5,875,464             | 24.8%         |
| Fines and Penalties            | 4,250,327             | 4,553,593             | 4,747,401             | 3,689,631             | 3,689,631             | 3,699,426             | 3,699,428             | 9,795                 | 0.3%          |
| Miscellaneous                  | 3,504,554             | 4,191,883             | 2,519,700             | 2,344,515             | 2,344,515             | 3,927,429             | 4,152,312             | 1,582,914             | 67.5%         |
| Proprietary Fund Revenue       | 595,106               | 393,461               | 458,000               | 458,000               | 458,000               | 488,000               | 488,000               | 30,000                | 6.6%          |
| Other Financing Sources        | 19,040,344            | 37,468,544            | 17,586,503            | 23,597,778            | 23,597,778            | 38,230,790            | 20,672,813            | 14,633,011            | 62.0%         |
| <b>Total Revenues</b>          | <b>\$ 113,688,125</b> | <b>\$ 136,769,486</b> | <b>\$ 109,393,712</b> | <b>\$ 120,521,549</b> | <b>\$ 120,521,549</b> | <b>\$ 140,114,409</b> | <b>\$ 116,601,305</b> | <b>\$ 19,592,859</b>  | <b>16.3%</b>  |
| <b>EXPENDITURE:</b>            |                       |                       |                       |                       |                       |                       |                       |                       |               |
| City Council                   | \$ 405,140            | \$ 422,165            | \$ 446,163            | \$ 508,211            | \$ 508,212            | \$ 525,655            | \$ 530,695            | \$ 17,444             | 3.4%          |
| Mayor's Office                 | 1,415,322             | 1,497,281             | 1,380,561             | 1,623,623             | 1,623,623             | 1,562,957             | 1,574,923             | (60,666)              | -3.7%         |
| Performing Arts & Event Center | 1,628,150             | 2,589,541             | 1,874,323             | 1,331,690             | 1,331,690             | 2,299,757             | 2,299,757             | 968,067               | 72.7%         |
| Municipal Court                | 1,847,925             | 1,920,563             | 2,014,046             | 2,076,046             | 2,076,046             | 2,048,798             | 2,074,615             | (27,248)              | -1.3%         |
| Finance                        | 962,052               | 1,045,012             | 1,088,521             | 1,269,595             | 1,269,595             | 1,260,163             | 1,287,736             | (9,432)               | -0.7%         |
| City Clerk                     | 499,915               | 592,263               | 513,984               | 513,984               | 513,984               | 558,912               | 560,410               | 44,928                | 8.7%          |
| Human Resources                | 478,791               | 521,715               | 514,881               | 554,881               | 554,881               | 527,932               | 536,319               | (26,949)              | -4.9%         |
| Information Technology         | 2,444,079             | 2,460,033             | 2,301,282             | 2,676,752             | 2,676,752             | 2,922,544             | 2,892,615             | 245,792               | 9.2%          |
| Law -Civil                     | 2,235,733             | 2,424,692             | 2,519,401             | 3,477,930             | 3,477,930             | 2,713,738             | 2,740,068             | (764,191)             | -22.0%        |
| Law-Criminal                   | 717,523               | 750,449               | 764,733               | 765,483               | 765,483               | 774,742               | 776,142               | 9,259                 | 1.2%          |
| Community Development          | 2,375,956             | 2,642,460             | 2,629,295             | 2,868,265             | 2,868,265             | 2,755,852             | 2,792,217             | (112,413)             | -3.9%         |
| Economic Development           | 279,486               | 340,503               | 415,973               | 495,973               | 495,973               | 284,756               | 284,756               | (211,217)             | -42.6%        |
| Community Services             | 1,541,263             | 1,667,589             | 1,530,068             | 3,004,187             | 3,004,187             | 2,124,222             | 1,564,225             | (879,965)             | -29.3%        |
| Jail Contract Costs            | 6,417,479             | 5,932,095             | 4,341,950             | 4,048,950             | 4,048,950             | 3,303,463             | 3,319,584             | (745,487)             | -18.4%        |
| 911 Dispatch                   | 2,724,139             | 2,679,436             | 2,748,692             | 2,748,692             | 2,748,692             | 2,748,692             | 2,748,692             | -                     | 0.0%          |
| Police                         | 24,184,656            | 24,785,658            | 25,056,183            | 25,625,641            | 25,625,641            | 24,766,286            | 25,343,757            | (859,355)             | -3.4%         |
| Parks, Recr & Cultural Svcs    | 9,000,438             | 8,635,870             | 7,979,621             | 8,027,531             | 8,027,531             | 8,745,916             | 8,954,169             | 718,385               | 8.9%          |
| Public Works                   | 25,036,214            | 25,236,629            | 18,817,490            | 24,793,344            | 24,793,344            | 31,119,467            | 26,436,182            | 6,326,123             | 25.5%         |
| Non-Departmental               | 30,755,262            | 43,510,717            | 33,531,339            | 40,742,180            | 40,742,180            | 51,027,722            | 34,473,397            | 10,285,541            | 25.2%         |
| <b>Total Expenditures</b>      | <b>\$ 114,949,523</b> | <b>\$ 129,654,671</b> | <b>\$ 110,468,506</b> | <b>\$ 127,152,958</b> | <b>\$ 127,152,958</b> | <b>\$ 142,071,572</b> | <b>\$ 121,190,258</b> | <b>\$ 14,918,614</b>  | <b>11.7%</b>  |
| <b>Changes in Fund Balance</b> | <b>\$ (1,261,399)</b> | <b>\$ 7,114,815</b>   | <b>\$ (1,074,794)</b> | <b>\$ (6,631,408)</b> | <b>\$ (6,631,409)</b> | <b>\$ (1,957,164)</b> | <b>\$ (4,588,953)</b> | <b>\$ 4,674,245</b>   | <b>-70.5%</b> |
| <b>ENDING FUND BALANCE:</b>    | <b>\$ 62,121,983</b>  | <b>\$ 69,236,798</b>  | <b>\$ 49,321,357</b>  | <b>\$ 62,605,393</b>  | <b>\$ 62,605,393</b>  | <b>\$ 60,648,229</b>  | <b>\$ 56,059,278</b>  | <b>\$ (1,957,164)</b> | <b>-3.1%</b>  |

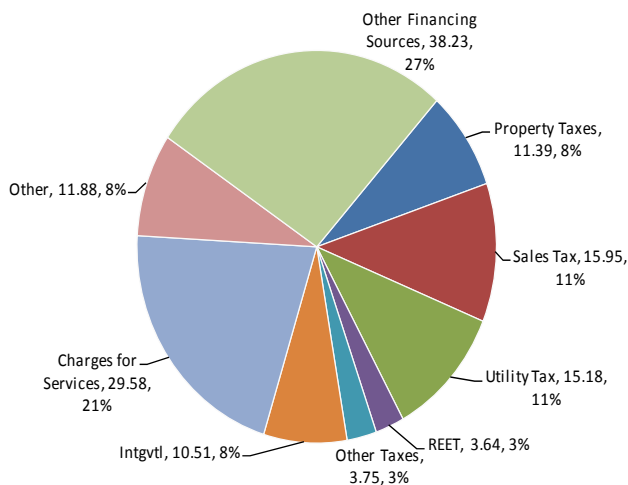
# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## EXPENDITURE LINE-ITEM SUMMARY – ALL FUNDS

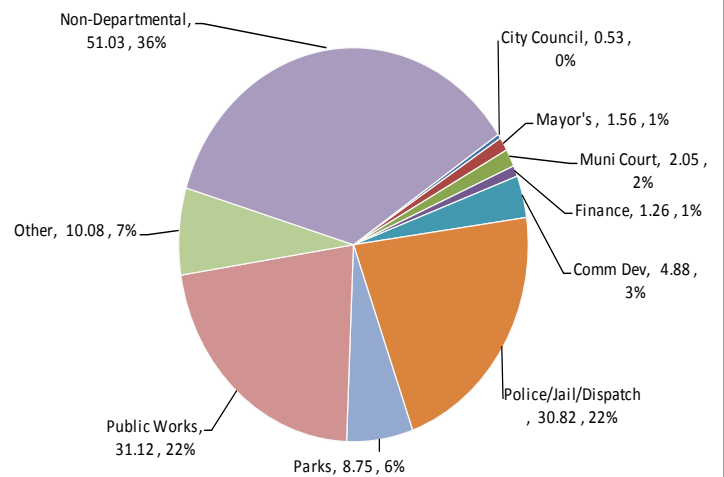
| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020           |                |                | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|-------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|----------------------|--------|
|                     |                         |                |                | Adopted        | Adjusted       | Projected      |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                         |                |                |                |                |                |                  |                  |                      |        |
| 1XX                 | Salaries & Wages        | \$ 30,553,459  | \$ 32,087,522  | \$ 32,977,825  | \$ 34,600,825  | \$ 34,600,825  | \$ 36,729,513    | \$ 37,275,332    | \$ 2,128,688         | 6.2%   |
| 2XX                 | Benefits*               | 10,721,301     | 11,120,068     | 11,714,894     | 11,800,517     | 11,800,517     | 11,742,744       | 12,003,324       | (57,772)             | -0.5%  |
| 3XX                 | Supplies                | 2,081,819      | 2,383,044      | 1,879,310      | 2,194,292      | 2,194,292      | 2,055,674        | 2,026,274        | (138,618)            | -6.3%  |
| 4XX                 | Services and Charges    | 19,512,138     | 20,501,894     | 21,396,182     | 25,689,081     | 25,689,081     | 23,130,529       | 20,242,642       | (2,558,552)          | -10.0% |
| 5XX                 | Intergovernmental       | 10,796,740     | 10,298,300     | 8,615,875      | 6,929,717      | 6,929,717      | 7,500,983        | 7,324,283        | 571,266              | 8.2%   |
| 6XX                 | Capital Outlay          | 14,778,208     | 12,570,459     | 6,908,563      | 12,326,723     | 12,326,723     | 12,808,174       | 11,579,083       | 481,451              | 3.9%   |
| 7XX                 | Debt Service-Principal  | 755,120        | 13,137,967     | 1,500,001      | 2,028,881      | 2,028,881      | 16,215,088       | 2,003,716        | 14,186,207           | 699.2% |
| 8XX                 | Debt Service-Interest   | 594,484        | 1,129,944      | 1,142,998      | 1,140,668      | 1,140,668      | 1,021,466        | 954,096          | (119,202)            | -10.5% |
| 9XX                 | Internal Services/Other | 6,137,467      | 6,510,353      | 7,146,355      | 7,347,476      | 7,347,476      | 7,102,981        | 7,124,488        | (244,495)            | -3.3%  |
| 0XX                 | Other Financing Use     | 19,018,788     | 19,915,119     | 17,186,503     | 23,094,778     | 23,094,778     | 23,764,418       | 20,657,019       | 669,640              | 2.9%   |
| Total Expenditures: |                         | \$ 114,949,523 | \$ 129,654,670 | \$ 110,468,506 | \$ 127,152,958 | \$ 127,152,958 | \$ 142,071,570   | \$ 121,190,257   | \$ 14,918,613        | 11.7%  |

1. Salaries & Wages increase is primarily due to Sound transit funded salaries, 3 COPS grant officers, 4 new Surface Water Management positions, and scheduled step increases.
2. Benefits decrease is primarily due to changes of employees in positions with lower benefit costs.
3. Supplies decrease is primarily due to the elimination of one-time Covid-19 supplies.
4. Services and Charges decrease is primarily due to the elimination one-time Covid-19 services and one-time grants given to businesses for support during Covid-19.
5. Intergovernmental increase is primarily due to restoring the jail services budget.
6. Capital Outlay increase is due to having more Transportation and Surface Water Management capital projects.
7. Debt Service - Principal & Interest increased due to payoff of principal for Target Property and FWCC due to refunding of the bonds.
8. Internal Services/Other is also relatively stable due to the desire to control cost.
9. Other Financing Use increase is primarily due to increased transfers related to the operation of the General Fund, Arterial Street Overlay, and Performing Arts & Event Center.

**All Funds 2021 Revenues \$140.11M**



**All Funds 2021 Expenditures \$142.07M**



## 2021 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

| FUND/DEPARTMENT                             | Beginning Fund Balance | 2021 Revenues         | 2021 Expenditures     | Ending Fund Balance  |
|---|------------------------|-----------------------|-----------------------|----------------------|
| <b>General Fund</b>                         |                        |                       |                       |                      |
| Non-Departmental                            | \$ 9,021,927           | \$ 46,516,693         | \$ 10,788,392         | \$ 44,750,229        |
| City Council                                | -                      | -                     | 525,655               | (525,655)            |
| Mayor's Office                              | -                      | -                     | 703,201               | (703,201)            |
| Municipal Court                             | -                      | 222,793               | 1,797,146             | (1,574,352)          |
| Finance                                     | -                      | -                     | 1,260,163             | (1,260,163)          |
| City Clerk                                  | -                      | -                     | 558,912               | (558,912)            |
| Human Resources                             | -                      | -                     | 527,932               | (527,932)            |
| Law   | -                      | 2,500                 | 1,745,073             | (1,742,573)          |
| Community Development                       | -                      | 2,514,363             | 3,619,412             | (1,105,049)          |
| Economic Development                        | -                      | -                     | 284,756               | (284,756)            |
| Police/Jail/911                             | -                      | 2,465,586             | 26,046,286            | (23,580,700)         |
| Parks and Recreation                        | -                      | 1,045,000             | 4,154,492             | (3,109,492)          |
| <b>Total General Fund</b>                   | <b>9,021,927</b>       | <b>52,766,936</b>     | <b>52,011,420</b>     | <b>9,777,443</b>     |
| <b>Special Revenue Funds:</b>               |                        |                       |                       |                      |
| Street                                      | 500,000                | 5,154,613             | 4,927,382             | 727,231              |
| Arterial Street                             | 502,618                | 3,018,000             | 3,047,184             | 473,435              |
| Affordable & Support. Housing Sales/Use Tax | -                      | -                     | -                     | -                    |
| Utility Tax                                 | 1,506,932              | 12,104,294            | 12,058,633            | 1,552,593            |
| Solid Waste and Recycling                   | 166,146                | 556,330               | 545,844               | 176,632              |
| Special Studies/Contract                    | 341,927                | -                     | -                     | 341,927              |
| Hotel/Motel Lodging Tax                     | 1,335,006              | 155,000               | 155,000               | 1,335,006            |
| Community Center                            | 1,500,000              | 2,252,875             | 2,245,642             | 1,507,233            |
| Traffic Safety                              | 270,442                | 2,885,942             | 2,736,856             | 419,528              |
| Utility Tax Proposition 1                   | 1,027,013              | 4,070,141             | 4,097,154             | 1,000,000            |
| Performing Arts & Event Center              | 0                      | 2,299,757             | 2,299,757             | 0                    |
| Transportation Benefit District             | -                      | -                     | -                     | -                    |
| Community Development Block Grant           | 21,251                 | 1,183,010             | 1,156,850             | 47,411               |
| Paths and Trails                            | 1,360,437              | 169,000               | 200,000               | 1,329,437            |
| Technology                                  | 91,136                 | 146,716               | 181,000               | 56,852               |
| Strategic Reserve                           | 3,599,800              | 2,000                 | 601,800               | 3,000,000            |
| Parks Reserve                               | 1,130,793              | 5,000                 | -                     | 1,135,793            |
| <b>Total Special Revenue Funds</b>          | <b>13,353,501</b>      | <b>34,002,678</b>     | <b>34,253,102</b>     | <b>13,103,078</b>    |
| Debt Service                                | 3,322,342              | 16,906,390            | 17,203,153            | 3,025,579            |
| <b>Total Debt Service Fund</b>              | <b>3,322,342</b>       | <b>16,906,390</b>     | <b>17,203,153</b>     | <b>3,025,579</b>     |
| <b>Capital Project Funds</b>                |                        |                       |                       |                      |
| Real Estate Excise Tax                      | 2,070,443              | 3,670,000             | 3,973,018             | 1,767,426            |
| Downtown Redevelopment                      | 3,426,754              | -                     | 600,000               | 2,826,754            |
| Capital Project - Municipal Facilities      | 289,595                | 1,000                 | -                     | 290,595              |
| Capital Project - Parks                     | 1,641,591              | -                     | 190,000               | 1,451,591            |
| Capital Project - Surface Water Mgt         | 1,869,432              | 447,568               | 2,317,000             | -                    |
| Capital Project - Transportation            | 4,199,189              | 12,988,000            | 11,176,972            | 6,010,217            |
| Capital Project Reserve                     | 367,936                | -                     | -                     | 367,936              |
| Performing Arts & Event Center              | -                      | -                     | -                     | -                    |
| <b>Total Capital Project Funds</b>          | <b>13,864,939</b>      | <b>17,106,568</b>     | <b>18,256,989</b>     | <b>12,714,518</b>    |
| <b>Enterprise Funds</b>                     |                        |                       |                       |                      |
| Surface Water Management                    | 2,592,114              | 5,941,201             | 5,502,041             | 3,031,274            |
| Dumas Bay Centre                            | 1,500,000              | 900,871               | 900,872               | 1,500,000            |
| <b>Total Enterprise Funds</b>               | <b>4,092,114</b>       | <b>6,842,072</b>      | <b>6,402,913</b>      | <b>4,531,274</b>     |
| <b>Internal Service Funds</b>               |                        |                       |                       |                      |
| Risk Management                             | 1,200,000              | 1,196,040             | 1,475,512             | 920,528              |
| Information Systems                         | 3,640,480              | 2,849,180             | 2,795,652             | 3,694,008            |
| Mail and Duplication                        | 205,164                | 135,947               | 126,892               | 214,219              |
| Fleet and Equipment                         | 7,515,027              | 2,846,144             | 3,129,104             | 7,232,067            |
| Building and Furnishings                    | 2,763,525              | 490,355               | 1,150,108             | 2,103,772            |
| Health Insurance                            | 3,367,672              | 4,966,800             | 5,256,726             | 3,077,746            |
| Unemployment Insurance                      | 258,701                | 5,299                 | 10,000                | 254,000              |
| <b>Total Internal Service Funds</b>         | <b>18,950,569</b>      | <b>12,489,765</b>     | <b>13,943,994</b>     | <b>17,496,340</b>    |
| <b>Grand Total</b>                          | <b>\$ 62,605,393</b>   | <b>\$ 140,114,409</b> | <b>\$ 142,071,570</b> | <b>\$ 60,648,231</b> |

## 2022 PROPOSED BUDGET - SUMMARY OF REVENUE AND EXPENDITURES - ALL FUNDS

| FUND/DEPARTMENT                             | Beginning Fund Balance | 2022 Revenues         | 2022 Expenditures     | Ending Fund Balance  |
|---|------------------------|-----------------------|-----------------------|----------------------|
| <b>General Fund</b>                         |                        |                       |                       |                      |
| Non-Departmental                            | \$ 9,777,443           | \$ 45,146,719         | \$ 10,361,569         | \$ 44,562,593        |
| Council                                     | -                      | -                     | 530,695               | \$ (530,695)         |
| Mayor's Office                              | -                      | -                     | 715,168               | \$ (715,168)         |
| Municipal Court                             | -                      | 222,793               | 1,818,905             | \$ (1,596,112)       |
| Finance                                     | -                      | -                     | 1,287,736             | \$ (1,287,736)       |
| City Clerk                                  | -                      | -                     | 560,410               | \$ (560,410)         |
| Human Resources                             | -                      | -                     | 536,319               | \$ (536,319)         |
| Law   | -                      | 2,500                 | 1,750,938             | \$ (1,748,438)       |
| Community Development                       | -                      | 2,564,111             | 3,658,283             | \$ (1,094,172)       |
| Economic Development                        | -                      | -                     | 284,756               | \$ (284,756)         |
| Police/Jail/911                             | -                      | 2,500,586             | 26,560,678            | \$ (24,060,092)      |
| Parks and Recreation                        | -                      | 1,045,000             | 4,193,695             | \$ (3,148,695)       |
| <b>Total General Fund</b>                   | <b>9,777,443</b>       | <b>51,481,709</b>     | <b>52,259,152</b>     | <b>9,000,001</b>     |
| <b>Special Revenue Funds:</b>               |                        |                       |                       |                      |
| Street                                      | 727,231                | 4,549,437             | 4,776,669             | 500,000              |
| Arterial Street                             | 473,435                | 3,018,000             | 3,051,111             | 440,324              |
| Affordable & Support. Housing Sales/Use Tax | -                      | -                     | -                     | -                    |
| Utility Tax                                 | 1,552,593              | 12,104,294            | 12,034,394            | 1,622,493            |
| Solid Waste and Recycling                   | 176,632                | 556,330               | 545,844               | 187,119              |
| Special Studies/Contract                    | 341,927                | -                     | -                     | 341,927              |
| Hotel/Motel Lodging Tax                     | 1,335,006              | 155,000               | 155,000               | 1,335,006            |
| Community Center                            | 1,507,233              | 2,749,102             | 2,756,334             | 1,500,000            |
| Traffic Safety                              | 419,528                | 2,885,942             | 2,775,519             | 529,951              |
| Utility Tax Proposition 1                   | 1,000,000              | 4,170,276             | 4,170,276             | 1,000,000            |
| Performing Arts & Event Center              | -                      | 2,299,757             | 2,299,757             | -                    |
| Community Development Block Grant           | 47,411                 | 758,323               | 589,046               | 216,688              |
| Paths and Trails                            | 1,329,437              | 169,000               | -                     | 1,498,437            |
| Technology                                  | 56,852                 | 149,250               | 14,300                | 191,802              |
| Strategic Reserve                           | 3,000,000              | 2,000                 | 2,000                 | 3,000,000            |
| Parks Reserve                               | 1,135,793              | 5,000                 | 15,793                | 1,125,000            |
| <b>Total Special Revenue Funds</b>          | <b>13,103,078</b>      | <b>33,571,711</b>     | <b>33,186,041</b>     | <b>13,488,747</b>    |
| Debt Service                                | 3,025,579              | 2,569,426             | 2,866,189             | 2,728,815            |
| <b>Total Debt Service Fund</b>              | <b>3,025,579</b>       | <b>2,569,426</b>      | <b>2,866,189</b>      | <b>2,728,815</b>     |
| <b>Capital Project Funds</b>                |                        |                       |                       |                      |
| Real Estate Excise Tax                      | 1,767,426              | 3,670,000             | 3,437,426             | 2,000,000            |
| Downtown Redevelopment                      | 2,826,754              | -                     | 205,000               | 2,621,754            |
| Capital Project - Municipal Facilities      | 290,595                | 1,000                 | 115,000               | 176,595              |
| Capital Project - Parks                     | 1,451,591              | -                     | 375,000               | 1,076,591            |
| Capital Project - Surface Water Mgt         | -                      | 2,060,000             | 1,767,000             | 293,000              |
| Capital Project - Transportation            | 6,010,217              | 5,570,000             | 7,773,566             | 3,806,651            |
| Capital Project Reserve                     | 367,936                | -                     | -                     | 367,936              |
| Performing Arts & Event Center              | -                      | -                     | -                     | -                    |
| <b>Total Capital Project Funds</b>          | <b>12,714,518</b>      | <b>11,301,000</b>     | <b>13,672,991</b>     | <b>10,342,527</b>    |
| <b>Enterprise Funds</b>                     |                        |                       |                       |                      |
| Surface Water Management                    | 3,031,274              | 4,930,775             | 6,116,029             | 1,846,020            |
| Dumas Bay Centre                            | 1,500,000              | 930,211               | 930,210               | 1,500,000            |
| <b>Total Enterprise Funds</b>               | <b>4,531,274</b>       | <b>5,860,986</b>      | <b>7,046,239</b>      | <b>3,346,020</b>     |
| <b>Internal Service Funds</b>               |                        |                       |                       |                      |
| Risk Management                             | 920,528                | 1,196,040             | 1,486,275             | 630,293              |
| Information Systems                         | 3,694,008              | 2,720,687             | 2,707,608             | 3,707,088            |
| Mail and Duplication                        | 214,219                | 135,947               | 185,007               | 165,159              |
| Fleet and Equipment                         | 7,232,067              | 2,300,644             | 1,919,901             | 7,612,809            |
| Building and Furnishings                    | 2,103,772              | 490,355               | 594,127               | 2,000,000            |
| Health Insurance                            | 3,077,746              | 4,966,800             | 5,256,726             | 2,787,820            |
| Unemployment Insurance                      | 254,000                | 6,000                 | 10,000                | 250,000              |
| <b>Total Internal Service Funds</b>         | <b>17,496,340</b>      | <b>11,816,473</b>     | <b>12,159,644</b>     | <b>17,153,169</b>    |
| <b>Grand Total</b>                          | <b>\$ 60,648,231</b>   | <b>\$ 116,601,304</b> | <b>\$ 121,190,257</b> | <b>\$ 56,059,279</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 and updated with resolution 18-732 in 2018. Based on the current policy the most fund balances remain within the required amounts.

**Street Fund** – The 31.25% decrease in fund balance from \$727.23K to \$500.00K is primarily due to increased labor costs due to adding 2 landscape maintenance workers, and one-time repair services needed on the Steel Lake Maintenance Facility.

**Traffic Safety Fund** – The 26.32% increase in fund balance from \$419.53K to \$529.95K is primarily due to the City's attempt to bring the fund back to the reserve policy of \$1.2M.

**Paths & Trails Fund** – The 12.71% increase in fund balance from \$1.33M to \$1.50M is primarily due to the City's attempt to save up for future paths & trails projects.

**Technology Fund** – The 237.37% increase in fund balance from \$56.85K to \$191.80K is primarily due to collecting automation fee revenue for future replacement of IT systems.

**Real Estate Excise Tax Fund** – The 13.16% increase in fund balance from \$1.77M to \$2.00M is primarily due to building the fund balance back to the reserve policy of \$2.0M.

**Capital Project – Municipal Facilities CIP Fund** – The 39.23% decrease in fund balance from \$290.60K to \$176.60K is primarily due to transferring out funds for other future capital projects.

**Capital Project – Parks Fund** – The 25.83% decrease in fund balance from \$1.45M to \$1.08M is primarily due to funding of playground replacements, and major maintenance on existing parks.

**Capital Project – Transportation Fund** – The 36.66% decrease in fund balance from \$6.01M to \$3.81M is primarily due to funding street and traffic related transportation capital projects.

**Surface Water Management Fund** – The 39.10% decrease in fund balance from \$3.03M to \$1.85M is due to transferring out funding for surface water management capital projects.

**Risk Management Fund** – The 31.53% decrease in fund balance from \$0.92M to \$0.63M is primarily due to increased costs for insurance and claims.

**Mail and Duplication Fund** – The 22.90% decrease in fund balance from \$0.21M to \$0.17M is due to the one-time purchase of copiers.

**2021 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY**

| 2021   | Taxes                | Licenses and Permits | Intergvtl            | Charges for Services | Fines and Penalties | Proprietary Fund Revenues | Misc.               | Total Operating Revenues | Other Financing Sources |
|--|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------------|---------------------|--------------------------|-------------------------|
| General  | \$ 30,780,594        | \$ 3,567,560         | \$ 2,004,000         | \$ 4,221,584         | \$ 824,984          | \$ -                      | \$ 817,540          | \$ 42,216,262            | \$ 10,550,674           |
| Street   | -                    | 200,000              | 1,300,000            | 736,572              | -                   | -                         | 360,216             | 2,596,788                | 2,557,825               |
| Arterial Street                                  | -                    | -                    | 450,000              | -                    | -                   | -                         | 5,000               | 455,000                  | 2,563,000               |
| Utility Tax                                      | 12,092,294           | -                    | -                    | -                    | -                   | -                         | 12,000              | 12,104,294               | -                       |
| Solid Waste and Recycling                        | -                    | -                    | 115,570              | 437,560              | 2,000               | -                         | 1,200               | 556,330                  | -                       |
| Special Studies/Contract                         | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | -                       |
| Hotel/Motel Lodging Tax                          | 150,000              | -                    | -                    | -                    | -                   | -                         | 5,000               | 155,000                  | -                       |
| Community Center                                 | -                    | -                    | -                    | 1,590,875            | -                   | -                         | 382,693             | 1,973,568                | 279,307                 |
| Traffic Safety                                   | -                    | -                    | -                    | -                    | 2,872,442           | -                         | 13,500              | 2,885,942                | -                       |
| Real Estate Excise Tax                           | 3,640,000            | -                    | -                    | -                    | -                   | -                         | 30,000              | 3,670,000                | -                       |
| Utility Tax Proposition 1                        | 3,085,312            | -                    | -                    | -                    | -                   | -                         | 8,000               | 3,093,312                | 976,829                 |
| Performing Arts & Event Center Operations        | -                    | -                    | -                    | 344,470              | -                   | -                         | 935,310             | 1,279,780                | 1,019,977               |
| Community Development Block Grant                | -                    | -                    | 1,183,010            | -                    | -                   | -                         | -                   | 1,183,010                | -                       |
| Paths and Trails                                 | 160,000              | -                    | 9,000                | -                    | -                   | -                         | -                   | 169,000                  | -                       |
| Technology                                       | -                    | -                    | -                    | 146,716              | -                   | -                         | -                   | 146,716                  | -                       |
| Strategic Reserve                                | -                    | -                    | -                    | -                    | -                   | -                         | 2,000               | 2,000                    | -                       |
| Parks Reserve                                    | -                    | -                    | -                    | -                    | -                   | -                         | 5,000               | 5,000                    | -                       |
| Debt Service                                     | -                    | -                    | -                    | -                    | -                   | -                         | 30,000              | 30,000                   | 16,876,390              |
| Downtown Redevelopment                           | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Municipal Facilities           | -                    | -                    | -                    | -                    | -                   | -                         | 1,000               | 1,000                    | -                       |
| Capital Project - Parks                          | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Surface Water Mgt              | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | 447,568                 |
| Capital Project - Transportation                 | -                    | -                    | 5,450,000            | 4,990,000            | -                   | -                         | 250,000             | 10,690,000               | 2,298,000               |
| Capital Project Reserve                          | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Performing Arts & Event Center | -                    | -                    | -                    | -                    | -                   | -                         | -                   | -                        | -                       |
| Surface Water Management                         | -                    | -                    | -                    | 5,938,201            | -                   | -                         | 3,000               | 5,941,201                | -                       |
| Dumas Bay Centre                                 | -                    | -                    | -                    | 254                  | -                   | -                         | 784,897             | 785,151                  | 115,720                 |
| Risk Management                                  | -                    | -                    | -                    | 1,103,040            | -                   | 88,000                    | 5,000               | 1,196,040                | -                       |
| Information Systems                              | -                    | -                    | -                    | 2,670,180            | -                   | -                         | 179,000             | 2,849,180                | -                       |
| Mail and Duplication                             | -                    | -                    | -                    | 135,947              | -                   | -                         | -                   | 135,947                  | -                       |
| Fleet and Equipment                              | -                    | -                    | -                    | 2,220,329            | -                   | -                         | 80,315              | 2,300,644                | 545,500                 |
| Building and Furnishings                         | -                    | -                    | -                    | 489,696              | -                   | -                         | 659                 | 490,355                  | -                       |
| Health Insurance                                 | -                    | -                    | -                    | 4,556,000            | -                   | 400,000                   | 10,800              | 4,966,800                | -                       |
| Unemployment Insurance                           | -                    | -                    | -                    | -                    | -                   | -                         | 5,299               | 5,299                    | -                       |
| <b>Total 2021 Revenues</b>                       | <b>\$ 49,908,200</b> | <b>\$ 3,767,560</b>  | <b>\$ 10,511,580</b> | <b>\$ 29,581,424</b> | <b>\$ 3,699,426</b> | <b>\$ 488,000</b>         | <b>\$ 3,927,429</b> | <b>\$ 101,883,619</b>    | <b>\$ 38,230,790</b>    |



**2022 PROPOSED BUDGET – SOURCES BY FUND AND CATEGORY**

| 2022   | Taxes                | Licenses and Permits | Intergvtl           | Charges for Services | Fines and Penalties | Proprietary Fund Revenues | Misc.               | Total Operating Revenues | Other Financing Sources |
|--|----------------------|----------------------|---------------------|----------------------|---------------------|---------------------------|---------------------|--------------------------|-------------------------|
| General  | \$ 30,786,909        | \$ 3,600,552         | \$ 2,004,000        | \$ 4,238,338         | \$ 824,986          | \$ -                      | \$ 817,614          | \$ 42,272,399            | \$ 9,209,310            |
| Street   | -                    | 200,000              | 1,300,000           | 736,572              | -                   | -                         | 217,016             | 2,453,588                | 2,095,849               |
| Arterial Street                                  | -                    | -                    | 450,000             | -                    | -                   | -                         | 5,000               | 455,000                  | 2,563,000               |
| Utility Tax                                      | 12,092,294           | -                    | -                   | -                    | -                   | -                         | 12,000              | 12,104,294               | -                       |
| Solid Waste and Recycling                        | -                    | -                    | 115,570             | 437,560              | 2,000               | -                         | 1,200               | 556,330                  | -                       |
| Special Studies/Contract                         | -                    | -                    | -                   | -                    | -                   | -                         | -                   | -                        | -                       |
| Hotel/Motel Lodging Tax                          | 150,000              | -                    | -                   | -                    | -                   | -                         | 5,000               | 155,000                  | -                       |
| Community Center                                 | -                    | -                    | -                   | 1,590,875            | -                   | -                         | 850,000             | 2,440,875                | 308,227                 |
| Traffic Safety                                   | -                    | -                    | -                   | -                    | 2,872,442           | -                         | 13,500              | 2,885,942                | -                       |
| Real Estate Excise Tax                           | 3,640,000            | -                    | -                   | -                    | -                   | -                         | 30,000              | 3,670,000                | -                       |
| Utility Tax Proposition 1                        | 3,085,312            | -                    | -                   | -                    | -                   | -                         | 8,000               | 3,093,312                | 1,076,964               |
| Performing Arts & Event Center Operations        | -                    | -                    | -                   | 344,470              | -                   | -                         | 935,310             | 1,279,780                | 1,019,977               |
| Community Development Block Grant                | -                    | -                    | 758,323             | -                    | -                   | -                         | -                   | 758,323                  | -                       |
| Paths and Trails                                 | 160,000              | -                    | 9,000               | -                    | -                   | -                         | -                   | 169,000                  | -                       |
| Technology                                       | -                    | -                    | -                   | 149,250              | -                   | -                         | -                   | 149,250                  | -                       |
| Strategic Reserve                                | -                    | -                    | -                   | -                    | -                   | -                         | 2,000               | 2,000                    | -                       |
| Parks Reserve                                    | -                    | -                    | -                   | -                    | -                   | -                         | 5,000               | 5,000                    | -                       |
| Debt Service                                     | -                    | -                    | -                   | -                    | -                   | -                         | 30,000              | 30,000                   | 2,539,426               |
| Downtown Redevelopment                           | -                    | -                    | -                   | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Municipal Facilities           | -                    | -                    | -                   | -                    | -                   | -                         | 1,000               | 1,000                    | -                       |
| Capital Project - Parks                          | -                    | -                    | -                   | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Surface Water Mgt              | -                    | -                    | 500,000             | -                    | -                   | -                         | -                   | 500,000                  | 1,560,000               |
| Capital Project - Transportation                 | -                    | -                    | 3,555,000           | 1,560,000            | -                   | -                         | 250,000             | 5,365,000                | 205,000                 |
| Capital Project Reserve                          | -                    | -                    | -                   | -                    | -                   | -                         | -                   | -                        | -                       |
| Capital Project - Performing Arts & Event Center | -                    | -                    | -                   | -                    | -                   | -                         | -                   | -                        | -                       |
| Surface Water Management                         | -                    | -                    | -                   | 4,927,775            | -                   | -                         | 3,000               | 4,930,775                | -                       |
| Dumas Bay Centre                                 | -                    | -                    | -                   | 254                  | -                   | -                         | 834,897             | 835,151                  | 95,060                  |
| Risk Management                                  | -                    | -                    | -                   | 1,103,040            | -                   | 88,000                    | 5,000               | 1,196,040                | -                       |
| Information Systems                              | -                    | -                    | -                   | 2,691,687            | -                   | -                         | 29,000              | 2,720,687                | -                       |
| Mail and Duplication                             | -                    | -                    | -                   | 135,947              | -                   | -                         | -                   | 135,947                  | -                       |
| Fleet and Equipment                              | -                    | -                    | -                   | 2,220,329            | -                   | -                         | 80,315              | 2,300,644                | -                       |
| Building and Furnishings                         | -                    | -                    | -                   | 489,696              | -                   | -                         | 659                 | 490,355                  | -                       |
| Health Insurance                                 | -                    | -                    | -                   | 4,556,000            | -                   | 400,000                   | 10,800              | 4,966,800                | -                       |
| Unemployment Insurance                           | -                    | -                    | -                   | -                    | -                   | -                         | 6,000               | 6,000                    | -                       |
| <b>Total 2022 Revenues</b>                       | <b>\$ 49,914,515</b> | <b>\$ 3,800,552</b>  | <b>\$ 8,691,893</b> | <b>\$ 25,181,793</b> | <b>\$ 3,699,428</b> | <b>\$ 488,000</b>         | <b>\$ 4,152,311</b> | <b>\$ 95,928,492</b>     | <b>\$ 20,672,812</b>    |

## GENERAL AND STREET FUND CONSOLIDATED SUMMARY

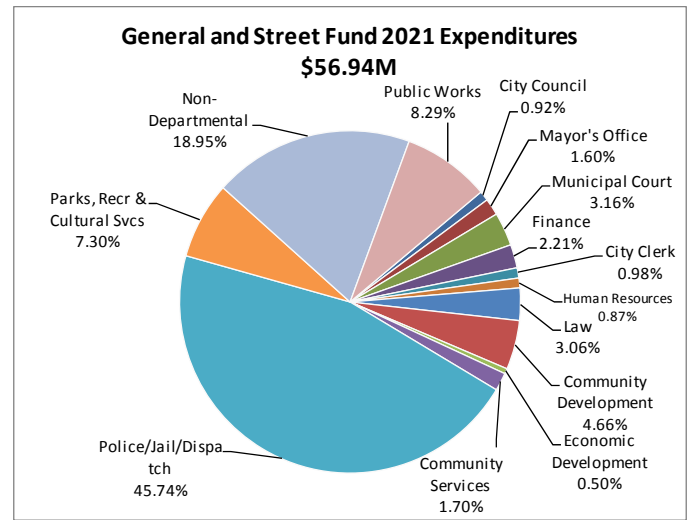
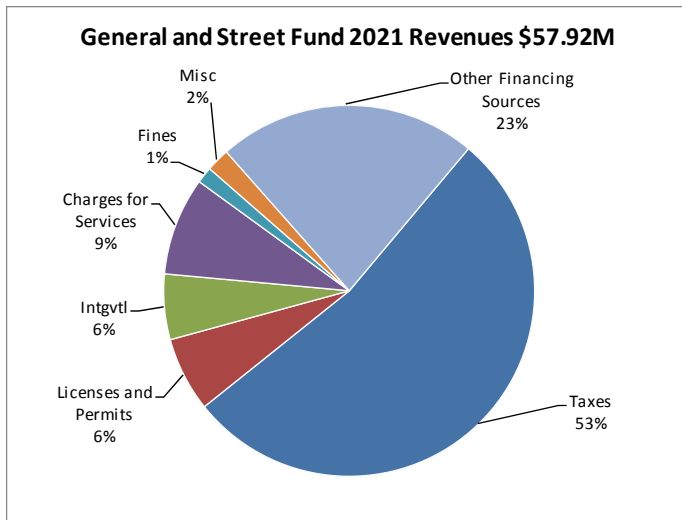
| Item                           | 2018<br>Actual       | 2019<br>Actual       | 2020                 |                       |                       | 2021<br>Proposed     | 2022<br>Proposed      | 21 Proposed - 20 Adj  |                |
|--------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|----------------|
|                                |                      |                      | Adopted              | Adjusted              | Projected             |                      |                       | \$ Chg                | % Chg          |
| <b>BEGINNING FUND BALANCE</b>  | \$ 11,290,682        | \$ 11,662,052        | \$ 9,644,733         | \$ 11,604,046         | \$ 11,604,046         | \$ 9,521,927         | \$ 10,504,674         | \$ (2,082,120)        | -17.9%         |
| <b>REVENUE SUMMARY:</b>        |                      |                      |                      |                       |                       |                      |                       |                       |                |
| Property Tax                   | 10,799,658           | 10,917,428           | 11,077,213           | 11,275,838            | 11,275,838            | 11,385,965           | 11,357,280            | 110,127               | 1.0%           |
| Sales Tax                      | 14,731,810           | 15,908,863           | 15,849,755           | 14,457,381            | 14,457,381            | 15,949,755           | 15,949,755            | 1,492,374             | 10.3%          |
| Criminal Justice Sales Tax     | 2,927,406            | 3,056,010            | 2,818,399            | 3,027,361             | 3,027,361             | 3,027,361            | 3,027,361             | -                     | 0.0%           |
| Other Taxes                    | 1,100,962            | 1,066,377            | 849,336              | 1,007,513             | 1,007,513             | 417,513              | 452,513               | (590,000)             | -58.6%         |
| Licenses and Permits           | 4,615,508            | 5,709,234            | 4,492,914            | 4,540,011             | 4,540,011             | 3,767,560            | 3,800,552             | (772,451)             | -17.0%         |
| Intergovernmental              | 3,740,152            | 3,982,791            | 3,309,500            | 6,678,001             | 6,678,001             | 3,304,000            | 3,304,000             | (3,374,001)           | -50.5%         |
| Charges for Services           | 4,549,623            | 5,414,306            | 4,335,266            | 4,730,971             | 4,730,971             | 4,958,156            | 4,974,910             | 227,184               | 4.8%           |
| Fines and Penalties            | 785,588              | 899,864              | 943,401              | 815,189               | 815,189               | 824,984              | 824,986               | 9,795                 | 1.2%           |
| Miscellaneous                  | 1,152,655            | 1,086,628            | 840,878              | 1,054,778             | 1,054,778             | 1,177,756            | 1,034,630             | 122,978               | 11.7%          |
| Other Financing Sources*       | 9,058,384            | 9,251,819            | 12,207,581           | 12,652,229            | 12,652,229            | 13,108,499           | 11,305,159            | 456,270               | 3.6%           |
| <b>Total Revenues</b>          | <b>\$ 53,461,746</b> | <b>\$ 57,293,322</b> | <b>\$ 56,724,242</b> | <b>\$ 60,239,272</b>  | <b>\$ 60,239,272</b>  | <b>\$ 57,921,549</b> | <b>\$ 56,031,146</b>  | <b>\$ (2,317,723)</b> | <b>-3.8%</b>   |
| <b>EXPENDITURE SUMMARY:</b>    |                      |                      |                      |                       |                       |                      |                       |                       |                |
| City Council                   | \$ 405,140           | \$ 422,165           | \$ 446,163           | \$ 508,211            | \$ 508,211            | \$ 525,655           | \$ 530,695            | \$ 17,443             | 3.4%           |
| Mayor's Office                 | \$ 1,415,322         | 1,497,281            | 1,329,485            | 972,547               | 972,547               | 911,881              | 923,847               | \$ (60,666)           | -6.2%          |
| Municipal Court                | 1,686,923            | 1,752,439            | 1,767,149            | 1,829,149             | 1,829,149             | 1,797,146            | 1,818,905             | \$ (32,003)           | -1.7%          |
| Finance                        | 962,052              | 1,045,012            | 1,088,521            | 1,269,595             | 1,269,595             | 1,260,163            | 1,287,736             | \$ (9,432)            | -0.7%          |
| City Clerk                     | 499,915              | 592,263              | 513,984              | 513,984               | 513,984               | 558,912              | 560,410               | \$ 44,928             | 8.7%           |
| Human Resources                | 478,791              | 521,715              | 514,881              | 554,881               | 554,881               | 527,932              | 536,319               | \$ (26,949)           | -4.9%          |
| Law -Civil                     | 851,969              | 856,841              | 789,720              | 919,920               | 919,920               | 970,331              | 974,797               | \$ 50,411             | 5.5%           |
| Law-Criminal                   | 717,523              | 750,449              | 764,733              | 765,483               | 765,483               | 774,742              | 776,142               | \$ 9,259              | 1.2%           |
| Community Development          | 2,285,955            | 2,546,372            | 2,534,077            | 2,773,047             | 2,773,047             | 2,652,041            | 2,683,103             | \$ (121,006)          | -4.4%          |
| Economic Development           | 279,486              | 340,503              | 415,973              | 495,973               | 495,973               | 284,756              | 284,756               | \$ (211,217)          | -42.6%         |
| Community Services             | 760,398              | 871,103              | 844,805              | 1,153,524             | 1,153,524             | 967,372              | 975,180               | \$ (186,152)          | -16.1%         |
| Jail Contract Costs            | 6,417,479            | 5,932,095            | 4,341,950            | 4,048,950             | 4,048,950             | 3,303,463            | 3,319,584             | \$ (745,487)          | -18.4%         |
| 911 Dispatch                   | 2,724,139            | 2,679,436            | 2,748,692            | 2,748,692             | 2,748,692             | 2,748,692            | 2,748,692             | \$ -                  | 0.0%           |
| Police                         | 17,939,354           | 18,546,501           | 18,843,813           | 19,413,271            | 19,413,271            | 19,994,132           | 20,492,402            | \$ 580,861            | 3.0%           |
| Parks, Recr & Cultural Svcs    | 4,036,022            | 4,231,231            | 4,076,474            | 4,313,304             | 4,313,304             | 4,154,492            | 4,193,695             | \$ (158,812)          | -3.7%          |
| Public Works                   | 4,030,418            | 4,420,754            | 4,111,347            | 4,509,364             | 4,509,364             | 4,718,703            | 4,567,989             | \$ 209,339            | 4.6%           |
| Non-Departmental               | 7,599,489            | 10,345,167           | 11,736,389           | 15,531,497            | 15,531,497            | 10,788,392           | 10,361,569            | \$ (4,743,105)        | -30.5%         |
| <b>Total Expenditures</b>      | <b>\$ 53,090,376</b> | <b>\$ 57,351,328</b> | <b>\$ 56,868,155</b> | <b>\$ 62,321,391</b>  | <b>\$ 62,321,391</b>  | <b>\$ 56,938,803</b> | <b>\$ 57,035,821</b>  | <b>\$ (5,382,588)</b> | <b>-8.6%</b>   |
| <b>Changes in Fund Balance</b> | <b>\$ 371,370</b>    | <b>\$ (58,006)</b>   | <b>\$ (143,913)</b>  | <b>\$ (2,082,119)</b> | <b>\$ (2,082,120)</b> | <b>\$ 982,746</b>    | <b>\$ (1,004,674)</b> | <b>\$ 3,064,865</b>   | <b>-147.2%</b> |
| <b>ENDING FUND BALANCE:</b>    | <b>\$ 11,662,052</b> | <b>\$ 11,604,046</b> | <b>\$ 9,500,821</b>  | <b>\$ 9,521,927</b>   | <b>\$ 9,521,927</b>   | <b>\$ 10,504,673</b> | <b>\$ 9,500,000</b>   | <b>\$ 982,745</b>     | <b>10.3%</b>   |

\*See pages D-2 and D-4 for detail of Other Financing Sources.

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

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020          |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|----------------------|----------------|----------------|---------------|---------------|---------------|------------------|------------------|----------------------|---------|
|                     |                      |                |                | Adopted       | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                      |                |                |               |               |               |                  |                  |                      |         |
| 1XX                 | Salaries & Wages     | \$ 22,067,202  | \$ 23,371,717  | \$ 24,221,884 | \$ 25,678,568 | \$ 25,678,568 | \$ 25,951,180    | \$ 26,496,500    | \$ 272,612           | 1.1%    |
| 2XX                 | Benefits             | 7,678,400      | 8,024,487      | 8,755,739     | 8,891,362     | 8,891,362     | 8,647,001        | 8,837,368        | (244,362)            | -2.7%   |
| 3XX                 | Supplies             | 861,200        | 1,098,685      | 840,392       | 1,165,447     | 1,165,447     | 875,006          | 875,006          | (290,441)            | -24.9%  |
| 4XX                 | Services and Charges | 5,530,357      | 5,585,733      | 7,360,873     | 8,951,552     | 8,951,552     | 5,269,660        | 5,081,460        | (3,681,892)          | -41.1%  |
| 5XX                 | Intergovernmental    | 10,221,577     | 9,850,738      | 8,149,125     | 6,364,911     | 6,364,911     | 6,821,506        | 6,811,505        | 456,594              | 7.2%    |
| 6XX                 | Capital Outlay       | 67,999         | 22,544         | -             | 520,965       | 520,965       | -                | -                | (520,965)            | -100.0% |
| 9XX                 | Internal Services    | 5,148,235      | 5,493,599      | 5,844,292     | 6,080,261     | 6,080,261     | 6,196,648        | 6,218,155        | 116,387              | 1.9%    |
| 0XX                 | Other Financing Use  | 1,515,406      | 3,903,824      | 1,695,849     | 4,668,324     | 4,668,324     | 3,177,802        | 2,715,826        | (1,490,522)          | -31.9%  |
| Total Expenditures: |                      | \$ 53,090,376  | \$ 57,351,328  | \$ 56,868,155 | \$ 62,321,391 | \$ 62,321,391 | \$ 56,938,803    | \$ 57,035,821    | \$ (5,382,588)       | -8.6%   |

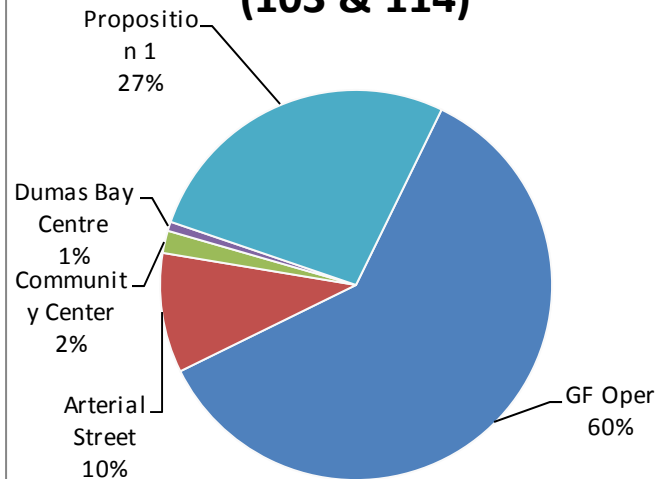
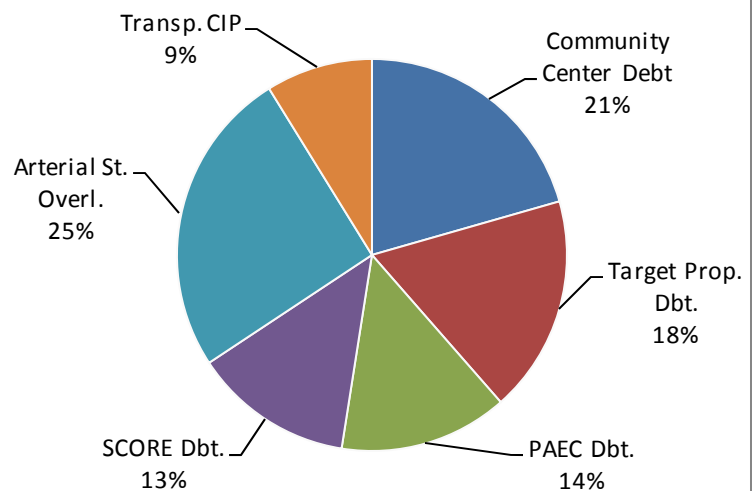
- Salaries & Wages decrease is primarily due to the addition of 3 COPS grant Police Officers.
- Benefits decrease is primarily due to changes of employees in positions with lower benefit costs, and a Facility Maintenance Worker being moved to the 505 Building & Furnishings Fund.
- Supplies decrease is primarily due to one-time Covid-19 supplies.
- Services and Charges decrease is primarily due to the elimination of one-time Covid-19 services and one-time grants given to businesses for support during Covid-19.
- Intergovernmental increase is primarily due to restoring the jail services budget.
- Internal Services increase is primarily due to increased IT services for cybersecurity.
- Other Financing Use decrease is primarily due to the elimination of one-time transfers to Federal Way Community Center, Performing Arts & Event Center, Dumas Bay Centre, and Traffic Safety Funds for support during Covid-19 closures.



## CITY-WIDE POSITION INVENTORY

| Department / Division                                    | 2018<br>Actual | 2019<br>Actual | Adopted       | 2020<br>Adjusted | Projected     | 2021<br>Proposed | 2022<br>Proposed |
|--|----------------|----------------|---------------|------------------|---------------|------------------|------------------|
| <b>Subtotal City Council</b>                             | <b>4.20</b>    | <b>4.20</b>    | <b>4.20</b>   | <b>4.20</b>      | <b>4.20</b>   | <b>4.20</b>      | <b>4.20</b>      |
| <u>Mayor's Office</u>                                    |                |                |               |                  |               |                  |                  |
| Administration   | 5.34           | 5.34           | 5.34          | 5.34             | 5.34          | 5.34             | 5.34             |
| Economic Development                                     | 1.00           | 1.00           | 1.00          | 1.00             | 1.00          | 1.00             | 1.00             |
| Emergency Management                                     | 1.00           | 1.00           | 1.00          | 1.00             | 1.00          | 1.00             | 1.00             |
| Human Resources  | 3.50           | 3.50           | 3.50          | 3.50             | 3.50          | 3.50             | 3.50             |
| City Clerk   | 2.50           | 2.50           | 2.50          | 2.50             | 2.50          | 2.50             | 2.50             |
| <b>Subtotal Mayor's Office</b>                           | <b>13.34</b>   | <b>13.34</b>   | <b>13.34</b>  | <b>13.34</b>     | <b>13.34</b>  | <b>13.34</b>     | <b>13.34</b>     |
| <b>Subtotal Information Technology</b>                   | <b>7.00</b>    | <b>7.00</b>    | <b>7.00</b>   | <b>8.00</b>      | <b>8.00</b>   | <b>8.00</b>      | <b>8.00</b>      |
| <u>Municipal Court</u>                                   |                |                |               |                  |               |                  |                  |
| Court Operations   | 13.00          | 13.00          | 13.00         | 13.00            | 13.00         | 13.00            | 13.00            |
| Probation Services                                       | 3.00           | 3.00           | 3.00          | 3.00             | 3.00          | 3.00             | 3.00             |
| <b>Subtotal Municipal Court</b>                          | <b>16.00</b>   | <b>16.00</b>   | <b>16.00</b>  | <b>16.00</b>     | <b>16.00</b>  | <b>16.00</b>     | <b>16.00</b>     |
| <b>Subtotal Finance</b>                                  | <b>8.00</b>    | <b>8.00</b>    | <b>8.00</b>   | <b>10.00</b>     | <b>10.00</b>  | <b>10.00</b>     | <b>10.00</b>     |
| <u>Law</u>   |                |                |               |                  |               |                  |                  |
| Civil Legal Services                                     | 4.80           | 4.80           | 4.80          | 4.80             | 4.80          | 4.80             | 4.80             |
| Criminal Prosecution Services                            | 7.70           | 7.70           | 8.20          | 7.70             | 7.70          | 7.70             | 7.70             |
| <b>Subtotal Law</b>                                      | <b>12.50</b>   | <b>12.50</b>   | <b>13.00</b>  | <b>12.50</b>     | <b>12.50</b>  | <b>12.50</b>     | <b>12.50</b>     |
| <u>Community Development</u>                             |                |                |               |                  |               |                  |                  |
| Administration   | 3.90           | 3.58           | 3.90          | 4.58             | 4.58          | 4.58             | 4.58             |
| Planning   | 6.00           | 6.80           | 6.80          | 6.80             | 6.80          | 5.80             | 5.80             |
| Building   | 11.00          | 11.00          | 13.00         | 11.00            | 11.00         | 11.73            | 11.73            |
| Community Services                                       | 3.80           | 3.80           | 3.80          | 3.80             | 3.80          | 3.07             | 3.07             |
| <b>Subtotal Community Development</b>                    | <b>24.70</b>   | <b>25.18</b>   | <b>27.50</b>  | <b>26.18</b>     | <b>26.18</b>  | <b>25.18</b>     | <b>25.18</b>     |
| <u>Police</u>  |                |                |               |                  |               |                  |                  |
| Administration   | 2.00           | 2.00           | 2.00          | 2.00             | 2.00          | 2.00             | 2.00             |
| Support Services   | 55.00          | 58.00          | 58.00         | 62.00            | 62.00         | 76.00            | 76.00            |
| Field Operations   | 103.00         | 103.00         | 103.00        | 103.00           | 103.00        | 92.00            | 92.00            |
| <b>Subtotal Police</b>                                   | <b>160.00</b>  | <b>163.00</b>  | <b>163.00</b> | <b>167.00</b>    | <b>167.00</b> | <b>170.00</b>    | <b>170.00</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                                       | 5.83           | 5.83           | 5.83          | 5.83             | 6.83          | 6.83             | 6.83             |
| Community Center   | 11.33          | 11.33          | 11.33         | 11.33            | 11.33         | 11.33            | 11.33            |
| Dumas Bay Centre   | 3.00           | 3.00           | 3.00          | 3.00             | 3.00          | 3.00             | 3.00             |
| Park Maintenance   | 16.00          | 15.50          | 15.50         | 16.25            | 16.25         | 17.00            | 17.00            |
| Performing Arts & Event Center                           | 8.00           | 1.00           | 1.00          | 1.00             | -             | -                | -                |
| <b>Subtotal Park, Recreation &amp; Cultural Services</b> | <b>45.96</b>   | <b>38.46</b>   | <b>38.46</b>  | <b>39.21</b>     | <b>39.21</b>  | <b>39.96</b>     | <b>39.96</b>     |
| <u>Public Works</u>                                      |                |                |               |                  |               |                  |                  |
| Administration   | 2.75           | 1.61           | 1.61          | 1.61             | 1.61          | 1.61             | 1.61             |
| Development Services                                     | 2.20           | 1.85           | 1.85          | 2.85             | 2.85          | 2.85             | 2.85             |
| Traffic Services   | 5.35           | 5.28           | 5.28          | 5.28             | 5.28          | 5.28             | 5.28             |
| Street Services  | 11.60          | 19.10          | 16.60         | 22.00            | 22.00         | 22.00            | 22.00            |
| Solid Waste/Recycling                                    | 2.20           | 2.41           | 2.41          | 2.41             | 2.41          | 2.41             | 2.41             |
| Surface Water Management                                 | 20.40          | 20.75          | 20.75         | 20.85            | 20.85         | 24.85            | 24.85            |
| Fleet & Equipment  | 0.50           | 1.00           | 1.00          | 1.00             | 1.00          | 1.00             | 1.00             |
| <b>Subtotal Public Works</b>                             | <b>45.00</b>   | <b>52.00</b>   | <b>49.50</b>  | <b>56.00</b>     | <b>56.00</b>  | <b>60.00</b>     | <b>60.00</b>     |
| <b>Total Ongoing City Staffing</b>                       | <b>336.70</b>  | <b>339.68</b>  | <b>340.00</b> | <b>352.43</b>    | <b>352.43</b> | <b>359.18</b>    | <b>359.18</b>    |

## UTILITY TAX AND REAL ESTATE EXCISE TAX ALLOCATION

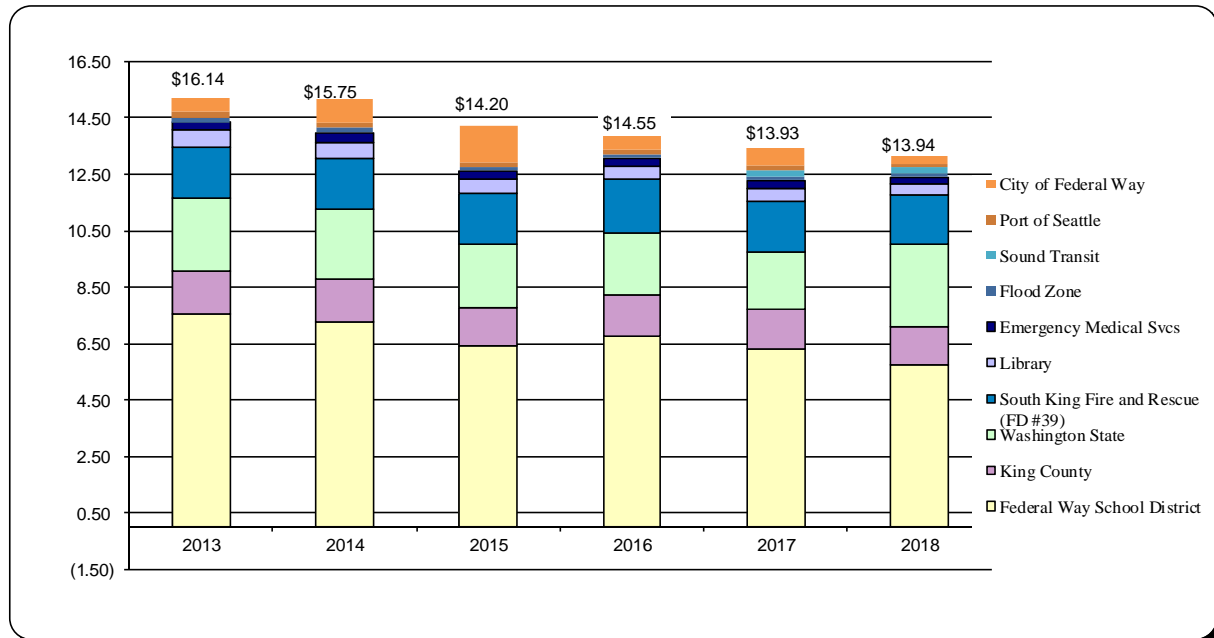
2021 Utility Tax Allocation  
(103 & 114)2021 Real Estate Excise Tax  
Allocation (113)

| Utility Tax Allocation                     | 2021                 | 2022                 |
|--|----------------------|----------------------|
| Proposed Revenue                           | \$ 15,197,606        | \$ 15,197,606        |
| Other Financing Sources                    | 976,829              | 1,076,964            |
| <b>Uses</b>                                |                      |                      |
| GF Baseline Operations                     | 9,186,777            | 9,054,143            |
| Arterial Street Overlay Fund               | 1,500,000            | 1,500,000            |
| Community Center (FWCC) Oper.              | 279,307              | 308,227              |
| Dumas Bay Centre (DBC) Oper.               | 115,720              | 95,060               |
| <b>Subtotal Other Financing Uses</b>       | <b>11,081,804</b>    | <b>10,957,430</b>    |
| <b>Proposition 1</b>                       |                      |                      |
| Municipal Court                            | 190,102              | 194,159              |
| Parks                                      | 104,802              | 104,802              |
| Mayor's                                    | 651,076              | 651,076              |
| Law  | 267,895              | 278,996              |
| Police                                     | 2,779,468            | 2,832,128            |
| Community Development                      | 103,811              | 109,114              |
| <b>Subtotal Proposition 1 Expenditures</b> | <b>4,097,154</b>     | <b>4,170,276</b>     |
| <b>Total Uses &amp; Expenditures</b>       | <b>\$ 15,178,958</b> | <b>\$ 15,127,706</b> |
| <b>Proposed Change in Fund Balance</b>     | <b>\$ 18,648</b>     | <b>\$ 69,900</b>     |

| REET Allocation                        | 2021                | 2022                |
|--|---------------------|---------------------|
| Proposed Revenue                       | \$ 3,670,000        | \$ 3,670,000        |
| <b>Uses</b>                            |                     |                     |
| Community Center Debt                  | 817,123             | 820,123             |
| Target Property Debt                   | 714,778             | 524,686             |
| PAEC Debt                              | 552,955             | 553,955             |
| SCORE Debt                             | 525,162             | 525,662             |
| Arterial Street Overlay                | 1,013,000           | 1,013,000           |
| Transportation CIP                     | 350,000             | -                   |
| <b>Total Uses</b>                      | <b>\$ 3,973,018</b> | <b>\$ 3,437,426</b> |
| <b>Proposed Change in Fund Balance</b> | <b>\$ (303,018)</b> | <b>\$ 232,574</b>   |

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

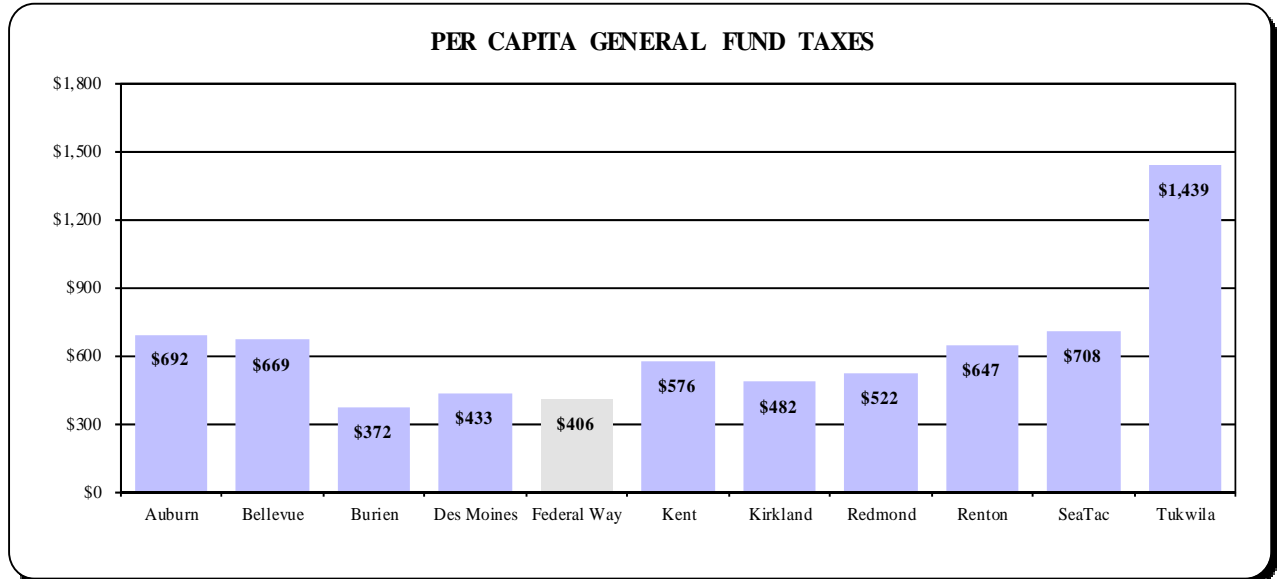
## PROPERTY TAX LEVY AND DEMOGRAPHIC INFORMATION (6-YEAR HISTORY)



| Property Tax Levy                   | 2013            | 2014            | 2015            | 2016            | 2017            | 2018            | Change from 2017 |                |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|----------------|
|                                     |                 |                 |                 |                 |                 |                 | \$               | %              |
| City of Federal Way                 | \$ 1.42         | \$ 1.40         | \$ 1.25         | \$ 1.19         | \$ 1.13         | \$ 1.06         | \$ (0.07)        | -6.2%          |
| Federal Way School District         | 7.55            | 7.28            | 6.42            | 6.75            | 6.32            | 5.77            | (0.55)           | -8.7%          |
| King County                         | 1.54            | 1.52            | 1.35            | 1.48            | 1.39            | 1.33            | (0.06)           | -4.3%          |
| Washington State                    | 2.57            | 2.47            | 2.29            | 2.17            | 2.03            | 2.92            | 0.89             | 43.8%          |
| Port of Seattle                     | 0.23            | 0.22            | 0.19            | 0.17            | 0.15            | 0.14            | (0.01)           | -6.7%          |
| South King Fire and Rescue (FD #39) | 1.82            | 1.81            | 1.77            | 1.91            | 1.83            | 1.73            | (0.10)           | -5.5%          |
| Library                             | 0.57            | 0.56            | 0.50            | 0.48            | 0.45            | 0.41            | (0.04)           | -8.9%          |
| Emergency Medical Svcs              | 0.30            | 0.34            | 0.30            | 0.28            | 0.26            | 0.24            | (0.02)           | -7.7%          |
| Flood Zone                          | 0.13            | 0.15            | 0.14            | 0.13            | 0.12            | 0.11            | (0.01)           | -8.3%          |
| Sound Transit                       | -               | -               | -               | -               | 0.25            | 0.23            | (0.02)           | -8.0%          |
| <b>Total Levy Rate</b>              | <b>\$ 16.14</b> | <b>\$ 15.75</b> | <b>\$ 14.20</b> | <b>\$ 14.55</b> | <b>\$ 13.93</b> | <b>\$ 13.94</b> | <b>\$ 0.03</b>   | <b>\$ 0.00</b> |
| Federal Way % to Total Levy         | 8.81%           | 8.87%           | 8.79%           | 8.14%           | 8.11%           | 7.60%           | -233.33%         | N/A            |

| Demographic Information               | 2013        | 2014         | 2015         | 2016         | 2017          | 2018          | Change from 2017 |        |
|---------------------------------------|-------------|--------------|--------------|--------------|---------------|---------------|------------------|--------|
|                                       |             |              |              |              |               |               | \$               | %      |
| Assessed Valuation (in 000's)         | \$7,386,016 | \$ 8,375,702 | \$ 8,905,294 | \$ 9,489,437 | \$ 10,298,806 | \$ 10,298,806 | -                | 0.0%   |
| Median Residence Homeowner Value      | 187,000     | 196,000      | 236,000      | 252,000      | 270,000       | 301,000       | 31,000           | 11.5%  |
| City Tax on an Average Home           | 261         | 245          | 280          | 285          | 286           | 319           | 33               | 11.5%  |
| Commercial Bldg Permit Value (\$000)  | 22,891      | 35,923       | 73,654       | 18,547       | 26,817        | 54,027        | 27,210           | 101.5% |
| Residential Bldg Permit Value (\$000) | 33,260      | 30,923       | 20,341       | 19,804       | 24,455        | 29,612        | 5,157            | 21.1%  |
| Retail Sales (\$000)                  | 1,344,513   | 1,442,504    | 1,575,671    | 1,685,330    | 1,682,600     | 1,733,096     | 50,496           | 3.0%   |
| Real Estate Sales (\$000)             | 398,870     | 418,054      | 599,779      | 1,061,942    | 819,316       | 841,000       | 21,684           | 2.6%   |
| Land Area, Sq. Miles                  | 23          | 23           | 23           | 23           | 23            | 23            | -                | 0.0%   |
| Population                            | 89,718      | 90,147       | 90,764       | 93,670       | 96,350        | 96,690        | 340              | 0.4%   |
| Employment                            | 44,239      | 44,791       | 45,548       | 47,121       | 48,470        | 47,290        | (1,180)          | -2.4%  |
| Business License                      | 3,277       | 2,424        | 2,874        | 3,990        | 4,950         | 5,198         | 248              | 5.0%   |
| School Enrollment                     | 21,554      | 21,772       | 21,979       | 21,673       | 22,522        | 22,522        | -                | 0.0%   |
| CPI-W/Seattle, Midyear                | 1.4%        | 2.2%         | 0.5%         | 2.3%         | 3.2%          | 3.4%          | n/a              | 6.3%   |
| IPD/Implicit Price Deflator           | 1.3%        | 1.6%         | 0.3%         | 1.0%         | 1.6%          | 2.2%          | n/a              | 39.7%  |

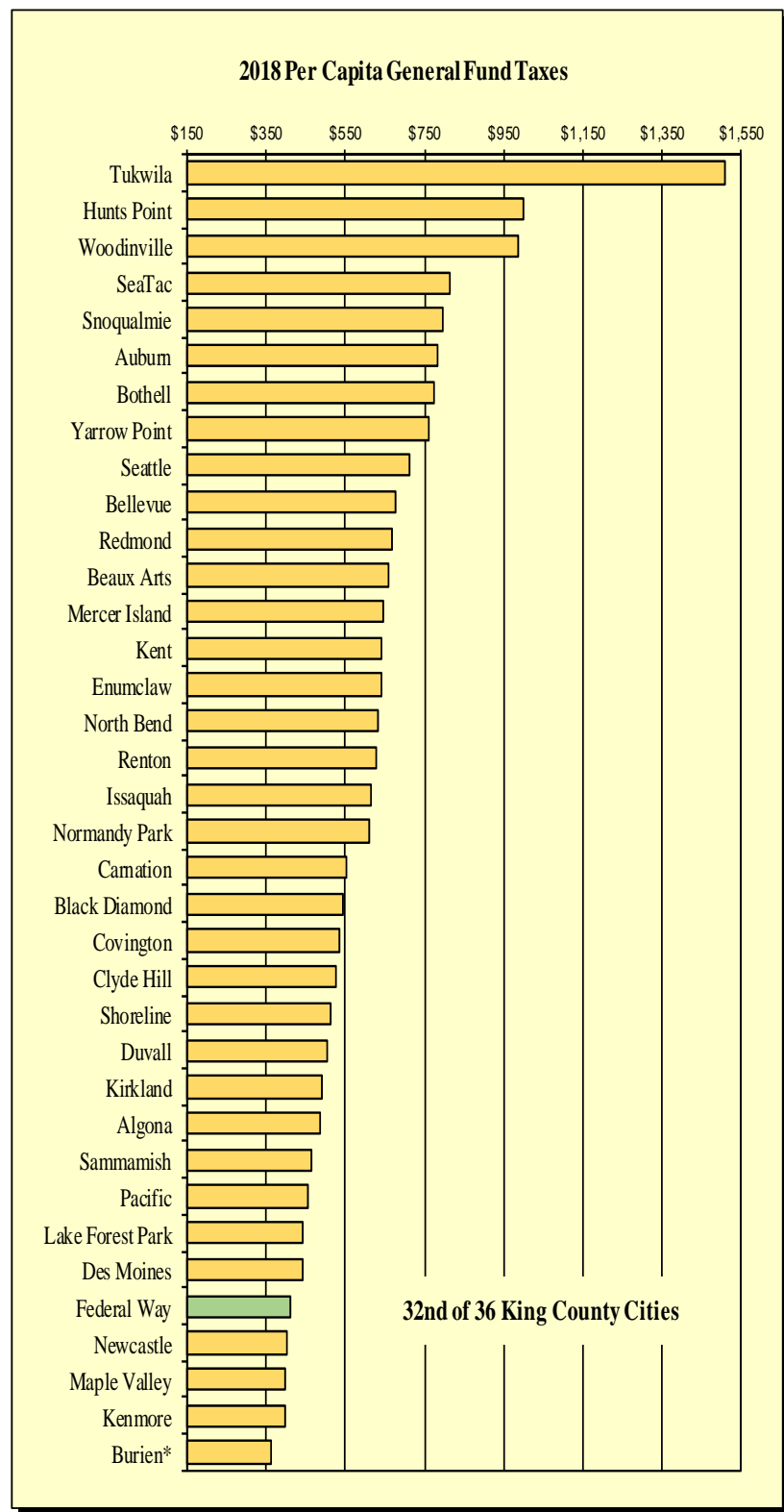
**TAXES, FEES AND PER CAPITA REVENUE COMPARISON**  
(For Selected Cities)



| Jurisdiction       | Business License Registration                 | 2017 Population | Admissions Tax | 2017 Property Tax Regular Levy | 2017 Per Capita Property Tax | Per Capita 2017 General Fund Tax |
|--------------------|---|-----------------|----------------|--------------------------------|------------------------------|----------------------------------|
| Auburn             | \$50 - \$100                                  | 78,960          | 5.0%           | \$2.03                         | \$264                        | \$692                            |
| Bellevue           | \$95 + B&O                                    | 140,700         | 3.0%           | 1.03                           | 278                          | 669                              |
| Burien             | \$75-\$150 + B&O                              | 50,680          | 5.0%           | 1.23                           | 137                          | 372                              |
| Des Moines         | \$75-\$750 + B&O                              | 30,860          | --             | 1.31                           | 155                          | 433                              |
| <b>Federal Way</b> | <b>\$50 - \$9,500</b>                         | <b>96,350</b>   | <b>5.0%</b>    | <b>1.06</b>                    | <b>109</b>                   | <b>406</b>                       |
| Kent               | \$50-\$714 + B&O                              | 127,100         | 5.0%           | 1.63                           | 181                          | 576                              |
| Kirkland           | \$100+\$100/per FTE                           | 86,080          | 5.0%           | 1.19                           | 284                          | 482                              |
| Redmond            | \$109/per FTE                                 | 62,110          | 5.0%           | 1.25                           | 407                          | 522                              |
| Renton             | \$150 + \$.0352 X hours worked in year or B&O | 102,700         | 5.0%           | 1.15                           | 197                          | 647                              |
| SeaTac             | \$50 - \$9,500                                | 28,850          | --             | 2.75                           | 538                          | 708                              |
| Tukwila            | \$.034896 X hours worked in year              | 19,660          | 5.0%           | 2.92                           | 756                          | 1,439                            |
| <b>Average</b>     |   | <b>74,914</b>   |                | <b>\$1.60</b>                  | <b>\$300</b>                 | <b>\$631</b>                     |

**2018 PER CAPITA GENERAL FUND TAX REVENUES FOR KING COUNTY CITIES**

| City             | Population    | Per Capita    | Rank      |
|------------------|---------------|---------------|-----------|
| Tukwila          | 19,800        | 1,509         | 1         |
| Hunts Point      | 420           | 999           | 2         |
| Woodinville      | 11,830        | 986           | 3         |
| SeaTac           | 29,130        | 814           | 4         |
| Snoqualmie       | 13,450        | 798           | 5         |
| Auburn           | 70,650        | 783           | 6         |
| Bothell          | 27,440        | 774           | 7         |
| Yarrow Point     | 1,065         | 758           | 8         |
| Seattle          | 730,400       | 714           | 9         |
| Bellevue         | 142,400       | 676           | 10        |
| Redmond          | 64,050        | 666           | 11        |
| Beaux Arts       | 300           | 658           | 12        |
| Mercer Island    | 24,270        | 648           | 13        |
| Kent             | 128,900       | 641           | 14        |
| Enumclaw         | 11,660        | 639           | 15        |
| North Bend       | 6,825         | 632           | 16        |
| Renton           | 104,100       | 626           | 17        |
| Issaquah         | 37,110        | 615           | 18        |
| Normandy Park    | 6,595         | 609           | 19        |
| Carnation        | 2,155         | 553           | 20        |
| Black Diamond    | 4,360         | 544           | 21        |
| Covington        | 20,080        | 533           | 22        |
| Clyde Hill       | 3,045         | 524           | 23        |
| Shoreline        | 55,730        | 511           | 24        |
| Duvall           | 7,655         | 504           | 25        |
| Kirkland         | 87,240        | 492           | 26        |
| Algona           | 3,180         | 486           | 27        |
| Sammamish        | 63,470        | 465           | 28        |
| Pacific          | 6,875         | 457           | 29        |
| Lake Forest Park | 13,090        | 441           | 30        |
| Des Moines       | 31,140        | 441           | 31        |
| Federal Way      | 97,440        | 412           | 32        |
| Newcastle        | 12,410        | 400           | 33        |
| Maple Valley     | 25,280        | 399           | 34        |
| Kenmore          | 22,920        | 396           | 35        |
| Burien*          | 51,850        | 363           | 36        |
| <b>Average:</b>  | <b>53,842</b> | <b>\$ 624</b> | <b>36</b> |

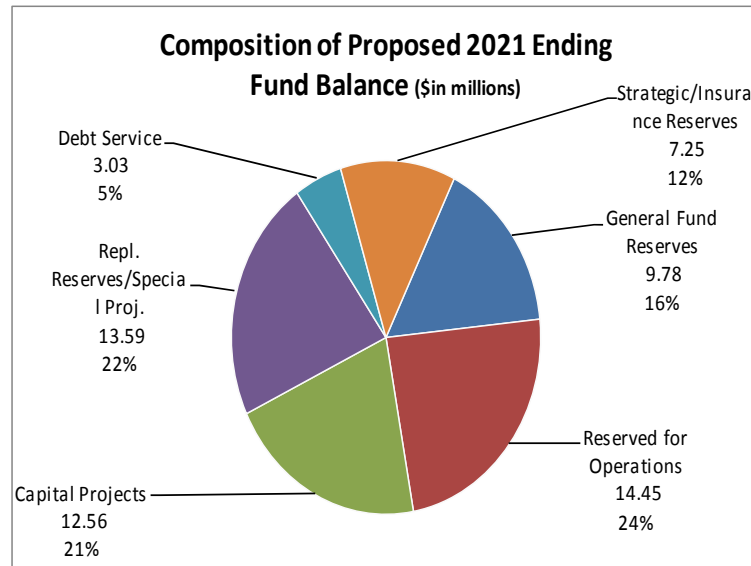


Source: Local Government Financial Reporting System data from the State Auditor's Office and Office of Financial Management.

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



**ENDING FUND BALANCE**



| Fund Balance                                    | 2018 Actual          | 2019 Actual          | 2020 Adopted         | 2020 Adjusted        | 2020 Projected       | 2021 Proposed        | 2022 Proposed        | 2021 Proposed vs Reserve Policy |                   |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|-------------------|
| <b>General Fund Operating Cash Flow Reserve</b> | <b>\$ 11,144,459</b> | <b>\$ 11,093,337</b> | <b>\$ 9,000,227</b>  | <b>\$ 9,021,927</b>  | <b>\$ 9,021,927</b>  | <b>\$ 9,777,443</b>  | <b>\$ 9,000,001</b>  | <b>\$ 9,000,000</b>             | <b>\$ 1</b>       |
| <b>Reserved for Operations</b>                  |                      |                      |                      |                      |                      |                      |                      |                                 |                   |
| Street Fund - Snow & Ice Removal                | 517,592              | 510,709              | 500,594              | 500,000              | 500,000              | 727,231              | 500,000              | 500,000                         | (0)               |
| Utility Tax                                     | 1,600,471            | 1,569,984            | 1,500,000            | 1,506,932            | 1,506,932            | 1,552,593            | 1,622,493            | 1,500,000                       | 122,493           |
| Affordable & Supp House Sales & Use Tax         | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                               | -                 |
| Solid Waste                                     | 154,581              | 194,472              | 17,731               | 166,146              | 166,146              | 176,632              | 187,119              | -                               | 187,119           |
| Hotel / Motel Lodging Tax                       | 1,177,880            | 1,329,006            | 1,140,846            | 1,335,006            | 1,335,006            | 1,335,006            | 1,335,006            | 200,000                         | 1,135,006         |
| Community Center                                | 1,566,460            | 1,208,267            | 1,500,651            | 1,500,000            | 1,500,000            | 1,507,233            | 1,500,000            | 1,500,000                       | 0                 |
| Traffic Safety                                  | 1,909,111            | 1,389,468            | 1,200,775            | 270,442              | 270,442              | 419,528              | 529,951              | 1,200,000                       | (670,049)         |
| Real Estate Excise Tax                          | 3,303,937            | 3,219,083            | 2,325,683            | 2,070,443            | 2,070,443            | 1,767,426            | 2,000,000            | 2,000,000                       | -                 |
| Utility Tax Proposition 1                       | 1,002,101            | 1,144,643            | 1,000,001            | 1,027,013            | 1,027,013            | 1,000,000            | 1,000,000            | 1,000,000                       | 0                 |
| Performing Arts & Event Center Operations       | (447,382)            | (110,546)            | (0)                  | (0)                  | (0)                  | (0)                  | (0)                  | -                               | (0)               |
| CDBG Grant                                      | 37,544               | 35,284               | 0                    | 21,251               | 21,251               | 47,411               | 216,688              | -                               | 216,688           |
| Paths & Trails                                  | 962,997              | 1,191,436            | 1,268,546            | 1,360,437            | 1,360,437            | 1,329,437            | 1,498,437            | -                               | 1,498,437         |
| Information Technology                          | -                    | 3,013                | 40,000               | 91,136               | 91,136               | 56,852               | 191,802              | -                               | 191,802           |
| Dumas Bay Centre                                | 1,585,695            | 1,601,056            | 1,705,557            | 1,500,000            | 1,500,000            | 1,500,000            | 1,500,000            | 1,500,000                       | 0                 |
| Surface Water Management                        | 2,373,543            | 3,009,977            | 1,046,732            | 2,592,114            | 2,592,114            | 3,031,274            | 1,846,020            | 690,000                         | 1,156,020         |
| <b>Capital Projects/Reserves</b>                |                      |                      |                      |                      |                      |                      |                      |                                 |                   |
| Overlay   | 94,682               | 621,583              | 165,872              | 502,618              | 502,618              | 473,435              | 440,324              | 100,000                         | 340,324           |
| Capital Projects                                | 7,796,488            | 11,368,585           | 5,294,963            | 11,426,561           | 11,426,561           | 10,579,157           | 7,974,591            | -                               | 7,974,591         |
| Parks Reserve                                   | 1,265,796            | 1,080,794            | 1,263,635            | 1,130,793            | 1,130,793            | 1,135,793            | 1,125,000            | 1,125,000                       | 0                 |
| Capital Project Reserve                         | 360,520              | 367,936              | 355,610              | 367,936              | 367,936              | 367,936              | 367,936              | -                               | 367,936           |
| <b>Replacement Reserves</b>                     |                      |                      |                      |                      |                      |                      |                      |                                 |                   |
| Information Technology Equipment                | 3,753,608            | 3,718,972            | 3,603,302            | 3,640,480            | 3,640,480            | 3,694,008            | 3,707,088            | -                               | 3,707,088         |
| Special Projects - Govt. Access Channel         | 686,209              | 748,927              | 120,729              | 341,927              | 341,927              | 341,927              | 341,927              | -                               | 341,927           |
| Copier Equipment                                | 199,068              | 217,369              | 150,783              | 205,164              | 205,164              | 214,219              | 165,159              | -                               | 165,159           |
| Fleet & Equipment                               | 7,628,193            | 7,808,824            | 9,417,920            | 7,515,027            | 7,515,027            | 7,232,067            | 7,612,809            | -                               | 7,612,809         |
| Building & Furnishings                          | 3,019,790            | 2,973,258            | 2,511,731            | 2,763,525            | 2,763,525            | 2,103,772            | 2,000,000            | 2,000,000                       | -                 |
| <b>Debt Service</b>                             |                      |                      |                      |                      |                      |                      |                      |                                 |                   |
| Debt Service                                    | 2,956,848            | 3,933,731            | 1,539,985            | 3,322,342            | 3,322,342            | 3,025,579            | 2,728,815            | 2,500,000                       | 228,815           |
| <b>Strategic/Insurance Reserves</b>             |                      |                      |                      |                      |                      |                      |                      |                                 |                   |
| Self Insurance Reserve (Risk/Health/Unemp)      | 4,814,825            | 5,433,828            | 1,776,505            | 4,826,373            | 4,826,373            | 4,252,274            | 3,668,113            | -                               | 3,668,113         |
| Strategic Reserve                               | 2,656,969            | 3,573,800            | 872,979              | 3,599,800            | 3,599,800            | 3,000,000            | 3,000,000            | 3,000,000                       | -                 |
| <b>Total Reserved Fund Balance</b>              | <b>\$ 62,121,982</b> | <b>\$ 69,236,797</b> | <b>\$ 49,321,357</b> | <b>\$ 62,605,393</b> | <b>\$ 62,605,393</b> | <b>\$ 60,648,231</b> | <b>\$ 56,059,279</b> | <b>\$ 27,815,000</b>            | <b>28,244,279</b> |
| <b>Total Ending Fund Balance</b>                | <b>\$ 62,121,982</b> | <b>\$ 69,236,797</b> | <b>\$ 49,321,357</b> | <b>\$ 62,605,393</b> | <b>\$ 62,605,393</b> | <b>\$ 60,648,231</b> | <b>\$ 56,059,279</b> | <b>\$ 27,815,000</b>            | <b>28,244,279</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 \$150M and an additional \$120M 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 \$868 million. Table 1 shows the availability debt capacity for the City of Federal Way at December 31st 2019.

| Table 1: COMPUTATION OF LIMITATION OF INDEBTEDNESS       |                       |                       |                       |                       |                      |
|--|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| December 31, 2019  |                       |                       |                       |                       |                      |
| DESCRIPTION  | General Purposes      |                       | Excess Levy           | Excess Levy           | Total                |
|  | (Limited)             | (Unlimited)           | Open Space            | Utility               | Debt                 |
|  | Councilmanic          | Excess Levy           | and Park              | Purposes              | Capacity             |
| AV= \$ 11,972,409,244 (A)                                |                       |                       |                       |                       |                      |
| 1.50%  | \$ 179,586,139        | \$ (179,586,139)      |                       |                       |                      |
| 2.50%  |                       | 299,310,231           | 299,310,231           | 299,310,231           | \$897,930,693        |
| Add:   |                       |                       |                       |                       |                      |
| Cash on hand for debt redemption (B)                     | 3,698,800             | -                     | -                     | -                     | 3,698,800            |
| Less:  |                       |                       |                       |                       |                      |
| Bonds outstanding  | (33,525,553)          | -                     | -                     | -                     | (33,525,553)         |
| <b>REMAINING DEBT CAPACITY</b>                           | <b>\$ 149,759,386</b> | <b>\$ 119,724,092</b> | <b>\$ 299,310,231</b> | <b>\$ 299,310,231</b> | <b>\$868,103,940</b> |
| <b>Total Remaining GENERAL CAPACITY</b>                  | <b>\$ 269,483,478</b> |                       |                       |                       |                      |
| (A) Final 2019 Taxable Assessed Valuation                |                       |                       |                       |                       |                      |
| (B) Reflects debt service fund balance as of 12/31/2019. |                       |                       |                       |                       |                      |

Table 2 summarizes the City's general obligation debts outstanding at December 31st 2019. Real Estate Excise Tax and Utility Tax are the two primary sources to meet the City's general obligation debt services.

The City has the ability to service its debt, and the City does not issue new debt until an additional source of revenue is identified.

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 total bond in 2009 was \$86.325 million the City of Federal Way's portion at that time was \$15.522 million.

## ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

The City Council decided to withdraw from the SCORE interlocal agreement on September 4th, 2018 effective on the year following the date of notice. At the April 16, 2019 council meeting the City Council decided to bond the City portion of the SCORE debt separately from the SCORE entity. On December 11, 2019, the City issued a \$10,945,000 of general obligation bond and used the proceeds to pay off the outstanding 2009 SCORE bond of \$12,891,600.

| <b>Table 2: SUMMARY OF OUTSTANDING LOANS/BONDS</b> |                       |                      |                       |                           |                      |                               |                         |                          |                     |
|--|-----------------------|----------------------|-----------------------|---------------------------|----------------------|-------------------------------|-------------------------|--------------------------|---------------------|
| <b>Description</b>                                 | <b>Purpose</b>        | <b>Date of Issue</b> | <b>Final Maturity</b> | <b>Interest Rates (%)</b> | <b>Amount Issued</b> | <b>Bond Rating @ issuance</b> | <b>12/31/20 Balance</b> | <b>Principal Payment</b> |                     |
|  |                       |                      |                       |                           |                      |                               |                         | <b>2021</b>              | <b>2022</b>         |
| G.O. Bonds Refund                                  | Community Center 2013 | 12/01/13             | 12/1/2033             | 2.67                      | 12,415,000           | Aa3                           | 8,850,000               | 8,850,000                | -                   |
| G.O. BAN   | Target 2017           | 11/17/17             | 11/27/2037            | 2.17                      | 6,000,000            | na                            | 5,416,372               | 5,416,372                | -                   |
| G.O. Bonds   | SCORE                 | 12/11/19             | 12/1/2038             | 2.75-5.00                 | 10,945,000           | A1/AA                         | 10,565,000              | 390,000                  | 410,000             |
| G.O. Bonds   | PAEC                  | 12/11/19             | 12/1/2029             | 1.95-2.65                 | 4,840,000            | Aa2                           | 4,410,000               | 450,000                  | 460,000             |
| G.O. Bonds   | New 2021 Bond (Est.)  | 01/01/21             | na                    | na                        | 14,266,372           | na                            | -                       | 949,716                  | 974,716             |
| HUD Loan   | Section 108 HUD Loan  | 03/28/19             | 8/1/2035              | 2.54-3.49                 | 2,712,000            | na                            | 2,394,000               | 159,000                  | 159,000             |
|  |                       |                      |                       |                           | <b>\$ 51,178,372</b> |                               | <b>\$ 31,635,372</b>    | <b>\$ 16,215,088</b>     | <b>\$ 2,003,716</b> |

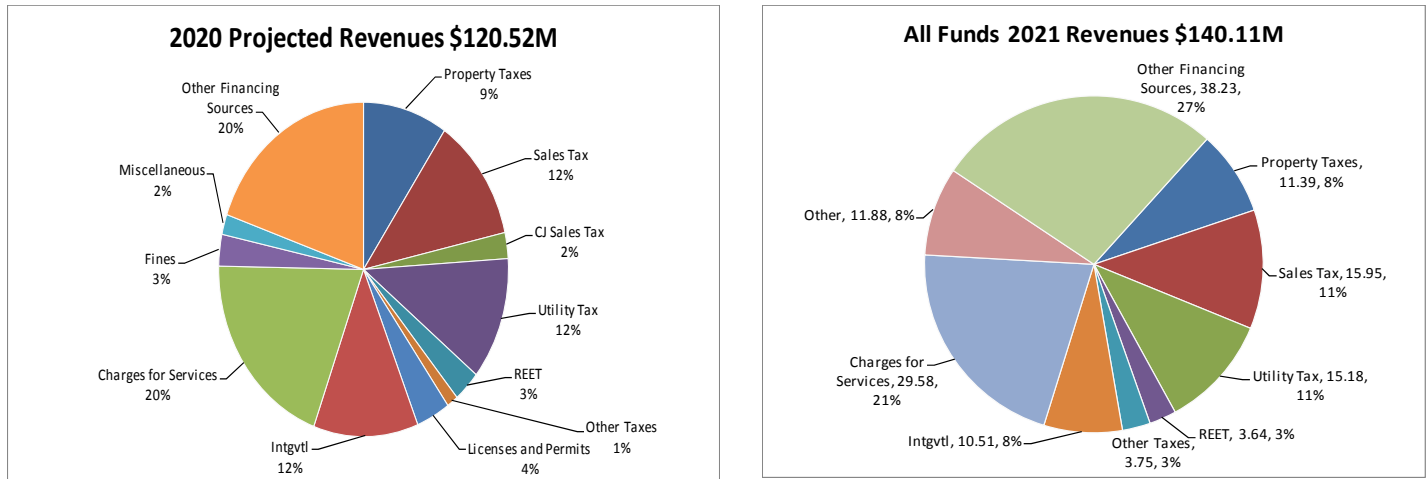
\*The New 2021 bond of \$14,266,372 is due to refunding of Community Center 2013 bond of \$8,850,000 and Target 2017 bond of \$5,416,372.

Public Works Trust Fund Loan: 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. This was paid off in 2019.

| <b>Table 3: PROJECTED DEBT SERVICE REQUIREMENTS TO MATURITY</b> |                      |                     |                                |                 |                      |                     |
|---|----------------------|---------------------|--------------------------------|-----------------|----------------------|---------------------|
| <b>Year</b>   | <b>G. O. Bonds</b>   |                     | <b>Public Works Trust Fund</b> |                 | <b>Total</b>         |                     |
|   | <b>Principal</b>     | <b>Interest</b>     | <b>Principal</b>               | <b>Interest</b> | <b>Principal</b>     | <b>Interest</b>     |
| 2020  | 1,890,181            | 1,058,965           | -                              | -               | 1,890,181            | 1,058,965           |
| 2021  | 16,215,088           | 1,019,543           | -                              | -               | 16,215,088           | 1,019,543           |
| 2022  | 2,003,716            | 952,173             | -                              | -               | 2,003,716            | 952,173             |
| 2023  | 1,654,000            | 792,368             | -                              | -               | 1,654,000            | 792,368             |
| 2024  | 1,704,000            | 742,458             | -                              | -               | 1,704,000            | 742,458             |
| 2025  | 1,754,000            | 690,541             | -                              | -               | 1,754,000            | 690,541             |
| 2026  | 1,804,000            | 635,542             | -                              | -               | 1,804,000            | 635,542             |
| 2027  | 1,860,000            | 577,995             | -                              | -               | 1,860,000            | 577,995             |
| 2028  | 1,920,000            | 514,653             | -                              | -               | 1,920,000            | 514,653             |
| 2029  | 1,980,000            | 448,377             | -                              | -               | 1,980,000            | 448,377             |
| 2030  | 1,500,000            | 379,154             | -                              | -               | 1,500,000            | 379,154             |
| 2031  | 1,550,000            | 327,828             | -                              | -               | 1,550,000            | 327,828             |
| 2032  | 1,595,000            | 273,902             | -                              | -               | 1,595,000            | 273,902             |
| 2033  | 1,655,000            | 217,526             | -                              | -               | 1,655,000            | 217,526             |
| 2034  | 855,000              | 158,497             | -                              | -               | 855,000              | 158,497             |
| 2035  | 880,000              | 125,201             | -                              | -               | 880,000              | 125,201             |
| 2036  | 755,000              | 83,625              | -                              | -               | 755,000              | 83,625              |
| 2037  | 790,000              | 45,875              | -                              | -               | 790,000              | 45,875              |
| 2038  | 810,000              | 23,250              | -                              | -               | 810,000              | 23,250              |
| <b>Total</b>  | <b>\$ 43,174,985</b> | <b>\$ 9,067,471</b> | <b>\$ -</b>                    | <b>\$ -</b>     | <b>\$ 43,174,985</b> | <b>\$ 9,067,471</b> |

| <b>2021/2022 Bonded Items</b>   | <b>Fund</b>          | <b>Department</b>      | <b>2021 Amount</b> | <b>2022 Amount</b> |
|---|----------------------|------------------------|--------------------|--------------------|
| Disaster Recover Backup Data Storage                                  | 502 IT Fund          | Information Technology | \$ 150,000         | \$ -               |
| IT Security Contracted Services & Managed Detection & Rspnse          | 502 IT Fund          | Information Technology | \$ 25,000          | \$ 25,000          |
| Steel Lake Maintenance Facility                                       | 101 Street Fund      | Public Works           | \$ 143,200         | \$ -               |
| Joint Operations and Maintenance Facility                             | 306 Transp. CIP Fund | Public Works           | \$ 250,000         | \$ 250,000         |
| Water Heater Array  | 111 FWCC Fund        | Parks                  | \$ 32,693          | \$ -               |
| HVAC mini-split units and windows in Heron, Osprey, & Eagleview Rooms | 402 DBC Fund         | Parks                  | \$ 19,900          | \$ 69,900          |
|   |                      | <b>Total</b>           | <b>\$ 620,793</b>  | <b>\$ 344,900</b>  |

## 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 2021/22 budget conditions, and the assumptions used in developing this budget and future projections.

### OVERVIEW OF GENERAL ECONOMY

According to Washington Economic and Revenue Forecast Council's Economic Update of August 17<sup>th</sup>, 2020, economic data general continued to improve, but most indicators remain below their year-ago values. However, U.S. employment is still 12.9 million jobs below its pre-pandemic level in February. Second quarter GDP declined sharply (-32.9% at an annual rate), although not quite as severely as expected in the June forecast (-35.8% at an annual rate). Consumer confidence also fell in July. Even though things are getting better, we are still far below where we were this same time last year.

The food index increased 1.8 percent in 2019, a slightly larger increase than the 2018 rise of 1.6 percent. The index for food at home rose 0.7 percent in 2019, continuing a trend of modest increases; it rose 0.6 percent in 2018 and 0.9 percent in 2017. Five of the six major grocery store food group indexes increased in 2019. The index for dairy and related products rose 2.4 percent after falling 0.1 percent in 2018. Similarly, the index for meats, poultry, fish, and eggs rose 2.3 percent in 2019 after falling in 2018. The index for nonalcoholic beverages increased 1.0 percent in 2019 after a 1.4 percent increase in 2018. The indexes for cereals and bakery products and for other food at home both rose 0.3 percent in 2019. The index for fruits and vegetables declined in 2019, falling 1.3 percent after rising in 2018 and 2017. The indexes for fresh fruits and for fresh vegetables both declined over the year. The index for food away from home rose 3.1 percent in 2019. This was larger than the 2.8 percent increase in 2018 and the largest December-to-December rise since 2008.

The energy index rose 3.4 percent in 2019 after falling slightly in 2018. The gasoline index rose 7.9 percent over the year after falling 2.1 percent in 2018. The index for fuel oil rose 4.6 percent in 2019. These increases more than offset declines in the other major energy component indexes. The index for natural gas fell 3.5 percent in 2019 after

rising in each of the prior 3 years. The electricity index declined 0.4 percent under the prior year, its first decline since 2015. The medical care index rose 4.6 percent in 2019, well above its 2.0 percent rise in 2018 and the largest December-to-December advance since 2007. The index for prescription drugs rose 3.0 percent after falling 0.6 percent in 2018.

The Seattle-Tacoma-Bellevue, WA's CPI for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.8% in December 2019 compared to increase of 2.7% in 2018. The national CPI-W increased 2.6% for 2019. The Seattle-Tacoma-Bellevue, WA annual unemployment rate for 2019 was 3.6% compared to 3.9% in 2018. The last time Seattle-Tacoma-Bellevue annual unemployment rate was below 4.0% was 2007 which was at 3.7% just before the "mortgage market" crash in 2008.

On March 9, 2020 Mayor Ferrell issued a Proclamation of Emergency in order to prevent the spread of coronavirus disease (COVID-19). Then, on March 23, 2020, Governor Jay Inslee issued a statewide two week stay at home order and closed all businesses except essential services. On April 3, 2020 the stay at home order was extended through May 4th.

This coronavirus shock could be more severe than the Great Financial Crisis of 2007-08, as it will hit households, businesses, financial institutions, and markets all at the same time locally, nationally and globally. In this historical widespread pandemic, the city is carefully considering all the options to adjust its budget as sales tax revenue and economic activity decline.

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

Out of the City's \$56.9M General & Street Fund 2021 operating budget, taxes accounts for 53% of the revenues. Net overall tax revenues have increased up over the last several years, due to new utility tax on water and sewer, and solid waste & recycling.

Considering all these factors, we approach 2021/22 revenue projection with caution. The City is proceeding with caution, so that it is not overly susceptible to any local economy slump. 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.

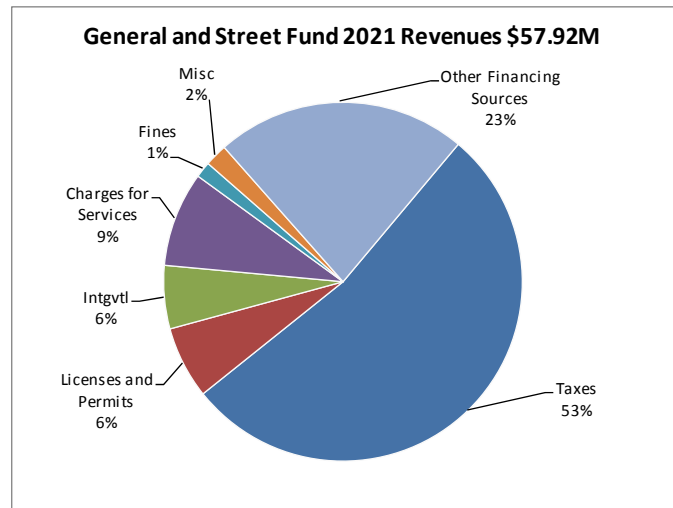
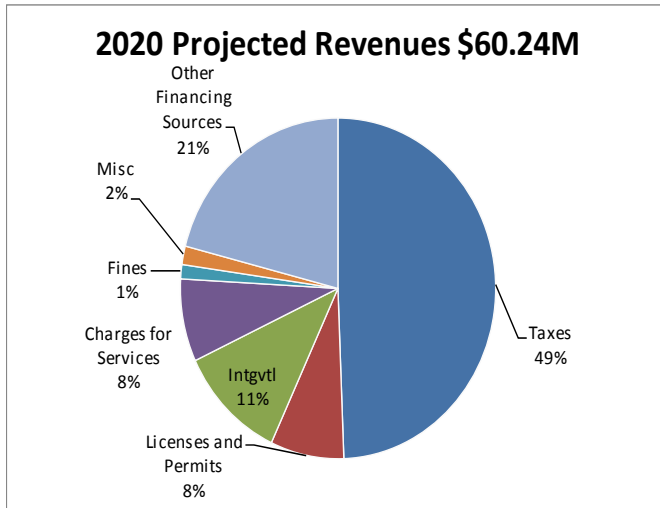
#### **OVERALL OPERATING REVENUES/EXPENDITURES**

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 2020 projected amount: property tax is projected to increase by 1% in 2021 and primarily stay static in 2022; sales tax activity is projected to increase by 10.3% back to 2020 adopted levels in 2021 and increase again in 2022/23 due to Sound Transit construction; utility tax is projected to increase by 6.2% in 2021 due to new water/sewer utility tax and 10% increase in solid waste utility tax and stay static in 2022. 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 \$140.11M for 2021 and \$116.60M for 2022.

Overall operating expenditures, including normal debt services and capital, but excluding other financing uses or transfers total of \$118.3M and \$100.5M for 2021 and 2022, respectively. Compared to 2021, this is a \$14.2M increase from 2020 projected estimate. The net increase is mainly due to the payoff of Federal Way Community Center and Target Property bonds due to refunding of these bonds in 2021.

## 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 a modest increase in some our projected taxes from 2020 to 2021.

## TAXES

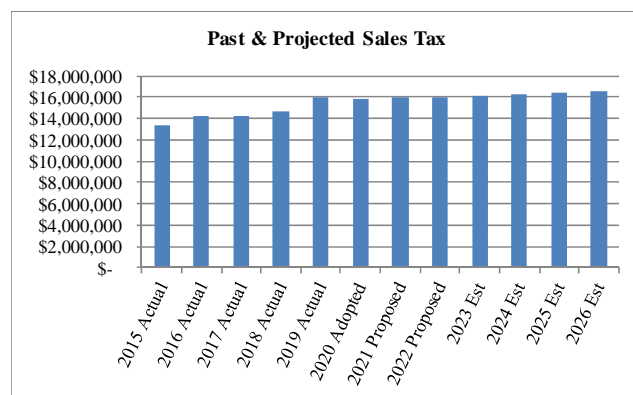
Tax revenues provide approximately 53% of the City's General/Street Fund operating revenues. They include Sales Tax at 27%, Property Tax at 20%, Criminal Justice Sales Tax at 5%, and other Taxes of 1%.

**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 \$15.8M in 2020 and is projected to grow 0.6% in 2021 and remain static in 2022, then grow 1.0% per year in 2023 to 2026, due to Sound Transit construction increase.

| Year          | Sales Tax     | Chg Over Prior Year |       |
|---------------|---------------|---------------------|-------|
|               |               | \$                  | %     |
| 2015 Actual   | \$ 13,297,086 | \$ 1,123,798        | 9.2%  |
| 2016 Actual   | \$ 14,222,497 | \$ 925,411          | 7.0%  |
| 2017 Actual   | \$ 14,199,460 | \$ (23,037)         | -0.2% |
| 2018 Actual   | \$ 14,731,810 | \$ 532,350          | 3.7%  |
| 2019 Actual   | \$ 15,908,863 | \$ 1,177,054        | 8.0%  |
| 2020 Adopted  | \$ 15,849,755 | \$ (59,108)         | -0.4% |
| 2021 Proposed | \$ 15,949,755 | \$ 100,000          | 0.6%  |
| 2022 Proposed | \$ 15,949,755 | \$ -                | 0.0%  |
| 2023 Est      | \$ 16,109,253 | \$ 159,498          | 1.0%  |
| 2024 Est      | \$ 16,270,345 | \$ 161,093          | 1.0%  |
| 2025 Est      | \$ 16,433,049 | \$ 162,703          | 1.0%  |
| 2026 Est      | \$ 16,597,379 | \$ 164,330          | 1.0%  |

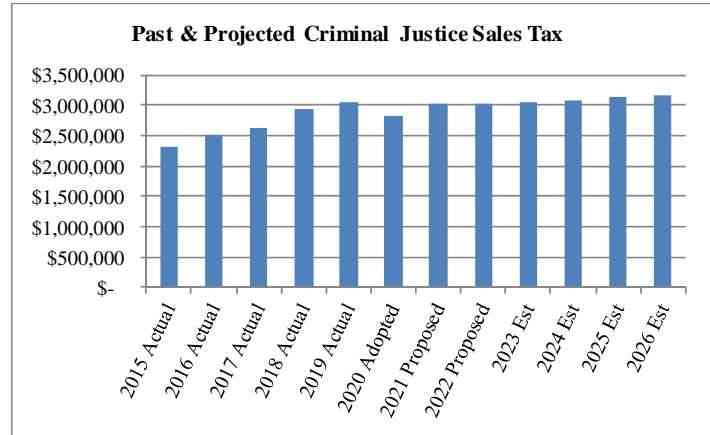


## ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

### **Criminal Justice Sales Tax (RCW 82.14.340)**

Criminal Justice Sales Tax is a local option sales tax of 0.10 percent that is collected in addition to retail sales tax and use taxes by the Department of Revenue. Ten percent of the money is distributed to the county in which the tax was collected. The remainder of the moneys (ninety percent) is then distributed to the county (for unincorporated areas) and cities within the county based on population as last determined by the Office of Financial Management. Because it employs a more diverse tax base and different distribution formula than regular sales taxes, this source is projected to stay the same from 2021 to 2022 by, and increase 1.0% per year in 2023 to 2026.

| Year          | Criminal Justice Sales Tax | Chg Over Prior Year |       |
|---------------|----------------------------|---------------------|-------|
|               |                            | \$                  | %     |
| 2015 Actual   | \$ 2,319,124               | \$ 180,718          | 8.5%  |
| 2016 Actual   | \$ 2,499,527               | \$ 180,403          | 7.8%  |
| 2017 Actual   | \$ 2,616,306               | \$ 116,779          | 4.7%  |
| 2018 Actual   | \$ 2,927,406               | \$ 311,100          | 11.9% |
| 2019 Actual   | \$ 3,056,010               | \$ 128,604          | 4.4%  |
| 2020 Adopted  | \$ 2,818,399               | \$ (237,611)        | -7.8% |
| 2021 Proposed | \$ 3,027,361               | \$ 208,962          | 7.4%  |
| 2022 Proposed | \$ 3,027,361               | \$ -                | 0.0%  |
| 2023 Est      | \$ 3,057,635               | \$ 30,274           | 1.0%  |
| 2024 Est      | \$ 3,088,211               | \$ 30,576           | 1.0%  |
| 2025 Est      | \$ 3,119,093               | \$ 30,882           | 1.0%  |
| 2026 Est      | \$ 3,150,284               | \$ 31,191           | 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.

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

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

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



| Agency                      | Tax Rate      |
|-----------------------------|---------------|
| State                       | 6.50%         |
| Sound Transit               | 1.40%         |
| King County Metro Transit   | 0.90%         |
| City of Federal Way         | 0.85%         |
| King County Sales tax       | 0.15%         |
| King County Mental Health   | 0.10%         |
| Criminal Justice Sales Tax  | 0.10%         |
| <b>Total Sales Tax Rate</b> | <b>10.00%</b> |

#### PROPERTY TAX (RCW 84.52)

Property tax is the third largest revenue source starting in 2020 for Federal Way and is deposited into the General Fund for general governmental operations. The City's property tax levy amount is subject to a number of limitations in the state statute:

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

The state constitution establishes the maximum regular property tax levy for all taxing districts combined at 1%, or \$10 per \$1000 market value of the property. This cap is further divided by the RCW to the various taxing districts, with the maximum regular property tax levy for most cities at \$3.375 per thousand dollars assessed valuation (AV). Cities with the Firemen's Pension Fund can levy an additional \$0.225 per thousand dollars AV, resulting in a maximum levy of \$3.60 per thousand dollars AV.

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

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



## CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

### 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.

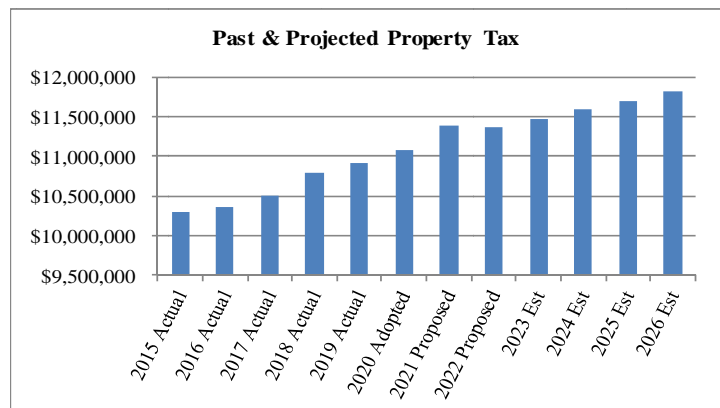
Most properties in Federal Way are taxed at \$11.6598 per \$1,000 AV in 2020, of which the City receives approximately 8.04% or \$0.9374 per \$1,000 AV.



Therefore, for each \$1.00 in property tax paid, only 8.04¢ is available for City services. The remaining goes to the Federal Way School District (31.38¢), King County (10.63¢), the State (25.97¢), the library, port, ferry, and flood control districts (4.90¢ combined), Sound Transit (1.71¢), and local Fire Department/Emergency Medical Services (17.37¢).

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 |       |
|---------------|---------------|---------------------|-------|
|               |               | \$                  | %     |
| 2015 Actual   | \$ 10,305,144 | \$ 71,728           | 0.7%  |
| 2016 Actual   | \$ 10,358,895 | \$ 53,751           | 0.5%  |
| 2017 Actual   | \$ 10,507,571 | \$ 148,675          | 1.4%  |
| 2018 Actual   | \$ 10,799,658 | \$ 292,088          | 2.8%  |
| 2019 Actual   | \$ 10,917,428 | \$ 117,770          | 1.1%  |
| 2020 Adopted  | \$ 11,077,213 | \$ 159,785          | 1.5%  |
| 2021 Proposed | \$ 11,385,965 | \$ 308,752          | 2.8%  |
| 2022 Proposed | \$ 11,357,280 | \$ (28,685)         | -0.3% |
| 2023 Est      | \$ 11,470,853 | \$ 113,573          | 1.0%  |
| 2024 Est      | \$ 11,585,561 | \$ 114,709          | 1.0%  |
| 2025 Est      | \$ 11,701,417 | \$ 115,856          | 1.0%  |
| 2026 Est      | \$ 11,818,431 | \$ 117,014          | 1.0%  |

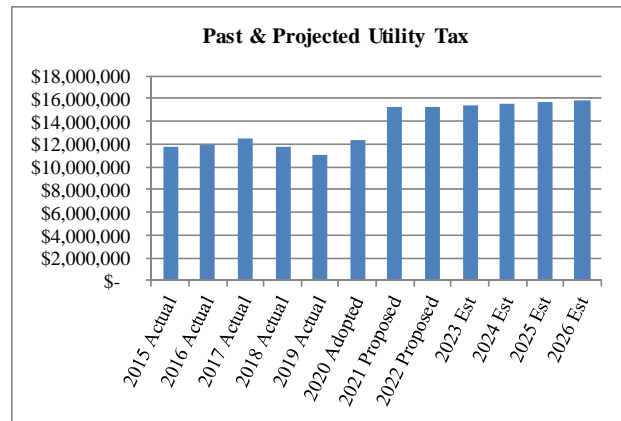


## UTILITY TAXES

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. In 2018 the city imposed the same 7.75% tax on water and sewer utilities, and in 2019 the solid waste rate changed from 7.75% to 17.75%. The additional 10% collected will be used to maintain, repair, and preserve residential streets.

| Year          | Utility Tax   | Chg Over Prior Year |       |
|---------------|---------------|---------------------|-------|
|               |               | \$                  | %     |
| 2015 Actual   | \$ 11,796,549 | \$ (226,830)        | -1.9% |
| 2016 Actual   | \$ 11,902,865 | \$ 106,316          | 0.9%  |
| 2017 Actual   | \$ 12,425,975 | \$ 523,110          | 4.4%  |
| 2018 Actual   | \$ 11,719,589 | \$ (706,386)        | -5.7% |
| 2019 Actual   | \$ 11,102,083 | \$ (617,506)        | -5.3% |
| 2020 Adopted  | \$ 12,352,891 | \$ 1,250,808        | 11.3% |
| 2021 Proposed | \$ 15,177,606 | \$ 2,824,715        | 22.9% |
| 2022 Proposed | \$ 15,177,606 | \$ -                | 0.0%  |
| 2023 Est      | \$ 15,329,382 | \$ 151,776          | 1.0%  |
| 2024 Est      | \$ 15,482,676 | \$ 153,294          | 1.0%  |
| 2025 Est      | \$ 15,637,503 | \$ 154,827          | 1.0%  |
| 2026 Est      | \$ 15,793,878 | \$ 156,375          | 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 25.5 FTEs police, prosecution, court, code enforcement, parks maintenance, and related support functions.

Starting in 2020, utility tax will move into second place from third place due to new utility tax on Water and Sewer, and Solid Waste and Recycling.

## **CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET**

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

### **6.00% Total Non-Voter Approved**

1.75% Voter-Approved Proposition 1 for Police and Comm Safety Impr Progr.

### **7.75% Total Utility Tax Rate**

The table below shows utility tax collections by type for the last two biennium and the 2021/22 proposed budget.

| Year/Type            | Electricity  | Gas          | Water Sewer  | Solid Waste  | Cable        | Phone       | Pager    | Cellular     | Storm Drainage |
|----------------------|--------------|--------------|--------------|--------------|--------------|-------------|----------|--------------|----------------|
| <b>2015</b>          | 4,599,364    | 1,487,743    | -            | 916,726      | 1,658,023    | 891,543     | 682      | 1,941,783    | 300,686        |
| % of Total Utax      | 39%          | 13%          | n/a          | 8%           | 14%          | 8%          | 0%       | 16%          | 3%             |
| Prior Yr Chg - \$    | \$ 93,958    | \$ (120,038) | \$ -         | \$ 33,715    | \$ 80,389    | \$ (1,983)  | \$ (153) | \$ (341,198) | \$ 28,481      |
| Prior Yr Chg - %     | 2.1%         | -7.5%        | n/a          | 3.8%         | 5.1%         | -0.2%       | -18.3%   | -14.9%       | 10.5%          |
| <b>2016</b>          | 4,885,249    | 1,388,414    | -            | 938,745      | 1,720,335    | 870,621     | 380      | 1,794,419    | 304,704        |
| % of Total Utax      | 41%          | 12%          | n/a          | 8%           | 14%          | 7%          | 0%       | 15%          | 3%             |
| Prior Yr Chg - \$    | \$ 285,885   | \$ (99,329)  | \$ -         | \$ 22,019    | \$ 62,312    | \$ (20,922) | \$ (302) | \$ (147,364) | \$ 4,018       |
| Prior Yr Chg - %     | 6.2%         | -6.7%        | n/a          | 2.4%         | 3.8%         | -2.3%       | -44.3%   | -7.6%        | 1.3%           |
| <b>2017</b>          | 5,259,965    | 1,666,440    | -            | 1,010,817    | 1,788,266    | 813,934     | 231      | 1,575,420    | 310,904        |
| % of Total Utax      | 42%          | 13%          | n/a          | 8%           | 14%          | 7%          | 0%       | 13%          | 3%             |
| Prior Yr Chg - \$    | \$ 374,716   | \$ 278,026   | \$ -         | \$ 72,072    | \$ 67,931    | \$ (56,687) | \$ (149) | \$ (218,999) | \$ 6,200       |
| Prior Yr Chg - %     | 7.7%         | 20.0%        | n/a          | 7.7%         | 3.9%         | -6.5%       | -39.2%   | -12.2%       | 2.0%           |
| <b>2018</b>          | 5,050,236    | 1,438,997    | -            | 1,083,951    | 1,764,278    | 741,811     | 111      | 1,295,778    | 344,428        |
| % of Total Utax      | 43%          | 12%          | n/a          | 9%           | 15%          | 6%          | 0%       | 11%          | 3%             |
| Prior Yr Chg - \$    | \$ (209,729) | \$ (227,443) | \$ -         | \$ 73,134    | \$ (23,988)  | \$ (72,123) | \$ (120) | \$ (279,642) | \$ 33,524      |
| Prior Yr Chg - %     | -4.0%        | -13.6%       | n/a          | 7.2%         | -1.3%        | -8.9%       | -51.9%   | -17.8%       | 10.8%          |
| <b>2019</b>          | 4,842,990    | 1,425,124    | -            | 1,177,080    | 1,716,154    | 703,938     | 85       | 920,666      | 316,044        |
| % of Total Utax      | 44%          | 13%          | n/a          | 11%          | 15%          | 6%          | 0%       | 8%           | 3%             |
| Prior Yr Chg - \$    | \$ (207,246) | \$ (13,873)  | \$ -         | \$ 93,129    | \$ (48,124)  | \$ (37,873) | \$ (26)  | \$ (375,112) | \$ (28,384)    |
| Prior Yr Chg - %     | -4.1%        | -1.0%        | n/a          | 8.6%         | -2.7%        | -5.1%       | -23.4%   | -28.9%       | -8.2%          |
| <b>2020 Adopted</b>  | 5,201,383    | 1,661,875    | -            | 1,003,620    | 1,796,823    | 811,114     | -        | 1,574,366    | 303,710        |
| % of Total Utax      | 42%          | 13%          | n/a          | 8%           | 15%          | 7%          | 0%       | 13%          | 2%             |
| Prior Yr Chg - \$    | \$ 602,019   | \$ 174,132   | \$ -         | \$ 86,894    | \$ 138,800   | \$ (80,429) | \$ (682) | \$ (367,417) | \$ 3,024       |
| Prior Yr Chg - %     | 13.1%        | 11.7%        | n/a          | 9.5%         | 8.4%         | -9.0%       | -100.0%  | -18.9%       | 1.0%           |
| <b>2021 Proposed</b> | \$ 5,020,383 | \$ 1,531,875 | \$ 1,848,580 | \$ 2,576,620 | \$ 1,831,823 | \$ 811,114  | \$ -     | \$ 1,253,501 | \$ 303,710     |
| % of Total Utax      | 33%          | 10%          | n/a          | 17%          | 12%          | 5%          | 0%       | 8%           | 2%             |
| Prior Yr Chg - \$    | \$ (181,000) | \$ (130,000) | \$ 1,848,580 | \$ 1,573,000 | \$ 35,000    | \$ -        | \$ -     | \$ (320,865) | \$ -           |
| Prior Yr Chg - %     | -3.5%        | -7.8%        | n/a          | 156.7%       | 1.9%         | 0.0%        | n/a      | -20.4%       | 0.0%           |
| <b>2022 Proposed</b> | \$ 5,020,383 | \$ 1,531,875 | \$ 1,848,580 | \$ 2,576,620 | \$ 1,831,823 | \$ 811,114  | \$ -     | \$ 1,253,501 | \$ 303,710     |
| % of Total Utax      | 33%          | 10%          | n/a          | 17%          | 12%          | 5%          | 0%       | 8%           | 2%             |
| Prior Yr Chg - \$    | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -        | \$ -     | \$ -         | \$ -           |
| Prior Yr Chg - %     | 0.0%         | 0.0%         | 0.0%         | 0.0%         | 0.0%         | 0.0%        | n/a      | 0.0%         | 0.0%           |

\* Solid Waste utility tax is 17.75%.

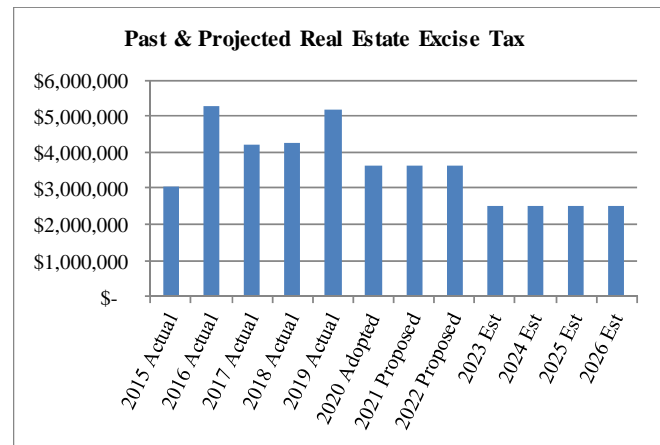
The proposed budget reflects increase in 2021 budget of 22.9% over 2020, and 1% increase each year between 2023-2026.

Utility tax rate for Solid Waste & Recycling services will increase to 17.75% in October 2020 from 7.75%. The increase will be used to fund Overlay.

**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 |        |
|---------------|--------------|---------------------|--------|
|               |              | \$                  | %      |
| 2015 Actual   | \$ 3,031,159 | \$ 968,437          | 46.9%  |
| 2016 Actual   | \$ 5,265,138 | \$ 2,233,979        | 73.7%  |
| 2017 Actual   | \$ 4,226,335 | \$ (1,038,803)      | -19.7% |
| 2018 Actual   | \$ 4,240,825 | \$ 14,490           | 0.3%   |
| 2019 Actual   | \$ 5,171,643 | \$ 930,818          | 21.9%  |
| 2020 Adopted  | \$ 3,640,000 | \$ (1,531,643)      | -29.6% |
| 2021 Proposed | \$ 3,640,000 | \$ -                | 0.0%   |
| 2022 Proposed | \$ 3,640,000 | \$ -                | 0.0%   |
| 2023 Est      | \$ 2,500,000 | \$ (1,140,000)      | -31.3% |
| 2024 Est      | \$ 2,500,000 | \$ -                | 0.0%   |
| 2025 Est      | \$ 2,500,000 | \$ -                | 0.0%   |
| 2026 Est      | \$ 2,500,000 | \$ -                | 0.0%   |

**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 percent of the REET in 1990 and pledged both portions for long term bonds used for the acquisition and improvement of various parks and municipal facility projects prior to the 1992 amendments.

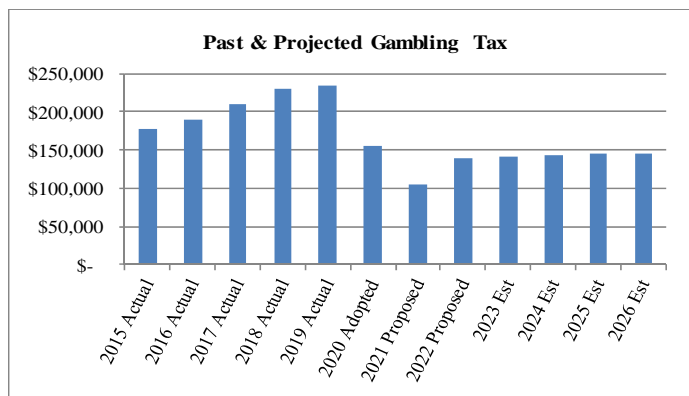
## **CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET**

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 - 2019. The projected revenue of \$3.6 million in 2021/22 is based on projecting a slowdown in the amount of real estate sales.

### **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 |        |
|---------------|--------------|---------------------|--------|
|               |              | \$                  | %      |
| 2015 Actual   | \$ 177,807   | \$ 1,746            | 1.0%   |
| 2016 Actual   | \$ 190,046   | \$ 12,239           | 6.9%   |
| 2017 Actual   | \$ 210,029   | \$ 19,983           | 10.5%  |
| 2018 Actual   | \$ 229,524   | \$ 19,495           | 9.3%   |
| 2019 Actual   | \$ 232,942   | \$ 3,418            | 1.5%   |
| 2020 Adopted  | \$ 155,000   | \$ (77,942)         | -33.5% |
| 2021 Proposed | \$ 105,000   | \$ (50,000)         | -32.3% |
| 2022 Proposed | \$ 140,000   | \$ 35,000           | 33.3%  |
| 2023 Est      | \$ 141,400   | \$ 1,400            | 1.0%   |
| 2024 Est      | \$ 142,814   | \$ 1,414            | 1.0%   |
| 2025 Est      | \$ 144,242   | \$ 1,428            | 1.0%   |
| 2026 Est      | \$ 145,685   | \$ 1,442            | 1.0%   |



The State Legislature began allowing the operation of "enhanced card room" or mini-casinos on non-tribal land on a pilot basis in 1997; regulations were adopted allowing them on a permanent basis in the spring of 2000. Over the past five years, mini-casinos have proliferated throughout the state and have become a significant source of tax revenue in jurisdictions where gambling activities are allowed. The permission of non-tribal casinos has stimulated a wave of new and/or expansion of tribal casinos as well. The increased competition eliminated some unprofitable card rooms in the City and gambling tax revenue has declined substantially since its peak in 2001. The smoking-ban passed by Washington State voters in 2005 prohibits smoking within 25 feet of all public places has had a negative impact on non-tribal gambling establishments. The new law, effective December 2005, impacted gambling tax activities in 2006 but affects did not carry on into 2007. Gambling tax decreased starting in 2008 due to the economic climate. The City's only card room closed mid-year in 2010, re-opened starting in October 2010, and closed again in January of 2012. Gambling tax is projected to increase by 1% between 2023-2026.

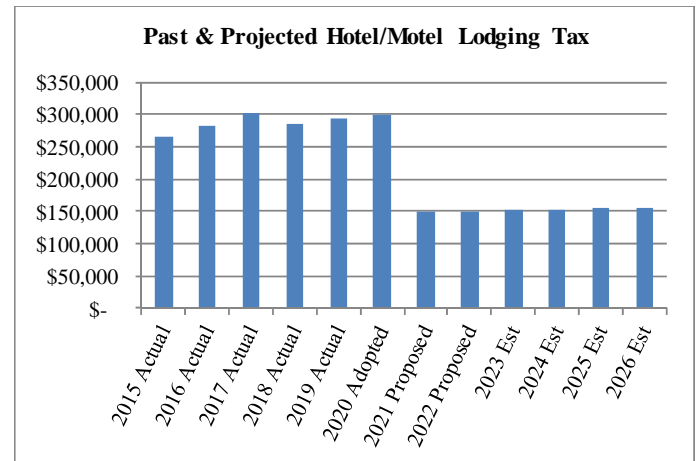
**LODGING TAX (RCW 67.28)**

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 \$150K per year in 2021 and 2022. Future annual tax revenue is projected to grow at 1%.

| Agency                         | Tax Rate      |
|--------------------------------|---------------|
| State                          | 6.50%         |
| King County Metro Transit      | 0.90%         |
| City of Federal Way            | 0.85%         |
| King County Mental Health      | 0.10%         |
| King County Sales Tax          | 0.15%         |
| Criminal Justice Tax           | 0.10%         |
| Sound Transit                  | 0.90%         |
| Regional Transit Authority     | 0.50%         |
| <b>Subtotal Sales Tax Rate</b> | <b>10.00%</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>13.80%</b> |

| Year          | Hotel/Motel Lodging Tax | Chg Over Prior Year |        |
|---------------|-------------------------|---------------------|--------|
|               |                         | \$                  | %      |
| 2015 Actual   | \$ 266,053              | \$ 34,225           | 14.8%  |
| 2016 Actual   | \$ 283,220              | \$ 17,167           | 6.5%   |
| 2017 Actual   | \$ 301,603              | \$ 18,383           | 6.5%   |
| 2018 Actual   | \$ 285,725              | \$ (15,878)         | -5.3%  |
| 2019 Actual   | \$ 292,986              | \$ 7,260            | 2.5%   |
| 2020 Adopted  | \$ 300,000              | \$ 7,014            | 2.4%   |
| 2021 Proposed | \$ 150,000              | \$ (150,000)        | -50.0% |
| 2022 Proposed | \$ 150,000              | \$ -                | 0.0%   |
| 2023 Est      | \$ 151,500              | \$ 1,500            | 1.0%   |
| 2024 Est      | \$ 153,015              | \$ 1,515            | 1.0%   |
| 2025 Est      | \$ 154,545              | \$ 1,530            | 1.0%   |
| 2026 Est      | \$ 156,091              | \$ 1,545            | 1.0%   |

**LEASEHOLD TAX (RCW 82.29)**

In addition to the above, the City also receives a minimal amount of revenue from the 4% leasehold tax (RCW 82.29A.) on lease income from private business activities on tax-exempt properties, in-lieu-of property tax. The total rate on leasehold tax is 12.84%. Cities and counties can collectively levy up to 6% of this total. The maximum county and city rates are 6% and 4%, respectively, and the county must give a credit for any city tax. Therefore, if a city is levying its 4%, the county receives only 2%. The City receives approximately \$6,000 a year from this tax and uses it for general operations purposes. Leasehold tax is projected to increase by 1% between 2023 - 2026.

**ADMISSIONS TAX (RCW 36.38)**

Starting in 2017, the City is adding an admissions tax upon any person who is charged an admissions fee to any place, including persons who are admitted free of charge, or at reduced rates to any place in the amount of five percent of the admission charge. The admissions tax shall not exceed sixty cents (\$0.60) per ticket of admission sold. Exemptions include anyone paying an admission charge 1) in the amount of \$1.50 or less 2) any activity of an elementary or secondary school as contemplated by RCW 35.21.280 3) any activity of Parent-Teacher Association, or similar organization, provided that the proceeds of the activity are used to benefit an elementary or secondary school 4) an organized athletic event such as tournaments, leagues, and other competitions intended for youth less than 19 years of age, sponsored and held by non-profit organizations 5) the admission of spectators to an athletic event, including, but not limited to, football games, basketball games, or baseball games 6) the admission for recreational activities, including, but not limited to golf, skating, or swimming. The City is projecting to receive



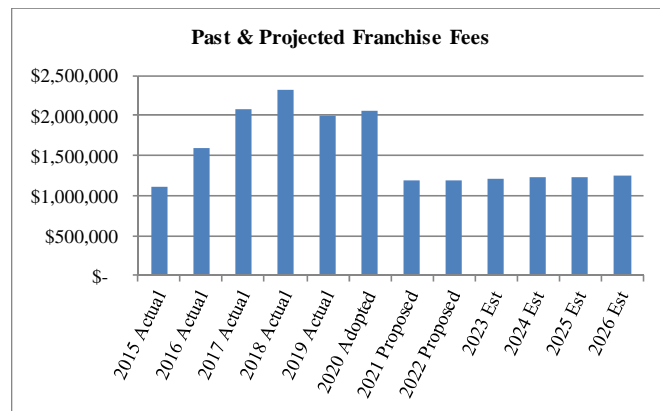
## ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

\$306,513 in 2021 and \$306,513 in 2022, down from \$688,336 in the 2020 adopted budget. Admissions tax is projected to increase by 1% between 2023-2026.

### **FRANCHISE FEE**

Franchise fees are charges levied on private utilities for their use of City streets and other public properties to place utility infrastructure and to recoup City costs of administering franchise agreements. The franchise fees on light, natural gas, and telephone utilities are limited by statute to the actual administrative expenses incurred by the City directly related to receiving and approving permits, licenses, or franchisees. Cable TV franchise fees are governed by the Federal Cable Communications Policy Act of 1994 and are negotiated with cable companies for an amount not to exceed 5% of gross revenues, which is the primary source of the City's franchise fee revenue. The table below shows past and projected cable franchise fees projected in 2021 and 2022. Lakehaven franchise fees were reduced by \$848,580 as part of the 2021 budget, due to the newly imposed water and sewer 7.75% utility tax. Revenue is proposed at \$1.2M for 2021 and 2022. Thereafter, revenue is projected at a 1% rate through 2026.

| Year          | Franchise Fees | Chg Over Prior Year |        |
|---------------|----------------|---------------------|--------|
|               |                | \$                  | %      |
| 2015 Actual   | \$ 1,113,436   | \$ 42,453           | 4.0%   |
| 2016 Actual   | \$ 1,591,559   | \$ 478,123          | 42.9%  |
| 2017 Actual   | \$ 2,080,201   | \$ 488,642          | 30.7%  |
| 2018 Actual   | \$ 2,327,610   | \$ 247,409          | 11.9%  |
| 2019 Actual   | \$ 1,992,803   | \$ (334,807)        | -14.4% |
| 2020 Adopted  | \$ 2,047,024   | \$ 54,221           | 2.7%   |
| 2021 Proposed | \$ 1,198,444   | \$ (848,580)        | -41.5% |
| 2022 Proposed | \$ 1,198,444   | \$ -                | 0.0%   |
| 2023 Est      | \$ 1,210,428   | \$ 11,984           | 1.0%   |
| 2024 Est      | \$ 1,222,533   | \$ 12,104           | 1.0%   |
| 2025 Est      | \$ 1,234,758   | \$ 12,225           | 1.0%   |
| 2026 Est      | \$ 1,247,106   | \$ 12,348           | 1.0%   |

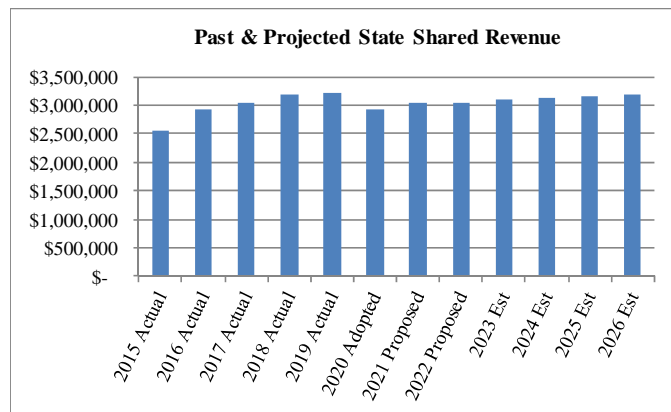


### **STATE SHARED REVENUES**

State-shared revenues are from taxes and fees collected by the State and disbursed to municipalities based on population or other criteria. The source of these shared revenues include: fuel tax (tax on gasoline consumption), liquor sales profit and excise tax, DUI impact and criminal justice distribution.

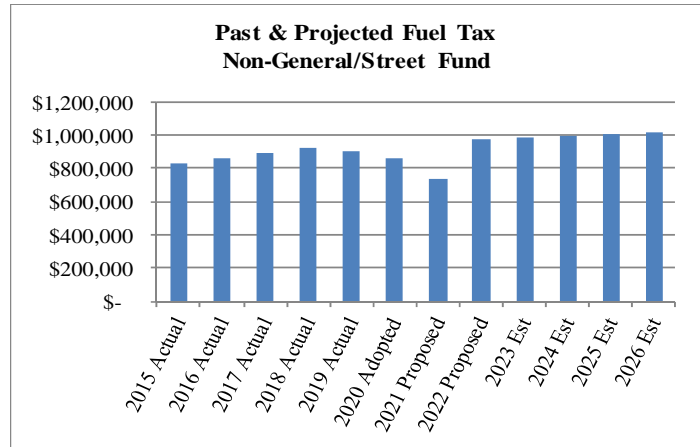
Past and projected state shared revenue in the General & Street Fund are as follows:

| Year          | State Shared Revenue | Chg Over Prior Year |       |
|---------------|----------------------|---------------------|-------|
|               |                      | \$                  | %     |
| 2015 Actual   | \$ 2,559,940         | \$ 203,961          | 8.7%  |
| 2016 Actual   | \$ 2,926,022         | \$ 366,082          | 14.3% |
| 2017 Actual   | \$ 3,037,214         | \$ 111,192          | 3.8%  |
| 2018 Actual   | \$ 3,178,041         | \$ 140,828          | 4.6%  |
| 2019 Actual   | \$ 3,217,443         | \$ 39,401           | 1.2%  |
| 2020 Adopted  | \$ 2,922,000         | \$ (295,443)        | -9.2% |
| 2021 Proposed | \$ 3,054,000         | \$ 132,000          | 4.5%  |
| 2022 Proposed | \$ 3,054,000         | \$ -                | 0.0%  |
| 2023 Est      | \$ 3,084,540         | \$ 30,540           | 1.0%  |
| 2024 Est      | \$ 3,115,385         | \$ 30,845           | 1.0%  |
| 2025 Est      | \$ 3,146,539         | \$ 31,154           | 1.0%  |
| 2026 Est      | \$ 3,178,005         | \$ 31,465           | 1.0%  |



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

| Year          | Fuel Tax Revenue | Chg Over Prior Year |        |
|---------------|------------------|---------------------|--------|
|               |                  | \$                  | %      |
| 2015 Actual   | \$ 830,708       | \$ 23,082           | 2.9%   |
| 2016 Actual   | \$ 856,717       | \$ 26,009           | 3.1%   |
| 2017 Actual   | \$ 887,776       | \$ 31,059           | 3.6%   |
| 2018 Actual   | \$ 918,706       | \$ 30,930           | 3.5%   |
| 2019 Actual   | \$ 899,577       | \$ (19,129)         | -2.1%  |
| 2020 Adopted  | \$ 859,000       | \$ (40,577)         | -4.5%  |
| 2021 Proposed | \$ 741,000       | \$ (118,000)        | -13.7% |
| 2022 Proposed | \$ 979,000       | \$ 238,000          | 32.1%  |
| 2023 Est      | \$ 988,790       | \$ 9,790            | 1.0%   |
| 2024 Est      | \$ 998,678       | \$ 9,888            | 1.0%   |
| 2025 Est      | \$ 1,008,665     | \$ 9,987            | 1.0%   |
| 2026 Est      | \$ 1,018,751     | \$ 10,087           | 1.0%   |



## SERVICES AND CHARGES

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

### SURFACE WATER MANAGEMENT FEES

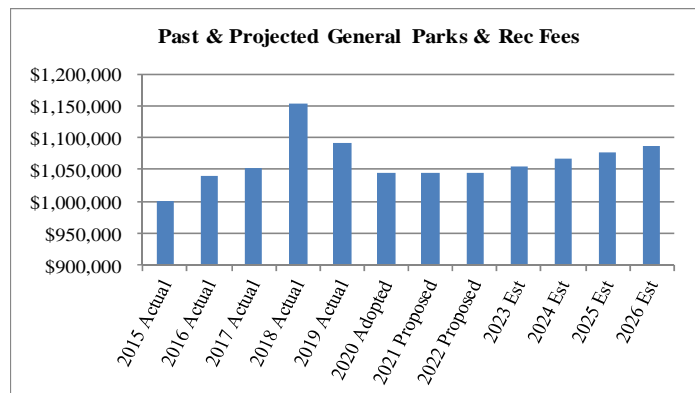
The Surface Water Management (SWM) fund manages surface water run-off accounts for the City's only utility operation. The fees are based on the impervious surface area, including right-of-way. Single-family households pay a fixed rate per household amount. The proposed SWM fees for 2021/2022 are roughly \$5.9M and \$4.9M respectively. Current year surface water management fees fund current year operating expenditures, and are also used on surface water management capital projects.

### 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 2026.

| Year          | General Parks & Rec Fees | Chg Over Prior Year |       |
|---------------|--------------------------|---------------------|-------|
|               |                          | \$                  | %     |
| 2015 Actual   | \$ 1,000,820             | \$ 46,283           | 4.8%  |
| 2016 Actual   | \$ 1,041,297             | \$ 40,477           | 4.0%  |
| 2017 Actual   | \$ 1,051,409             | \$ 10,112           | 1.0%  |
| 2018 Actual   | \$ 1,153,264             | \$ 101,855          | 9.7%  |
| 2019 Actual   | \$ 1,091,288             | \$ (61,976)         | -5.4% |
| 2020 Adopted  | \$ 1,045,000             | \$ (46,288)         | -4.2% |
| 2021 Proposed | \$ 1,045,000             | \$ -                | 0.0%  |
| 2022 Proposed | \$ 1,045,000             | \$ -                | 0.0%  |
| 2023 Est      | \$ 1,055,450             | \$ 10,450           | 1.0%  |
| 2024 Est      | \$ 1,066,005             | \$ 10,555           | 1.0%  |
| 2025 Est      | \$ 1,076,665             | \$ 10,660           | 1.0%  |
| 2026 Est      | \$ 1,087,431             | \$ 10,767           | 1.0%  |

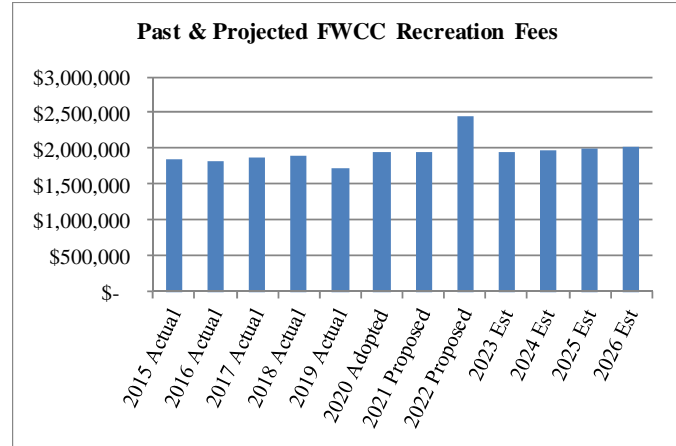




## CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

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 2026. The \$500,000 in 2022 proposed is a one-time amount for a projected levy for water slide replacement.

| Year          | Federal Way Community Ctr | Chg Over Prior Year |        |
|---------------|---------------------------|---------------------|--------|
|               |                           | \$                  | %      |
| 2015 Actual   | \$ 1,841,924              | \$ 15,664           | 0.9%   |
| 2016 Actual   | \$ 1,828,862              | \$ (13,062)         | -0.7%  |
| 2017 Actual   | \$ 1,881,888              | \$ 53,026           | 2.9%   |
| 2018 Actual   | \$ 1,904,293              | \$ 22,405           | 1.2%   |
| 2019 Actual   | \$ 1,718,193              | \$ (186,100)        | -9.8%  |
| 2020 Adopted  | \$ 1,940,875              | \$ 222,682          | 13.0%  |
| 2021 Proposed | \$ 1,940,875              | \$ -                | 0.0%   |
| 2022 Proposed | \$ 2,440,875              | \$ 500,000          | 25.8%  |
| 2023 Est      | \$ 1,960,284              | \$ (480,591)        | -19.7% |
| 2024 Est      | \$ 1,979,887              | \$ 19,603           | 1.0%   |
| 2025 Est      | \$ 1,999,685              | \$ 19,799           | 1.0%   |
| 2026 Est      | \$ 2,019,682              | \$ 19,997           | 1.0%   |



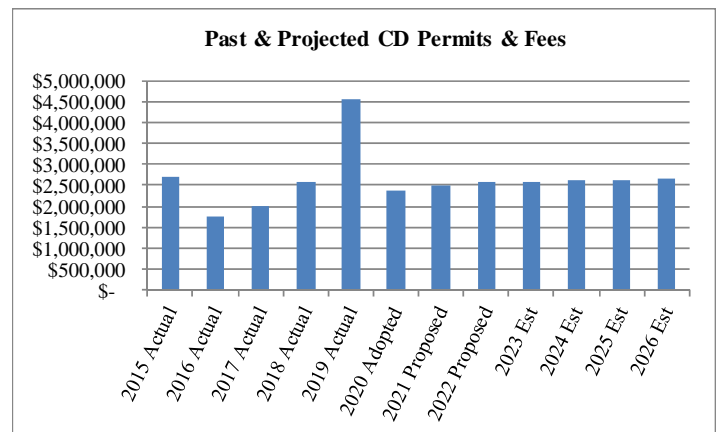
The facility rentals at **Dumas Bay Centre** are projected at \$765K for 2021 and 2022. Program revenues are estimated to increase by 1% each year through 2026.

The Dumas Bay Centre Fund will receive \$135K and \$165K respectively in utility tax subsidy for 2021 and 2022 to be used to offset any operating deficits of the retreat center as well as providing a source for both regular and deferred repairs and maintenance.

### PERMITS AND DEVELOPMENT FEE

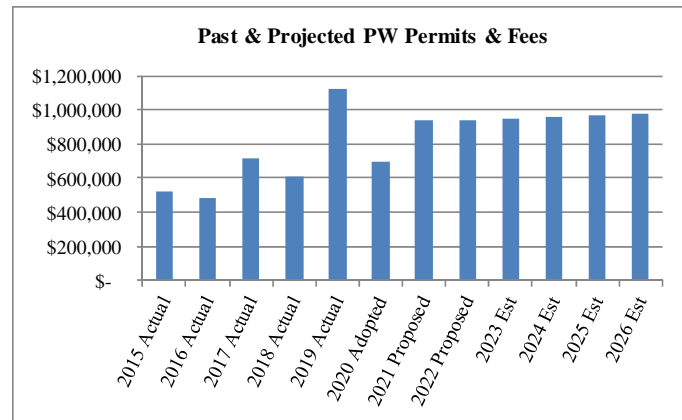
Community Development Permits and Fees include building, mechanical, electrical and plumbing permit fees, zoning fees and plan check fees. The majority of these fees are payable at the time the permit is issued. The revenues are deposited in the General Fund to offset building and planning service costs.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

| Year          | CD Permits & Fees | Chg Over Prior Year |        |
|---------------|-------------------|---------------------|--------|
|               |                   | \$                  | %      |
| 2015 Actual   | \$ 2,698,841      | \$ (360,931)        | -11.8% |
| 2016 Actual   | \$ 1,766,106      | \$ (932,735)        | -34.6% |
| 2017 Actual   | \$ 2,019,477      | \$ 253,371          | 14.3%  |
| 2018 Actual   | \$ 2,595,395      | \$ 575,917          | 28.5%  |
| 2019 Actual   | \$ 4,546,432      | \$ 1,951,038        | 75.2%  |
| 2020 Adopted  | \$ 2,376,762      | \$ (2,169,670)      | -47.7% |
| 2021 Proposed | \$ 2,514,363      | \$ 137,601          | 5.8%   |
| 2022 Proposed | \$ 2,564,111      | \$ 49,748           | 2.0%   |
| 2023 Est      | \$ 2,589,752      | \$ 25,641           | 1.0%   |
| 2024 Est      | \$ 2,615,650      | \$ 25,898           | 1.0%   |
| 2025 Est      | \$ 2,641,806      | \$ 26,156           | 1.0%   |
| 2026 Est      | \$ 2,668,224      | \$ 26,418           | 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<br>Permits & Fees | Chg Over Prior Year |        |
|---------------|----------------------|---------------------|--------|
|               |                      | \$                  | %      |
| 2015 Actual   | \$ 520,249           | \$ 151,452          | 41.1%  |
| 2016 Actual   | \$ 487,489           | \$ (32,760)         | -6.3%  |
| 2017 Actual   | \$ 713,274           | \$ 225,785          | 46.3%  |
| 2018 Actual   | \$ 612,714           | \$ (100,560)        | -14.1% |
| 2019 Actual   | \$ 1,125,969         | \$ 513,255          | 83.8%  |
| 2020 Adopted  | \$ 700,752           | \$ (425,217)        | -37.8% |
| 2021 Proposed | \$ 936,572           | \$ 235,819          | 33.7%  |
| 2022 Proposed | \$ 936,572           | \$ -                | 0.0%   |
| 2023 Est      | \$ 945,937           | \$ 9,366            | 1.0%   |
| 2024 Est      | \$ 955,397           | \$ 9,459            | 1.0%   |
| 2025 Est      | \$ 964,951           | \$ 9,554            | 1.0%   |
| 2026 Est      | \$ 974,600           | \$ 9,650            | 1.0%   |

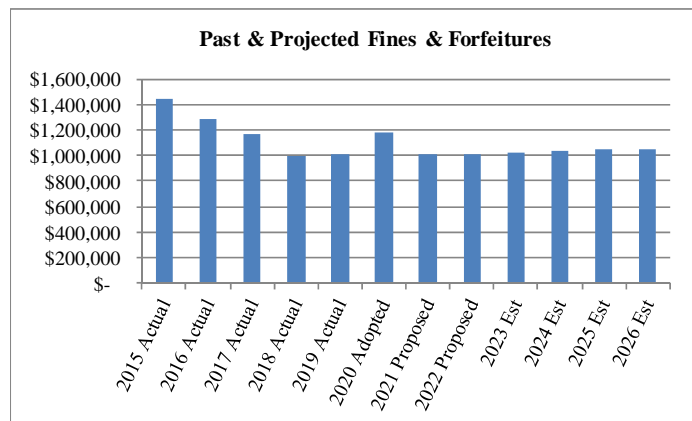


## MISCELLANEOUS REVENUES

### 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<br>& Penalties | Chg Over Prior Year |        |
|---------------|----------------------------|---------------------|--------|
|               |                            | \$                  | %      |
| 2015 Actual   | \$ 1,441,207               | \$ 71,100           | 5.2%   |
| 2016 Actual   | \$ 1,284,479               | \$ (156,728)        | -10.9% |
| 2017 Actual   | \$ 1,170,292               | \$ (114,187)        | -8.9%  |
| 2018 Actual   | \$ 993,309                 | \$ (176,982)        | -15.1% |
| 2019 Actual   | \$ 1,015,193               | \$ 21,883           | 2.2%   |
| 2020 Adopted  | \$ 1,174,742               | \$ 159,549          | 15.7%  |
| 2021 Proposed | \$ 1,012,671               | \$ (162,070)        | -13.8% |
| 2022 Proposed | \$ 1,012,671               | \$ -                | 0.0%   |
| 2023 Est      | \$ 1,022,798               | \$ 10,127           | 1.0%   |
| 2024 Est      | \$ 1,033,026               | \$ 10,228           | 1.0%   |
| 2025 Est      | \$ 1,043,356               | \$ 10,330           | 1.0%   |
| 2026 Est      | \$ 1,053,790               | \$ 10,434           | 1.0%   |



The City began operating its municipal court in January 2000. Fines and forfeitures are accounted for in the General Fund and do not include red light photo violations which are accounted for in the Traffic Safety Fund. The City also started a Probation service in the Court in 2015. Revenue is projected at 1.0% through 2026.

### 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.

***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

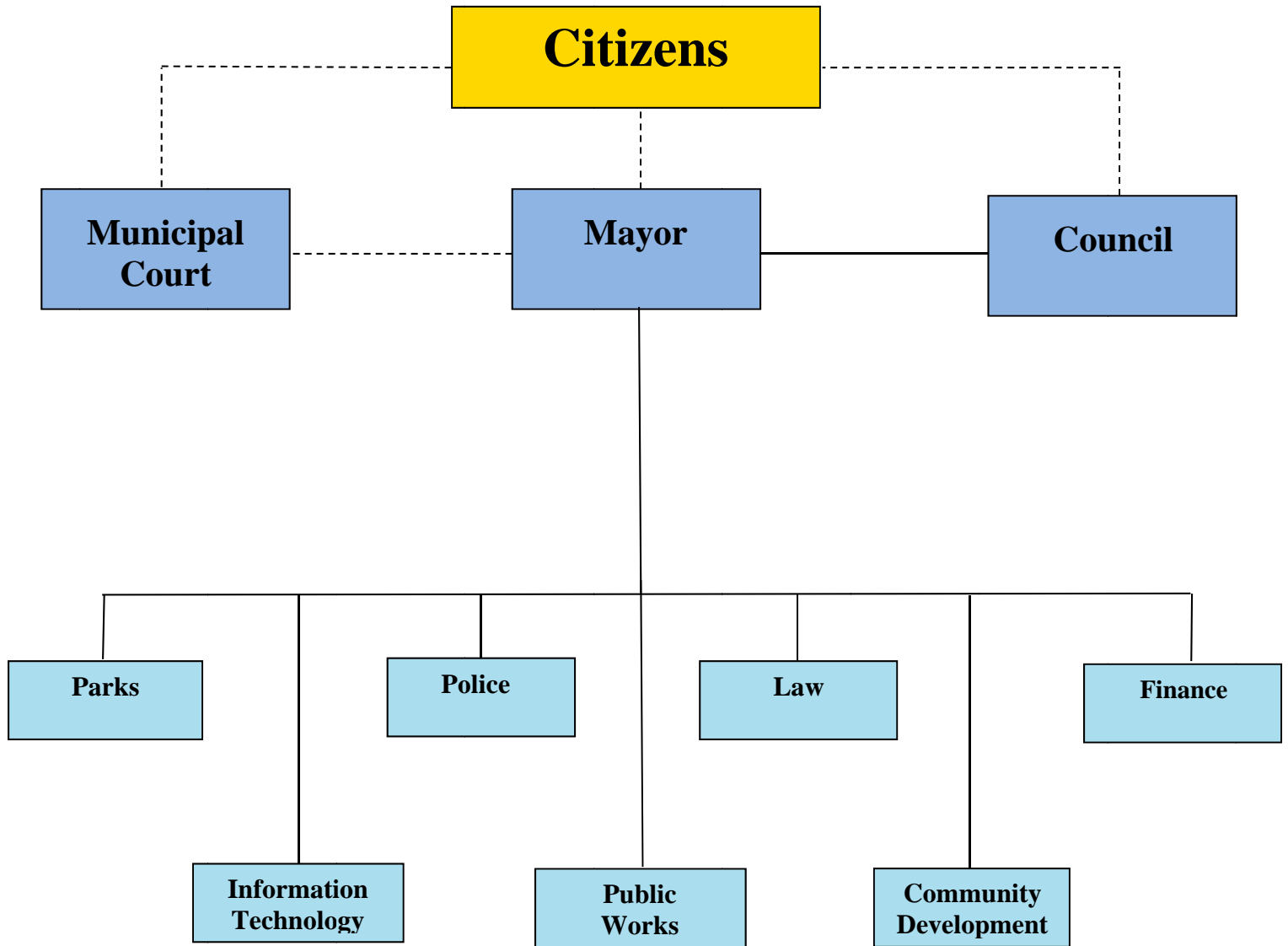
**GENERAL & STREET FUND LONG RANGE PLAN**

| Item                           | 2018                 | 2019                 | 2020                 |                       |                       | 2021                 | 2022                  | 2023                  | 2024                  | 2025                  | 2026                  |
|--------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                | Actual               | Actual               | Adopted              | Adjusted              | Projected             | Proposed             | Proposed              | Projected             | Projected             | Projected             | Projected             |
| <b>BEGINNING FUND BALANCE</b>  | \$ 11,290,682        | \$ 11,662,052        | \$ 9,644,733         | \$ 11,604,046         | \$ 11,604,046         | \$ 9,521,927         | \$ 10,504,674         | \$ 9,500,000          | \$ 8,301,588          | \$ 6,907,407          | \$ 5,315,403          |
| <b>REVENUE SUMMARY:</b>        |                      |                      |                      |                       |                       |                      |                       |                       |                       |                       |                       |
| Property Tax                   | 10,799,658           | 10,917,428           | 11,077,213           | 11,275,838            | 11,275,838            | 11,385,965           | 11,357,280            | 11,470,853            | 11,585,561            | 11,701,417            | 11,818,431            |
| Sales Tax                      | 14,731,810           | 15,908,863           | 15,849,755           | 14,457,381            | 14,457,381            | 15,949,755           | 15,949,755            | 16,109,253            | 16,270,345            | 16,433,049            | 16,597,379            |
| Criminal Justice Sales Tax     | 2,927,406            | 3,056,010            | 2,818,399            | 3,027,361             | 3,027,361             | 3,027,361            | 3,027,361             | 3,057,635             | 3,088,211             | 3,119,093             | 3,150,284             |
| Other Taxes                    | 1,100,962            | 1,066,377            | 849,336              | 1,007,513             | 1,007,513             | 417,513              | 452,513               | 457,038               | 461,609               | 466,225               | 470,887               |
| Licenses and Permits           | 4,615,508            | 5,709,234            | 4,492,914            | 4,540,011             | 4,540,011             | 3,767,560            | 3,800,552             | 3,819,555             | 3,838,653             | 3,857,846             | 3,877,135             |
| Intergovernmental              | 3,740,152            | 3,982,791            | 3,309,500            | 6,678,001             | 6,678,001             | 3,304,000            | 3,304,000             | 3,304,000             | 3,304,000             | 3,304,000             | 3,304,000             |
| Charges for Services           | 4,549,623            | 5,414,306            | 4,335,266            | 4,730,971             | 4,730,971             | 4,958,156            | 4,974,910             | 5,024,659             | 5,074,905             | 5,125,654             | 5,176,911             |
| Fines and Penalties            | 785,588              | 899,864              | 943,401              | 815,189               | 815,189               | 824,984              | 824,986               | 824,986               | 824,986               | 824,986               | 824,986               |
| Miscellaneous                  | 1,152,655            | 1,086,628            | 840,878              | 1,054,778             | 1,054,778             | 1,177,756            | 1,034,630             | 1,034,630             | 1,034,630             | 1,034,630             | 1,034,630             |
| Other Financing Sources        | 9,058,384            | 9,251,819            | 12,207,581           | 12,652,229            | 12,652,229            | 13,108,499           | 11,305,159            | 11,305,159            | 11,305,159            | 11,305,159            | 11,305,159            |
| <b>Total Revenues</b>          | <b>\$ 53,461,746</b> | <b>\$ 57,293,322</b> | <b>\$ 56,724,242</b> | <b>\$ 60,239,272</b>  | <b>\$ 60,239,272</b>  | <b>\$ 57,921,549</b> | <b>\$ 56,031,146</b>  | <b>\$ 56,407,767</b>  | <b>\$ 56,788,059</b>  | <b>\$ 57,172,059</b>  | <b>\$ 57,559,803</b>  |
| <b>EXPENDITURE SUMMARY:</b>    |                      |                      |                      |                       |                       |                      |                       |                       |                       |                       |                       |
| City Council                   | \$ 405,140           | \$ 422,165           | \$ 446,163           | \$ 508,211            | \$ 508,211            | \$ 525,655           | \$ 530,695            | \$ 536,002            | \$ 541,362            | \$ 546,775            | \$ 552,243            |
| Mayor's Office                 | 1,415,322            | 1,497,281            | 1,329,485            | 972,547               | 972,547               | 911,881              | 923,847               | 933,085               | 942,416               | 951,840               | 961,359               |
| Municipal Court                | 1,686,923            | 1,752,439            | 1,767,149            | 1,829,149             | 1,829,149             | 1,797,146            | 1,818,905             | 1,837,094             | 1,855,465             | 1,874,020             | 1,892,760             |
| Finance                        | 962,052              | 1,045,012            | 1,088,521            | 1,269,595             | 1,269,595             | 1,260,163            | 1,287,736             | 1,300,613             | 1,313,619             | 1,326,755             | 1,340,023             |
| City Clerk                     | 499,915              | 592,263              | 513,984              | 513,984               | 513,984               | 558,912              | 560,410               | 566,014               | 571,675               | 577,391               | 583,165               |
| Human Resources                | 478,791              | 521,715              | 514,881              | 554,881               | 554,881               | 527,932              | 536,319               | 541,683               | 547,099               | 552,570               | 558,096               |
| Law - Civil                    | 851,969              | 856,841              | 789,720              | 919,920               | 919,920               | 970,331              | 974,797               | 984,545               | 994,390               | 1,004,334             | 1,014,377             |
| Law-Criminal                   | 717,523              | 750,449              | 764,733              | 765,483               | 765,483               | 774,742              | 776,142               | 783,903               | 791,742               | 799,660               | 807,656               |
| Community Development          | 2,285,955            | 2,546,372            | 2,534,077            | 2,773,047             | 2,773,047             | 2,652,041            | 2,683,103             | 2,709,934             | 2,737,033             | 2,764,404             | 2,792,048             |
| Economic Development           | 279,486              | 340,503              | 415,973              | 495,973               | 495,973               | 284,756              | 284,756               | 287,604               | 290,480               | 293,385               | 296,319               |
| Community Services             | 760,398              | 871,103              | 844,805              | 1,153,524             | 1,153,524             | 967,372              | 975,180               | 984,931               | 994,781               | 1,004,728             | 1,014,776             |
| Jail Contract Costs            | 6,417,479            | 5,932,095            | 4,341,950            | 4,048,950             | 4,048,950             | 3,303,463            | 3,319,584             | 3,352,780             | 3,386,308             | 3,420,171             | 3,454,372             |
| 911 Dispatch                   | 2,724,139            | 2,679,436            | 2,748,692            | 2,748,692             | 2,748,692             | 2,748,692            | 2,748,692             | 2,776,179             | 2,803,941             | 2,831,980             | 2,860,300             |
| Police                         | 17,939,354           | 18,546,501           | 18,843,813           | 19,413,271            | 19,413,271            | 19,994,132           | 20,492,402            | 20,697,326            | 20,904,299            | 21,113,342            | 21,324,475            |
| Parks, Recr & Cultural Svcs    | 4,036,022            | 4,231,231            | 4,076,474            | 4,313,304             | 4,313,304             | 4,154,492            | 4,193,695             | 4,235,632             | 4,277,988             | 4,320,768             | 4,363,976             |
| Public Works                   | 4,030,418            | 4,420,754            | 4,111,347            | 4,509,364             | 4,509,364             | 4,718,703            | 4,567,989             | 4,613,669             | 4,659,806             | 4,706,404             | 4,753,468             |
| Non-Departmental               | 7,599,489            | 10,345,167           | 11,736,389           | 15,531,497            | 15,531,497            | 10,788,392           | 10,361,569            | 10,465,185            | 10,569,837            | 10,675,535            | 10,782,290            |
| <b>Total Expenditures</b>      | <b>\$ 53,090,376</b> | <b>\$ 57,351,328</b> | <b>\$ 56,868,155</b> | <b>\$ 62,321,391</b>  | <b>\$ 62,321,391</b>  | <b>\$ 56,938,803</b> | <b>\$ 57,035,821</b>  | <b>\$ 57,606,179</b>  | <b>\$ 58,182,241</b>  | <b>\$ 58,764,063</b>  | <b>\$ 59,351,704</b>  |
| <b>Changes in Fund Balance</b> | <b>\$ 371,370</b>    | <b>\$ (58,006)</b>   | <b>\$ (143,913)</b>  | <b>\$ (2,082,119)</b> | <b>\$ (2,082,120)</b> | <b>\$ 982,746</b>    | <b>\$ (1,004,674)</b> | <b>\$ (1,198,412)</b> | <b>\$ (1,394,181)</b> | <b>\$ (1,592,004)</b> | <b>\$ (1,791,901)</b> |
| <b>ENDING FUND BALANCE:</b>    | <b>\$ 11,662,052</b> | <b>\$ 11,604,046</b> | <b>\$ 9,500,821</b>  | <b>\$ 9,521,927</b>   | <b>\$ 9,521,927</b>   | <b>\$ 10,504,673</b> | <b>\$ 9,500,000</b>   | <b>\$ 8,301,588</b>   | <b>\$ 6,907,407</b>   | <b>\$ 5,315,403</b>   | <b>\$ 3,523,502</b>   |

## ALL FUNDS LONG RANGE PLAN

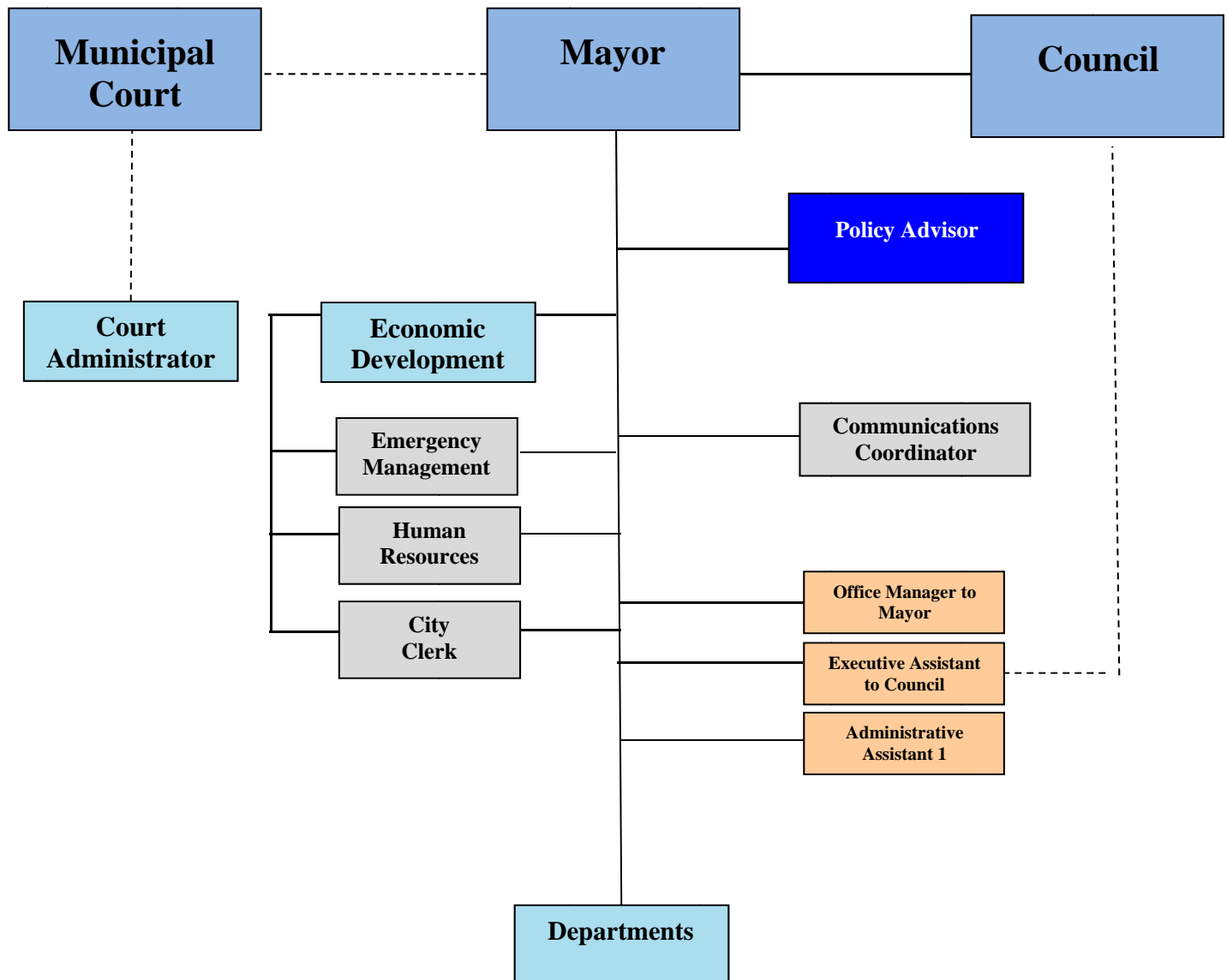
| Item                           | 2018                  | 2019                  | 2020                  |                       |                       | 2021                  | 2022                  | 2023                  | 2024                  | 2025                  | 2026                  |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                | Actual                | Actual                | Adopted               | Adjusted              | Projected             | Proposed              | Proposed              | Projected             | Projected             | Projected             | Projected             |
| <b>BEGINNING FUND BALANCE</b>  | \$ 63,383,382         | \$ 62,121,983         | \$ 50,396,151         | \$ 69,236,802         | \$ 69,236,802         | \$ 62,605,393         | \$ 60,648,231         | \$ 56,059,278         | \$ 51,239,997         | \$ 46,187,989         | \$ 40,900,832         |
| <b>OPERATING REVENUE:</b>      |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |
| Property Taxes                 | \$ 10,799,658         | \$ 10,917,428         | \$ 11,077,213         | \$ 11,275,838         | \$ 11,275,838         | \$ 11,385,965         | \$ 11,357,280         | 11,470,853            | 11,585,561            | 11,701,417            | 11,818,431            |
| Sales Tax                      | 14,731,810            | 15,908,863            | 15,849,755            | 14,457,381            | 14,457,381            | 15,949,755            | 15,949,755            | 16,109,253            | 16,270,345            | 16,433,049            | 16,597,379            |
| Criminal Justice Sales Tax     | 2,927,406             | 3,056,010             | 2,818,399             | 3,027,361             | 3,027,361             | 3,027,361             | 3,027,361             | 3,057,635             | 3,088,211             | 3,119,093             | 3,150,284             |
| Utility Tax                    | 11,719,589            | 11,102,083            | 12,352,891            | 14,297,547            | 14,297,547            | 15,177,606            | 15,177,606            | 15,329,382            | 15,482,676            | 15,637,503            | 15,793,878            |
| Real Estate Excise tax         | 4,240,825             | 5,171,643             | 3,640,000             | 3,640,000             | 3,640,000             | 3,640,000             | 3,640,000             | 3,676,400             | 3,713,164             | 3,750,296             | 3,787,799             |
| Other Taxes                    | 1,578,750             | 1,577,336             | 1,309,336             | 1,508,513             | 1,508,513             | 727,513               | 762,513               | 770,138               | 777,840               | 785,618               | 793,474               |
| Licenses and Permits           | 4,690,928             | 5,785,610             | 4,492,914             | 4,540,011             | 4,540,011             | 3,767,560             | 3,800,552             | 3,819,555             | 3,838,653             | 3,857,846             | 3,877,135             |
| Intergovernmental              | 11,701,965            | 11,360,417            | 9,448,970             | 13,979,015            | 13,979,015            | 10,511,580            | 8,691,893             | 8,691,893             | 8,691,893             | 8,691,893             | 8,691,893             |
| Charges for Services           | 23,906,863            | 25,282,614            | 23,092,630            | 23,705,959            | 23,705,959            | 29,581,424            | 25,181,793            | 25,433,611            | 25,687,947            | 25,944,826            | 26,204,274            |
| Fines and Penalties            | 4,250,327             | 4,553,593             | 4,747,401             | 3,689,631             | 3,689,631             | 3,699,426             | 3,699,428             | 3,699,428             | 3,699,428             | 3,699,428             | 3,699,428             |
| Miscellaneous                  | 3,504,554             | 4,191,883             | 2,519,700             | 2,344,515             | 2,344,515             | 3,927,429             | 4,152,312             | 4,152,312             | 4,152,312             | 4,152,312             | 4,152,312             |
| Proprietary Fund Revenue       | 595,106               | 393,461               | 458,000               | 458,000               | 458,000               | 488,000               | 488,000               | 492,880               | 497,809               | 502,787               | 507,815               |
| Other Financing Sources        | 19,040,344            | 37,468,544            | 17,586,503            | 23,597,778            | 23,597,778            | 38,230,790            | 20,672,813            | 20,879,541            | 21,088,336            | 21,299,219            | 21,512,212            |
| <b>Total Revenues</b>          | <b>\$ 113,688,125</b> | <b>\$ 136,769,486</b> | <b>\$ 109,393,712</b> | <b>\$ 120,521,549</b> | <b>\$ 120,521,549</b> | <b>\$ 140,114,409</b> | <b>\$ 116,601,305</b> | <b>\$ 117,582,879</b> | <b>\$ 118,574,174</b> | <b>\$ 119,575,286</b> | <b>\$ 120,586,314</b> |
| <b>OPERATING EXPENDITURE:</b>  |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |
| City Council                   | \$ 405,140            | \$ 422,165            | \$ 446,163            | \$ 508,211            | \$ 508,212            | \$ 525,655            | \$ 530,695            | 536,002               | 541,362               | 546,776               | 552,244               |
| Mayor's Office                 | 1,415,322             | 1,497,281             | 1,380,561             | 1,623,623             | 1,623,623             | 1,562,957             | 1,574,923             | 1,590,672             | 1,606,579             | 1,622,645             | 1,638,871             |
| Performing Arts & Event Center | 1,628,150             | 2,589,541             | 1,874,323             | 1,331,690             | 1,331,690             | 2,299,757             | 2,299,757             | 2,322,755             | 2,345,982             | 2,369,442             | 2,393,136             |
| Municipal Court                | 1,847,925             | 1,920,563             | 2,014,046             | 2,076,046             | 2,076,046             | 2,048,798             | 2,074,615             | 2,095,361             | 2,116,314             | 2,137,478             | 2,158,852             |
| Finance                        | 962,052               | 1,045,012             | 1,088,521             | 1,269,595             | 1,269,595             | 1,260,163             | 1,287,736             | 1,300,613             | 1,313,619             | 1,326,755             | 1,340,023             |
| City Clerk                     | 499,915               | 592,263               | 513,984               | 513,984               | 513,984               | 558,912               | 560,410               | 566,014               | 571,675               | 577,391               | 583,165               |
| Human Resources                | 478,791               | 521,715               | 514,881               | 554,881               | 554,881               | 527,932               | 536,319               | 541,683               | 547,099               | 552,570               | 558,096               |
| Information Technology         | 2,444,079             | 2,460,033             | 2,301,282             | 2,676,752             | 2,676,752             | 2,922,544             | 2,892,615             | 2,921,541             | 2,950,757             | 2,980,264             | 3,010,067             |
| Law -Civil                     | 2,235,733             | 2,424,692             | 2,519,401             | 3,477,930             | 3,477,930             | 2,713,738             | 2,740,068             | 2,767,468             | 2,795,143             | 2,823,095             | 2,851,326             |
| Law-Criminal                   | 717,523               | 750,449               | 764,733               | 765,483               | 765,483               | 774,742               | 776,142               | 783,903               | 791,742               | 799,660               | 807,656               |
| Community Development          | 2,375,956             | 2,642,460             | 2,629,295             | 2,868,265             | 2,868,265             | 2,755,852             | 2,792,217             | 2,820,139             | 2,848,340             | 2,876,824             | 2,905,592             |
| Economic Development           | 279,486               | 340,503               | 415,973               | 495,973               | 495,973               | 284,756               | 284,756               | 287,604               | 290,480               | 293,385               | 296,319               |
| Community Services             | 1,541,263             | 1,667,589             | 1,530,068             | 3,004,187             | 3,004,187             | 2,124,222             | 1,564,225             | 1,579,868             | 1,595,666             | 1,611,623             | 1,627,739             |
| Jail Contract Costs            | 6,417,479             | 5,932,095             | 4,341,950             | 4,048,950             | 4,048,950             | 3,303,463             | 3,319,584             | 3,352,780             | 3,386,308             | 3,420,171             | 3,454,372             |
| 911 Dispatch                   | 2,724,139             | 2,679,436             | 2,748,692             | 2,748,692             | 2,748,692             | 2,748,692             | 2,748,692             | 2,776,179             | 2,803,941             | 2,831,980             | 2,860,300             |
| Police                         | 24,184,656            | 24,785,658            | 25,056,183            | 25,625,641            | 25,625,641            | 24,766,286            | 25,343,757            | 25,597,195            | 25,853,167            | 26,111,698            | 26,372,815            |
| Parks, Recr & Cultural Svcs    | 9,000,438             | 8,635,870             | 7,979,621             | 8,027,531             | 8,027,531             | 8,745,916             | 8,954,169             | 9,043,711             | 9,134,148             | 9,225,489             | 9,317,744             |
| Public Works                   | 25,036,214            | 25,236,629            | 18,817,490            | 24,793,344            | 24,793,344            | 31,119,467            | 26,436,182            | 26,700,543            | 26,967,549            | 27,237,224            | 27,509,597            |
| Non-Departmental               | 30,755,262            | 43,510,717            | 33,531,339            | 40,742,180            | 40,742,180            | 51,027,722            | 34,473,397            | 34,818,131            | 35,166,312            | 35,517,975            | 35,873,155            |
| <b>Total Expenditures</b>      | <b>\$ 114,949,523</b> | <b>\$ 129,654,671</b> | <b>\$ 110,468,506</b> | <b>\$ 127,152,958</b> | <b>\$ 127,152,958</b> | <b>\$ 142,071,572</b> | <b>\$ 121,190,258</b> | <b>\$ 122,402,161</b> | <b>\$ 123,626,182</b> | <b>\$ 124,862,444</b> | <b>\$ 126,111,068</b> |
| <b>Changes in Fund Balance</b> | <b>\$ (1,261,399)</b> | <b>\$ 7,114,815</b>   | <b>\$ (1,074,794)</b> | <b>\$ (6,631,408)</b> | <b>\$ (6,631,409)</b> | <b>\$ (1,957,164)</b> | <b>\$ (4,588,953)</b> | <b>\$ (4,819,281)</b> | <b>\$ (5,052,008)</b> | <b>\$ (5,287,158)</b> | <b>\$ (5,524,755)</b> |
| <b>ENDING FUND BALANCE:</b>    | <b>\$ 62,121,983</b>  | <b>\$ 69,236,798</b>  | <b>\$ 49,321,357</b>  | <b>\$ 62,605,393</b>  | <b>\$ 62,605,393</b>  | <b>\$ 60,648,229</b>  | <b>\$ 56,059,278</b>  | <b>\$ 51,239,997</b>  | <b>\$ 46,187,989</b>  | <b>\$ 40,900,832</b>  | <b>\$ 35,376,077</b>  |

## 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*

**2019/2020 ACCOMPLISHMENTS**

MAYOR'S OFFICE

■

**2021/2022 ANTICIPATED KEY PROJECTS**

MAYOR'S OFFICE

■

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

| Positions                                   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|---|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|   |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Mayor                                       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 61    |
| Communications & Govt Relations Coordinator | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 37    |
| Office Manger                               | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 36    |
| Graphics Coordinator                        | 0.34           | 0.34           | 0.34    | 0.34     | 0.34      | 0.34             | 0.34             | 33    |
| Policy Advisor                              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Executive Assistant to Mayor                | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 31    |
| Administrative Assistant                    | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| Director-Economic Development               | 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    |
| Human Resources Manager                     | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54a   |
| Human Resources Analyst                     | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 37    |
| Administrative Assistant I                  | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 18    |
| City Clerk                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 50    |
| Deputy City Clerk                           | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 36a   |
| Administrative Assistant I                  | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 18    |
| <b>Total Regular Staffing</b>               | 13.34          | 13.34          | 13.34   | 13.34    | 13.34     | 13.34            | 13.34            | n/a   |
| <b>Change from prior year</b>               | -              | -              | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>                 | 13.34          | 13.34          | 13.34   | 13.34    | 13.34     | 13.34            | 13.34            | n/a   |



## MAYOR'S OFFICE DEPARTMENT OVERVIEW

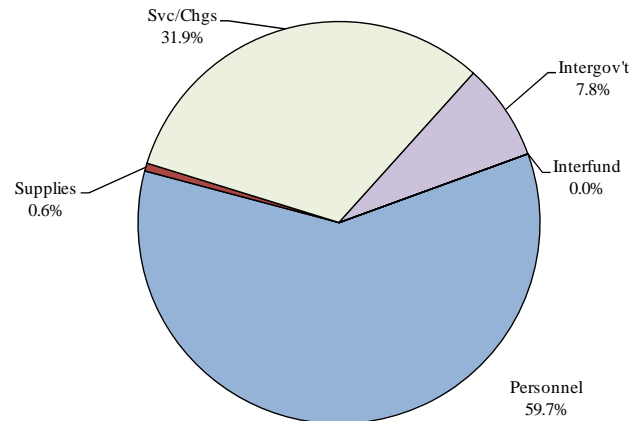
**Responsible Manager:** *Mayor Jim Ferrell*

### 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.

**2021 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.
- Lead and coordinate the City's role in local, regional, and federal issues.
- Lead and coordinate proactive and effective communications with citizens, the news media, and employees.
- Communicate the City's vision, mission, and goals as well as day-to-day service information to constituents and key stakeholders.

### DEPARTMENT SUMMARY:

| Code  | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|---|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|   |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg  |
| Revenue Summary:                            |                      |              |              |              |              |              |              |              |                      |        |
| 31X   | Taxes                | \$ -         | \$ -         | \$ 51,076    | \$ 651,076   | \$ 651,076   | \$ 651,076   | \$ 651,076   | \$ -                 | 0.0%   |
| 33X   | Intergovernmental    | 37,500       | 37,500       | -            | -            | -            | -            | -            | -                    | n/a    |
| 36X   | Miscellaneous        | 28,000       | 3,476        | 28,000       | 28,000       | 28,000       | 28,000       | 28,000       | -                    | 0.0%   |
| Total Revenues:                             |                      | \$ 65,500    | \$ 40,976    | \$ 79,076    | \$ 679,076   | \$ 679,076   | \$ 679,076   | \$ 679,076   | \$ -                 | 0.0%   |
| General Fund Operating Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |        |
| MO  | Admin                | 1,217,717    | 1,296,641    | 1,127,132    | 770,194      | 770,194      | 703,201      | 715,168      | (66,992)             | -8.7%  |
| ED  | Economic Development | 279,486      | 340,503      | 415,973      | 495,973      | 495,973      | 284,756      | 284,756      | (211,217)            | -42.6% |
| CK  | City Clerk           | 499,915      | 592,263      | 513,984      | 513,984      | 513,984      | 558,912      | 560,410      | 44,928               | 8.7%   |
| HR  | Human Resources      | 478,791      | 521,715      | 514,881      | 554,881      | 554,881      | 527,932      | 536,319      | (26,949)             | -4.9%  |
| Subtotal Operating Exp.:                    |                      | \$ 2,475,909 | \$ 2,751,122 | \$ 2,571,969 | \$ 2,335,031 | \$ 2,335,031 | \$ 2,074,801 | \$ 2,096,654 | \$ (260,230)         | -11.1% |
| Other Funds Operating Expenditure Summary:  |                      |              |              |              |              |              |              |              |                      |        |
| 101   | Emergency Operations | 197,605      | 200,641      | 202,353      | 202,353      | 202,353      | 208,679      | 208,679      | 6,326                | 3.1%   |
| 114   | Proposition 1        | -            | -            | 51,076       | 651,076      | 651,076      | 651,076      | 651,076      | -                    | 0.0%   |
| Subtotal Operating Exp.:                    |                      | \$ 197,605   | \$ 200,641   | \$ 253,429   | \$ 853,429   | \$ 853,429   | \$ 859,755   | \$ 859,755   | \$ 6,326             | 0.7%   |
| Total Expenditures:                         |                      | \$ 2,673,514 | \$ 2,951,763 | \$ 2,825,398 | \$ 3,188,460 | \$ 3,188,460 | \$ 2,934,556 | \$ 2,956,409 | \$ (253,904)         | -8.0%  |

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

The Mayor's Office's proposed operating budget totals \$2,934,556 in 2021 and \$2,956,409 in 2022. This is a 8.0% or \$253,904 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Net decrease of \$66,144 primarily due to elimination of one-time salaries for Covid-19 administration and processing.
- **Benefits** - Net decrease of \$7,760 primarily due to changes of benefits for employees within the department, and elimination of one-time benefits for Covid-19.
- **Services and Charges** – Decrease of \$180,121 is due to elimination of airport noise study, SAMP, university initiative and salary study one-time services.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|                      |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg  |
| Revenue Summary:     |                      |              |              |              |              |              |              |              |                      |        |
| 31X                  | Taxes                | \$ -         | \$ -         | \$ 51,076    | \$ 651,076   | \$ 651,076   | \$ 651,076   | \$ 651,076   | \$ -                 | 0.0%   |
| 33X                  | Intergovernmental    | 37,500       | 37,500       | -            | -            | -            | -            | -            | -                    | n/a    |
| 36X                  | Miscellaneous        | 28,000       | 3,475.61     | 28,000       | 28,000       | 28,000       | 28,000       | 28,000       | -                    | 0.0%   |
| Total Revenues:      |                      | \$ 65,500    | \$ 40,976    | \$ 79,076    | \$ 679,076   | \$ 679,076   | \$ 679,076   | \$ 679,076   | \$ -                 | 0.0%   |
| Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |        |
| 1XX                  | Salaries & Wages     | 1,229,814    | 1,253,338    | 1,209,559    | 1,336,225    | 1,336,225    | 1,270,081    | 1,285,916    | (66,144)             | -5.0%  |
| 2XX                  | Benefits             | 436,079      | 457,232      | 489,440      | 489,440      | 489,440      | 481,681      | 487,698      | (7,760)              | -1.6%  |
| 3XX                  | Supplies             | 16,968       | 30,054       | 18,590       | 18,590       | 18,590       | 18,711       | 18,711       | 121                  | 0.7%   |
| 4XX                  | Services and Charges | 766,709      | 966,891      | 879,359      | 1,115,755    | 1,115,755    | 935,634      | 935,634      | (180,121)            | -16.1% |
| 5XX                  | Intergovernmental    | 223,945      | 244,249      | 228,450      | 228,450      | 228,450      | 228,450      | 228,450      | -                    | 0.0%   |
| Total Expenditures:  |                      | \$ 2,673,514 | \$ 2,951,763 | \$ 2,825,398 | \$ 3,188,460 | \$ 3,188,460 | \$ 2,934,556 | \$ 2,956,409 | \$ (253,904)         | -8.0%  |

## MAYOR'S OFFICE DEPARTMENT OVERVIEW

Responsible Manager: *Mayor Jim Ferrell*

### PURPOSE/DESCRIPTION:

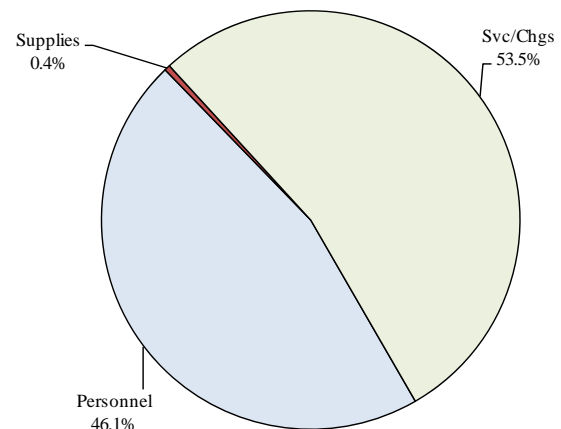
The Mayor's Office Administration includes the Mayor, communications, public defender, and government affairs.

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.

### 2021 Proposed Expenditures by Category



### PERFORMANCE MEASURES:

| Type/Description                                       | 2019     | 2020 | 2021 | 2022 |
|--|----------|------|------|------|
| Workload Measures:                                     |          |      |      |      |
| • Total FTEs managed <sup>1</sup>                      | 339.68   |      |      |      |
| • Total expenditure budget managed (in millions of \$) | \$127.15 |      |      |      |
| • Number of Media Releases                             | 54       |      |      |      |
| Efficiency Measures:                                   |          |      |      |      |
| • Employees per 1000 population <sup>2</sup>           | 3        |      |      |      |
| • General fund budget per capita <sup>2</sup>          | \$648    |      |      |      |

1. Includes total authorized Full-Time Equivalents (FTE).
2. Population based on 2018 figures 96,120.

# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## MAYOR'S OFFICE ADMINISTRATION

Responsible Manager: *Mayor Jim Ferrell*

### POSITION INVENTORY:

| Positions                                   | 2018   | 2019   | 2020    |          |           | 2021     | 2022     | Grade |
|---|--------|--------|---------|----------|-----------|----------|----------|-------|
|   | Actual | Actual | Adopted | Adjusted | Projected | Proposed | Proposed |       |
| Mayor                                       | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 61    |
| Communications & Govt Relations Coordinator | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 37    |
| Office Manger                               | 1.00   | 1.00   | 1.00    | -        | -         | -        | -        | 36    |
| Graphics Coordinator                        | 0.34   | 0.34   | 0.34    | 0.34     | 0.34      | 0.34     | 0.34     | 33    |
| Policy Advisor                              | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 33    |
| Executive Assistant to Mayor                | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 31    |
| Administrative Assistant                    | -      | -      | -       | 1.00     | 1.00      | 1.00     | 1.00     | 18    |
| <b>Total Regular Staffing</b>               | 5.34   | 5.34   | 5.34    | 5.34     | 5.34      | 5.34     | 5.34     | n/a   |
| <b>Change from prior year</b>               | -      | -      | -       | -        | -         | -        | -        | n/a   |
| <b>Grand Total Staffing</b>                 | 5.34   | 5.34   | 5.34    | 5.34     | 5.34      | 5.34     | 5.34     | n/a   |

### HIGHLIGHTS/CHANGES:

The Mayor's Office Administration proposed operating budget totals \$1,354,277 in 2021 and \$1,366,244 in 2022. This is a 8.7% or \$66,992 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Decrease of \$53,737 primarily due to restructuring of position office manager to executive assistant, and reduction of Covid-19 one-time help.
- **Benefits** – Decrease of \$13,235 primarily due to restructuring of position office manager to executive assistant.

### REVENUE AND EXPENDITURE SUMMARY:

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

| Code                 | Item                  | 2018         | 2019         | 2020         |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------|--------------|--------------|--------------|------------|------------|------------|------------|----------------------|--------|
|                      |                       | Actual       | Actual       | Adopted      | Adjusted   | Projected  |            |            | \$ Chg               | % Chg  |
| Revenue Summary:     |                       |              |              |              |            |            |            |            |                      |        |
| 36X                  | Miscellaneous         | \$ -         | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
| Total Revenues:      |                       | \$ -         | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
| Expenditure Summary: |                       |              |              |              |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages      | 452,849      | 445,871      | 454,252      | 505,918    | 505,918    | 452,181    | 460,852    | (53,737)             | -10.6% |
| 2XX                  | Benefits              | 167,684      | 172,874      | 185,084      | 185,084    | 185,084    | 171,829    | 175,124    | (13,255)             | -7.2%  |
| 3XX                  | Supplies              | 12,097       | 16,448       | 6,070        | 6,070      | 6,070      | 6,070      | 6,070      | -                    | 0.0%   |
| 4XX                  | Services and Charges* | 585,086      | 661,447      | 481,726      | 73,122     | 73,122     | 73,122     | 73,122     | -                    | 0.0%   |
| Total Expenditures:  |                       | \$ 1,217,717 | \$ 1,296,641 | \$ 1,127,132 | \$ 770,194 | \$ 770,194 | \$ 703,201 | \$ 715,168 | \$ (66,992)          | -8.7%  |

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

| Code                 | Item                 | 2018   | 2019   | 2020      |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|--------|--------|-----------|------------|------------|------------|------------|----------------------|-------|
|                      |                      | Actual | Actual | Adopted   | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg |
| Revenue Summary:     |                      |        |        |           |            |            |            |            |                      |       |
| 31X                  | Taxes                | \$ -   | \$ -   | \$ 51,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ -                 | 0.0%  |
| Total Revenues:      |                      | \$ -   | \$ -   | \$ 51,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ -                 | 0.0%  |
| Expenditure Summary: |                      |        |        |           |            |            |            |            |                      |       |
| 4XX                  | Services and Charges | -      | -      | 51,076    | 651,076    | 651,076    | 651,076    | 651,076    | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ -   | \$ -   | \$ 51,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ 651,076 | \$ -                 | 0.0%  |

## ECONOMIC DEVELOPMENT

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

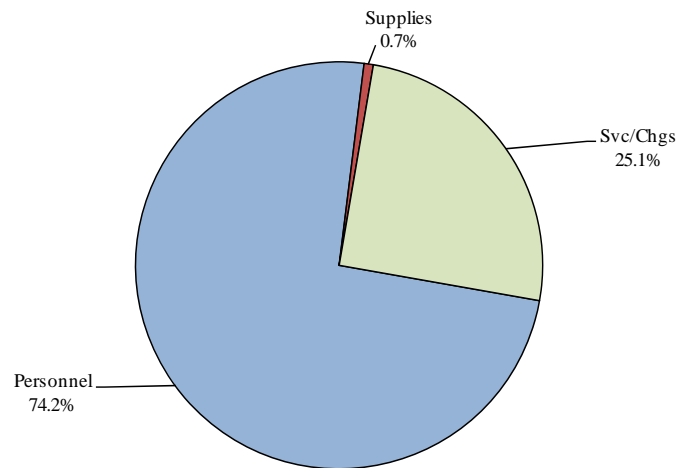
### PURPOSE/DESCRIPTION:

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

### 2021 Proposed Expenditures by Category



### 2019/2020 ACCOMPLISHMENTS

- **Recruitment /Retention of Businesses**
  -
- **Branding Initiative**
  -
- **University Initiative**
  -
- **Downtown & Town Center Project**
  -
- **Other**
  -

**ECONOMIC DEVELOPMENT**

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

**HIGHLIGHTS/CHANGES:**

- **Stakeholder Relations:**

- 

**2021/2022 Goals**

- **Recruitment /Retention of Businesses**

- 

- **Branding Initiative**

- 

- **University Initiative**

- 

- **Downtown & Town Center Project**

- 

- **Other**

-

## ECONOMIC DEVELOPMENT

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

### HIGHLIGHTS/CHANGES:

The Economic Development Division proposed operating budget totals \$284,756 in 2021 and \$284,756 in 2022. This is a 42.6% or \$211,217 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Decrease of \$69,060 primarily due to elimination of one-time salaries for Covid-19.
- **Benefits** – Decrease of \$2,157 primarily due to elimination of one-time benefits for Covid-19.
- **Services and Charges** – Decrease of \$140,000 due to elimination of airport noise study, SAMP, and university initiative one-time services.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                  | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                      |                       | Actual     | Actual     | Adopted    | Adjusted   | Projected  |            |            | \$ Chg               | % Chg  |
| Expenditure Summary: |                       |            |            |            |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages      | 177,272    | 181,831    | 147,132    | 222,132    | 222,132    | 153,072    | 153,072    | (69,060)             | -31.1% |
| 2XX                  | Benefits              | 41,638     | 42,799     | 60,324     | 60,324     | 60,324     | 58,167     | 58,167     | (2,157)              | -3.6%  |
| 3XX                  | Supplies              | 1,233      | 6,254      | 2,100      | 2,100      | 2,100      | 2,100      | 2,100      | -                    | 0.0%   |
| 4XX                  | Services and Charges* | 59,343     | 109,620    | 206,417    | 211,417    | 211,417    | 71,417     | 71,417     | (140,000)            | -66.2% |
| Total Expenditures:  |                       | \$ 279,486 | \$ 340,503 | \$ 415,973 | \$ 495,973 | \$ 495,973 | \$ 284,756 | \$ 284,756 | \$ (211,217)         | -42.6% |

### POSITION INVENTORY:

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| General Fund:                 |                |                |         |          |           |                  |                  |       |
| Director-Economic Development | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 58i   |
| Total General Fund:           | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | n/a   |
| Total Regular Staffing        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | n/a   |
| Change from prior year        | -              | -              | -       | -        | -         | -                | -                | n/a   |
| Grand Total Staffing          | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | n/a   |

## EMERGENCY MANAGEMENT

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

### PURPOSE/DESCRIPTION:

The missions of Emergency Management is to prepare the City of Federal Way and the Greater Federal Way community for natural or manmade disasters through public education, training, planning and building interagency cooperation. Ensuring the Emergency Management program stays compliant with the National Incident Management System so that the City stays eligible for Department of Homeland Security grant funding. Emergency Management also ensures that the City and the Greater Federal Way community can respond to and recover from disasters via exercises, drills, training and maintaining the emergency operations center in a state of constant readiness. Emergency Management also outreaches to the community, offering training and education materials or presentation on preparedness.

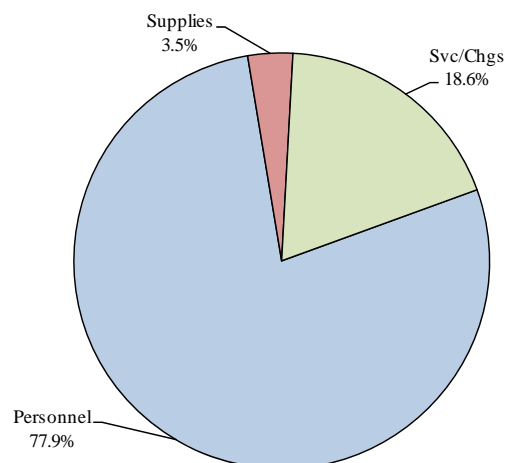
### GOALS/OBJECTIVES:

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

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

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

**2021 Proposed Expenditures by Category**



### PERFORMANCE MEASURES:

| Type/Description  | 2019 | 2020 | 2021 | 2022 |
|---|------|------|------|------|
| <b>Workload Measures:</b>   |      |      |      |      |
| • NIMS ICS Compliance   |      |      |      |      |
| • Update GFW Emergency Management Plan to be NIMS compliant                                     | 1    |      |      |      |
| • Conduct Emergency Management table top/functional exercises for staff assigned to the GFW EOC | 3    |      |      |      |
| • Conduct monthly Emergency Management oversight and planning committee meetings                | 11   |      |      |      |
| <b>Outcome Measures:</b>  |      |      |      |      |
| • Number of people trained in NIMS ICS Training   | 30   |      |      |      |
| • Number of table top exercises conducted   | 3    |      |      |      |
| <b>Efficiency Measures:</b>   |      |      |      |      |
| • Training GFW EOC staff in NIMS ICS  | 100% |      |      |      |
| • Conducting exercises and EOC activation   | 3    |      |      |      |
| • Public Education and Involvement Meetings   | 12   |      |      |      |

### POSITION INVENTORY:

| Positions                     | 2018   | 2019   | 2020    |          |           | 2021     | 2022     | Grade     |
|-------------------------------|--------|--------|---------|----------|-----------|----------|----------|-----------|
|                               | Actual | Actual | Adopted | Adjusted | Projected | Proposed | Proposed |           |
| Emergency Manager             | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | <b>50</b> |
| <b>Total Regular Staffing</b> | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | n/a       |
| <b>Change from prior year</b> | -      | -      | -       | -        | -         | -        | -        | n/a       |
| <b>Grand Total Staffing</b>   | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | n/a       |



## EMERGENCY MANAGEMENT

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

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$208,679 in 2021 and \$208,679 in 2022. This is a 3.1% or \$6,326 increase to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages**– Increase of \$4,584 due to scheduled step increases.
- **Services and Charges** – Increase of \$1,742 due to increases in health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                      |                |                |            |            |            |                  |                  |                      |       |
| 33X                  | Intergovernmental    | \$ 37,500      | \$ 37,500      | \$ -       | \$ -       | \$ -       | \$ -             | \$ -             | \$ -                 | n/a   |
| 36X                  | Miscellaneous        | 28,000         | 3,476          | 28,000     | 28,000     | 28,000     | 28,000           | 28,000           | -                    | 0.0%  |
| Total Revenues:      |                      | \$ 65,500      | \$ 40,976      | \$ 28,000  | \$ 28,000  | \$ 28,000  | \$ 28,000        | \$ 28,000        | \$ -                 | 0.0%  |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 113,256        | 115,524        | 113,256    | 113,256    | 113,256    | 117,840          | 117,840          | 4,584                | 4.0%  |
| 2XX                  | Benefits             | 46,129         | 46,557         | 43,037     | 43,037     | 43,037     | 44,779           | 44,779           | 1,742                | 4.0%  |
| 3XX                  | Supplies             | 720            | 1,060          | 7,300      | 7,300      | 7,300      | 7,300            | 7,300            | -                    | 0.0%  |
| 4XX                  | Services and Charges | 37,500         | 37,500         | 38,760     | 38,760     | 38,760     | 38,760           | 38,760           | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 197,605     | \$ 200,641     | \$ 202,353 | \$ 202,353 | \$ 202,353 | \$ 208,679       | \$ 208,679       | \$ 6,326             | 3.1%  |

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

### GOALS/OBJECTIVES:

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

### PERFORMANCE MEASURES:

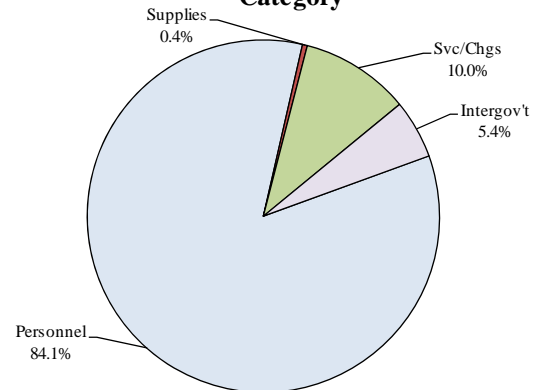
| Type/Description  | 2019  | 2020* | 2021 | 2022 |
|---|-------|-------|------|------|
| <b>Workload Measures:</b>                                   |       |       |      |      |
| • Number of employee applications processed                 | 1,451 |       |      |      |
| • Number of Public Safety Testing applications processed    | 528   |       |      |      |
| • Number of recruitments coordinated                        | 78    |       |      |      |
| • Number of training hours provided                         | 714   |       |      |      |
| • Number of Wellness Your Way Accounts Managed              | 432   |       |      |      |
| • Number of Onsite Biometric Participants                   | 277   |       |      |      |
| <b>Outcome Measures:</b>                                    |       |       |      |      |
| • % new employee orientations given in 3 days of employment | 100%  |       |      |      |
| • Percent exit interviews completed                         | 100%  |       |      |      |
| • Employee turnover rate                                    | 14%   |       |      |      |
| • Percent of minority employees in City workforce           | 25%   |       |      |      |
| • Worker's compensation experience factor                   | .9057 |       |      |      |

\*2020 Numbers lower due to COVID-19

### POSITION INVENTORY:

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Human Resources Manager       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54a   |
| Human Resources Analyst       | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 37    |
| Administrative Assistant I    | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 18    |
| <b>Total Regular Staffing</b> | 3.50           | 3.50           | 3.50    | 3.50     | 3.50      | 3.50             | 3.50             | n/a   |
| <b>Change from prior year</b> | -              | -              | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>   | 3.50           | 3.50           | 3.50    | 3.50     | 3.50      | 3.50             | 3.50             | n/a   |

2021 Proposed Expenditures by Category



## HUMAN RESOURCES

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

### HIGHLIGHTS/CHANGES:

The Human Resource Division's proposed operating budget totals \$527,932 in 2021 and \$536,319 in 2022. This is a 4.9% or \$26,949 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** - Increase of \$15,574 primarily due to scheduled step increases.
- **Benefits** – Decrease of \$2,523 primarily due to a change of benefits for employees in the division.
- **Services and Charges** – Decrease of \$40,000 primarily due to elimination of one-time salary study services.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                      |                      | Actual     | Actual     | Adopted    | Adjusted   | Projected  |            |            | \$ Chg               | % Chg  |
| Revenue Summary:     |                      |            |            |            |            |            |            |            |                      |        |
| 36X                  | Miscellaneous        | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | -                    | n/a    |
| Total Revenues:      |                      | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
| Expenditure Summary: |                      |            |            |            |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages     | 295,082    | 303,091    | 306,936    | 306,936    | 306,936    | 322,510    | 328,588    | 15,574               | 5.1%   |
| 2XX                  | Benefits             | 108,851    | 115,292    | 124,127    | 124,127    | 124,127    | 121,604    | 123,913    | (2,523)              | -2.0%  |
| 3XX                  | Supplies             | 1,922      | 5,613      | 2,370      | 2,370      | 2,370      | 2,370      | 2,370      | -                    | 0.0%   |
| 4XX                  | Services and Charges | 51,856     | 83,421     | 52,998     | 92,998     | 92,998     | 52,998     | 52,998     | (40,000)             | -43.0% |
| 5XX                  | Intergovernmental    | 21,079     | 14,298     | 28,450     | 28,450     | 28,450     | 28,450     | 28,450     | -                    | 0.0%   |
| Total Expenditures:  |                      | \$ 478,791 | \$ 521,715 | \$ 514,881 | \$ 554,881 | \$ 554,881 | \$ 527,932 | \$ 536,319 | \$ (26,949)          | -4.9%  |

## 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 Disclosure 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.

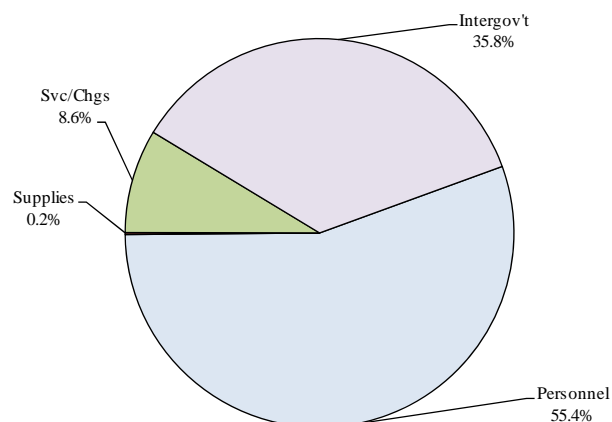
### GOALS/OBJECTIVES:

- 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  | 2019 | 2020 | 2021 | 2022 |
|---|------|------|------|------|
| <b>Workload Measures:</b>   |      |      |      |      |
| • Number of Agenda Bills submitted to City Council  | 250  |      |      |      |
| • Number of Legal Notices prepared and published annually   | 25   |      |      |      |
| • Number of Council Agendas prepared and published annually   | 45   |      |      |      |
| • Number of Ordinances processed annually   | 25   |      |      |      |
| • Number of Resolutions processed annually  | 15   |      |      |      |
| • Number of City Agreements processed annually  | 235  |      |      |      |
| • Number of City Meetings noticed per the Open Public Meetings Act                                    | 250  |      |      |      |
| • Number of Appointments made to Citizen Commissions/Committees                                       | 35   |      |      |      |
| • Number of Hearing Examiner Public Hearings coordinated and supervised                               | 10   |      |      |      |
| • Number of Public Record Requests processed  | 350  |      |      |      |
| • Number of Notarial Acts performed   | 135  |      |      |      |
| • Number of Boxes of Records which met retention that are destroyed or transferred to State Archivist | 125  |      |      |      |
| <b>Outcome Measures:</b>  |      |      |      |      |
| • Percent of agenda packets delivered to Council four days prior to meetings                          | 100% |      |      |      |
| • Percent of meeting agendas published more than 24 hours prior to meetings                           | 100% |      |      |      |
| • Percent of Public Records Requests acknowledged and processed within the 5 day requirement per RCW  | 100% |      |      |      |
| • Percent of ordinances and resolutions processed within 6 working days.                              | 100% |      |      |      |
| • Percent of City agreements processed within 6 working days  | 100% |      |      |      |

**2021 Proposed Expenditures by Category**



## CITY CLERK

**Responsible Manager:** *Stephanie Courtney*

### POSITION INVENTORY:

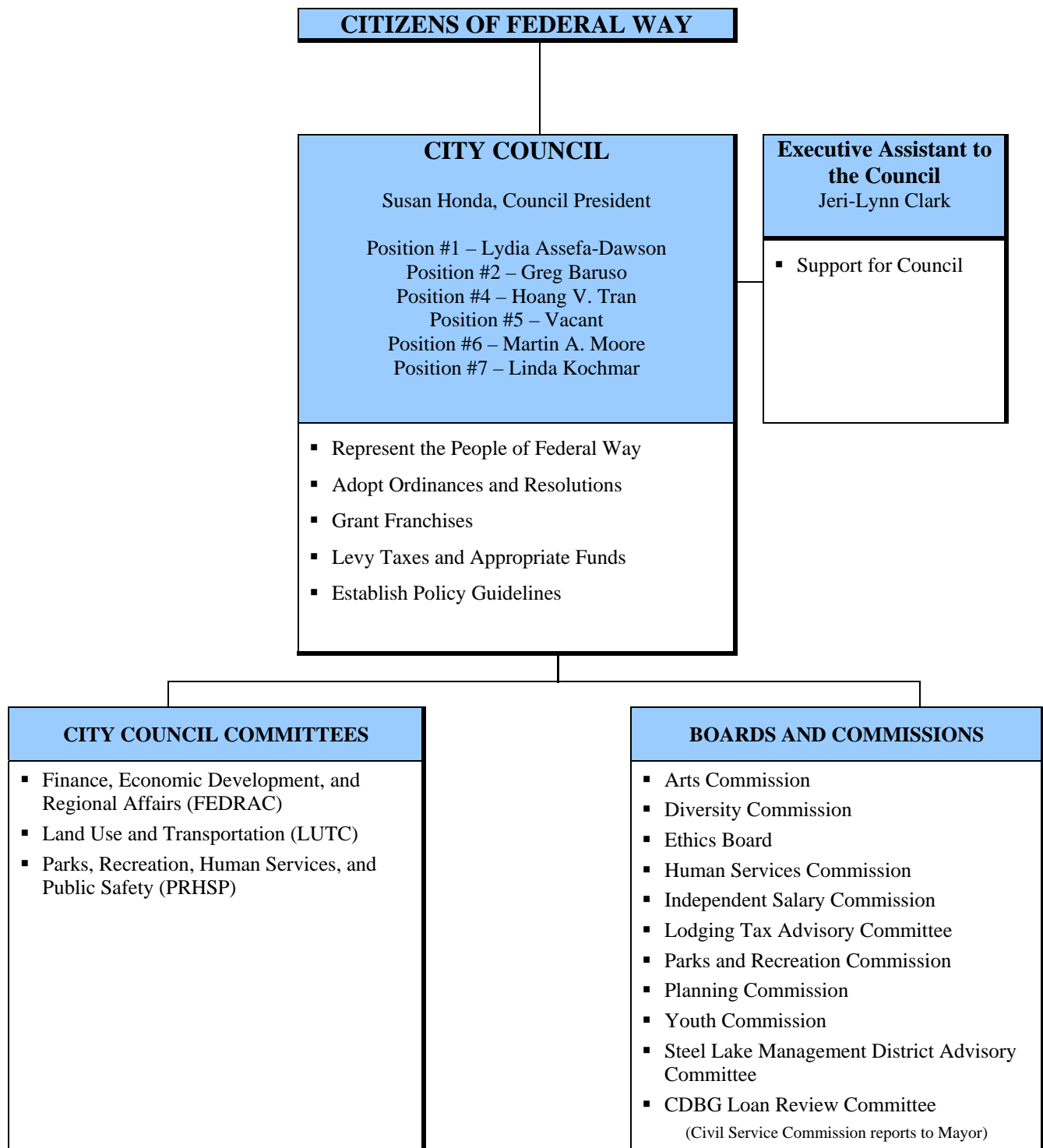
| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| City Clerk                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 50    |
| Deputy City Clerk             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 36a   |
| Administrative Assistant I    | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 18    |
| <b>Total Regular Staffing</b> | 2.50           | 2.50           | 2.50    | 2.50     | 2.50      | 2.50             | 2.50             | n/a   |
| <b>Change from prior year</b> | -              | -              | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>   | 2.50           | 2.50           | 2.50    | 2.50     | 2.50      | 2.50             | 2.50             | n/a   |

The City Clerk's proposed operating budget totals \$558,912 in 2021 and \$560,410 in 2022. This is a 8.7% or \$44,928 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$36,495 primarily due to scheduled step increases.
- **Benefits** – Increase of \$8,433 due to increased health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 191,354        | 207,020        | 187,983    | 187,983    | 187,983    | 224,478          | 225,564          | 36,495               | 19.4% |
| 2XX                  | Benefits             | 71,776         | 79,710         | 76,869     | 76,869     | 76,869     | 85,302           | 85,714           | 8,433                | 11.0% |
| 3XX                  | Supplies             | 995            | 679            | 750        | 750        | 750        | 871              | 871              | 121                  | 16.1% |
| 4XX                  | Services and Charges | 32,924         | 74,903         | 48,382     | 48,382     | 48,382     | 48,261           | 48,261           | (121)                | -0.3% |
| 5XX                  | Intergovernmental    | 202,865        | 229,951        | 200,000    | 200,000    | 200,000    | 200,000          | 200,000          | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 499,915     | \$ 592,263     | \$ 513,984 | \$ 513,984 | \$ 513,984 | \$ 558,912       | \$ 560,410       | \$ 44,928            | 8.7%  |



## CITY COUNCIL

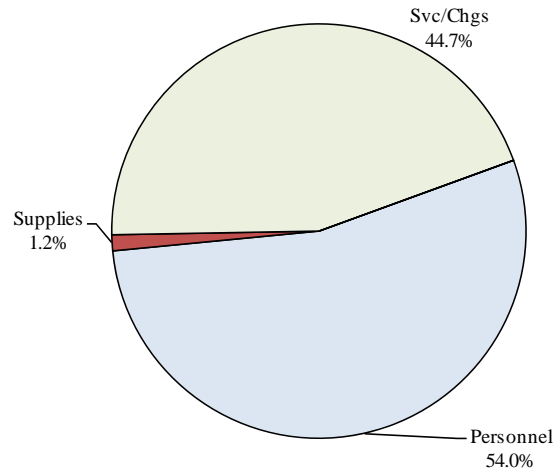
**Responsible Manager:** *Deputy Mayor Susan Honda*

### PURPOSE/DESCRIPTION:

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

The Federal Way City Council meetings are held the first and third Tuesday of each month at 6:30 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.

### 2021 Proposed Expenditures by Category



### GOALS/OBJECTIVES:

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

### POSITION INVENTORY:

| Positions                      | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                                |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Council President              | -              | -              | -       | 0.50     | 0.50      | 0.50             | 0.50             | 01c   |
| Deputy Mayor                   | 0.50           | 0.50           | 0.50    | -        | -         | -                | -                | 01c   |
| Council Member*                | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | 01a   |
| Executive Assistant to Council | 0.70           | 0.70           | 0.70    | 0.70     | 0.70      | 0.70             | 0.70             | 31a   |
| <b>Total Regular Staffing</b>  | 4.20           | 4.20           | 4.20    | 4.20     | 4.20      | 4.20             | 4.20             | n/a   |
| <b>Change from prior year</b>  |                | -              | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>    | 4.20           | 4.20           | 4.20    | 4.20     | 4.20      | 4.20             | 4.20             | n/a   |

## CITY COUNCIL

**Responsible Manager:** *Council President Susan Honda*

### HIGHLIGHTS/CHANGES:

The City Council's proposed operating budget totals \$525,655 in 2021 and \$530,695 in 2022. This is a 3.4% or \$17,443 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages:** Decrease of \$12,918 due to allocating a portion of salaries of Executive Assistant to Community Services.
- **Benefits:** Increase of \$30,361 due to increased health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|-------|
|                      |                      | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg |
| Expenditure Summary: |                      |            |            |            |            |            |            |            |                      |       |
| 1XX                  | Salaries & Wages     | 150,022    | 155,613    | 173,502    | 178,070    | 178,070    | 165,152    | 168,512    | (12,918)             | -7.3% |
| 2XX                  | Benefits             | 89,123     | 91,709     | 88,486     | 88,486     | 88,486     | 118,847    | 120,527    | 30,361               | 34.3% |
| 3XX                  | Supplies             | 6,798      | 5,947      | 6,537      | 6,537      | 6,537      | 6,537      | 6,537      | -                    | 0.0%  |
| 4XX                  | Services and Charges | 159,198    | 168,896    | 177,638    | 235,118    | 235,118    | 235,118    | 235,118    | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 405,140 | \$ 422,165 | \$ 446,163 | \$ 508,211 | \$ 508,211 | \$ 525,655 | \$ 530,695 | \$ 17,443            | 3.4%  |

## 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 2020 are: Councilmember Hoang Tran (Chair), Councilmember Mark Koppang and Councilmember Linda Kochmar.

Meetings are held the 4th Tuesday of each month at 5:00 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 2020 are: Councilmember Mark Koppang (Chair), Councilmember Hoang Tran, and Councilmember Martin Moore.

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 2020 are: Councilmember Linda Kochmar (Chair), Councilmember Lydia Assefa-Dawson and Councilmember Greg Baruso.



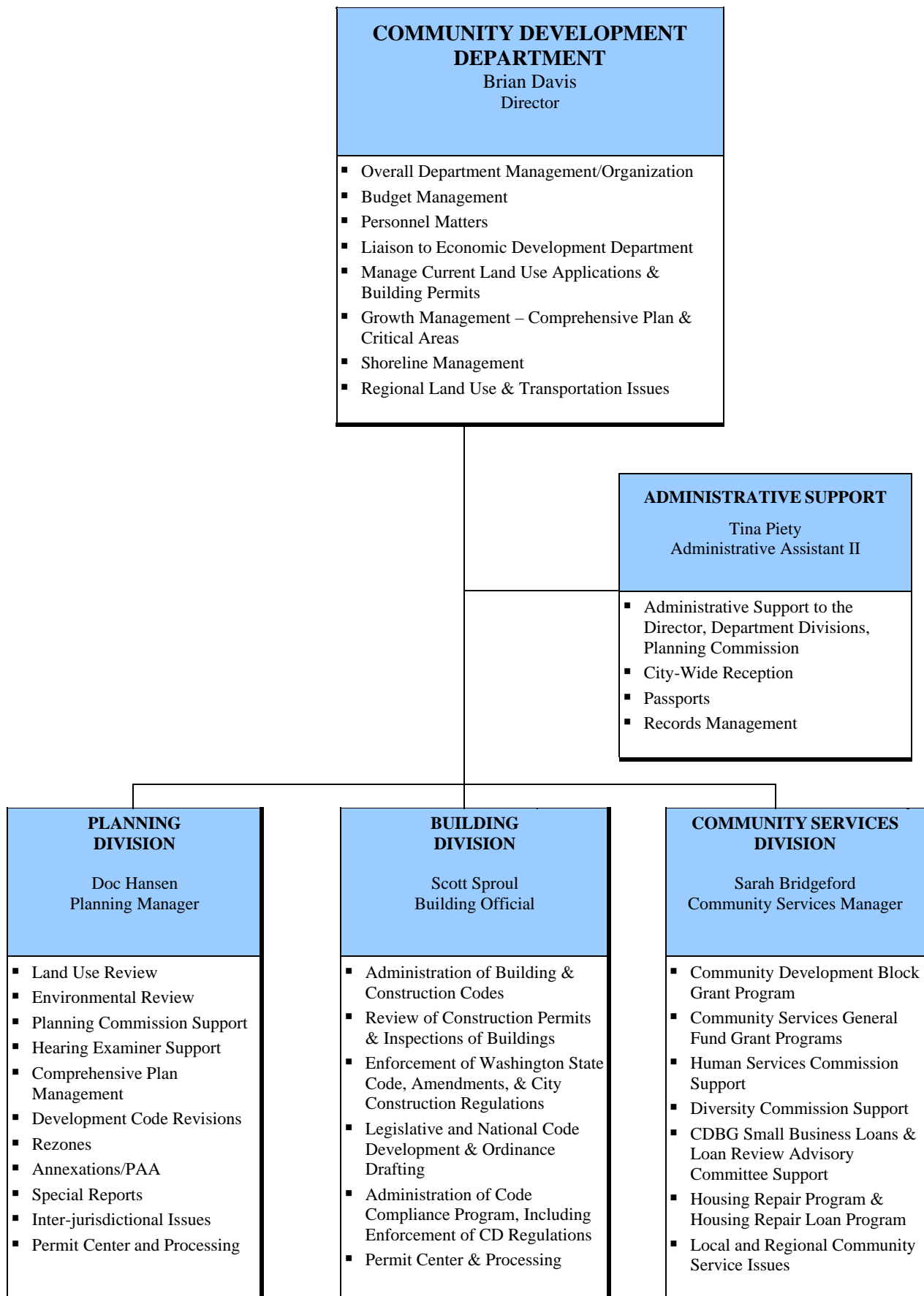
Meetings are held the 2<sup>nd</sup> Tuesday of each month at 5:00 PM in the Hylebos Conference Room at City Hall, unless otherwise noted.

**LODGING TAX ADVISORY COMMITTEE:**

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

The membership of the LTAC is appointed by the City Council and consists of up to seven members: one member is an elected official of the city who serves as the chair; three members are representatives of businesses required to collect the tax; and three members are persons involved in activities authorized to be funded by revenue received from the tax. Committee members for 2020 are: Lydia Assefa-Dawson Councilmember, Chair, Mike Dunwiddie, King County Aquatic Center, Madalena Miller, Courtyard by Marriott, Joann Piquette, Federal Way Coalition of the Performing Arts, Vickie Molzer, Hampton Inn, Brian Hoffman, General Manager PAEC, Pending hotel representative appointment.

Meetings are held the 2<sup>nd</sup> Wednesday of each month at 10:00 AM in the Hylebos Conference Room at City Hall, unless otherwise noted.



**COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW**

**Responsible Manager:** *Brian Davis*

**2019/2020 ACCOMPLISHMENTS**

**2021/2022 ANTICIPATED KEY PROJECTS**

**COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW**

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

**DEPARTMENT POSITION INVENTORY:**

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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   |
| Building Official                                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 52    |
| Planning Manager                                     | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Community Services Manager                           | 0.72           | 0.72           | 0.72    | 0.72     | 0.72      | 0.72             | 0.72             | 47    |
| Principal Planner                                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Plans Examiner                                       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 42    |
| Senior Planner                                       | 2.00           | 2.80           | 2.80    | 1.80     | 1.80      | 1.80             | 1.80             | 41    |
| Combination Electrical/Bldg Inspector/Plans Examiner | 1.00           | 1.00           | 3.00    | 1.00     | 1.00      | 1.00             | 1.00             | 40    |
| Inspector/Plans Examiner                             | 2.00           | 2.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 39    |
| Code Compliance Officer (1.0 FTE Prop 1 funded)      | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.73             | 2.73             | 36    |
| Associate Planner                                    | 2.00           | 2.00           | 2.00    | 3.00     | 3.00      | 2.00             | 2.00             | 35    |
| CDBG Coordinator                                     | 0.83           | 0.83           | 0.83    | 0.83     | 0.83      | 0.83             | 0.83             | 35    |
| Permit Center Supervisor                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Executive Assistant to Council                       | -              | -              | -       | -        | -         | 0.15             | 0.15             | 30    |
| Lead Development Specialist                          | 1.00           | 1.00           | -       | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Administrative Assistant II                          | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 25    |
| Development Specialist                               | 1.00           | 1.00           | 3.00    | 1.00     | 1.00      | 1.00             | 1.00             | 24    |
| Permit Center Technician                             | 0.90           | 0.90           | -       | 0.90     | 0.90      | 0.90             | 0.90             | 23    |
| Administrative Assistant I                           | -              | -              | 0.90    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| Office Technician II                                 | 1.00           | 0.68           | 1.00    | 0.68     | 0.68      | 0.68             | 0.68             | 14    |
| Graffiti Technician                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 12    |
| <b>Total General Fund:</b>                           | 22.45          | 22.93          | 25.25   | 23.93    | 23.93     | 23.81            | 23.81            | n/a   |
| <b>CDBG Fund</b>                                     |                |                |         |          |           |                  |                  |       |
| Community Services Manager                           | 0.28           | 0.28           | 0.28    | 0.28     | 0.28      | 0.28             | 0.28             | 47    |
| Code Compliance Officer                              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 0.27             | 0.27             | 36    |
| Recreation Coordinator                               | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 33    |
| CDBG Coordinator                                     | 0.17           | 0.17           | 0.17    | 0.17     | 0.17      | 0.17             | 0.17             | 31    |
| Executive Assistant to Council                       | 0.30           | 0.30           | 0.30    | 0.30     | 0.30      | 0.15             | 0.15             | 31a   |
| <b>Total CDBG:</b>                                   | 2.25           | 2.25           | 2.25    | 2.25     | 2.25      | 1.37             | 1.37             | n/a   |
| <b>Total Regular Staffing</b>                        | 24.70          | 25.18          | 27.50   | 26.18    | 26.18     | 25.18            | 25.18            | n/a   |
| <b>Change from prior year</b>                        | -              | 0.48           | 2.32    | (1.33)   | 0.00      | (1.00)           | -                | n/a   |
| <b>Grand Total Staffing</b>                          | 24.70          | 25.18          | 27.50   | 26.18    | 26.18     | 25.18            | 25.18            | n/a   |

## COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

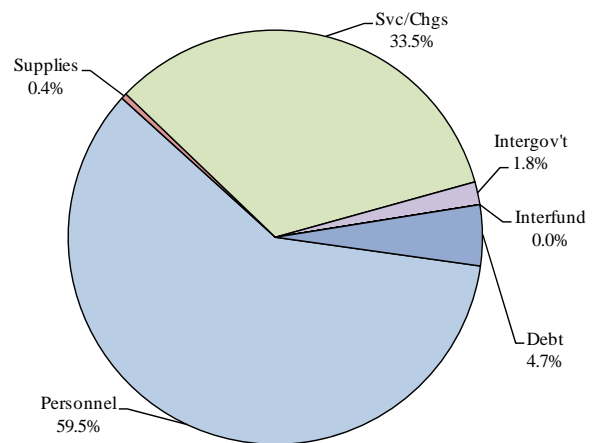
Responsible Manager: *Brian Davis, Director*

### PURPOSE/DESCRIPTION:

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

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.

### 2021 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                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|---|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|   |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg  |
| Revenue Summary:                                |                      |              |              |              |              |              |              |              |                      |        |
| 31X   | Taxes                | \$ 90,001    | \$ 96,088    | \$ 95,218    | \$ 95,218    | \$ 95,218    | \$ 103,811   | \$ 109,114   | \$ 8,593             | 9.0%   |
| 32X   | Licenses and Permits | 1,443,595    | 2,956,511    | 1,526,890    | 1,573,987    | 1,573,987    | 1,650,116    | 1,683,108    | 76,129               | 4.8%   |
| 33X   | Intergovernmental    | 782,478      | 815,082      | 668,900      | 1,836,630    | 1,836,630    | 1,183,010    | 758,323      | (653,620)            | -35.6% |
| 34X   | Charges for Services | 1,151,730    | 1,525,921    | 849,873      | 623,480      | 623,480      | 850,664      | 867,418      | 227,184              | 36.4%  |
| 35X   | Fines and Penalties  | 70           | 64,000       | -            | 3,788        | 3,788        | 13,583       | 13,585       | 9,795                | 258.6% |
| 36X   | Miscellaneous        | 8,584        | 107,892      | -            | 106,875      | 106,875      | 3,678        | 3,752        | (103,197)            | -96.6% |
| Total Revenues:                                 |                      | \$ 3,476,458 | \$ 5,565,494 | \$ 3,140,880 | \$ 4,239,977 | \$ 4,239,977 | \$ 3,804,862 | \$ 3,435,299 | \$ (435,116)         | -10.3% |
| Expenditure Summary                             |                      |              |              |              |              |              |              |              |                      |        |
| 71  | Administration       | 427,196      | 482,748      | 431,001      | 498,543      | 498,543      | 498,102      | 503,605      | (441)                | -0.1%  |
| 73  | Planning             | 782,788      | 907,030      | 867,628      | 766,844      | 766,844      | 791,329      | 804,333      | 24,484               | 3.2%   |
| 74  | Building             | 1,075,971    | 1,156,594    | 1,235,448    | 1,507,660    | 1,507,660    | 1,362,610    | 1,375,165    | (145,049)            | -9.6%  |
| 83  | Community Services   | 760,398      | 871,103      | 844,805      | 1,153,524    | 1,153,524    | 967,372      | 975,180      | (186,152)            | -16.1% |
| Subtotal GF Operating Exp.:                     |                      | \$ 3,046,354 | \$ 3,417,475 | \$ 3,378,882 | \$ 3,926,571 | \$ 3,926,571 | \$ 3,619,412 | \$ 3,658,283 | \$ (307,159)         | -7.8%  |
| Non-General Fund Operating Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |        |
| 114   | Prop 1 Fund          | 90,001       | 96,088       | 95,218       | 95,218       | 95,218       | 103,811      | 109,114      | 8,593                | 9.0%   |
| 119   | Comm Dev Block Grant | 780,865      | 796,486      | 685,263      | 1,850,663    | 1,850,663    | 1,156,850    | 589,046      | (693,813)            | -37.5% |
| Subtotal Non-GF Oper. Exp.:                     |                      | \$ 870,866   | \$ 892,574   | \$ 780,481   | \$ 1,945,881 | \$ 1,945,881 | \$ 1,260,661 | \$ 698,159   | \$ (685,220)         | -35.2% |
| Total Expenditures:                             |                      | \$ 3,917,219 | \$ 4,310,048 | \$ 4,159,363 | \$ 5,872,452 | \$ 5,872,452 | \$ 4,880,073 | \$ 4,356,442 | \$ (992,378)         | -16.9% |

## COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: *Brian Davis, Director*

## HIGHLIGHTS/CHANGES:

The Department of Community Development overall proposed operating budget totals \$4,880,073 in 2021 and \$4,356,442 in 2022. This is a 16.9% or \$992,378 decrease to the 2021 proposed budget from the 2020 adjusted budget. 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 \$86,113 due to the reduction of 1.0 FTE vacant Associate Planner, offset by increases in Associate Planner, Senior Planner, Principal Planner, and Planning Manager positions in 2020.
- **Services and Charges** – Decrease of \$930,403 due to reduced CDBG grant funded services, and one-time building nuisance abatement services.
- **Debt** – Increase of \$33,492 due to increased Section 108 loan payments.

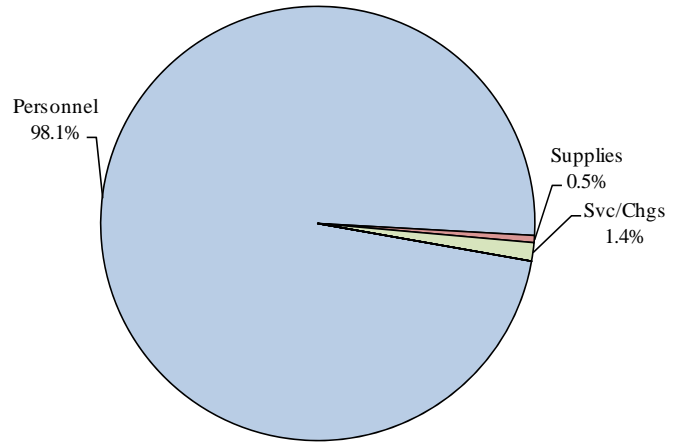
## REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                   | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                        |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                        |                |                |              |              |              |                  |                  |                      |         |
| 31X                  | Taxes                  | \$ 90,001      | \$ 96,088      | \$ 95,218    | \$ 95,218    | \$ 95,218    | \$ 103,811       | \$ 109,114       | \$ 8,593             | 9.0%    |
| 32X                  | Licenses and Permits   | 1,443,595      | 2,956,511      | 1,526,890    | 1,573,987    | 1,573,987    | 1,650,116        | 1,683,108        | 76,129               | 4.8%    |
| 33X                  | Intergovernmental      | 782,478        | 815,082        | 668,900      | 1,836,630    | 1,836,630    | 1,183,010        | 758,323          | (653,620)            | -35.6%  |
| 34X                  | Charges for Services*  | 1,151,730      | 1,525,921      | 849,873      | 623,480      | 623,480      | 850,664          | 867,418          | 227,184              | 36.4%   |
| 35X                  | Fines and Penalties    | 70             | 64,000         | -            | 3,788        | 3,788        | 13,583           | 13,585           | 9,795                | 258.6%  |
| 36X                  | Miscellaneous          | 8,584          | 107,892        | -            | 106,875      | 106,875      | 3,678            | 3,752            | (103,197)            | -96.6%  |
| Total Revenues:      |                        | \$ 3,476,458   | \$ 5,565,494   | \$ 3,140,880 | \$ 4,239,977 | \$ 4,239,977 | \$ 3,804,862     | \$ 3,435,299     | \$ (435,116)         | -10.3%  |
| Expenditure Summary: |                        |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries and Wages     | 1,915,099      | 2,098,647      | 2,090,915    | 2,097,337    | 2,097,337    | 2,107,427        | 2,141,779        | 10,090               | 0.5%    |
| 2XX                  | Benefits               | 748,740        | 778,344        | 848,949      | 892,124      | 892,124      | 795,920          | 807,974          | (96,203)             | -10.8%  |
| 3XX                  | Supplies               | 10,430         | 20,215         | 21,800       | 21,800       | 21,800       | 21,800           | 21,800           | -                    | 0.0%    |
| 4XX                  | Services and Charges   | 936,797        | 1,092,264      | 900,995      | 2,566,817    | 2,566,817    | 1,636,414        | 1,070,464        | (930,403)            | -36.2%  |
| 5XX                  | Intergovernmental      | 80,064         | 88,591         | 87,350       | 87,350       | 87,350       | 87,350           | 87,350           | -                    | 0.0%    |
| 7XX                  | Debt Service-Principal | 159,000        | 159,000        | 150,000      | 150,000      | 150,000      | 159,000          | 159,000          | 9,000                | 6.0%    |
| 8XX                  | Debt Service-Interest  | 67,090         | 72,988         | 50,000       | 47,670       | 47,670       | 72,162           | 68,075           | 24,492               | 51.4%   |
| 9XX                  | Internal Service/Other | -              | -              | 9,354        | 9,354        | 9,354        | -                | -                | (9,354)              | -100.0% |
| Total Expenditures:  |                        | \$ 3,917,219   | \$ 4,310,048   | \$ 4,159,363 | \$ 5,872,452 | \$ 5,872,452 | \$ 4,880,073     | \$ 4,356,442     | \$ (992,378)         | -16.9%  |

\*Sound Transit fees account for a portion of the increase in charges for services.

**COMMUNITY DEVELOPMENT ADMINISTRATION****Responsible Manager: Brian Davis, Director****PURPOSE/DESCRIPTION:**

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

**2021 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                             | 2019  | 2020 | 2021 | 2022 |
|--|-------|------|------|------|
| <b>Workload Measures:</b>                    |       |      |      |      |
| • Number of documents formatted/edited.      | 648   |      |      |      |
| • Number of walk-in clients.                 | 1450  |      |      |      |
| • Number of phone calls received.            | 1150  |      |      |      |
| • Number of Planning Commission meetings.    | 15    |      |      |      |
| • Number of passport applications processed. | 2216  |      |      |      |
| <b>Outcome Measures:</b>                     |       |      |      |      |
| • Percent of documents completed on time.    | 95.0% |      |      |      |

**POSITION INVENTORY:**

| Positions                      | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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             | 25    |
| Permit Center Technician       | 0.90           | 0.90           | -       | 0.90     | 0.90      | 0.90             | 0.90             | 23    |
| Administrative Assistant I     | -              | -              | 0.90    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| Office Technician II           | 1.00           | 0.68           | 1.00    | 0.68     | 0.68      | 0.68             | 0.68             | 14    |
| <b>Total Regular Staffing</b>  | 3.90           | 3.58           | 3.90    | 4.58     | 4.58      | 4.58             | 4.58             | n/a   |
| <b>Change from prior year</b>  | -              | (0.32)         | 0.32    | 1.00     | 1.00      | -                | -                | n/a   |
| <b>Grand Total Staffing</b>    | 3.90           | 3.58           | 3.90    | 4.58     | 4.58      | 4.58             | 4.58             | n/a   |



**COMMUNITY DEVELOPMENT ADMINISTRATION****Responsible Manager: *Brian Davis, Director*****HIGHLIGHTS/CHANGES:**

The Department of Community Development Administration Division proposed operating budget totals \$498,102 in 2021 and \$503,605 in 2022. This is a 0.1% or \$441 decrease to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Decrease of \$12,419 due to changes of employees in positions.
- **Benefits** – Increase of \$11,977 due to increased health insurance premiums.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 299,748        | 340,331        | 298,979    | 366,521    | 366,521    | 354,102          | 358,090          | (12,419)             | -3.4% |
| 2XX                  | Benefits             | 116,829        | 131,895        | 122,581    | 122,581    | 122,581    | 134,559          | 136,074          | 11,977               | 9.8%  |
| 3XX                  | Supplies             | 3,115          | 2,930          | 2,625      | 2,625      | 2,625      | 2,625            | 2,625            | -                    | 0.0%  |
| 4XX                  | Services and Charges | 7,504          | 7,592          | 6,816      | 6,816      | 6,816      | 6,816            | 6,816            | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 427,196     | \$ 482,748     | \$ 431,001 | \$ 498,543 | \$ 498,543 | \$ 498,102       | \$ 503,605       | \$ (441)             | -0.1% |

## COMMUNITY DEVELOPMENT PLANNING

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

### PURPOSE/DESCRIPTION:

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

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

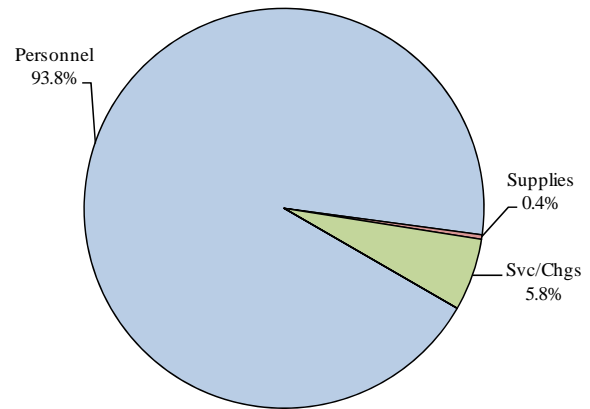
The division prepares, maintains and implements the city's comprehensive plan consistent with the Growth Management Act. The division is responsible for implementing other special projects and mandates required through the Growth Management Act or other new legislation. The division responds to and prepares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

**2021 Proposed Expenditures by Category**



**COMMUNITY DEVELOPMENT PLANNING**

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

**PERFORMANCE MEASURES:**

| Type/Description  | 2019   | 2020 | 2021 | 2022 |
|---|--------|------|------|------|
| <b>Workload Measures:</b>                                       |        |      |      |      |
| • Pre-application conferences held.                             | 40     |      |      |      |
| • Number of drop-in questions-telephone and front counter.      | 11,500 |      |      |      |
| • Land use/subdivision applications received.                   | 100    |      |      |      |
| • Administrative Decisions                                      | 160    |      |      |      |
| • Planning Commission meetings supported.                       | 15     |      |      |      |
| <b>Efficiency Measures:</b>                                     |        |      |      |      |
| • Average number of calendar days to complete pre-applications. | 25     |      |      |      |
| • Average turnaround time for Administrative Decision response. | 15     |      |      |      |

**POSITION INVENTORY:**

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Planning Manager              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Principal Planner             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Senior Planner                | 2.00           | 2.80           | 2.80    | 1.80     | 1.80      | 1.80             | 1.80             | 41    |
| Associate Planner             | 2.00           | 2.00           | 2.00    | 3.00     | 3.00      | 2.00             | 2.00             | 35    |
| <b>Total Regular Staffing</b> | 6.00           | 6.80           | 6.80    | 6.80     | 6.80      | 5.80             | 5.80             | n/a   |
| <b>Change from prior year</b> | -              | 0.80           | -       | -        | -         | (1.00)           | -                | n/a   |
| <b>Grand Total Staffing</b>   | 6.00           | 6.80           | 6.80    | 6.80     | 6.80      | 5.80             | 5.80             | n/a   |

## COMMUNITY DEVELOPMENT PLANNING

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

### HIGHLIGHTS/CHANGES:

The Department of Community Development Planning Division proposed operating budget totals \$791,329 in 2021 and \$804,333 in 2022. This is a 3.2% or \$24,484 increase to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of \$60,674 due to increases for Associate Planner, Senior Planner, Principal Planner, and Planning Manager positions, and reallocation of positions in the department. This is offset by a reduction of 1.0 FTE Associate Planner that is vacant within the department.
- **Benefits** – Decrease of \$36,190 primarily due to a change of benefits due to a change of employees in positions.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                      |                      | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg  |
| Revenue Summary:     |                      |            |            |            |            |            |            |            |                      |        |
| 32X                  | Licenses and Permits | \$ -       | \$ 202     | \$ 2,000   | \$ 500     | \$ 500     | \$ 500     | \$ 500     | \$ -                 | 0.0%   |
| 33X                  | Intergovernmental    | 3,943      | 20,855     | -          | -          | -          | -          | -          | -                    | n/a    |
| 34X                  | Charges for Services | 125,091    | 245,511    | 99,750     | 130,679    | 130,679    | 148,511    | 151,221    | 17,832               | 13.6%  |
| Total Revenues:      |                      | \$ 129,034 | \$ 266,568 | \$ 101,750 | \$ 131,179 | \$ 131,179 | \$ 149,011 | \$ 151,721 | \$ 17,832            | 13.6%  |
| Expenditure Summary: |                      |            |            |            |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages     | 543,497    | 626,816    | 580,476    | 479,692    | 479,692    | 540,366    | 550,514    | 60,674               | 12.6%  |
| 2XX                  | Benefits             | 185,754    | 201,380    | 237,995    | 237,995    | 237,995    | 201,805    | 204,662    | (36,190)             | -15.2% |
| 3XX                  | Supplies             | 2,547      | 3,346      | 2,850      | 2,850      | 2,850      | 2,850      | 2,850      | -                    | 0.0%   |
| 4XX                  | Services and Charges | 50,991     | 75,487     | 46,257     | 46,257     | 46,257     | 46,257     | 46,257     | -                    | 0.0%   |
| 5XX                  | Intergovernmental    | -          | -          | 50         | 50         | 50         | 50         | 50         | -                    | 0.0%   |
| Total Expenditures:  |                      | \$ 782,788 | \$ 907,030 | \$ 867,628 | \$ 766,844 | \$ 766,844 | \$ 791,329 | \$ 804,333 | \$ 24,484            | 3.2%   |

## **COMMUNITY DEVELOPMENT BUILDING**

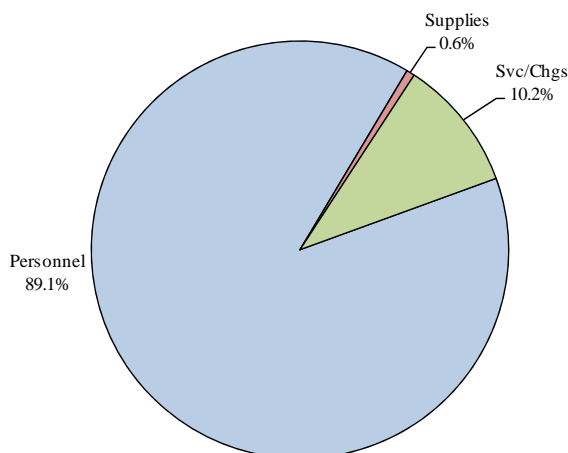
**Responsible Manager:** *Scott Sproul, Building Official*

### **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.

**2021 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.

**PERFORMANCE MEASURES:**

| Type/Description   | 2019    | 2020 | 2021 | 2022 |
|--|---------|------|------|------|
| <b>Workload Measures:</b>  |         |      |      |      |
| • Total permits issued/reviewed.   | 4,500   |      |      |      |
| • Valuation of issued permits.   | \$76.8m |      |      |      |
| <b>Outcome Measures:</b>   |         |      |      |      |
| • New Single Family (NSF) permits issued < 30 days.<br>NSF review timelines run 7 to 233 days; average of 61 days per project.<br>Project review timelines where staff waits on applicant to respond run 3 to 176 days; average of 20 days per project.<br>Net review time averages 40.7 days. | 80%     |      |      |      |
| • Tenant Improvement permits (TI) issued < 30 days.  | 75%     |      |      |      |
| • Total number of permit inspections per year.   | 8100    |      |      |      |
| • Total number of Citizen Action Request investigations per year.  | 1800    |      |      |      |
| • Total number of Records Requests completed per year.   | 150     |      |      |      |
| • Total revenue receipted versus Total revenue forecasted (%).   | 100.0%  |      |      |      |
| <b>Efficiency Measures:</b>  |         |      |      |      |
| • Average staff hours per NSF permit – Review/Inspection.  | 4/15    |      |      |      |
| • Average staff hours per TI permit – Review/Inspection.   | 4/10    |      |      |      |
| • Inspection Hours   | 7500    |      |      |      |

**COMMUNITY DEVELOPMENT BUILDING****Responsible Manager: Scott Sproul, Building Official**

The Department of Community Development Building Division proposed operating budget totals \$1,466,421 in 2021 and \$1,484,279 in 2022. This is a 8.5% or \$136,456 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net decrease of \$25,324 due to elimination of General Fund adjustment for CDBG code compliance in 2020, and reallocation of positions within the department.
- **Benefits** – Net decrease of \$63,132 due to elimination of General Fund adjustment for CDBG code compliance in 2020, and reallocation of positions within the department.
- **Services and Charges** – Net decrease of \$48,000 due to elimination of one-time nuisance abatement services.

**REVENUE AND EXPENDITURE SUMMARY:****BUILDING – GENERAL FUND**

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                      |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                      |                |                |              |              |              |                  |                  |                      |        |
| 32X                  | Licenses and Permits | \$ 1,443,595   | \$ 2,956,309   | \$ 1,524,890 | \$ 1,573,487 | \$ 1,573,487 | \$ 1,649,616     | \$ 1,682,608     | \$ 76,129            | 4.8%   |
| 34X                  | Charges for Services | 1,026,639      | 1,280,410      | 750,123      | 492,801      | 492,801      | 702,153          | 716,197          | 209,352              | 42.5%  |
| 35X                  | Fines and Penalties  | 70             | 64,000         | -            | 3,788        | 3,788        | 13,583           | 13,585           | 9,795                | 258.6% |
| Total Revenues:      |                      | \$ 2,470,304   | \$ 4,300,720   | \$ 2,275,012 | \$ 2,070,076 | \$ 2,070,076 | \$ 2,365,352     | \$ 2,412,390     | \$ 295,276           | 14.3%  |
| Expenditure Summary: |                      |                |                |              |              |              |                  |                  |                      |        |
| 1XX                  | Salaries & Wages     | 748,071        | 797,346        | 863,835      | 902,872      | 902,872      | 872,854          | 881,952          | (30,018)             | -3.3%  |
| 2XX                  | Benefits             | 319,645        | 324,879        | 354,172      | 397,347      | 397,347      | 330,317          | 333,774          | (67,031)             | -16.9% |
| 3XX                  | Supplies             | 2,626          | 9,298          | 9,375        | 9,375        | 9,375        | 9,375            | 9,375            | -                    | 0.0%   |
| 4XX                  | Services and Charges | 5,630          | 25,070         | 8,065        | 198,065      | 198,065      | 150,065          | 150,065          | (48,000)             | -24.2% |
| Total Expenditures:  |                      | \$ 1,075,971   | \$ 1,156,594   | \$ 1,235,448 | \$ 1,507,660 | \$ 1,507,660 | \$ 1,362,610     | \$ 1,375,165     | \$ (145,049)         | -9.6%  |

**BUILDING – PROPOSITION 1 FUND**

| Code                 | Item             | 2018<br>Actual | 2019<br>Actual | 2020      |           |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|------------------|----------------|----------------|-----------|-----------|-----------|------------------|------------------|----------------------|-------|
|                      |                  |                |                | Adopted   | Adjusted  | Projected |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                  |                |                |           |           |           |                  |                  |                      |       |
| 31X                  | Taxes            | \$ 90,001      | \$ 96,088      | \$ 95,218 | \$ 95,218 | \$ 95,218 | \$ 103,811       | \$ 109,114       | \$ 8,593             | 9.0%  |
| Total Revenues:      |                  | \$ 90,001      | \$ 96,088      | \$ 95,218 | \$ 95,218 | \$ 95,218 | \$ 103,811       | \$ 109,114       | \$ 8,593             | 9.0%  |
| Expenditure Summary: |                  |                |                |           |           |           |                  |                  |                      |       |
| 1XX                  | Salaries & Wages | 62,222         | 68,191         | 70,532    | 70,532    | 70,532    | 75,225           | 79,068           | 4,694                | 6.7%  |
| 2XX                  | Benefits         | 27,779         | 27,897         | 24,686    | 24,686    | 24,686    | 28,586           | 30,046           | 3,899                | 15.8% |
| Total Expenditures:  |                  | \$ 90,001      | \$ 96,088      | \$ 95,218 | \$ 95,218 | \$ 95,218 | \$ 103,811       | \$ 109,114       | \$ 8,593             | 9.0%  |

**POSITION INVENTORY:**

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| General Fund:  |                |                |         |          |           |                  |                  |       |
| Building Official                                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 52    |
| Plans Examiner                                       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 42    |
| Inspector/Plans Examiner                             | 2.00           | 2.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 39    |
| Combination Electrical/Bldg Inspector/Plans Examiner | 1.00           | 1.00           | 3.00    | 1.00     | 1.00      | 1.00             | 1.00             | 39    |
| Code Compliance Officer (1.0 FTE Prop 1 funded)      | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.73             | 2.73             | 36    |
| Permit Center Supervisor                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Lead Development Specialist                          | 1.00           | 1.00           | -       | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Development Specialist                               | 1.00           | 1.00           | 3.00    | 1.00     | 1.00      | 1.00             | 1.00             | 26    |
| Graffiti Technician                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 12    |
| Total Regular Staffing                               | 11.00          | 11.00          | 13.00   | 11.00    | 11.00     | 11.73            | 11.73            | n/a   |
| Change from prior year                               | -              | -              | 2.00    | (2.00)   | -         | 0.73             | -                | n/a   |
| Grand Total Staffing                                 | 11.00          | 11.00          | 13.00   | 11.00    | 11.00     | 11.73            | 11.73            | n/a   |

## COMMUNITY DEVELOPMENT COMMUNITY SERVICES

**Responsible Manager:** *Sarah Bridgeford, Community Services Manager*

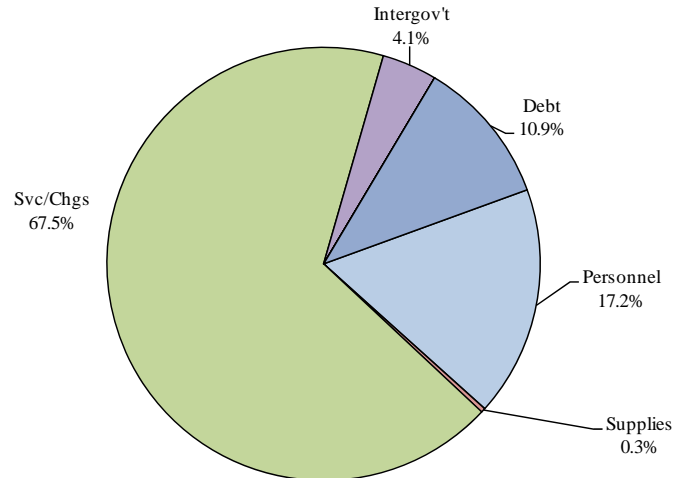
### PURPOSE/DESCRIPTION:

The mission of the Community Services Division is to ensure that an effective and collaborative delivery system is in place to: assist Federal Way residents to meet their basic needs; increase their public safety; attain self-sufficiency and independence; and build strong neighborhoods. To achieve this, the division will: assess and anticipate community needs; manage an efficient and user-friendly funding application process; oversee and evaluate contracts with local service providers; and coordinate with other funders, community organizations, and city departments. The division budget covers the development of programs and services for community residents, including grant coordination, performance monitoring, and the overall management of all general fund community services contracts and Community Development Block Grant (CDBG) funds. Community Services includes programs in the three goals and strategy areas identified in the city's Consolidated Plan (2015-2019): 1) expand economic opportunities; 2) provide decent affordable housing; and 3) establish suitable living environments. CDBG supports construction or rehabilitation of community facilities, neighborhood improvements, and affordable housing, direct community service programs and planning activities that principally benefit low- and moderate-income individuals. The division staffs the Human Services Commission, the Diversity Commission, and the CDBG Loan Review Advisory Committee, in addition to representing the city on policy-making bodies and community organizations.

### GOALS/OBJECTIVES:

- Continue implementation of CDBG and Human Services General Fund programs, including monitoring of contracts of funded human service agencies;

**2021 Proposed Expenditures by Category**



### PERFORMANCE MEASURES:

| Type/Description  | 2019      | 2020 | 2021 | 2022 |
|---|-----------|------|------|------|
| <b>Workload Measures:</b>                                   |           |      |      |      |
| • Number of community services contracts managed.           | 46        |      |      |      |
| • Amount of community services dollars administered.        | \$536,000 |      |      |      |
| • Number of community services contract payments processed. | 184       |      |      |      |
| • Number of community services applications processed.      | 0         |      |      |      |
| • Number of CDBG applications processed.                    | 10        |      |      |      |
| • Number of CDBG contracts managed.                         | 12        |      |      |      |
| • Number of CDBG dollars administered.                      | \$829,000 |      |      |      |
| <b>Outcome Measures:</b>                                    |           |      |      |      |
| • Percent of contracts fully executed in timely manner.     | 100.0%    |      |      |      |
| • Number of Human Service Commission meetings supported.    | 12        |      |      |      |
| • Number of Owner occupied housing units stabilized.        | 100.0%    |      |      |      |



## COMMUNITY DEVELOPMENT COMMUNITY SERVICES

Responsible Manager: Sarah Bridgeford, Community Services Manager

## POSITION INVENTORY:

| Positions                      | 2018   | 2019   | 2020    |          |           | 2021     | 2022     | Grade |
|--------------------------------|--------|--------|---------|----------|-----------|----------|----------|-------|
|                                | Actual | Actual | Adopted | Adjusted | Projected | Proposed | Proposed |       |
| <b>General Fund:</b>           |        |        |         |          |           |          |          |       |
| Community Services Manager     | 0.72   | 0.72   | 0.72    | 0.72     | 0.72      | 0.72     | 0.72     | 47    |
| CDBG Coordinator               | 0.83   | 0.83   | 0.83    | 0.83     | 0.83      | 0.83     | 0.83     | 35    |
| Executive Assistant to Council | -      | -      | -       | -        | -         | 0.15     | 0.15     | 31a   |
| <b>Total General Fund:</b>     | 1.55   | 1.55   | 1.55    | 1.55     | 1.55      | 1.70     | 1.70     | n/a   |
| <b>CDBG Fund</b>               |        |        |         |          |           |          |          |       |
| Community Services Manager     | 0.28   | 0.28   | 0.28    | 0.28     | 0.28      | 0.28     | 0.28     | 47    |
| Code Compliance Officer        | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 0.27     | 0.27     | 36    |
| Recreation Coordinator         | 0.50   | 0.50   | 0.50    | 0.50     | 0.50      | 0.50     | 0.50     | 33    |
| CDBG Coordinator               | 0.17   | 0.17   | 0.17    | 0.17     | 0.17      | 0.17     | 0.17     | 31    |
| Executive Assistant to Council | 0.30   | 0.30   | 0.30    | 0.30     | 0.30      | 0.15     | 0.15     | 31a   |
| <b>Total CDBG:</b>             | 2.25   | 2.25   | 2.25    | 2.25     | 2.25      | 1.37     | 1.37     | n/a   |
| <b>Total Regular Staffing</b>  | 3.80   | 3.80   | 3.80    | 3.80     | 3.80      | 3.07     | 3.07     | n/a   |
| <b>Change from prior year</b>  |        | -      | -       | -        | -         | (0.73)   | -        | n/a   |
| <b>Grand Total Staffing</b>    | 3.80   | 3.80   | 3.80    | 3.80     | 3.80      | 3.07     | 3.07     | n/a   |

## HIGHLIGHTS/CHANGES:

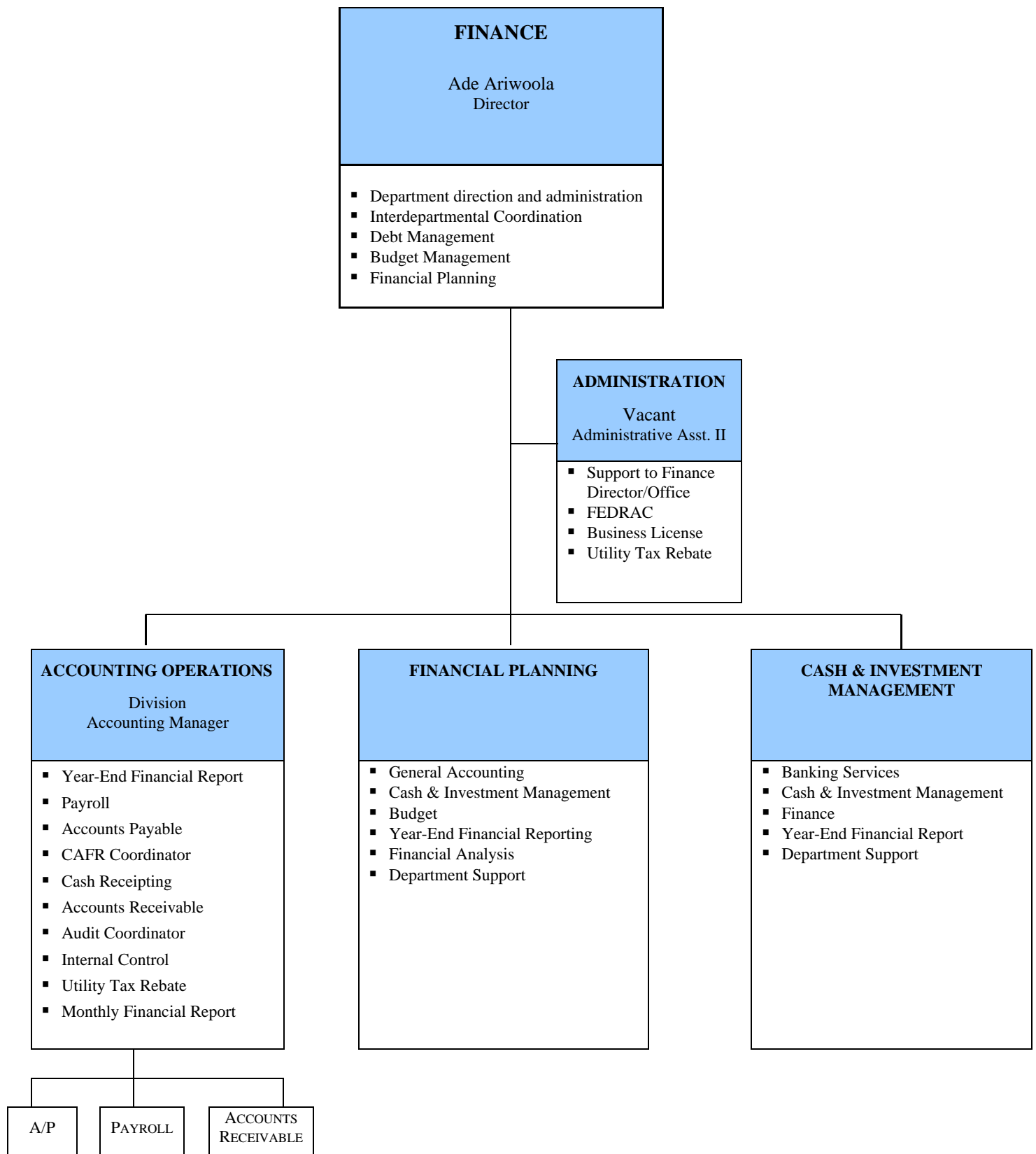
The Department of Community Development Community Services Division proposed operating budget totals \$2,124,222 in 2021 and \$1,564,225 in 2022. This is a 29.3% or \$879,965 decrease to the 2021 proposed budget from the 2020 adjusted budget. The table below includes the General Fund and Community Development Block Grant Fund.

Major line item changes include:

- **Salaries & Wages** – Decrease of \$12,841 is primarily due to allocating a smaller portion of Code Compliance Officers to CDBG grants.
- **Services and Charges** – Decrease of \$882,403 due to reduced CDBG grant funded services.
- **Debt** – Increase of \$33,492 due to increased Section 108 loan payments.

|                      |                         | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
| Code                 | Item                    | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |              |              |              |              |              |              |              |                      |         |
| 33X                  | Intergovernmental       | \$ 778,535   | \$ 794,226   | \$ 668,900   | \$ 1,836,630 | \$ 1,836,630 | \$ 1,183,010 | \$ 758,323   | \$ (653,620)         | -35.6%  |
| 36X                  | Miscellaneous           | 8,584        | 107,892      | -            | 106,875      | 106,875      | 3,678        | 3,752        | (103,197)            | -96.6%  |
| Total Revenues:      |                         | \$ 787,119   | \$ 902,118   | \$ 668,900   | \$ 1,943,505 | \$ 1,943,505 | \$ 1,186,688 | \$ 762,075   | \$ (756,817)         | -38.9%  |
| Expenditure Summary: |                         |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries & Wages        | 261,561      | 265,962      | 277,093      | 277,720      | 277,720      | 264,879      | 272,155      | (12,841)             | -4.6%   |
| 2XX                  | Benefits                | 98,734       | 92,292       | 109,514      | 109,514      | 109,514      | 100,654      | 103,419      | (8,859)              | -8.1%   |
| 3XX                  | Supplies                | 2,142        | 4,641        | 6,950        | 6,950        | 6,950        | 6,950        | 6,950        | -                    | 0.0%    |
| 4XX                  | Services and Charges    | 872,672      | 984,115      | 839,857      | 2,315,679    | 2,315,679    | 1,433,276    | 867,326      | (882,403)            | -38.1%  |
| 5XX                  | Intergovernmental       | 80,064       | 88,591       | 87,300       | 87,300       | 87,300       | 87,300       | 87,300       | -                    | 0.0%    |
| 7XX                  | Debt Service-Princ      | 159,000      | 159,000      | 150,000      | 150,000      | 150,000      | 159,000      | 159,000      | 9,000                | 6.0%    |
| 8XX                  | Debt Service-Interest   | 67,090       | 72,988       | 50,000       | 47,670       | 47,670       | 72,162       | 68,075       | 24,492               | 51.4%   |
| 9XX                  | Internal Services/Other | -            | -            | 9,354        | 9,354        | 9,354        | -            | -            | (9,354)              | -100.0% |
| Total Expenditures:  |                         | \$ 1,541,263 | \$ 1,667,589 | \$ 1,530,068 | \$ 3,004,187 | \$ 3,004,187 | \$ 2,124,222 | \$ 1,564,225 | \$ (879,965)         | -29.3%  |

Section 108 loan has reduced the amount available for the use of other CDBG grant funded services.



**FINANCE**

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

**2019/2020 ACCOMPLISHMENTS**

■

**2021/2022 ANTICIPATED KEY PROJECTS**

■

## FINANCE

Responsible Manager: *Ade Ariwoola, Finance Director*

### PERFORMANCE MEASURES:

| Type/Description  | 2019                        | 2020 | 2021 | 2022 |
|---|-----------------------------|------|------|------|
| <b>Workload Measures:</b>   |                             |      |      |      |
| • Number of invoices paid annually  | 11,540                      |      |      |      |
| • Number of transactions receipted annually at Finance counter compared to total transactions receipted City Hall | 6,982 / 21,605<br>32.3%     |      |      |      |
| • Number of new business licenses issued / renewed  | 800/4576                    |      |      |      |
| <b>• Outcome Measures:</b>  |                             |      |      |      |
| GFOA CAFR Awards - # of documents submitted / awarded   | 30 / 30                     |      |      |      |
| • GFOA Budget Award - # of documents submitted / awarded  | 18 / 18                     |      |      |      |
| • (switched to biennial budget beginning with 1997/1998 document)   |                             |      |      |      |
| Unqualified Audit Opinion – consecutive years   | 30                          |      |      |      |
| • Bond Rating per Moody's   | Aa3                         |      |      |      |
| • Investment return: total SIP and 6 month T-Bill benchmarks  | 0.49% SIP &<br>0.47% T-Bill |      |      |      |
| • # of month Cash reconciled within 15 days of receiving bank statement   | 12                          |      |      |      |
| <b>• Efficiency Measures:</b>   |                             |      |      |      |
| FTE Staffing: Finance/City-Wide   | 8 / 339.68                  |      |      |      |
| • Average working days to compile MFR   | 3                           |      |      |      |
| • Average number of weeks to issue a regular business license   | 2-3 weeks                   |      |      |      |

### POSITION INVENTORY:

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-Finance              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 58B   |
| Accounting Manager            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 52    |
| Financial Analyst             | 2.00           | 2.00           | 2.00    | 3.00     | 3.00      | 3.00             | 3.00             | 37    |
| Payroll Analyst               | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 31    |
| Accounting Specialist         | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 27    |
| Administrative Assistant II   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 25    |
| Accounting Technician II      | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 24    |
| <b>Total Regular Staffing</b> | 8.00           | 8.00           | 8.00    | 10.00    | 10.00     | 10.00            | 10.00            | n/a   |
| <b>Change from prior year</b> | -              | -              | -       | 2.00     | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>   | 8.00           | 8.00           | 8.00    | 10.00    | 10.00     | 10.00            | 10.00            | 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.
- Pay employees and vendors accurately and in a timely manner.
- Process business licenses within 2 to 3 weeks.

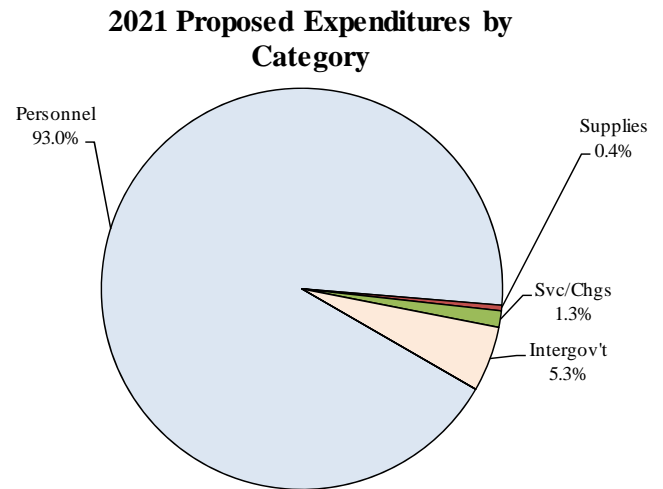
### HIGHLIGHTS/CHANGES:

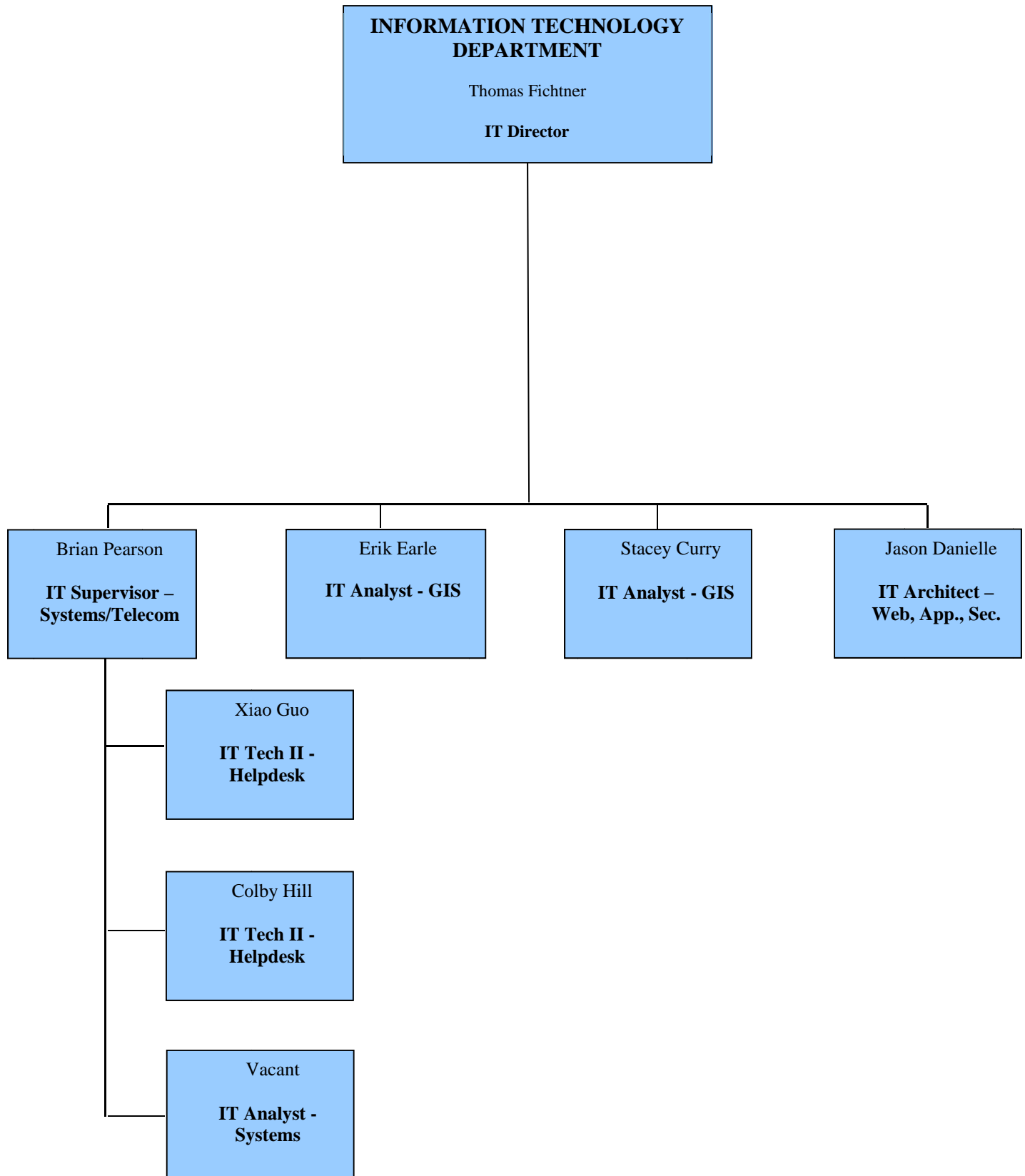
The Finance proposed operating budget totals \$1,260,163 in 2021 and \$1,287,736 in 2022. This is a 0.7% or \$9,432 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Decrease of \$33,654 due to changes of employees in positions.
- **Benefits** – Increase of \$24,222 due to changes of benefits due to changes of employees in positions

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018       | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------|
|                      |                      | Actual     | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg |
| Expenditure Summary: |                      |            |              |              |              |              |              |              |                      |       |
| 1XX                  | Salaries & Wages     | 611,646    | 705,351      | 723,680      | 904,754      | 904,754      | 871,100      | 891,080      | (33,654)             | -3.7% |
| 2XX                  | Benefits             | 222,887    | 251,491      | 276,209      | 276,209      | 276,209      | 300,431      | 308,023      | 24,222               | 8.8%  |
| 3XX                  | Supplies             | 6,962      | 2,947        | 5,620        | 5,620        | 5,620        | 5,620        | 5,620        | -                    | 0.0%  |
| 4XX                  | Services and Charges | 50,680     | 9,277        | 16,796       | 16,796       | 16,796       | 16,796       | 16,796       | -                    | 0.0%  |
| 5XX                  | Intergovernmental    | 69,877     | 75,946       | 66,216       | 66,216       | 66,216       | 66,216       | 66,216       | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 962,052 | \$ 1,045,012 | \$ 1,088,521 | \$ 1,269,595 | \$ 1,269,595 | \$ 1,260,163 | \$ 1,287,736 | \$ (9,432)           | -0.7% |





## **INFORMATION TECHNOLOGY**

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

### **PURPOSE/DESCRIPTION:**

The Information Technology Department 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 services; and mail and duplications.

Information Technology Services include technical services, support, and enhancements to the city's information technology systems. These services cover all data processing hardware and software including applications, operating systems, special systems, networks, LAN/WAN/MAN, information security, 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.

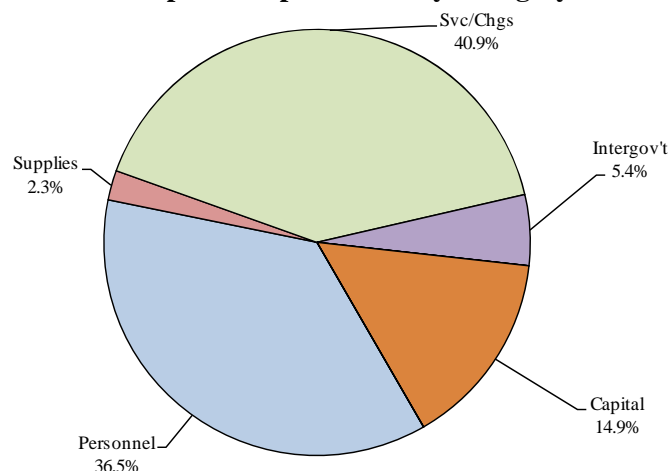
A/V, Government Access Channel (GAC) & Cable Rate Services include local government information broadcasting (live-broadcast City Council meetings and taped video programs, as well as news, events, and general city information via billboard-type messages). In addition, the division oversees cable TV 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 site, secure fire sharing, email, remote access, and intergovernmental services; providing training for staff; monitoring system security; developing interfaces; and integrating internal systems with Internet services. 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 online systems.
- Provide a secure and reliable information technology infrastructure.
- Provide up-to-date hardware and software tools for staff.
- Be proud and confident in what we do.

**2021 Proposed Expenditures by Category**



**2019/2020 ACCOMPLISHMENTS**

- Assisted the City Clerk's office in securing a grant for and implementing a public records tracking software, GovQA.
- Converted the City's online permitting portal to the regional MyBuildingPermit.com service.
- Implemented a new Storage Area Network (SAN) and backup software to support the City's growing data storage and performance needs.
- Added one new FTE to the IT Helpdesk.
- Contracted CI Security to perform a Cybersecurity Assessment.
- Worked with all departments to implement a 311 system, SeeClickFix, for the Eyes on Federal Way program.
- Underwent the triennial Criminal Justice Information Services (CJIS) Audit.
- Upgraded all equipment in three courtrooms in response to the COVID-19 pandemic.
- Scaled a City-wide remote access system for staff to work remotely during the COVID-19 pandemic.
- Implemented Zoom video conferencing for City staff to use to facilitate City Council Meetings, and other staff meetings during the COVID-19 pandemic.
- Replaced all in-vehicle modems in each Police patrol car.
- Assisted the Public Works department in implementing the Adaptive Traffic Signal system.
- Upgraded to the latest version of ESRI's ArcGIS 10.7.1 software to enable the City to provide state-of-the-art dynamic online maps.
- Built several dashboards using GIS such as a New Projects and Shopping Cart Recovery dashboard for Community Development.
- Rebuilt the Police "Atlas" using new GIS technologies.
- Completed the deployment of the cameras for the \$250,000 Safe City grant from Washington State.
- Upgraded over half of the City's computers to Windows 10 and Office 2019.
- Assisted Police with the technology for two new substations within the City.
- Annual replacement of major hardware including desktop PCs, printers, copiers, servers, radios, etc.
- Assisted with searching emails and files for numerous Public Records Requests.

**2021/2022 ANTICIPATED KEY PROJECTS**

- Follow-through on recommendations from the City's Cybersecurity Assessment as budget is approved.
- Implement an information technology and security governance structure.
- Gain Information Technology Infrastructure Library (ITIL) Certification for all IT staff.
- Complete Windows 10 and Office 2019 migration.
- Begin transitioning to Microsoft 365.
- Continue mapping the City's fiber optic infrastructure.
- Continue to support the Safe City network.
- Annual replacement of major hardware including desktop PCs, printers, copiers, servers, radios, etc.



**INFORMATION TECHNOLOGY**

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

**PERFORMANCE MEASURES:**

| Type/Description  | 2019    | 2020 | 2021 | 2022 |
|---|---------|------|------|------|
| <b>Workload Measures:</b>                                     |         |      |      |      |
| <b>Information Systems</b>                                    |         |      |      |      |
| • New systems implementation                                  | 2       |      |      |      |
| • Users served  | 400     |      |      |      |
| • Personal computers (PCs) maintained                         | 500     |      |      |      |
| • Number of support calls received annually                   | 3,000   |      |      |      |
| • Number of applications maintained                           | 120     |      |      |      |
| • Number of Servers / LAN / WAN                               | 95      |      |      |      |
| <b>Communication</b>  |         |      |      |      |
| • Number of phones operated and maintained                    | 460     |      |      |      |
| • Number of cellular phones operated and maintained.          | 220     |      |      |      |
| • Number of cellular data cards operated and maintained.      | 115     |      |      |      |
| • WEB site visits   | 664,000 |      |      |      |
| • Number of radios maintained                                 | 263     |      |      |      |
| <b>GIS</b>  |         |      |      |      |
| • Number of map requests and analyses                         | 150     |      |      |      |
| • Number of standard data layers                              | 150     |      |      |      |
| <b>GAC/web</b>  |         |      |      |      |
| • Number of web pages maintained                              | 250     |      |      |      |
| • Number of Bulletin pages broadcasted                        | 50      |      |      |      |
| • Hours of TV broadcasting per day                            | 24      |      |      |      |
| • Number of Cable customer calls handled                      | 25      |      |      |      |
| <b>Outcome Measures:</b>                                      |         |      |      |      |
| <b>Information Systems</b>                                    |         |      |      |      |
| • Percent technical response within 2-4 hours                 | 80.0%   |      |      |      |
| • Percent IT system up-time during normal business hours      | 99.5%   |      |      |      |
| <b>Communication</b>  |         |      |      |      |
| • Percent communications up-time during normal business hours | 99.9%   |      |      |      |
| <b>GIS</b>  |         |      |      |      |
| • % of users who rate GIS system as meeting expectations      | 99.0%   |      |      |      |
| • Number of map requests by the public                        | 15      |      |      |      |

**POSITION INVENTORY:**

| Positions                         | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-----------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                                   |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| IT Manager                        | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 55a   |
| IT Director                       | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 58f   |
| IT Architect Web, App, Security   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 46    |
| IT Supervisor/Systems & Help Desk | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| IT Analyst Applications/GIS       | 1.00           | 1.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 39    |
| IT Analyst Systems                | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 39    |
| IT Technician II                  | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 32    |
| <b>Total Regular Staffing</b>     | 7.00           | 7.00           | 7.00    | 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           | 7.00           | 7.00    | 8.00     | 8.00      | 8.00             | 8.00             | n/a   |

## INFORMATION TECHNOLOGY

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

### HIGHLIGHTS/CHANGES:

The overall Information Technology proposed operating budget totals \$2,922,544 in 2021 and \$2,892,615 in 2022. This is a 9.2% or \$245,792 increase to the 2021 proposed budget from the 2020 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 increase of \$33,424 is primarily due to scheduled step increases and IT department staff re-organization.
- **Benefits** – Increase of \$46,221 primarily due to IT department staff re-organization resulting in increased benefits, and increased health insurance premiums.
- **Services and Charges** – Increase of \$276,725 due to increased cost of IT services, and purchase of software and services for cyber security.
- **Capital Outlay** – Decrease of \$102,466 due to less equipment scheduled for replacement.

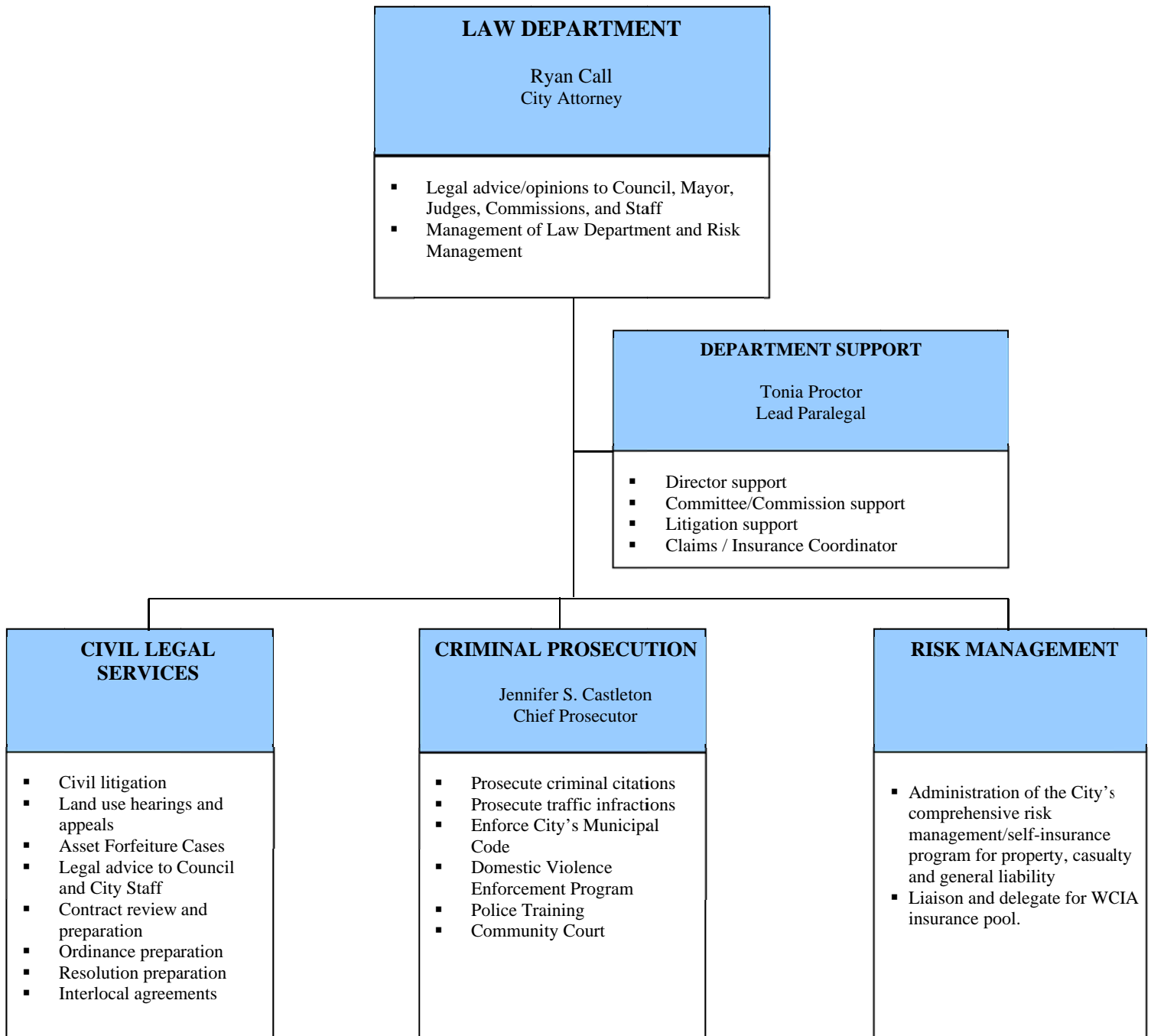
### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018         | 2019         | 2020         |             |             | 2021        | 2022        | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|----------------------|--------|
|                      |                      | Actual       | Actual       | Adopted      | Adjusted    | Projected   | Proposed    | Proposed    | \$ Chg               | % Chg  |
| Revenue Summary:     |                      |              |              |              |             |             |             |             |                      |        |
| 502/503              | Charges for Services | \$ 2,319,321 | \$ 2,374,766 | \$ 2,382,000 | \$2,567,055 | \$2,567,055 | \$2,806,127 | \$2,827,634 | \$ 239,072           | 9.3%   |
| 502/503              | Miscellaneous        | 44,909       | 48,030       | 19,000       | 19,000      | 19,000      | 179,000     | 29,000      | 160,000              | 842.1% |
| Total Revenues:      |                      | \$ 2,364,231 | \$ 2,422,797 | \$ 2,401,000 | \$2,586,055 | \$2,586,055 | \$2,985,127 | \$2,856,634 | \$ 399,072           | 15.4%  |
| Expenditure Summary: |                      |              |              |              |             |             |             |             |                      |        |
| 1XX                  | Salaries & Wages     | 661,830      | 667,071      | 653,612      | 754,167     | 754,167     | 787,591     | 813,886     | 33,424               | 4.4%   |
| 2XX                  | Benefits             | 240,776      | 243,884      | 233,955      | 233,955     | 233,955     | 280,176     | 282,565     | 46,221               | 19.8%  |
| 3XX                  | Supplies             | 58,646       | 37,865       | 66,056       | 74,168      | 74,168      | 66,056      | 66,056      | (8,112)              | -10.9% |
| 4XX                  | Services and Charges | 743,352      | 834,292      | 837,530      | 919,530     | 919,530     | 1,196,255   | 1,197,755   | 276,725              | 30.1%  |
| 5XX                  | Intergovernmental    | 135,213      | 142,109      | 134,278      | 156,778     | 156,778     | 156,778     | 156,778     | -                    | 0.0%   |
| 6XX                  | Capital Outlay       | 604,262      | 534,812      | 375,851      | 538,154     | 538,154     | 435,688     | 375,575     | (102,466)            | -19.0% |
| Total Expenditures:  |                      | \$ 2,444,079 | \$ 2,460,033 | \$ 2,301,282 | \$2,676,752 | \$2,676,752 | \$2,922,544 | \$2,892,615 | \$ 245,792           | 9.2%   |

### Initiative's in this Budget

- 1) Disaster Recovery Back-up data storage - \$150,000 (2021)
- 2) Eyes on FW 311 Program - \$47,000/\$48,500 (2021/22)
- 3) IT Security Contracted Services & Managed Detection & Response - \$50,000/\$50,000 (2021/22)
- 4) IT Department Staff Re-Organization - \$29,787/\$49,794 (2021/22)
- 5) City-Wide Security Awareness Training - \$10,000/\$10,000 (2021/22)
- 6) Microsoft Enterprise Agreement Increase - \$12,500/\$12,500 (2021/22)
- 7) Duo Multi-Factor Authentication Services - \$30,000/\$30,000 (2021/22)
- 8) IT Helpdesk software - \$20,000/\$20,000 (2021/22)
- 9) Zoom Video Conferencing Licensing - \$5,000/\$5,000 (2021/22)
- 10) Darktrace Network Protection - \$45,000/\$45,000 (2021/22)
- 11) IT cellular services increase - \$15,000/\$15,000 (2021/22)
- 12) GovQA Public Records System - \$24,785/\$24,785 (2021/22)

Other items are included in capital outlay for replacement of computers and equipment that are funded by replacement reserves



**LAW DEPARTMENT OVERVIEW**

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

**2019/2020 ACCOMPLISHMENTS**

**LAW**

- Provide legal advice to the Mayor, Council, Municipal Court, and staff
- Drafted or reviewed approximately 1,144 contracts
- Continued defending all pending litigation against the City
- Represented the city in code violations cases
- Provided legal advice and assisted staff regarding the City Center Redevelopment, including the Downtown Staircase
- Continued participation in the Health / Wellness Program
- Supported city staff in processing PRA requests
- Negotiated and finalized 7 labor agreements.
- Provided legal advice and support for SR 99 Phase V Construction and Claim
- Reviewed and revised multiple city-wide forms
- Collected approximately \$176,000 for damage to City property
- Transitioned the City to an insurance pool
- Trained Police
- Prosecuted asset forfeitures, including real property
- Drafted multiple ordinances and resolutions
- Begin consultation and selection of software to replace Justware

**2021/2022 ANTICIPATED KEY PROJECTS**

**LAW**

- Continue to assist staff in City Center Redevelopment projects
- 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 remain compliant with state and federal law
- Continue to enforce the FWRC and maintain code compliance
- Assist departments with:
  - Comprehensive Plan Amendments
  - Public Records
  - Training
  - Code Amendments
  - Department directed projects
  - Prosecuting and Defending drug asset seizures
- Review legal documents and participate in legal proceedings
- Review and revise public contracting processes and forms
- Continue negotiating 5 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 insured property
- Continue collection efforts for damage to City property
- Continue advising on mandated public safety standards
- Assist in selection and implementation of software to replace Justware

## LAW DEPARTMENT OVERVIEW

Responsible Manager: *Ryan Call, City Attorney*

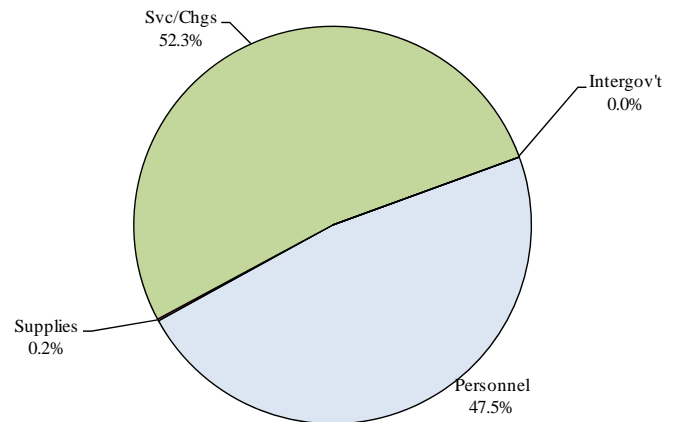
### PURPOSE/DESCRIPTION:

The City Attorney's office is divided into three divisions: Civil, Criminal, and Risk Management. The Civil Division provides a full range of legal services and advice to the Mayor, City Council, Municipal Court, 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 insurance through an insurance pool and evaluates the risk throughout the City.

### GOALS/OBJECTIVES:

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

### 2021 Proposed Expenditures by Category



### POSITION INVENTORY:

| Positions   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|---|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|   |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-City Attorney                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 58E   |
| Deputy City Attorney                                    | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 56    |
| Assistant City Attorney -<br>0.50 FTE funded by Prop. 1 | 1.00           | 1.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 53    |
| Chief City Prosecutor                                   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| City Prosecutor - 1.5 fte funded by Prop. 1             | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | 45    |
| Lead Paralegal  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Domestic Violence Legal Advocate                        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Paralegal   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Legal Assistant   | 2.50           | 2.50           | 3.00    | 2.50     | 2.50      | 2.50             | 2.50             | 25    |
| <b>Total Regular Staffing</b>                           | 12.50          | 12.50          | 13.00   | 12.50    | 12.50     | 12.50            | 12.50            | n/a   |
| <b>Change from prior year</b>                           | -              | -              | 0.50    | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>                             | 12.50          | 12.50          | 13.00   | 12.50    | 12.50     | 12.50            | 12.50            | n/a   |

### DEPARTMENT SUMMARY:

| Code  | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|---|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|   |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg  |
| Revenue Summary:                                |                      |              |              |              |              |              |              |              |                      |        |
| 51  | Civil Legal Svcs     | \$ -         | \$ -         | \$ 2,500     | \$ 2,500     | \$ 2,500     | \$ 2,500     | \$ 2,500     | \$ -                 | 0.0%   |
| 114   | Proposition 1        | 240,520      | 236,916      | 275,749      | 275,749      | 275,749      | 267,895      | 278,996      | (7,854)              | -2.8%  |
| 501   | Risk Management      | 1,165,133    | 1,237,986    | 1,166,040    | 1,166,040    | 1,166,040    | 1,196,040    | 1,196,040    | 30,000               | 2.6%   |
| Total Revenues:                                 |                      | \$ 1,405,653 | \$ 1,474,902 | \$ 1,444,289 | \$ 1,444,289 | \$ 1,444,289 | \$ 1,466,435 | \$ 1,477,536 | \$ 22,146            | 1.5%   |
| General Fund Operating Expenditure Summary:     |                      |              |              |              |              |              |              |              |                      |        |
| 51  | Civil Legal Svcs     | 851,969      | 856,841      | 789,720      | 919,920      | 919,920      | 970,331      | 974,797      | 50,411               | 5.5%   |
| 52  | Criminal Prosecution | 717,523      | 750,449      | 764,733      | 765,483      | 765,483      | 774,742      | 776,142      | 9,259                | 1.2%   |
| Subtotal Operating Exp.:                        |                      | \$ 1,569,492 | \$ 1,607,290 | \$ 1,554,453 | \$ 1,685,403 | \$ 1,685,403 | \$ 1,745,073 | \$ 1,750,938 | \$ 59,671            | 3.5%   |
| Non-General Fund Operating Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |        |
| 114   | Proposition 1        | 240,520      | 236,916      | 275,749      | 275,749      | 275,749      | 267,895      | 278,996      | (7,854)              | -2.8%  |
| 501   | Risk Management      | 1,143,244    | 1,330,934    | 1,453,932    | 2,282,261    | 2,282,261    | 1,475,512    | 1,486,275    | (806,749)            | -35.3% |
| Subtotal Non-GF Oper. Exp.:                     |                      | \$ 1,383,764 | \$ 1,567,851 | \$ 1,729,681 | \$ 2,558,010 | \$ 2,558,010 | \$ 1,743,407 | \$ 1,765,271 | \$ (814,603)         | -31.8% |
| Total Expenditures:                             |                      | \$ 2,953,256 | \$ 3,175,141 | \$ 3,284,134 | \$ 4,243,413 | \$ 4,243,413 | \$ 3,488,481 | \$ 3,516,209 | \$ (754,932)         | -17.8% |

**LAW DEPARTMENT OVERVIEW**

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

**HIGHLIGHTS/CHANGES:**

The Law Department's proposed operating budget totals \$3,488,481 in 2021 and \$3,516,209 in 2022. This is a 14.8% or \$604,932 increase to the 2021 proposed budget from the 2020 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 \$57,543 primarily due to scheduled step increases, reclassifying of Chief City Prosecutor, and changes of employees in positions.
- **Benefits** – Decrease of \$6,471 primarily due to employee changes resulting in changes of benefits.
- **Services and Charges** – Net decrease of \$656,342 primarily due to elimination of one-time legal settlements.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                      |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg   |
| Revenue Summary:     |                      |              |              |              |              |              |              |              |                      |         |
| 31X                  | Taxes                | \$ 240,520   | \$ 236,916   | \$ 275,749   | \$ 275,749   | \$ 275,749   | \$ 267,895   | \$ 278,996   | \$ (7,854)           | -2.8%   |
| 34X                  | Charges for Services | 1,035,343    | 1,103,040    | 1,103,040    | 1,103,040    | 1,103,040    | 1,103,040    | 1,103,040    | -                    | 0.0%    |
| 35X                  | Fines and Penalties  | -            | -            | 2,500        | 2,500        | 2,500        | 2,500        | 2,500        | -                    | 0.0%    |
| 36X                  | Miscellaneous        | 129,790      | 134,946      | 63,000       | 63,000       | 63,000       | 93,000       | 93,000       | 30,000               | 47.6%   |
| Total Revenues:      |                      | \$ 1,405,653 | \$ 1,474,902 | \$ 1,444,289 | \$ 1,444,289 | \$ 1,444,289 | \$ 1,466,435 | \$ 1,477,536 | \$ 22,146            | 1.5%    |
| Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries & Wages     | 1,118,546    | 1,153,370    | 1,144,393    | 1,144,393    | 1,144,393    | 1,201,936    | 1,214,230    | 57,543               | 5.0%    |
| 2XX                  | Benefits             | 368,348      | 376,343      | 463,207      | 463,207      | 463,207      | 456,736      | 461,407      | (6,471)              | -1.4%   |
| 3XX                  | Supplies             | 3,794        | 2,595        | 4,575        | 5,525        | 5,525        | 5,525        | 5,525        | -                    | 0.0%    |
| 4XX                  | Services and Charges | 1,462,567    | 1,642,833    | 1,671,459    | 2,479,788    | 2,479,788    | 1,823,784    | 1,834,547    | (656,004)            | -26.5%  |
| 5XX                  | Intergovernmental    | -            | -            | 500          | 500          | 500          | 500          | 500          | -                    | 0.0%    |
| 0XX                  | Other Financing Use  | -            | -            | -            | 150,000      | 150,000      | -            | -            | (150,000)            | -100.0% |
| Total Expenditures:  |                      | \$ 2,953,256 | \$ 3,175,141 | \$ 3,284,134 | \$ 4,243,413 | \$ 4,243,413 | \$ 3,488,481 | \$ 3,516,209 | \$ (754,932)         | -17.8%  |

## LAW CIVIL LEGAL SERVICES

Responsible Manager: *Ryan Call, City Attorney*

### PURPOSE/DESCRIPTION:

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

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

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

### GOALS/OBJECTIVES:

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

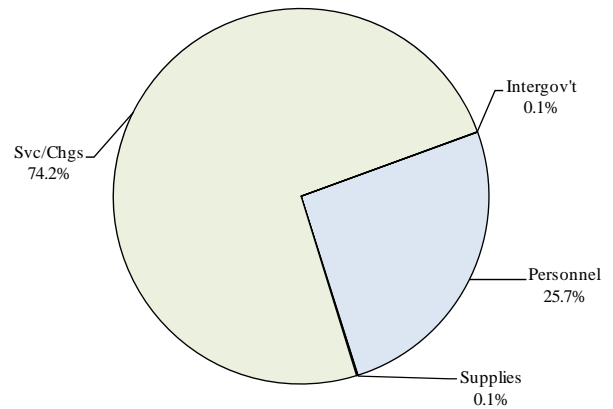
### PERFORMANCE MEASURES:

| Type/Description  | 2019 | 2020 | 2021 | 2022 |
|---|------|------|------|------|
| <b>Workload Measures:</b>   |      |      |      |      |
| • Number of contracts drafted/reviewed                                    | 614  |      |      |      |
| • Number of Ordinances/Resolutions Drafted/Reviewed                       | 63   |      |      |      |
| • Number of Litigation matters (excludes condemnation litigation)         | 17   |      |      |      |
| • Number of Labor Agreements  | 4    |      |      |      |
| • Asset Forfeitures   | 6    |      |      |      |
| <b>Efficiency Measures:</b>   |      |      |      |      |
| • Contracts reviewed per attorney per year                                | 204  |      |      |      |
| • Number of projects/files opened – major issues (not including subfiles) | 20   |      |      |      |

### POSITION INVENTORY:

| Positions   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|---|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|   |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-City Attorney                                  | 0.80           | 0.80           | 0.80    | 0.80     | 0.80      | 0.80             | 0.80             | 58E   |
| Deputy City Attorney                                    | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 56    |
| Assistant City Attorney -<br>0.50 FTE funded by Prop. 1 | 1.00           | 1.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 53    |
| Lead Paralegal  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Legal Assistant   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 25    |
| <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   |

2021 Proposed Expenditures by Category



**LAW CIVIL LEGAL SERVICES****Responsible Manager: Ryan Call, City Attorney****HIGHLIGHTS/CHANGES:**

The Law Department Civil Division's proposed operating budget totals \$2,445,843 in 2021 and \$2,461,072 in 2022. This is a 19.9% or \$606,338 decrease to the 2021 proposed budget from the 2020 adjusted budget. The table below includes the General Fund, and the Risk Management Fund. Major line item changes include:

- **Salaries & Wages** – Net increase of \$45,140 primarily due to scheduled step increases and changes of employees in positions.
- **Benefits** – Net increase of \$4,864 primarily due to increased health insurance premiums.
- **Services and Charges** – Net decrease of \$656,342 primarily due to elimination of one-time legal settlements.

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

| Code                 | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                      |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:     |                      |              |              |              |              |              |              |              |                      |         |
| 34X                  | Charges for Services | \$ 1,035,343 | \$1,103,040  | \$1,103,040  | \$1,103,040  | \$1,103,040  | \$1,103,040  | \$1,103,040  | \$ -                 | 0.0%    |
| 35X                  | Fines and Penalties  | -            | -            | 2,500        | 2,500        | 2,500        | 2,500        | 2,500        | -                    | 0.0%    |
| 36X                  | Miscellaneous        | 129,790      | 134,946      | 63,000       | 63,000       | 63,000       | 93,000       | 93,000       | 30,000               | 47.6%   |
| Total Revenues:      |                      | \$ 1,165,133 | \$ 1,237,986 | \$ 1,168,540 | \$ 1,168,540 | \$ 1,168,540 | \$ 1,198,540 | \$ 1,198,540 | \$ 30,000            | 2.6%    |
| Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries and Wages   | 404,068      | 417,690      | 409,651      | 409,651      | 409,651      | 454,791      | 458,027      | 45,140               | 11.0%   |
| 2XX                  | Benefits             | 131,816      | 135,727      | 167,957      | 167,957      | 167,957      | 172,821      | 174,050      | 4,864                | 2.9%    |
| 3XX                  | Supplies             | 2,198        | 2,132        | 2,750        | 2,950        | 2,950        | 2,950        | 2,950        | -                    | 0.0%    |
| 4XX                  | Services and Charges | 1,457,131    | 1,632,227    | 1,662,794    | 2,471,123    | 2,471,123    | 1,814,781    | 1,825,544    | (656,342)            | -26.6%  |
| 5XX                  | Intergovernmental    | -            | -            | 500          | 500          | 500          | 500          | 500          | -                    | 0.0%    |
| 0XX                  | Other Financing Use  | -            | -            | -            | 150,000      | 150,000      | -            | -            | (150,000)            | -100.0% |
| Total Expenditures:  |                      | \$ 1,995,213 | \$ 2,187,776 | \$ 2,243,652 | \$ 3,202,181 | \$ 3,202,181 | \$ 2,445,843 | \$ 2,461,072 | \$ (756,338)         | -23.6%  |



## 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 1,000 infractions and 3,050 criminal citations per year.

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

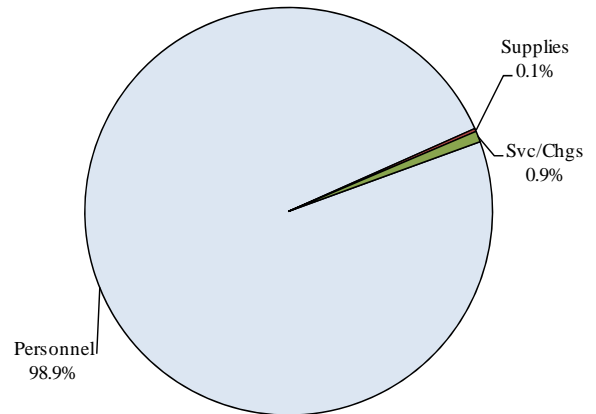
In addition, the prosecutors and support staff have frequent contact with citizens, victims, witnesses and defendants, respond to questions about victim assistance, criminal procedures, and case setting information, and advise the police regarding criminal and infraction matters.

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

### GOALS/OBJECTIVES:

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

2021 Proposed Expenditures by Category



### PERFORMANCE MEASURES:

| Type/Description   | 2019 | 2020 | 2021 | 2022 |
|--|------|------|------|------|
| <b>Workload Measures:</b>  |      |      |      |      |
| • Cases filed – criminal citations   | 3035 |      |      |      |
| • Domestic Violence cases received in System*- (included in above criminal citation filings) | 494  |      |      |      |
| <b>Outcome Measures:</b>   |      |      |      |      |
| • Total resolved cases   | 2741 |      |      |      |
| <b>Efficiency Measures:</b>  |      |      |      |      |
| • Criminal cases per prosecutor**  | 759* |      |      |      |

\*Doesn't include cases reviewed unit not charged

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

**LAW CRIMINAL PROSECUTION SERVICES**

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

**POSITION INVENTORY:**

| Positions                                   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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             | 54    |
| City Prosecutor - 1.5 fte funded by Prop. 1 | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | 45    |
| Domestic Violence Legal Advocate            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Paralegal                                   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 29    |
| Legal Assistant                             | 1.50           | 1.50           | 2.00    | 1.50     | 1.50      | 1.50             | 1.50             | 25    |
| <b>Total Regular Staffing</b>               | 7.70           | 7.70           | 8.20    | 7.70     | 7.70      | 7.70             | 7.70             | n/a   |
| <b>Change from prior year</b>               | -              | -              | 0.50    | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>                 | 7.70           | 7.70           | 8.20    | 7.70     | 7.70      | 7.70             | 7.70             | n/a   |

**HIGHLIGHT/CHANGES:**

The Law Department Criminal Division's proposed operating budget totals \$1,042,637 in 2021 and \$1,055,138 in 2022. This is a 0.1% or \$1,405 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** - Net increase of \$12,403 due to scheduled step increases.
- **Benefits** - Net decrease of \$11,335 due to employee changes resulting in changes of benefits.

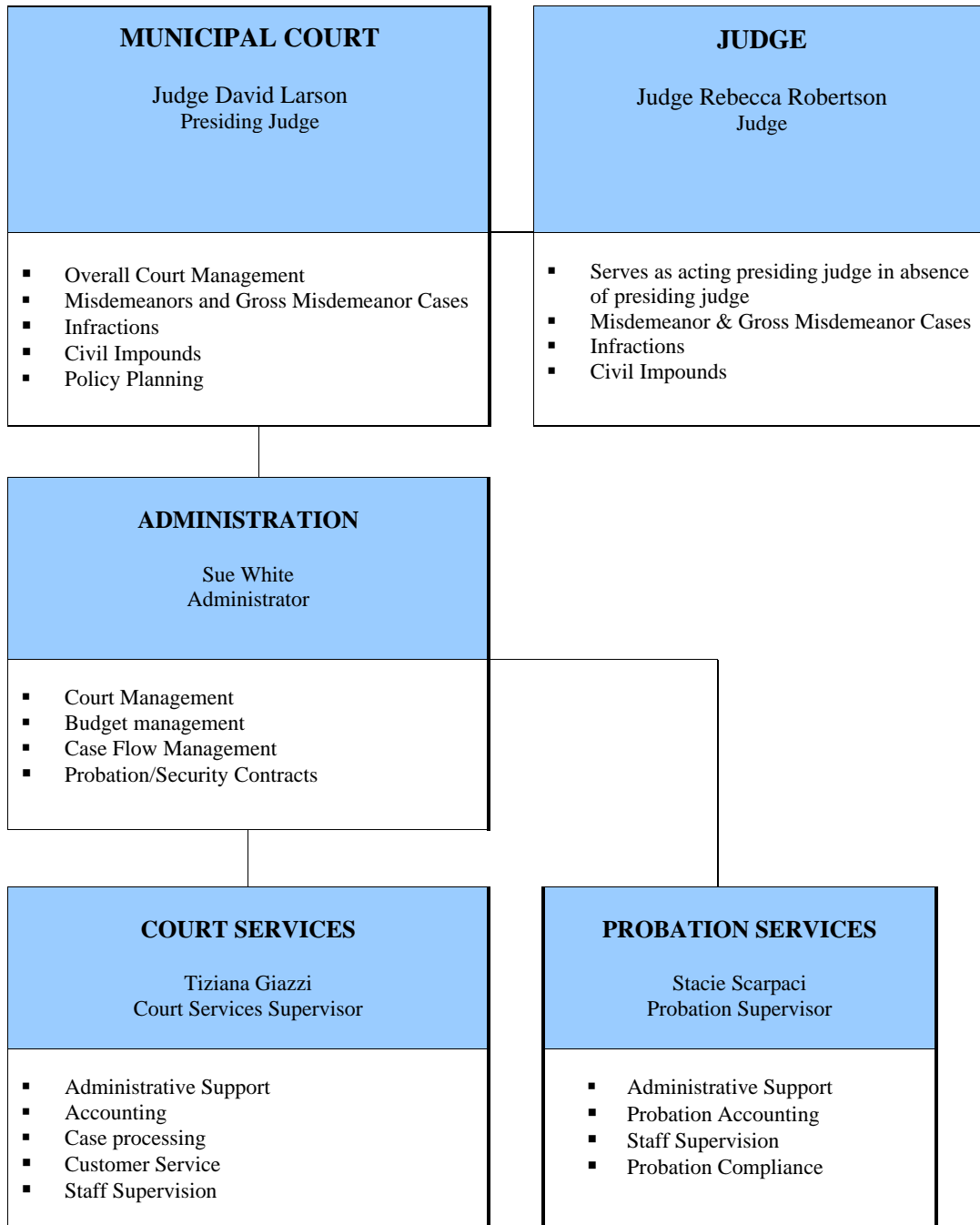
**REVENUE AND EXPENDITURE SUMMARY:**

**CRIMINAL PROSECUTION SERVICES – GENERAL FUND**

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 531,235        | 555,838        | 534,924    | 534,924    | 534,924    | 553,018          | 554,032          | 18,094               | 3.4%  |
| 2XX                  | Benefits             | 179,256        | 183,542        | 219,319    | 219,319    | 219,319    | 210,147          | 210,532          | (9,172)              | -4.2% |
| 3XX                  | Supplies             | 1,596          | 463            | 1,825      | 2,575      | 2,575      | 2,575            | 2,575            | -                    | 0.0%  |
| 4XX                  | Services and Charges | 5,436          | 10,605         | 8,665      | 8,665      | 8,665      | 9,003            | 9,003            | 338                  | 3.9%  |
| Total Expenditures:  |                      | \$ 717,523     | \$ 750,449     | \$ 764,733 | \$ 765,483 | \$ 765,483 | \$ 774,742       | \$ 776,142       | \$ 9,259             | 1.2%  |

**CRIMINAL PROSECUTION SERVICES – PROPOSITION 1 FUND**

| Code                 | Item             | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                  |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                  |                |                |            |            |            |                  |                  |                      |       |
| 31X                  | Taxes            | \$ 240,520     | \$ 236,916     | \$ 275,749 | \$ 275,749 | \$ 275,749 | \$ 267,895       | \$ 278,996       | \$ (7,854)           | -2.8% |
| Total Revenues:      |                  | \$ 240,520     | \$ 236,916     | \$ 275,749 | \$ 275,749 | \$ 275,749 | \$ 267,895       | \$ 278,996       | \$ (7,854)           | -2.8% |
| Expenditure Summary: |                  |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages | 183,244        | 179,842        | 199,818    | 199,818    | 199,818    | 194,127          | 202,171          | (5,691)              | -2.8% |
| 2XX                  | Benefits         | 57,276         | 57,074         | 75,931     | 75,931     | 75,931     | 73,768           | 76,825           | (2,163)              | -2.8% |
| Total Expenditures:  |                  | \$ 240,520     | \$ 236,916     | \$ 275,749 | \$ 275,749 | \$ 275,749 | \$ 267,895       | \$ 278,996       | \$ (7,854)           | -2.8% |



## **MUNICIPAL COURT**

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

### **2019/2020 ACCOMPLISHMENTS**

#### **PERSONNEL**

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

#### **COMMUNITY OUTREACH**

- Created a Community Court with little taxpayer expense by partnering with Valley Cities and New Connections.
  - Note: COVID-19 has resulted in the loss of Valley Cities as a partner
- Helped host a televised Teen Domestic Violence *In Their Shoes* demonstration and discussion in conjunction with the Federal Way Domestic Violence Task Force.
- Partnered with South Seattle College on Justice Involved Solutions education and training program.
- Annual Federal Way School District and the Federal Way Arts Commission Court Art Contest. The theme is *Liberty and Justice for All*.
  - COVID-19 interfered with the ability to have the 2020 contest
- Continued regular coordination meetings with Judges, Court Administrator, Court Services Supervisor, Probation, Prosecutor, and Public Defenders.
- Mediations through Dispute Resolution Center of King County continue to be held.
- Both judges are involved in District and Municipal Court Judges Association activities and committees as well as other professional and civic organizations.
- Judge Larson and Judge Robertson continue to teach new judges at the State Judicial College.
- Partnered with the Diversity Commission and the Supreme Court Minority and Justice Commission for a booth at the Flavor of Federal Way to promote jury service for people of color.
- Holding a series of listening sessions with the Black and Brown community leaders to develop strategies for reform.

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

- Remodel of all three courtrooms and added equipment to allow for ZOOM hearings due to COVID 19.
- Replacing twenty-year-old audio equipment in Court Room 3.
- Court recording system upgraded to newer technology in Courtrooms 1 and 2.
- New audio equipment for interpreters to allow remote interpreting.
- New Jury software created internally by our IT department to replace an antiquated Jury Master system.
- Increased accounting measures due to counterfeit checks being created to have the same routing number and appearance of our key Bank account.
- Electronic docket system for court lobby.
- Ongoing utilization of South King County Multi-Service Center jobs program for temporary staff.
- Remodel of Courtroom 3 to provide additional security due to SCORE replacement contract with new jails requiring transports of defendants.
- Create local rule allowing defendants to receive court orders and notices/summons via email to save postage costs, reduce failures to appear, and reduce arrest warrants. Reducing arrest warrants will save jail costs and keep people out of jail.

### **2021/22 ANTICIPATED KEY PROJECTS**

- Rebuild Community Court with increased services and the need to pay for onsite evaluations.
- The provider will no longer service our JustWare system so we need to develop a new case management system.
- 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 the police, mayor, prosecutor, defense counsel, probation 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.
- Implement therapeutic programs for first time offenders.

## MUNICIPAL COURT

Responsible Manager: *David Larson, Presiding Judge*

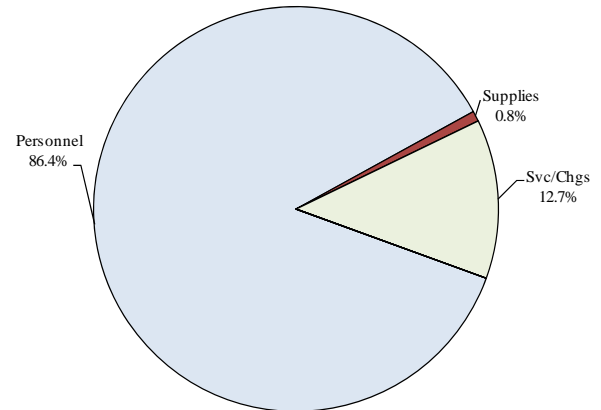
### PURPOSE/DESCRIPTION:

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.

2021 Proposed Expenditures by Category



### PERFORMANCE MEASURES:

| Type/Description                     | 2019          | 2020 | 2021 | 2022 |
|--------------------------------------|---------------|------|------|------|
| <b>Workload Measures:</b>            |               |      |      |      |
| • Number of Judicial Officers        | 2.0           |      |      |      |
| • Number of Administrator/Supervisor | 2.0           |      |      |      |
| • Number of Clerk Staff (Actual FTE) | 9.0           |      |      |      |
| • Traffic Infraction Filings/Parking | 6,649         |      |      |      |
| • Non-Traffic Infraction Filings     | 246           |      |      |      |
| • DUI Filings                        | 179           |      |      |      |
| • Criminal Traffic Filings           | 1,380         |      |      |      |
| • Criminal Non-Traffic Filings       | 1,476         |      |      |      |
| • Civil Filings                      | 7             |      |      |      |
| • Photo Enforcement Filings          | 36,754        |      |      |      |
| • <b>Total Case Filings</b>          | <b>46,691</b> |      |      |      |
| • Infraction Hearings Held/Parking   | 2,879         |      |      |      |
| • DUI Hearings Held                  | 1,566         |      |      |      |
| • Criminal Traffic Hearings Held     | 3,049         |      |      |      |
| • Criminal Non-Traffic Hearings Held | 7,742         |      |      |      |
| • Photo Enforcement Hearings Held    | 8,010         |      |      |      |
| • <b>Total Hearings Held</b>         | <b>23,226</b> |      |      |      |

### POSITION INVENTORY:

| Positions  | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | Grade |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
|  | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     |       |
| 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 Clerk II                                   | 5.00         | 5.00         | 5.00         | 4.00         | 4.00         | 4.00         | 4.00         | 21c   |
| Probation Supervisor                             | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 41    |
| Court Services Supervisor                        | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 39    |
| Probation Officer                                | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 34    |
| Probation Clerk                                  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 14    |
| Court Clerk I (1.0 FTE funded by Prop 1)         | 4.00         | 4.00         | 4.00         | 5.00         | 5.00         | 5.00         | 5.00         | 14c   |
| <b>Total Regular Staffing</b>                    | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | n/a   |
| <b>Change from prior year</b>                    | -            | -            | -            | -            | -            | -            | -            | n/a   |
| <b>Grand Total Staffing</b>                      | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | n/a   |

# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## MUNICIPAL COURT

Responsible Manager: *David Larson, Presiding Judge*

### HIGHLIGHTS/CHANGES:

The Municipal Court's proposed operating budget totals \$2,048,798 in 2021 and \$2,074,615 in 2022. This is 1.3% or \$27,248 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$54,273 primarily due to scheduled step increases, and changes of employees in positions.
- **Capital Outlay** – Net Decrease of \$62,000 due to elimination of one-time purchase of computers and cameras for the court.

### REVENUE AND EXPENDITURE SUMMARY:

| Code   | Item                    | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|--|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|  |                         | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:   |                         |              |              |              |              |              |              |              |                      |         |
| 31X  | Taxes                   | 161,002      | 168,124      | 185,347      | 185,347      | 185,347      | 190,102      | 194,159      | \$ 4,755             | 2.6%    |
| 33X  | Intergovernmental       | 58,649       | 55,602       | 50,000       | 32,000       | 32,000       | 32,000       | 32,000       | -                    | 0.0%    |
| 34X  | Charges for Services    | 313,507      | 244,980      | 357,529      | 272,988      | 272,988      | 272,988      | 272,988      | -                    | 0.0%    |
| 35X  | Fines and Penalties     | 748,944      | 786,176      | 916,901      | 784,901      | 784,901      | 784,901      | 784,901      | -                    | 0.0%    |
| 36X  | Miscellaneous           | 96,775       | 89,017       | 111,241      | 111,241      | 111,241      | 111,241      | 111,241      | -                    | 0.0%    |
| Total Revenues:  |                         | \$ 1,378,914 | \$ 1,343,938 | \$ 1,621,089 | \$ 1,386,548 | \$ 1,386,548 | \$ 1,391,303 | \$ 1,395,360 | \$ 4,755             | 0.3%    |
| Municipal Court General Fund Operations Expenditure Summary: |                         |              |              |              |              |              |              |              |                      |         |
| 1XX  | Salaries & Wages        | 890,912      | 905,195      | 902,860      | 902,860      | 902,860      | 951,017      | 963,701      | \$ 48,157            | 5.3%    |
| 2XX  | Benefits                | 351,371      | 346,386      | 370,173      | 370,173      | 370,173      | 338,397      | 343,216      | (31,776)             | -8.6%   |
| 3XX  | Supplies                | 12,790       | 6,582        | 10,050       | 10,050       | 10,050       | 10,050       | 10,050       | -                    | 0.0%    |
| 4XX  | Services and Charges    | 112,574      | 145,776      | 116,598      | 116,598      | 116,598      | 116,598      | 116,598      | -                    | 0.0%    |
| 6XX  | Capital Outlay          | -            | -            | -            | 62,000       | 62,000       | -            | -            | (62,000)             | -100.0% |
| Subtotal Operating Exp:                                      |                         | \$ 1,367,647 | \$ 1,403,939 | \$ 1,399,681 | \$ 1,461,681 | \$ 1,461,681 | \$ 1,416,062 | \$ 1,433,566 | \$ (45,619)          | -3.1%   |
| Probation Office General Fund Expenditure Summary:           |                         |              |              |              |              |              |              |              |                      |         |
| 1XX  | Salaries & Wages        | 181,512      | 187,183      | 194,352      | 194,352      | 194,352      | 211,260      | 214,344      | 16,908               | 8.7%    |
| 2XX  | Benefits                | 84,073       | 83,699       | 83,571       | 83,571       | 83,571       | 80,279       | 81,451       | (3,293)              | -3.9%   |
| 3XX  | Supplies                | -            | 238          | 6,900        | 6,900        | 6,900        | 6,900        | 6,900        | -                    | 0.0%    |
| 4XX  | Services and Charges    | 53,690       | 77,379       | 82,645       | 82,645       | 82,645       | 82,645       | 82,645       | -                    | 0.0%    |
| 6XX  | Capital Outlay          | -            | -            | -            | -            | -            | -            | -            | -                    | n/a     |
| Subtotal Probation Exp:                                      |                         | \$ 319,276   | \$ 348,500   | \$ 367,468   | \$ 367,468   | \$ 367,468   | \$ 381,084   | \$ 385,340   | \$ 13,615            | 3.7%    |
| Prop 1 Fund Expenditure Summary:                             |                         |              |              |              |              |              |              |              |                      |         |
| 1XX  | Salaries & Wages        | 117,868      | 125,751      | 120,163      | 120,163      | 120,163      | 137,755      | 140,695      | \$ 17,592            | 14.6%   |
| 2XX  | Benefits                | 43,134       | 42,373       | 45,662       | 45,662       | 45,662       | 52,347       | 53,464       | 6,685                | 14.6%   |
| 9XX  | Internal Services/Other | -            | -            | 19,522       | 19,522       | 19,522       | -            | -            | (19,522)             | -100.0% |
| Subtotal Prop 1 Exp:   |                         | \$ 161,002   | \$ 168,124   | \$ 185,347   | \$ 185,347   | \$ 185,347   | \$ 190,102   | \$ 194,159   | \$ 4,755             | 2.6%    |
| Traffic Safety Fund Expenditure Summary:                     |                         |              |              |              |              |              |              |              |                      |         |
| 4XX  | Services and Charges    | -            | -            | 61,550       | 61,550       | 61,550       | 61,550       | 61,550       | -                    | 0.0%    |
| Subtotal Traffic Safety Exp:                                 |                         | \$ -         | \$ -         | \$ 61,550    | \$ 61,550    | \$ 61,550    | \$ 61,550    | \$ 61,550    | \$ -                 | 0.0%    |
| Total Expenditures:  |                         | \$ 1,847,925 | \$ 1,920,563 | \$ 2,014,046 | \$ 2,076,046 | \$ 2,076,046 | \$ 2,048,798 | \$ 2,074,615 | \$ (27,248)          | -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 \$51,027,721 in 2021 and \$34,473,396 in 2022. This is 25.2% or \$10,285,541 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Decrease of \$734,077 primarily due negotiated increases in salaries being allocated in the department budgets.
- **Supplies** – Decrease of \$99,300 due to elimination of one-time Covid-19 supplies.
- **Services and Charges** – Decrease of \$3,529,733 primarily due to the elimination of one-time grants given to businesses for Covid-19, and one-time legal settlements.
- **Capital Outlays** – Decrease of \$617,665 primarily due to elimination of one-time Covid-19 capital purchases of equipment and vehicles, and one-time Council Chambers AV upgrades.
- **Debt Services** – Increase of \$14,033,513 primarily due to payoff of principal for Federal Way Community Center and Target Property Bonds due to refunding of the bonds.
- **Internal Service** – Increase of \$239,072 due to increased cost of IT services, and purchase of software and services for cyber security.
- **Other Financing Use** – Net Increase of \$993,731 primarily due to an increase in transfer out from 103 utility tax fund to 102 arterial street overlay fund due to new solid waste utility tax for overlay projects.

**REVENUE AND EXPENDITURE SUMMARY:**

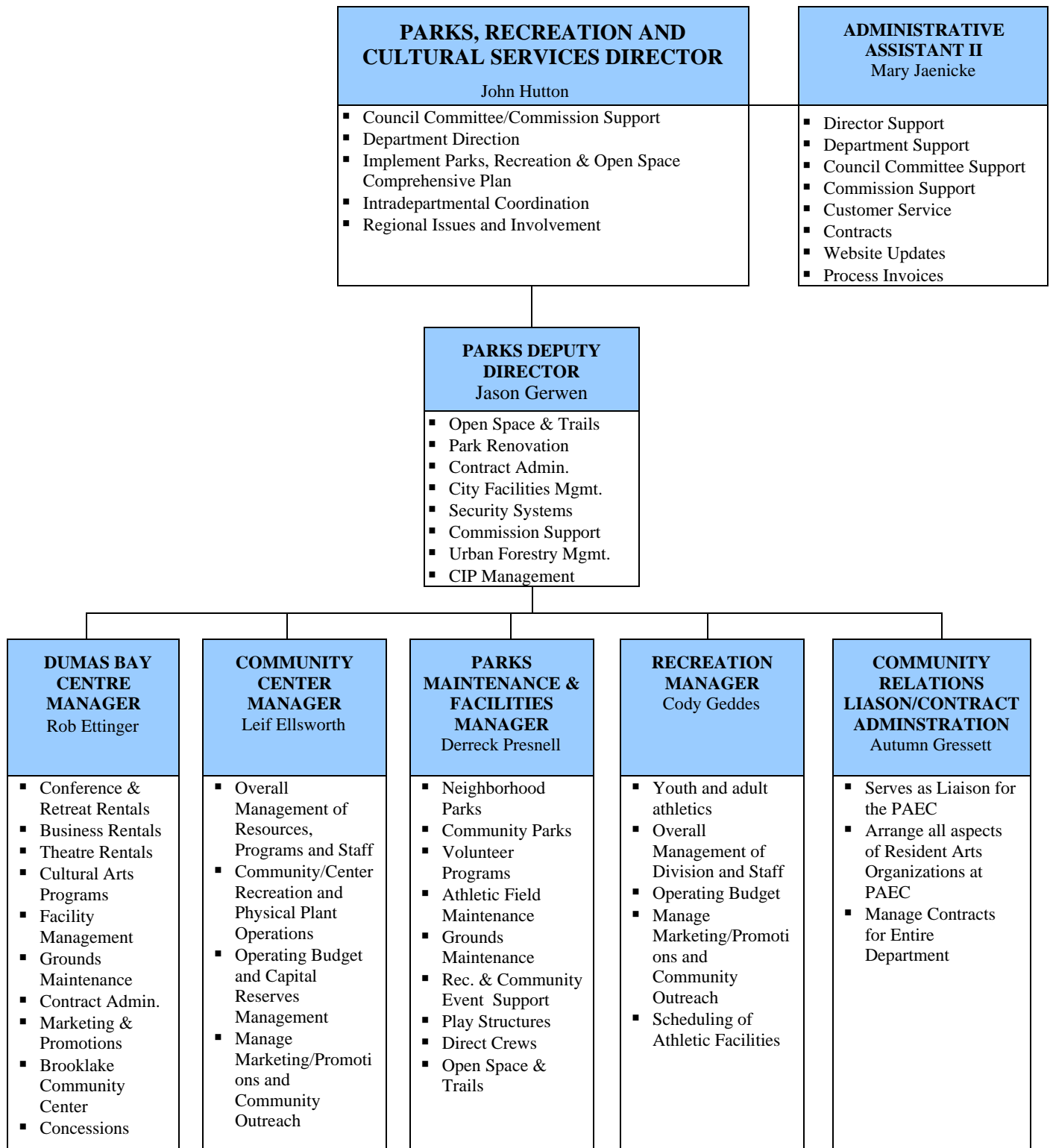
|                      |                           | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |        |
|----------------------|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|--------|
| Code                 | Item                      | Actual        | Actual        | Adopted       | Adjusted      | Projected     | Proposed      | Proposed      | \$ Chg               | % Chg  |
| Revenue Summary:     |                           |               |               |               |               |               |               |               |                      |        |
| 31X                  | Taxes                     | 43,057,303    | 44,991,807    | 44,214,703    | 44,869,280    | 44,869,280    | 46,717,888    | 46,689,203    | 1,848,608            | 4.1%   |
| 32X                  | Licenses and Permits      | 2,913,659     | 2,471,520     | 2,667,024     | 2,667,024     | 2,667,024     | 1,818,444     | 1,818,444     | (848,580)            | -31.8% |
| 33X                  | Intergovernmental         | 2,802,959     | 3,674,594     | 2,534,000     | 5,788,626     | 5,788,626     | 1,549,000     | 1,549,000     | (4,239,626)          | -73.2% |
| 34X                  | Charges for Services      | 4,979,558     | 5,125,389     | 5,030,696     | 5,165,919     | 5,165,919     | 5,157,412     | 5,159,946     | (8,507)              | -0.2%  |
| 35X                  | Fines and Penalties       | 4,258         | 7,500         | 2,000         | 2,000         | 2,000         | 2,000         | 2,000         | -                    | 0.0%   |
| 36X                  | Miscellaneous             | 739,182       | 1,098,510     | 395,000       | 619,020       | 619,020       | 594,299       | 595,000       | (24,721)             | -4.0%  |
| 37X                  | Proprietary Fund Revenues | 482,308       | 281,299       | 400,000       | 400,000       | 400,000       | 400,000       | 400,000       | -                    | 0.0%   |
| 39X                  | Other Financing Sources   | 10,548,094    | 29,679,266    | 11,440,299    | 12,807,276    | 12,807,276    | 27,427,064    | 11,748,736    | 14,619,787           | 114.2% |
| Total Revenues:      |                           | \$ 65,527,319 | \$ 87,329,884 | \$ 66,683,722 | \$ 72,319,145 | \$ 72,319,145 | \$ 83,666,106 | \$ 67,962,329 | \$ 11,346,961        | 15.7%  |
| Expenditure Summary: |                           |               |               |               |               |               |               |               |                      |        |
| 1XX                  | Salaries & Wages          | 13,943        | 10,472        | 1,188,929     | 1,188,929     | 1,188,929     | 454,852       | 468,498       | (734,077)            | -61.7% |
| 2XX                  | Benefits                  | 1,205         | 910           | -             | -             | -             | -             | -             | -                    | n/a    |
| 3XX                  | Supplies                  | 92,915        | 20,939        | 1,000         | 101,300       | 101,300       | 2,000         | 2,000         | (99,300)             | -98.0% |
| 4XX                  | Services and Charges      | 5,753,960     | 5,275,761     | 8,521,373     | 9,895,406     | 9,895,406     | 6,365,673     | 6,379,973     | (3,529,733)          | -35.7% |
| 5XX                  | Intergovernmental         | 22,292        | 1,611         | 30,000        | 30,000        | 30,000        | 30,000        | 30,000        | -                    | 0.0%   |
| 6XX                  | Capital Outlay            | 2,397,811     | 799,713       | 52,000        | 798,665       | 798,665       | 181,000       | -             | (617,665)            | -77.3% |
| 7XX                  | Debt Service-Principal    | 500,000       | 12,882,847    | 1,253,881     | 1,878,881     | 1,878,881     | 16,056,088    | 1,844,716     | 14,177,207           | 754.6% |
| 8XX                  | Debt Service-Interest     | 524,490       | 1,045,384     | 1,091,076     | 1,091,076     | 1,091,076     | 947,382       | 884,099       | (143,694)            | -13.2% |
| 9XX                  | Internal Service          | 5,148,235     | 5,493,599     | 5,755,664     | 5,940,719     | 5,940,719     | 6,179,791     | 6,201,298     | 239,072              | 4.0%   |
| 0XX                  | Other Financing Use       | 16,300,411    | 17,979,479    | 15,637,416    | 19,817,204    | 19,817,204    | 20,810,935    | 18,662,812    | 993,731              | 5.0%   |
| Total Expenditures:  |                           | \$ 30,755,262 | \$ 43,510,716 | \$ 33,531,339 | \$ 40,742,180 | \$ 40,742,180 | \$ 51,027,721 | \$ 34,473,396 | \$ 10,285,541        | 25.2%  |

## OPERATING BUDGET

### EXPENDITURE BY FUND:

| Code                 | Item                             | 2018<br>Actual | 2019<br>Actual | 2020          |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|----------------------------------|----------------|----------------|---------------|---------------|---------------|------------------|------------------|----------------------|---------|
|                      |                                  |                |                | Adopted       | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg   |
| Expenditure Summary: |                                  |                |                |               |               |               |                  |                  |                      |         |
| 001                  | General Fund                     | 7,599,489      | 10,345,167     | 11,736,389    | 15,531,497    | 15,531,497    | 10,788,392       | 10,361,569       | (4,743,105)          | -30.5%  |
| 103                  | Utility Tax                      | 9,142,916      | 8,661,285      | 9,687,000     | 11,230,239    | 11,230,239    | 12,058,633       | 12,034,394       | 828,394              | 7.4%    |
| 104                  | Sales/Use Tax - Affrd. & Supprt. | -              | -              | -             | 41,020        | 41,020        | -                | -                | (41,020)             | -100.0% |
| 107                  | Special Contracts/Studies        | 6,056          | 28,003         | 7,000         | 407,000       | 407,000       | -                | -                | (407,000)            | -100.0% |
| 109                  | Hotel/Motel Lodging Tax          | 90,047         | 167,984        | 224,700       | 300,000       | 300,000       | 155,000          | 155,000          | (145,000)            | -48.3%  |
| 113                  | Real Estate Excise Tax           | 4,142,129      | 5,314,370      | 4,254,567     | 4,818,641     | 4,818,641     | 3,973,018        | 3,437,426        | (845,624)            | -17.5%  |
| 120                  | Paths & Trails                   | -              | -              | -             | -             | -             | 200,000          | -                | 200,000              | n/a     |
| 121                  | Technology Fund                  | -              | -              | -             | 67,100        | 67,100        | 181,000          | 14,300           | 113,900              | 169.7%  |
| 188                  | Strategic Reserve                | 2,213,331      | -              | -             | -             | -             | 601,800          | 2,000            | 601,800              | n/a     |
| 189                  | Parks Reserve                    | -              | 719,409        | -             | -             | -             | -                | 15,793           | -                    | n/a     |
| 201                  | Debt Service                     | 2,024,490      | 13,928,233     | 2,344,957     | 2,969,957     | 2,969,957     | 17,203,153       | 2,866,189        | 14,233,196           | 479.2%  |
| 301                  | Downtown Redevelopment           | 505,393        | -              | -             | 100,000       | 100,000       | 600,000          | 205,000          | 500,000              | 500.0%  |
| 302                  | City Facilities                  | 618            | -              | -             | -             | -             | -                | 115,000          | -                    | n/a     |
| 307                  | Capital Project Reserve          | -              | -              | -             | -             | -             | -                | -                | -                    | n/a     |
| 308                  | Performing Arts Center           | 307,046        | 71,989         | -             | -             | -             | -                | -                | -                    | n/a     |
| 506                  | Self Health Insurance            | 4,639,743      | 4,264,644      | 5,256,726     | 5,256,726     | 5,256,726     | 5,256,726        | 5,256,726        | -                    | 0.0%    |
| 507                  | Unemployment Insurance           | 84,004         | 9,634          | 20,000        | 20,000        | 20,000        | 10,000           | 10,000           | (10,000)             | -50.0%  |
| Total Expenditures:  |                                  | \$ 30,755,262  | \$ 43,510,717  | \$ 33,531,339 | \$ 40,742,180 | \$ 40,742,180 | \$ 51,027,721    | \$ 34,473,396    | \$ 10,285,541        | 25.2%   |





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

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

**2019/2020 ACCOMPLISHMENTS**

- Installed energy efficient LED lighting in all meeting rooms, staff areas and entrance at the Dumas Bay Centre and Knutzen Family Theatre.
- Installed USB outlets throughout parts of the facility to assist with guests adjusting charging needs.
- Installed new window coverings in Eagleview, Osprey and Heron rooms.
- Installed ultraviolet light purification systems in our mini-splits and HVAC for the Knutzen Family Theatre to help insure guest safety from spreading virus.
- Created a new suite for guest rentals. This is the only overnight room to include a full bath, climate controlled environment with a lounge/office area included.
- Created new overnight room on north 1<sup>st</sup> floor wing for guest usage.
- Continued to book operational rentals increasing revenue each year until March 12, 2020 when the pandemic required the temporary closure of both the Dumas Bay Centre and the Knutzen Family Theatre.
- **Software Upgrade** – Recreation and Community Center successfully moved to a new software system. With RecTrac we have seen an increase in online registration and have seen many efficiencies improve with installment billing and reporting.
- **COVID Programming** - Our staff has had to be flexible and able to change based on the scenarios we are given. We successfully ran a socially distant camp this summer with an average of 48 participants. We have done virtual programs with our inclusion program as well as equipment pick up for our Special Olympics athletes for virtual training.
- **After School Program 19-20** for Mirror Lake, Sherwood Forest and Twin Lakes Elementary (September 2017) in partnership with FWPS providing transportation to the Community Center.
- **Special Olympics** – Introduced two new health and fitness programs in 2019 – Zumba and Sports Conditioning. These two new programs were added bringing the total number of health & fitness related programs to fourteen including Special Olympic sports. A total 221 people participated in health & fitness or sporting activities since 2019.
- **Arc of King County** – Partnered with Arc of King County to offer monthly workshops and advocacy programs. These were free programs that provided participants, parents, and caregivers crucial information related to the disability community.
- **Hyde Shuttle** – Added a third shuttle for seniors in the community to aid in mobility around Federal Way.
- **Partnership with Celebration Shag** – Provide programs and opportunities for SHAG residents at FWCC.
- **Youth Commission Scholarship** – Youth Commission made their goal of \$10,000 for the FirStep Scholarship, created an application and process for awarding monies.
- **Partnership with KCLS** – Providing a story walk at Panther Lake Park. A socially distant activity where families can read a story as they make a lap around Panther Lake Trail.
- RWB and Miles for Meso of 2019 were some of the best we have ever done; operations were seamless and fluid among all city staff and departments.
- Virtual Miles for Meso in 2020 was a success raising \$15,000.
- Virtual and Outdoor Fitness Classes (2020) have been going well and seeing consistent attendance between 10-15 participants
- 2019 closure project list was completed on time.
- Successfully negotiated new contracts for Fireworks at RWB due to closure of previous business and landscaping company utilized at the Federal Way Community Center.
- Facility Improvements:
  - Grouting of locker rooms and cabanas
  - City logo addition to entryway of FWCC
  - Interior wall painting
  - Gym floor refinishing
  - Pool play feature slide replacement
  - Steamer generator replacement
- Building positive relationships with PAEC Resident Artists Organizations.
- PAEC signage completed.
- Contract with DOC for cleaning of PAEC/Staircase.
- Waste Management contract for rental.
- Capital purchases able to be made (Staging, Risers & Advertising Monitors in lobby).
- Completed the PROS plan update.
- Opened the Panther Lake Trailhead and completed renovation of trail.
- Replaced artificial turf at Steel Lake Annex – Karl Grosch Field.
- Replace/expanded Wedgewood Park Playground.
- Replace/expanded Mirror Lake Playground.

## PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *John Hutton, Parks Director*

### 2019/2020 ACCOMPLISHMENTS

- Installed mini-split units in DBC meeting rooms.
- Facility adjustments to comply with Covid-19 requirements.

### 2021/2022 KEY PROJECTS ANTICIPATED

- Continue to rebook cancelled contracts to improve outlook for 21 & 22.
- Build improvements to ensure guest and staff safety as new normal operations resume.
- Design operations to continue to capture necessary revenue from clients and reducing expenditure where possible.
- Install additional mini-split units in overnight rooms to improve guest comfort.
- Replace windows in meeting spaces.
- Create innovative and safe programming to return to pre-COVID revenue levels.
- Distribute Youth Commission scholarship funds for free or very low cost opportunities.
- Explore mobile recreation vans to underserved areas of Federal Way.
- Recovery from Covid-19 losses:
  - Membership unit increases
  - Program/Group fitness participation
  - General individual fitness/recreation participation
- Ensuring public trust and safety after Covid-19.
- Leisure pool slide replacement and play structure through grant funding.
- Water heater array replacement.
- Increase youth sport league opportunities through partnerships with existing community groups.
- Explore offering swim lessons to FWPS second graders as a PE course to further drowning prevention education.
- Regional Marketing Campaign.
- Website revision.
- Replacement of playgrounds (next up: Alderbrook, Celebration Park and Heritage Woods).
- Replacement of Lakota Parking Lot.
- Implementation of SDS management system.
- Brooklake Dam assessment.

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

| 2021 Proposed Projects                | Sources (in thousands) |               |                      |               |               |                |
|---------------------------------------|------------------------|---------------|----------------------|---------------|---------------|----------------|
|                                       | REET                   | Misc / Trsfrs | Prior Years' Sources | Total Sources | Construct     | Total Expenses |
| Major Maint & Impr - Existing Park Fa | \$ -                   | \$ -          | \$ 90                | \$ 90         | \$ 90         | \$ 90          |
| Annual Playground Rep& Repl Prog      | -                      | -             | 100                  | 100           | 100           | 100            |
| <b>Total 2021</b>                     | <b>\$ -</b>            | <b>\$ -</b>   | <b>\$ 190</b>        | <b>\$ 190</b> | <b>\$ 190</b> | <b>\$ 190</b>  |

| 2022 Proposed Projects                | Sources (in thousands) |               |                      |               |               |                |
|---------------------------------------|------------------------|---------------|----------------------|---------------|---------------|----------------|
|                                       | REET                   | Misc / Trsfrs | Prior Years' Sources | Total Sources | Construct     | Total Expenses |
| Major Maint & Impr - Existing Park Fa | -                      | -             | 75                   | 75            | 75            | 75             |
| Annual Playground Rep& Repl Prog      | -                      | -             | 300                  | 300           | 300           | 300            |
| <b>Total 2022</b>                     | <b>\$ -</b>            | <b>\$ -</b>   | <b>\$ 375</b>        | <b>\$ 375</b> | <b>\$ 375</b> | <b>\$ 375</b>  |

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

**DEPARTMENT POSITION INVENTORY:**

| Positions   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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             | 25    |
| <b>General Recreation:</b>                          |                |                |         |          |           |                  |                  |       |
| Recreation Manager                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 43    |
| CR Liaison/Contract Admin                           | -              | -              | -       | -        | 1.00      | 1.00             | 1.00             | 43    |
| Recreation Coordinator                              | 3.50           | 3.50           | 3.50    | 3.50     | 3.50      | 3.50             | 3.50             | 33    |
| Graphics Coordinator                                | 0.33           | 0.33           | 0.33    | 0.33     | 0.33      | 0.33             | 0.33             | 33    |
| Administrative Assistant I                          | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| <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     | 1.00      | 1.00             | 1.00             | 38    |
| Maintenance Worker - Lead                           | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | 26m   |
| Maintenance Worker I -<br>1.0 FTE funded by Prop. 1 | 8.00           | 8.00           | 8.00    | 8.75     | 8.75      | 9.00             | 9.00             | 22m   |
| Facilities Maintenance Worker                       | 2.00           | 1.50           | 1.50    | 1.50     | 1.50      | 2.00             | 2.00             | 22m   |
| <b>Total General Fund:</b>                          | 23.63          | 23.13          | 23.13   | 23.88    | 24.88     | 25.63            | 25.63            | n/a   |
| <b>Federal Way Community Center:</b>                |                |                |         |          |           |                  |                  |       |
| Community Center Manager                            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 43    |
| Recreation/CC Supervisor                            | 1.00           | -              | -       | -        | -         | -                | -                | 39    |
| Office Technician II*                               | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 14    |
| Recreation Coordinator II-Aquatics                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 36    |
| Fitness Coordinator                                 | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Community Center Services Coordinator               | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 33    |
| Rental Services Coordinator                         | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Graphics Coordinator                                | 0.33           | 0.33           | 0.33    | 0.33     | 0.33      | 0.33             | 0.33             | 33    |
| Customer Service Coordinator                        | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Aquatic Facility Operator                           | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 26m   |
| Administrative Assistant I                          | 1.00           | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| Custodian-Community Center                          | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 14m   |
| Lead Lifeguard                                      | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 13    |
| <b>Total Federal Way Comm. Center:</b>              | 11.33          | 11.33          | 11.33   | 11.33    | 11.33     | 11.33            | 11.33            | n/a   |
| <b>Dumas Bay Centre:</b>                            |                |                |         |          |           |                  |                  |       |
| Dumas Bay Centre Manager                            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 43    |
| Chef/Kitchen Coordinator                            | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Chef/Kitchen Supervisor                             | 1.00           | -              | -       | -        | -         | -                | -                | 23    |
| Administrative Assistant I                          | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| <b>Total Dumas Bay Centre:</b>                      | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | n/a   |
| <b>Performing Arts &amp; Event Center:</b>          |                |                |         |          |           |                  |                  |       |
| Community Relations Liason/Contract Admin           | 1.00           | 1.00           | 1.00    | 1.00     | -         | -                | -                | 43    |
| PAEC Director                                       | 1.00           | -              | -       | -        | -         | -                | -                | 58j   |
| Operations Manager                                  | 1.00           | -              | -       | -        | -         | -                | -                | 43    |
| Development Supervisor                              | 1.00           | -              | -       | -        | -         | -                | -                | 38    |
| Marketing Coordinator                               | 1.00           | -              | -       | -        | -         | -                | -                | 30    |
| Patron Services Coordinator                         | 1.00           | -              | -       | -        | -         | -                | -                | 30    |
| Technical Supervisor                                | 1.00           | -              | -       | -        | -         | -                | -                | 37    |
| Administrative Assistant II                         | 1.00           | -              | -       | -        | -         | -                | -                | 24    |
| <b>Performing Arts Event Center:</b>                | 8.00           | 1.00           | 1.00    | 1.00     | -         | -                | -                | n/a   |
| <b>Total Regular Staffing</b>                       | 45.96          | 38.46          | 38.46   | 39.21    | 39.21     | 39.96            | 39.96            | n/a   |
| <b>Change from prior year</b>                       | -              | (7.50)         | -       | 0.75     | -         | 0.75             | -                | n/a   |
| <b>Grand Total Staffing</b>                         | 45.96          | 38.46          | 38.46   | 39.21    | 39.21     | 39.96            | 39.96            | n/a   |

## PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *John Hutton, Parks Director*

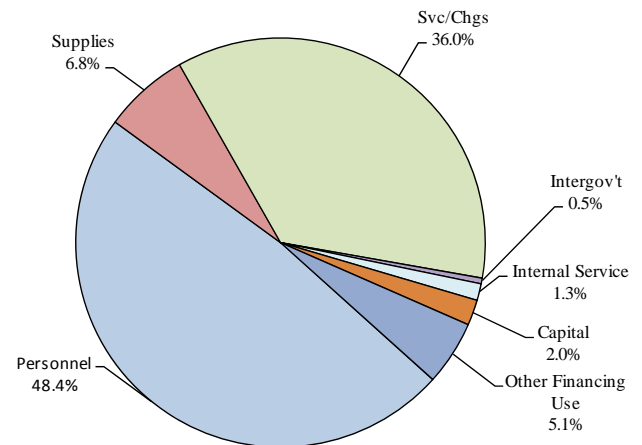
### PURPOSE/DESCRIPTION:

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.

2021 Proposed Expenditures by Category



### DEPARTMENT SUMMARY:

| Code  | Item                | 2018          | 2019          | 2020         |              |              | 2021          | 2022          | 21 Proposed - 20 Adj |        |
|---|---------------------|---------------|---------------|--------------|--------------|--------------|---------------|---------------|----------------------|--------|
|   |                     | Actual        | Actual        | Adopted      | Adjusted     | Projected    |               |               | \$ Chg               | % Chg  |
| General Fund Operating Expenditure Summary:     |                     |               |               |              |              |              |               |               |                      |        |
| 310   | Administration      | 274,015       | 272,113       | 275,015      | 275,015      | 275,015      | 281,647       | 281,647       | 6,632                | 2.4%   |
| 33x   | Maintenance         | 2,271,593     | 2,397,621     | 2,394,125    | 2,628,602    | 2,628,602    | 2,376,688     | 2,391,575     | (251,914)            | -9.6%  |
| 35x   | General Recreation  | 1,490,414     | 1,561,497     | 1,407,334    | 1,409,687    | 1,409,687    | 1,496,157     | 1,520,473     | 86,470               | 6.1%   |
| Subtotal GF Operating Exp.:                     |                     | \$ 4,036,022  | \$ 4,231,231  | \$ 4,076,474 | \$ 4,313,304 | \$ 4,313,304 | \$ 4,154,492  | \$ 4,193,695  | \$ (158,812)         | -3.7%  |
| Non-General Fund Operating Expenditure Summary: |                     |               |               |              |              |              |               |               |                      |        |
| 111   | FW Community Center | 2,474,036     | 2,493,844     | 2,331,150    | 1,766,615    | 1,766,615    | 2,245,642     | 2,756,334     | 479,027              | 27.1%  |
| Subtotal New Comm Center                        |                     | \$ 2,474,036  | \$ 2,493,844  | \$ 2,331,150 | \$ 1,766,615 | \$ 1,766,615 | \$ 2,245,642  | \$ 2,756,334  | \$ 479,027           | 27.1%  |
| 114   | Prop 1 Fund         | 115,147       | 116,328       | 103,437      | 103,437      | 103,437      | 104,802       | 104,802       | 1,365                | 1.3%   |
| Subtotal Prop 1 Fund                            |                     | \$ 115,147    | \$ 116,328    | \$ 103,437   | \$ 103,437   | \$ 103,437   | \$ 104,802    | \$ 104,802    | \$ 1,365             | 1.3%   |
| 115   | PAEC Operating Fund | 1,628,150     | 2,589,541     | 1,874,323    | 1,331,690    | 1,331,690    | 2,299,757     | 2,299,757     | 968,067              | 72.7%  |
| Subtotal 115 PAEC Oper. Fund                    |                     | \$ 1,628,150  | \$ 2,589,541  | \$ 1,874,323 | \$ 1,331,690 | \$ 1,331,690 | \$ 2,299,757  | \$ 2,299,757  | \$ 968,067           | 72.7%  |
| 303   | Parks CIP           | 917,149       | 276,358       | 300,000      | 400,000      | 400,000      | 190,000       | 375,000       | (210,000)            | -52.5% |
| Subtotal Parks CIP Fund                         |                     | \$ 917,149    | \$ 276,358    | \$ 300,000   | \$ 400,000   | \$ 400,000   | \$ 190,000    | \$ 375,000    | \$ (210,000)         | -52.5% |
| 402   | Dumas Bay Centre    | 933,442       | 910,556       | 685,472      | 744,087      | 744,087      | 900,872       | 930,210       | 156,784              | 21.1%  |
| 505   | Bldg & Furnishings  | 524,642       | 607,554       | 483,088      | 700,088      | 700,088      | 1,150,108     | 594,127       | 450,020              | 64.3%  |
| Enterprise Fund Oper                            |                     | \$ 1,458,084  | \$ 1,518,110  | \$ 1,168,560 | \$ 1,444,175 | \$ 1,444,175 | \$ 2,050,980  | \$ 1,524,337  | \$ 606,804           | 42.0%  |
| Total Expenditures:                             |                     | \$ 10,628,588 | \$ 11,225,411 | \$ 9,853,945 | \$ 9,359,222 | \$ 9,359,222 | \$ 11,045,673 | \$ 11,253,926 | \$ 1,686,452         | 18.0%  |

# ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

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

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

### **HIGHLIGHTS/CHANGES:**

The Parks Department's proposed operating budget totals \$11,045,673 and \$11,253,926 in 2021 and 2022 respectively. This is an increase of \$1,686,452 or 18.0% to the 2021 proposed budget from the 2020 adjusted operating budget.. The table below includes the General Fund, Federal Way Community Center Fund, Proposition 1 Fund, Performing Arts & Event Center, Dumas Bay Centre Fund, Parks CIP, and Buildings and Furnishings Fund. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$309,024 due to scheduled step increases, restoring full-time staff at the Federal Way Community Center (FWCC), and increasing temporary help back to the amounts needed to operate FWCC and Dumas Bay Centre (DBC).
- **Supplies** – Increase of \$25,035 due to increasing supplies back to the amount needed when the FWCC & DBC are operating.
- **Services and Charges** – Increase of \$1,002,689 due to increasing services and utilities back to the amount needed when the FWCC, DBC, and Performing Arts & Event Center are operating.
- **Intergovernmental** – Increase of \$25,000 due to an increase in SWM fees.
- **Capital Outlays** – Decrease of \$218,307 due to less Parks CIP projects.
- **Other Financing Uses** – Increase of \$562,414 due to a one-time transfer out to the General Fund for operations.

### **REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018          | 2019          | 2020         |              |              | 2021          | 2022          | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|---------------|---------------|--------------|--------------|--------------|---------------|---------------|----------------------|---------|
|                      |                         | Actual        | Actual        | Adopted      | Adjusted     | Projected    | Proposed      | Proposed      | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |               |               |              |              |              |               |               |                      |         |
| 31X                  | Taxes                   | \$ 115,147    | \$ 116,328    | \$ 103,437   | \$ 103,437   | \$ 103,437   | \$ 104,802    | \$ 104,802    | \$ 1,365             | 1.3%    |
| 33X                  | Intergovernmental       | 4,000         | 14,000        | 5,000        | 5,000        | 5,000        | -             | -             | (5,000)              | -100.0% |
| 34X                  | Charges for Services    | 3,295,589     | 3,317,781     | 4,509,447    | 2,373,001    | 2,373,001    | 3,315,945     | 3,315,945     | 942,944              | 39.7%   |
| 36X                  | Miscellaneous           | 1,910,919     | 2,344,515     | 1,606,357    | 1,183,252    | 1,183,252    | 2,257,909     | 2,775,216     | 1,074,657            | 90.8%   |
| 39X                  | Other Financing Source  | 2,129,738     | 2,328,000     | 635,000      | 2,422,717    | 2,422,717    | 1,415,004     | 1,423,264     | (1,007,713)          | -41.6%  |
| Total Revenues:      |                         | \$ 7,455,393  | \$ 8,120,623  | \$ 6,859,241 | \$ 6,087,407 | \$ 6,087,407 | \$ 7,093,660  | \$ 7,619,227  | \$ 1,006,253         | 16.5%   |
| Expenditure Summary: |                         |               |               |              |              |              |               |               |                      |         |
| 1XX                  | Salaries and Wages      | 4,146,453     | 4,167,332     | 4,008,140    | 3,722,470    | 3,722,470    | 4,271,660     | 4,340,413     | 549,189              | 14.8%   |
| 2XX                  | Benefits                | 1,491,071     | 1,466,482     | 1,360,597    | 1,310,597    | 1,310,597    | 1,070,432     | 1,095,039     | (240,165)            | -18.3%  |
| 3XX                  | Supplies                | 779,483       | 837,375       | 670,662      | 720,627      | 720,627      | 745,662       | 745,662       | 25,035               | 3.5%    |
| 4XX                  | Services and Charges    | 3,094,844     | 4,223,569     | 3,246,035    | 2,973,865    | 2,973,865    | 3,976,554     | 4,001,554     | 1,002,689            | 33.7%   |
| 5XX                  | Intergovernmental       | 6,483         | 9,457         | 25,105       | 25,105       | 25,105       | 50,105        | 50,105        | 25,000               | 99.6%   |
| 6XX                  | Capital Outlays         | 1,000,793     | 370,508       | 300,000      | 441,000      | 441,000      | 222,693       | 875,000       | (218,307)            | -49.5%  |
| 8XX                  | Debt Service-Interest   | 981           | 10,611        | -            | -            | -            | -             | -             | -                    | n/a     |
| 9XX                  | Internal Services/Other | 108,479       | 140,077       | 243,405      | 165,557      | 165,557      | 146,153       | 146,153       | (19,404)             | -11.7%  |
| 0XX                  | Other Financing Use     | -             | -             | -            | -            | -            | 562,414       | -             | 562,414              | n/a     |
| Total Expenditures:  |                         | \$ 10,628,588 | \$ 11,225,411 | \$ 9,853,945 | \$ 9,359,222 | \$ 9,359,222 | \$ 11,045,673 | \$ 11,253,926 | \$ 1,686,452         | 18.0%   |

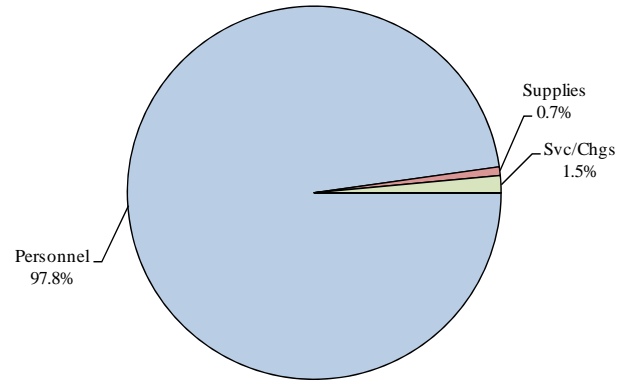
# **PARKS, RECREATION AND CULTURAL SERVICES ADMINISTRATION**

**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.

**2021 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  | 2019      | 2020 | 2021 | 2022 |
|---|-----------|------|------|------|
| <b>Workload Measures:</b>                                     |           |      |      |      |
| Number of commissions and committees supported                | 4         |      |      |      |
| Number of Capital Projects Managed                            | 3         |      |      |      |
| <b>Outcome Measures:</b>                                      |           |      |      |      |
| Total Acres of Park and Open Space                            | 1124      |      |      |      |
| Total Square Feet of Facilities operated and maintained       | 251,791   |      |      |      |
| Parks and Recreation Projected New Funding for Capital Budget | \$300,000 |      |      |      |

## **POSITION INVENTORY:**

| Positions                                | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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             | 25    |
| Total Regular Staffing                   | 1.80           | 1.80           | 1.80    | 1.80     | 1.80      | 1.80             | 1.80             | n/a   |
| Change from prior year                   | -              | -              | -       | -        | -         | -                | -                | n/a   |
| Grand Total Staffing                     | 1.80           | 1.80           | 1.80    | 1.80     | 1.80      | 1.80             | 1.80             | n/a   |



# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## PARKS, RECREATION AND CULTURAL SERVICES ADMINISTRATION

Responsible Manager: *John Hutton, Parks Director*

### HIGHLIGHTS/CHANGES:

The Administration Division proposed operating budget for 2021/2022 is \$281,647 and \$281,647 respectively. This is an increase of \$6,632 or 2.4% to the 2021 proposed budget from the 2020 adjusted operating budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$6,632 due to schedule step increases.-

| Code                 | Item                 | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|-------|
|                      |                      | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg |
| Expenditure Summary: |                      |            |            |            |            |            |            |            |                      |       |
| 1XX                  | Salaries & Wages     | 195,240    | 200,329    | 190,606    | 190,606    | 190,606    | 199,555    | 199,555    | 8,950                | 4.7%  |
| 2XX                  | Benefits             | 63,090     | 64,623     | 78,148     | 78,148     | 78,148     | 75,831     | 75,831     | (2,317)              | -3.0% |
| 3XX                  | Supplies             | 5,355      | 1,993      | 2,110      | 2,110      | 2,110      | 2,110      | 2,110      | -                    | 0.0%  |
| 4XX                  | Services and Charges | 10,330     | 5,168      | 4,151      | 4,151      | 4,151      | 4,151      | 4,151      | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 274,015 | \$ 272,113 | \$ 275,015 | \$ 275,015 | \$ 275,015 | \$ 281,647 | \$ 281,647 | \$ 6,632             | 2.4%  |



New Town Square Park in Federal Way



## PARKS, RECREATION AND CULTURAL SERVICES GENERAL RECREATION

Responsible Manager: *Cody Geddes, Recreation Manager*

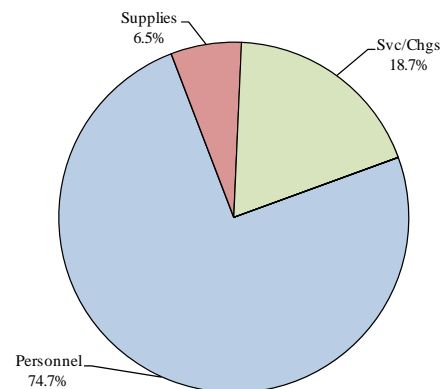
### PURPOSE/DESCRIPTION:

The General Recreation Division plans and manages a wide variety of recreation, community center, athletic, and cultural programs, services and special events that provide activities that foster community spirit, build individual self-confidence and enhance the quality of life. Recreation Division's other program areas include: Federal Way Community Center, Community Recreation, Recreation Inc., Youth and Adult Athletics, Community Events, Senior Services, Cultural Services, Dumas Bay Centre, and Knutzen Family Theatre.

### 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.

2021 Proposed Expenditures by Category



### PERFORMANCE MEASURES:

| Type/Description  | 2019    | 2020 | 2021 | 2022 |
|---|---------|------|------|------|
| <b>Workload Measures:</b>                                       |         |      |      |      |
| Total Recreation & Cultural Services classes held               | 1520    |      |      |      |
| Total senior classes / drop-in services                         | 1350    |      |      |      |
| Total Teen Participants   | 350     |      |      |      |
| <b>Outcome Measures:</b>  |         |      |      |      |
| Recovery ratio  | 71.7%   |      |      |      |
| <b>Efficiency Measures:</b>                                     |         |      |      |      |
| Number of volunteer hours, Senior Services                      | 3,300   |      |      |      |
| Number of Recreation & Cultural Services enrollments            | 11,700  |      |      |      |
| Number of Recreation & Cultural Services participant attendance | 141,600 |      |      |      |

### POSITION INVENTORY:

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| <b>General Recreation:</b>    |                |                |         |          |           |                  |                  |       |
| Recreation Manager            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 43    |
| CR Liaison/Contract Admin     | -              | -              | -       | -        | 1.00      | 1.00             | 1.00             | 43    |
| Recreation Coordinator        | 3.50           | 3.50           | 3.50    | 3.50     | 3.50      | 3.50             | 3.50             | 33    |
| Graphics Coordinator          | 0.33           | 0.33           | 0.33    | 0.33     | 0.33      | 0.33             | 0.33             | 33    |
| Administrative Assistant I    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| <b>Total General Fund:</b>    | 5.83           | 5.83           | 5.83    | 5.83     | 6.83      | 6.83             | 6.83             | n/a   |
| <i>Total Regular Staffing</i> | 5.83           | 5.83           | 5.83    | 5.83     | 6.83      | 6.83             | 6.83             | n/a   |
| <i>Change from prior year</i> | -              | -              | -       | -        | 1.00      | -                | -                | n/a   |
| <b>Grand Total Staffing</b>   | 5.83           | 5.83           | 5.83    | 5.83     | 6.83      | 6.83             | 6.83             | n/a   |

## ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

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

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

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

The General Recreation Division Budget includes Athletics and Special Services, and Community Recreation and Cultural Services. The General Recreation proposed operating budget for 2021/2022 is \$1,496,157 and \$1,520,473 respectively. This is an increase of \$86,470 or 6.1% to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$86,470 due to moving 1.0 FTE CR Liaison/Contract Admin to General Recreation from Performing Arts & Event Center.

#### **REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                      |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg   |
| Revenue Summary:     |                      |              |              |              |              |              |              |              |                      |         |
| 33X                  | Intergovernmental    | \$ 4,000     | \$ 14,000    | \$ 5,000     | \$ 5,000     | \$ 5,000     | \$ -         | \$ -         | \$ (5,000)           | -100.0% |
| 34X                  | Charges for Services | 954,654      | 859,765      | 890,650      | 890,650      | 890,650      | 890,650      | 890,650      | -                    | 0.0%    |
| 36X                  | Miscellaneous        | 198,610      | 231,523      | 154,350      | 154,350      | 154,350      | 154,350      | 154,350      | -                    | 0.0%    |
| Total Revenues:      |                      | \$ 1,157,264 | \$ 1,105,288 | \$ 1,050,000 | \$ 1,050,000 | \$ 1,050,000 | \$ 1,045,000 | \$ 1,045,000 | \$ (5,000)           | -0.5%   |
| Expenditure Summary: |                      |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries and Wages   | 786,654      | 861,037      | 799,545      | 801,898      | 801,898      | 918,659      | 936,279      | 116,761              | 14.6%   |
| 2XX                  | Benefits             | 216,762      | 225,296      | 229,839      | 229,839      | 229,839      | 199,549      | 206,244      | (30,291)             | -13.2%  |
| 3XX                  | Supplies             | 84,083       | 113,169      | 97,541       | 97,541       | 97,541       | 97,541       | 97,541       | -                    | 0.0%    |
| 4XX                  | Services and Charges | 401,976      | 361,029      | 280,284      | 280,284      | 280,284      | 280,284      | 280,284      | -                    | 0.0%    |
| 5XX                  | Intergovernmental    | 939          | 966          | 125          | 125          | 125          | 125          | 125          | -                    | 0.0%    |
| Total Expenditures:  |                      | \$ 1,490,414 | \$ 1,561,497 | \$ 1,407,334 | \$ 1,409,687 | \$ 1,409,687 | \$ 1,496,157 | \$ 1,520,473 | \$ 86,470            | 6.1%    |

## PARKS, RECREATION AND CULTURAL SERVICES COMMUNITY CENTER

Responsible Manager: *Leif Ellsworth, Manager, Community Center*

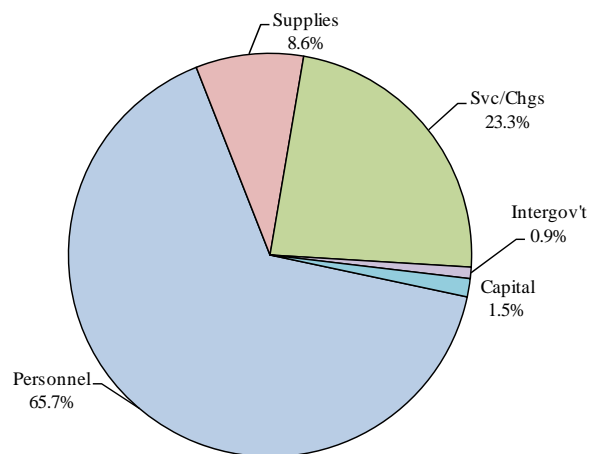
### PURPOSE/DESCRIPTION:

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

### 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.

2021 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.

# **CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET**

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

**Responsible Manager:** *Leif Ellsworth, Manager, Community Center*

### **PERFORMANCE MEASURES:**

| Type/Description  | 2019    | 2020 | 2021 | 2022 |
|---|---------|------|------|------|
| <b>Workload Measures:</b>   |         |      |      |      |
| Number of operational hours   | 4,910   |      |      |      |
| Number of birthday party rentals                                    | 500     |      |      |      |
| Number of special event rentals                                     | 100     |      |      |      |
| Number of meeting rentals   | 400     |      |      |      |
| Number of swim classes  | 2,200   |      |      |      |
| <b>Efficiency Measures:</b>   |         |      |      |      |
| Operating within or better than designated utility tax contribution | Yes     |      |      |      |
| <b>Efficiency Measures:</b>   |         |      |      |      |
| Number of active passes   | 3,300   |      |      |      |
| Number of community center class enrollments                        | 1,400   |      |      |      |
| Number of pass holder visits  | 180,000 |      |      |      |
| Number of daily admissions  | 75,000  |      |      |      |

### **POSITION INVENTORY:**

| Positions                              | 2018   | 2019   | 2020    |          |           | 2021     | 2022     | Grade |
|--|--------|--------|---------|----------|-----------|----------|----------|-------|
|  | Actual | Actual | Adopted | Adjusted | Projected | Proposed | Proposed |       |
| <b>Federal Way Community Center:</b>   |        |        |         |          |           |          |          |       |
| Community Center Manager               | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 43    |
| Recreation/CC Supervisor               | 1.00   | -      | -       | -        | -         | -        | -        | 39    |
| Recreation Coordinator II-Aquatics     | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 33    |
| Fitness Coordinator                    | -      | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 33    |
| Graphics Coordinator                   | 0.33   | 0.33   | 0.33    | 0.33     | 0.33      | 0.33     | 0.33     | 33    |
| Community Center Services Coordinator  | 1.00   | 1.00   | 1.00    | -        | -         | -        | -        | 33    |
| Rental Services Coordinator            | -      | -      | -       | 1.00     | 1.00      | 1.00     | 1.00     | 33    |
| Customer Service Coordinator           | -      | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 33    |
| Aquatic Facility Operator              | 1.00   | 1.00   | 1.00    | 1.00     | 1.00      | 1.00     | 1.00     | 26m   |
| Administrative Assistant I             | 1.00   | -      | -       | 1.00     | 1.00      | 1.00     | 1.00     | 18    |
| Office Technician II                   | 1.00   | 1.00   | 1.00    | -        | -         | -        | -        | 14    |
| Custodian-Community Center             | 2.00   | 2.00   | 2.00    | 2.00     | 2.00      | 2.00     | 2.00     | 14m   |
| Lead Lifeguard                         | 2.00   | 2.00   | 2.00    | 2.00     | 2.00      | 2.00     | 2.00     | 13    |
| <b>Total Federal Way Comm. Center:</b> | 11.33  | 11.33  | 11.33   | 11.33    | 11.33     | 11.33    | 11.33    | n/a   |
| <b>Total Regular Staffing</b>          | 11.33  | 11.33  | 11.33   | 11.33    | 11.33     | 11.33    | 11.33    | n/a   |
| <b>Change from prior year</b>          | -      | -      | -       | -        | -         | -        | -        | n/a   |
| <b>Grand Total Staffing</b>            | 11.33  | 11.33  | 11.33   | 11.33    | 11.33     | 11.33    | 11.33    | n/a   |

# PARKS, RECREATION AND CULTURAL SERVICES COMMUNITY CENTER

Responsible Manager: *Leif Ellsworth, Manager, Community Center*

The proposed operating budget is \$2,245,642 in 2021 and \$2,756,334 in 2022. This is an increase of \$479,027 or 27.1% to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$269,800 due to scheduled step increases, restoring full-time staff and increasing temporary help back to the amount needed when the facility is operating. The staff reduction in 2020 was due to Covid-19 closures and the City is planning to bring them back in 2021.
- **Supplies** – Increase of \$11,535 due to increasing supplies back to the amount needed when the facility is operating.
- **Services and Charges** – Increase of \$165,000 due to increasing services and utilities back to the amount needed when the facility is operating.
- **Capital Outlay** – Increase of \$32,693 due to one-time purchase of water heater array.

## REVENUE AND EXPENDITURE:

| Code                 | Item                    | 2018         | 2019        | 2020        |             |             | 2021        | 2022        | 21 Proposed - 20 Adj |        |
|----------------------|-------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------|--------|
|                      |                         | Actual       | Actual      | Adopted     | Adjusted    | Projected   | Proposed    | Proposed    | \$ Chg               | % Chg  |
| Revenue Summary:     |                         |              |             |             |             |             |             |             |                      |        |
| 34X                  | Charges for Services    | \$ 1,587,291 | \$1,338,501 | \$1,590,875 | \$ 928,875  | \$ 928,875  | \$1,590,875 | \$1,590,875 | \$ 662,000           | 71.3%  |
| 36X                  | Miscellaneous           | 317,003      | 379,449     | 350,000     | 245,485     | 245,485     | 382,693     | 850,000     | 137,208              | 55.9%  |
| 39X                  | Other Financing Source  | 579,474      | 387,000     | 312,000     | 883,987     | 883,987     | 279,307     | 308,227     | (604,680)            | -68.4% |
| Total Revenues:      |                         | \$ 2,483,768 | \$2,104,951 | \$2,252,875 | \$2,058,347 | \$2,058,347 | \$2,252,875 | \$2,749,102 | \$ 194,528           | 9.5%   |
| Expenditure Summary: |                         |              |             |             |             |             |             |             |                      |        |
| 1XX                  | Salaries & Wages        | 1,228,498    | 1,264,265   | 1,201,250   | 871,250     | 871,250     | 1,223,094   | 1,255,634   | 351,844              | 40.4%  |
| 2XX                  | Benefits                | 428,706      | 396,537     | 384,400     | 334,400     | 334,400     | 252,356     | 263,201     | (82,044)             | -24.5% |
| 3XX                  | Supplies                | 195,133      | 231,375     | 194,000     | 182,465     | 182,465     | 194,000     | 194,000     | 11,535               | 6.3%   |
| 4XX                  | Services and Charges    | 478,593      | 564,561     | 511,000     | 358,000     | 358,000     | 523,000     | 523,000     | 165,000              | 46.1%  |
| 5XX                  | Intergovernmental       | 3,700        | 3,679       | 20,500      | 20,500      | 20,500      | 20,500      | 20,500      | -                    | 0.0%   |
| 6XX                  | Capital Outlay          | 139,408      | 33,427      | -           | -           | -           | 32,693      | 500,000     | 32,693               | n/a    |
| 9XX                  | Internal Services/Other | -            | -           | 20,000      | -           | -           | -           | -           | -                    | 100.0% |
| Total Expenditures:  |                         | \$ 2,474,036 | \$2,493,844 | \$2,331,150 | \$1,766,615 | \$1,766,615 | \$2,245,642 | \$2,756,334 | \$ 479,027           | 27.1%  |



Federal Way Community Center at night

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

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

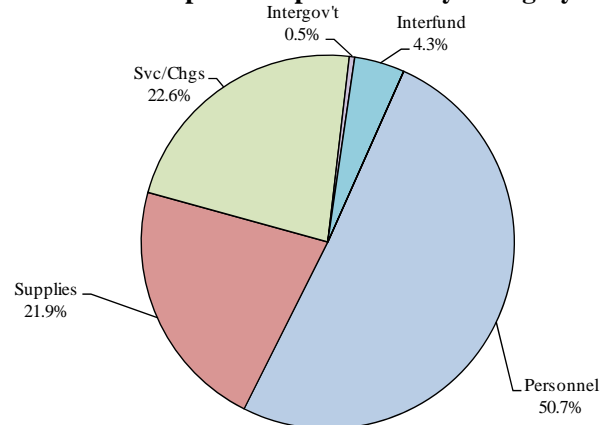
**PURPOSE/DESCRIPTION:**

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

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

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

**2021 Proposed Expenditures by Category**



**GOALS/OBJECTIVES:**

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

**PERFORMANCE MEASURES:**

| Type/Description            | 2019      | 2020 | 2021 | 2022 |
|-----------------------------|-----------|------|------|------|
| <b>Workload Measures:</b>   |           |      |      |      |
| Number of use days          | 250       |      |      |      |
| Number of overnight stays   | 215       |      |      |      |
| Number of non-charged users | 8         |      |      |      |
| <b>Outcome Measures:</b>    |           |      |      |      |
| Revenue generated           | \$628,000 |      |      |      |
| Recovery ratio              | 98.0%     |      |      |      |
| <b>Efficiency Measures:</b> |           |      |      |      |
| Number of contracts managed | 2         |      |      |      |
| Number of retreats          | 115       |      |      |      |

**POSITION INVENTORY:**

| Positions                  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|----------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                            |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Dumas Bay Centre:          |                |                |         |          |           |                  |                  |       |
| Dumas Bay Centre Manager   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 43    |
| Chef/Kitchen Coordinator   | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 33    |
| Chef/Kitchen Supervisor    | 1.00           | -              | -       | -        | -         | -                | -                | 23    |
| Administrative Assistant I | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 18    |
| Total Dumas Bay Centre:    | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | n/a   |
| Change from prior year     | -              | -              | -       | -        | -         | -                | -                | n/a   |
| Grand Total Staffing       | 3.00           | 3.00           | 3.00    | 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 \$900,872 in 2021 and \$930,210 in 2022. This is a 21.1% or \$156,784 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Increase of \$72,776 due to scheduled step increases, and increasing temporary help back to the amount needed when the facility is operating. The staff reduction in 2020 was due to Covid-19 closures and the City is planning to bring them back in 2021.
- **Supplies** – Increase of \$103,000 due to increasing food and supplies back to the amount needed when the facility is operating.
- **Services and Charges** – Decrease of \$7,715 due to reducing one-time maintenance projects within the facility.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018         | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|-------------------------|--------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                      |                         | Actual       | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg  |
| Revenue Summary:     |                         |              |            |            |            |            |            |            |                      |        |
| 34X                  | Charges for Services    | \$ 254       | \$ 197     | \$ 254     | \$ 254     | \$ 254     | \$ 254     | \$ 254     | -                    | 0.0%   |
| 36X                  | Miscellaneous           | 886,139      | 925,720    | 764,997    | 359,407    | 359,407    | 784,897    | 834,897    | 425,490              | 118.4% |
| 39X                  | Other Financing Source  | 123,501      | -          | 23,000     | 283,371    | 283,371    | 115,720    | 95,060     | (167,651)            | -59.2% |
| Total Revenues:      |                         | \$ 1,009,894 | \$ 925,917 | \$ 788,251 | \$ 643,032 | \$ 643,032 | \$ 900,871 | \$ 930,211 | \$ 257,839           | 40.1%  |
| Expenditure Summary: |                         |              |            |            |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages        | 348,340      | 347,239    | 298,278    | 302,278    | 302,278    | 372,570    | 375,714    | 70,292               | 23.3%  |
| 2XX                  | Benefits                | 121,664      | 116,870    | 82,035     | 82,035     | 82,035     | 84,520     | 85,714     | 2,484                | 3.0%   |
| 3XX                  | Supplies                | 189,355      | 230,553    | 122,036    | 94,036     | 94,036     | 197,036    | 197,036    | 103,000              | 109.5% |
| 4XX                  | Services and Charges    | 228,975      | 181,862    | 128,459    | 211,074    | 211,074    | 203,359    | 228,359    | (7,715)              | -3.7%  |
| 5XX                  | Intergovernmental       | 895          | 921        | 4,200      | 4,200      | 4,200      | 4,200      | 4,200      | -                    | 0.0%   |
| 9XX                  | Internal Services/Other | 44,213       | 33,111     | 50,464     | 50,464     | 50,464     | 39,187     | 39,187     | (11,277)             | -22.3% |
| Total Expenditures:  |                         | \$ 933,442   | \$ 910,556 | \$ 685,472 | \$ 744,087 | \$ 744,087 | \$ 900,872 | \$ 930,210 | \$ 156,784           | 21.1%  |



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

**Responsible Manager:** *Jason Gerwen, Parks Deputy Director*

**PURPOSE/DESCRIPTION:**

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

**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.

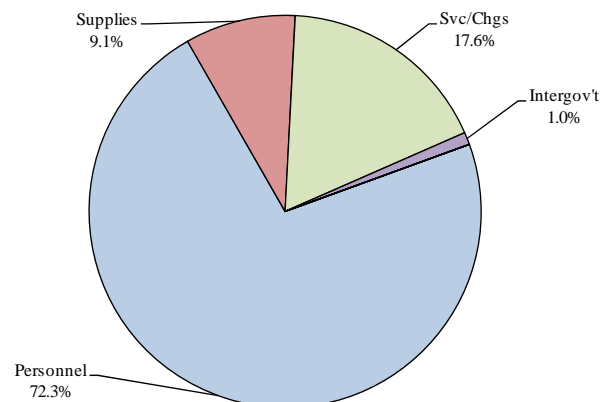
**PERFORMANCE MEASURES:**

| Type/Description  | 2019 | 2020 | 2021 | 2022 |
|---|------|------|------|------|
| <b>Workload Measures:</b>                               |      |      |      |      |
| Number of parks with athletic fields                    | 5    |      |      |      |
| Number of sites requiring routine safety inspections    | 35   |      |      |      |
| Number of park acres routinely maintained               | 657  |      |      |      |
| Number of developed parks that require litter control   | 32   |      |      |      |
| Number of restroom facilities                           | 10   |      |      |      |
| Number of city owned major facilities maintained        | 8    |      |      |      |
| Number of other city owned buildings maintained         | 10   |      |      |      |
| <b>Outcome Measures:</b>                                |      |      |      |      |
| % of work orders completed w/in requested time frame    | 70%  |      |      |      |
| % acres of athletic fields maintained in good condition | 75%  |      |      |      |
| % of park land mowed on schedule                        | 85%  |      |      |      |
| % of trash removed on schedule                          | 90%  |      |      |      |
| % of restrooms cleaned and sanitized daily              | 90%  |      |      |      |

**POSITION INVENTORY:**

| Positions   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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     | 1.00      | 1.00             | 1.00             | 38    |
| Maintenance Worker - Lead                           | 3.00           | 3.00           | 3.00    | 2.00     | 2.00      | 2.00             | 2.00             | 26m   |
| Maintenance Worker I -<br>1.0 FTE funded by Prop. 1 | 8.00           | 8.00           | 8.00    | 8.75     | 8.75      | 9.00             | 9.00             | 22m   |
| <b>Total Regular Staffing</b>                       | 14.00          | 14.00          | 14.00   | 13.75    | 13.75     | 14.00            | 14.00            | n/a   |
| <b>Change from prior year</b>                       | -              | -              | -       | (0.25)   | -         | 0.25             | -                | n/a   |
| <b>Grand Total Staffing</b>                         | 14.00          | 14.00          | 14.00   | 13.75    | 13.75     | 14.00            | 14.00            | n/a   |

**2021 Proposed Expenditures by Category**





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

**Responsible Manager:** *Jason Gerwen, Parks Deputy Director*

**HIGHLIGHTS/CHANGES:**

The Park Maintenance proposed operating budget totals \$2,481,490 in 2021 and \$2,496,377 in 2022. This is a 9.2% or \$250,549 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages/Benefits** – Net Decrease of \$111,778 due to moving a facilities maintenance worker into the 505 Buildings & Furnishings Fund from the General Fund, and changes of benefits due to different employees within the department division.
- **Supplies** – Decrease of \$89,500 due to the elimination of a one-time Covid-19 cleaning supplies.
- **Services and Charges** – Decrease of \$30,000 due to the elimination of a one-time Covid-19 services.
- **Intergovernmental** – Increase of \$25,000 due to an increase in SWM fees.
- **Capital Outlay** – Decrease of \$41,000 due to elimination of one-time capital purchases of equipment.

**REVENUE AND EXPENDITURE SUMMARY:**

**PARKS MAINTENANCE - GENERAL FUND**

| Code                 | Item                    | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                      |                         | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |              |              |              |              |              |              |              |                      |         |
| 39X                  | Other Financing Sources | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | -                    | n/a     |
| Total Revenues:      |                         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                 | n/a     |
| Expenditure Summary: |                         |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries & Wages        | 1,098,220    | 1,247,919    | 1,276,316    | 1,330,293    | 1,330,293    | 1,332,956    | 1,343,744    | 2,663                | 0.2%    |
| 2XX                  | Benefits                | 500,553      | 560,216      | 491,821      | 491,821      | 491,821      | 372,744      | 376,843      | (119,077)            | -24.2%  |
| 3XX                  | Supplies                | 183,577      | 178,815      | 226,166      | 315,666      | 315,666      | 226,166      | 226,166      | (89,500)             | -28.4%  |
| 4XX                  | Services and Charges    | 488,293      | 406,923      | 399,542      | 449,542      | 449,542      | 419,542      | 419,542      | (30,000)             | -6.7%   |
| 5XX                  | Intergovernmental       | 950          | 3,748        | 280          | 280          | 280          | 25,280       | 25,280       | 25,000               | 8928.6% |
| 6XX                  | Capital Outlay          | -            | -            | -            | 41,000       | 41,000       | -            | -            | (41,000)             | -100.0% |
| Total Expenditures:  |                         | \$ 2,271,593 | \$ 2,397,621 | \$ 2,394,125 | \$ 2,628,602 | \$ 2,628,602 | \$ 2,376,688 | \$ 2,391,575 | \$ (251,914)         | -9.6%   |

**PARKS MAINTENANCE - PROPOSITION 1 FUND**

| Code                 | Item                    | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |          |
|----------------------|-------------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|----------|
|                      |                         | Actual     | Actual     | Adopted    | Adjusted   | Projected  |            |            | Proposed             | Proposed |
| Revenue Summary:     |                         |            |            |            |            |            |            |            |                      |          |
| 31X                  | Taxes                   | \$ 115,147 | \$ 116,328 | \$ 103,437 | \$ 103,437 | \$ 103,437 | \$ 104,802 | \$ 104,802 | 1,365                | 1.3%     |
| Total Revenues:      |                         | \$ 115,147 | \$ 116,328 | \$ 103,437 | \$ 103,437 | \$ 103,437 | \$ 104,802 | \$ 104,802 | \$ 1,365             | 1.3%     |
| Expenditure Summary: |                         |            |            |            |            |            |            |            |                      |          |
| 1XX                  | Salaries & Wages        | 66,157     | 65,979     | 60,120     | 60,120     | 60,120     | 63,480     | 63,480     | 3,360                | 5.6%     |
| 2XX                  | Benefits                | 24,476     | 24,397     | 22,846     | 22,846     | 22,846     | 24,122     | 24,122     | 1,276                | 5.6%     |
| 4XX                  | Services and Charges    | 24,515     | 25,952     | 17,200     | 17,200     | 17,200     | 17,200     | 17,200     | -                    | 0.0%     |
| 9XX                  | Internal Services/Other | -          | -          | 3,271      | 3,271      | 3,271      | -          | -          | (3,271)              | -100.0%  |
| Total Expenditures:  |                         | \$ 115,147 | \$ 116,328 | \$ 103,437 | \$ 103,437 | \$ 103,437 | \$ 104,802 | \$ 104,802 | \$ 1,365             | 1.3%     |

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

**Responsible Manager:** *Jason Gerwen, Parks Deputy Director*

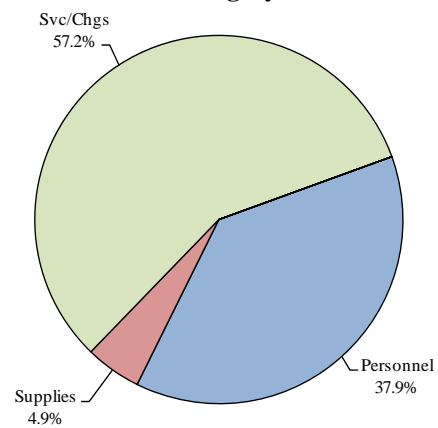
**PURPOSE/DESCRIPTION:**

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

**2021 Proposed Expenditures by Category**



**PERFORMANCE MEASURES:**

| Type/Description                                     | 2019    | 2020 | 2021 | 2022 |
|--|---------|------|------|------|
| <b>Workload Measures:</b>                            |         |      |      |      |
| Number of square feet maintained                     | 251,791 |      |      |      |
| Number of major buildings maintained                 | 8       |      |      |      |
| Number of other buildings maintained                 | 10      |      |      |      |
| Number of departments serviced                       | 10      |      |      |      |
| Number of service contractors used                   | 28      |      |      |      |
| <b>Outcome Measures:</b>                             |         |      |      |      |
| % of work orders completed w/in requested time frame | 85%     |      |      |      |
| % of trash removed on schedule                       | 100%    |      |      |      |
| % of restrooms cleaned and sanitized daily           | 100%    |      |      |      |

**POSITION INVENTORY:**

| Positions                     | 2018   | 2019   | 2020    |          |           | 2021     | 2022     | Grade |
|-------------------------------|--------|--------|---------|----------|-----------|----------|----------|-------|
|                               | Actual | Actual | Adopted | Adjusted | Projected | Proposed | Proposed |       |
| Maintenance Worker II         | -      | -      | -       | 1.00     | 1.00      | 1.00     | 1.00     | 26m   |
| Facility Maintenance Worker   | 2.00   | 1.50   | 1.50    | 1.50     | 1.50      | 2.00     | 2.00     | 22m   |
| <b>Total Regular Staffing</b> | 2.00   | 1.50   | 1.50    | 2.50     | 2.50      | 3.00     | 3.00     | n/a   |
| <b>Change from prior year</b> | -      | (0.50) | -       | 1.00     | -         | 0.50     | -        | n/a   |
| <b>Grand Total Staffing</b>   | 2.00   | 1.50   | 1.50    | 2.50     | 2.50      | 3.00     | 3.00     | n/a   |

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

**Responsible Manager:** *Jason Gerwen, Parks Deputy Director*

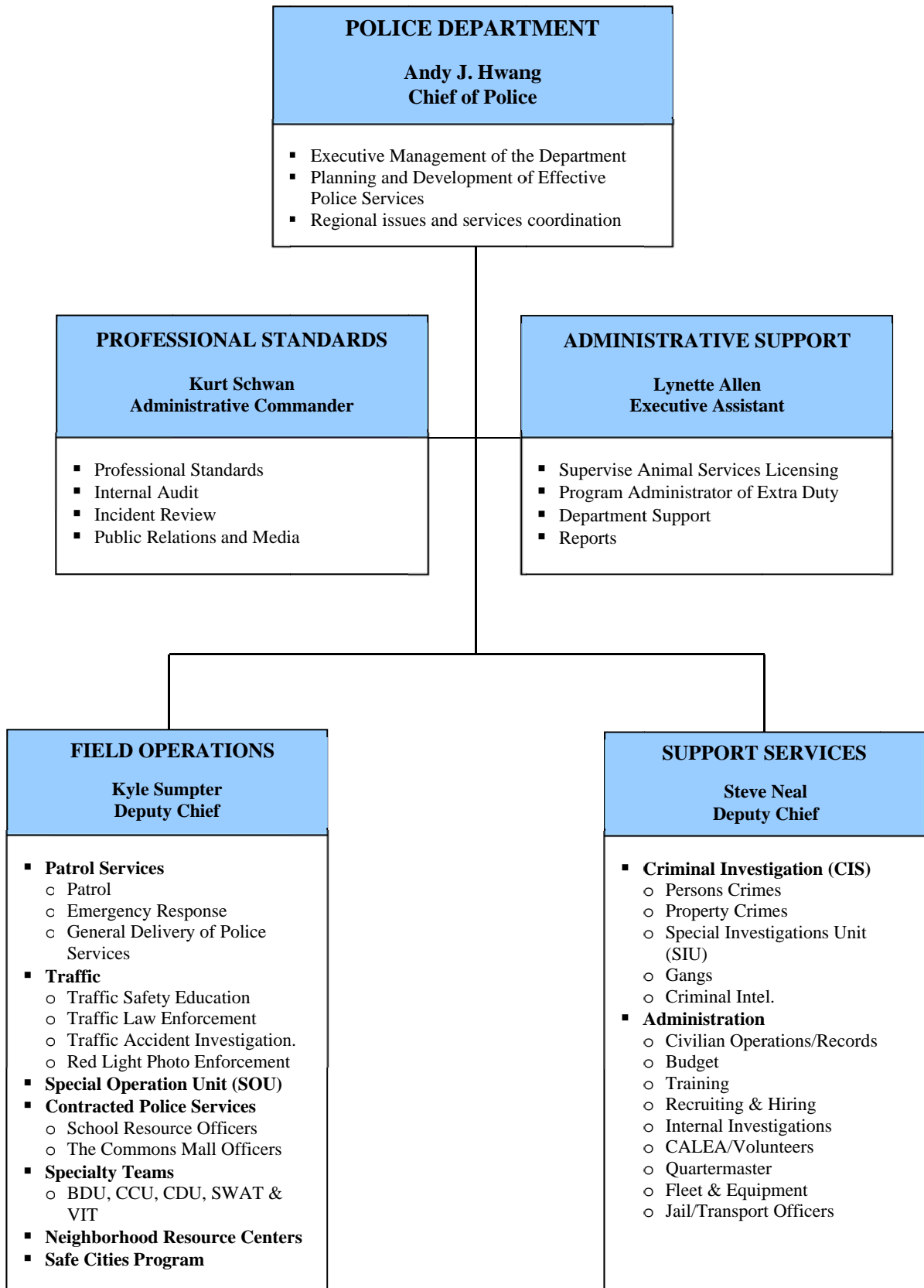
**HIGHLIGHTS/CHANGES:**

The Park Maintenance Facilities (Building & Furnishings Fund) proposed operating budget in 2021/2022 is \$1,150,108 and \$594,127 respectively. This is a 64.3% or \$450,020 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Increase of \$79,320 due to moving a facilities maintenance worker into the 505 Buildings & Furnishings Fund from the General Fund, and adding 0.5 FTE facilities maintenance worker.
- **Benefits** – Increase of \$30,141 due to moving a facilities maintenance worker into the 505 Buildings & Furnishings Fund from the General Fund.
- **Services and Charges** – Decrease of \$217,000 due to a one-time court upgrades, elevator repairs, and city hall building maintenance.
- **Other Financing Uses** – Increase of \$562,414 due to a one-time transfer out to the General Fund for operations.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018        | 2019       | 2020       |            |            | 2021         | 2022       | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|-------------|------------|------------|------------|------------|--------------|------------|----------------------|---------|
|                      |                         | Actual      | Actual     | Adopted    | Adjusted   | Projected  | Proposed     | Proposed   | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |             |            |            |            |            |              |            |                      |         |
| 34X                  | Charges for Services    | \$ 489,696  | \$ 507,696 | \$ 489,696 | \$ 489,696 | \$ 489,696 | \$ 489,696   | \$ 489,696 | \$ -                 | 0.0%    |
| 36X                  | Miscellaneous           | 62,406      | 53,325     | 659        | 659        | 659        | 659          | 659        | -                    | 0.0%    |
| 39X                  | Other Financing Sources | 500,000     | -          | -          | -          | -          | -            | -          | -                    | n/a     |
| Total Revenues:      |                         | \$1,052,102 | \$ 561,021 | \$ 490,355 | \$ 490,355 | \$ 490,355 | \$ 490,355   | \$ 490,355 | \$ -                 | 0.0%    |
| Expenditure Summary: |                         |             |            |            |            |            |              |            |                      |         |
| 1XX                  | Salaries & Wages        | 85,112      | 98,936     | 82,026     | 82,026     | 82,026     | 161,346      | 166,008    | 79,320               | 96.7%   |
| 2XX                  | Benefits                | 52,913      | 51,677     | 31,170     | 31,170     | 31,170     | 61,311       | 63,083     | 30,141               | 96.7%   |
| 3XX                  | Supplies                | 36,697      | 51,386     | 28,809     | 28,809     | 28,809     | 28,809       | 28,809     | -                    | 0.0%    |
| 4XX                  | Services and Charges    | 349,920     | 405,410    | 336,227    | 553,227    | 553,227    | 336,227      | 336,227    | (217,000)            | -39.2%  |
| 5XX                  | Intergovernmental       | -           | 144        | -          | -          | -          | -            | -          | -                    | n/a     |
| 9XX                  | Internal Services/Other | -           | -          | 4,856      | 4,856      | 4,856      | -            | -          | (4,856)              | -100.0% |
| 0XX                  | Other Financing Uses    | -           | -          | -          | -          | -          | 562,414      | -          | 562,414              | 100.0%  |
| Total Expenditures:  |                         | \$ 524,642  | \$ 607,554 | \$ 483,088 | \$ 700,088 | \$ 700,088 | \$ 1,150,108 | \$ 594,127 | \$ 450,020           | 64.3%   |



## **POLICE DEPARTMENT OVERVIEW**

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

### **2019-2020 ACCOMPLISHMENTS**

- Reduced overall Index and Quality of Life Crimes.
- Patrol maintained continuity and response time, proactive in finding solutions for neighborhood crime problems.
- Built relationships with private and public partners and the community itself by positive engagement in our daily work and through various programs.
- Conducted continual review of policies and procedures as required by CALEA for National Accreditation.
- Successfully completed CALEA re-accreditation, 1 of 8 Nationally Accredited Agencies in the state of Washington.
- Successful transition of jail services to bring substantial cost savings, \$2.1M.
- Maintained the Registered Sex Offender verification program to enhance public safety and registration compliance.
- Distribution of monthly crime analysis information, and implementation of directed patrol and operational plans.
- Provided all state and CALEA mandated training, including fair and impartial policing, crisis intervention training, de-escalation training, and reality-based training.
- Criminal Investigation Section conducted complex investigations with positive dispositions.
- Successful recruitment and hiring of quality police officers and civilian staff.
- Special Investigations Unit drug seizures, reduction of marijuana grow in neighborhoods.
- Successfully met Washington State mandates on sexual assault kits, 638 kits processed and 3,000 files submitted.
- Expansion of the Safe City Camera Program to enhance public safety.
- Use of the Automated License Plate Reader (ALPR) Technology.

### **2021-2022 AGENCY GOALS:**

- Protect People and Property – Primary Goals
- Provide for a safer community by having a positive impact on the Index and Quality of Life Crimes.
- Maintain National CALEA re-accreditation, successfully undergo an on-site best practice audit.
- Meet all CALEA mandatory annual and bi-annual training requirements, to include fair and impartial policing, crisis intervention training, de-escalation training, and reality-based training.
- Partner with stakeholders in the community, particularly people of color to foster a stronger relationship.
- Maintain the Registered Sex Offender verification program to enhance public safety and registration compliance.
- Distribute monthly crime analysis information, and implementation of directed patrol and operational plans.
- Increase uniformed police presence on highway 99, Downtown, 21<sup>st</sup> SW, and Campus Drive to impact crime.
- Focus on key indicator crimes: Robbery, aggravated assaults, gun violence, commercial burglary, and auto theft.
- Seek proactive measures to impact massage businesses and human trafficking.
- Traffic enforcement with focus on DUI, reducing speed, and distracted driving.
- Work closely with multi-family property management to quality of life and solve ongoing problems.
- Successful management of jail services and contracts, bringing continual savings.
- Coordinate emphasis with Puget Sound Auto Theft Task Force (PSATT) to combat auto thefts.
- Increase presence of bicycle patrol officers in the downtown area.
- Conduct emphasis patrols utilizing Special Investigations Unit (SIU), Special Operations Unit (SOU), and Gang Officers to conduct specific emphasis in known problem areas.
- Expansion of the Safe City Camera Program to enhance public safety.
- Deployment of Automated License Plate Reader (ALPR) Technology.

## POLICE DEPARTMENT OVERVIEW

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

### DEPARTMENT POSITION INVENTORY:

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-Police Chief                                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 58D   |
| Deputy Chief   | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 55D   |
| Commander  | 5.00           | 5.00           | 5.00    | 5.00     | 5.00      | 5.00             | 5.00             | 51C   |
| Civilian Operations Manager                              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 46    |
| Lieutenant (2 FTE - Prop 1 & 1-FTE Traffic Safety)       | 13.00          | 13.00          | 13.00   | 13.00    | 13.00     | 13.00            | 13.00            | 45I   |
| Police Record Administrator                              | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 37    |
| Office Manager   | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 36    |
| Police Officer* (17 FTE - Prop 1 & 8 FTE Traffic Safety) | 110.00         | 113.00         | 113.00  | 113.00   | 113.00    | 116.00           | 116.00           | 32G   |
| Crime Analyst Program Coordinator                        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32A   |
| Jail Coordinator   | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 32A   |
| Property/Evidence Custodian                              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Executive Assistant                                      | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 31    |
| Crime Analyst/Prevention Specialist                      | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Calea/Volunteer Coordinator                              | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Transport Officer  | -              | -              | -       | 3.00     | 3.00      | 3.00             | 3.00             | 30A   |
| Quartermaster  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Public Records Coordinator                               | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 27A   |
| Animal Services Officer                                  | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 24A   |
| Property/Evidence Technician                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 20A   |
| Administrative Assistant I                               | 4.00           | 4.00           | 4.00    | 4.00     | 4.00      | 4.00             | 4.00             | 18A   |
| Records Specialist (1 FTE-Prop 1)                        | 11.00          | 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   |
| Records Supervisor                                       | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 29    |
| <b>Total Regular Staffing</b>                            | 160.00         | 163.00         | 163.00  | 167.00   | 167.00    | 170.00           | 170.00           | n/a   |
| <b>Change from prior year</b>                            |                | 3.00           | -       | 4.00     | -         | 3.00             | -                | n/a   |
| <b>Funded on a One-time Basis:</b>                       |                |                |         |          |           |                  |                  |       |
| <b>Grant Total Staffing</b>                              | 160.00         | 163.00         | 163.00  | 167.00   | 167.00    | 170.00           | 170.00           | 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.

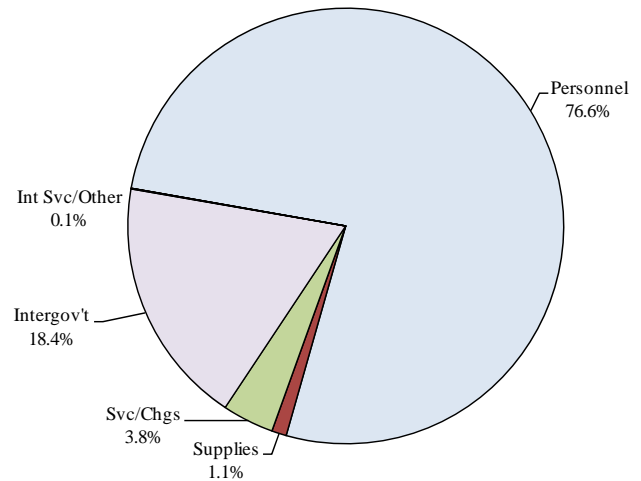
## POLICE DEPARTMENT OVERVIEW

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 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 Independent Investigative Team (VIIT) 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. 2021/2022 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.

## 2021 Proposed Expenditures by Category



## DEPARTMENT SUMMARY:

| Code                                  | Item                    | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |        |
|---------------------------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|--------|
|                                       |                         | Actual        | Actual        | Adopted       | Adjusted      | Projected     |               |               | \$ Chg               | % Chg  |
| Revenue Summary:                      |                         |               |               |               |               |               |               |               |                      |        |
| 31X                                   | Taxes                   | \$ 2,334,065  | \$ 2,124,101  | \$ 2,122,065  | \$ 2,026,534  | \$ 2,026,534  | \$ 2,472,625  | \$ 2,487,165  | \$ 446,092           | 22.0%  |
| 32X                                   | License and Permits     | 89,118        | 84,880        | 99,000        | 99,000        | 99,000        | 99,000        | 99,000        | -                    | 0.0%   |
| 33X                                   | Intergovernmental       | 583,301       | 824,773       | 429,500       | 449,500       | 449,500       | 432,000       | 432,000       | (17,500)             | -3.9%  |
| 34X                                   | Charges for Services    | 1,297,588     | 1,457,931     | 1,281,766     | 1,752,586     | 1,752,586     | 1,752,586     | 1,752,586     | -                    | 0.0%   |
| 35X                                   | Fines and Penalties     | 3,029,240     | 3,174,216     | 3,143,776     | 2,214,218     | 2,214,218     | 2,211,822     | 2,199,701     | (2,396)              | -0.1%  |
| 36X                                   | Miscellaneous           | 359,587       | 119,076       | 68,500        | 68,500        | 68,500        | 68,500        | 68,500        | -                    | 0.0%   |
| 39X                                   | Other Financing Sources | -             | -             | -             | -             | -             | -             | -             | -                    | n/a    |
| Total Revenues:                       |                         | \$ 7,692,898  | \$ 7,784,977  | \$ 7,144,607  | \$ 6,610,338  | \$ 6,610,338  | \$ 7,036,534  | \$ 7,038,951  | \$ 426,196           | 6.4%   |
| Expenditure Summary:                  |                         |               |               |               |               |               |               |               |                      |        |
| 91                                    | Office of the Chief     | 344,909       | 353,578       | 378,884       | 378,884       | 378,884       | 402,109       | 402,109       | 23,225               | 6.1%   |
| 92-97                                 | Support Services        | 6,003,464     | 6,262,464     | 6,705,008     | 6,712,751     | 6,712,751     | 7,689,393     | 7,939,370     | 976,642              | 14.5%  |
| 11X                                   | Field Operations        | 11,590,982    | 11,930,460    | 11,759,921    | 12,321,636    | 12,321,636    | 11,902,630    | 12,150,923    | (419,006)            | -3.4%  |
| Subtotal Exp W/O contract             |                         | \$ 17,939,354 | \$ 18,546,501 | \$ 18,843,813 | \$ 19,413,271 | \$ 19,413,271 | \$ 19,994,131 | \$ 20,492,402 | \$ 580,860           | 3.0%   |
| 98                                    | Jail Services           | 6,417,479     | 5,932,095     | 4,341,950     | 4,048,950     | 4,048,950     | 3,303,463     | 3,319,584     | (745,487)            | -18.4% |
| 98                                    | Valley Communications   | 2,724,139     | 2,679,436     | 2,748,692     | 2,748,692     | 2,748,692     | 2,748,692     | 2,748,692     | -                    | 0.0%   |
| Subtotal Exp Contract                 |                         | \$ 9,141,618  | \$ 8,611,531  | \$ 7,090,642  | \$ 6,797,642  | \$ 6,797,642  | \$ 6,052,155  | \$ 6,068,276  | \$ (745,487)         | -11.0% |
| Non-General Fund Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |        |
| 112                                   | Traffic Safety          | 3,695,192     | 3,686,211     | 3,447,952     | 3,447,952     | 3,447,952     | 1,992,687     | 2,019,227     | (1,455,265)          | -42.2% |
| 114                                   | Prop 1 Fund             | 2,550,110     | 2,552,946     | 2,764,419     | 2,764,419     | 2,764,419     | 2,779,468     | 2,832,128     | 15,049               | 0.5%   |
|                                       |                         | \$ 6,245,302  | \$ 6,239,157  | \$ 6,212,370  | \$ 6,212,370  | \$ 6,212,370  | \$ 4,772,154  | \$ 4,851,356  | \$ (1,440,216)       | -23.2% |
| Total Expenditures:                   |                         | \$ 33,326,274 | \$ 33,397,189 | \$ 32,146,825 | \$ 32,423,283 | \$ 32,423,283 | \$ 30,818,440 | \$ 31,412,033 | \$ (1,604,843)       | -4.9%  |

## 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 \$30,818,440 in 2021 and \$31,412,033 in 2022. This is a 4.9% or \$1,604,843 decrease to the 2021 proposed budget from the 2020 adjusted budget. The table below includes General Fund, Traffic Safety Fund, and Proposition Fund. The Major line item changes include:

- **Salaries & Wages** – Increase of \$825,125 primarily due to adding three new COPS grant Police Officer FTE's, and cost of living increases
- **Benefits** – Increase of \$90,172 primarily due to adding benefits for three new Police Officer FTE's.
- **Intergovernmental Services** – Increase of \$380,000 due to restoring the budget for jail services.
- **Capital Outlay** – Decrease of \$87,000 due to the elimination of one-time equipment and vehicle purchases.
- **Other Financing Use** – Decrease of \$2,549,087 due to eliminating a \$1,000,000 one-time transfer out to debt service fund for SCORE debt service, and eliminating \$1,549,087 transfer out from Traffic Safety to the General Fund for operations.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                    | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|---------|
|                      |                         | Actual        | Actual        | Adopted       | Adjusted      | Projected     | Proposed      | Proposed      | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |               |               |               |               |               |               |               |                      |         |
| 31X                  | Taxes                   | \$ 2,334,065  | \$ 2,124,101  | \$ 2,122,065  | \$ 2,026,534  | \$ 2,026,534  | \$ 2,472,625  | \$ 2,487,165  | \$ 446,092           | 22.0%   |
| 32X                  | License and Permits     | 89,118        | 84,880        | 99,000        | 99,000        | 99,000        | 99,000        | 99,000        | -                    | 0.0%    |
| 33X                  | Intergovernmental       | 583,301       | 824,773       | 429,500       | 449,500       | 449,500       | 432,000       | 432,000       | (17,500)             | -3.9%   |
| 34X                  | Charges for Services    | 1,297,588     | 1,457,931     | 1,281,766     | 1,752,586     | 1,752,586     | 1,752,586     | 1,752,586     | -                    | 0.0%    |
| 35X                  | Fines and Penalties     | 3,029,240     | 3,174,216     | 3,143,776     | 2,214,218     | 2,214,218     | 2,211,822     | 2,199,701     | (2,396)              | -0.1%   |
| 36X                  | Miscellaneous           | 359,587       | 119,076       | 68,500        | 68,500        | 68,500        | 68,500        | 68,500        | -                    | 0.0%    |
| 39X                  | Other Financing Sources | -             | -             | -             | -             | -             | -             | -             | -                    | n/a     |
| Total Revenues:      |                         | \$ 7,692,898  | \$ 7,784,977  | \$ 7,144,607  | \$ 6,610,338  | \$ 6,610,338  | \$ 7,036,534  | \$ 7,038,951  | \$ 426,196           | 6.4%    |
| Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |         |
| 1XX                  | Salaries & Wages        | 15,458,839    | 16,176,889    | 15,987,261    | 16,794,112    | 16,794,112    | 17,619,236    | 18,057,400    | 825,125              | 4.9%    |
| 2XX                  | Benefits                | 5,104,804     | 5,298,122     | 5,813,356     | 5,905,804     | 5,905,804     | 5,995,976     | 6,151,406     | 90,172               | 1.5%    |
| 3XX                  | Supplies                | 434,336       | 434,638       | 346,655       | 346,655       | 346,655       | 336,655       | 336,655       | (10,000)             | -2.9%   |
| 4XX                  | Services and Charges    | 1,181,172     | 1,248,536     | 1,243,829     | 1,249,724     | 1,249,724     | 1,180,724     | 1,180,724     | (69,000)             | -5.5%   |
| 5XX                  | Intergovernmental       | 9,127,256     | 8,604,411     | 7,055,642     | 5,288,992     | 5,288,992     | 5,668,992     | 5,668,992     | 380,000              | 7.2%    |
| 6XX                  | Capital Outlay          | 16,320        | 11,582        | -             | 87,000        | 87,000        | -             | -             | (87,000)             | -100.0% |
| 9XX                  | Internal Services/Other | 456,508       | 62,678        | 150,996       | 201,910       | 201,910       | 16,857        | 16,857        | (185,053)            | -91.7%  |
| 0XX                  | Other Financing Use     | 1,547,039     | 1,560,333     | 1,549,087     | 2,549,087     | 2,549,087     | -             | -             | (2,549,087)          | -100.0% |
| Total Expenditures:  |                         | \$ 33,326,274 | \$ 33,397,189 | \$ 32,146,825 | \$ 32,423,283 | \$ 32,423,283 | \$ 30,818,440 | \$ 31,412,033 | \$ (1,604,843)       | -4.9%   |



**POLICE ADMINISTRATION DIVISION**

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

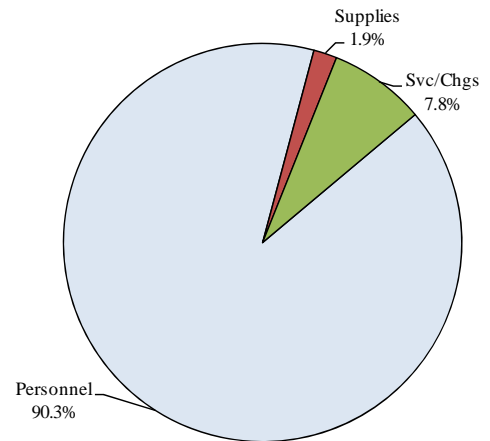
**PURPOSE/DESCRIPTION:**

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

**2021 Proposed Expenditures by Category**



**PERFORMANCE MEASURES:**

| Type/Description  | 2019  | 2020* | 2021** | 2022** |
|---|-------|-------|--------|--------|
| <b>Workload Measures:</b>   |       |       |        |        |
| • Number of staff hired   | 30    |       |        |        |
| • Number of Police Officer applicants                             | 528   |       |        |        |
| • Total Crime Prevention community contacts                       | 1,333 |       |        |        |
| • Number of Orders of Protection processed                        | 1,293 |       |        |        |
| • Number of Concealed Pistol Licenses Processed                   | 1,128 |       |        |        |
| • Number of Public Disclosure Requests                            | 2,895 |       |        |        |
| • Total Animal Services Incidents                                 | 1,444 |       |        |        |
| <b>Outcome Measures:</b>  |       |       |        |        |
| • Number of police officer candidate background investigations    | 133   |       |        |        |
| • Number of Items received into Property/Evidence                 | 2,461 |       |        |        |
| • Number of Orders of Protection served                           | 437   |       |        |        |
| • Number of Standards Investigations (Internal Investigations.)   | 3     |       |        |        |
| • FWPD Animal Licenses sold                                       | 1,286 |       |        |        |
| • Animal Infractions written                                      | 79    |       |        |        |
| <b>Efficiency Measures:</b>                                       |       |       |        |        |
| • Average vacancy rate (sworn)                                    | 3.74% |       |        |        |
| • % of background investigations resulting in qualified candidate | 22.5% |       |        |        |

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**POSITION INVENTORY:**

| Positions                     | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                               |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-Police Chief         | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 58D   |
| Office Manager                | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 36    |
| Executive Assistant           | 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 DIVISION

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 \$402,109 in 2021 and \$402,109 in 2022.

This is a 6.1% or \$23,225 increase to the 2021 proposed budget from the 2020 adjusted budget. Major line items changes include:

- **Salaries & Wages** – Increase of \$22,068 primarily due to step increases and minor adjustments in position costs.
- **Benefits** – Increase of \$1,157 primarily due to an increase in health insurance premiums.

### REVENUE AND EXPENDITURE SUMMARY:

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 245,201        | 261,231        | 240,960    | 240,960    | 240,960    | 263,028          | 263,028          | 22,068               | 9.2%  |
| 2XX                  | Benefits             | 80,138         | 83,110         | 98,794     | 98,794     | 98,794     | 99,951           | 99,951           | 1,157                | 1.2%  |
| 3XX                  | Supplies             | 4,159          | 2,081          | 7,630      | 7,630      | 7,630      | 7,630            | 7,630            | -                    | 0.0%  |
| 4XX                  | Services and Charges | 15,411         | 7,156          | 31,500     | 31,500     | 31,500     | 31,500           | 31,500           | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 344,909     | \$ 353,578     | \$ 378,884 | \$ 378,884 | \$ 378,884 | \$ 402,109       | \$ 402,109       | \$ 23,225            | 6.1%  |



New Federal Way Police vehicles

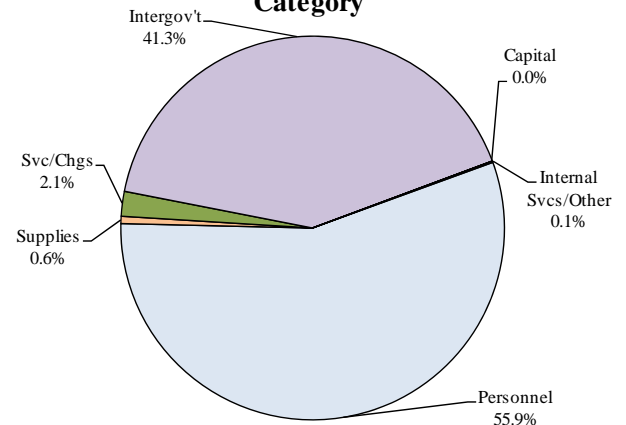
## POLICE SUPPORT SERVICES DIVISION

**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.

**2021 Proposed Expenditures by Category**



### Civilian Operations

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

### Administrative Section

- Department Budget
- Training
- Recruiting & Hiring
- Internal Investigations
- CALEA
- Quartermaster
- Fleet & Equipment
- Jail /Transport Officers
- Volunteer Coordination

### Criminal Investigations

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

### POSITION INVENTORY:

| Positions                           | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>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      | 1.00             | 1.00             | 51C   |
| Civilian Operations Manager         | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 46    |
| Lieutenant (1 FTE - Prop 1)         | 4.00           | 4.00           | 4.00    | 4.00     | 4.00      | 4.00             | 4.00             | 45I   |
| Police Record Administrator         | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 37    |
| Property/Evidence Custodian         | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Police Officer* (9 FTE - Prop 1)    | 23.00          | 26.00          | 26.00   | 26.00    | 26.00     | 41.00            | 41.00            | 32G   |
| Crime Analyst Program Coordinator   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32A   |
| Jail Coordinator                    | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 32A   |
| Crime Analyst/Prevention Specialist | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Calea/Volunteer Coordinator         | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Transport Officer                   | -              | -              | -       | 3.00     | 3.00      | 3.00             | 3.00             | 30A   |
| Quartermaster                       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 30A   |
| Records Supervisor                  | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 29    |
| Public Records Coordinator          | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 27A   |
| Property/Evidence Technician        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 20A   |
| Administrative Assistant I          | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 3.00             | 3.00             | 18A   |
| Records Specialist (1 FTE-Prop 1)   | 11.00          | 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   |
| <b>Total Regular Staffing</b>       | 55.00          | 58.00          | 58.00   | 62.00    | 62.00     | 76.00            | 76.00            | n/a   |
| <b>Change from prior year</b>       | -              | 3.00           | -       | 4.00     | -         | 14.00            | -                | n/a   |
| <b>Grant Total Staffing</b>         | 55.00          | 58.00          | 58.00   | 62.00    | 62.00     | 76.00            | 76.00            | n/a   |

## POLICE SUPPORT SERVICES DIVISION

**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 \$13,741,548 in 2021 and \$14,007,646 in 2022. This is a 1.7% or \$231,154 increase to the 2021 proposed budget from the 2020 adjusted budget.

- **Salaries & Wages** – Net increase of \$871,195 due to adding three new COPS grant Police Officer FTE's, reallocation of Police Officers into different division within the Department, and cost of living increases.
- **Benefits** – Net increase of \$136,016 primarily due to adding benefits for three new Police Officer FTE's.
- **Intergovernmental Services** – Increase of \$380,000 due to restoring the budget for jail services.
- **Capital Outlay** – Decrease of \$87,000 due to the elimination of one-time equipment and vehicle purchases.
- **Other Financing Use** – Decrease of \$1,000,000 due to eliminating one-time transfer out to debt service fund for SCORE debt service.

### REVENUE AND EXPENDITURE SUMMARY:

#### SUPPORT SERVICES – GENERAL FUND

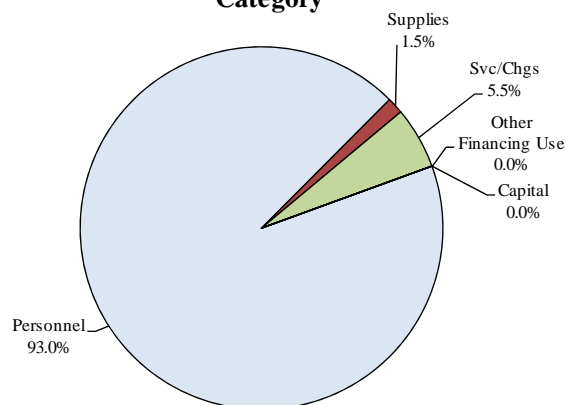
| Code                 | Item                    | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|---------|
|                      |                         | Actual        | Actual        | Adopted       | Adjusted      | Projected     |               |               | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |               |               |               |               |               |               |               |                      |         |
| 32X                  | Licenses and Permits    | \$ 89,118     | \$ 84,880     | \$ 99,000     | \$ 99,000     | \$ 99,000     | \$ 99,000     | \$ 99,000     | \$ -                 | 0.0%    |
| 34X                  | Charges for Services    | 1,297,588     | 1,457,931     | 1,281,766     | 1,752,586     | 1,752,586     | 1,752,586     | 1,752,586     | -                    | 0.0%    |
| 35X                  | Fines and Penalties     | 32,316        | 42,187        | 22,000        | 22,000        | 22,000        | 22,000        | 22,000        | -                    | 0.0%    |
| 36X                  | Miscellaneous           | 330,361       | 84,536        | 55,000        | 55,000        | 55,000        | 55,000        | 55,000        | -                    | 0.0%    |
| Total Revenues:      |                         | \$ 1,749,382  | \$ 1,669,535  | \$ 1,457,766  | \$ 1,928,586  | \$ 1,928,586  | \$ 1,928,586  | \$ 1,928,586  | \$ -                 | 0.0%    |
| Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |         |
| 1XX                  | Salaries & Wages        | 4,259,940     | 4,402,163     | 4,505,397     | 4,756,428     | 4,756,428     | 5,627,623     | 5,820,448     | 871,195              | 18.3%   |
| 2XX                  | Benefits                | 1,419,102     | 1,496,940     | 1,828,332     | 1,920,780     | 1,920,780     | 2,056,797     | 2,130,070     | 136,016              | 7.1%    |
| 3XX                  | Supplies                | 72,679        | 59,952        | 84,400        | 84,400        | 84,400        | 84,400        | 84,400        | -                    | 0.0%    |
| 4XX                  | Services and Charges    | 266,105       | 310,529       | 321,879       | 321,879       | 321,879       | 286,879       | 286,879       | (35,000)             | -10.9%  |
| 5XX                  | Intergovernmental       | 9,127,256     | 8,604,411     | 7,055,642     | 5,288,992     | 5,288,992     | 5,668,992     | 5,668,992     | 380,000              | 7.2%    |
| 6XX                  | Capital Outlay          | -             | -             | -             | 87,000        | 87,000        | -             | -             | (87,000)             | -100.0% |
| 9XX                  | Internal Services/Other | -             | -             | -             | 50,914        | 50,914        | 16,857        | 16,857        | (34,057)             | -66.9%  |
| 0XX                  | Other Financing Use     | -             | -             | -             | 1,000,000     | 1,000,000     | -             | -             | (1,000,000)          | -100.0% |
| Total Expenditures:  |                         | \$ 15,145,082 | \$ 14,873,995 | \$ 13,795,650 | \$ 13,510,393 | \$ 13,510,393 | \$ 13,741,548 | \$ 14,007,646 | \$ 231,154           | 1.7%    |

**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.

**2021 Proposed Expenditures by Category****PERFORMANCE MEASURES:**

| Type/Description   | 2019   | 2020* | 2021** | 2022** |
|--|--------|-------|--------|--------|
| <b>Workload Measures:</b>                                      |        |       |        |        |
| • Calls for Service  | 75,952 |       |        |        |
| • Number of referrals from Child Protective Services (CPS)/APS | 311    |       |        |        |
| • CIS Cases assigned   | 891    |       |        |        |
| • Total Accidents occurred                                     | 1,603  |       |        |        |
| • DUI Arrests  | 170    |       |        |        |
| <b>Outcome Measures:</b>                                       |        |       |        |        |
| • Criminal case numbers drawn                                  | 17,354 |       |        |        |
| • Number of false alarms with police response                  | 2,024  |       |        |        |
| • Total Index Crimes   | 7611   |       |        |        |
| • Total arrests  | 3,916  |       |        |        |
| • Total Citation/Infractions Issued                            | 10,045 |       |        |        |
| <b>Efficiency Measures:</b>                                    |        |       |        |        |
| • % of criminal cases filed by CIS                             | 43.8%  |       |        |        |
| • % of false alarms that are billable                          | 19.6%  |       |        |        |
| • Response time to Emergency Calls (includes Priority 1 calls) | 6.55   |       |        |        |
| • Average response time (for all calls for service)            | 17.41  |       |        |        |
| • Annual change to Index Crimes                                | -9%    |       |        |        |

\* (CALCULATIONS BASED ON 6 MONTH TOTALS X2)

\*\* (PROJECTED ESTIMATES ONLY)

**POSITION INVENTORY:**

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Deputy Chief   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 55D   |
| Commander  | 3.00           | 3.00           | 3.00    | 3.00     | 3.00      | 4.00             | 4.00             | 51C   |
| Lieutenant* (1 FTE-Prop 1 & 1-FTE Traffic Safety)      | 9.00           | 9.00           | 9.00    | 9.00     | 9.00      | 9.00             | 9.00             | 45I   |
| Police Officer** (8 FTE-Prop 1 & 8 FTE Traffic Safety) | 87.00          | 87.00          | 87.00   | 87.00    | 87.00     | 75.00            | 75.00            | 32G   |
| Animal Services Officer                                | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 24A   |
| Administrative Assistant I                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 18A   |
| <b>Total Regular Staffing</b>                          | 103.00         | 103.00         | 103.00  | 103.00   | 103.00    | 92.00            | 92.00            | n/a   |
| <b>Change from prior year</b>                          | -              | -              | -       | -        | -         | (11.00)          | -                | n/a   |
| <b>Grand Total Staffing</b>                            | 103.00         | 103.00         | 103.00  | 103.00   | 103.00    | 92.00            | 92.00            | n/a   |



## POLICE FIELD OPERATIONS DIVISION

Responsible Manager: *Kyle Sumpter, Deputy Chief*

### HIGHLIGHTS/CHANGES:

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

The Police Operations Division's proposed operating budget totals \$16,674,785 in 2021 and 17,002,278 in 2022. This is a 10.0% or \$1,859,222 decrease to the 2021 proposed budget from the 2020 adjusted budget. Major line item changes include:

- **Salaries & Wages** – Net decrease of \$68,139 due to reallocation of Police Officers into different division within the Department, offset by cost of living increases.
- **Benefits** – Net decrease of \$47,001 primarily due to reallocation of Police Officers into different division within the Department.
- **Other Financing Use** – Net decrease of \$1,549,087 due to eliminating transfer out from Traffic Safety to the General Fund for operations.

### REVENUE AND EXPENDITURE SUMMARY:

#### FIELD OPERATION – GENERAL FUND

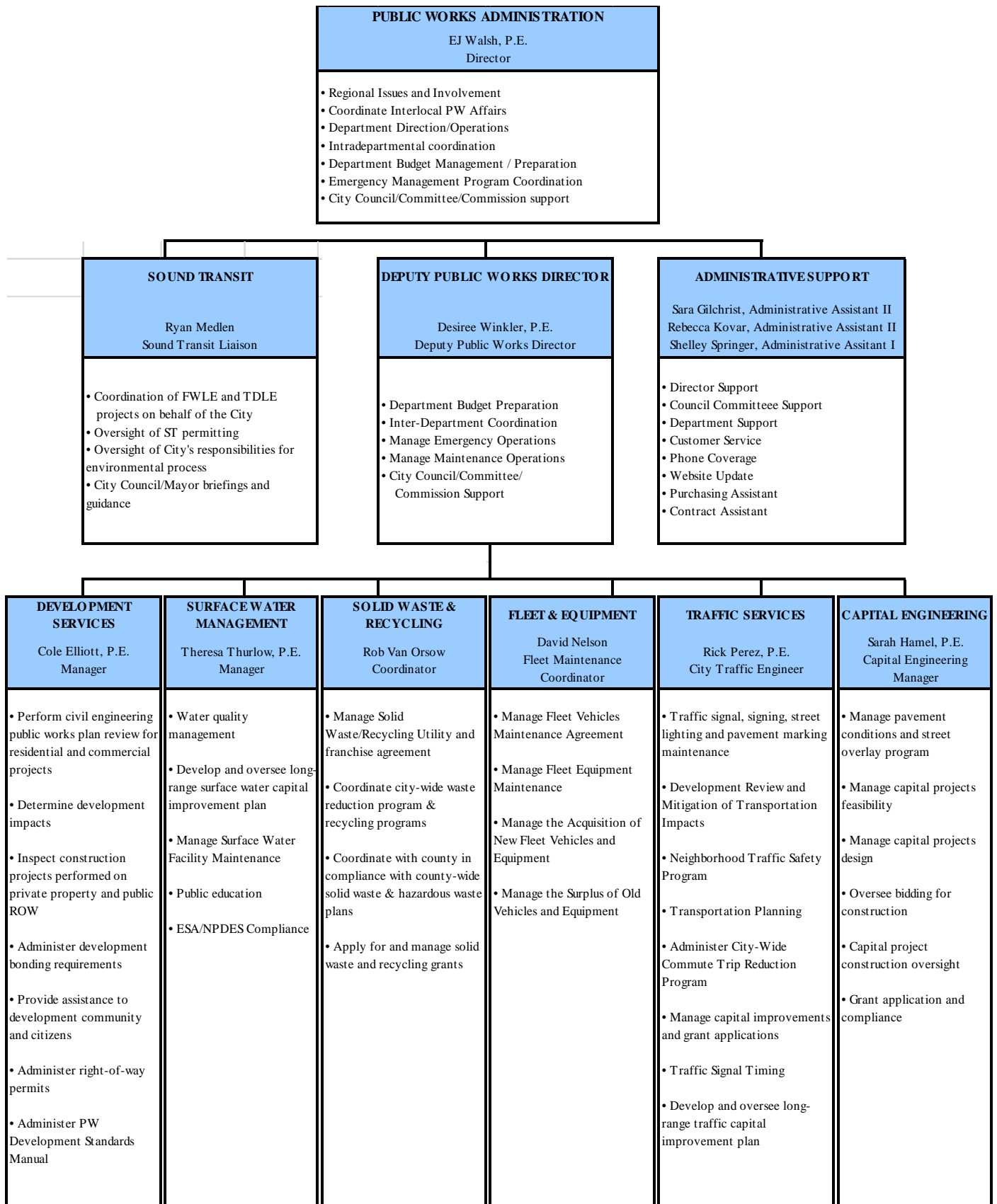
| Code                 | Item                   | 2018<br>Actual | 2019<br>Actual | 2020          |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|------------------------|----------------|----------------|---------------|---------------|---------------|------------------|------------------|----------------------|--------|
|                      |                        |                |                | Adopted       | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                        |                |                |               |               |               |                  |                  |                      |        |
| 31X                  | Taxes                  | \$ 229,524     | \$ 232,942     | \$ 155,000    | \$ 195,000    | \$ 195,000    | \$ 105,000       | \$ 140,000       | \$ (90,000)          | -46.2% |
| 33X                  | Intergovernmental      | 583,301        | 824,773        | 429,500       | 449,500       | 449,500       | 432,000          | 432,000          | (17,500)             | -3.9%  |
| 39X                  | Other Financing Source | -              | -              | -             | -             | -             | -                | -                | -                    | n/a    |
| Total Revenues:      |                        | \$ 812,825     | \$ 1,057,715   | \$ 584,500    | \$ 644,500    | \$ 644,500    | \$ 537,000       | \$ 572,000       | \$ (107,500)         | -16.7% |
| Expenditure Summary: |                        |                |                |               |               |               |                  |                  |                      |        |
| 1XX                  | Salaries & Wages       | \$ 8,293,434   | \$ 8,588,626   | \$ 8,366,350  | \$ 8,922,170  | \$ 8,922,170  | \$ 8,733,184     | \$ 8,921,130     | \$ (188,986)         | -2.1%  |
| 2XX                  | Benefits               | 2,701,719      | 2,730,070      | 2,896,496     | 2,896,496     | 2,896,496     | 2,710,476        | 2,770,823        | (186,020)            | -6.4%  |
| 3XX                  | Supplies               | 357,498        | 372,605        | 254,625       | 254,625       | 254,625       | 244,625          | 244,625          | (10,000)             | -3.9%  |
| 4XX                  | Services and Charges   | 222,010        | 227,577        | 242,450       | 248,345       | 248,345       | 214,345          | 214,345          | (34,000)             | -13.7% |
| 6XX                  | Capital Outlay         | 16,320         | 11,582         | -             | -             | -             | -                | -                | -                    | n/a    |
| Total Expenditures:  |                        | \$ 11,590,982  | \$ 11,930,460  | \$ 11,759,921 | \$ 12,321,636 | \$ 12,321,636 | \$ 11,902,630    | \$ 12,150,923    | \$ (419,006)         | -3.4%  |

#### FIELD OPERATION – PROP 1

| Code                 | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |                |                |              |              |              |                  |                  |                      |         |
| 31X                  | Taxes                   | \$ 2,104,541   | \$1,891,159    | \$ 1,967,065 | \$ 1,831,534 | \$ 1,831,534 | \$ 2,367,625     | \$2,347,165      | \$ 536,092           | 29.3%   |
| 36X                  | Miscellaneous           | 16,485         | 23,846         | 8,000        | 8,000        | 8,000        | 8,000            | 8,000            | \$ -                 | 0.0%    |
| 39X                  | Other Financing Source  | 150,076        | 780,484        | 789,355      | 807,254      | 807,254      | 376,829          | 476,964          | (430,425)            | -53.3%  |
| Total Revenues:      |                         | \$ 2,271,102   | \$2,695,489    | \$ 2,764,420 | \$ 2,646,788 | \$ 2,646,788 | \$ 2,752,455     | \$2,832,128      | \$ 105,667           | 4.0%    |
| Expenditure Summary: |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries & Wages        | \$ 1,718,451   | \$1,883,018    | \$ 1,947,969 | \$ 1,947,969 | \$ 1,947,969 | \$ 2,014,107     | \$2,052,267      | \$ 66,138            | 3.4%    |
| 2XX                  | Benefits                | 607,638        | 669,927        | 711,758      | 711,758      | 711,758      | 765,361          | 779,861          | 53,603               | 7.5%    |
| 9XX                  | Internal Services/Other | 224,021        | -              | 104,692      | 104,692      | 104,692      | -                | -                | (104,692)            | -100.0% |
| Total Expenditures:  |                         | \$ 2,550,110   | \$2,552,946    | \$ 2,764,419 | \$ 2,764,419 | \$ 2,764,419 | \$ 2,779,468     | \$2,832,128      | \$ 15,049            | 0.5%    |

#### FIELD OPERATION – TRAFFIC SAFETY

|                      |                        | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
| Code                 | Item                   | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:     |                        |              |              |              |              |              |              |              |                      |         |
| 35X                  | Fines and Penalties    | \$ 2,996,924 | \$3,132,029  | \$ 3,121,776 | \$ 2,192,218 | \$2,192,218  | \$ 2,189,822 | \$ 2,177,701 | \$ (2,396)           | -0.1%   |
| 36X                  | Miscellaneous          | 29,226       | 34,539       | 13,500       | 13,500       | 13,500       | 13,500       | 13,500       | \$ -                 | 0.0%    |
| 39X                  | Other Financing Sour   | -            | -            | -            | 184,758      | 184,758      | -            | -            | -                    | 0.0%    |
| Total Revenues:      |                        | \$ 3,026,150 | \$ 3,166,568 | \$ 3,135,276 | \$ 2,390,476 | \$ 2,390,476 | \$ 2,203,322 | \$ 2,191,201 | \$ (187,154)         | -7.8%   |
| Expenditure Summary: |                        |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries & Wages       | \$ 941,812   | \$ 1,041,851 | \$ 926,585   | \$ 926,585   | \$ 926,585   | \$ 981,295   | \$ 1,000,527 | \$ 54,709            | 5.9%    |
| 2XX                  | Benefits               | 296,207      | 318,075      | 277,976      | 277,976      | 277,976      | 363,392      | 370,700      | 85,416               | 30.7%   |
| 4XX                  | Services and Charges   | 677,646      | 703,274      | 648,000      | 648,000      | 648,000      | 648,000      | 648,000      | -                    | 0.0%    |
| 9XX                  | Internal Services/Othe | 232,487      | 62,678       | 46,304       | 46,304       | 46,304       | -            | -            | (46,304)             | -100.0% |
| 0XX                  | Other Financing Use    | 1,547,039    | 1,560,333    | 1,549,087    | 1,549,087    | 1,549,087    | -            | -            | (1,549,087)          | -100.0% |
| Total Expenditures:  |                        | \$ 3,695,192 | \$ 3,686,211 | \$ 3,447,952 | \$ 3,447,952 | \$ 3,447,952 | \$ 1,992,687 | \$ 2,019,227 | \$ (1,455,265)       | -42.2%  |



**PUBLIC WORKS DEPARTMENT**

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

**2019/2020 ACCOMPLISHMENTS**

Grants awarded in the total amount of **\$9,858,720** for transportation projects:

|   |             |
|---|-------------|
| • WA State Transportation Improvement Board Complete Streets Grant                    | \$100,000   |
| • Sound Transit Access Fund Grant   | \$730,000   |
| • SW 320 <sup>th</sup> Preservation Project   | \$518,020   |
| • Downtown Staircase  | \$500,000   |
| • Citywide Adaptive Traffic Control Project   | \$1,275,000 |
| • Lakota Middle School Safety Improvements  | \$1,350,000 |
| • LED Street Light Conversion Project   | \$350,000   |
| • SW Campus Preservation Project  | \$1,267,000 |
| • 16 <sup>th</sup> Ave S Preservation Project   | \$877,000   |
| • Military Rd / S 298 <sup>th</sup> Street Compact Roundabout                         | \$723,093   |
| • Sacajawea Middle School Safe Routes to School                                       | \$400,000   |
| • Citywide Variable Lane Use Control  | \$602,000   |
| • SW 356 <sup>th</sup> St preservation Project  | \$810,000   |
| • Citywide Adaptive Traffic Control System  | \$680,000   |
| • Citywide Adaptive Phase 3   | \$170,000   |
| • 47 <sup>th</sup> Ave SW & SR 509 Compact Roundabout                                 | \$815,000   |
| • Citywide safety: Horizontal Curve Warning Signs                                     | \$519,700   |
| • 16 <sup>th</sup> Ave Trail Project S 308 <sup>th</sup> St to S 288 <sup>th</sup> St | \$550,000   |
| • Design of S 314 <sup>th</sup> St (PVR to 23 <sup>rd</sup> )                         | \$300,000   |

Grants awarded in the total amount of **\$50,000** for surface water programs:

|                      |          |
|----------------------|----------|
| • DOE Capacity Grant | \$50,000 |
|----------------------|----------|

Grants awarded in the total amount of **\$232,298** for Solid Waste & Recycling projects:

|  |           |
|--|-----------|
| • Solid Waste Financial Assistance Grant | \$34,868  |
| • Local Hazardous Waste Program Funding  | \$80,973  |
| • Waste Reduction and Recycling Grant    | \$116,457 |

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

- Completed LED Street Light Conversion project of city owned street lights
- Completed Downtown Staircase project
- Completed Brook Lake Connector
- Completed S Dash Point Road sidewalk project
- Completed 2019 storm pipe repair project Phase I and II
- Completed 296<sup>th</sup> SW Slide mitigation
- Completed S 348<sup>th</sup> Street Entrance Sign
- Completed Pacific Highway S HOV phase 5 project
- Completed 2019 Asphalt Overlay Program
- Completed Adaptive Traffic Control System Phase I and II
- Completed S 314<sup>th</sup> St and Lakota Middle School safe route to school project
- Completed Military Road S Pavement Repair project
- Completed S 317<sup>th</sup> St Safe Walking Route project
- Completed Phase 1 of the Citywide Greenway Plan
- Completed Horizontal Curve Warning Sign Project
- Completed Variable Lane Use Control project
- Completed selection of the Preferred Alternative for the City Center Access project
- Completed Military Road and S 298<sup>th</sup> St Compact Roundabout project
- Completed SW Dash Point Rd and 47<sup>th</sup> Ave SW Compact Roundabout project



**PUBLIC WORKS DEPARTMENT****RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR****2019/2020 ACCOMPLISHMENTS**

- Completed SW 356<sup>th</sup> Street Preservation
- Completed 2020 Asphalt Overlay Program
- Updated Federal Way Revised Code chapters 4.40 and 8.60 related to snow and ice removal
- Updated Federal Way Revised Code chapters 4.20 and 19.135 related to road vacations
- Updated Federal Way Revised Code chapter 3.10 related to excise tax on solid waste to fund repairs to failing residential streets
- Updated Federal Way Revised Code to incorporate small cell wireless facilities
- Updated City's master franchise agreement (use for all franchise utilities) and developed master lease agreement for small wireless facilities
- Developed and implemented an interlocal agreement with Lakehaven Water and Sewer District for implementation of joint capital projects
- Re-organized the department under the new Public Works Director and Deputy Director to strategically align staff to their strengths. This has led to increased efficiencies, productivity, and project cost savings.
- Implemented a departmental Communications Committee to work on public messaging and improve communications with the public
- Implemented a departmental Good Ideas Committee to encourage innovations that save City resources. This has led to lower cost of operations and better service to the public
- Updated the 2020-2025 Transportation Improvement Plan
- Developed and adopted City of Federal Way ADA Transition Plan
- Worked with and accepted dedication of private roads within The Ridge
- Met all Surface Water NPDES Phase II permit requirements
- Completed work on the updated Stormwater Comprehensive Plan update
- Updated the Surface Water rate structure to be based on impervious area to provide increased equity City wide
- Completed renewal of North Lake Management District
- Implemented seven (7) neighborhood traffic safety projects
- Developed and implemented a Transportation Demand Management Agreement with WSDOT
- Updated the Commute Trip Reduction Program with King County
- Completed a Solid Waste Request For Proposal process and implemented a new Solid Waste 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
- Provided input to support development of the King County Comprehensive Solid Waste Management Plan update, including comments and revisions for draft Plan chapters
- Due to the increase in prevailing wage rates, took on Right of Way Landscape Maintenance at an increased service level
- Successfully mitigated the largest snow storm since 1910
- Began feasibility work on a new Joint Use Operations Facility to replace the aging Steel Lake Maintenance Yard
- Worked with Sound Transit, SeaTac, Des Moines and Kent to finalize the alignment and stations for the Federal Way Link Light Rail alignment
- Developed and implemented an interlocal agreement with Sound Transit for the Federal Way Link Light Rail Extension
- Developed and implemented a Development Agreement with Sound Transit for the Federal Way Link Light Rail Extension
- Worked with Sound Transit, Fife, and Tacoma on the Tacoma Dome Light Rail extension preliminary feasibility



Adaptive Traffic Control Project

**PUBLIC WORKS DEPARTMENT**

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

**2021-2022 ANTICIPATED KEY PROJECTS**

**Construction:**

- 2021 / 2022 Asphalt Overlay Projects
- Adaptive Traffic Control System
- Citywide Greenway Project
- 16<sup>th</sup> Ave Trail – S 308<sup>th</sup> St to S 288<sup>th</sup> St
- SW 320<sup>th</sup> Street Preservation project
- SW 356<sup>th</sup> Street Preservation project
- SR 509: SW 312<sup>th</sup> St – 21<sup>st</sup> Ave SW Safe Routes to School project
- SWM Pipe Rehabilitation project
- Cold Creek Culvert Replacement

**Departmental:**

- Continue the City Center Access Environmental and Preliminary work
- Continue Spring and Fall Recycling Events or develop alternative low contact events / solutions
- Update the Public Works Development Standards manual to reflect Code Updates, Changes in regulations and evolution of technologies for infrastructure
- Citywide Water Quality Monitoring Program
- Implement Neighborhood Drainage Program
- Complete the engineering design for the new Joint Use Operations Facility
- Develop departmental efficiencies to optimize use of City resources



City Right of Way Landscape Crew



Pacific Highway Phase V

PUBLIC WORKS DEPARTMENT

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

CIP PROJECTS:

| 2021 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    | Constr Prj.             | Total Expenses   |
| SR 99 HOV Lanes PH V   | 112                    | -             | -               | -                 | -             | -               | -                    | 112              | 112                     | 112              |
| SR 509: SW 312th St - 21st Ave SW SRTS Project                                 | -                      | -             | 1,660           | -                 | -             | 200             | -                    | 1,860            | 1,800                   | 1,800            |
| City Center Access Phase I - Environmental process update                      | -                      | -             | -               | -                 | 500           | -               | -                    | 500              | 500                     | 500              |
| Street Light LED Conversion  | -                      | -             | -               | -                 | -             | -               | 160                  | 160              | 160                     | 160              |
| Variable Lane Use Control Signs  | -                      | -             | 202             | -                 | -             | -               | -                    | 202              | 202                     | 202              |
| SW 320th - 11th Ave SW to 3rd Place SW Preservation Project                    | -                      | -             | 518             | -                 | -             | 407             | -                    | 925              | 925                     | 925              |
| SW 356th - 15th Ave SW to 4th Ave SW Preservation Project                      | 33                     | -             | 810             | -                 | -             | 491             | -                    | 1,334            | 1,334                   | 1,334            |
| 47th Ave SW and SW Dash Point Road Compact Roundabout                          | -                      | -             | 550             | -                 | -             | -               | -                    | 550              | 550                     | 550              |
| City Wide Safety - Horizontal Curve Improvements                               | -                      | -             | 400             | -                 | -             | -               | -                    | 400              | 400                     | 400              |
| 16th Ave Trail - S 308th Street to S 288th Street                              | 115                    | -             | 750             | -                 | -             | -               | -                    | 865              | 865                     | 865              |
| Citywide Greenway Plan Pedestrian and Bicycle Improvements                     | -                      | 200           | -               | -                 | -             | -               | -                    | 200              | 200                     | 200              |
| Sound Transit  | -                      | -             | -               | 1,450             | -             | -               | -                    | 1,450            | 1,450                   | 1,450            |
| S 314th St Improvement   | -                      | -             | 125             | -                 | -             | -               | -                    | 125              | 125                     | 125              |
| SR 99 @ S 373rd St Roundabout w/Median Control                                 | -                      | -             | -               | 340               | -             | -               | -                    | 340              | 340                     | 340              |
| 21st Ave S @ 320th St Traffic Signal   | -                      | -             | -               | -                 | 100           | -               | -                    | 100              | 100                     | 100              |
| Citywide ADA Retrofit  | -                      | -             | -               | 200               | 200           | -               | -                    | 400              | 400                     | 400              |
| S 356th St. - 1st Ave S - SR 99  | -                      | -             | -               | 200               | -             | -               | -                    | 200              | 200                     | 200              |
| SW 344th St. @ 27th Ave SW Compact Roundabout                                  | 15                     | -             | 35              | -                 | -             | -               | -                    | 50               | 50                      | 50               |
| Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade | 75                     | -             | -               | -                 | -             | -               | -                    | 75               | 75                      | 75               |
| Citywide Pedestrian Safety System Improvements                                 | -                      | 32            | 28              | -                 | -             | -               | -                    | 60               | 60                      | 60               |
| Citywide RRFB Upgrades   | -                      | 50            | 90              | -                 | -             | -               | -                    | 140              | 140                     | 140              |
| Military Rd S: S 320th St - SR 18 Preservation Project                         | -                      | -             | -               | -                 | -             | 50              | -                    | 50               | -                       | -                |
| S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements                  | -                      | -             | -               | 200               | -             | -               | -                    | 200              | 200                     | 200              |
| Fiber Optic Network Loop - 317th to S 272nd                                    | -                      | -             | -               | 2,600             | -             | -               | -                    | 2,600            | 100                     | 100              |
| Joint Operations & Maintenance Facility  | -                      | -             | -               | -                 | -             | 250             | -                    | 250              | 250                     | 250              |
| <b>Total 2021</b>  | <b>\$ 350</b>          | <b>\$ 282</b> | <b>\$ 5,168</b> | <b>\$ 4,990</b>   | <b>\$ 800</b> | <b>\$ 1,398</b> | <b>\$ 160</b>        | <b>\$ 13,148</b> | <b>\$ 10,538</b>        | <b>\$ 10,538</b> |

| 2022 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   | Constr Prj.             | Total Expenses  |
| 16th Ave Trail - S 308th Street to S 288th Street                              | -                      | -             | 1,385           | -                 | -             | -              | -                    | 1,385           | 1,385                   | 1,385           |
| Citywide Greenway Plan Pedestrian and Bicycle Improvements                     | -                      | 200           | -               | -                 | -             | -              | -                    | 200             | 200                     | 200             |
| Sound Transit  | -                      | -             | -               | 1,230             | -             | -              | -                    | 1,230           | 1,230                   | 1,230           |
| SR 99 @ S 373rd St Roundabout w/Median Control                                 | -                      | -             | 300             | 30                | -             | -              | -                    | 330             | 330                     | 330             |
| 21st Ave S @ 320th St Traffic Signal   | -                      | -             | 730             | -                 | 205           | -              | -                    | 935             | 935                     | 935             |
| S 356th St. - 1st Ave S - SR 99  | -                      | -             | -               | 100               | -             | -              | -                    | 100             | 100                     | 100             |
| SW 344th St. @ 27th Ave SW Compact Roundabout                                  | -                      | -             | 100             | -                 | -             | -              | -                    | 100             | 100                     | 100             |
| Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade | -                      | -             | -               | -                 | -             | -              | -                    | -               | 600                     | 600             |
| Citywide Pedestrian Safety System Improvements                                 | -                      | -             | 100             | -                 | -             | -              | -                    | 100             | 100                     | 100             |
| Citywide RRFB Upgrades   | -                      | 270           | 420             | -                 | -             | -              | -                    | 690             | 690                     | 690             |
| Military Rd S: S 320th St - SR 18 Preservation Project                         | -                      | -             | -               | -                 | -             | -              | -                    | -               | 50                      | 50              |
| SW King County Regional Trail Plan   | -                      | 50            | -               | -                 | -             | -              | -                    | 50              | 50                      | 50              |
| S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements                  | -                      | -             | -               | 200               | -             | -              | -                    | 200             | 200                     | 200             |
| Fiber Optic Network Loop - 317th to S 272nd                                    | -                      | -             | -               | -                 | -             | -              | -                    | -               | 900                     | 900             |
| Joint Operations & Maintenance Facility  | -                      | -             | -               | -                 | -             | 250            | -                    | 250             | 250                     | 250             |
| <b>Total 2022</b>  | <b>\$ -</b>            | <b>\$ 520</b> | <b>\$ 3,035</b> | <b>\$ 1,560</b>   | <b>\$ 205</b> | <b>\$ 250</b>  | <b>\$ -</b>          | <b>\$ 5,570</b> | <b>\$ 7,120</b>         | <b>\$ 7,120</b> |

**CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET****PUBLIC WORKS DEPARTMENT****RESPONSIBLE MANAGER: E J WALSH, P.E., PUBLIC WORKS DIRECTOR****CIP PROJECTS:**

| 2021 Proposed Projects                          | Sources (in thousands) |             |                      |                 | Expenses (in thousands) |                 |
|---|------------------------|-------------|----------------------|-----------------|-------------------------|-----------------|
|   | User Fees              | Grants      | Prior Years' Sources | Total Sources   | Constr Prj.             | Total Expenses  |
| Small CIP - Annual Program                      | \$ 150                 | \$ -        | \$ -                 | \$ 150          | \$ 150                  | \$ 150          |
| South 356th Street Culvert Replacement          | 100                    | -           | -                    | 100             | 100                     | 100             |
| 2018 Storm Drain CCTV Inspection and Assessment | 100                    | -           | -                    | 100             | 100                     | 100             |
| Pipe Rehabilitation Project                     | 317                    | -           | -                    | 317             | 317                     | 317             |
| Cold Creek Culvert Replacement                  | 1,000                  | -           | -                    | 1,000           | 1,000                   | 1,000           |
| Neighborhood Drainage Program                   | 25                     | -           | -                    | 25              | 25                      | 25              |
| Annual CB Rehab                                 | 75                     | -           | -                    | 75              | 75                      | 75              |
| Redondo Creek Culvert Replacement               | 300                    | -           | -                    | 300             | 300                     | 300             |
| <b>Total 2021</b>                               | <b>\$ 2,067</b>        | <b>\$ -</b> | <b>\$ -</b>          | <b>\$ 2,067</b> | <b>\$ 2,067</b>         | <b>\$ 2,067</b> |

| 2022 Proposed Projects                          | Sources (in thousands) |               |                      |                 |                 |                 |
|---|------------------------|---------------|----------------------|-----------------|-----------------|-----------------|
|   | User Fees              | Grants        | Prior Years' Sources | Total Sources   | Constr Prj.     | Total Expenses  |
| Small CIP - Annual Program                      | \$ 150                 | \$ -          | \$ -                 | \$ 150          | \$ 150          | \$ 150          |
| South 356th Street Culvert Replacement          | 250                    | -             | -                    | 250             | 250             | 250             |
| 2018 Storm Drain CCTV Inspection and Assessment | 100                    | -             | -                    | 100             | 100             | 100             |
| Pipe Rehabilitation Project                     | 317                    | -             | -                    | 317             | 317             | 317             |
| Cold Creek Culvert Replacement                  | -                      | 500           | -                    | 500             | 500             | 500             |
| Neighborhood Drainage Program                   | 25                     | -             | -                    | 25              | 25              | 25              |
| Annual CB Rehab                                 | 75                     | -             | -                    | 75              | 75              | 75              |
| Citywide WQ Program                             | 100                    | -             | -                    | 100             | 100             | 100             |
| <b>Total 2022</b>                               | <b>\$ 1,017</b>        | <b>\$ 500</b> | <b>\$ -</b>          | <b>\$ 1,517</b> | <b>\$ 1,517</b> | <b>\$ 1,517</b> |

**PUBLIC WORKS DEPARTMENT**

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

**DEPARTMENT POSITION INVENTORY:**

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| <b>Street Fund:</b>  |                |                |         |          |           |                  |                  |       |
| Director-PW  | 0.80           | 0.73           | 0.73    | 0.73     | 0.73      | 0.73             | 0.73             | 58h   |
| Deputy Director-PW   | 1.45           | 0.38           | 0.38    | 0.38     | 0.38      | 0.38             | 0.38             | 58    |
| Development Services Manager                                       | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 54    |
| City Traffic Engineer - Traffic Safety Fund                        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Street Systems Manager - .05 FTE Overlay                           | -              | 1.00           | 1.00    | -        | -         | -                | -                | 54    |
| Capital Engineering Manager - .05 FTE Overlay & .10 FTE Transp CIP | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Sound Transit Liaison - 1.00 FTE Transp CIP                        | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Senior Traffic Engineer - Traffic Safety Fund                      | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Senior Transportation Planning Engineer - Traffic Safety Fund      | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Street Systems Project Engineer                                    | 3.00           | 3.00           | 3.00    | -        | -         | -                | -                | 49    |
| Senior Capital Engineer - 0.75 FTE Transp CIP                      | -              | -              | -       | 3.00     | 3.00      | 3.00             | 3.00             | 49    |
| Traffic Engineer - Traffic Safety Fund                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Capital Engineer - 0.50 FTE Overlay                                | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Street Systems Engineer - 0.50 FTE Overlay                         | 1.00           | 1.00           | 1.00    | -        | -         | -                | -                | 44    |
| Senior Engineer Plans Reviewer                                     | 0.50           | 0.50           | 0.50    | 1.15     | 1.15      | 1.15             | 1.15             | 43    |
| Engineering Plans Reviewer   | 1.00           | 0.65           | 0.65    | 1.00     | 1.00      | 1.00             | 1.00             | 38    |
| Street Systems Maint Supervisor                                    | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 38    |
| Construction Inspector - 0.50 FTE Overlay & 1.00 FTE Transp CIP    | 2.00           | 3.00           | 3.00    | 4.00     | 4.00      | 4.00             | 4.00             | 37    |
| Engineering Technician - 0.25 FTE Overlay                          | 1.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 32    |
| Maintenance Worker II  | 1.00           | 2.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 26m   |
| Fleet Maintenance Coordinator - 504 Fleet & Equipment              | 0.50           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 26    |
| Administrative Assistant II - 0.50 FTE Transp. CIP                 | 0.80           | 1.70           | 0.80    | 1.70     | 1.70      | 1.70             | 1.70             | 25    |
| Maintenance Worker I   | 3.00           | 5.00           | 4.00    | 7.00     | 7.00      | 7.00             | 7.00             | 22m   |
| Administrative Assistant I   | 0.85           | 0.28           | 0.78    | 0.28     | 0.28      | 0.28             | 0.28             | 18    |
| <b>Total Street Fund:</b>  | 22.40          | 28.74          | 26.34   | 32.74    | 32.74     | 32.74            | 32.74            | n/a   |
| <b>Solid Waste &amp; Recycling:</b>                                |                |                |         |          |           |                  |                  |       |
| Director-PW  | 0.05           | 0.12           | 0.12    | 0.12     | 0.12      | 0.12             | 0.12             | 58h   |
| Deputy Director-PW   | 0.05           | 0.12           | 0.12    | 0.12     | 0.12      | 0.12             | 0.12             | 58    |
| Solid Waste/Recycling Manager                                      | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Solid Waste/Recycling Coordinator                                  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | -                | -                | 39    |
| Recycling Project Manager  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 35    |
| Administrative Assistant II  | 0.10           | 0.10           | 0.10    | 0.10     | 0.10      | 0.10             | 0.10             | 25    |
| Administrative Assistant I   | -              | 0.07           | 0.07    | 0.07     | 0.07      | 0.07             | 0.07             | 18    |
| <b>Total Solid Waste &amp; Recycling:</b>                          | 2.20           | 2.41           | 2.41    | 2.41     | 2.41      | 2.41             | 2.41             | n/a   |
| <b>Surface Water Management:</b>                                   |                |                |         |          |           |                  |                  |       |
| Director-PW  | 0.15           | 0.15           | 0.15    | 0.15     | 0.15      | 0.15             | 0.15             | 58h   |
| Deputy Director-PW   | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 58    |
| SWM Manager  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Development Services Manager                                       | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 54    |
| SWM Project Engineer   | 2.00           | 2.00           | 2.00    | -        | -         | -                | -                | 49    |
| Senior Capital Engineer  | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| SWM Asset Engineer   | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Capital Engineer   | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Senior Engineer Plans Reviewer                                     | 0.50           | 0.50           | 0.50    | 0.85     | 0.85      | 0.85             | 0.85             | 43    |
| SW Quality Program Coord   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 40    |
| SWM Maintenance 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             | 37    |
| SWM R/D Inspector  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 37    |
| Engineering Plans Reviewer   | -              | 0.35           | 0.35    | -        | -         | -                | -                | 35    |
| Surface Water Quality Specialist                                   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 35    |
| SWM Pollution Control Specialist                                   | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Public Education & Outreach Specialist                             | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 34    |
| Engineering Technician   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Engineering Technician/Inspector                                   | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 32    |
| Maintenance Worker II  | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 26m   |
| Administrative Assistant II  | 0.10           | 0.20           | 0.10    | 0.20     | 0.20      | 0.20             | 0.20             | 25    |
| Maintenance Worker I   | 4.00           | 4.00           | 4.00    | 4.00     | 4.00      | 6.00             | 6.00             | 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>                             | 20.40          | 20.85          | 20.75   | 20.85    | 20.85     | 24.85            | 24.85            | n/a   |
| <b>Total Regular Staffing</b>                                      | 45.00          | 52.00          | 49.50   | 56.00    | 56.00     | 60.00            | 60.00            | n/a   |
| <b>Change from prior year</b>                                      | -              | 7.00           | (2.50)  | 4.00     | -         | 4.00             | -                | n/a   |
| <b>Grand Total Staffing</b>  | 45.00          | 52.00          | 49.50   | 56.00    | 56.00     | 60.00            | 60.00            | n/a   |

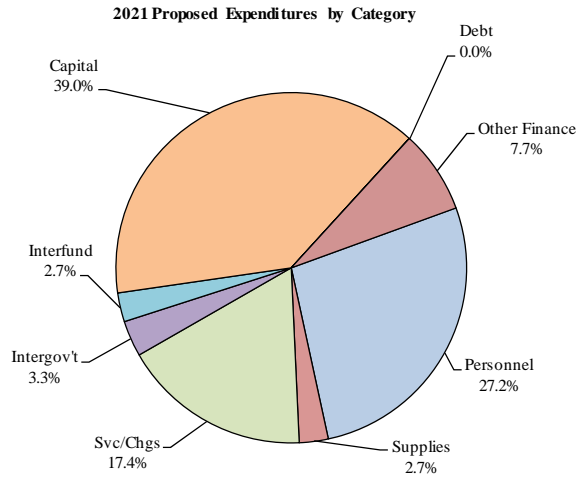
**PUBLIC WORKS DEPARTMENT**

**RESPONSIBLE MANAGER: EJ WALSH, P.E., PUBLIC WORKS DIRECTOR**

**PURPOSE/DESCRIPTION:**

The Public Works Department's mission is 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 Division provides the overall management of the department. <sup>2</sup> The Development Services Division provides the engineering plan reviews, permitting, and inspections of private development and Right of Way projects. <sup>3</sup> The Traffic Division provides transportation planning, traffic operations, and neighborhood traffic services. <sup>4</sup> The Capital Engineering Division provides the feasibility analysis, engineering design, bidding and construction oversight for all capital projects. <sup>5</sup> The Surface Water Management Division manages the Surface Water Utility by providing improvements, enforcement, maintenance and education functions. <sup>6</sup> The Solid Waste and Recycling Division manages the solid waste/recycling utility and franchise contract. <sup>7</sup> The Fleet Maintenance Division provides oversight on maintenance of all City non-police vehicles and equipment.



**DEPARTMENT SUMMARY:**

|  |                         | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |        |
|--|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|--------|
| Code   | Item                    | Actual        | Actual        | Adopted       | Adjusted      | Projected     | Proposed      | Proposed      | \$ Chg               | % Chg  |
| Revenue Summary:                               |                         |               |               |               |               |               |               |               |                      |        |
| 32X  | Licenses and Permit     | \$ 244,556    | \$ 272,699    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ -                 | 0.0%   |
| 33X  | Intergovernmental       | 7,119,632     | 5,436,304     | 5,761,570     | 5,755,384     | 5,755,384     | 7,315,570     | 5,920,570     | 1,560,186            | 27.1%  |
| 34X  | Charges for Services    | 9,513,542     | 10,126,754    | 7,578,279     | 9,847,890     | 9,847,890     | 14,322,662    | 9,882,236     | 4,474,771            | 45.4%  |
| 35X  | Fines and Penalties     | 467,815       | 521,700       | 682,224       | 682,224       | 682,224       | 684,620       | 696,741       | 2,396                | 0.4%   |
| 36X  | Miscellaneous           | 289,970       | 444,661       | 278,531       | 302,431       | 302,431       | 421,731       | 278,531       | 119,300              | 39.4%  |
| 39X  | Other Financing Sources | 6,206,236     | 4,986,347     | 4,721,849     | 6,454,081     | 6,454,081     | 8,263,893     | 6,423,849     | 1,809,812            | 28.0%  |
| Total Revenues:                                |                         | \$ 23,841,751 | \$ 21,788,465 | \$ 19,222,454 | \$ 23,242,011 | \$ 23,242,011 | \$ 31,208,476 | \$ 23,401,928 | \$ 7,966,465         | 34.3%  |
| Street Fund Operating Expenditure Summary:     |                         |               |               |               |               |               |               |               |                      |        |
| 210  | Administration          | 460,268       | 381,959       | 370,660       | 370,660       | 370,660       | 284,931       | 284,931       | (85,729)             | -23.1% |
| 220  | Development Svcs        | 274,804       | 224,194       | 250,429       | 250,429       | 250,429       | 369,561       | 374,048       | 119,132              | 47.6%  |
| 230\260  | Traffic Services        | 1,539,954     | 1,674,082     | 1,337,707     | 1,370,676     | 1,370,676     | 1,450,793     | 1,400,364     | 80,118               | 5.8%   |
| 240  | Street Services         | 1,755,392     | 2,140,519     | 2,152,551     | 2,517,599     | 2,517,599     | 2,613,418     | 2,508,646     | 95,819               | 3.8%   |
| Subtotal ST Operating Exp.:                    |                         | \$ 4,030,418  | \$ 4,420,754  | \$ 4,111,347  | \$ 4,509,364  | \$ 4,509,364  | \$ 4,718,703  | \$ 4,567,989  | \$ 209,339           | 4.6%   |
| Non-Street Fund Operating Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |        |
| 102  | Arterial Street Overlay | 1,870,129     | 1,646,342     | 1,515,064     | 2,692,120     | 2,692,120     | 3,047,184     | 3,051,111     | 355,063              | 13.2%  |
| 106  | Solid Waste & Recycling | 486,418       | 515,766       | 494,800       | 596,800       | 596,800       | 545,844       | 545,844       | (50,956)             | -8.5%  |
| 112  | Traffic Safety Fund     | 466,515       | 445,219       | 680,224       | 680,224       | 680,224       | 682,620       | 694,741       | 2,396                | 0.4%   |
| 306  | Transportation CIP      | 11,801,190    | 11,163,217    | 4,666,000     | 7,360,149     | 7,360,149     | 11,176,972    | 7,773,566     | 3,816,823            | 51.9%  |
| 304  | Surface Wtr Mgmt CIP    | 922,610       | 1,015,766     | 1,400,000     | 1,405,000     | 1,405,000     | 2,317,000     | 1,767,000     | 912,000              | 64.9%  |
| 401  | Surface Wtr Mgmt        | 3,975,750     | 3,909,935     | 4,224,061     | 4,850,245     | 4,850,245     | 5,502,041     | 6,116,029     | 651,796              | 13.4%  |
| 504  | Fleet & Equipment       | 1,483,183     | 2,119,629     | 1,725,993     | 2,699,441     | 2,699,441     | 3,129,104     | 1,919,901     | 429,663              | 15.9%  |
| Subtotal Non-ST Oper. Exp.:                    |                         | \$ 21,005,796 | \$ 20,815,875 | \$ 14,706,143 | \$ 20,283,980 | \$ 20,283,980 | \$ 26,400,764 | \$ 21,868,192 | \$ 6,116,784         | 30.2%  |
| Total Expenditures:                            |                         | \$ 25,036,214 | \$ 25,236,629 | \$ 18,817,490 | \$ 24,793,344 | \$ 24,793,344 | \$ 31,119,467 | \$ 26,436,182 | \$ 6,326,122         | 25.5%  |



**PUBLIC WORKS DEPARTMENT**

**RESPONSIBLE MANAGER: EJ WALSH, P.E., PUBLIC WORKS DIRECTOR**

**HIGHLIGHTS/CHANGES:**

The Public Works proposed operating budget totals \$31,119,467 in 2021 and \$26,436,182 in 2022. This is a 25.5% or \$6,326,122 increase to the 2021 proposed budget from the 2020 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 \$1,417,453 due to the addition of 4.0 FTE in Surface Water Management, addition of Sound Transit funded staff salaries, and adding the full year cost of positions within the department that were added in 2020.
- **Benefits** – Net increase of \$130,234 due to the addition of benefits for new positions.
- **Services and Charges** – Net increase of \$1,499,795 due to increased services for repairs on the Steel Lake Maintenance Facility, 306 Transportation capital expenditures categorized under services and charges instead of capital outlay, and a study for removing S 376<sup>th</sup> Street from the City Comprehensive Plan.
- **Capital Outlays** – Net increase of \$1,710,289 due to the addition of capital projects proposed in 2021 for transportation and overlay projects.
- **Other Financing Uses** – Net increase of \$1,710,289 due to one-time transfer for Arterial Street Overlay, Transportation CIP, and Surface Water Management CIP projects.

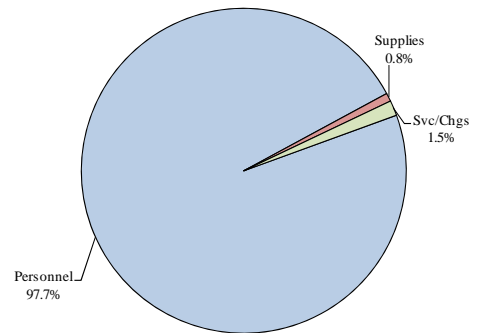
**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |        |
|----------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|--------|
|                      |                         | Actual        | Actual        | Adopted       | Adjusted      | Projected     |               |               | \$ Chg               | % Chg  |
| Revenue Summary:     |                         |               |               |               |               |               |               |               |                      |        |
| 32X                  | Licenses and Permit     | \$ 244,556    | \$ 272,699    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ -                 | 0.0%   |
| 33X                  | Intergovernmental       | 7,119,632     | 5,436,304     | 5,761,570     | 5,755,384     | 5,755,384     | 7,315,570     | 5,920,570     | 1,560,186            | 27.1%  |
| 34X                  | Charges for Services    | 9,513,542     | 10,126,754    | 7,578,279     | 9,847,890     | 9,847,890     | 14,322,662    | 9,882,236     | 4,474,771            | 45.4%  |
| 35X                  | Fines and Penalties     | 467,815       | 521,700       | 682,224       | 682,224       | 682,224       | 684,620       | 696,741       | 2,396                | 0.4%   |
| 36X                  | Miscellaneous           | 289,970       | 444,661       | 278,531       | 302,431       | 302,431       | 421,731       | 278,531       | 119,300              | 39.4%  |
| 39X                  | Other Financing Sources | 6,206,236     | 4,986,347     | 4,721,849     | 6,454,081     | 6,454,081     | 8,263,893     | 6,423,849     | 1,809,812            | 28.0%  |
| Total Revenues:      |                         | \$ 23,841,751 | \$ 21,788,465 | \$ 19,222,454 | \$ 23,242,011 | \$ 23,242,011 | \$ 31,208,476 | \$ 23,401,928 | \$ 7,966,465         | 34.3%  |
| Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |        |
| 1XX                  | Salaries and Wages      | 4,056,976     | 4,480,651     | 4,580,459     | 5,262,993     | 5,262,993     | 6,680,446     | 6,574,878     | 1,417,453            | 26.9%  |
| 2XX                  | Benefits                | 1,539,690     | 1,683,753     | 1,641,289     | 1,641,289     | 1,641,289     | 1,771,524     | 1,810,553     | 130,234              | 7.9%   |
| 3XX                  | Supplies                | 688,666       | 965,105       | 720,865       | 876,520       | 876,520       | 830,158       | 800,758       | (46,362)             | -5.3%  |
| 4XX                  | Services and Charges    | 5,204,953     | 4,836,377     | 3,565,375     | 3,927,989     | 3,927,989     | 5,427,784     | 3,068,584     | 1,499,795            | 38.2%  |
| 5XX                  | Intergovernmental       | 1,130,388     | 1,131,925     | 988,334       | 979,226       | 979,226       | 1,031,592     | 1,021,592     | 52,366               | 5.3%   |
| 6XX                  | Capital Outlay          | 10,489,468    | 10,789,752    | 6,180,712     | 10,439,504    | 10,439,504    | 12,149,793    | 10,312,715    | 1,710,289            | 16.4%  |
| 8XX                  | Debt Service-Interest   | 1,922         | 961           | 1,922         | 1,922         | 1,922         | 1,922         | 1,922         | -                    | 0.0%   |
| 9XX                  | Internal Services/Other | 880,752       | 876,677       | 1,042,414     | 1,042,414     | 1,042,414     | 835,180       | 835,180       | (207,234)            | -19.9% |
| 0XX                  | Other Financing Uses    | 947,277       | 375,307       | -             | 621,487       | 621,487       | 2,391,068     | 2,010,000     | 1,769,581            | 284.7% |
| Total Expenditures:  |                         | \$ 25,036,214 | \$ 25,236,629 | \$ 18,817,490 | \$ 24,793,344 | \$ 24,793,344 | \$ 31,119,467 | \$ 26,436,182 | \$ 6,326,122         | 25.5%  |

**PUBLIC WORKS ADMINISTRATION**

**Responsible Manager: EJ Walsh, P.E., Public Works Director**

**2021 Proposed Expenditures by Category**



**PURPOSE/DESCRIPTION:**

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

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

The Administrative Division of Public Works provides maintenance of the local street system, including 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. The Division also monitors private sector maintenance contracts and the WSDOT streets maintenance contract

**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.

The Administrative Division is also responsible for the maintenance of the City's Right of Way and street systems. Our goal is to maintain the City's Street network pavement surface area in a good operating condition and promptly repair and maintain all right of ways within the limits of provided resources.

**PERFORMANCE MEASURES:**

| Type/Description  | 2019 | 2020 | 2021 | 2022 |
|---|------|------|------|------|
| <b>Workload Measures:</b>   |      |      |      |      |
| • Number of responses for information from constituents                     | 2169 |      |      |      |
| • Number of street center lane mile within city limits                      | 244  |      |      |      |
| • Number of curb miles of sidewalk within city limits                       | 272  |      |      |      |
| • Number of acres of right-of-way landscaping maintained within city limits | 31.8 |      |      |      |
| • Number of curb miles mowed within city limits                             | 61   |      |      |      |
| <b>Outcome Measures:</b>  |      |      |      |      |
| • Percent of community requests responded to in same day                    | 95%  |      |      |      |
| • Percent of time a "live" person is available to handle constituent calls  | 99%  |      |      |      |

**POSITION INVENTORY:**

| Positions                   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-----------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                             |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Director-PW                 | 0.80           | 0.73           | 0.73    | 0.73     | 0.73      | 0.73             | 0.73             | 58h   |
| Deputy Director-PW          | 1.45           | 0.38           | 0.38    | 0.38     | 0.38      | 0.38             | 0.38             | 58    |
| Administrative Assistant II | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 25    |
| <b>Total Street Fund:</b>   | 2.75           | 1.61           | 1.61    | 1.61     | 1.61      | 1.61             | 1.61             | n/a   |
| <b>Grand Total Staffing</b> | 2.75           | 1.61           | 1.61    | 1.61     | 1.61      | 1.61             | 1.61             | n/a   |



**PUBLIC WORKS ADMINISTRATION**

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

The proposed operating budget totals \$284,931 in 2021 and \$284,931 in 2022. This is a 23.1% or \$85,729 decrease to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of \$6,347 due to step increases in positions.
- **Benefits** – Decrease of \$3,448 due to lower cost of healthcare benefits of positions in the administration division.
- **Internal Services/Other** - Decrease of \$88,628 due to cost of living increases being accounted for in the General Fund.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|---------|
|                      |                         |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg   |
| Expenditure Summary: |                         |                |                |            |            |            |                  |                  |                      |         |
| 1XX                  | Salaries & Wages        | 335,542        | 273,330        | 195,321    | 195,321    | 195,321    | 201,668          | 201,668          | 6,347                | 3.2%    |
| 2XX                  | Benefits                | 121,507        | 100,074        | 80,082     | 80,082     | 80,082     | 76,634           | 76,634           | (3,448)              | -4.3%   |
| 3XX                  | Supplies                | 2,533          | 5,139          | 2,350      | 2,350      | 2,350      | 2,350            | 2,350            | -                    | 0.0%    |
| 4XX                  | Services and Charges    | 686            | 3,416          | 4,279      | 4,279      | 4,279      | 4,279            | 4,279            | -                    | 0.0%    |
| 9XX                  | Internal Services/Other | -              | -              | 88,628     | 88,628     | 88,628     | -                | -                | (88,628)             | -100.0% |
| Total Expenditures:  |                         | \$ 460,268     | \$ 381,959     | \$ 370,660 | \$ 370,660 | \$ 370,660 | \$ 284,931       | \$ 284,931       | \$ (85,729)          | -23.1%  |



Public Works Department

**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, right of way permits, land use modifications, site plan reviews, etc. The Division also screens applications for completeness; assures and enforces conformance with approved plans, permits, codes, and City standards; issues code variances; maintains logs and status reports for all projects related to public works; provides technical assistance during construction; coordinates with Community Development and Building departments to facilitate the permit process; assists in maintenance of subdivision drawings and records; meets with customers and citizens on-site to identify development-related issues; and issues decisions regarding requests for modifications to surface water management and right-of-way requirements.

**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.

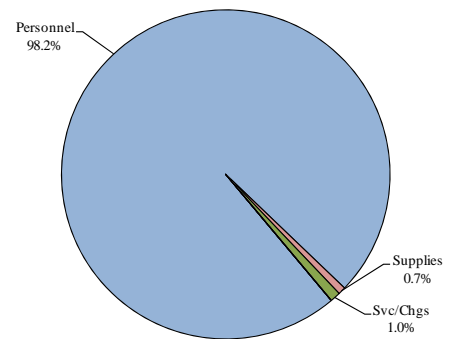
**PERFORMANCE MEASURES:**

| Type/Description   | 2019    | 2020 | 2021 | 2022 |
|--|---------|------|------|------|
| <b>Workload Measures:</b>                                  |         |      |      |      |
| • Number of development review committee meetings attended | 78      |      |      |      |
| • Number of Engineering Approval reviews                   | 6       |      |      |      |
| • Number of Commercial Building Permit reviews             | 72      |      |      |      |
| • Number of Plat Applications (Full & Short)               | 20      |      |      |      |
| • Number of Single Family Applications                     | 314     |      |      |      |
| • Number of Final Plats                                    | 1       |      |      |      |
| • Franchise ROW Permits                                    | 452     |      |      |      |
| • Non-Franchise ROW Permits                                | 51      |      |      |      |
| <b>Outcome Measures:</b>                                   |         |      |      |      |
| • Average review time - projects under construction        | 5 days  |      |      |      |
| • Average review time - pre-application                    | 10 days |      |      |      |
| • Average review time - building permits                   | 30 days |      |      |      |
| • Average review time – SEPA                               | 30 days |      |      |      |
| • Average review time - site plan review                   | 30 days |      |      |      |
| • Average review time – Use Process Review 1               | 25 days |      |      |      |
| • Average review time - outside agency review              | 20 days |      |      |      |
| • Response time on requests for modifications              | 20 days |      |      |      |
| • Response time on requests for inspections                | 2 days  |      |      |      |
| • Average review time – Franchise ROW permit               | 2 days  |      |      |      |
| • Average review time – Non-Franchise ROW permit           | 5 days  |      |      |      |
| <b>Efficiency Measures:</b>                                |         |      |      |      |
| • Cost recovery ratio for the Division                     | 48%     |      |      |      |

**POSITION INVENTORY:**

| Positions                      | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                                |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Development Services Manager   | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 54    |
| Senior Engineer Plans Reviewer | 0.50           | 0.50           | 0.50    | 1.15     | 1.15      | 1.15             | 1.15             | 43    |
| Engineering Plans Reviewer     | 1.00           | 0.65           | 0.65    | 1.00     | 1.00      | 1.00             | 1.00             | 38    |
| Administrative Assistant II    | 0.10           | 0.10           | 0.10    | 0.10     | 0.10      | 0.10             | 0.10             | 25    |
| Administrative Assistant I     | 0.10           | 0.10           | 0.10    | 0.10     | 0.10      | 0.10             | 0.10             | 18    |
| <b>Total Regular Staffing</b>  | 2.20           | 1.85           | 1.85    | 2.85     | 2.85      | 2.85             | 2.85             | n/a   |
| <b>Change from prior year</b>  | -              | (0.35)         | -       | 1.00     | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>    | 2.20           | 1.85           | 1.85    | 2.85     | 2.85      | 2.85             | 2.85             | n/a   |

2021 Proposed Expenditures by Category



**PUBLIC WORKS DEVELOPMENT SERVICES**

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

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$369,561 in 2021 and \$374,048 in 2022. This is a 47.6% or \$119,132 increase to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Net Increase of \$90,088 due to the Development Services Manager salary range increase, and adding the full year cost of an Engineering Plans Reviewer added in 2020.
- **Benefits** – Net Increase of \$29,043 due to adding the full year cost of benefits for salary range increases, and new positions.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                      |                |                |            |            |            |                  |                  |                      |       |
| 32X                  | Licenses and Permits | \$ 244,556     | \$ 272,699     | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000       | \$ 200,000       | \$ -                 | 0.0%  |
| 34X                  | Charges for Services | 295,398        | 827,237        | 386,572    | 736,572    | 736,572    | 736,572          | 736,572          | -                    | 0.0%  |
| Total Revenues:      |                      | \$ 539,954     | \$ 1,099,936   | \$ 586,572 | \$ 936,572 | \$ 936,572 | \$ 936,572       | \$ 936,572       | \$ -                 | 0.0%  |
| Expenditure Summary: |                      |                |                |            |            |            |                  |                  |                      |       |
| 1XX                  | Salaries & Wages     | 188,711        | 162,895        | 173,006    | 173,006    | 173,006    | 263,095          | 266,347          | 90,088               | 52.1% |
| 2XX                  | Benefits             | 61,161         | 50,833         | 70,933     | 70,933     | 70,933     | 99,976           | 101,212          | 29,043               | 40.9% |
| 3XX                  | Supplies             | 1,488          | 4,331          | 2,770      | 2,770      | 2,770      | 2,770            | 2,770            | -                    | 0.0%  |
| 4XX                  | Services and Charges | 23,444         | 6,136          | 3,720      | 3,720      | 3,720      | 3,720            | 3,720            | -                    | 0.0%  |
| Total Expenditures:  |                      | \$ 274,804     | \$ 224,194     | \$ 250,429 | \$ 250,429 | \$ 250,429 | \$ 369,561       | \$ 374,048       | \$ 119,132           | 47.6% |



Inspection of Private Development

**PUBLIC WORKS TRAFFIC**

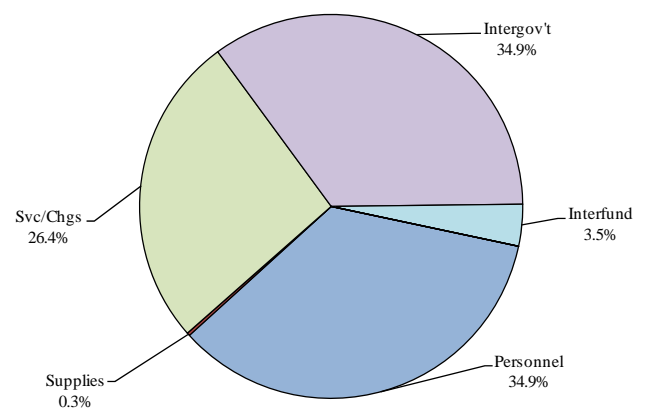
**Responsible Manager:** *Richard Perez, P.E., Traffic Engineer*

**PURPOSE/DESCRIPTION:**

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

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

**2021 Proposed Expenditures by Category**



**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   | 2019 | 2020 | 2021 | 2022 |
|--|------|------|------|------|
| <b>Workload Measures:</b>  |      |      |      |      |
| • Number of traffic signals  | 82   |      |      |      |
| • Number of citizen action requests processed                                      | 526  |      |      |      |
| • Number of development review applications  | 168  |      |      |      |
| • Number of employees at commute trip reduction sites                              | 4300 |      |      |      |
| <b>Outcome Measures:</b>   |      |      |      |      |
| • No. of timing plans developed for traffic signal coordination                    | 100  |      |      |      |
| • No. of traffic control changes implemented                                       | 59   |      |      |      |
| • No. of neighborhood projects balloted  | 4    |      |      |      |
| • Percent of development applications reviewed on time                             | 100% |      |      |      |
| • No. of City employees changing travel mode to non-single occupancy vehicle (SOV) | 48   |      |      |      |
| • No. of Neighborhood Traffic Safety Projects presented to Council                 | 4    |      |      |      |
| <b>Efficiency Measures:</b>  |      |      |      |      |
| • Percent reduction in delays at signalized intersections                          | 5%   |      |      |      |
| • Percent change from SOV travel modes   | 1%   |      |      |      |

**POSITION INVENTORY:**

| Positions   | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|---|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|   |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| City Traffic Engineer - Traffic Safety Fund                   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Senior Traffic Engineer - Traffic Safety Fund                 | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Senior Transportation Planning Engineer - Traffic Safety Fund | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| Traffic Engineer - Traffic Safety Fund                        | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Construction Inspector  | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 37    |
| Administrative Assistant II                                   | 0.10           | 0.10           | 0.10    | 0.10     | 0.10      | 0.10             | 0.10             | 25    |
| Administrative Assistant I                                    | 0.25           | 0.18           | 0.18    | 0.18     | 0.18      | 0.18             | 0.18             | 18    |
| <b>Total Street Fund:</b>                                     | 5.35           | 5.28           | 5.28    | 5.28     | 5.28      | 5.28             | 5.28             | n/a   |
| <i>Change from prior year</i>                                 | -              | (0.07)         | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>                                   | 5.35           | 5.28           | 5.28    | 5.28     | 5.28      | 5.28             | 5.28             | n/a   |

## PUBLIC WORKS TRAFFIC

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

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$2,133,413 in 2021 and \$2,095,105 in 2022. This is a 4.0% or \$82,514 increase to the 2021 proposed budget from the 2020 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 Decrease of \$1,497 primarily due to changes of employees in positions.
- **Benefits** – Net Increase of \$3,892 primarily due to changes of employees and health insurance plans.
- **Services and Charges** – Increase of \$47,714 due to services added for study of removing S 376<sup>th</sup> Street from the City Comprehensive Plan.
- **Intergovernmental** – Increase of \$51,594 due to traffic signal and control maintenance cost increases, and adding parking signage along S 341<sup>st</sup> Place.

### REVENUE AND EXPENDITURE SUMMARY:

#### TRAFFIC – STREET FUND

| Code                 | Item                    | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                      |                         | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |              |              |              |              |              |              |              |                      |         |
| 33X                  | Intergovernmental       | \$ 16,823    | \$ 29,648    | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                 | n/a     |
| 34X                  | Charges for Services    | 72,760       | 26,033       | 114,181      | (0)          | (0)          | -            | -            | 0                    | -100.0% |
| 36X                  | Miscellaneous           | 23,730       | 50,445       | 186,016      | 209,916      | 209,916      | 329,216      | 186,016      | 119,300              | 56.8%   |
| 39X                  | Other Financing Sources | -            | 40,000       | 400,000      | 400,000      | 400,000      | 400,000      | 400,000      | -                    | 0.0%    |
| Total Revenues:      |                         | \$ 113,313   | \$ 146,127   | \$ 700,197   | \$ 609,916   | \$ 609,916   | \$ 729,216   | \$ 586,016   | \$ 119,300           | 19.6%   |
| Expenditure Summary: |                         |              |              |              |              |              |              |              |                      |         |
| 1XX                  | Salaries & Wages        | 177,554      | 185,648      | 111,130      | 111,130      | 111,130      | 103,429      | 106,741      | (7,701)              | -6.9%   |
| 2XX                  | Benefits                | 64,356       | 61,447       | 45,563       | 45,563       | 45,563       | 34,074       | 35,333       | (11,489)             | -25.2%  |
| 3XX                  | Supplies                | 4,244        | 3,724        | 5,400        | 5,400        | 5,400        | 5,400        | 5,400        | -                    | 0.0%    |
| 4XX                  | Services and Charges    | 575,492      | 592,227      | 481,287      | 515,584      | 515,584      | 563,298      | 518,298      | 47,714               | 9.3%    |
| 5XX                  | Intergovernmental       | 718,308      | 831,035      | 694,326      | 692,998      | 692,998      | 744,592      | 734,592      | 51,594               | 7.4%    |
| 9XX                  | Internal Services/Other | -            | -            | -            | -            | -            | -            | -            | -                    | n/a     |
| Total Expenditures:  |                         | \$ 1,539,954 | \$ 1,674,082 | \$ 1,337,707 | \$ 1,370,676 | \$ 1,370,676 | \$ 1,450,793 | \$ 1,400,364 | \$ 80,118            | 5.8%    |

#### TRAFFIC – TRAFFIC SAFETY FUND

| Code                 | Item                    | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|----------------------|-------------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                      |                         | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg  |
| Revenue Summary:     |                         |            |            |            |            |            |            |            |                      |        |
| 35X                  | Fines and Penalties     | \$ 466,515 | \$ 445,219 | \$ 680,224 | \$ 680,224 | \$ 680,224 | \$ 682,620 | \$ 694,741 | \$ 2,396             | 0.4%   |
| Total Revenues:      |                         | \$ 466,515 | \$ 445,219 | \$ 680,224 | \$ 680,224 | \$ 680,224 | \$ 682,620 | \$ 694,741 | \$ 2,396             | 0.4%   |
| Expenditure Summary: |                         |            |            |            |            |            |            |            |                      |        |
| 1XX                  | Salaries & Wages        | 324,885    | 317,153    | 434,100    | 434,100    | 434,100    | 440,304    | 449,088    | 6,204                | 1.4%   |
| 2XX                  | Benefits                | 141,630    | 128,066    | 151,935    | 151,935    | 151,935    | 167,316    | 170,653    | 15,381               | 10.1%  |
| 9XX                  | Internal Services/Other | -          | -          | 94,189     | 94,189     | 94,189     | 75,000     | 75,000     | (19,189)             | -20.4% |
| Total Expenditures:  |                         | \$ 466,515 | \$ 445,219 | \$ 680,224 | \$ 680,224 | \$ 680,224 | \$ 682,620 | \$ 694,741 | \$ 2,396             | 0.4%   |



**PUBLIC WORKS CAPITAL ENGINEERING**

**Responsible Manager:** *Sarah Hamel, P.E., Manager*

**PURPOSE/DESCRIPTION:**

The Capital Engineering Division of Public Works provides engineering services specific to the execution of the capital program. Activities include planning, design and inspection of construction of projects.

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

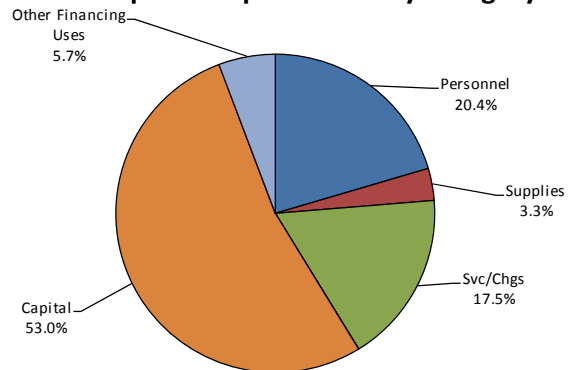
**GOALS/OBJECTIVES:**

The Capital Engineering Division implements the Council's mission and direction on the Capital Improvement Program. Our goal is to identify and apply for all state and federal grant funding available and applicable for the City's Capital Improvement Program and to manage the successful completion of these projects within the available budget and on schedule.

**PERFORMANCE MEASURES:**

| Type/Description   | 2019    | 2020 | 2021 | 2022 |
|--|---------|------|------|------|
| <b>Workload Measures:</b>                                    |         |      |      |      |
| • Annual CIP Fund administered                               | \$21.7M |      |      |      |
| • Grant dollars administered                                 | \$15.1M |      |      |      |
| • Number of lane miles repaired/rehabilitated                | 7.0     |      |      |      |
| <b>Outcome Measures:</b>                                     |         |      |      |      |
| • Percent of CIP project completed on time and within budget | 100%    |      |      |      |

**2021 Proposed Expenditures by Category**



2019 Overlay Project

**PUBLIC WORKS CAPITAL ENGINEERING**

Responsible Manager: *Sarah Hamel, P.E., Manager*

**POSITION INVENTORY:**

| Positions  | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| <b>Street Fund:</b>  |                |                |         |          |           |                  |                  |       |
| Street Systems Manager - .05 FTE Overlay                           | -              | 1.00           | 1.00    | -        | -         | -                | -                | 54    |
| Capital Engineering Manager - .05 FTE Overlay & .10 FTE Transp CIP | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Sound Transit Liaison - 1.00 FTE Transp CIP                        | -              | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Street Systems Project Engineer                                    | 3.00           | 3.00           | 3.00    | -        | -         | -                | -                | 49    |
| Senior Capital Engineer - 0.75 FTE Transp CIP                      | -              | -              | -       | 3.00     | 3.00      | 3.00             | 3.00             | 49    |
| Capital Engineer - 0.50 FTE Overlay                                | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Street Systems Engineer - 0.50 FTE Overlay                         | 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 - 0.50 FTE Overlay & 1.00 FTE Transp CIP    | 1.00           | 2.00           | 2.00    | 3.00     | 3.00      | 3.00             | 3.00             | 37    |
| Engineering Technician - 0.25 FTE Overlay                          | 1.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 32    |
| Fleet Maintenance Coordinator - 504 Fleet & Equipment              | 0.50           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 26    |
| Maintenance Worker II  | 1.00           | 2.00           | 1.00    | 2.00     | 2.00      | 2.00             | 2.00             | 26m   |
| Administrative Assistant II - 0.50 FTE Transp. CIP                 | 0.10           | 1.00           | 0.10    | 1.00     | 1.00      | 1.00             | 1.00             | 25    |
| Maintenance Worker I   | 3.00           | 5.00           | 4.00    | 7.00     | 7.00      | 7.00             | 7.00             | 22m   |
| Administrative Assistant I   | 0.50           | -              | 0.50    | -        | -         | -                | -                | 18    |
| <b>Total Street Fund:</b>  | 12.10          | 20.00          | 17.60   | 23.00    | 23.00     | 23.00            | 23.00            | n/a   |
| <b>Total Regular Staffing</b>                                      | 12.10          | 20.00          | 17.60   | 23.00    | 23.00     | 23.00            | 23.00            | n/a   |
| <b>Change from prior year</b>                                      | -              | 7.90           | (2.40)  | 3.00     | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>  | 12.10          | 20.00          | 17.60   | 23.00    | 23.00     | 23.00            | 23.00            | n/a   |

**DEPARTMENT SUMMARY:**

| Code  | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|---|-----------------------------|----------------|----------------|--------------|---------------|---------------|------------------|------------------|----------------------|-------|
|   |                             |                |                | Adopted      | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg |
| Non-General Fund Operating Expenditure Summary: |                             |                |                |              |               |               |                  |                  |                      |       |
| 240   | Streets                     | 1,755,392      | 2,140,519      | 2,152,551    | 2,517,599     | 2,517,599     | 2,613,418        | 2,508,646        | 95,819               | 3.8%  |
| 102   | Overlay Program*            | 1,870,129      | 1,646,342      | 1,515,064    | 2,692,120     | 2,692,120     | 3,047,184        | 3,051,111        | 355,063              | 13.2% |
| 306   | Transportation CIP**        | 11,801,190     | 11,163,217     | 4,666,000    | 7,360,149     | 7,360,149     | 11,176,972       | 7,773,566        | 3,816,823            | 51.9% |
| 504   | Fleet - City Hall/Police*** | 1,483,183      | 2,119,629      | 1,725,993    | 2,699,441     | 2,699,441     | 3,129,104        | 1,919,901        | 429,663              | 15.9% |
| Total Expenditures:                             |                             | \$16,909,894   | \$17,069,707   | \$10,059,609 | \$ 15,269,310 | \$ 15,269,310 | \$19,966,677     | \$ 15,253,224    | \$ 4,697,367         | 30.8% |

\*The overlay on roads in the city is funded each year by \$1,013,000 in REET, \$1,500,000 in solid waste utility tax, and \$450,000 in motor vehicle fuel tax.

\*\*The joint operations facility proposed budget of \$250,000 per year is included in the 306 Transportation CIP Fund.

\*\*\*Fleet replacement is funded by replacement reserves collected on vehicles over the useful life of the vehicle in the 504 fleet fund.



Dash Point Road Sidewalk Project

**PUBLIC WORKS CAPITAL ENGINEERING**

**Responsible Manager: Sarah Hamel, P.E., Manager**

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$19,966,677 in 2021 and \$15,253,224 in 2022. This is a 30.8% or \$4,697,367 increase to the 2021 proposed budget from the 2020 adjusted budget. The below table includes the Street Fund, the Arterial Street Fund, the Fleet and Equipment Fund, and the Transportation CIP fund.

Major line item changes include:

- **Salaries & Wages** – Increase of \$1,043,321 primarily due to the addition of Sound Transit funded staff salaries, and adding the full year cost of two landscape maintenance workers added in 2020.
- **Benefits** – Increase of \$92,792 primarily due to the addition of Sound Transit funded staff benefits, and adding the full year cost of two landscape maintenance workers benefits.
- **Supplies** – Decrease of \$90,762 due to eliminating a 1-time bulk purchase of salt and snow melt supplies.
- **Services and Charges** – Increase of \$1,011,200 due to increased services for repairs on the Steel Lake Maintenance Facility of \$143,200, and 306 Transportation capital expenditures categorized under services and charges instead of capital outlay.
- **Capital Outlays** – Increase of \$1,543,289 due to the addition of capital projects proposed in 2021 for transportation and overlay projects.
- **Other Financing Uses** – Increase of \$1,103,000 primarily due to one-time transfer out from Arterial Street Overlay to the Transportation CIP fund of \$948,000, and \$200,000 one-time transfer out from 306 Transportation CIP Fund to the 101 Street Operations Fund.

**REVENUE AND EXPENDITURE SUMMARY:**

|                      |                         | 2018          | 2019          | 2020          |               |               | 2021          | 2022          | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|---------|
| Code                 | Item                    | Actual        | Actual        | Adopted       | Adjusted      | Projected     | Proposed      | Proposed      | \$ Chg               | % Chg   |
|                      |                         |               |               |               |               |               |               |               |                      |         |
| Revenue Summary:     |                         |               |               |               |               |               |               |               |                      |         |
| 33X                  | Intergovernmental       | \$ 6,723,303  | \$ 5,259,606  | \$ 4,483,000  | \$ 4,483,000  | \$ 4,483,000  | \$ 7,200,000  | \$ 5,305,000  | \$ 2,717,000         | 60.6%   |
| 34X                  | Charges for Services    | 4,654,862     | 4,482,333     | 2,720,329     | 4,384,047     | 4,384,047     | 7,210,329     | 3,780,329     | 2,826,282            | 64.5%   |
| 36X                  | Miscellaneous           | 172,624       | 251,233       | 88,315        | 88,315        | 88,315        | 88,315        | 88,315        | -                    | 0.0%    |
| 39X                  | Other Financing Sources | 6,206,236     | 4,946,347     | 4,321,849     | 5,710,594     | 5,710,594     | 7,416,325     | 4,463,849     | 1,705,731            | 29.9%   |
| Total Revenues:      |                         | \$ 17,757,025 | \$ 14,939,520 | \$ 11,613,493 | \$ 14,665,956 | \$ 14,665,956 | \$ 21,914,969 | \$ 13,637,493 | \$ 7,249,013         | 49.4%   |
| Expenditure Summary: |                         |               |               |               |               |               |               |               |                      |         |
| 1XX                  | Salaries and Wages      | 1,222,693     | 1,781,609     | 1,692,296     | 2,356,830     | 2,356,830     | 3,400,151     | 3,224,227     | 1,043,321            | 44.3%   |
| 2XX                  | Benefits                | 453,707       | 652,074       | 588,386       | 588,386       | 588,386       | 681,177       | 697,926       | 92,792               | 15.8%   |
| 3XX                  | Supplies                | 540,626       | 765,254       | 607,925       | 742,230       | 742,230       | 651,468       | 651,468       | (90,762)             | -12.2%  |
| 4XX                  | Services and Charges    | 3,946,685     | 3,444,011     | 2,368,232     | 2,491,538     | 2,491,538     | 3,502,738     | 1,333,538     | 1,011,200            | 40.6%   |
| 5XX                  | Intergovernmental       | 83,039        | 62,697        | 16,586        | 350           | 350           | 350           | 350           | -                    | 0.0%    |
| 6XX                  | Capital Outlays         | 9,715,867     | 10,214,063    | 4,780,712     | 9,039,504     | 9,039,504     | 10,582,793    | 9,145,715     | 1,543,289            | 17.1%   |
| 9XX                  | Internal Services/Other | -             | -             | 5,472         | 5,472         | 5,472         | -             | -             | (5,472)              | -100.0% |
| 0XX                  | Other Financing Uses    | 947,277       | 150,000       | -             | 45,000        | 45,000        | 1,148,000     | 200,000       | 1,103,000            | 2451.1% |
| Total Expenditures:  |                         | \$ 16,909,894 | \$ 17,069,707 | \$ 10,059,609 | \$ 15,269,310 | \$ 15,269,310 | \$ 19,966,677 | \$ 15,253,224 | \$ 4,697,367         | 30.8%   |



Downtown Staircase Construction



## PUBLIC WORKS SOLID WASTE & RECYCLING

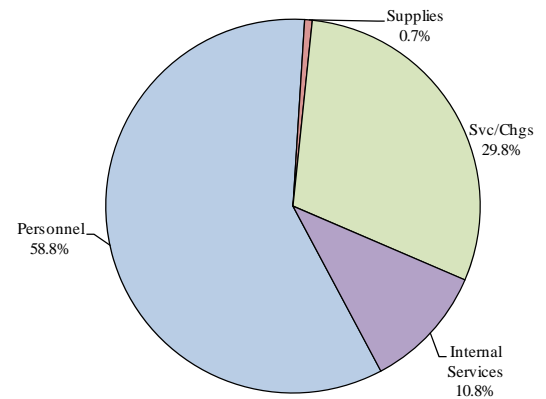
Responsible Manager: *Rob Van Orsow, Solid Waste & Recycling Coordinator*

### PURPOSE/DESCRIPTION:

Solid Waste and Recycling Division's responsibilities include:

- Procurement and administration of the solid waste and recycling collection service contract serving as ratepayers' advocate.
- Grant programs to enhance solid waste & recycling services in Federal Way. This includes preparing grant applications, project implementation, tracking results, preparing reports and completing reimbursement requests.
- Litter control and ongoing right-of-way maintenance funding.
- 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.

2021 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. The Division recently completed a multi-year procurement process which resulted in selection of Waste Management as the contract hauler through mid-2030. Implementation of this contract's new services will be ongoing through this biennium. The Division's utility management includes the annual rate modification process, operational review and corrective input, contract and grant-related services planning and implementation, and resolution of customer service issues. The Division ensures the contracted hauler provides the highest level of service achievable through enforcing parameters set by the new agreement.

The Division implements and promotes waste reduction, recycling, composting and moderate risk waste programming for residents and businesses through direct assistance, production and distribution of outreach materials, and events focused on education or material collection. 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 with managing wastes in a cost-effective and environmentally-sound manner.

The Division also participates in ongoing regional planning efforts related to solid waste, hazardous waste, and recycling. This includes implementation of the recently adopted 2019 King County Comprehensive Solid Waste Management Plan (COSWMP), as well as the 2021 update to the Hazardous Waste Management Plan (HWMP). The Division staffs the Hazardous Waste Management Program's workgroup to coordinate regional collection services.

The Division participates in the Design Advisory Group focused on the Algonia Transfer Station replacement project (South King Recycling and Transfer Station). The new facility will feature a permanent drop-off site for residents and businesses to safely dispose of hazardous wastes, as well as comprehensive recycling and yard debris services. Construction is scheduled through this biennium, with full operations slated for 2023. Additionally, the Division participates in the Metropolitan Solid Waste Advisory Committee (MSWAC), which provides a forum for officials to coordinate with King County on regional solid waste system elements (recycling, disposal options, green building/construction plus demolition debris management, rate setting, and transfer system services).

### PERFORMANCE MEASURES:

| Type/Description   | 2019      | 2020 | 2021 | 2022 |
|--|-----------|------|------|------|
| <b>Workload Measures:</b>  |           |      |      |      |
| • Number of large special recycling collection events held             | 2         |      |      |      |
| • Number of outreach materials (brochures, newsletters, etc.) produced | 8         |      |      |      |
| • Number of grants managed   | 3         |      |      |      |
| <b>Outcome Measures:</b>   |           |      |      |      |
| • Quantity of outreach materials printed and distributed               | 100,000   |      |      |      |
| • Grant revenue obtained   | \$126,600 |      |      |      |
| • Tons of material diverted per special recycling event                | 80        |      |      |      |

# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## PUBLIC WORKS SOLID WASTE & RECYCLING

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

### POSITION INVENTORY:

| Positions                           | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|-------------------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|                                     |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| <b>Solid Waste &amp; Recycling:</b> |                |                |         |          |           |                  |                  |       |
| Director-PW                         | 0.05           | 0.12           | 0.12    | 0.12     | 0.12      | 0.12             | 0.12             | 58h   |
| Deputy Director-PW                  | 0.05           | 0.12           | 0.12    | 0.12     | 0.12      | 0.12             | 0.12             | 58    |
| Solid Waste/Recycling Manager       | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Solid Waste/Recycling Coordinator   | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | -                | -                | 39    |
| Recycling Project Manager           | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 35    |
| Administrative Assistant II         | 0.10           | 0.10           | 0.10    | 0.10     | 0.10      | 0.10             | 0.10             | 25    |
| Administrative Assistant I          | -              | 0.07           | 0.07    | 0.07     | 0.07      | 0.07             | 0.07             | 18    |
| <b>Total Regular Staffing</b>       | 2.20           | 2.41           | 2.41    | 2.41     | 2.41      | 2.41             | 2.41             | n/a   |
| <b>Change from prior year</b>       | -              | 0.21           | -       | -        | -         | -                | -                | n/a   |
| <b>Grand Total Staffing</b>         | 2.20           | 2.41           | 2.41    | 2.41     | 2.41      | 2.41             | 2.41             | n/a   |

### HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$545,844 in 2021 and \$545,844 in 2022. This is a 8.5% or \$50,956 decrease to the 2021 proposed budget from the 2020 adjusted budget.

Major line item changes include:

- **Salaries & Wages** – Increase of \$7,349 due to reclassifying SWR coordinator to SWR Manager.
- **Benefits** – Decrease of \$19,504 due to lower cost of healthcare benefits of positions in the SWR division.
- **Services and Charges** – Increase of \$15,000 due to the addition of litter pickup services.

### REVENUE AND EXPENDITURE SUMMARY:

| REVENUE AND EXPENDITURE SUMMARY |                         |                |                |            |            |            |                  |                  |                      |         |
|---------------------------------|-------------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|---------|
| Code                            | Item                    | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|                                 |                         |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:                |                         |                |                |            |            |            |                  |                  |                      |         |
| 33X                             | Intergovernmental       | \$ 123,675     | \$ 115,332     | \$ 138,900 | \$ 127,714 | \$ 127,714 | \$ 115,570       | \$ 115,570       | \$ (12,144)          | -9.5%   |
| 34X                             | Charges for Services    | 318,180        | 421,101        | 310,000    | 437,560    | 437,560    | 437,560          | 437,560          | -                    | 0.0%    |
| 35X                             | Fines and Penalties     | 1,300          | 10,800         | 2,000      | 2,000      | 2,000      | 2,000            | 2,000            | -                    | 0.0%    |
| 36X                             | Miscellaneous           | 2,263          | 8,424          | 1,200      | 1,200      | 1,200      | 1,200            | 1,200            | -                    | 0.0%    |
| Total Revenues:                 |                         | \$ 445,418     | \$ 555,657     | \$ 452,100 | \$ 568,474 | \$ 568,474 | \$ 556,330       | \$ 556,330       | \$ (12,144)          | -2.1%   |
| Expenditure Summary:            |                         |                |                |            |            |            |                  |                  |                      |         |
| 1XX                             | Salaries & Wages        | 185,303        | 182,682        | 212,794    | 230,794    | 230,794    | 238,143          | 238,143          | 7,349                | 3.2%    |
| 2XX                             | Benefits                | 88,667         | 86,827         | 102,141    | 102,141    | 102,141    | 82,637           | 82,637           | (19,504)             | -19.1%  |
| 3XX                             | Supplies                | 7,492          | 20,047         | 3,575      | 3,575      | 3,575      | 3,575            | 3,575            | -                    | 0.0%    |
| 4XX                             | Services and Charges    | 139,294        | 164,519        | 106,761    | 147,761    | 147,761    | 162,761          | 162,761          | 15,000               | 10.2%   |
| 9XX                             | Internal Services/Other | 65,663         | 61,691         | 69,529     | 69,529     | 69,529     | 58,727           | 58,727           | (10,802)             | -15.5%  |
| 0XX                             | Other Financing Uses    | -              | -              | -          | 43,000     | 43,000     | -                | -                | (43,000)             | -100.0% |
| Total Expenditures:             |                         | \$ 486,418     | \$ 515,766     | \$ 494,800 | \$ 596,800 | \$ 596,800 | \$ 545,844       | \$ 545,844       | \$ (50,956)          | -8.5%   |

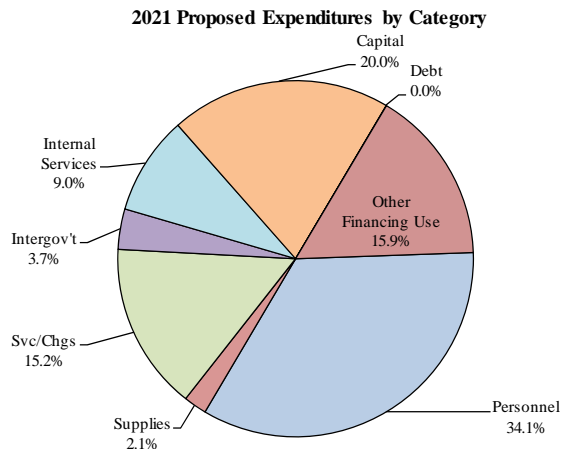
## PUBLIC WORKS SURFACE WATER MANAGEMENT

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, Asset Management, 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.

**Asset Management:** The purpose of the Asset Management program is to ensure the stormwater system remains in good working order by assessing asset condition, proactively planning maintenance repairs, and identifying capital needs within available funding.

**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.

# CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET

## PUBLIC WORKS SURFACE WATER MANAGEMENT

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

### PERFORMANCE MEASURES:

| Type/Description  | 2019     | 2020 | 2021 | 2022 |
|---|----------|------|------|------|
| <b>Workload Measures:</b>   |          |      |      |      |
| • Annual SWM revenues administered  | \$3.9M   |      |      |      |
| • Grant funding administered  | \$50,000 |      |      |      |
| • Number of exposure events   | 18       |      |      |      |
| • Volunteer hours on surface water related projects                             | 743      |      |      |      |
| • Number of Commercial Business Inspections (Private Drainage Facilities)       | 792      |      |      |      |
| • Number of Illicit Discharge Responses   | 193      |      |      |      |
| • Number of Retention/Detention Pond Facilities Maintained                      | 237      |      |      |      |
| • Number of Water Quality Vaults and Detention Tanks Maintained                 | 424      |      |      |      |
| • Number of LID Facilities Maintained (Filtera, Modular Wetland, Rain Garden)   | 23       |      |      |      |
| • Number of catchbasin Structures Inspected and Maintained                      | 8,025    |      |      |      |
| • Linear feet of ditches maintained   | 5,750    |      |      |      |
| <b>Outcome measures:</b>  |          |      |      |      |
| • Percent of planned CIP projects completed                                     | 100.0%   |      |      |      |
| • Percent completion of storm monitoring and sampling targets                   | 100.0%   |      |      |      |
| • Percent of planned lake and stream & water quality projects completed on time | 100.0%   |      |      |      |
| <b>Efficiency Measures:</b>   |          |      |      |      |
| • Number of Service Requests Received/Responded to                              | 308/308  |      |      |      |
| • Number of Work Orders Created/Completed                                       | 158/152  |      |      |      |

### POSITION INVENTORY:

| Positions                              | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | Grade |
|--|----------------|----------------|---------|----------|-----------|------------------|------------------|-------|
|  |                |                | Adopted | Adjusted | Projected |                  |                  |       |
| Surface Water Management:              |                |                |         |          |           |                  |                  |       |
| Director-PW                            | 0.15           | 0.15           | 0.15    | 0.15     | 0.15      | 0.15             | 0.15             | 58h   |
| Deputy Director-PW                     | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 58    |
| SWM Manager                            | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 54    |
| Development Services Manager           | 0.50           | 0.50           | 0.50    | 0.50     | 0.50      | 0.50             | 0.50             | 54    |
| SWM Project Engineer                   | 2.00           | 2.00           | 2.00    | -        | -         | -                | -                | 49    |
| Senior Capital Engineer                | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 49    |
| SWM Asset Engineer                     | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Capital Engineer                       | -              | -              | -       | 1.00     | 1.00      | 1.00             | 1.00             | 44    |
| Senior Engineer Plans Reviewer         | 0.50           | 0.50           | 0.50    | 0.85     | 0.85      | 0.85             | 0.85             | 43    |
| SW Quality Program Coord               | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 40    |
| SWM Maintenance 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             | 37    |
| SWM R/D Inspector                      | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 37    |
| Engineering Plans Reviewer             | -              | 0.35           | 0.35    | -        | -         | -                | -                | 35    |
| Surface Water Quality Specialist       | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 35    |
| SWM Pollution Control Specialist       | -              | -              | -       | -        | -         | 1.00             | 1.00             | na    |
| Public Education & Outreach Specialist | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 34    |
| Engineering Technician                 | 1.00           | 1.00           | 1.00    | 1.00     | 1.00      | 1.00             | 1.00             | 32    |
| Engineering Technician/Inspector       | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 32    |
| Maintenance Worker II                  | 2.00           | 2.00           | 2.00    | 2.00     | 2.00      | 2.00             | 2.00             | 26m   |
| Administrative Assistant II            | 0.10           | 0.20           | 0.10    | 0.20     | 0.20      | 0.20             | 0.20             | 25    |
| Maintenance Worker I                   | 4.00           | 4.00           | 4.00    | 4.00     | 4.00      | 6.00             | 6.00             | 22m   |
| Administrative Assistant I             | 0.65           | 0.65           | 0.65    | 0.65     | 0.65      | 0.65             | 0.65             | 18    |
| Total Regular Staffing                 | 20.40          | 20.85          | 20.75   | 20.85    | 20.85     | 24.85            | 24.85            | n/a   |
| Change from prior year                 | -              | 0.45           | (0.10)  | -        | -         | 4.00             | -                | n/a   |
| Grand Total Staffing                   | 20.40          | 20.85          | 20.75   | 20.85    | 20.85     | 24.85            | 24.85            | n/a   |

**PUBLIC WORKS SURFACE WATER MANAGEMENT**

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

**HIGHLIGHTS/CHANGES:**

The proposed operating budget totals \$7,819,041 in 2021 and \$7,883,029 in 2022. This is a 25.0% or \$1,563,796 increase to the 2021 proposed budget from the 2020 adjusted budget. The below table includes Surface Water Management operating fund and Surface Water Management Construction in Progress Fund.

Major line item changes include:

- **Salaries & Wages** – Net increase of \$271,845 due to adding 1.0 FTE SWM Asset Engineer, 1.0 FTE SWM Pollution Control Specialist, and 2.0 FTE SWM Maintenance positions
- **Benefits** – Net increase of \$27,460 primarily due to adding benefits for new positions.
- **Capital Outlay** – Increase of \$167,000 due to increased SWM capital projects.
- **Other Financing Uses** – Increase of \$709,581 due to the addition of transfers to surface water management capital projects.

**REVENUE AND EXPENDITURE SUMMARY:**

| Code                 | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                         |                |                |              |              |              |                  |                  |                      |         |
| 33X                  | Intergovernmental       | \$ 255,831     | \$ 31,718      | \$ 1,139,670 | \$ 1,144,670 | \$ 1,144,670 | \$ -             | \$ 500,000       | \$ (1,144,670)       | -100.0% |
| 34X                  | Charges for Services    | 4,172,341      | 4,370,049      | 4,047,198    | 4,289,712    | 4,289,712    | 5,938,201        | 4,927,775        | 1,648,489            | 38.4%   |
| 36X                  | Miscellaneous           | 91,353         | 134,558        | 3,000        | 3,000        | 3,000        | 3,000            | 3,000            | -                    | 0.0%    |
| 39X                  | Other Financing Sources | -              | -              | -            | 343,487      | 343,487      | 447,568          | 1,560,000        | 104,081              | 30.3%   |
| Total Revenues:      |                         | \$ 4,519,525   | \$ 4,602,006   | \$ 5,189,868 | \$ 5,780,869 | \$ 5,780,869 | \$ 6,388,769     | \$ 6,990,775     | \$ 607,900           | 10.5%   |
| Expenditure Summary: |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries & Wages        | 1,622,288      | 1,577,334      | 1,761,811    | 1,761,811    | 1,761,811    | 2,033,656        | 2,088,664        | 271,845              | 15.4%   |
| 2XX                  | Benefits                | 608,663        | 604,432        | 602,250      | 602,250      | 602,250      | 629,709          | 646,157          | 27,460               | 4.6%    |
| 3XX                  | Supplies                | 132,283        | 166,610        | 98,845       | 120,195      | 120,195      | 164,595          | 135,195          | 44,400               | 36.9%   |
| 4XX                  | Services and Charges    | 519,353        | 626,068        | 601,096      | 765,107      | 765,107      | 1,190,988        | 1,045,988        | 425,881              | 55.7%   |
| 5XX                  | Intergovernmental       | 329,042        | 238,193        | 277,422      | 285,878      | 285,878      | 286,650          | 286,650          | 772                  | 0.3%    |
| 6XX                  | Capital Outlay          | 773,601        | 575,689        | 1,400,000    | 1,400,000    | 1,400,000    | 1,567,000        | 1,167,000        | 167,000              | 11.9%   |
| 7XX                  | Debt Service-Principal  | 96,120         | 96,120         | 96,120       | -            | -            | -                | -                | -                    | n/a     |
| 8XX                  | Debt Service-Interest   | 1,922          | 961            | 1,922        | 1,922        | 1,922        | 1,922            | 1,922            | -                    | 0.0%    |
| 9XX                  | Internal Services/Other | 815,090        | 814,987        | 784,596      | 784,596      | 784,596      | 701,453          | 701,453          | (83,143)             | -10.6%  |
| 0XX                  | Other Financing Use     | -              | 225,307        | -            | 533,487      | 533,487      | 1,243,068        | 1,810,000        | 709,581              | 133.0%  |
| Total Expenditures:  |                         | \$ 4,898,360   | \$ 4,925,702   | \$ 5,624,061 | \$ 6,255,245 | \$ 6,255,245 | \$ 7,819,041     | \$ 7,883,029     | \$ 1,563,796         | 25.0%   |



Surface Water Structure Repair



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# CITY OF FEDERAL WAY 2021/2022 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                        | 2018          | 2019          | 2020          |                |                | 2021          | 2022          | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|---------------|---------------|---------------|----------------|----------------|---------------|---------------|----------------------|---------|
|                      |                             | Actual        | Actual        | Adopted       | Adjusted       | Projected      | Proposed      | Proposed      | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |               |               |               |                |                |               |               |                      |         |
| 31X                  | Taxes                       | \$ 29,559,836 | \$ 30,948,679 | \$ 30,594,703 | \$ 29,768,093  | \$ 29,768,093  | \$ 30,780,594 | \$ 30,786,909 | \$ 1,012,501         | 3.4%    |
| 32X                  | Licenses and Permits        | 4,370,952     | 5,436,535     | 4,292,914     | 4,340,011      | 4,340,011      | 3,567,560     | 3,600,552     | (772,451)            | -17.8%  |
| 33X                  | Intergovernmental           | 2,364,813     | 2,619,996     | 2,009,500     | 5,373,001      | 5,373,001      | 2,004,000     | 2,004,000     | (3,369,001)          | -62.7%  |
| 34X                  | Charges for Services        | 4,181,465     | 4,561,036     | 3,834,514     | 3,994,400      | 3,994,400      | 4,221,584     | 4,238,338     | 227,184              | 5.7%    |
| 35X                  | Fines and Penalties         | 785,588       | 899,864       | 943,401       | 815,189        | 815,189        | 824,984       | 824,986       | 9,795                | 1.2%    |
| 36X                  | Miscellaneous               | 1,100,925     | 1,028,567     | 623,862       | 813,862        | 813,862        | 817,540       | 817,614       | 3,678                | 0.5%    |
| 39X                  | Other Financing Sources     | 6,940,821     | 7,184,134     | 10,111,732    | 10,433,709     | 10,433,709     | 10,550,674    | 9,209,310     | 116,965              | 1.1%    |
|                      | Total Revenues:             | \$ 49,304,400 | \$ 52,678,810 | \$ 52,410,625 | \$ 55,538,264  | \$ 55,538,264  | \$ 52,766,936 | \$ 51,481,709 | \$(2,771,328)        | -5.0%   |
| Expenditure Summary: |                             |               |               |               |                |                |               |               |                      |         |
| 010                  | City Council                | \$ 405,140    | \$ 422,165    | \$ 446,163    | \$ 508,211     | \$ 508,211     | \$ 525,655    | \$ 530,695    | \$ 17,443            | 3.4%    |
| 020                  | Mayor's Office              | 1,217,717     | 1,296,641     | 1,127,132     | 770,194        | 770,194        | 703,201       | 715,168       | (66,992)             | -8.7%   |
| 022                  | Municipal Court             | 1,686,923     | 1,752,439     | 1,767,149     | 1,829,149      | 1,829,149      | 1,797,146     | 1,818,905     | (32,003)             | -1.7%   |
| 042                  | Finance                     | 962,052       | 1,045,012     | 1,088,521     | 1,269,595      | 1,269,595      | 1,260,163     | 1,287,736     | (9,432)              | -0.7%   |
| 044                  | City Clerk                  | 499,915       | 592,263       | 513,984       | 513,984        | 513,984        | 558,912       | 560,410       | 44,928               | 8.7%    |
| 045                  | Human Resources             | 478,791       | 521,715       | 514,881       | 554,881        | 554,881        | 527,932       | 536,319       | (26,949)             | -4.9%   |
| 051                  | Law -Civil                  | 851,969       | 856,841       | 789,720       | 919,920        | 919,920        | 970,331       | 974,797       | 50,411               | 5.5%    |
| 052                  | Law-Criminal                | 717,523       | 750,449       | 764,733       | 765,483        | 765,483        | 774,742       | 776,142       | 9,259                | 1.2%    |
| 07X                  | Community Development       | 2,285,955     | 2,546,372     | 2,534,077     | 2,773,047      | 2,773,047      | 2,652,041     | 2,683,103     | (121,006)            | -4.4%   |
| 075                  | Economic Development        | 279,486       | 340,503       | 415,973       | 495,973        | 495,973        | 284,756       | 284,756       | (211,217)            | -42.6%  |
| 083                  | Community Services          | 760,398       | 871,103       | 844,805       | 1,153,524      | 1,153,524      | 967,372       | 975,180       | (186,152)            | -16.1%  |
| 098                  | Jail Contract Costs         | 6,417,479     | 5,932,095     | 4,341,950     | 4,048,950      | 4,048,950      | 3,303,463     | 3,319,584     | (745,487)            | -18.4%  |
| 098                  | 911 Dispatch                | 2,724,139     | 2,679,436     | 2,748,692     | 2,748,692      | 2,748,692      | 2,748,692     | 2,748,692     | -                    | 0.0%    |
| 09X/11X              | Police                      | 17,939,354    | 18,546,501    | 18,843,813    | 19,413,271     | 19,413,271     | 19,994,131    | 20,492,402    | 580,860              | 3.0%    |
| 3XX                  | Parks, Recr & Cultural Svcs | 4,036,022     | 4,231,231     | 4,076,474     | 4,313,304      | 4,313,304      | 4,154,492     | 4,193,695     | (158,812)            | -3.7%   |
| XXX                  | Non-Departmental            | 7,599,489     | 10,345,167    | 11,736,389    | 15,531,497     | 15,531,497     | 10,788,392    | 10,361,569    | (4,743,105)          | -30.5%  |
|                      | Total Expenditures:         | \$ 48,862,353 | \$ 52,729,933 | \$ 52,554,455 | \$ 57,609,674  | \$ 57,609,674  | \$ 52,011,420 | \$ 52,259,152 | \$(5,598,254)        | -9.7%   |
|                      | Rev Over/(Under) Exp        | \$ 442,047    | \$ (51,123)   | \$ (143,830)  | \$ (2,071,410) | \$ (2,071,410) | \$ 755,516    | \$ (777,442)  | \$ 2,826,926         | -136.5% |
|                      | Beginning Fund Balance, 1/1 | \$ 10,702,413 | \$ 11,144,460 | \$ 9,144,057  | \$ 11,093,337  | \$ 11,093,337  | \$ 9,021,927  | \$ 9,777,443  | \$(2,071,410)        | -18.7%  |
|                      | Ending Fund Balance, 12/31  | \$ 11,144,459 | \$ 11,093,337 | \$ 9,000,227  | \$ 9,021,927   | \$ 9,021,927   | \$ 9,777,443  | \$ 9,000,001  | \$ 755,516           | 8.4%    |

## 001: GENERAL FUND (continued)

## EXPENDITURE BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020          |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|---------------|---------------|---------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted       | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |               |               |               |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 20,468,987  | \$ 21,502,951  | \$ 22,487,286 | \$ 23,669,197 | \$ 23,669,197 | \$ 23,807,184    | \$ 24,318,093    | \$ 137,987           | 0.6%    |
| 2XX                 | Benefits                | 7,090,970      | 7,357,755      | 8,047,952     | 8,183,575     | 8,183,575     | 7,897,391        | 8,074,683        | (286,184)            | -3.5%   |
| 3XX                 | Supplies                | 771,069        | 835,436        | 739,244       | 929,994       | 929,994       | 730,315          | 730,315          | (199,679)            | -21.5%  |
| 4XX                 | Services and Charges    | 4,347,935      | 4,605,462      | 6,389,897     | 7,997,973     | 7,997,973     | 4,125,167        | 4,125,167        | (3,872,806)          | -48.4%  |
| 5XX                 | Intergovernmental       | 9,503,031      | 9,017,911      | 7,438,563     | 5,671,913     | 5,671,913     | 6,076,913        | 6,076,913        | 405,000              | 7.1%    |
| 6XX                 | Capital Outlay          | 16,720         | 12,995         | -             | 497,065       | 497,065       | -                | -                | (497,065)            | -100.0% |
| 9XX                 | Internal Services/Other | 5,148,235      | 5,493,599      | 5,755,664     | 5,991,633     | 5,991,633     | 6,196,648        | 6,218,155        | 205,015              | 3.4%    |
| 0XX                 | Other Financing Use     | 1,515,406      | 3,903,824      | 1,695,849     | 4,668,324     | 4,668,324     | 3,177,802        | 2,715,826        | (1,490,522)          | -31.9%  |
| Total Expenditures: |                         | \$ 48,862,353  | \$ 52,729,933  | \$ 52,554,455 | \$ 57,609,674 | \$ 57,609,674 | \$ 52,011,420    | \$ 52,259,152    | \$(5,598,254)        | -9.7%   |

## OTHER FINANCING SOURCES

| Item   | 2021<br>Proposed  | 2022<br>Proposed |
|--|-------------------|------------------|
| <b>Other Financing Sources</b>               |                   |                  |
| Transfer in from Utility Tax Fund            | 9,186,777         | 9,054,143        |
| Transfer in from Debt Service Fund           | 199,683           | 137,374          |
| Transfer in from Strategic Reserve Fund      | 601,800           | 2,000            |
| Transfer in from Parks Reserve Fund          | -                 | 15,793           |
| Transfer in from Building & Furnishings Fund | 562,414           | -                |
| <b>Total Other Financing Sources</b>         | <b>10,550,674</b> | <b>9,209,310</b> |

## OTHER FINANCING USES

| Item                                | 2021<br>Proposed | 2022<br>Proposed |
|-------------------------------------|------------------|------------------|
| <b>Other Financing Uses</b>         |                  |                  |
| Transfer out to Street Fund         | 2,157,825        | 1,695,849        |
| Transfer out to PAEC Operating Fund | 1,019,977        | 1,019,977        |
| <b>Total Other Financing Uses</b>   | <b>3,177,802</b> | <b>2,715,826</b> |



## 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                               | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|----------------------|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|                      |                                    | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg  |
| Revenue Summary:     |                                    |              |              |              |              |              |              |              |                      |        |
| 32X                  | Licenses and Permits               | \$ 244,556   | \$ 272,699   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ -                 | 0.0%   |
| 33X                  | Intergovernmental                  | 1,375,339    | 1,362,796    | 1,300,000    | 1,305,000    | 1,305,000    | 1,300,000    | 1,300,000    | (5,000)              | -0.4%  |
| 34X                  | Charges for Services               | 368,158      | 853,270      | 500,752      | 736,571      | 736,571      | 736,572      | 736,572      | 0                    | 0.0%   |
| 36X                  | Miscellaneous                      | 51,730       | 58,062       | 217,016      | 240,916      | 240,916      | 360,216      | 217,016      | 119,300              | 49.5%  |
| 39X                  | Other Financing Sources            | 2,117,563    | 2,067,685    | 2,095,849    | 2,218,520    | 2,218,520    | 2,557,825    | 2,095,849    | 339,305              | 15.3%  |
|                      | Total Revenues:                    | \$ 4,157,347 | \$ 4,614,511 | \$ 4,313,618 | \$ 4,701,008 | \$ 4,701,008 | \$ 5,154,613 | \$ 4,549,437 | \$ 453,605           | 9.6%   |
| Expenditure Summary: |                                    |              |              |              |              |              |              |              |                      |        |
| 210                  | Administrative Services            | \$ 460,268   | \$ 381,959   | \$ 370,660   | \$ 370,660   | \$ 370,660   | \$ 284,931   | \$ 284,931   | \$ (85,729)          | -23.1% |
| 220                  | Development Services               | 274,804      | 224,194      | 250,429      | 250,429      | 250,429      | 369,561      | 374,048      | 119,132              | 47.6%  |
| 230                  | Traffic Services/Commute Trip Red. | 1,539,954    | 1,674,082    | 1,337,707    | 1,370,676    | 1,370,676    | 1,450,793    | 1,400,364    | 80,118               | 5.8%   |
| 240                  | Street Systems                     | 1,755,392    | 2,140,519    | 2,152,551    | 2,517,599    | 2,517,599    | 2,613,418    | 2,508,646    | 95,819               | 3.8%   |
| 270                  | Emergency Management (Mayor's)     | 197,605      | 200,641      | 202,353      | 202,353      | 202,353      | 208,679      | 208,679      | 6,326                | 3.1%   |
|                      | Total Expenditures:                | \$ 4,228,023 | \$ 4,621,394 | \$ 4,313,700 | \$ 4,711,717 | \$ 4,711,717 | \$ 4,927,382 | \$ 4,776,669 | \$ 215,665           | 4.6%   |
|                      | Rev Over/(Under) Exp               | \$ (70,677)  | \$ (6,883)   | \$ (82)      | \$ (10,709)  | \$ (10,709)  | \$ 227,231   | \$ (227,231) | \$ 237,941           | -2222% |
|                      | Beginning Fund Balance, 1/1        | \$ 588,269   | \$ 517,592   | \$ 500,676   | \$ 510,709   | \$ 510,709   | \$ 500,000   | \$ 727,231   | \$ (10,709)          | -2.1%  |
|                      | Ending Fund Balance, 12/31         | \$ 517,592   | \$ 510,709   | \$ 500,594   | \$ 500,000   | \$ 500,000   | \$ 727,231   | \$ 500,000   | \$ 227,231           | 45.4%  |

**101: STREET FUND (continued)**

**EXPENDITURES BY OBJECT SUMMARY:**

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 1,598,215   | \$ 1,868,766   | \$ 1,734,599 | \$ 2,009,372 | \$ 2,009,372 | \$ 2,143,996     | \$ 2,178,407     | \$ 134,625           | 6.7%    |
| 2XX                 | Benefits                | 587,430        | 666,732        | 707,787      | 707,787      | 707,787      | 749,610          | 762,686          | 41,822               | 5.9%    |
| 3XX                 | Supplies                | 90,131         | 263,249        | 101,148      | 235,453      | 235,453      | 144,691          | 144,691          | (90,762)             | -38.5%  |
| 4XX                 | Services and Charges    | 1,182,421      | 980,271        | 970,976      | 953,579      | 953,579      | 1,144,493        | 956,293          | 190,914              | 20.0%   |
| 5XX                 | Intergovernmental       | 718,547        | 832,827        | 710,562      | 692,998      | 692,998      | 744,592          | 734,592          | 51,594               | 7.4%    |
| 6XX                 | Capital Outlay          | 51,280         | 9,549          | -            | 23,900       | 23,900       | -                | -                | (23,900)             | -100.0% |
| 9XX                 | Internal Services/Other | -              | -              | 88,628       | 88,628       | 88,628       | -                | -                | (88,628)             | -100.0% |
| Total Expenditures: |                         | \$ 4,228,023   | \$ 4,621,394   | \$ 4,313,700 | \$ 4,711,717 | \$ 4,711,717 | \$ 4,927,382     | \$ 4,776,669     | \$ 215,665           | 4.6%    |

**OTHER FINANCING SOURCES**

| Item                                     | 2021<br>Proposed | 2022<br>Proposed |
|--|------------------|------------------|
| Transfer in from General Fund            | 2,157,825        | 1,695,849        |
| Transfer in from SWM CIP Fund            | 200,000          | 200,000          |
| Transfer in from Transportation CIP Fund | 200,000          | 200,000          |
| <b>Total Other Financing Sources</b>     | <b>2,557,825</b> | <b>2,095,849</b> |

**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.

\$2,563,000 in 2021 Other Financing Sources is \$1,013,000 from Real Estate Excise Tax, \$50,000 from 304 SWM CIP, and \$1.5M from Solid Waste utility tax.

\$2,563,000 in 2022 Other Financing Sources is \$1,013,000 from Real Estate Excise Tax, \$50,000 from 304 SWM CIP, and \$1.5M from Solid Waste utility tax.

**SOURCES AND USES:**

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |              |              |              |                  |                  |                      |         |
| 33X                  | Intergovernmental           | \$ 554,234     | \$ 542,694     | \$ 530,000   | \$ 530,000   | \$ 530,000   | \$ 450,000       | \$ 450,000       | \$ (80,000)          | -15.1%  |
| 34X                  | Charges for Services        | 16,432         | 768,883        | -            | 381,081      | 381,081      | -                | -                | (381,081)            | -100.0% |
| 36X                  | Miscellaneous               | 8,423          | 7,741          | 5,000        | 5,000        | 5,000        | 5,000            | 5,000            | -                    | 0.0%    |
| 39X                  | Other Financing Sources     | 1,013,000      | 853,926        | 1,013,000    | 1,657,074    | 1,657,074    | 2,563,000        | 2,563,000        | 905,926              | 54.7%   |
|                      | Total Revenues:             | \$ 1,592,089   | \$ 2,173,244   | \$ 1,548,000 | \$ 2,573,155 | \$ 2,573,155 | \$ 3,018,000     | \$ 3,018,000     | \$ 444,845           | 17.3%   |
| Expenditure Summary: |                             |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries & Wages            | \$ 78,175      | \$ 118,012     | \$ 72,622    | \$ 72,622    | \$ 72,622    | \$ 111,727       | \$ 114,573       | 39,105               | 53.8%   |
| 2XX                  | Benefits                    | 24,046         | 46,376         | 29,775       | 29,775       | 29,775       | 42,456           | 43,538           | 12,681               | 42.6%   |
| 3XX                  | Supplies                    | 351            | 7,620          | -            | -            | -            | -                | -                | -                    | n/a     |
| 4XX                  | Services and Charges        | 3,500          | 95,257         | 120,000      | 120,000      | 120,000      | -                | -                | (120,000)            | -100.0% |
| 5XX                  | Intergovernmental           | 5,446          | -              | -            | -            | -            | -                | -                | -                    | n/a     |
| 6XX                  | Capital Outlay              | 1,213,990      | 1,379,077      | 1,289,000    | 2,466,056    | 2,466,056    | 1,945,000        | 2,893,000        | (521,056)            | -21.1%  |
| 9XX                  | Internal Services/Other     | -              | -              | 3,667        | 3,667        | 3,667        | -                | -                | (3,667)              | -100.0% |
| 0XX                  | Other Financing Use         | 544,621        | -              | -            | -            | -            | 948,000          | -                | 948,000              | n/a     |
|                      | Total Expenditures:         | \$ 1,870,129   | \$ 1,646,342   | \$ 1,515,064 | \$ 2,692,120 | \$ 2,692,120 | \$ 3,047,184     | \$ 3,051,111     | \$ 355,063           | 13.2%   |
|                      | Rev Over/(Under) Exp        | \$ (278,040)   | \$ 526,902     | \$ 32,936    | \$ (118,965) | \$ (118,965) | \$ (29,184)      | \$ (33,111)      | \$ 89,782            | -75.5%  |
|                      | Beginning Fund Balance, 1/1 | \$ 372,721     | \$ 94,682      | \$ 132,937   | \$ 621,584   | \$ 621,584   | \$ 502,618       | \$ 473,435       | \$ (118,965)         | -19.1%  |
|                      | Ending Fund Balance, 12/31  | \$ 94,682      | \$ 621,583     | \$ 165,872   | \$ 502,618   | \$ 502,618   | \$ 473,435       | \$ 440,324       | \$ (29,184)          | -5.8%   |

**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 passed ordinance 18-847 imposing a 7.75% utility tax on water and sewer utilities. The city also passed ordinance 19-875 imposing an additional 10% on solid waste and recycling activities to be used on arterial street overlay projects.

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                        | 2018<br>Actual | 2019<br>Actual | 2020         |               |               | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|--------------|---------------|---------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted      | Adjusted      | Projected     |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |              |               |               |                  |                  |                      |         |
| 31X                  | Taxes                       | \$ 9,008,378   | \$ 8,593,468   | \$ 9,675,000 | \$ 11,155,187 | \$ 11,155,187 | \$ 12,092,294    | \$ 12,092,294    | \$ 937,107           | 8.4%    |
| 36X                  | Miscellaneous               | 31,650         | 37,330         | 12,000       | 12,000        | 12,000        | 12,000           | 12,000           | -                    | 0.0%    |
|                      | Total Revenues:             | \$ 9,040,028   | \$ 8,630,799   | \$ 9,687,000 | \$ 11,167,187 | \$ 11,167,187 | \$ 12,104,294    | \$ 12,104,294    | \$ 937,107           | 8.4%    |
| Expenditure Summary: |                             |                |                |              |               |               |                  |                  |                      |         |
| 0XX                  | Other Financing Use         | \$ 9,142,916   | \$ 8,661,285   | \$ 9,687,000 | \$ 11,230,239 | \$ 11,230,239 | \$ 12,058,633    | \$ 12,034,394    | \$ 828,394           | 7.4%    |
|                      | Total Expenditures:         | \$ 9,142,916   | \$ 8,661,285   | \$ 9,687,000 | \$ 11,230,239 | \$ 11,230,239 | \$ 12,058,633    | \$ 12,034,394    | \$ 828,394           | 7.4%    |
|                      | Rev Over/(Under) Exp        | \$ (102,888)   | \$ (30,486)    | \$ -         | \$ (63,052)   | \$ (63,052)   | \$ 45,661        | \$ 69,900        | \$ 108,713           | -172.4% |
|                      | Beginning Fund Balance, 1/1 | \$ 1,703,359   | \$ 1,600,471   | \$ 1,500,000 | \$ 1,569,984  | \$ 1,569,984  | \$ 1,506,932     | \$ 1,552,593     | \$ (63,052)          | -4.0%   |
|                      | Ending Fund Balance, 12/31  | \$ 1,600,471   | \$ 1,569,984   | \$ 1,500,000 | \$ 1,506,932  | \$ 1,506,932  | \$ 1,552,593     | \$ 1,622,493     | \$ 45,661            | 3.0%    |

**OTHER FINANCING USES**

| Item   | 2021<br>Proposed  | 2022<br>Proposed  |
|--|-------------------|-------------------|
| Transfer out to General Fund                 | 9,186,777         | 9,054,143         |
| Transfer out to FWCC Fund                    | 279,307           | 308,227           |
| Transfer out to Arterial Street Overlay Fund | 1,500,000         | 1,500,000         |
| Transfer out to Utility Tax - Prop 1 Fund    | 976,829           | 1,076,964         |
| Transfer out to DBC Fund                     | 115,720           | 95,060            |
| <b>Total Other Financing Uses</b>            | <b>12,058,633</b> | <b>12,034,394</b> |

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

The Affordable & Supportive Housing Sales & Use Tax Fund per Substitute House Bill 1406 (SHB 1406) will add a revenue source dedicated to addressing affordable and supportive housing needs in the City. SHB 1406 was enacted in 2019 to encourage investments in affordable housing and/or supportive housing. The revenue sharing program does not increase sales tax, but instead allows for the City of Federal way to recapture a portion of the existing sales tax to use it in the following ways:

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

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020    |           |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|---------|-----------|-----------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted | Adjusted  | Projected |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |         |           |           |                  |                  |                      |         |
| 31X                  | Taxes                       | \$ -           | \$ -           | \$ -    | \$ 41,000 | \$ 41,000 | \$ -             | \$ -             | \$ (41,000)          | -100.0% |
| 36X                  | Miscellaneous               | -              | -              | -       | 20        | 20        | -                | -                | (20)                 | -100.0% |
|                      | Total Revenues:             | \$ -           | \$ -           | \$ -    | \$ 41,020 | \$ 41,020 | \$ -             | \$ -             | \$ (41,020)          | -100.0% |
| Expenditure Summary: |                             |                |                |         |           |           |                  |                  |                      |         |
| 4XX                  | Services and Charges        | \$ -           | \$ -           | \$ -    | \$ 41,020 | \$ 41,020 | \$ -             | \$ -             | \$ (41,020)          | -100.0% |
|                      | Total Expenditures:         | \$ -           | \$ -           | \$ -    | \$ 41,020 | \$ 41,020 | \$ -             | \$ -             | \$ (41,020)          | -100.0% |
|                      | Rev Over/(Under) Exp        | \$ -           | \$ -           | \$ -    | \$ -      | \$ -      | \$ -             | \$ -             | \$ -                 | n/a     |
|                      |                             |                |                |         |           |           |                  |                  |                      |         |
|                      | Beginning Fund Balance, 1/1 | \$ -           | \$ -           | \$ -    | \$ -      | \$ -      | \$ -             | \$ -             | \$ -                 | n/a     |
|                      | Ending Fund Balance, 12/31  | \$ -           | \$ -           | \$ -    | \$ -      | \$ -      | \$ -             | \$ -             | \$ -                 | n/a     |

## 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                    | 2018<br>Actual | 2019<br>Actual | 2020        |             |             | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|-----------------------------|-------------------------|----------------|----------------|-------------|-------------|-------------|------------------|------------------|----------------------|---------|
|                             |                         |                |                | Adopted     | Adjusted    | Projected   |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:            |                         |                |                |             |             |             |                  |                  |                      |         |
| 33X                         | Intergovernmental       | \$ 123,675     | \$ 115,332     | \$ 138,900  | \$ 127,714  | \$ 127,714  | \$ 115,570       | \$ 115,570       | \$ (12,144)          | -9.5%   |
| 34X                         | Charges for Services    | 318,180        | 421,101        | 310,000     | 437,560     | 437,560     | 437,560          | 437,560          | -                    | 0.0%    |
| 35X                         | Fines and Penalties     | 1,300          | 10,800         | 2,000       | 2,000       | 2,000       | 2,000            | 2,000            | -                    | 0.0%    |
| 36X                         | Miscellaneous           | 2,263          | 8,424          | 1,200       | 1,200       | 1,200       | 1,200            | 1,200            | -                    | 0.0%    |
| Total Revenues:             |                         | \$ 445,418     | \$ 555,657     | \$ 452,100  | \$ 568,474  | \$ 568,474  | \$ 556,330       | \$ 556,330       | \$ (12,144)          | -2.1%   |
| Expenditure Summary:        |                         |                |                |             |             |             |                  |                  |                      |         |
| 1XX                         | Salaries & Wages        | \$ 185,303     | \$ 182,682     | \$ 212,794  | \$ 230,794  | \$ 230,794  | \$ 238,143       | \$ 238,143       | \$ 7,349             | 3.2%    |
| 2XX                         | Benefits                | 88,667         | 86,827         | 102,141     | 102,141     | 102,141     | 82,637           | 82,637           | (19,504)             | -19.1%  |
| 3XX                         | Supplies                | 7,492          | 20,047         | 3,575       | 3,575       | 3,575       | 3,575            | 3,575            | -                    | 0.0%    |
| 4XX                         | Services and Charges    | 139,294        | 164,519        | 106,761     | 147,761     | 147,761     | 162,761          | 162,761          | 15,000               | 10.2%   |
| 9XX                         | Internal Services/Other | 65,663         | 61,691         | 69,529      | 112,529     | 112,529     | 58,727           | 58,727           | (53,802)             | -47.8%  |
|                             | Total Expenditures:     | \$ 486,418     | \$ 515,766     | \$ 494,800  | \$ 596,800  | \$ 596,800  | \$ 545,844       | \$ 545,844       | \$ (50,956)          | -8.5%   |
|                             | Rev Over/(Under) Exp    | \$ (41,001)    | \$ 39,891      | \$ (42,700) | \$ (28,326) | \$ (28,326) | \$ 10,486        | \$ 10,486        | \$ 38,812            | -137.0% |
| Beginning Fund Balance, 1/1 |                         | \$ 195,581     | \$ 154,581     | \$ 60,431   | \$ 194,472  | \$ 194,472  | \$ 166,146       | \$ 176,632       | \$ (28,326)          | -14.6%  |
| Ending Fund Balance, 12/31  |                         | \$ 154,581     | \$ 194,472     | \$ 17,731   | \$ 166,146  | \$ 166,146  | \$ 176,632       | \$ 187,119       | \$ 10,486            | 6.3%    |

**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                        | 2018<br>Actual | 2019<br>Actual | 2020       |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted    | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |            |              |              |                  |                  |                      |         |
| 32X                  | Licenses and Permits        | \$ 75,420      | \$ 76,376      | \$ -       | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |
| 36X                  | Miscellaneous               | 8,843          | 14,345         | -          | -            | -            | -                | -                | -                    | n/a     |
|                      | Total Revenues:             | \$ 84,263      | \$ 90,721      | \$ -       | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |
| Expenditure Summary: |                             |                |                |            |              |              |                  |                  |                      |         |
| 6XX                  | Capital Outlay              | \$ 6,056       | \$ 28,003      | \$ 7,000   | \$ 407,000   | \$ 407,000   | \$ -             | \$ -             | \$ (407,000)         | -100.0% |
|                      | Total Expenditures:         | \$ 6,056       | \$ 28,003      | \$ 7,000   | \$ 407,000   | \$ 407,000   | \$ -             | \$ -             | \$ (407,000)         | -100.0% |
|                      | Rev Over/(Under) Exp        | \$ 78,207      | \$ 62,718      | \$ (7,000) | \$ (407,000) | \$ (407,000) | \$ -             | \$ -             | \$ 407,000           | -100.0% |
|                      | Beginning Fund Balance, 1/1 | \$ 608,002     | \$ 686,209     | \$ 127,729 | \$ 748,927   | \$ 748,927   | \$ 341,927       | \$ 341,927       | \$ (407,000)         | -54.3%  |
|                      | Ending Fund Balance, 12/31  | \$ 686,209     | \$ 748,927     | \$ 120,729 | \$ 341,927   | \$ 341,927   | \$ 341,927       | \$ 341,927       | \$ -                 | 0.0%    |

## 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                 | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|-----------------------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                             |                      | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:            |                      |              |              |              |              |              |              |              |                      |         |
| 31X                         | Taxes                | \$ 285,725   | \$ 292,986   | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 150,000   | \$ 150,000   | \$ (150,000)         | -50.0%  |
| 36X                         | Miscellaneous        | 14,457       | 26,125       | 6,000        | 6,000        | 6,000        | 5,000        | 5,000        | (1,000)              | -16.7%  |
|                             | Total Revenues:      | \$ 300,182   | \$ 319,110   | \$ 306,000   | \$ 306,000   | \$ 306,000   | \$ 155,000   | \$ 155,000   | \$ (151,000)         | -49.3%  |
| Expenditure Summary:        |                      |              |              |              |              |              |              |              |                      |         |
| 1XX                         | Salaries & Wages     | \$ 13,943    | \$ 10,472    | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                 | n/a     |
| 2XX                         | Benefits             | 1,205        | 910          | -            | -            | -            | -            | -            | \$ -                 | 100.0%  |
| 3XX                         | Supplies             | 674          | 180          | 1,000        | 1,000        | 1,000        | 2,000        | 2,000        | \$ 1,000             | 100.0%  |
| 4XX                         | Services and Charges | 56,123       | 56,423       | 178,700      | 254,000      | 254,000      | 153,000      | 153,000      | \$ (101,000)         | -39.8%  |
| 6XX                         | Capital Outlay       | 18,103       | -            | 45,000       | 45,000       | 45,000       | -            | -            | \$ (45,000)          | -100.0% |
| 0XX                         | Other Financing Use  | -            | 100,000      | -            | -            | -            | -            | -            | \$ -                 | 100.0%  |
|                             | Total Expenditures:  | \$ 90,047    | \$ 167,984   | \$ 224,700   | \$ 300,000   | \$ 300,000   | \$ 155,000   | \$ 155,000   | \$ (145,000)         | -48.3%  |
|                             | Rev Over/(Under) Exp | \$ 210,134   | \$ 151,126   | \$ 81,300    | \$ 6,000     | \$ 6,000     | \$ -         | \$ -         | \$ (6,000)           | -100.0% |
| Beginning Fund Balance, 1/1 |                      | \$ 967,746   | \$ 1,177,880 | \$ 1,059,546 | \$ 1,329,006 | \$ 1,329,006 | \$ 1,335,006 | \$ 1,335,006 | \$ 6,000             | 0.5%    |
| Ending Fund Balance, 12/31  |                      | \$ 1,177,880 | \$ 1,329,006 | \$ 1,140,846 | \$ 1,335,006 | \$ 1,335,006 | \$ 1,335,006 | \$ 1,335,006 | \$ -                 | 0.0%    |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|---------|
|                     |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                      |                |                |            |            |            |                  |                  |                      |         |
| 1XX                 | Salaries & Wages     | \$ 13,943      | \$ 10,472      | \$ -       | \$ -       | \$ -       | \$ -             | \$ -             | \$ -                 | n/a     |
| 2XX                 | Benefits             | 1,205          | 910            | -          | -          | -          | -                | -                | -                    | n/a     |
| 3XX                 | Supplies             | 674            | 180            | 1,000      | 1,000      | 1,000      | 2,000            | 2,000            | 1,000                | 100.0%  |
| 4XX                 | Services and Charges | 56,123         | 56,423         | 178,700    | 254,000    | 254,000    | 153,000          | 153,000          | (101,000)            | -39.8%  |
| 6XX                 | Capital Outlay       | 18,103         | -              | 45,000     | 45,000     | 45,000     | -                | -                | (45,000)             | -100.0% |
| 0XX                 | Other Financing Use  | -              | 100,000        | -          | -          | -          | -                | -                | -                    | n/a     |
| Total Expenditures: |                      | \$ 90,047      | \$ 167,984     | \$ 224,700 | \$ 300,000 | \$ 300,000 | \$ 155,000       | \$ 155,000       | \$ (145,000)         | -48.3%  |



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

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

## SOURCES AND USES:

| Code                        | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|-----------------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                             |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:            |                         |                |                |              |              |              |                  |                  |                      |        |
| 33X                         | Intergovernmental       | \$ 59,643      | \$ 30,458      | \$ -         | \$ -         | \$ -         | \$ -             | \$ -             | -                    | n/a    |
| 34X                         | Charges for Services    | 1,587,291      | 1,338,501      | 1,590,875    | 928,875      | 928,875      | 1,590,875        | 1,590,875        | 662,000              | 71.3%  |
| 36X                         | Miscellaneous           | 317,003        | 379,692        | 350,000      | 245,485      | 245,485      | 382,693          | 850,000          | 137,208              | 55.9%  |
| 39X                         | Other Financing Sources | 579,474        | 387,000        | 312,000      | 883,987      | 883,987      | 279,307          | 308,227          | (604,680)            | -68.4% |
|                             | Total Revenues:         | \$ 2,543,411   | \$ 2,135,651   | \$ 2,252,875 | \$ 2,058,347 | \$ 2,058,347 | \$ 2,252,875     | \$ 2,749,102     | \$ 194,528           | 9.5%   |
| Expenditure Summary:        |                         |                |                |              |              |              |                  |                  |                      |        |
| 1XX                         | Salaries & Wages        | \$ 1,228,498   | \$ 1,264,265   | \$ 1,201,250 | \$ 871,250   | \$ 871,250   | \$ 1,223,094     | \$ 1,255,634     | 351,844              | 40.4%  |
| 2XX                         | Benefits                | 428,706        | 396,537        | 384,400      | 334,400      | 334,400      | 252,356          | 263,201          | (82,044)             | -24.5% |
| 3XX                         | Supplies                | 195,133        | 231,375        | 194,000      | 182,465      | 182,465      | 194,000          | 194,000          | 11,535               | 6.3%   |
| 4XX                         | Services and Charges    | 478,593        | 564,561        | 511,000      | 358,000      | 358,000      | 523,000          | 523,000          | 165,000              | 46.1%  |
| 5XX                         | Intergovernmental       | 3,700          | 3,679          | 20,500       | 20,500       | 20,500       | 20,500           | 20,500           | -                    | 0.0%   |
| 6XX                         | Capital Outlay          | 139,408        | 33,427         | -            | -            | -            | 32,693           | 500,000          | 32,693               | n/a    |
| 9XX                         | Internal Services/Other | -              | -              | 20,000       | -            | -            | -                | -                | -                    | 100.0% |
|                             | Total Expenditures:     | \$ 2,474,036   | \$ 2,493,844   | \$ 2,331,150 | \$ 1,766,615 | \$ 1,766,615 | \$ 2,245,642     | \$ 2,756,334     | \$ 479,027           | 27.1%  |
|                             | Rev Over/(Under) Exp    | \$ 69,374      | \$ (358,193)   | \$ (78,275)  | \$ 291,732   | \$ 291,732   | \$ 7,233         | \$ (7,232)       | \$ (284,499)         | -97.5% |
| Beginning Fund Balance, 1/1 |                         | \$ 1,497,086   | \$ 1,566,460   | \$ 1,578,926 | \$ 1,208,268 | \$ 1,208,268 | \$ 1,500,000     | \$ 1,507,233     | \$ 291,732           | 24.1%  |
| Ending Fund Balance, 12/31  |                         | \$ 1,566,460   | \$ 1,208,267   | \$ 1,500,651 | \$ 1,500,000 | \$ 1,500,000 | \$ 1,507,233     | \$ 1,500,000     | \$ 7,233             | 0.5%   |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |        |
| 1XX                 | Salaries & Wages        | 1,228,498      | 1,264,265      | 1,201,250    | 871,250      | 871,250      | 1,223,094        | 1,255,634        | \$ 351,844           | 40.4%  |
| 2XX                 | Benefits                | 428,706        | 396,537        | 384,400      | 334,400      | 334,400      | 252,356          | 263,201          | (82,044)             | -24.5% |
| 3XX                 | Supplies                | 195,133        | 231,375        | 194,000      | 182,465      | 182,465      | 194,000          | 194,000          | 11,535               | 6.3%   |
| 4XX                 | Services and Charges    | 478,593        | 564,561        | 511,000      | 358,000      | 358,000      | 523,000          | 523,000          | 165,000              | 46.1%  |
| 5XX                 | Intergovernmental       | 3,700          | 3,679          | 20,500       | 20,500       | 20,500       | 20,500           | 20,500           | -                    | 0.0%   |
| 6XX                 | Capital Outlay          | 139,408        | 33,427         | -            | -            | -            | 32,693           | 500,000          | 32,693               | n/a    |
| 9XX                 | Internal Services/Other | -              | -              | 20,000       | -            | -            | -                | -                | -                    | 100.0% |
| Total Expenditures: |                         | \$ 2,474,036   | \$ 2,493,844   | \$ 2,331,150 | \$ 1,766,615 | \$ 1,766,615 | \$ 2,245,642     | \$ 2,756,334     | \$ 479,027           | 27.1%  |

## 112: TRAFFIC SAFETY FUND

## PURPOSE/DESCRIPTION:

The Traffic Safety Fund Ordinance 08-584 was established to account for the penalties and fines collected in criminal traffic violations and those related to the operation of the Red Light Photo Enforcement Program. Funds collected for traffic safety is used for, but not limited to prevention, education, and enforcement efforts related to traffic safety and compliance with traffic control devices within the city, including maintenance and operation costs.

The Traffic Safety fund is funding 1 Lieutenant, 8 Police Officers, and 4 City Traffic positions for the 2021/22 budget.

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

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

## SOURCES AND USES:

| Code                        | Item                       | 2018         | 2019         | 2020         |                |               | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|-----------------------------|----------------------------|--------------|--------------|--------------|----------------|---------------|--------------|--------------|----------------------|---------|
|                             |                            | Actual       | Actual       | Adopted      | Adjusted       | Projected     | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:            |                            |              |              |              |                |               |              |              |                      |         |
| 35X                         | Fines and Penalties        | \$ 3,463,439 | \$ 3,577,248 | \$ 3,802,000 | \$ 2,872,442   | \$ 2,872,442  | \$ 2,872,442 | \$ 2,872,442 | \$ -                 | 0.0%    |
| 36X                         | Miscellaneous              | 29,226       | 34,539       | 13,500       | 13,500         | 13,500        | 13,500       | 13,500       | -                    | 0.0%    |
| 39X                         | Operating Transfer In - GF | -            | -            | -            | 184,758        | 184,758       | -            | -            | (184,758)            | -100.0% |
|                             | Total Revenues:            | \$ 3,492,665 | \$ 3,611,788 | \$ 3,815,500 | \$ 3,070,700   | \$ 3,070,700  | \$ 2,885,942 | \$ 2,885,942 | \$ (184,758)         | -6.0%   |
| Expenditure Summary:        |                            |              |              |              |                |               |              |              |                      |         |
| 521                         | Police Traffic             | \$ 2,148,153 | \$ 2,125,878 | \$ 1,898,865 | \$ 1,898,865   | \$ 1,898,865  | \$ 1,992,687 | \$ 2,019,227 | \$ 93,822            | 4.9%    |
| 543                         | Street Traffic             | 466,515      | 445,219      | 680,224      | 680,224        | 680,224       | 682,620      | 694,741      | 2,396                | 0.4%    |
| 512                         | Court Security             | -            | -            | 61,550       | 61,550         | 61,550        | 61,550       | 61,550       | -                    | 0.0%    |
| 597                         | Other Financing Uses       | 1,547,039    | 1,560,333    | 1,549,087    | 1,549,087      | 1,549,087     | -            | -            | (1,549,087)          | -100.0% |
|                             | Total Expenditures:        | \$ 4,161,707 | \$ 4,131,430 | \$ 4,189,726 | \$ 4,189,726   | \$ 4,189,726  | \$ 2,736,856 | \$ 2,775,519 | \$(1,452,870)        | -34.7%  |
|                             | Rev Over/(Under) Exp       | \$ (669,042) | \$ (519,643) | \$ (374,226) | \$ (1,119,026) | \$(1,119,026) | \$ 149,086   | \$ 110,423   | \$ 1,268,112         | -113.3% |
| Beginning Fund Balance, 1/1 |                            | \$ 2,578,153 | \$ 1,909,111 | \$ 1,575,001 | \$ 1,389,468   | \$ 1,389,468  | \$ 270,442   | \$ 419,528   | \$(1,119,026)        | -80.5%  |
| Ending Fund Balance, 12/31  |                            | \$ 1,909,111 | \$ 1,389,468 | \$ 1,200,775 | \$ 270,442     | \$ 270,442    | \$ 419,528   | \$ 529,951   | \$ 149,086           | 55.1%   |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 1,266,697   | \$ 1,359,004   | \$ 1,360,685 | \$ 1,360,685 | \$ 1,360,685 | \$ 1,421,599     | \$ 1,449,615     | \$ 60,913            | 4%      |
| 2XX                 | Benefits                | 437,837        | 446,141        | 429,911      | 429,911      | 429,911      | 530,707          | 541,354          | 100,797              | 23%     |
| 4XX                 | Services and Charges    | 677,646        | 703,274        | 784,550      | 784,550      | 784,550      | 784,550          | 784,550          | -                    | 0.0%    |
| 6XX                 | Capital Outlay          | 232,487        | 62,678         | -            | -            | -            | -                | -                | -                    | n/a     |
| 9XX                 | Internal Services/Other | -              | -              | 65,493       | 65,493       | 65,493       | -                | -                | (65,493)             | -100.0% |
| 0XX                 | Other Financing Use     | 1,547,039      | 1,560,333      | 1,549,087    | 1,549,087    | 1,549,087    | -                | -                | (1,549,087)          | -100.0% |
| Total Expenditures: |                         | \$ 4,161,707   | \$ 4,131,430   | \$ 4,189,726 | \$ 4,189,726 | \$ 4,189,726 | \$ 2,736,856     | \$ 2,775,519     | \$ (1,452,870)       | -34.7%  |

**113: REAL ESTATE EXCISE TAX FUND**

**PURPOSE/DESCRIPTION:**

The Real Estate Excise Tax Fund (REET) accounts for the receipt and disbursement of real estate excise tax revenue received. The City adopted the REET Fund to incorporate in the revised 2014 Budget.

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

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

The transfers out of this fund for 2021/22 include:

- \$350,000 in 2021 for Transportation CIP projects.
- \$1,013,000 & \$1,013,000 in 2021/22 for Arterial Street Overlay respectively.
- \$2,610,018 & \$2,424,426 in 2021/22 for Federal Way Community Center, Target Property, Performing Arts & Event Center, and SCORE Jail debt service payments.

**SOURCES AND USES:**

| Code                 | Item                        | 2018         | 2019         | 2020         |                |                | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------------|--------------|--------------|--------------|----------------|----------------|--------------|--------------|----------------------|--------|
|                      |                             | Actual       | Actual       | Adopted      | Adjusted       | Projected      |              |              | \$ Chg               | % Chg  |
| Revenue Summary:     |                             |              |              |              |                |                |              |              |                      |        |
| 31X                  | Taxes                       | \$ 4,240,825 | \$ 5,171,643 | \$ 3,640,000 | \$ 3,640,000   | \$ 3,640,000   | \$ 3,640,000 | \$ 3,640,000 | \$ -                 | 0.0%   |
| 36X                  | Miscellaneous               | 43,389       | 57,874       | 20,000       | 30,000         | 30,000         | 30,000       | 30,000       | -                    | 0.0%   |
| 39X                  | Other Financing Sources     | -            | -            | -            | -              | -              | -            | -            | -                    | n/a    |
|                      | Total Revenues:             | \$ 4,284,214 | \$ 5,229,517 | \$ 3,660,000 | \$ 3,670,000   | \$ 3,670,000   | \$ 3,670,000 | \$ 3,670,000 | \$ -                 | 0.0%   |
| Expenditure Summary: |                             |              |              |              |                |                |              |              |                      |        |
| 597                  | Other Financing Uses        | \$ 4,142,129 | \$ 5,314,370 | \$ 4,254,567 | \$ 4,818,641   | \$ 4,818,641   | \$ 3,973,018 | \$ 3,437,426 | \$ (845,624)         | -17.5% |
|                      | Total Expenditures:         | \$ 4,142,129 | \$ 5,314,370 | \$ 4,254,567 | \$ 4,818,641   | \$ 4,818,641   | \$ 3,973,018 | \$ 3,437,426 | \$ (845,624)         | -17.5% |
|                      | Rev Over/(Under) Exp        | \$ 142,085   | \$ (84,853)  | \$ (594,567) | \$ (1,148,641) | \$ (1,148,641) | \$ (303,018) | \$ 232,575   | \$ 845,624           | -73.6% |
|                      | Beginning Fund Balance, 1/1 | \$ 3,161,852 | \$ 3,303,937 | \$ 2,920,250 | \$ 3,219,084   | \$ 3,219,084   | \$ 2,070,443 | \$ 1,767,426 | \$ (1,148,641)       | -35.7% |
|                      | Ending Fund Balance, 12/31  | \$ 3,303,937 | \$ 3,219,083 | \$ 2,325,683 | \$ 2,070,443   | \$ 2,070,443   | \$ 1,767,426 | \$ 2,000,000 | \$ (303,018)         | -14.6% |

**EXPENDITURES BY OBJECT SUMMARY:**

| Code          | Item                       | 2018<br>Actual      | 2019<br>Actual      | 2020                |                     |                     | 2021<br>Proposed    | 2022<br>Proposed    | 21 Proposed - 20 Adj |               |
|---------------|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------|
|               |                            |                     |                     | Adopted             | Adjusted            | Projected           |                     |                     | \$ Chg               | % Chg         |
| Expenditures: |                            |                     |                     |                     |                     |                     |                     |                     |                      |               |
| 0XX           | Other Financing Use        | \$ 4,142,129        | \$ 5,314,370        | \$ 4,254,567        | \$ 4,818,641        | \$ 4,818,641        | \$ 3,973,018        | \$ 3,437,426        | (845,624)            | -18%          |
|               | <b>Total Expenditures:</b> | <b>\$ 4,142,129</b> | <b>\$ 5,314,370</b> | <b>\$ 4,254,567</b> | <b>\$ 4,818,641</b> | <b>\$ 4,818,641</b> | <b>\$ 3,973,018</b> | <b>\$ 3,437,426</b> | <b>\$ (845,624)</b>  | <b>-17.5%</b> |

**OTHER FINANCING USES**

| Item  | 2021<br>Proposed | 2022<br>Proposed |
|---|------------------|------------------|
| Transfer out to Arterial Street Fund                                | 1,013,000        | 1,013,000        |
| Transfer out to Debt Service Fund - FWCC, TARGET PROP., PAEC, SCORE | 2,610,018        | 2,424,426        |
| Transfer out to Transportation CIP Fund                             | 350,000          | -                |
| <b>Total Other Financing Uses</b>                                   | <b>3,973,018</b> | <b>3,437,426</b> |

## 114: UTILITY TAX PROPOSITION 1 FUND

## PURPOSE/DESCRIPTION:

The Utility Tax Proposition 1 (Prop 1) Fund accounts for the receipt and disbursement of Prop1 tax revenue received. The City adopted the Prop 1 Fund to incorporate in the revised 2014 Budget which funds the Police, Municipal Court, Criminal Law, Parks Maintenance, Community Development, and Mayor's Office.

The Proposition 1 Fund is funding 1 Code Compliance Officer, 2 Prosecutors, 1 Court Clerk, .50 Judge, 1 Maintenance Worker, 1 Records Specialist, 17 Police Officers, and 2 Lieutenants for the 2021/22 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                                | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|-------------------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                      |                                     |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                                     |                |                |              |              |              |                  |                  |                      |        |
| 31X                  | Taxes                               | \$ 2,711,211   | \$ 2,508,615   | \$ 2,677,891 | \$ 3,142,360 | \$ 3,142,360 | \$ 3,085,312     | \$ 3,085,312     | \$ (57,048)          | -1.8%  |
| 36X                  | Miscellaneous                       | 16,485         | 23,846         | 8,000        | 8,000        | 8,000        | 8,000            | 8,000            | -                    | 0.0%   |
| 39X                  | Other Financing Sources - Util. Tax | 150,076        | 780,484        | 789,355      | 807,254      | 807,254      | 976,829          | 1,076,964        | 169,575              | 21.0%  |
|                      | Total Revenues:                     | \$ 2,877,772   | \$ 3,312,945   | \$ 3,475,246 | \$ 3,957,614 | \$ 3,957,614 | \$ 4,070,141     | \$ 4,170,276     | \$ 112,527           | 2.8%   |
| Expenditure Summary: |                                     |                |                |              |              |              |                  |                  |                      |        |
| 512                  | Municipal Courts Prop 1             | \$ 161,002     | \$ 168,124     | \$ 185,347   | \$ 185,347   | \$ 185,347   | \$ 190,102       | \$ 194,159       | \$ 4,755             | 2.6%   |
| 576                  | Parks Maintenance Prop 1            | 115,147        | 116,328        | 103,437      | 103,437      | 103,437      | 104,802          | 104,802          | 1,365                | 1.3%   |
| 515                  | Mayor's Office Prop 1               | -              | -              | 51,076       | 651,076      | 651,076      | 651,076          | 651,076          | -                    | 0.0%   |
| 515                  | Law Criminal Prop 1                 | 240,520        | 236,916        | 275,749      | 275,749      | 275,749      | 267,895          | 278,996          | (7,854)              | -2.8%  |
| 521                  | Police Prop 1                       | 2,326,089      | 2,552,946      | 2,764,419    | 2,764,419    | 2,764,419    | 2,779,468        | 2,832,128        | 15,049               | 0.5%   |
| 558                  | CD Building Prop 1                  | 90,001         | 96,088         | 95,218       | 95,218       | 95,218       | 103,811          | 109,114          | 8,593                | 9.0%   |
| 597                  | Other Financing Uses                | 224,021        | -              | -            | -            | -            | -                | -                | -                    | n/a    |
|                      | Total Expenditures:                 | \$ 3,156,781   | \$ 3,170,402   | \$ 3,475,245 | \$ 4,075,245 | \$ 4,075,245 | \$ 4,097,154     | \$ 4,170,276     | \$ 21,909            | 0.5%   |
|                      | Rev Over/(Under) Exp                | \$ (279,008)   | \$ 142,543     | \$ 1         | \$ (117,631) | \$ (117,631) | \$ (27,013)      | \$ 0             | \$ 90,618            | -77.0% |
|                      | Beginning Fund Balance, 1/1         | \$ 1,281,109   | \$ 1,002,101   | \$ 1,000,000 | \$ 1,144,644 | \$ 1,144,644 | \$ 1,027,013     | \$ 1,000,000     | \$ (117,631)         | -10.3% |
|                      | Ending Fund Balance, 12/31          | \$ 1,002,101   | \$ 1,144,643   | \$ 1,000,001 | \$ 1,027,013 | \$ 1,027,013 | \$ 1,000,000     | \$ 1,000,000     | \$ (27,013)          | -2.6%  |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 2,147,942   | \$ 2,322,781   | \$ 2,398,601 | \$ 2,398,601 | \$ 2,398,601 | \$ 2,484,694     | \$ 2,537,681     | \$ 86,093            | 4%      |
| 2XX                 | Benefits                | 760,302        | 821,669        | 880,883      | 880,883      | 880,883      | 944,184          | 964,319          | 63,301               | 7%      |
| 4XX                 | Services and Charges    | 24,515         | 25,952         | 68,276       | 668,276      | 668,276      | 668,276          | 668,276          | -                    | 0.0%    |
| 9XX                 | Internal Services/Other | -              | -              | 127,485      | 127,485      | 127,485      | -                | -                | (127,485)            | -100.0% |
| 0XX                 | Other Financing Use     | 224,021        | -              | -            | -            | -            | -                | -                | -                    | n/a     |
| Total Expenditures: |                         | \$ 3,156,781   | \$ 3,170,402   | \$ 3,475,245 | \$ 4,075,245 | \$ 4,075,245 | \$ 4,097,154     | \$ 4,170,276     | \$ 21,909            | 0.5%    |

**115: PERFORMING ARTS & EVENT CENTER OPERATIONS FUND****PURPOSE/DESCRIPTION:**

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

**SOURCES AND USES:**

| Code                 | Item                              | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                                   |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                                   |                |                |              |              |              |                  |                  |                      |         |
| 33X                  | Intergovernmental                 | \$ -           | \$ 100,000     | \$ -         | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | 100.0%  |
| 34X                  | Ticketing Sales & fees            | 136,465        | 597,072        | 1,537,972    | 63,526       | 63,526       | 344,470          | 344,470          | 280,944              | 442.3%  |
| 361                  | NMTC Interest Income              | 45,611         | 50,722         | 45,605       | 45,605       | 45,605       | 45,605           | 45,605           | -                    | 0.0%    |
| 362                  | Theatre\Event Fees                | 75,123         | 242,223        | -            | 80,000       | 80,000       | 421,010          | 421,010          | 341,010              | 426.3%  |
| 362                  | Concessions                       | 13,230         | 38,614         | -            | 7,000        | 7,000        | 175,949          | 175,949          | 168,949              | 2413.6% |
| 367                  | Advertising                       | -              | -              | -            | -            | -            | 2,000            | 2,000            | 2,000                | 100.0%  |
| 367                  | Contributions                     | -              | 100,000        | -            | -            | -            | -                | -                | -                    | 100.0%  |
| 367                  | Contributions                     | 970            | -              | -            | -            | -            | -                | -                | -                    | 100.0%  |
| 367                  | NMTC Contributions                | 282,130        | 281,746        | 290,746      | 290,746      | 290,746      | 290,746          | 290,746          | -                    | 0.0%    |
| 39X                  | Transfer in from General Fund     | 453,855        | 1,516,000      | -            | 955,359      | 955,359      | 1,019,977        | 1,019,977        | 64,618               | 6.8%    |
| 39X                  | Transfer in from Utility Tax Fund | 172,907        | -              | -            | -            | -            | -                | -                | -                    | n/a     |
|                      | Total Revenues:                   | \$ 1,180,291   | \$ 2,926,377   | \$ 1,874,323 | \$ 1,442,236 | \$ 1,442,236 | \$ 2,299,757     | \$ 2,299,757     | \$ 857,521           | 59.5%   |
| Expenditure Summary: |                                   |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries & Wages                  | \$ 338,233     | \$ 81,628      | \$ 100,000   | \$ 84,000    | \$ 84,000    | \$ -             | \$ -             | \$ (84,000)          | -100.0% |
| 2XX                  | Benefits                          | 82,907         | 26,865         | 40,337       | 40,337       | 40,337       | 0                | -                | (40,337)             | -100.0% |
| 3XX                  | Supplies                          | 24,539         | -              | -            | -            | -            | -                | -                | -                    | n/a     |
| 4XX                  | Services and Charges              | 1,079,203      | 2,259,567      | 1,569,172    | 1,100,387    | 1,100,387    | 2,192,791        | 2,192,791        | 1,092,404            | 99.3%   |
| 5XX                  | Intergovernmental                 | 1,221          | -              | -            | -            | -            | -                | -                | -                    | n/a     |
| 6XX                  | Capital Outlay                    | 36,799         | 103,905        | -            | -            | -            | -                | -                | -                    | n/a     |
| 8XX                  | Debt Service-Interest             | 981            | 10,611         | -            | -            | -            | -                | -                | -                    | n/a     |
| 9XX                  | Internal Services/Other           | 64,266         | 106,966        | 164,814      | 106,966      | 106,966      | 106,966          | 106,966          | -                    | 0.0%    |
|                      | Total Expenditures:               | \$ 1,628,150   | \$ 2,589,541   | \$ 1,874,323 | \$ 1,331,690 | \$ 1,331,690 | \$ 2,299,757     | \$ 2,299,757     | \$ (84,000)          | -6.3%   |
|                      | Rev Over/(Under) Exp              | \$ (447,859)   | \$ 336,836     | \$ (0)       | \$ 110,546   | \$ 110,546   | \$ 0             | \$ -             | \$ (110,546)         | -100.0% |
|                      | Beginning Fund Balance, 1/1       | \$ 477         | \$ (447,382)   | \$ -         | \$ (110,546) | \$ (110,546) | \$ (0)           | \$ (0)           | \$ 110,546           | -100.0% |
|                      | Ending Fund Balance, 12/31        | \$ (447,382)   | \$ (110,546)   | \$ (0)       | \$ (0)       | \$ (0)       | \$ (0)           | \$ (0)           | \$ 0                 | -100.0% |

**EXPENDITURES BY OBJECT SUMMARY:**

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|-------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |       |
| 1XX                 | Salaries & Wages        | \$ 338,233     | \$ 81,628      | \$ 100,000   | \$ 84,000    | \$ 84,000    | \$ -             | \$ -             | \$ (84,000)          | -100% |
| 2XX                 | Benefits                | 82,907         | 26,865         | 40,337       | 40,337       | 40,337       | 0                | -                | (40,337)             | -100% |
| 3XX                 | Supplies                | 24,539         | -              | -            | -            | -            | -                | -                | -                    | n/a   |
| 4XX                 | Services and Charges    | 1,079,203      | 2,259,567      | 1,569,172    | 1,100,387    | 1,100,387    | 2,192,791        | 2,192,791        | 1,092,404            | 99.3% |
| 5XX                 | Intergovernmental       | 1,221          | -              | -            | -            | -            | -                | -                | -                    | n/a   |
| 6XX                 | Capital Outlays         | 36,799         | 103,905        | -            | -            | -            | -                | -                | -                    | n/a   |
| 8XX                 | Debt Service-Interest   | 981            | 10,611         | -            | -            | -            | -                | -                | -                    | n/a   |
| 9XX                 | Internal Services/Other | 64,266         | 106,966        | 164,814      | 106,966      | 106,966      | 106,966          | 106,966          | -                    | 0.0%  |
| Total Expenditures: |                         | \$ 1,628,150   | \$ 2,589,541   | \$ 1,874,323 | \$ 1,331,690 | \$ 1,331,690 | \$ 2,299,757     | \$ 2,299,757     | \$ 968,067           | 72.7% |

## 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                 | 2018<br>Actual | 2019<br>Actual | 2020        |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|-----------------------------|----------------------|----------------|----------------|-------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                             |                      |                |                | Adopted     | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Expenditure Summary:        |                      |                |                |             |              |              |                  |                  |                      |        |
| 33X                         | Intergovernmental*   | \$ 778,535     | \$ 794,226     | \$ 668,900  | \$ 1,836,630 | \$ 1,836,630 | \$ 1,183,010     | \$ 758,323       | \$ (653,620)         | -35.6% |
|                             | Total Revenues:      | \$ 778,535     | \$ 794,226     | \$ 668,900  | \$ 1,836,630 | \$ 1,836,630 | \$ 1,183,010     | \$ 758,323       | \$ (653,620)         | -35.6% |
| Expenditure Summary:        |                      |                |                |             |              |              |                  |                  |                      |        |
| 119                         | Grant Expenditures   | \$ 780,865     | \$ 796,486     | \$ 685,263  | \$ 1,850,663 | \$ 1,850,663 | \$ 1,156,850     | \$ 589,046       | \$ (693,813)         | -37.5% |
|                             | Total Expenditures:  | \$ 780,865     | \$ 796,486     | \$ 685,263  | \$ 1,850,663 | \$ 1,850,663 | \$ 1,156,850     | \$ 589,046       | \$ (693,813)         | -37.5% |
|                             | Rev Over/(Under) Exp | \$ (2,330)     | \$ (2,259)     | \$ (16,363) | \$ (14,033)  | \$ (14,033)  | \$ 26,160        | \$ 169,277       | \$ 40,192            | na     |
| Beginning Fund Balance, 1/1 |                      | \$ 39,874      | \$ 37,544      | \$ 16,363   | \$ 35,284    | \$ 35,284    | \$ 21,251        | \$ 47,411        | \$ (14,033)          | -39.8% |
| Ending Fund Balance, 12/31  |                      | \$ 37,544      | \$ 35,284      | \$ 0        | \$ 21,251    | \$ 21,251    | \$ 47,411        | \$ 216,688       | \$ 26,160            | 123.1% |

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

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020       |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted    | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |            |              |              |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 148,531     | \$ 154,153     | \$ 136,472 | \$ 136,472   | \$ 136,472   | \$ 113,454       | \$ 115,072       | \$ (23,018)          | -16.9%  |
| 2XX                 | Benefits                | 59,832         | 55,517         | 51,859     | 51,859       | 51,859       | 43,113           | 43,727           | (8,746)              | -16.9%  |
| 4XX                 | Services and Charges**  | 346,412        | 354,829        | 287,578    | 1,455,308    | 1,455,308    | 769,122          | 203,172          | (686,186)            | -47.2%  |
| 7XX                 | Debt Service-Principal* | 159,000        | 159,000        | 150,000    | 150,000      | 150,000      | 159,000          | 159,000          | 9,000                | 6.0%    |
| 8XX                 | Debt Service-Interest*  | 67,090         | 72,988         | 50,000     | 47,670       | 47,670       | 72,162           | 68,075           | 24,492               | 51.4%   |
| 9XX                 | Internal Services/Other | -              | -              | 9,354      | 9,354        | 9,354        | -                | -                | (9,354)              | -100.0% |
| Total Expenditures: |                         | \$ 780,865     | \$ 796,486     | \$ 685,263 | \$ 1,850,663 | \$ 1,850,663 | \$ 1,156,850     | \$ 589,046       | \$ (693,813)         | -37.5%  |

\*The Section 108 loan is for \$318,000 in principal for two years.

\*\*The Services and Charges is an estimated amount and a budget adjustment will occur once there is a funding agreement in place that identifies how much each agency will be funded by the CDBG grant.

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

The Path and Trails Reserve Fund was established in compliance with state law. Its purpose is to accumulate unexpended proceeds of the motor vehicle fuel tax receipts, which are legally restricted to the construction, and maintenance of paths and trails within City street rights-of-way. One-half percent (0.5%) of these proceeds are restricted for these purposes. This fund must transfer such accumulated receipts back to a construction/maintenance-oriented fund when specific projects have been defined.

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

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

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

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

**SOURCES AND USES:**

| Code                 | Item                           | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|--------------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                                |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                                |                |                |              |              |              |                  |                  |                      |         |
| 31X                  | Taxes                          | \$ 179,387     | \$ 196,176     | \$ 160,000   | \$ 160,000   | \$ 160,000   | \$ 160,000       | \$ 160,000       | \$ -                 | 0.0%    |
| 33X                  | Intergovernmental              | 10,521         | 10,302         | 9,000        | 9,000        | 9,000        | 9,000            | 9,000            | -                    | 0.0%    |
| 36X                  | Miscellaneous                  | 11,542         | 21,963         | -            | -            | -            | -                | -                | -                    | n/a     |
|                      | Total Revenues:                | \$ 201,450     | \$ 228,440     | \$ 169,000   | \$ 169,000   | \$ 169,000   | \$ 169,000       | \$ 169,000       | \$ -                 | 0.0%    |
| Expenditure Summary: |                                |                |                |              |              |              |                  |                  |                      |         |
| 120                  | Transfer to Transportation CIP | \$ -           | \$ -           | \$ -         | \$ -         | \$ -         | \$ 200,000       | \$ -             | \$ 200,000           | n/a     |
|                      | Total Expenditures:            | \$ -           | \$ -           | \$ -         | \$ -         | \$ -         | \$ 200,000       | \$ -             | \$ 200,000           | n/a     |
|                      | Rev Over/(Under) Exp           | \$ 201,450     | \$ 228,440     | \$ 169,000   | \$ 169,000   | \$ 169,000   | \$ (31,000)      | \$ 169,000       | \$ (200,000)         | -118.3% |
|                      | Beginning Fund Balance, 1/1    | \$ 761,546     | \$ 962,997     | \$ 1,099,546 | \$ 1,191,437 | \$ 1,191,437 | \$ 1,360,437     | \$ 1,329,437     | \$ 169,000           | 14.2%   |
|                      | Ending Fund Balance, 12/31     | \$ 962,997     | \$ 1,191,436   | \$ 1,268,546 | \$ 1,360,437 | \$ 1,360,437 | \$ 1,329,437     | \$ 1,498,437     | \$ (31,000)          | -2.3%   |



## 121: TECHNOLOGY FUND

## PURPOSE/DESCRIPTION:

The Technology Fund was established in 2019. The fund was established in order to accommodate the high need to continually replace telecommunications, data, network, hardware, and software systems caused by a continuous and rapidly changing technology environment. The technology fees will be applied to the following transactions:

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

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020      |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|-----------|------------|------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted   | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |           |            |            |                  |                  |                      |         |
| 34X                  | Charges for Services        | \$ -           | \$ 2,991       | \$ 20,000 | \$ 155,223 | \$ 155,223 | \$ 146,716       | \$ 149,250       | \$ (8,507)           | -5.5%   |
| 36X                  | Miscellaneous               | -              | 22             | -         | -          | -          | -                | -                | 20,000               | 100.0%  |
|                      | Total Revenues:             | \$ -           | \$ 3,013       | \$ 20,000 | \$ 155,223 | \$ 155,223 | \$ 146,716       | \$ 149,250       | \$ (8,507)           | -5.5%   |
| Expenditure Summary: |                             |                |                |           |            |            |                  |                  |                      |         |
| 5XX                  | Intergovernmental           | \$ -           | \$ -           | \$ -      | \$ 67,100  | \$ 67,100  | \$ 181,000       | \$ 14,300        | \$ 113,900           | 169.7%  |
|                      | Total Expenditures:         | \$ -           | \$ -           | \$ -      | \$ 67,100  | \$ 67,100  | \$ 181,000       | \$ 14,300        | \$ 113,900           | 169.7%  |
|                      | Rev Over/(Under) Exp        | \$ -           | \$ 3,013       | \$ 20,000 | \$ 88,123  | \$ 88,123  | \$ (34,284)      | \$ 134,950       | \$ (122,407)         | -138.9% |
|                      | Beginning Fund Balance, 1/1 | \$ -           | \$ -           | \$ 20,000 | \$ 3,013   | \$ 3,013   | \$ 91,136        | \$ 56,852        | \$ 88,123            | 2924.8% |
|                      | Ending Fund Balance, 12/31  | \$ -           | \$ 3,013       | \$ 40,000 | \$ 91,136  | \$ 91,136  | \$ 56,852        | \$ 191,802       | \$ (34,284)          | -37.6%  |



**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                        | 2018<br>Actual | 2019<br>Actual | 2020       |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |          |
|----------------------|-----------------------------|----------------|----------------|------------|--------------|--------------|------------------|------------------|----------------------|----------|
|                      |                             |                |                | Adopted    | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg    |
| Revenue Summary:     |                             |                |                |            |              |              |                  |                  |                      |          |
| 36X                  | Miscellaneous               | \$ 26,321      | \$ 77,800      | \$ 2,000   | \$ 26,000    | \$ 26,000    | \$ 2,000         | \$ 2,000         | \$ (24,000)          | -92.3%   |
| 39X                  | Other Financing Sources     | 1,800,000      | 839,031        | -          | -            | -            | -                | -                | -                    | n/a      |
|                      | Total Revenues:             | \$ 1,826,321   | \$ 916,831     | \$ 2,000   | \$ 26,000    | \$ 26,000    | \$ 2,000         | \$ 2,000         | \$ (24,000)          | -92.3%   |
| Expenditure Summary: |                             |                |                |            |              |              |                  |                  |                      |          |
| 188                  | Strategic Reserve           | \$ 2,213,331   | \$ -           | \$ -       | \$ -         | \$ -         | \$ 601,800       | \$ 2,000         | \$ 601,800           | n/a      |
|                      | Total Expenditures:         | \$ 2,213,331   | \$ -           | \$ -       | \$ -         | \$ -         | \$ 601,800       | \$ 2,000         | \$ 601,800           | n/a      |
|                      | Rev Over/(Under) Exp        | \$ (387,010)   | \$ 916,831     | \$ 2,000   | \$ 26,000    | \$ 26,000    | \$ (599,800)     | \$ -             | \$ (625,800)         | -2406.9% |
|                      | Beginning Fund Balance, 1/1 | \$ 3,043,979   | \$ 2,656,969   | \$ 870,979 | \$ 3,573,800 | \$ 3,573,800 | \$ 3,599,800     | \$ 3,000,000     | \$ 26,000            | 0.7%     |
|                      | Ending Fund Balance, 12/31  | \$ 2,656,969   | \$ 3,573,800   | \$ 872,979 | \$ 3,599,800 | \$ 3,599,800 | \$ 3,000,000     | \$ 3,000,000     | \$ (599,800)         | -16.7%   |

**EXPENDITURE BY OBJECT SUMMARY:**

| EXPENDITURE BY OBJECT SUMMARY: |                     |                |                |         |          |           |                  |                  |                      |       |
|--------------------------------|---------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|----------------------|-------|
| Code                           | Item                | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|                                |                     |                |                | Adopted | Adjusted | Projected |                  |                  | \$ Chg               | % Chg |
| Expenditures:                  |                     |                |                |         |          |           |                  |                  |                      |       |
| 5XX                            | Intergovernmental   | \$ 20,672      | \$ -           | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | -                    | n/a   |
| 6XX                            | Capital Outlay      | \$ 2,192,659   | \$ -           | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | -                    | n/a   |
| 0XX                            | Other Financing Use | \$ -           | \$ -           | \$ -    | \$ -     | \$ -      | \$ 601,800       | \$ 2,000         | 601,800              | n/a   |
| Total Expenditures:            |                     | \$ 2,213,331   | \$ -           | \$ -    | \$ -     | \$ -      | \$ 601,800       | \$ 2,000         | \$ 601,800           | n/a   |

The Other Financing Use is a transfer of \$601,800 and \$2,000 are for the support of the General Fund.

## 189: PARKS RESERVE FUND

## PURPOSE/DESCRIPTION:

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

## SOURCES AND USES:

| Code                        | Item                    | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |         |
|-----------------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|---------|
|                             |                         | Actual       | Actual       | Adopted      | Adjusted     | Projected    | Proposed     | Proposed     | \$ Chg               | % Chg   |
| Revenue Summary:            |                         |              |              |              |              |              |              |              |                      |         |
| 33X                         | Intergovernmental       | \$ -         | \$ 459,704   | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                 | n/a     |
| 36X                         | Miscellaneous           | 17,149       | 74,702       | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        | -                    | 0.0%    |
| 39X                         | Other Financing Sources | -            | -            | -            | 45,000       | 45,000       | -            | -            | (45,000)             | -100.0% |
|                             | Total Revenues:         | \$ 17,149    | \$ 534,407   | \$ 5,000     | \$ 50,000    | \$ 50,000    | \$ 5,000     | \$ 5,000     | \$ (45,000)          | -90.0%  |
| Expenditure Summary:        |                         |              |              |              |              |              |              |              |                      |         |
| 189                         | Parks Reserve           | \$ -         | \$ 719,409   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 15,793    | \$ -                 | n/a     |
|                             | Total Expenditures:     | \$ -         | \$ 719,409   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 15,793    | \$ -                 | n/a     |
|                             | Rev Over/(Under) Exp    | \$ 17,149    | \$ (185,002) | \$ 5,000     | \$ 50,000    | \$ 50,000    | \$ 5,000     | \$ (10,793)  | \$ (45,000)          | -90.0%  |
| Beginning Fund Balance, 1/1 |                         | \$ 1,248,647 | \$ 1,265,796 | \$ 1,258,635 | \$ 1,080,793 | \$ 1,080,793 | \$ 1,130,793 | \$ 1,135,793 | \$ 50,000            | 4.6%    |
| Ending Fund Balance, 12/31  |                         | \$ 1,265,796 | \$ 1,080,794 | \$ 1,263,635 | \$ 1,130,793 | \$ 1,130,793 | \$ 1,135,793 | \$ 1,125,000 | \$ 5,000             | 0.4%    |

**201: DEBT SERVICE FUND****PURPOSE/DESCRIPTION:**

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

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

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

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

**SOURCES AND USES:**

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |              |              |              |                  |                  |                      |         |
| 36X                  | Miscellaneous               | \$ 61,643      | \$ 67,690      | \$ 30,000    | \$ 30,000    | \$ 30,000    | \$ 30,000        | \$ 30,000        | \$ -                 | 0.0%    |
| 39X                  | Other Financing Sources     | 813,473        | 14,837,425     | 1,328,567    | 2,328,567    | 2,328,567    | 16,876,390       | 2,539,426        | 14,547,822           | 624.8%  |
|                      | Total Revenues:             | \$ 875,116     | \$ 14,905,115  | \$ 1,358,567 | \$ 2,358,567 | \$ 2,358,567 | \$ 16,906,390    | \$ 2,569,426     | \$ 14,547,822        | 616.8%  |
| Expenditure Summary: |                             |                |                |              |              |              |                  |                  |                      |         |
| 000                  | Other Debt Expenditures     | \$ 80,818      | \$ 59,822      | \$ -         | \$ 75,000    | \$ 75,000    | \$ -             | \$ -             | \$ (75,000)          | -100.0% |
| 105                  | SCORE Facility - Jail       | -              | 12,659,668     | 934,390      | 934,390      | 934,390      | 851,925          | 852,425          | (82,465)             | -8.8%   |
| 106                  | Community Center 2013       | 813,473        | 813,773        | 813,473      | 813,473      | 813,473      | 8,850,000        | -                | 8,036,527            | 987.9%  |
| 107                  | Target Property             | 130,200        | 322,647        | 515,094      | 515,094      | 515,094      | 5,416,372        | -                | 4,901,278            | 951.5%  |
| 109                  | Performing Arts Center      | -              | 72,322         | 82,000       | 632,000      | 632,000      | 552,955          | 553,955          | (79,045)             | -12.5%  |
| 110                  | New 2021 Bond               | -              | -              | -            | -            | -            | 1,332,218        | 1,322,435        | 1,332,218            | n/a     |
| 597                  | Transfer Out                | 1,000,000      | -              | -            | -            | -            | 199,683          | 137,374          | 199,683              | n/a     |
|                      | Total Expenditures:         | \$ 2,024,490   | \$ 13,928,233  | \$ 2,344,957 | \$ 2,969,957 | \$ 2,969,957 | \$ 17,203,153    | \$ 2,866,189     | \$ 14,233,196        | 479.2%  |
|                      | Rev Over/(Under) Exp        | \$ (1,149,374) | \$ 976,883     | \$ (986,390) | \$ (611,390) | \$ (611,390) | \$ (296,764)     | \$ (296,764)     | \$ 314,627           | -51.5%  |
|                      |                             |                |                |              |              |              |                  |                  |                      |         |
|                      | Beginning Fund Balance, 1/1 | \$ 4,106,222   | \$ 2,956,848   | \$ 2,526,375 | \$ 3,933,732 | \$ 3,933,732 | \$ 3,322,342     | \$ 3,025,579     | \$ (611,390)         | -15.5%  |
|                      | Ending Fund Balance, 12/31  | \$ 2,956,848   | \$ 3,933,731   | \$ 1,539,985 | \$ 3,322,342 | \$ 3,322,342 | \$ 3,025,579     | \$ 2,728,815     | \$ (296,764)         | -8.9%   |

**EXPENDITURES BY OBJECT SUMMARY:**

| Code                | Item                   | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                     |                        |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                        |                |                |              |              |              |                  |                  |                      |        |
| 7XX                 | Debt Service-Principal | \$ 500,000     | \$ 12,882,847  | \$ 1,253,881 | \$ 1,878,881 | \$ 1,878,881 | \$ 16,056,088    | \$ 1,844,716     | \$ 14,177,207        | 754.6% |
| 8XX                 | Debt Service-Interest  | 524,490        | 1,045,384      | 1,091,076    | 1,091,076    | 1,091,076    | 947,382          | 884,099          | (143,694)            | -13.2% |
| 0XX                 | Other Financing Use    | 1,000,000      | -              | -            | -            | -            | 199,683          | 137,374          | 199,683              | n/a    |
| Total Expenditures: |                        | \$ 2,024,490   | \$ 13,928,232  | \$ 2,344,957 | \$ 2,969,957 | \$ 2,969,957 | \$ 17,203,153    | \$ 2,866,189     | \$ 14,233,196        | 479.2% |

- If the City is not able to use CDBG grant funds to pay the HUD Section 108 loan, City funds will be used.
- Other Financing Sources in 2021/2022 includes \$2.61M and \$2.54M respectively from the REET Fund, and bond proceeds of \$14.27M due to refunding of 2013 Community Center, and Target property bonds.
- Other Financing Use in 2021/2022 of \$199,683 and \$137,374 are transfers to the General Fund.

## 201: DEBT SERVICE FUND (continued)

| Table of Debt                  | 2021<br>Proposed     | 2022<br>Proposed    |
|--------------------------------|----------------------|---------------------|
| <b>Debt Payments</b>           |                      |                     |
| SCORE                          |                      |                     |
| Principal                      | 390,000              | 410,000             |
| Interest                       | 461,925              | 442,425             |
| FW Community Center 2013       |                      |                     |
| Principal - Payoff             | 8,850,000            | -                   |
| Interest                       | -                    | -                   |
| Target Property                |                      |                     |
| Principal - Payoff             | 5,416,372            | -                   |
| Interest                       | -                    | -                   |
| New 2021 Bond                  |                      |                     |
| Principal                      | 949,716              | 974,716             |
| Interest                       | 382,502              | 347,719             |
| Performing Arts & Event Center |                      |                     |
| Principal                      | 450,000              | 460,000             |
| Interest                       | 102,955              | 93,955              |
| <b>Total</b>                   | <b>\$ 17,003,470</b> | <b>\$ 2,728,815</b> |

## 301: CAPITAL PROJECT FUND – DOWNTOWN REDEVELOPMENT

## PURPOSE/DESCRIPTION:

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

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

## SOURCES AND USES:

| Code                 | Item                               | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |  |
|----------------------|------------------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|--|
|                      |                                    |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |  |
| Revenue Summary:     |                                    |                |                |              |              |              |                  |                  |                      |         |  |
| 31X                  | Taxes                              | \$ 12,675      | \$ 21,798      | \$ -         | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |  |
| 33X                  | Intergovernmental                  | 1,015,410      | 1,037,236      | 1,000,000    | 1,000,000    | 1,000,000    | -                | -                | (1,000,000)          | -100.0% |  |
| 36X                  | Miscellaneous                      | 7,104          | 36,109         | -            | -            | -            | -                | -                | -                    | n/a     |  |
|                      | Total Revenues:                    | \$ 1,035,189   | \$ 1,095,144   | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ -             | \$ -             | \$ (1,000,000)       | -100.0% |  |
| Expenditure Summary: |                                    |                |                |              |              |              |                  |                  |                      |         |  |
| 100                  | Transfer out to Transportation CIP | \$ -           | \$ -           | \$ -         | \$ 100,000   | \$ 100,000   | \$ 350,000       | \$ 205,000       | 250,000              | 250.0%  |  |
| 107                  | Target Property                    | 5,393          | -              | -            | -            | -            | -                | -                | -                    | n/a     |  |
| 108                  | Transfer Out for Grand Staircase   | 500,000        | -              | -            | -            | -            | 250,000          | -                | 250,000              | n/a     |  |
|                      | Total Expenditures:                | \$ 505,393     | \$ -           | \$ -         | \$ 100,000   | \$ 100,000   | \$ 600,000       | \$ 205,000       | \$ 500,000           | 500.0%  |  |
|                      | Rev Over/(Under) Exp               | \$ 529,797     | \$ 1,095,144   | \$ 1,000,000 | \$ 900,000   | \$ 900,000   | \$ (600,000)     | \$ (205,000)     | \$ (1,500,000)       | -166.7% |  |
|                      | Beginning Fund Balance, 1/1        | \$ 901,814     | \$ 1,431,611   | \$ 2,401,814 | \$ 2,526,754 | \$ 2,526,754 | \$ 3,426,754     | \$ 2,826,754     | \$ 900,000           | 35.6%   |  |
|                      | Ending Fund Balance, 12/31         | \$ 1,431,610   | \$ 2,526,754   | \$ 3,401,814 | \$ 3,426,754 | \$ 3,426,754 | \$ 2,826,754     | \$ 2,621,754     | \$ (600,000)         | -17.5%  |  |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020    |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|----------------------|----------------|----------------|---------|------------|------------|------------------|------------------|----------------------|--------|
|                     |                      |                |                | Adopted | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                      |                |                |         |            |            |                  |                  |                      |        |
| 4XX                 | Services and Charges | 5,393          | -              | -       | -          | -          | -                | -                | \$ -                 | n/a    |
| 0XX                 | Other Financing Use  | 500,000        | -              | -       | 100,000    | 100,000    | 600,000          | 205,000          | 500,000              | 500%   |
| Total Expenditures: |                      | \$ 505,393     | \$ -           | \$ -    | \$ 100,000 | \$ 100,000 | \$ 600,000       | \$ 205,000       | \$ 500,000           | 500.0% |

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

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

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

**SOURCES AND USES:**

| Code                 | Item                          | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|-------------------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|-------|
|                      |                               |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                               |                |                |            |            |            |                  |                  |                      |       |
| 36X                  | Miscellaneous                 | \$ 3,666       | \$ 5,816       | \$ 1,000   | \$ 1,000   | \$ 1,000   | \$ 1,000         | \$ 1,000         | \$ -                 | 0.0%  |
|                      | Total Revenues:               | \$ 3,666       | \$ 5,816       | \$ 1,000   | \$ 1,000   | \$ 1,000   | \$ 1,000         | \$ 1,000         | \$ -                 | 0.0%  |
| Expenditure Summary: |                               |                |                |            |            |            |                  |                  |                      |       |
| 108                  | Major Facility Rehabilitation | \$ 618         | \$ -           | \$ -       | \$ -       | \$ -       | \$ -             | \$ -             | \$ -                 | n/a   |
| 597                  | Transfer Out                  | -              | -              | -          | -          | -          | -                | 115,000          | -                    | n/a   |
|                      | Total Expenditures:           | \$ 618         | \$ -           | \$ -       | \$ -       | \$ -       | \$ -             | \$ 115,000       | \$ -                 | n/a   |
|                      | Rev Over/(Under) Exp          | \$ 3,048       | \$ 5,816       | \$ 1,000   | \$ 1,000   | \$ 1,000   | \$ 1,000         | \$ (114,000)     | \$ -                 | 0.0%  |
|                      | Beginning Fund Balance, 1/1   | \$ 279,730     | \$ 282,779     | \$ 280,730 | \$ 288,595 | \$ 288,595 | \$ 289,595       | \$ 290,595       | \$ 1,000             | 0.3%  |
|                      | Ending Fund Balance, 12/31    | \$ 282,779     | \$ 288,595     | \$ 281,730 | \$ 289,595 | \$ 289,595 | \$ 290,595       | \$ 176,595       | \$ 1,000             | 0.3%  |

**EXPENDITURES BY OBJECT SUMMARY:**

| Code                    | Item                 | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|-------------------------|----------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|----------------------|-------|
|                         |                      |                |                | Adopted | Adjusted | Projected |                  |                  | \$ Chg               | % Chg |
| Expenditures:           |                      |                |                |         |          |           |                  |                  |                      |       |
| 4XX                     | Services and Charges | 618            | -              | -       | -        | -         | -                | -                | -                    | n/a   |
| 0XX                     | Other Financing Use  | -              | -              | -       | -        | -         | -                | 115,000          | -                    | n/a   |
| Subtotal Operating Exp: |                      | \$ 618         | \$ -           | \$ -    | \$ -     | \$ -      | \$ -             | \$ 115,000       | \$ -                 | n/a   |
| Total Expenditures:     |                      | \$ 618         | \$ -           | \$ -    | \$ -     | \$ -      | \$ -             | \$ 115,000       | \$ -                 | n/a   |

## 303: CAPITAL PROJECT FUND – PARKS

## PURPOSE/DESCRIPTION:

This Capital Project Fund accounts for the acquisition or construction of major park capital facilities with the exception of those facilities financed by proprietary and trust funds. The major source of revenue for this Fund is general obligation bond proceeds, grants from other agencies, local taxes and contributions from other funds. All Park costs associated with acquisitions, improvements, issue of bonds and other costs shall be paid by this Fund. The proposed budgets are \$190K and \$375K in 2021 and 2022, respectively, and are allocated to the following projects:

| 2021 Proposed Projects                | Sources (in thousands) |               |                      |               |               |                |
|---------------------------------------|------------------------|---------------|----------------------|---------------|---------------|----------------|
|                                       | REET                   | Misc / Trsfrs | Prior Years' Sources | Total Sources | Construct     | Total Expenses |
| Major Maint & Impr - Existing Park Fa | \$ -                   | \$ -          | \$ 90                | \$ 90         | \$ 90         | \$ 90          |
| Annual Playground Rep& Repl Prog      | -                      | -             | 100                  | 100           | 100           | 100            |
| <b>Total 2021</b>                     | <b>\$ -</b>            | <b>\$ -</b>   | <b>\$ 190</b>        | <b>\$ 190</b> | <b>\$ 190</b> | <b>\$ 190</b>  |

| 2022 Proposed Projects                | Sources (in thousands) |               |                      |               |               |                |
|---------------------------------------|------------------------|---------------|----------------------|---------------|---------------|----------------|
|                                       | REET                   | Misc / Trsfrs | Prior Years' Sources | Total Sources | Construct     | Total Expenses |
| Major Maint & Impr - Existing Park Fa | -                      | -             | 75                   | 75            | 75            | 75             |
| Annual Playground Rep& Repl Prog      | -                      | -             | 300                  | 300           | 300           | 300            |
| <b>Total 2022</b>                     | <b>\$ -</b>            | <b>\$ -</b>   | <b>\$ 375</b>        | <b>\$ 375</b> | <b>\$ 375</b> | <b>\$ 375</b>  |

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

## SOURCES AND USES:

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020       |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted    | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |            |              |              |                  |                  |                      |         |
| 34X                  | Charges for Services        | \$ 127,229     | \$ 14,550      | \$ -       | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |
| 36X                  | Miscellaneous               | 29,698         | 41,192         | -          | -            | -            | -                | -                | -                    | n/a     |
| 39X                  | Other Financing Sources     | 300,000        | 325,000        | 300,000    | 300,000      | 300,000      | -                | -                | (300,000)            | -100%   |
|                      | Total Revenues:             | \$ 456,927     | \$ 380,742     | \$ 300,000 | \$ 300,000   | \$ 300,000   | \$ -             | \$ -             | \$ (300,000)         | -100.0% |
| Expenditure Summary: |                             |                |                |            |              |              |                  |                  |                      |         |
| 303                  | Capital                     | \$ 917,149     | \$ 276,358     | \$ 300,000 | \$ 400,000   | \$ 400,000   | \$ 190,000       | \$ 375,000       | \$ (210,000)         | -52.5%  |
|                      | Total Expenditures:         | \$ 917,149     | \$ 276,358     | \$ 300,000 | \$ 400,000   | \$ 400,000   | \$ 190,000       | \$ 375,000       | \$ (210,000)         | -52.5%  |
|                      | Rev Over/(Under) Exp        | \$ (460,222)   | \$ 104,385     | \$ -       | \$ (100,000) | \$ (100,000) | \$ (190,000)     | \$ (375,000)     | \$ (90,000)          | 90.0%   |
|                      | Beginning Fund Balance, 1/1 | \$ 2,097,428   | \$ 1,637,206   | \$ -       | \$ 1,741,591 | \$ 1,741,591 | \$ 1,641,591     | \$ 1,451,591     | \$ (100,000)         | -5.7%   |
|                      | Ending Fund Balance, 12/31  | \$ 1,637,206   | \$ 1,741,591   | \$ -       | \$ 1,641,591 | \$ 1,641,591 | \$ 1,451,591     | \$ 1,076,591     | \$ (190,000)         | -11.6%  |

## EXPENDITURES BY OBJECT SUMMARY:

| Code                    | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|-------------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|--------|
|                         |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg  |
| Operating Expenditures: |                      |                |                |            |            |            |                  |                  |                      |        |
| 3XX                     | Supplies             | \$ 24,078      | \$ 30,085      | \$ -       | \$ -       | \$ -       | \$ -             | \$ -             | \$ -                 | n/a    |
| 4XX                     | Services and Charges | 31,818         | 13,096         | -          | -          | -          | -                | -                | -                    | n/a    |
| 6XX                     | Capital Outlay       | 861,252        | 233,177        | 300,000    | 400,000    | 400,000    | 190,000          | 375,000          | \$ (210,000)         | -52.5% |
| Total Expenditures:     |                      | \$ 917,149     | \$ 276,358     | \$ 300,000 | \$ 400,000 | \$ 400,000 | \$ 190,000       | \$ 375,000       | \$ (210,000)         | -52.5% |

**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 \$2.07M and \$1.52M in 2021 and 2022, respectively, and are allocated to the following projects:

| 2021 Proposed Projects                          | Sources (in thousands) |             |                      |                 | Expenses (in thousands) |                 |
|---|------------------------|-------------|----------------------|-----------------|-------------------------|-----------------|
|   | User Fees              | Grants      | Prior Years' Sources | Total Sources   | Construct               | Total Expenses  |
| Small CIP - Annual Program                      | \$ 150                 | \$ -        | \$ -                 | \$ 150          | \$ 150                  | \$ 150          |
| South 356th Street Culvert Replacement          | 100                    | -           | -                    | 100             | 100                     | 100             |
| 2018 Storm Drain CCTV Inspection and Assessment | 100                    | -           | -                    | 100             | 100                     | 100             |
| Pipe Rehabilitation Project                     | 317                    | -           | -                    | 317             | 317                     | 317             |
| Cold Creek Culvert Replacement                  | 1,000                  | -           | -                    | 1,000           | 1,000                   | 1,000           |
| Neighborhood Drainage Program                   | 25                     | -           | -                    | 25              | 25                      | 25              |
| Annual CB Rehab                                 | 75                     | -           | -                    | 75              | 75                      | 75              |
| Redondo Creek Culvert Replacement               | 300                    | -           | -                    | 300             | 300                     | 300             |
| <b>Total 2021</b>                               | <b>\$ 2,067</b>        | <b>\$ -</b> | <b>\$ -</b>          | <b>\$ 2,067</b> | <b>\$ 2,067</b>         | <b>\$ 2,067</b> |

| 2022 Proposed Projects                          | Sources (in thousands) |               |                      |                 | Expenses (in thousands) |                 |
|---|------------------------|---------------|----------------------|-----------------|-------------------------|-----------------|
|   | User Fees              | Grants        | Prior Years' Sources | Total Sources   | Construct               | Total Expenses  |
| Small CIP - Annual Program                      | \$ 150                 | \$ -          | \$ -                 | \$ 150          | \$ 150                  | \$ 150          |
| South 356th Street Culvert Replacement          | 250                    | -             | -                    | 250             | 250                     | 250             |
| 2018 Storm Drain CCTV Inspection and Assessment | 100                    | -             | -                    | 100             | 100                     | 100             |
| Pipe Rehabilitation Project                     | 317                    | -             | -                    | 317             | 317                     | 317             |
| Cold Creek Culvert Replacement                  | -                      | 500           | -                    | 500             | 500                     | 500             |
| Neighborhood Drainage Program                   | 25                     | -             | -                    | 25              | 25                      | 25              |
| Annual CB Rehab                                 | 75                     | -             | -                    | 75              | 75                      | 75              |
| Citywide WQ Program                             | 100                    | -             | -                    | 100             | 100                     | 100             |
| <b>Total 2022</b>                               | <b>\$ 1,017</b>        | <b>\$ 500</b> | <b>\$ -</b>          | <b>\$ 1,517</b> | <b>\$ 1,517</b>         | <b>\$ 1,517</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                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|-----------------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                             |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:            |                         |                |                |              |              |              |                  |                  |                      |         |
| 33X                         | Intergovernmental       | \$ 207,327     | \$ -           | \$ 1,000,000 | \$ 1,005,000 | \$ 1,005,000 | \$ -             | \$ 500,000       | \$ (1,005,000)       | -100.0% |
| 36X                         | Miscellaneous           | 45,446         | 55,636         | -            | -            | -            | -                | -                | -                    | n/a     |
| 39X                         | Other Financing Sources | -              | -              | -            | 343,487      | 343,487      | 447,568          | 1,560,000        | 104,081              | 30.3%   |
| Total Revenues:             |                         | \$ 252,774     | \$ 55,636      | \$ 1,000,000 | \$ 1,348,487 | \$ 1,348,487 | \$ 447,568       | \$ 2,060,000     | \$ (900,919)         | -66.8%  |
| Expenditure Summary:        |                         |                |                |              |              |              |                  |                  |                      |         |
|                             | Capital                 | \$ 922,610     | \$ 790,459     | \$ 1,400,000 | \$ 1,405,000 | \$ 1,405,000 | \$ 2,067,000     | \$ 1,517,000     | \$ 662,000           | 47.1%   |
|                             | Transfers Out           | -              | 225,307        | -            | -            | -            | 250,000          | 250,000          | \$ 250,000           | n/a     |
| Total Expenditures:         |                         | \$ 922,610     | \$ 1,015,766   | \$ 1,400,000 | \$ 1,405,000 | \$ 1,405,000 | \$ 2,317,000     | \$ 1,767,000     | \$ 912,000           | 64.9%   |
| Rev Over/(Under) Exp        |                         | \$ (669,837)   | \$ (960,130)   | \$ (400,000) | \$ (56,513)  | \$ (56,513)  | \$ (1,869,432)   | \$ 293,000       | \$ (1,812,919)       | 3208.0% |
| Beginning Fund Balance, 1/1 |                         | \$ 3,555,912   | \$ 2,886,075   | \$ 518,612   | \$ 1,925,945 | \$ 1,925,945 | \$ 1,869,432     | \$ -             | \$ (56,513)          | -2.9%   |
| Ending Fund Balance, 12/31  |                         | \$ 2,886,075   | \$ 1,925,945   | \$ 118,612   | \$ 1,869,432 | \$ 1,869,432 | \$ -             | \$ 293,000       | \$ (1,869,432)       | -100.0% |

**EXPENDITURES BY OBJECT SUMMARY:**

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| <i>Expenditures:</i> |                      |                |                |              |              |              |                  |                  |                      |         |
| 1XX                  | Salaries & Wages     | \$ 29,791      | \$ 9,523       | \$ -         | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |
| 2XX                  | Benefits             | 9,140          | 4,800          | -            | -            | -            | -                | -                | -                    | n/a     |
| 3XX                  | Supplies             | 4,336          | 6,818          | -            | 5,000        | 5,000        | -                | -                | (5,000)              | -100.0% |
| 4XX                  | Services and Charges | 105,742        | 193,630        | -            | -            | -            | 500,000          | 350,000          | 500,000              | n/a     |
| 6XX                  | Capital Outlay       | 773,601        | 575,689        | 1,400,000    | 1,400,000    | 1,400,000    | 1,567,000        | 1,167,000        | 167,000              | 11.9%   |
| 0XX                  | Other Financing Use  | -              | 225,307        | -            | -            | -            | 250,000          | 250,000          | 250,000              | n/a     |
| Total Expenditures:  |                      | \$ 922,610     | \$ 1,015,766   | \$ 1,400,000 | \$ 1,405,000 | \$ 1,405,000 | \$ 2,317,000     | \$ 1,767,000     | \$ 912,000           | 64.9%   |

Other Financing Use is comprised of \$200,000 in 2021/2022 to Street Fund, and \$50,000 & \$50,000 in 2021/2022 respectively to the Arterial Street Fund.



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

This Capital Project Fund represents improvements to existing traffic signals and new signalization, major roadways and arterials involving the design and construction of new sections of streets, the widening of roadways to provide additional vehicle lanes, the installation of sidewalks and landscaping. The major source of revenue for this Fund is grants from other agencies and contributions from other funds. The proposed budgets are \$11,176,972 and \$7,773,566 in 2021 and 2022, respectively, and are allocated to the following projects:

| 2021 Proposed Projects   | Sources (in thousands) |               |                 |                   |               |                 |                      |                  | Expenses (in thousands) |                  |
|--|------------------------|---------------|-----------------|-------------------|---------------|-----------------|----------------------|------------------|-------------------------|------------------|
|  | REET                   | Fuel Tax      | Grants          | Mitig/Tr Imp Fees | LIFT          | Misc / Trsfrs   | Prior Year's Sources | Total Sources    | Constr Prj.             | Total Expenses   |
| SR 99 HOV Lanes PH V   | 112                    | -             | -               | -                 | -             | -               | -                    | 112              | 112                     | 112              |
| SR 509: SW 312th St - 21st Ave SW SRTS Project                                 | -                      | -             | 1,660           | -                 | -             | 200             | -                    | 1,860            | 1,800                   | 1,800            |
| City Center Access Phase I - Environmental process update                      | -                      | -             | -               | -                 | 500           | -               | -                    | 500              | 500                     | 500              |
| Street Light LED Conversion  | -                      | -             | -               | -                 | -             | -               | 160                  | 160              | 160                     | 160              |
| Variable Lane Use Control Signs  | -                      | -             | 202             | -                 | -             | -               | -                    | 202              | 202                     | 202              |
| SW 320th - 11th Ave SW to 3rd Place SW Preservation Project                    | -                      | -             | 518             | -                 | -             | 407             | -                    | 925              | 925                     | 925              |
| SW 356th - 15th Ave SW to 4th Ave SW Preservation Project                      | 33                     | -             | 810             | -                 | -             | 491             | -                    | 1,334            | 1,334                   | 1,334            |
| 47th Ave SW and SW Dash Point Road Compact Roundabout                          | -                      | -             | 550             | -                 | -             | -               | -                    | 550              | 550                     | 550              |
| City Wide Safety - Horizontal Curve Improvements                               | -                      | -             | 400             | -                 | -             | -               | -                    | 400              | 400                     | 400              |
| 16th Ave Trail - S 308th Street to S 288th Street                              | 115                    | -             | 750             | -                 | -             | -               | -                    | 865              | 865                     | 865              |
| Citywide Greenway Plan Pedestrian and Bicycle Improvements                     | -                      | 200           | -               | -                 | -             | -               | -                    | 200              | 200                     | 200              |
| Sound Transit  | -                      | -             | -               | 1,450             | -             | -               | -                    | 1,450            | 1,450                   | 1,450            |
| S 314th St Improvement   | -                      | -             | 125             | -                 | -             | -               | -                    | 125              | 125                     | 125              |
| SR 99 @ S 373rd St Roundabout w/Median Control                                 | -                      | -             | -               | 340               | -             | -               | -                    | 340              | 340                     | 340              |
| 21st Ave S @ 320th St Traffic Signal   | -                      | -             | -               | -                 | 100           | -               | -                    | 100              | 100                     | 100              |
| Citywide ADA Retrofit  | -                      | -             | -               | 200               | 200           | -               | -                    | 400              | 400                     | 400              |
| S 356th St. - 1st Ave S - SR 99  | -                      | -             | -               | 200               | -             | -               | -                    | 200              | 200                     | 200              |
| SW 344th St. @ 27th Ave SW Compact Roundabout                                  | 15                     | -             | 35              | -                 | -             | -               | -                    | 50               | 50                      | 50               |
| Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade | 75                     | -             | -               | -                 | -             | -               | -                    | 75               | 75                      | 75               |
| Citywide Pedestrian Safety System Improvements                                 | -                      | 32            | 28              | -                 | -             | -               | -                    | 60               | 60                      | 60               |
| Citywide RRFB Upgrades   | -                      | 50            | 90              | -                 | -             | -               | -                    | 140              | 140                     | 140              |
| Military Rd S: S 320th St - SR 18 Preservation Project                         | -                      | -             | -               | -                 | -             | 50              | -                    | 50               | -                       | -                |
| S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements                  | -                      | -             | -               | 200               | -             | -               | -                    | 200              | 200                     | 200              |
| Fiber Optic Network Loop - 317th to S 272nd                                    | -                      | -             | -               | 2,600             | -             | -               | -                    | 2,600            | 100                     | 100              |
| Joint Operations & Maintenance Facility  | -                      | -             | -               | -                 | -             | 250             | -                    | 250              | 250                     | 250              |
| <b>Total 2021</b>  | <b>\$ 350</b>          | <b>\$ 282</b> | <b>\$ 5,168</b> | <b>\$ 4,990</b>   | <b>\$ 800</b> | <b>\$ 1,398</b> | <b>\$ 160</b>        | <b>\$ 13,148</b> | <b>\$ 10,538</b>        | <b>\$ 10,538</b> |

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

| 2022 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   | Constr Prj.             | Total Expenses  |
| 16th Ave Trail - S 308th Street to S 288th Street                              | -                      | -             | 1,385           | -                 | -             | -              | -                    | 1,385           | 1,385                   | 1,385           |
| Citywide Greenway Plan Pedestrian and Bicycle Improvements                     | -                      | 200           | -               | -                 | -             | -              | -                    | 200             | 200                     | 200             |
| Sound Transit  | -                      | -             | -               | 1,230             | -             | -              | -                    | 1,230           | 1,230                   | 1,230           |
| SR 99 @ S 373rd St Roundabout w/Median Control                                 | -                      | -             | 300             | 30                | -             | -              | -                    | 330             | 330                     | 330             |
| 21st Ave S @ 320th St Traffic Signal   | -                      | -             | 730             | -                 | 205           | -              | -                    | 935             | 935                     | 935             |
| S 356th St. - 1st Ave S - SR 99  | -                      | -             | -               | 100               | -             | -              | -                    | 100             | 100                     | 100             |
| SW 344th St. @ 27th Ave SW Compact Roundabout                                  | -                      | -             | 100             | -                 | -             | -              | -                    | 100             | 100                     | 100             |
| Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade | -                      | -             | -               | -                 | -             | -              | -                    | -               | 600                     | 600             |
| Citywide Pedestrian Safety System Improvements                                 | -                      | -             | 100             | -                 | -             | -              | -                    | 100             | 100                     | 100             |
| Citywide RRFB Upgrades   | -                      | 270           | 420             | -                 | -             | -              | -                    | 690             | 690                     | 690             |
| Military Rd S: S 320th St - SR 18 Preservation Project                         | -                      | -             | -               | -                 | -             | -              | -                    | -               | 50                      | 50              |
| SW King County Regional Trail Plan   | -                      | 50            | -               | -                 | -             | -              | -                    | 50              | 50                      | 50              |
| S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements                  | -                      | -             | -               | 200               | -             | -              | -                    | 200             | 200                     | 200             |
| Fiber Optic Network Loop - 317th to S 272nd                                    | -                      | -             | -               | -                 | -             | -              | -                    | -               | 900                     | 900             |
| Joint Operations & Maintenance Facility  | -                      | -             | -               | -                 | -             | 250            | -                    | 250             | 250                     | 250             |
| <b>Total 2022</b>  | <b>\$ -</b>            | <b>\$ 520</b> | <b>\$ 3,035</b> | <b>\$ 1,560</b>   | <b>\$ 205</b> | <b>\$ 250</b>  | <b>\$ -</b>          | <b>\$ 5,570</b> | <b>\$ 7,120</b>         | <b>\$ 7,120</b> |

\*The remaining difference of \$439K & \$454K in 2021/2022 respectively is due to salaries and wages of employees charged directly to the 306 Transportation CIP Fund

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

## SOURCES AND USES:

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |              |              |              |                  |                  |                      |         |
| 33X                  | Intergovernmental           | \$ 4,848,053   | \$ 3,421,265   | \$ 2,653,000 | \$ 2,653,000 | \$ 2,653,000 | \$ 5,450,000     | \$ 3,555,000     | \$ 2,797,000         | 105.4%  |
| 34X                  | Charges for Services        | 2,693,210      | 1,545,744      | 500,000      | 1,782,637    | 1,782,637    | 4,990,000        | 1,560,000        | 3,207,363            | 179.9%  |
| 36X                  | Miscellaneous               | 84,907         | 139,075        | -            | -            | -            | 250,000          | 250,000          | 250,000              | n/a     |
| 39X                  | Other Financing Sources     | 3,060,277      | 2,032,459      | 1,613,000    | 2,238,000    | 2,238,000    | 2,298,000        | 205,000          | 60,000               | 2.7%    |
|                      | Total Revenues:             | \$ 10,686,447  | \$ 7,138,543   | \$ 4,766,000 | \$ 6,673,637 | \$ 6,673,637 | \$ 12,988,000    | \$ 5,570,000     | \$ 6,314,363         | 94.6%   |
| Expenditure Summary: |                             |                |                |              |              |              |                  |                  |                      |         |
| 6XX                  | Capital                     | \$ 11,398,534  | \$ 11,013,217  | \$ 4,666,000 | \$ 7,315,149 | \$ 7,315,149 | \$ 10,976,972    | \$ 7,573,566     | \$ 3,661,823         | 50.1%   |
| 0XX                  | Transfers Out               | 402,656        | 150,000        | -            | 45,000       | 45,000       | 200,000          | 200,000          | \$ 155,000           | 344.4%  |
|                      | Total Expenditures:         | \$ 11,801,190  | \$ 11,163,217  | \$ 4,666,000 | \$ 7,360,149 | \$ 7,360,149 | \$ 11,176,972    | \$ 7,773,566     | \$ 3,816,823         | 51.9%   |
|                      | Rev Over/(Under) Exp        | \$ (1,114,744) | \$ (4,024,674) | \$ 100,000   | \$ (686,512) | \$ (686,512) | \$ 1,811,028     | \$ (2,203,566)   | \$ 2,497,540         | -363.8% |
|                      | Beginning Fund Balance, 1/1 | \$ 10,025,118  | \$ 8,910,374   | \$ 1,392,807 | \$ 4,885,701 | \$ 4,885,701 | \$ 4,199,189     | \$ 6,010,217     | \$ (686,512)         | -14.1%  |
|                      | Ending Fund Balance, 12/31  | \$ 8,910,374   | \$ 4,885,700   | \$ 1,492,807 | \$ 4,199,189 | \$ 4,199,189 | \$ 6,010,217     | \$ 3,806,651     | \$ 1,811,028         | 43.1%   |

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

| Code                 | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                      |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| <i>Expenditures:</i> |                      |                |                |              |              |              |                  |                  |                      |        |
| 1XX                  | Salaries & Wages     | \$ 327,588     | \$ 474,635     | \$ 428,349   | \$ 818,110   | \$ 818,110   | \$ 1,768,095     | \$ 1,558,671     | \$ 949,985           | 116.1% |
| 2XX                  | Benefits             | 117,017        | 161,593        | 71,651       | 71,651       | 71,651       | 120,876          | 124,895          | 49,226               | 68.7%  |
| 3XX                  | Supplies             | 4,444          | 31,204         | -            | -            | -            | -                | -                | -                    | n/a    |
| 4XX                  | Services and Charges | 3,023,008      | 2,526,941      | 1,463,000    | 1,638,000    | 1,638,000    | 2,626,000        | 600,000          | 988,000              | 60.3%  |
| 5XX                  | Intergovernmental    | 76,789         | 60,618         | -            | -            | -            | -                | -                | -                    | n/a    |
| 6XX                  | Capital Outlay       | 7,849,689      | 7,758,225      | 2,703,000    | 4,787,388    | 4,787,388    | 6,462,000        | 5,290,000        | 1,674,612            | 35.0%  |
| 0XX                  | Other Financing Use  | 402,656        | 150,000        | -            | 45,000       | 45,000       | 200,000          | 200,000          | 155,000              | 344.4% |
| Total Expenditures:  |                      | \$ 11,801,190  | \$ 11,163,217  | \$ 4,666,000 | \$ 7,360,149 | \$ 7,360,149 | \$ 11,176,972    | \$ 7,773,566     | \$ 3,816,823         | 51.9%  |

Other Financing Use is comprised of \$200,000 in 2021/2022 to Street Fund.

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

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

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

**SOURCES AND USES:**

| Code                        | Item                         | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|-----------------------------|------------------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                             |                              | Actual     | Actual     | Adopted    | Adjusted   | Projected  |            |            | \$ Chg               | % Chg  |
| Revenue Summary:            |                              |            |            |            |            |            |            |            |                      |        |
| 36X                         | Miscellaneous                | \$ 4,911   | \$ 7,416   | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
|                             | Total Revenues:              | \$ 4,911   | \$ 7,416   | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
| Expenditure Summary:        |                              |            |            |            |            |            |            |            |                      |        |
| 307                         | Transfer Out to General Fund | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | -                    | 100.0% |
|                             | Total Expenditures:          | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
|                             | Rev Over/(Under) Exp         | \$ 4,911   | \$ 7,416   | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -                 | n/a    |
| Beginning Fund Balance, 1/1 |                              | \$ 355,610 | \$ 360,520 | \$ 355,610 | \$ 367,936 | \$ 367,936 | \$ 367,936 | \$ 367,936 | \$ -                 | 0.0%   |
| Ending Fund Balance, 12/31  |                              | \$ 360,520 | \$ 367,936 | \$ 355,610 | \$ 367,936 | \$ 367,936 | \$ 367,936 | \$ 367,936 | \$ -                 | 0.0%   |

## 308: PAEC CAPITAL PROJECTS FUND

## PURPOSE/DESCRIPTION:

The Performing Arts and Event Center Fund accounts for the receipt and disbursement related to capital project revenue received. The City adopted PAEC Capital Projects Fund to incorporate in the revised 2014 Budget.

The following tables present a sources and uses summary of the PAEC Capital Projects Fund. The project was substantially completed in 2018.

## SOURCES AND USES:

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020    |          |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|----------------------|-----------------------------|----------------|----------------|---------|----------|-----------|------------------|------------------|----------------------|-------|
|                      |                             |                |                | Adopted | Adjusted | Projected |                  |                  | \$ Chg               | % Chg |
| Revenue Summary:     |                             |                |                |         |          |           |                  |                  |                      |       |
| 33X                  | Intergovernmental           | \$ 80,440      | \$ 813,789     | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |
| 36X                  | Miscellaneous               | -              | 785            | -       | -        | -         | -                | -                | -                    | n/a   |
| 39X                  | Other Financing Sources     | 1,000,000      | 6,608,971      | -       | -        | -         | -                | -                | -                    | n/a   |
|                      | Total Revenues:             | \$ 1,080,440   | \$ 7,423,546   | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |
| Expenditure Summary: |                             |                |                |         |          |           |                  |                  |                      |       |
| 308                  | Performing Arts & Event Ctr | \$ 307,046     | \$ 71,989      | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | -                    | n/a   |
|                      | Total Expenditures:         | \$ 307,046     | \$ 71,989      | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |
|                      | Rev Over/(Under) Exp        | \$ 773,394     | \$ 7,351,556   | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |
|                      | Beginning Fund Balance, 1/1 | \$ (8,124,951) | \$ (7,351,556) | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |
|                      | Ending Fund Balance, 12/31  | \$ (7,351,556) | \$ (0)         | \$ -    | \$ -     | \$ -      | \$ -             | \$ -             | \$ -                 | n/a   |

## EXPENDITURES BY OBJECT SUMMARY:

| Code          | Item                       | 2018<br>Actual    | 2019<br>Actual   | 2020        |             |             | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |            |
|---------------|----------------------------|-------------------|------------------|-------------|-------------|-------------|------------------|------------------|----------------------|------------|
|               |                            |                   |                  | Adopted     | Adjusted    | Projected   |                  |                  | \$ Chg               | % Chg      |
| Expenditures: |                            |                   |                  |             |             |             |                  |                  |                      |            |
| 3XX           | Supplies                   | 92,241            | -                | -           | -           | -           | -                | -                | -                    | n/a        |
| 4XX           | Services and Charges       | 33,811            | 19,687           | -           | -           | -           | -                | -                | -                    | n/a        |
| 6XX           | Capital Outlay             | 180,994           | 52,302           | -           | -           | -           | -                | -                | -                    | n/a        |
|               | <b>Total Expenditures:</b> | <b>\$ 307,046</b> | <b>\$ 71,989</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>          | <b>n/a</b> |

**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                  | 2018         | 2019         | 2020         |              |              | 2021         | 2022           | 21 Proposed - 20 Adj |         |
|-----------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------------|---------|
|                             |                       | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |                | \$ Chg               | % Chg   |
| Revenue Summary:            |                       |              |              |              |              |              |              |                |                      |         |
| 33X                         | Intergovernmental     | \$ 48,504    | \$ 31,718    | \$ 139,670   | \$ 139,670   | \$ 139,670   | \$ -         | \$ -           | \$ (139,670)         | -100.0% |
| 34X                         | Charges for Services  | 4,172,341    | 4,370,049    | 4,047,198    | 4,289,712    | 4,289,712    | 5,938,201    | 4,927,775      | 1,648,489            | 38.4%   |
| 35X                         | Fines and Penalties   | -            | 65,680       | -            | -            | -            | -            | -              | -                    | n/a     |
| 36X                         | Miscellaneous         | 45,906       | 78,923       | 3,000        | 3,000        | 3,000        | 3,000        | 3,000          | -                    | 0.0%    |
|                             | Total Revenues:       | \$ 4,266,752 | \$ 4,546,370 | \$ 4,189,868 | \$ 4,432,382 | \$ 4,432,382 | \$ 5,941,201 | \$ 4,930,775   | \$ 1,508,819         | 34.0%   |
| Expenditure Summary:        |                       |              |              |              |              |              |              |                |                      |         |
| 620                         | Engineering           | \$ 2,330,340 | \$ 2,315,757 | \$ 2,477,978 | \$ 2,552,234 | \$ 2,552,234 | \$ 2,540,002 | \$ 2,562,454   | \$ (12,232)          | -0.5%   |
| 630                         | Water Quality         | 340,016      | 330,212      | 430,588      | 407,061      | 407,061      | 491,122      | 495,260        | 84,060               | 20.7%   |
| 640                         | Maintenance           | 1,184,930    | 1,128,949    | 1,184,437    | 1,322,525    | 1,322,525    | 1,442,912    | 1,463,377      | 120,387              | 9.1%    |
| 650                         | Steel Lake Management | 13,974       | 15,163       | 18,928       | 18,928       | 18,928       | 18,928       | 18,928         | -                    | 0.0%    |
| 660                         | North Lake Management | 8,448        | 22,774       | 14,088       | 14,088       | 14,088       | 14,088       | 14,088         | -                    | 0.0%    |
| 680                         | Debt Service          | 98,042       | 97,081       | 98,042       | 1,922        | 1,922        | 1,922        | 1,922          | -                    | 0.0%    |
| 597                         | Trsfr Out - CIP Fund  | -            | -            | -            | 533,487      | 533,487      | 993,068      | 1,560,000      | 459,581              | 86.1%   |
|                             | Total Expenditures:   | \$ 3,975,750 | \$ 3,909,935 | \$ 4,224,061 | \$ 4,850,245 | \$ 4,850,245 | \$ 5,502,041 | \$ 6,116,029   | \$ 651,796           | 13.4%   |
|                             | Rev Over/(Under) Exp  | \$ 291,002   | \$ 636,435   | \$ (34,193)  | \$ (417,863) | \$ (417,863) | \$ 439,160   | \$ (1,185,254) | \$ 857,023           | -205.1% |
| Beginning Fund Balance, 1/1 |                       | \$ 2,082,541 | \$ 2,373,543 | \$ 1,080,925 | \$ 3,009,977 | \$ 3,009,977 | \$ 2,592,114 | \$ 3,031,274   | \$ (417,863)         | -13.9%  |
| Ending Fund Balance, 12/31  |                       | \$ 2,373,543 | \$ 3,009,977 | \$ 1,046,732 | \$ 2,592,114 | \$ 2,592,114 | \$ 3,031,274 | \$ 1,846,020   | \$ 439,160           | 16.9%   |

## 401: SURFACE WATER MANAGEMENT FUND (continued)

## EXPENDITURES BY OBJECT SUMMARY:

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |        |
| 1XX                 | Salaries & Wages        | \$ 1,592,497   | \$ 1,567,811   | \$ 1,761,811 | \$ 1,761,811 | \$ 1,761,811 | \$ 2,033,656     | \$ 2,088,664     | \$ 271,845           | 15.4%  |
| 2XX                 | Benefits                | 599,523        | 599,632        | 602,250      | 602,250      | 602,250      | 629,709          | 646,157          | 27,460               | 4.6%   |
| 3XX                 | Supplies                | 127,946        | 159,793        | 98,845       | 115,195      | 115,195      | 164,595          | 135,195          | 49,400               | 42.9%  |
| 4XX                 | Services and Charges    | 413,610        | 432,438        | 601,096      | 765,107      | 765,107      | 690,988          | 695,988          | (74,119)             | -9.7%  |
| 5XX                 | Intergovernmental       | 329,042        | 238,193        | 277,422      | 285,878      | 285,878      | 286,650          | 286,650          | 772                  | 0.3%   |
| 7XX                 | Debt Service-Principal  | 96,120         | 96,120         | 96,120       | -            | -            | -                | -                | -                    | n/a    |
| 8XX                 | Debt Service-Interest   | 1,922          | 961            | 1,922        | 1,922        | 1,922        | 1,922            | 1,922            | -                    | 0.0%   |
| 9XX                 | Internal Services/Other | 815,090        | 814,987        | 784,596      | 784,596      | 784,596      | 701,453          | 701,453          | (83,143)             | -10.6% |
| 0XX                 | Other Financing Use     | -              | -              | -            | 533,487      | 533,487      | 993,068          | 1,560,000        | 459,581              | 86.1%  |
| Total Expenditures: |                         | \$ 3,975,750   | \$ 3,909,935   | \$ 4,224,061 | \$ 4,850,245 | \$ 4,850,245 | \$ 5,502,041     | \$ 6,116,029     | \$ 651,796           | 13.4%  |

## 402: DUMAS BAY CENTRE

**PURPOSE/DESCRIPTION:**

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

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

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

The City shall maintain a minimum of \$1,500,000 in a reserve set aside for equipment replacement, major building upgrades, and roof replacement of the Center.

The following tables present sources and uses summary and expenditure by object summary of the Dumas Bay Centre Fund.

**SOURCES AND USES:**

| Code                        | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|-----------------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                             |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:            |                         |                |                |              |              |              |                  |                  |                      |         |
| 34X                         | Charges for Services    | \$ 940         | \$ 6,249       | \$ 254       | \$ 254       | \$ 254       | \$ 254           | \$ 254           | \$ -                 | 0.0%    |
| 36X                         | Miscellaneous           | 885,453        | 919,668        | 764,997      | 359,407      | 359,407      | 784,897          | 834,897          | 425,490              | 118.4%  |
| 39X                         | Other Financing Sources | 123,501        | -              | 23,000       | 283,371      | 283,371      | 115,720          | 95,060           | (167,651)            | -59.2%  |
|                             | Total Revenues:         | \$ 1,009,894   | \$ 925,917     | \$ 788,251   | \$ 643,032   | \$ 643,032   | \$ 900,871       | \$ 930,211       | \$ 257,839           | 40.1%   |
| Expenditure Summary:        |                         |                |                |              |              |              |                  |                  |                      |         |
| 101/102                     | Dumas Bay Centre        | \$ 856,097     | \$ 906,668     | \$ 677,872   | \$ 736,487   | \$ 736,487   | \$ 893,272       | \$ 922,610       | \$ 156,784           | 21.3%   |
| 352                         | Knutzen Family Theatre  | 77,345         | 3,888          | 7,600        | 7,600        | 7,600        | 7,600            | 7,600            | -                    | 0.0%    |
|                             | Total Expenditures:     | \$ 933,442     | \$ 910,556     | \$ 685,472   | \$ 744,087   | \$ 744,087   | \$ 900,872       | \$ 930,210       | \$ 156,784           | 21.1%   |
|                             | Rev Over/(Under) Exp    | \$ 76,452      | \$ 15,361      | \$ 102,779   | \$ (101,055) | \$ (101,055) | \$ (1)           | \$ 1             | \$ 101,055           | -100.0% |
| Beginning Fund Balance, 1/1 |                         | \$ 1,509,243   | \$ 1,585,695   | \$ 1,602,779 | \$ 1,601,056 | \$ 1,601,056 | \$ 1,500,000     | \$ 1,500,000     | \$ (101,055)         | -6.3%   |
| Ending Fund Balance, 12/31  |                         | \$ 1,585,695   | \$ 1,601,056   | \$ 1,705,557 | \$ 1,500,000 | \$ 1,500,000 | \$ 1,500,000     | \$ 1,500,000     | \$ (1)               | 0.0%    |

**EXPENDITURE BY OBJECT SUMMARY:**

| Code                | Item                    | 2018       | 2019       | 2020       |            |            | 2021       | 2022       | 21 Proposed - 20 Adj |        |
|---------------------|-------------------------|------------|------------|------------|------------|------------|------------|------------|----------------------|--------|
|                     |                         | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed   | Proposed   | \$ Chg               | % Chg  |
| Expenditures:       |                         |            |            |            |            |            |            |            |                      |        |
| 1XX                 | Salaries & Wages        | \$ 348,340 | \$ 347,239 | \$ 298,278 | \$ 302,278 | \$ 302,278 | \$ 372,570 | \$ 375,714 | \$ 70,292            | 23.3%  |
| 2XX                 | Benefits                | 121,664    | 116,870    | 82,035     | 82,035     | 82,035     | 84,520     | 85,714     | 2,484                | 3.0%   |
| 3XX                 | Supplies                | 189,355    | 230,553    | 122,036    | 94,036     | 94,036     | 197,036    | 197,036    | 103,000              | 109.5% |
| 4XX                 | Services and Charges    | 228,975    | 181,862    | 128,459    | 211,074    | 211,074    | 203,359    | 228,359    | (7,715)              | -3.7%  |
| 5XX                 | Intergovernmental       | 895        | 921        | 4,200      | 4,200      | 4,200      | 4,200      | 4,200      | -                    | 0.0%   |
| 9XX                 | Internal Services/Other | 44,213     | 33,111     | 50,464     | 50,464     | 50,464     | 39,187     | 39,187     | (11,277)             | -22.3% |
| Total Expenditures: |                         | \$ 933,442 | \$ 910,556 | \$ 685,472 | \$ 744,087 | \$ 744,087 | \$ 900,872 | \$ 930,210 | \$ 156,784           | 21.1%  |

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

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

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

The City will maintain a reserve in an amount of not less than one year's expenditure from prior year or \$1.2 million.

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

**SOURCES AND USES:**

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                      |                             |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                             |                |                |              |              |              |                  |                  |                      |        |
| 34X                  | Charges for Services        | \$ 1,035,343   | \$ 1,103,040   | \$ 1,103,040 | \$ 1,103,040 | \$ 1,103,040 | \$ 1,103,040     | \$ 1,103,040     | \$ -                 | 0.0%   |
| 36X                  | Miscellaneous               | 16,992         | 22,783         | 5,000        | 5,000        | 5,000        | 5,000            | 5,000            | -                    | 0.0%   |
| 37X                  | Proprietary Fund Revenues   | 112,798        | 112,162        | 58,000       | 58,000       | 58,000       | 88,000           | 88,000           | 30,000               | 51.7%  |
| 39X                  | Other Financing Sources     | -              | -              | -            | 813,692      | 813,692      | -                | -                | -                    | 0.0%   |
|                      | Total Revenues:             | \$ 1,165,133   | \$ 1,237,986   | \$ 1,166,040 | \$ 1,979,732 | \$ 1,979,732 | \$ 1,196,040     | \$ 1,196,040     | \$ 30,000            | 1.5%   |
| Expenditure Summary: |                             |                |                |              |              |              |                  |                  |                      |        |
| 4XX                  | Insurance Premiums          | \$ 502,280     | \$ 505,945     | \$ 554,049   | \$ 846,538   | \$ 846,538   | \$ 907,334       | \$ 940,794       | 60,796               | 7.2%   |
| 4XX                  | Claims                      | 571,554        | 747,969        | 797,033      | 1,233,023    | 1,233,023    | 515,928          | 493,231          | (717,095)            | -58.2% |
| 4XX                  | Services and Charges        | 69,410         | 77,021         | 102,850      | 52,700       | 52,700       | 52,250           | 52,250           | (450)                | -0.9%  |
| 0XX                  | Other Financing Use         | -              | -              | -            | 150,000      | 150,000      | -                | -                | -                    | 0.0%   |
|                      | Total Expenditures:         | \$ 1,143,244   | \$ 1,330,934   | \$ 1,453,932 | \$ 2,282,261 | \$ 2,282,261 | \$ 1,475,512     | \$ 1,486,275     | \$ (806,749)         | -35.3% |
|                      | Rev Over/(Under) Exp        | \$ 21,889      | \$ (92,949)    | \$ (287,892) | \$ (302,529) | \$ (302,529) | \$ (279,472)     | \$ (290,235)     | \$ 23,057            | -7.6%  |
|                      |                             |                |                |              |              |              |                  |                  |                      |        |
|                      | Beginning Fund Balance, 1/1 | \$ 1,573,589   | \$ 1,595,478   | \$ 912,108   | \$ 1,502,529 | \$ 1,502,529 | \$ 1,200,000     | \$ 920,528       | \$ (302,529)         | -20.1% |
|                      | Ending Fund Balance, 12/31  | \$ 1,595,478   | \$ 1,502,529   | \$ 624,216   | \$ 1,200,000 | \$ 1,200,000 | \$ 920,528       | \$ 630,293       | \$ (279,472)         | -23.3% |

**EXPENDITURE BY OBJECT SUMMARY:**

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                      |                |                |              |              |              |                  |                  |                      |         |
| 4XX                 | Services and Charges | 1,143,244      | 1,330,934      | 1,453,932    | 2,132,261    | 2,132,261    | 1,475,512        | 1,486,275        | (656,749)            | -30.8%  |
| 0XX                 | Other Financing Use  | -              | -              | -            | 150,000      | 150,000      | -                | -                | (150,000)            | -100.0% |
| Total Expenditures: |                      | \$ 1,143,244   | \$ 1,330,934   | \$ 1,453,932 | \$ 2,282,261 | \$ 2,282,261 | \$ 1,475,512     | \$ 1,486,275     | \$ (806,749)         | -35.3%  |



## 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                           | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|--------------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                      |                                |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                                |                |                |              |              |              |                  |                  |                      |         |
| 33X                  | Intergovernmental              | \$ 235,471     | \$ 20,901      | \$ -         | \$ -         | \$ -         | \$ -             | \$ -             | \$ -                 | n/a     |
| 34X                  | Charges for Services           | 2,147,817      | 2,231,803      | 2,246,053    | 2,431,108    | 2,431,108    | 2,670,180        | 2,691,687        | 239,072              | 9.8%    |
| 36X                  | Miscellaneous                  | 42,696         | 44,821         | 19,000       | 19,000       | 19,000       | 179,000          | 29,000           | 160,000              | 842.1%  |
| 39X                  | Other Financing Sources        | -              | -              | -            | -            | -            | -                | -                | -                    | n/a     |
|                      | Total Revenues:                | \$ 2,425,984   | \$ 2,297,525   | \$ 2,265,053 | \$ 2,450,108 | \$ 2,450,108 | \$ 2,849,180     | \$ 2,720,687     | \$ 399,072           | 16.3%   |
| Expenditure Summary: |                                |                |                |              |              |              |                  |                  |                      |         |
| 512-XX               | Court                          | \$ 82,067      | \$ 86,449      | \$ 92,936    | \$ 92,936    | \$ 92,936    | \$ 94,111        | \$ 94,111        | \$ 1,176             | 1.3%    |
| 518-88               | Data Processing                | 747,009        | 807,233        | 624,946      | 823,613      | 823,613      | 1,269,078        | 1,170,142        | 445,466              | 54.1%   |
| 518-95               | Government Access Channel      | 137,519        | 91,920         | 128,992      | 128,992      | 128,992      | 127,571          | 127,571          | (1,420)              | -1.1%   |
| 521-XX               | Police and Safecity            | 917,469        | 884,780        | 883,441      | 1,010,244    | 1,010,244    | 806,374          | 812,465          | (203,870)            | -20.2%  |
| 518-91               | Telecommunications             | 132,963        | 140,427        | 147,573      | 197,573      | 197,573      | 202,461          | 202,461          | 4,888                | 2.5%    |
| 518-93               | WiFi                           | 9,532          | 5,472          | 8,700        | 8,700        | 8,700        | 8,700            | 8,700            | -                    | 0.0%    |
| 518-94               | Geographic Information Systems | 266,166        | 315,881        | 266,543      | 266,543      | 266,543      | 287,355          | 292,158          | 20,813               | 7.8%    |
|                      | Total Expenditures:            | \$ 2,292,725   | \$ 2,332,162   | \$ 2,153,130 | \$ 2,528,600 | \$ 2,528,600 | \$ 2,795,652     | \$ 2,707,608     | \$ 267,052           | 10.6%   |
|                      | RevOver/(Under) Exp            | \$ 133,259     | \$ (34,636)    | \$ 111,923   | \$ (78,492)  | \$ (78,492)  | \$ 53,528        | \$ 13,079        | \$ 132,020           | -168.2% |
|                      | Beginning Fund Balance, 1/1    | \$ 3,620,350   | \$ 3,753,608   | \$ 3,491,379 | \$ 3,718,972 | \$ 3,718,972 | \$ 3,640,480     | \$ 3,694,008     | \$ (78,492)          | -2.1%   |
|                      | Ending Fund Balance, 12/31     | \$ 3,753,608   | \$ 3,718,972   | \$ 3,603,302 | \$ 3,640,480 | \$ 3,640,480 | \$ 3,694,008     | \$ 3,707,088     | \$ 53,528            | 1.5%    |

## EXPENDITURE BY OBJECT SUMMARY:

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                     |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                      |                |                |              |              |              |                  |                  |                      |        |
| 1XX                 | Salaries & Wages     | \$ 661,830     | \$ 667,071     | \$ 653,612   | \$ 754,167   | \$ 754,167   | \$ 787,591       | \$ 813,886       | \$ 33,424            | 4.4%   |
| 2XX                 | Benefits             | 240,776        | 243,884        | 233,955      | 233,955      | 233,955      | 280,176          | 282,565          | 46,221               | 19.8%  |
| 3XX                 | Supplies             | 41,075         | 19,107         | 44,406       | 52,518       | 52,518       | 44,406           | 44,406           | (8,112)              | -15.4% |
| 4XX                 | Services and Charges | 646,194        | 754,076        | 747,679      | 829,679      | 829,679      | 1,106,404        | 1,107,904        | 276,725              | 33.4%  |
| 5XX                 | Intergovernmental    | 135,213        | 142,109        | 134,278      | 156,778      | 156,778      | 156,778          | 156,778          | -                    | 0.0%   |
| 6XX                 | Capital Outlay       | 567,637        | 505,914        | 339,200      | 501,503      | 501,503      | 420,297          | 302,069          | (81,206)             | -16.2% |
| Total Expenditures: |                      | \$ 2,292,725   | \$ 2,332,162   | \$ 2,153,130 | \$ 2,528,600 | \$ 2,528,600 | \$ 2,795,652     | \$ 2,707,608     | \$ 267,052           | 10.6%  |

## 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                        | 2018<br>Actual | 2019<br>Actual | 2020        |             |             | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|----------------------|-----------------------------|----------------|----------------|-------------|-------------|-------------|------------------|------------------|----------------------|---------|
|                      |                             |                |                | Adopted     | Adjusted    | Projected   |                  |                  | \$ Chg               | % Chg   |
| Revenue Summary:     |                             |                |                |             |             |             |                  |                  |                      |         |
| 34X                  | Charges for Services        | \$ 171,505     | \$ 142,963     | \$ 135,947  | \$ 135,947  | \$ 135,947  | \$ 135,947       | \$ 135,947       | \$ -                 | 0.0%    |
| 36X                  | Miscellaneous               | 2,213          | 3,210          | -           | -           | -           | -                | -                | -                    | n/a     |
|                      | Total Revenues:             | \$ 173,718     | \$ 146,173     | \$ 135,947  | \$ 135,947  | \$ 135,947  | \$ 135,947       | \$ 135,947       | \$ -                 | 0.0%    |
| Expenditure Summary: |                             |                |                |             |             |             |                  |                  |                      |         |
| 503                  | Mail and Duplications       | \$ 151,353     | \$ 127,872     | \$ 148,152  | \$ 148,152  | \$ 148,152  | \$ 126,892       | \$ 185,007       | \$ (21,260)          | -14.4%  |
|                      | Total Expenditures:         | \$ 151,353     | \$ 127,872     | \$ 148,152  | \$ 148,152  | \$ 148,152  | \$ 126,892       | \$ 185,007       | \$ (21,260)          | -14.4%  |
|                      | Rev Over/(Under) Exp        | \$ 22,365      | \$ 18,301      | \$ (12,205) | \$ (12,205) | \$ (12,205) | \$ 9,055         | \$ (49,060)      | \$ 21,260            | -174.2% |
|                      |                             |                |                |             |             |             |                  |                  |                      |         |
|                      | Beginning Fund Balance, 1/1 | \$ 176,703     | \$ 199,068     | \$ 162,988  | \$ 217,369  | \$ 217,369  | \$ 205,164       | \$ 214,219       | \$ (12,205)          | -5.6%   |
|                      | Ending Fund Balance, 12/31  | \$ 199,068     | \$ 217,369     | \$ 150,783  | \$ 205,164  | \$ 205,164  | \$ 214,219       | \$ 165,159       | \$ 9,055             | 4.4%    |

## EXPENDITURE BY OBJECT SUMMARY:

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020       |            |            | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|----------------------|----------------|----------------|------------|------------|------------|------------------|------------------|----------------------|--------|
|                     |                      |                |                | Adopted    | Adjusted   | Projected  |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                      |                |                |            |            |            |                  |                  |                      |        |
| 3XX                 | Supplies             | \$ 17,571      | \$ 18,758      | \$ 21,650  | \$ 21,650  | \$ 21,650  | \$ 21,650        | \$ 21,650        | \$ -                 | 0.0%   |
| 4XX                 | Services and Charges | 97,158         | 80,216         | 89,851     | 89,851     | 89,851     | 89,851           | 89,851           | -                    | 0.0%   |
| 6XX                 | Capital Outlay       | 36,625         | 28,898         | 36,651     | 36,651     | 36,651     | 15,391           | 73,506           | (21,260)             | -58.0% |
| Total Expenditures: |                      | \$ 151,353     | \$ 127,872     | \$ 148,152 | \$ 148,152 | \$ 148,152 | \$ 126,892       | \$ 185,007       | \$ (21,260)          | -14.4% |

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

The Fleet and Equipment Fund was established to account for all costs associated with operating, maintaining and replacing the City's owned vehicles and other motorized equipment. This Fund shall own and depreciate all fund assets of this nature. Fleet and equipment user charges are allocated to the operating funds based on amount of equipment in a given department.

The City will maintain Fleet and Equipment Fund adequately to fund replacement of vehicles and other equipment at their scheduled replacement time.

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

**SOURCES AND USES:**

| Code                 | Item                        | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|--------|
|                      |                             |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                             |                |                |              |              |              |                  |                  |                      |        |
| 34X                  | Charges for Services        | \$ 1,945,220   | \$ 2,167,706   | \$ 2,220,329 | \$ 2,220,329 | \$ 2,220,329 | \$ 2,220,329     | \$ 2,220,329     | \$ -                 | 0.0%   |
| 36X                  | Miscellaneous               | 79,294         | 96,124         | 80,315       | 80,315       | 80,315       | 80,315           | 80,315           | -                    | 0.0%   |
| 39X                  | Other Financing Sources     | 15,396         | 36,429         | -            | 105,000      | 105,000      | 545,500          | -                | 440,500              | 419.5% |
|                      | Total Revenues:             | \$ 2,039,910   | \$ 2,300,260   | \$ 2,300,644 | \$ 2,405,644 | \$ 2,405,644 | \$ 2,846,144     | \$ 2,300,644     | \$ 440,500           | 18.3%  |
| Expenditure Summary: |                             |                |                |              |              |              |                  |                  |                      |        |
| 548                  | City Hall                   | \$ 362,551     | \$ 843,775     | \$ 904,824   | \$ 1,551,976 | \$ 1,551,976 | \$ 1,612,984     | \$ 562,732       | \$ 61,008            | 3.9%   |
| 521                  | Police                      | 1,120,632      | 1,275,854      | 821,169      | 1,147,465    | 1,147,465    | 1,516,120        | 1,357,169        | 368,655              | 32.1%  |
|                      | Total Expenditures:         | \$ 1,483,183   | \$ 2,119,629   | \$ 1,725,993 | \$ 2,699,441 | \$ 2,699,441 | \$ 3,129,104     | \$ 1,919,901     | \$ 429,663           | 15.9%  |
|                      | Rev Over/(Under) Exp        | \$ 556,727     | \$ 180,631     | \$ 574,651   | \$ (293,797) | \$ (293,797) | \$ (282,960)     | \$ 380,743       | \$ 10,837            | -3.7%  |
|                      |                             |                |                |              |              |              |                  |                  |                      |        |
|                      | Beginning Fund Balance, 1/1 | \$ 7,071,466   | \$ 7,628,193   | \$ 8,843,269 | \$ 7,808,824 | \$ 7,808,824 | \$ 7,515,027     | \$ 7,232,067     | \$ (293,797)         | -3.8%  |
|                      | Ending Fund Balance, 12/31  | \$ 7,628,193   | \$ 7,808,824   | \$ 9,417,920 | \$ 7,515,027 | \$ 7,515,027 | \$ 7,232,067     | \$ 7,612,809     | \$ (282,960)         | -3.8%  |

**EXPENDITURE BY OBJECT SUMMARY:**

| Code                | Item                    | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|---------|
|                     |                         |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg   |
| Expenditures:       |                         |                |                |              |              |              |                  |                  |                      |         |
| 1XX                 | Salaries & Wages        | \$ 33,779      | \$ 57,593      | \$ 49,440    | \$ 49,440    | \$ 49,440    | \$ 62,364        | \$ 65,172        | \$ 12,924            | 26.1%   |
| 2XX                 | Benefits                | 18,367         | 36,283         | 18,787       | 18,787       | 18,787       | 23,698           | 24,765           | 4,911                | 26.1%   |
| 3XX                 | Supplies                | 454,686        | 477,434        | 524,597      | 524,597      | 524,597      | 524,597          | 524,597          | -                    | 0.0%    |
| 4XX                 | Services and Charges    | 374,878        | 480,820        | 342,302      | 342,302      | 342,302      | 342,302          | 342,302          | -                    | 0.0%    |
| 5XX                 | Intergovernmental       | 565            | 287            | 350          | 350          | 350          | 350              | 350              | -                    | 0.0%    |
| 6XX                 | Capital Outlay          | 600,910        | 1,067,211      | 788,712      | 1,762,160    | 1,762,160    | 2,175,793        | 962,715          | 413,633              | 23.5%   |
| 9XX                 | Internal Services/Other | -              | -              | 1,805        | 1,805        | 1,805        | -                | -                | (1,805)              | -100.0% |
| Total Expenditures: |                         | \$ 1,483,183   | \$ 2,119,629   | \$ 1,725,993 | \$ 2,699,441 | \$ 2,699,441 | \$ 3,129,104     | \$ 1,919,901     | \$ 429,663           | 15.9%   |

See page F-2 for a listing of funded equipment.

## 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                    | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |        |
|-----------------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|--------|
|                             |                         | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg  |
| Revenue Summary:            |                         |              |              |              |              |              |              |              |                      |        |
| 34X                         | Charges for Services    | \$ 489,696   | \$ 507,696   | \$ 489,696   | \$ 489,696   | \$ 489,696   | \$ 489,696   | \$ 489,696   | \$ -                 | 0.0%   |
| 36X                         | Miscellaneous           | 62,406       | 53,325       | 659          | 659          | 659          | 659          | 659          | -                    | 0.0%   |
| 39X                         | Other Financing Sources | 500,000      | -            | -            | -            | -            | -            | -            | -                    | n/a    |
|                             | Total Revenues:         | \$ 1,052,102 | \$ 561,021   | \$ 490,355   | \$ 490,355   | \$ 490,355   | \$ 490,355   | \$ 490,355   | \$ -                 | 0.0%   |
| Expenditure Summary:        |                         |              |              |              |              |              |              |              |                      |        |
| 521-XX                      | Police                  | \$ 2,615     | \$ 661       | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                 | n/a    |
| 518-3X                      | City Hall               | 385,272      | 444,270      | 367,059      | 584,059      | 584,059      | 463,521      | 465,505      | (120,538)            | -20.6% |
| 576-80                      | Shop                    | 133,785      | 159,077      | 110,699      | 110,699      | 110,699      | 118,548      | 122,837      | 7,849                | 7.1%   |
| 576-81                      | Annex                   | 2,970        | 3,545        | 5,330        | 5,330        | 5,330        | 5,624        | 5,785        | 295                  | 5.5%   |
| 597-80                      | Transfer Out            | -            | -            | -            | -            | -            | 562,414      | -            | 562,414              | n/a    |
|                             | Total Expenditures:     | \$ 524,642   | \$ 607,554   | \$ 483,088   | \$ 700,088   | \$ 700,088   | \$ 1,150,108 | \$ 594,127   | \$ 450,020           | 64.3%  |
|                             | Rev Over/(Under) Exp    | \$ 527,460   | \$ (46,532)  | \$ 7,267     | \$ (209,733) | \$ (209,733) | \$ (659,753) | \$ (103,772) | \$ (450,020)         | 214.6% |
| Beginning Fund Balance, 1/1 |                         | \$ 2,492,330 | \$ 3,019,790 | \$ 2,504,464 | \$ 2,973,258 | \$ 2,973,258 | \$ 2,763,525 | \$ 2,103,772 | \$ (209,733)         | -7.1%  |
| Ending Fund Balance, 12/31  |                         | \$ 3,019,790 | \$ 2,973,258 | \$ 2,511,731 | \$ 2,763,525 | \$ 2,763,525 | \$ 2,103,772 | \$ 2,000,000 | \$ (659,753)         | -23.9% |

## EXPENDITURE BY OBJECT SUMMARY:

| Code                | Item                    | 2018       | 2019       | 2020       |            |            | 2021         | 2022       | 21 Proposed - 20 Adj |         |
|---------------------|-------------------------|------------|------------|------------|------------|------------|--------------|------------|----------------------|---------|
|                     |                         | Actual     | Actual     | Adopted    | Adjusted   | Projected  | Proposed     | Proposed   | \$ Chg               | % Chg   |
| Expenditures:       |                         |            |            |            |            |            |              |            |                      |         |
| 1XX                 | Salaries & Wages        | \$ 85,112  | \$ 98,936  | \$ 82,026  | \$ 82,026  | \$ 82,026  | \$ 161,346   | \$ 166,008 | \$ 79,320            | 96.7%   |
| 2XX                 | Benefits                | 52,913     | 51,677     | 31,170     | 31,170     | 31,170     | 61,311       | 63,083     | 30,141               | 96.7%   |
| 3XX                 | Supplies                | 36,697     | 51,386     | 28,809     | 28,809     | 28,809     | 28,809       | 28,809     | -                    | 0.0%    |
| 4XX                 | Services and Charges    | 349,920    | 405,410    | 336,227    | 553,227    | 553,227    | 336,227      | 336,227    | (217,000)            | -39.2%  |
| 5XX                 | Intergovernmental       | -          | 144        | -          | -          | -          | -            | -          | -                    | n/a     |
| 9XX                 | Internal Services/Other | -          | -          | 4,856      | 4,856      | 4,856      | -            | -          | (4,856)              | -100.0% |
| 0XX                 | Other Financing Use     | -          | -          | -          | -          | -          | 562,414      | -          | 562,414              | 100.0%  |
| Total Expenditures: |                         | \$ 524,642 | \$ 607,554 | \$ 483,088 | \$ 700,088 | \$ 700,088 | \$ 1,150,108 | \$ 594,127 | \$ 450,020           | 64.3%   |

**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                          | 2018         | 2019         | 2020         |              |              | 2021         | 2022         | 21 Proposed - 20 Adj |       |
|----------------------|-------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------|
|                      |                               | Actual       | Actual       | Adopted      | Adjusted     | Projected    |              |              | \$ Chg               | % Chg |
| Revenue Summary:     |                               |              |              |              |              |              |              |              |                      |       |
| 34X                  | Charges for Services          | \$ 4,515,537 | \$ 4,649,959 | \$ 4,556,000 | \$ 4,556,000 | \$ 4,556,000 | \$ 4,556,000 | \$ 4,556,000 | \$ -                 | 0.0%  |
| 36X                  | Miscellaneous                 | 31,992       | 50,753       | 10,800       | 10,800       | 10,800       | 10,800       | 10,800       | -                    | 0.0%  |
| 37X                  | Proprietary Fund Revenues     | 482,308      | 281,299      | 400,000      | 400,000      | 400,000      | 400,000      | 400,000      | -                    | 0.0%  |
|                      | Total Operating Revenues:     | \$ 5,029,837 | \$ 4,982,011 | \$ 4,966,800 | \$ 4,966,800 | \$ 4,966,800 | \$ 4,966,800 | \$ 4,966,800 | \$ -                 | 0.0%  |
| Expenditure Summary: |                               |              |              |              |              |              |              |              |                      |       |
| 550                  | Self Health Insurance         | \$ 4,639,743 | \$ 4,264,644 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ -                 | 0.0%  |
|                      | Total Operating Expenditures: | \$ 4,639,743 | \$ 4,264,644 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ -                 | 0.0%  |
|                      | Oper Rev Over/(Under) Exp     | \$ 390,094   | \$ 717,367   | \$ (289,926) | \$ (289,926) | \$ (289,926) | \$ (289,926) | \$ (289,926) | \$ -                 | 0.0%  |
|                      | Beginning Fund Balance, 1/1   | \$ 2,550,138 | \$ 2,940,231 | \$ 1,191,887 | \$ 3,657,598 | \$ 3,657,598 | \$ 3,367,672 | \$ 3,077,746 | \$ (289,926)         | -7.9% |
|                      | Ending Fund Balance, 12/31    | \$ 2,940,231 | \$ 3,657,598 | \$ 901,961   | \$ 3,367,672 | \$ 3,367,672 | \$ 3,077,746 | \$ 2,787,820 | \$ (289,926)         | -8.6% |

**EXPENDITURE BY OBJECT SUMMARY:**

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020         |              |              | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |       |
|---------------------|----------------------|----------------|----------------|--------------|--------------|--------------|------------------|------------------|----------------------|-------|
|                     |                      |                |                | Adopted      | Adjusted     | Projected    |                  |                  | \$ Chg               | % Chg |
| Expenditures:       |                      |                |                |              |              |              |                  |                  |                      |       |
| 4XX                 | Services and Charges | \$ 4,638,124   | \$ 4,263,033   | \$ 5,226,726 | \$ 5,226,726 | \$ 5,226,726 | \$ 5,226,726     | \$ 5,226,726     | -                    | 0%    |
| 5XX                 | Intergovernmental    | 1,620          | 1,611          | 30,000       | 30,000       | 30,000       | 30,000           | 30,000           | -                    | 0%    |
| Total Expenditures: |                      | \$ 4,639,743   | \$ 4,264,644   | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726 | \$ 5,256,726     | \$ 5,256,726     | \$ -                 | 0.0%  |

**507: UNEMPLOYMENT INSURANCE FUND****PURPOSE/DESCRIPTION:**

The Unemployment Insurance Fund 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                        | 2018<br>Actual | 2019<br>Actual | 2020        |             |             | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|----------------------|-----------------------------|----------------|----------------|-------------|-------------|-------------|------------------|------------------|----------------------|--------|
|                      |                             |                |                | Adopted     | Adjusted    | Projected   |                  |                  | \$ Chg               | % Chg  |
| Revenue Summary:     |                             |                |                |             |             |             |                  |                  |                      |        |
| 34X                  | Charges for Services        | \$ 34          | \$ -           | \$ -        | \$ -        | \$ -        | \$ -             | \$ -             | \$ -                 | n/a    |
| 36X                  | Miscellaneous               | 3,757          | 4,219          | 5,000       | 5,000       | 5,000       | 5,299            | 6,000            | 299                  | 6.0%   |
|                      | Total Revenues:             | \$ 3,792       | \$ 4,219       | \$ 5,000    | \$ 5,000    | \$ 5,000    | \$ 5,299         | \$ 6,000         | \$ 299               | 6.0%   |
| Expenditure Summary: |                             |                |                |             |             |             |                  |                  |                      |        |
| 507                  | Unemployment Insurance      | \$ 84,004      | \$ 9,634       | \$ 20,000   | \$ 20,000   | \$ 20,000   | \$ 10,000        | \$ 10,000        | \$ (10,000)          | -50.0% |
|                      | Total Expenditures:         | \$ 84,004      | \$ 9,634       | \$ 20,000   | \$ 20,000   | \$ 20,000   | \$ 10,000        | \$ 10,000        | \$ (10,000)          | -50.0% |
|                      | Rev Over/(Under) Exp        | \$ (80,212)    | \$ (5,415)     | \$ (15,000) | \$ (15,000) | \$ (15,000) | \$ (4,701)       | \$ (4,000)       | \$ 10,299            | -68.7% |
|                      | Beginning Fund Balance, 1/1 | \$ 359,328     | \$ 279,116     | \$ 265,328  | \$ 273,701  | \$ 273,701  | \$ 258,701       | \$ 254,000       | \$ (15,000)          | -5.5%  |
|                      | Ending Fund Balance, 12/31  | \$ 279,116     | \$ 273,701     | \$ 250,328  | \$ 258,701  | \$ 258,701  | \$ 254,000       | \$ 250,000       | \$ (4,701)           | -1.8%  |

**EXPENDITURE BY OBJECT SUMMARY:**

| Code                | Item                 | 2018<br>Actual | 2019<br>Actual | 2020      |           |           | 2021<br>Proposed | 2022<br>Proposed | 21 Proposed - 20 Adj |        |
|---------------------|----------------------|----------------|----------------|-----------|-----------|-----------|------------------|------------------|----------------------|--------|
|                     |                      |                |                | Adopted   | Adjusted  | Projected |                  |                  | \$ Chg               | % Chg  |
| Expenditures:       |                      |                |                |           |           |           |                  |                  |                      |        |
| 4XX                 | Services and Charges | \$ 84,004      | \$ 9,634       | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 10,000        | \$ 10,000        | (10,000)             | -50%   |
| Total Expenditures: |                      | \$ 84,004      | \$ 9,634       | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 10,000        | \$ 10,000        | \$ (10,000)          | -50.0% |

## 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 2020. Project costs and the allocation of future resources beyond the current 2021-2022 biennium are proposed as an integral part of the plan and will be reviewed and updated during each subsequent biennium.

### *CIP Programs*

The Federal Way CIP projects are organized into three program areas: Parks System; Surface Water Management System; and Transportation System.

### Definition

The City defines a CIP Project to be any project that possesses all of the following characteristics:

- ♦ Exceeds an estimated cost of \$25,000;
- ♦ 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 \$150 million in non-voted bond capacity; \$120 million in voter-approved general purpose bond capacity; and \$299 million in voter-approved open space and park bond capacity as of December 31, 2019.
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 2021/2022 for capital projects.
4. REET – The City receives a 0.5% Real Estate Excise Tax from real estate transactions in the city. This revenue is restricted by law and can only be used for capital projects that are identified in the city's Capital Investment Plan.

Currently REET revenue is budgeted at \$3.6 million per year.

REET collections projected in 2021-2022 is allocated as follows:

- Federal Way Community Center Debt Service – \$817K in 2021 and \$820K in 2022;

- Target Property Debt Service – \$715K in 2021 and \$640K in 2022;
- PAEC Debt Service – \$553K in 2021 and \$554K in 2022;
- SCORE Debt Service – \$525K in 2021 and \$526K in 2022;
- Transportation CIP - \$0.35M in 2021.
- Arterial Street Overlay - \$1.0M per year in 2021 and 2022.

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 – 2020 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 \$237.3 million, consists of: \$214.2 million in transportation/street overlay projects (of which \$115.3 million is unfunded), \$0.6 million in Parks Projects, and \$22.5 million in Surface Water projects (of which \$8.2 million is unfunded).

#### ***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. 2021/22 FUNDING RECOMMENDATION**

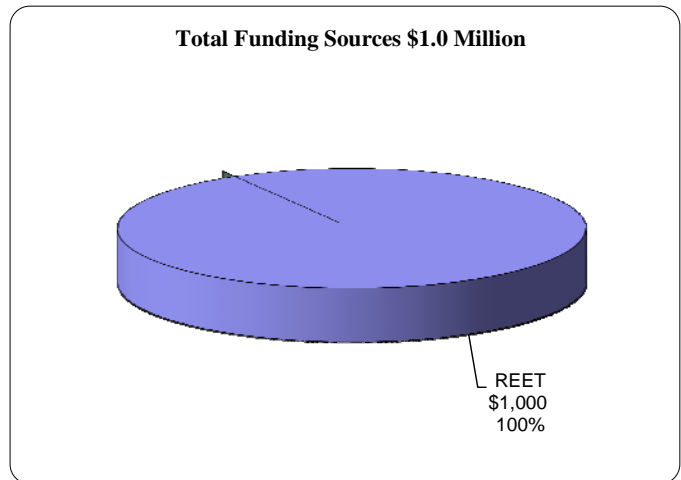
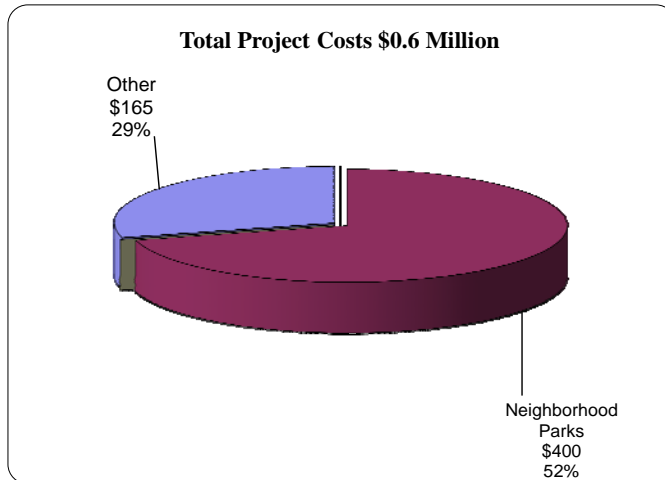
The Proposed Capital Funding Plan totals \$27.5 million in 2021/22.

- a. Implement \$0.56M in Parks improvements by using funding already within the Parks CIP fund to fund the 2021/2022 projects.
- b. Implement \$3.1M in Surface Water Management improvements by using \$2.6M in user fees from prior years combined with \$0.5M in grants in 2019/20.
- c. Implement \$23.8M in Transportation improvements & Arterial Street Overlay by providing funding in 2021/22 totaling \$23.8M including \$2.4 million REET; \$1.7 million fuel tax; \$10.9 million in grants anticipated/received, \$3.9 million in Mitigation/Traffic Impact funds anticipated/received, and \$3.1 million from utility solid waste utility tax, \$0.9 million from arterial street overlay fuel tax, \$1.0 million in LIFT sales tax.



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

(dollars in thousands)



| Funding Sources By Year      |  | L-T-D Thru<br>2020 | Proposed    |             | Planned       |               |               |               | Total           |
|------------------------------|--|--------------------|-------------|-------------|---------------|---------------|---------------|---------------|-----------------|
|                              |  |                    | 2021        | 2022        | 2023          | 2024          | 2025          | 2026          |                 |
| Real Estate Excise Tax       |  | \$ 500             | \$ -        | \$ -        | \$ 150        | \$ 150        | \$ 100        | \$ 100        | \$ 1,000        |
| <b>Subtotal City Sources</b> |  | <b>\$ 500</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 1,000</b> |

**Project By Year:**

| Priority                               | Proj. # | Project Name                           | L-T-D Thru<br>2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total         |
|--|---------|--|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|
| 1                                      | 129     | Major Maint & Impr - Existing Park Fac | -                  | 90            | 75            | -           | -           | -           | -           | 165           |
| 1                                      | 132     | Annual Playground Rep& Repl Prog       | -                  | 100           | 300           | -           | -           | -           | -           | 400           |
| <b>Total Project Costs</b>             |         |  | <b>\$ -</b>        | <b>\$ 190</b> | <b>\$ 375</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 565</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>   |

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 |
| <p><b>Project Description:</b></p> <ul style="list-style-type: none"> <li>* Sport lighting repairs.</li> <li>* Asphalt repairs - parking lots and paths.</li> <li>* Hard surface court repairs - tennis and basketball courts.</li> <li>* Roof repair.</li> <li>* Miscellaneous park repairs.</li> <li>* HVAC and pump upgrade and repairs.</li> <li>* Security system upgrade and repairs.</li> <li>* Renovate or replace turf on sports fields.</li> <li>* Re-lamping</li> <li>* Asphalt trail repairs</li> <li>* Demo of Brooklake out buildings</li> </ul> <p style="text-align: right; margin-right: 100px;">There is no M&amp;O impact on operating funds.</p> <p><b>Note:</b> This account is used for major repairs or improvement projects that would not be able to be absorbed by our operations budget. Additionally, we are requesting carrying forward the account balance at the end of 2020 into 2021-2022 budget cycle</p> |  |                       |     |
| <b>Prior Council Review/Approval:</b>   |  |                       |     |

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

| CIP Funds - Expenses      | L-T-D Thru<br>2020 | 2021         | 2022         | 2023        | 2024        | 2025        | 2026        | Project<br>Total |
|---------------------------|--------------------|--------------|--------------|-------------|-------------|-------------|-------------|------------------|
| Construction              | \$ -               | \$ 90        | \$ 75        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 165           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 90</b> | <b>\$ 75</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 165</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<br>2020 | 2021        | 2022        | 2023         | 2024         | 2025         | 2026         | Project<br>Total |
|----------------------------|--------------------|-------------|-------------|--------------|--------------|--------------|--------------|------------------|
| Real Estate Excise Tax     | \$ 100             | \$ -        | \$ -        | \$ 50        | \$ 50        | \$ 50        | \$ 50        | \$ 300           |
| <b>Total CIP Resources</b> | <b>\$ 100</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 300</b>    |

| Impact on Operating Funds       | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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><br>This is our playground repair and replacement account and we would like to carry forward the balance at the end of 2020 into the 2021-2022 budget cycle.<br>1. Alderbrook Park, Celebration Park, and Heritage Woods are the next three playground slated for replacement that are in fair condition and current funding will not be adequate. 2. With increased use of parks we are having increased wear, tear and vandalism which have had a sharp increase on maintenance costs to keep them safety compliant. |  |                       |     |
| <b>Prior Council Review/Approval:</b>   |  |                       |     |

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

| CIP Funds - Expenses      | L-T-D Thru<br>2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Project<br>Total |
|---------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|------------------|
| Construction              | \$ -               | \$ 100        | \$ 300        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 400           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 100</b> | <b>\$ 300</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 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<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Project<br>Total |
|----------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|
| Real Estate Excise Tax     | \$ 400             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 400           |
| <b>Total CIP Resources</b> | <b>\$ 400</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 400</b>    |

| Impact on Operating Funds       | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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><br>This is the our account to for trail & pedestrian improvements with asphalt repairs being needed at multiple locations.<br>We are putting money into the account to build up and be prepared when the time comes. |  |                       |     |
| <b>Prior Council Review/Approval:</b>  |  |                       |     |

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

| CIP Funds - Expenses      | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Project<br>Total |
|---------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|
| Construction              | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</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<br>2020 | 2021        | 2022        | 2023         | 2024         | 2025         | 2026         | Project<br>Total |
|----------------------------|--------------------|-------------|-------------|--------------|--------------|--------------|--------------|------------------|
| Real Estate Excise Tax     | \$ -               | \$ -        | \$ -        | \$ 50        | \$ 50        | \$ 50        | \$ 50        | \$ 200           |
| <b>Total CIP Resources</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 200</b>    |

| Impact on Operating Funds       | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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><br>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.<br><br>\$300K was moved from this project in 2015 to fund the Karl Grosch Field Turf Replacemnt project. |                             |                       |     |
| <b>Prior Council Review/Approval:</b>   |                             |                       |     |

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

| CIP Funds - Expenses      | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Project Total |
|---------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Construction              | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -          |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</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)*

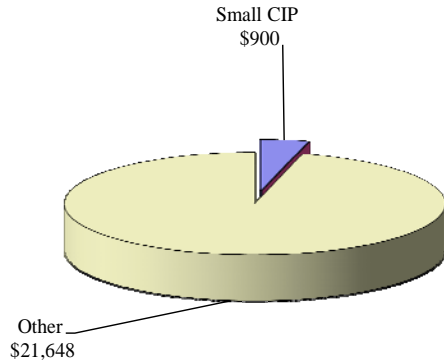
| CIP Funds - Resources      | L-T-D Thru<br>2020 | 2021        | 2022        | 2023         | 2024         | 2025        | 2026        | Project Total |
|----------------------------|--------------------|-------------|-------------|--------------|--------------|-------------|-------------|---------------|
| Real Estate Excise Tax     | \$ -               | \$ -        | \$ -        | \$ 50        | \$ 50        |             |             | \$ 100        |
| <b>Total CIP Resources</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 100</b> |

| Impact on Operating Funds       | L-T-D Thru<br>2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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> |

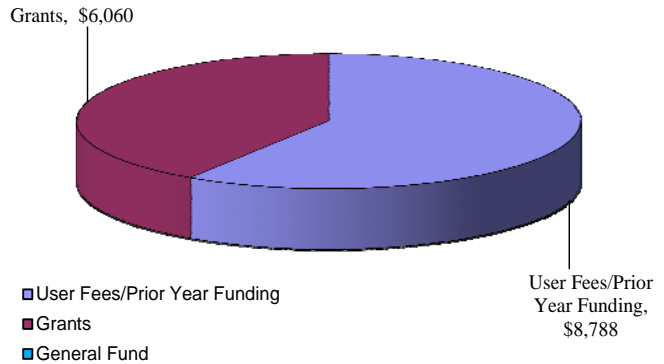
**6-YEAR CAPITAL IMPROVEMENT PLAN - SURFACE WATER MANAGEMENT**

(dollars in thousands)

**Total Project Costs \$22.5 Million**



**Total Funding Sources \$14.8 Million**



| Sources and Uses                       |  | L-T-D<br>thru 2020 | Proposed        |                 | Planned         |                 |                 |                 | Total            |
|--|--|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
|  |  |                    | 2021            | 2022            | 2023            | 2024            | 2025            | 2026            |                  |
|  | User Fee (pay-as-you-go)/Prior year Funding      | \$ 3,080           | \$ 2,117        | \$ 967          | \$ 1,207        | \$ 817          | \$ 450          | \$ 150          | \$ 8,788         |
|  | Grants/Contributions Received                    | 1,000              | -               | 500             | -               | -               | -               | -               | 1,500            |
|  | Grants/Contributions Anticipated                 | -                  | -               | -               | 660             | 450             | 3,450           | -               | 4,560            |
| <b>Total CIP Resources</b>             |  | <b>\$ 4,080</b>    | <b>\$ 2,117</b> | <b>\$ 1,467</b> | <b>\$ 1,867</b> | <b>\$ 1,267</b> | <b>\$ 3,900</b> | <b>\$ 150</b>   | <b>\$ 14,848</b> |
| No.                                    | Project Name                                     |                    |                 |                 |                 |                 |                 |                 |                  |
| 111                                    | Small CIP -- Annual Program                      | \$ 300             | \$ 150          | \$ 150          | \$ 150          | \$ 150          | \$ -            | \$ -            | \$ 900           |
| 271                                    | Hylebos Conservation Property Acquisition        | 2,280              | -               | -               | -               | -               | -               | -               | 2,280            |
| 272                                    | South 356th Street Culvert Replacement           | -                  | 100             | 250             | 1,150           | -               | -               | -               | 1,500            |
| 274                                    | South 359th Street Weir Repair                   | -                  | -               | -               | -               | 100             | 200             | -               | 300              |
| 278                                    | West Hylebos Educational Center and Trail        | -                  | -               | -               | -               | -               | -               | 1,700           | 1,700            |
| 281                                    | West Hylebos Trail (Spring Valley)               | -                  | -               | -               | -               | 900             | 6,900           | -               | 7,800            |
| 284                                    | W Hylebos Wetlands Trail (Brook Lake Connection) | 225                | -               | -               | -               | -               | -               | -               | 225              |
| 286                                    | 2018 Storm Drain CCTV Inspection and Assessment  | 400                | 100             | 100             | 100             | 100             | 100             | -               | 900              |
| 288                                    | Pipe Rehabilitation Project                      | 250                | 317             | 317             | 317             | 317             | -               | -               | 1,518            |
| 292                                    | Cold Creek Culvert Replacement                   | 500                | 1,000           | 1,800           | -               | -               | -               | -               | 3,300            |
| xxx                                    | Neighborhood Drainage Program                    | -                  | 25              | 25              | 25              | 25              | 25              | 25              | 150              |
| xxx                                    | Annual CB Rehab                                  | 75                 | 75              | 75              | 75              | 75              | 75              | 75              | 525              |
| xxx                                    | Citywide WQ Program                              | -                  | -               | 100             | 100             | 50              | 50              | 50              | 350              |
| xxx                                    | Redondo Creek Culvert Replacement                | -                  | 300             | -               | 800             | -               | -               | -               | 1,100            |
| <b>Total Projects</b>                  |  | <b>\$ 4,030</b>    | <b>\$ 2,067</b> | <b>\$ 2,817</b> | <b>\$ 2,717</b> | <b>\$ 1,717</b> | <b>\$ 7,350</b> | <b>\$ 1,850</b> | <b>\$ 22,548</b> |
| <b>Unfunded Needs</b>                  |  | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$ 1,800</b> | <b>\$ 800</b>   | <b>\$ 450</b>   | <b>\$ 3,450</b> | <b>\$ 1,700</b> | <b>\$ 8,200</b>  |
| <b>Project Impact on M&amp;O Costs</b> |  | <b>\$ 4</b>        | <b>\$ 4</b>     | <b>\$ 14</b>    | <b>\$ 14</b>    | <b>\$ 14</b>    | <b>\$ 14</b>    | <b>\$ 29</b>    | <b>\$ 93</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.<br><br>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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>   | <b>2024</b>   | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|---------------|---------------|---------------|---------------|-------------|-------------|---------------|
| Construction                | \$ 300                     | \$ 150        | \$ 150        | \$ 150        | \$ 150        | \$ -        | \$ -        | \$ 900        |
| <b>Total CIP Expenses</b>   | <b>\$ 300</b>              | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ -</b> | <b>\$ -</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>   | <b>2024</b>   | <b>2025</b> | <b>2026</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>\$ 150</b> | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ 150</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 900</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                  | 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> |   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Property Acquisition      | \$ 2,280           | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 2,280        |
| <b>Total CIP Expenses</b> | <b>\$ 2,280</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,280</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<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total           |
|---|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ 1,280           | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,280        |
| Grants/Contributions Received               | 1,000              | -           | -           | -           | -           | -           | -           | 1,000           |
| <b>Total CIP Resources</b>                  | <b>\$ 2,280</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,280</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022         | 2023         | 2024         | 2025         | 2026         | Total        |
|---------------------------------|--------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| Expenditure Increase/(Decrease) | -                  | -           | 10           | 10           | 10           | 10           | 10           | 50           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ 10</b> | <b>\$ 10</b> | <b>\$ 10</b> | <b>\$ 10</b> | <b>\$ 10</b> | <b>\$ 50</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> | Sep 17, 2019 and move up of project at My 19, 2020 Council meeting  |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 100        | \$ 250        | -               | -           | \$ -        | \$ -        | \$ 350          |
| Construction                | -                          | -             | -             | 1,150           | -           | -           | -           | 1,150           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 250</b> | <b>\$ 1,150</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)*

| <b>CIP Funds - Resources</b>                | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ -                       | \$ 100        | \$ 250        | \$ 490          | \$ -        | \$ -        | \$ -        | \$ 840          |
| Grants/Contributions Anticipated            | -                          | -             | -             | 660             | -           | -           | -           | 660             |
| <b>Total CIP Resources</b>                  | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 250</b> | <b>\$ 1,150</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,500</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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 <b>updated schedule and estimated cost at Sep 17, 2019</b>                                |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b>   | <b>2025</b>   | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|-------------|-------------|-------------|---------------|---------------|-------------|---------------|
| Consultant Services         | \$ -                       | -           | -           | \$ -        | \$ 100        | \$ 200        | \$ -        | \$ 300        |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 100</b> | <b>\$ 200</b> | <b>-</b>    | <b>\$ 300</b> |

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

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

| <b>CIP Funds - Resources</b>                | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b>   | <b>2025</b>   | <b>2026</b> | <b>Total</b>  |
|---|----------------------------|-------------|-------------|-------------|---------------|---------------|-------------|---------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ -                       | \$ -        | \$ -        | \$ -        | \$ 100        | \$ 200        |             | \$ 300        |
| <b>Total CIP Resources</b>                  | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 100</b> | <b>\$ 200</b> | <b>\$ -</b> | <b>\$ 300</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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 <i>schedule and estimate update approved Sep 17, 2019</i>   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026            | Total           |
|---------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-----------------|-----------------|
| Construction              | \$ -               | -           | -           | -           | \$ -        | \$ -        | \$ 1,700        | \$ 1,700        |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,700</b> | <b>\$ 1,700</b> |

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

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

| CIP Funds - Resources      | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026            | Total           |
|----------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-----------------|-----------------|
| Unfunded Needs             | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,700        | \$ 1,700        |
| <b>Total CIP Resources</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,700</b> | <b>\$ 1,700</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total       |
|---------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Expenditure Increase/(Decrease) | -                  | -           | -           | -           | -           | -           | 5           | 5           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5</b> | <b>\$ 5</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 <i>updated schedule and estimate approved Sep 17, 2019</i>   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b>   | <b>2025</b>     | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|-------------|-------------|-------------|---------------|-----------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ -        | -           | \$ -        | \$ 900        | \$ -            | \$ -        | \$ 900          |
| Construction                | -                          | -           | -           | -           | -             | 6,900           | -           | 6,900           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 900</b> | <b>\$ 6,900</b> | <b>\$ -</b> | <b>\$ 7,800</b> |

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

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

| <b>CIP Funds - Resources</b>     | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b>   | <b>2025</b>     | <b>2026</b> | <b>Total</b>    |
|----------------------------------|----------------------------|-------------|-------------|-------------|---------------|-----------------|-------------|-----------------|
| Grants/Contributions Anticipated | \$ -                       | \$ -        | \$ -        | \$ -        | \$ 450        | \$ 3,450        | \$ -        | \$ 3,900        |
| Unfunded Needs                   | -                          | -           | -           | -           | 450           | 3,450           | -           | 3,900           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 900</b> | <b>\$ 6,900</b> | <b>\$ -</b> | <b>\$ 7,800</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b>  | <b>Total</b> |
|----------------------------------|----------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Revenue Increase/(Decrease)      | \$ -                       | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         | \$ -         |
| Expenditure Increase/(Decrease)  | -                          | -           | -           | -           | -           | -           | 10           | 10           |
| <b>Net Impact</b>                | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>-</b>    | <b>-</b>    | <b>\$ -</b> | <b>\$ 10</b> | <b>\$ 10</b> |

## CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT

|                                       |  |
|---------------------------------------|--|
| <b>Project Name:</b>                  | W Hylebos Wetlands Trail (Brook Lake Connection)   |
| <b>Project Number:</b>                | 14   |
| <b>Project Account:</b>               | 304-3100-284   |
| <b>Project Description:</b>           | This Project will connect the terminus of the West Hylebos Wetlands Park Boardwalk Trail to the Brook Lake Center property on the east side of Brook Lake. |
| <b>Prior Council Review/Approval:</b> | 30% design status Report 5/15/18<br>closed out, Council acceptance XXXX, 201?  |

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

|                             | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|-----------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Expenses</b> |                    |             |             |             |             |             |             |               |
| Consultant Services         | \$ 50              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 50         |
| Construction                | 175                | -           | -           | -           | -           | -           | -           | 175           |
| <b>Total CIP Expenses</b>   | <b>\$ 225</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 225</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<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|---|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Resources</b>                |                    |             |             |             |             |             |             |               |
| User Fee (pay-as-you-go)/Prior year Funding | \$ 225             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 225        |
| <b>Total CIP Resources</b>                  | <b>\$ 225</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 225</b> |

|                                  | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total        |
|----------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Impact on Operating Funds</b> |                    |             |             |             |             |             |             |              |
| Revenue Increase/(Decrease)      | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease)  | 4                  | 4           | 4           | 4           | 4           | 4           | 4           | 28           |
| <b>Net Impact</b>                | <b>\$ 4</b>        | <b>\$ 4</b> | <b>\$ 4</b> | <b>\$ 4</b> | <b>\$ 4</b> | <b>\$ 4</b> | <b>\$ 4</b> | <b>\$ 28</b> |

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

|                                       |   |
|---------------------------------------|---|
| <b>Project Name:</b>                  | <i>2018 Storm Drain CCTV Inspection and Assessment</i>  |
| <b>Project Number:</b>                | 16  |
| <b>Project Account:</b>               | 304-3100-286  |
| <b>Project Description:</b>           | 2018 Storm Drain CCTV Inspection and Assessment Project |
| <b>Prior Council Review/Approval:</b> | 17-Sep-19   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026        | Total         |
|---------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|-------------|---------------|
| Consultant Services       | \$ 400             | \$ 100        | \$ 100        | \$ 100        | \$ 100        | \$ 100        | \$ -        | \$ 900        |
| <b>Total CIP Expenses</b> | <b>\$ 400</b>      | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ -</b> | <b>\$ 900</b> |

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

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

| CIP Funds - Resources                       | L-T-D<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026        | Total         |
|---|--------------------|---------------|---------------|---------------|---------------|---------------|-------------|---------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ 400             | \$ 100        | \$ 100        | \$ 100        | \$ 100        | \$ 100        |             | \$ 900        |
| <b>Total CIP Resources</b>                  | <b>\$ 400</b>      | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ -</b> | <b>\$ 900</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                  | Pipe Rehabilitation Project           |
| <b>Project Number:</b>                | 18                                    |
| <b>Project Account:</b>               | 304-3100-288                          |
| <b>Project Description:</b>           | Pipe Rehabilitation Project City wide |
| <b>Prior Council Review/Approval:</b> | 17-Sep-19                             |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|---------------|---------------|---------------|-------------|-------------|-----------------|
| Construction              | \$ 250             | \$ 317        | \$ 317        | \$ 317        | \$ 317        | \$ -        | \$ -        | \$ 1,518        |
| <b>Total CIP Expenses</b> | <b>\$ 250</b>      | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,518</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<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025        | 2026        | Total           |
|---|--------------------|---------------|---------------|---------------|---------------|-------------|-------------|-----------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ 250             | \$ 317        | \$ 317        | \$ 317        | \$ 317        | \$ -        | \$ -        | \$ 1,518        |
| <b>Total CIP Resources</b>                  | <b>\$ 250</b>      | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ 317</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,518</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Cold Creek Culvert Replacement |
| <b>Project Number:</b>                          | 0                              |
| <b>Project Account:</b>                         | 304-3100-292                   |
| <b>Project Description &amp; Justification:</b> | Replacement of failing culvert |
| <b>Prior Council Review/Approval:</b>           | 17-Sep-19                      |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b>     | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|-----------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ 500                     | \$ -            | \$ -            | \$ -        | \$ -        | \$ -        | \$ -        | \$ 500          |
| Construction                | -                          | 1,000           | 1,800           | -           | -           | -           | -           | 2,800           |
| <b>Total CIP Expenses</b>   | <b>\$ 500</b>              | <b>\$ 1,000</b> | <b>\$ 1,800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,300</b> |

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

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

| <b>CIP Funds - Resources</b>                | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b>     | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|-----------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ 500                     | \$ 1,000        | \$ -            | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,500        |
| Grants/Contributions Received               | -                          | -               | 500             | -           | -           | -           | -           | 500             |
| Unfunded Needs                              | -                          | -               | 1,800           | -           | -           | -           | -           | 1,800           |
| <b>Total CIP Resources</b>                  | <b>\$ 500</b>              | <b>\$ 1,000</b> | <b>\$ 2,300</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,800</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | Neighborhood Drainage Program |
| <b>Project Number:</b>                          | 0                             |
| <b>Project Account:</b>                         | 304-3100-XXX                  |
| <b>Project Description &amp; Justification:</b> |                               |
| <b>Prior Council Review/Approval:</b>           | 17-Sep-19                     |

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

|                             | L-T-D<br>thru 2020 | 2021  | 2022  | 2023  | 2024  | 2025  | 2026  | Total  |
|-----------------------------|--------------------|-------|-------|-------|-------|-------|-------|--------|
| <b>CIP Funds - Expenses</b> |                    |       |       |       |       |       |       |        |
| Property Acquisition        | \$ -               | \$ -  | \$ -  | \$ -  | \$ -  | \$ -  | \$ -  | \$ -   |
| Construction                | -                  | 25    | 25    | 25    | 25    | 25    | 25    | 150    |
| <b>Total CIP Expenses</b>   | \$ -               | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 150 |

*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<br>thru 2020 | 2021  | 2022  | 2023  | 2024  | 2025  | 2026  | Total  |
|---|--------------------|-------|-------|-------|-------|-------|-------|--------|
| <b>CIP Funds - Resources</b>                |                    |       |       |       |       |       |       |        |
| User Fee (pay-as-you-go)/Prior year Funding | \$ -               | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 150 |
| <b>Total CIP Resources</b>                  | \$ -               | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 25 | \$ 150 |

|                                  | L-T-D<br>thru 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------|--------------------|------|------|------|------|------|------|-------|
| <b>Impact on Operating Funds</b> |                    |      |      |      |      |      |      |       |
| Revenue Increase/(Decrease)      | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -  |
| Expenditure Increase/(Decrease)  | -                  | -    | -    | -    | -    | -    | -    | -     |
| <b>Net Impact</b>                | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -  |

**CAPITAL IMPROVEMENT PLAN – SURFACE WATER MANAGEMENT**

|   |                  |
|---|------------------|
| <b>Project Name:</b>                            | Annual CB Repair |
| <b>Project Number:</b>                          | 0                |
| <b>Project Account:</b>                         | 304-3100-XXX     |
| <b>Project Description &amp; Justification:</b> |                  |
| <br>  |                  |
| <b>Prior Council Review/Approval:</b>           | 17-Sep-19        |

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

|                             | L-T-D<br>thru 2020 | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         | Total         |
|-----------------------------|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <b>CIP Funds - Expenses</b> |                    |              |              |              |              |              |              |               |
| Construction                | \$ 75              | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 525        |
| <b>Total CIP Expenses</b>   | <b>\$ 75</b>       | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 525</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<br>thru 2020 | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         | Total         |
|---|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <b>CIP Funds - Resources</b>                |                    |              |              |              |              |              |              |               |
| User Fee (pay-as-you-go)/Prior year Funding | \$ 75              | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 75        | \$ 525        |
| <b>Total CIP Resources</b>                  | <b>\$ 75</b>       | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 75</b> | <b>\$ 525</b> |

|                                  | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Citywide Water Quality Monitoring |
| <b>Project Number:</b>                          | 0                                 |
| <b>Project Account:</b>                         | 304-3100-XXX                      |
| <b>Project Description &amp; Justification:</b> |                                   |
| <b>Prior Council Review/Approval:</b>           | 17-Sep-19                         |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021        | 2022          | 2023          | 2024         | 2025         | 2026         | Total         |
|---------------------------|--------------------|-------------|---------------|---------------|--------------|--------------|--------------|---------------|
| Consultant Services       | \$ -               | \$ -        | \$ 50         | \$ 50         | \$ 50        | \$ 50        | \$ 50        | \$ 250        |
| Equipment Acquisition     | -                  | -           | 50            | 50            | -            | -            | -            | 100           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ 100</b> | <b>\$ 100</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 350</b> |

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

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

| CIP Funds - Resources                       | L-T-D<br>thru 2020 | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         | Total         |
|---|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ 50              | \$ 50        | \$ 50        | \$ 50        | \$ 50        | \$ 50        | \$ 50        | \$ 350        |
| <b>Total CIP Resources</b>                  | <b>\$ 50</b>       | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 50</b> | <b>\$ 350</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Redondo Creek Culvert Replacement at 16th Ave |
| <b>Project Number:</b>                          | 0   |
| <b>Project Account:</b>                         | 304-3100-XXX                                  |
| <b>Project Description &amp; Justification:</b> | Replacement of failing culvert                |
| <b>Prior Council Review/Approval:</b>           | 17-Sep-19                                     |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|-------------|---------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 300        | \$ -        | \$ -          | \$ -        | \$ -        | \$ -        | \$ 300          |
| Construction                | -                          | -             | -           | 800           | -           | -           | -           | 800             |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 300</b> | <b>\$ -</b> | <b>\$ 800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,100</b> |

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

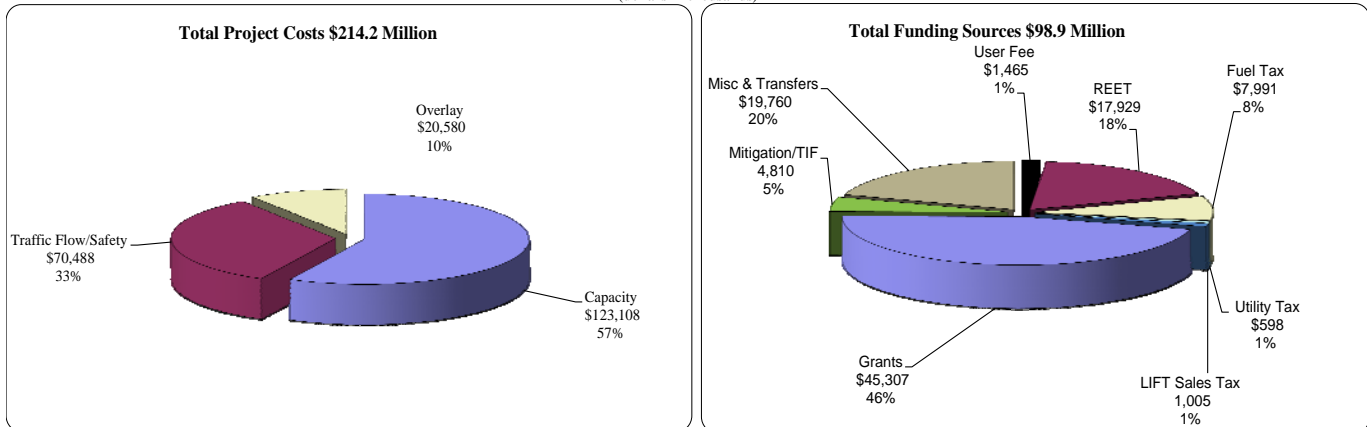
*Required Resources (\$1,000's)*

| <b>CIP Funds - Resources</b>                | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|---------------|-------------|---------------|-------------|-------------|-------------|-----------------|
| User Fee (pay-as-you-go)/Prior year Funding | \$ -                       | \$ 300        | \$ -        | \$ -          | \$ -        | \$ -        | \$ -        | \$ 300          |
| Unfunded Needs                              | -                          | -             | -           | 800           | -           | -           | -           | 800             |
| <b>Total CIP Resources</b>                  | <b>\$ -</b>                | <b>\$ 300</b> | <b>\$ -</b> | <b>\$ 800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,100</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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)



| Financing Sources                               | L-T-D<br>thru 2020 | Proposed  |          | Planned   |          |          |          | Total     | Unallocated |
|---|--------------------|-----------|----------|-----------|----------|----------|----------|-----------|-------------|
|   |                    | 2021      | 2022     | 2023      | 2024     | 2025     | 2026     |           |             |
| User Fee  | \$ 1,465           | \$ -      | \$ -     | \$ -      | \$ -     | \$ -     | \$ -     | \$ 1,465  | \$ -        |
| Real Estate Excise Tax                          | 9,696              | 1,363     | 1,013    | 2,798     | 1,033    | 1,013    | 1,013    | 17,929    | -           |
| Fuel Tax  | 2,931              | 732       | 970      | 898       | 820      | 820      | 820      | 7,991     | -           |
| Utility Tax                                     | 598                | -         | -        | -         | -        | -        | -        | 598       | -           |
| LIFT Sales Tax                                  | -                  | 800       | 205      | -         | -        | -        | -        | 1,005     | -           |
| SWM Transfer                                    | -                  | 50        | 50       | 50        | -        | -        | -        | 150       | -           |
| Misc./Transfers                                 | 3,365              | 410       | 250      | -         | -        | -        | -        | 4,025     | -           |
| Misc./Transfers - Overlay                       | -                  | 948       | -        | 600       | -        | -        | -        | 1,548     | -           |
| Misc./Transfers - Xfr 120 Paths and Trails      | -                  | 200       | -        | -         | -        | -        | -        | 200       | -           |
| Misc./Transfers - General Fund                  | 403                | -         | -        | -         | -        | 100      | 100      | 603       | -           |
| Misc./Transfers - Utility Tax                   | 1,422              | 1,500     | 1,500    | 1,500     | 1,500    | 1,500    | 1,500    | 10,422    | -           |
| Misc./Transfers - Real Estate Excise Tax        | 2,328              | -         | -        | -         | -        | -        | -        | 2,328     | -           |
| Misc./Transfers - Mitigation/Traffic Impact Fee | 484                | -         | -        | -         | -        | -        | -        | 484       | -           |
| Subtotal City Sources                           | \$ 22,692          | \$ 6,003  | \$ 3,988 | \$ 5,846  | \$ 3,353 | \$ 3,433 | \$ 3,433 | \$ 48,748 | \$ -        |
| Grants/Contributions Received                   | 19,922             | -         | -        | -         | -        | -        | -        | 19,922    | -           |
| Mitigation/Traffic Impact Fees Received         | 940                | 600       | 300      | -         | -        | -        | -        | 1,840     | -           |
| Mitigation/Sound Transit Mitigation             | -                  | 2,600     | -        | -         | -        | -        | -        | 2,600     | -           |
| Grants/Contributions Anticipated                | 2,515              | 6,618     | 4,265    | 8,049     | 388      | 1,500    | 2,050    | 25,385    | -           |
| Mitigation/Traffic Impact Fees-Anticipated      | -                  | 340       | 30       | -         | -        | -        | -        | 370       | -           |
| Total CIP Resources                             | \$ 46,069          | \$ 16,161 | \$ 8,583 | \$ 13,895 | \$ 3,741 | \$ 4,933 | \$ 5,483 | \$ 98,865 | \$ -        |

**Project By Year:**

| Project Name                |  | L-T-D<br>thru 2020 | 2021      | 2022      | 2023      | 2024      | 2025      | 2026      | Total      | Unfunded   |
|-----------------------------|--|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| 102                         | Annual Asphalt Overlay Program   | 3,030              | 3,047     | 3,051     | 2,413     | 3,013     | 3,013     | 3,013     | 20,580     | -          |
| 131                         | S 320th St @ 1st Ave South   | 425                | 100       | 935       | -         | -         | -         | -         | 1,460      | 1,035      |
| 165                         | SR 99 HOV Lanes PH V   | 30,464             | 112       | -         | -         | -         | -         | -         | 30,576     | -          |
| 168                         | SW 336th Way/SW 340th Street: 26th Place SW-Hoyt Road                            | 310                | 400       | 500       | 2,200     | -         | -         | -         | 3,410      | 3,100      |
| 177                         | S 320th Street at I - 5 Bridge Widening  | -                  | -         | -         | 10,957    | 2,111     | 35,336    | 35,336    | 83,740     | 83,740     |
| 178                         | Citywide Pedestrian Crossing Improvements  | 1,551              | 320       | 160       | 160       | 320       | 320       | 320       | 3,151      | 480        |
| 204                         | SR 509: SW 312th St - 21st Ave SW SRTS Project                                   | 250                | 1,800     | -         | -         | -         | -         | -         | 2,050      | -          |
| 205                         | S 312th St: Steel Lake Park - 28th Ave S (Pedestrian and Bicycle Safety Project) | -                  | -         | -         | -         | -         | 100       | 650       | 750        | -          |
| 207                         | City Center Access Phase I - Environmental process update                        | 3,422              | 500       | -         | -         | -         | -         | -         | 3,922      | -          |
| 208                         | Street Light LED Conversion  | 3,350              | 160       | -         | -         | -         | -         | -         | 3,510      | -          |
| 213                         | Variable Lane Use Control Signs  | 550                | 202       | -         | -         | -         | -         | -         | 752        | -          |
| 214                         | SW 320th - 11th Ave SW to 3rd Place SW Preservation Project                      | -                  | 925       | -         | -         | -         | -         | -         | 925        | -          |
| 215                         | SW 356th - 15th Ave SW to 4th Ave SW Preservation Project                        | 41                 | 1,334     | -         | -         | -         | -         | -         | 1,375      | -          |
| 217                         | 47th Ave SW and SW Dash Point Road Compact Roundabout                            | 150                | 550       | -         | -         | -         | -         | -         | 700        | -          |
| 218                         | City Wide Safety - Horizontal Curve Improvements                                 | 125                | 400       | -         | -         | -         | -         | -         | 525        | -          |
| 219                         | 16th Ave Trail - S 308th Street to S 288th Street                                | 550                | 865       | 1,385     | 885       | 220       | 1,500     | 1,500     | 6,905      | -          |
| 220                         | Citywide Greenway Plan Pedestrian and Bicycle Improvements                       | 320                | 200       | 200       | -         | -         | -         | -         | 720        | -          |
| 0                           | Sound Transit  | 1,050              | 1,450     | 1,230     | 897       | 188       | -         | -         | 4,815      | -          |
| 223                         | S 314th St Improvement   | 225                | 125       | -         | -         | 1,600     | 1,300     | -         | 3,250      | 2,900      |
| 224                         | SR 99 @ S 373rd St Roundabout w/Median Control                                   | -                  | 340       | 330       | 2,830     | -         | -         | -         | 3,500      | -          |
| 225                         | 21st Ave S @ 320th St Traffic Signal   | -                  | 100       | 935       | -         | -         | -         | -         | 1,035      | -          |
| 228                         | Citywide ADA Retrofit  | -                  | 400       | 400       | 400       | 400       | 400       | 400       | 2,400      | 2,000      |
| 229                         | S 356th St. - 1st Ave S - SR 99  | -                  | 200       | 100       | 3,000     | 3,000     | -         | -         | 6,300      | 6,000      |
| 230                         | SR 509 @ 4th Ave. S Compact Roundabout   | -                  | 200       | 800       | -         | -         | -         | -         | 1,000      | 1,000      |
| 231                         | Federal Transit Center   | -                  | 100       | 900       | -         | -         | -         | -         | 1,000      | 1,000      |
| 232                         | SW 344th St. @ 27th Ave SW Compact Roundabout                                    | -                  | 50        | 100       | 560       | -         | -         | -         | 710        | -          |
| 233                         | Adaptive Traffic Signal Control System - City Center Stage 2-Detection Upgrade   | -                  | 75        | 600       | 700       | -         | -         | -         | 1,375      | -          |
| 234                         | Citywide Pedestrian Safety System Improvements                                   | -                  | 60        | 100       | 1,400     | -         | -         | -         | 1,560      | -          |
| 235                         | Citywide RRFB Upgrades   | -                  | 140       | 690       | -         | -         | -         | -         | 830        | -          |
| 236                         | Military Rd S: S 320th St - SR 18 Preservation Project                           | -                  | -         | 50        | 1,200     | -         | -         | -         | 1,250      | -          |
| 237                         | SW King County Regional Trail Plan   | -                  | -         | 50        | 200       | -         | -         | -         | 250        | -          |
| 238                         | S 288th St - Pac Hwy S. to 34th Ave S Bike & Ped Improvements                    | -                  | 200       | 200       | 2,100     | -         | -         | -         | 2,500      | -          |
| 239                         | Fiber Optic Network Loop - 317th to S 272nd                                      | -                  | 100       | 900       | 1,600     | -         | -         | -         | 2,600      | -          |
| 240                         | SW 340th St - 31st Ave SW - 37th Ave SW  | -                  | -         | -         | -         | 500       | 1,500     | 4,000     | 6,000      | 6,000      |
| 610                         | Joint Operations & Maintenance Facility  | 250                | 250       | 250       | 8,000     | -         | -         | -         | 8,750      | 8,000      |
| Total Projects              |  | \$ 46,063          | \$ 14,705 | \$ 13,866 | \$ 39,502 | \$ 11,352 | \$ 43,469 | \$ 45,219 | \$ 214,176 | \$ 115,255 |
| Unfunded Needs              |  |                    | \$ 1,120  | \$ 3,695  | \$ 24,557 | \$ 7,611  | \$ 38,536 | \$ 39,736 | \$ 115,255 | \$ 115,255 |
| Project Impact on M&O Costs |  | \$ 71              | \$ 47     | \$ 49     | \$ 59     | \$ 123    | \$ 126    | \$ 127    | \$ 602     | \$ 602     |

**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<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b>     | <b>2023</b>     | <b>2024</b>     | <b>2025</b>     | <b>2026</b>     | <b>Total</b>     |
|--|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Consultant Services/ Design            | \$ 240                     | \$ 154          | \$ 158          | \$ 120          | \$ 120          | \$ 120          | \$ 120          | \$ 1,032         |
| Construction                           | 2,578                      | 1,841           | 2,789           | 2,189           | 2,789           | 2,789           | 2,789           | 17,764           |
| Construction Management                | 212                        | 104             | 104             | 104             | 104             | 104             | 104             | 836              |
| Xfer to 306 Fund Preservation Projects | -                          | 948             | -               | -               | -               | -               | -               | 948              |
| <b>Total CIP Expenses</b>              | <b>\$ 3,030</b>            | <b>\$ 3,047</b> | <b>\$ 3,051</b> | <b>\$ 2,413</b> | <b>\$ 3,013</b> | <b>\$ 3,013</b> | <b>\$ 3,013</b> | <b>\$ 20,580</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<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b>     | <b>2023</b>     | <b>2024</b>     | <b>2025</b>     | <b>2026</b>     | <b>Total</b>     |
|-------------------------------|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Fuel Tax                      | \$ 1,060                   | \$ 450          | \$ 450          | \$ 450          | \$ 500          | \$ 500          | \$ 500          | \$ 3,910         |
| Real Estate Excise Tax        | 2,026                      | 1,013           | 1,013           | 913             | 1,013           | 1,013           | 1,013           | 8,004            |
| SWM Transfer                  | -                          | 50              | 50              | 50              | -               | -               | -               | 150              |
| Misc./Transfers - Utility Tax | 10                         | 1,500           | 1,500           | 1,500           | 1,500           | 1,500           | 1,500           | 9,010            |
| <b>Total CIP Resources</b>    | <b>\$ 3,096</b>            | <b>\$ 3,013</b> | <b>\$ 3,013</b> | <b>\$ 2,913</b> | <b>\$ 3,013</b> | <b>\$ 3,013</b> | <b>\$ 3,013</b> | <b>\$ 21,074</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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<br><br>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; 6-year TIP July 2020;   |

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

|                             | L-T-D<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total           |
|-----------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Expenses</b> |                    |               |               |             |             |             |             |                 |
| Consultant Services         | \$ 425             | \$ 100        | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ 525          |
| Construction                | -                  | -             | 835           | -           | -           | -           | -           | 835             |
| Construction Management     | -                  | -             | 100           | -           | -           | -           | -           | 100             |
| <b>Total CIP Expenses</b>   | <b>\$ 425</b>      | <b>\$ 100</b> | <b>\$ 935</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,460</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<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total           |
|--|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Resources</b>             |                    |               |               |             |             |             |             |                 |
| Mitigation/Traffic Impact Fees Received  | \$ 230             | \$ -          | \$ -          | \$ -        | -           | \$ -        | \$ -        | \$ 230          |
| Misc./Transfers - Real Estate Excise Tax | 195                | -             | -             | -           | -           | -           | -           | 195             |
| Unfunded Needs                           | -                  | 100           | 935           | -           | -           | -           | -           | 1,035           |
| <b>Total CIP Resources</b>               | <b>\$ 425</b>      | <b>\$ 100</b> | <b>\$ 935</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,460</b> |

|                                  | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total        |
|----------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Impact on Operating Funds</b> |                    |             |             |             |             |             |             |              |
| 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>                            | 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>           | Final Acceptance July 17, 2020. Outstanding claim.  |

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

|                             | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>     |
|-----------------------------|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|------------------|
| <b>CIP Funds - Expenses</b> |                            |               |             |             |             |             |             |                  |
| Property Acquisition        | \$ 3,420                   | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,420         |
| Consultant Services         | 2,376                      | 112           | -           | -           | -           | -           | -           | 2,488            |
| Construction                | 19,543                     | -             | -           | -           | -           | -           | -           | 19,543           |
| Construction Management     | 3,455                      | -             | -           | -           | -           | -           | -           | 3,455            |
| Contingencies               | 1,670                      | -             | -           | -           | -           | -           | -           | 1,670            |
| <b>Total CIP Expenses</b>   | <b>\$ 30,464</b>           | <b>\$ 112</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 30,576</b> |

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

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

|  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>     |
|--|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|------------------|
| <b>CIP Funds - Resources</b>             |                            |               |             |             |             |             |             |                  |
| User Fee (pay-as-you-go)                 | \$ 1,465                   | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,465         |
| Real Estate Excise Tax                   | 4,694                      | 112           | -           | -           | -           | -           | -           | 4,806            |
| Utility Tax                              | 598                        | -             | -           | -           | -           | -           | -           | 598              |
| Grants/Contributions Received            | 19,922                     | -             | -           | -           | -           | -           | -           | 19,922           |
| Mitigation/Traffic Impact Fees Received  | 250                        | -             | -           | -           | -           | -           | -           | 250              |
| Misc./Transfers - Utility Tax            | 1,402                      | -             | -           | -           | -           | -           | -           | 1,402            |
| Misc./Transfers - Real Estate Excise Tax | 2,133                      | -             | -           | -           | -           | -           | -           | 2,133            |
| <b>Total CIP Resources</b>               | <b>\$ 30,464</b>           | <b>\$ 112</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 30,576</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>  | <b>2022</b>  | <b>2023</b>  | <b>2024</b>  | <b>2025</b>  | <b>2026</b>  | <b>Total</b>  |
|----------------------------------|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <b>Impact on Operating Funds</b> |                            |              |              |              |              |              |              |               |
| Revenue Increase/(Decrease)      | \$ -                       | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |
| Expenditure Increase/(Decrease)  | 60                         | 30           | 30           | 30           | 30           | 30           | 30           | 240           |
| <b>Net Impact</b>                | <b>\$ 60</b>               | <b>\$ 30</b> | <b>\$ 30</b> | <b>\$ 30</b> | <b>\$ 30</b> | <b>\$ 30</b> | <b>\$ 30</b> | <b>\$ 240</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<br><br>The M&O is for ROW maintenance based on scope of the project |
| <b>Prior Council Review/Approval:</b>           | 6-Year TIP July 2020;  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Property Acquisition      | \$ -               | \$ -          | \$ 500        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 500          |
| Consultant Services       | 310                | 400           | -             | -               | -           | -           | -           | 710             |
| Construction              | -                  | -             | -             | 2,200           | -           | -           | -           | 2,200           |
| <b>Total CIP Expenses</b> | <b>\$ 310</b>      | <b>\$ 400</b> | <b>\$ 500</b> | <b>\$ 2,200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,410</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<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Mitigation/Traffic Impact Fees Received | \$ 310             | \$ -          | \$ -          | \$ -            | \$ -        | \$ -        | \$ -        | \$ 310          |
| Unfunded Needs                          | -                  | 400           | 500           | 2,200           | -           | -           | -           | 3,100           |
| <b>Total CIP Resources</b>              | <b>\$ 310</b>      | <b>\$ 400</b> | <b>\$ 500</b> | <b>\$ 2,200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,410</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | City Center Access - Stage 1 Implementation (formerly S320th Street at I - 5 )                         |
| <b>Project Account:</b>                         | 306-4400-177   |
| <b>Project Description &amp; Justification:</b> | Construct all SB I-5 ramps, secondary exit to S 324th; extend S 324th Street from 23rd Ave S to I-5    |
| <b>Benefits:</b>                                | Improves access to city center by distributing traffic demand to/from I-5 between S 320th and S 324th. |
| <b>Prior Council Review/Approval:</b>           | November 2019 Preferred Alternative Adopted by City Council.   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b>      | <b>2024</b>     | <b>2025</b>      | <b>2026</b>      | <b>Total</b>     |
|-----------------------------|----------------------------|-------------|-------------|------------------|-----------------|------------------|------------------|------------------|
| Property Acquisition        | \$ -                       | \$ -        | \$ -        | \$ -             | \$ 2,111        | \$ -             | \$ -             | \$ 2,111         |
| Consultant Services         | -                          | -           | -           | 10,957           | -               | -                | -                | 10,957           |
| Construction                | -                          | -           | -           | -                | -               | 35,336           | 35,336           | 70,672           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 10,957</b> | <b>\$ 2,111</b> | <b>\$ 35,336</b> | <b>\$ 35,336</b> | <b>\$ 83,740</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<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b>      | <b>2024</b>     | <b>2025</b>      | <b>2026</b>      | <b>Total</b>     |
|------------------------------|----------------------------|-------------|-------------|------------------|-----------------|------------------|------------------|------------------|
| Unfunded Needs               | \$ -                       | \$ -        | \$ -        | \$ 10,957        | \$ 2,111        | \$ 35,336        | \$ 35,336        | \$ 83,740        |
| <b>Total CIP Resources</b>   | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 10,957</b> | <b>\$ 2,111</b> | <b>\$ 35,336</b> | <b>\$ 35,336</b> | <b>\$ 83,740</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | Citywide Pedestrian Safety Program   |
| <b>Project Account:</b>                         | 306-4400-178   |
| <b>Project Description &amp; Justification:</b> | <p>The intention of the Citywide Pedestrian Safety Improvements Program is to improve safety for pedestrians crossing roadways.</p> <p>This Program is funded by gas tax revenue dedicated to transportation safety improvements</p> |
| <b>Benefits:</b>                                |  |
| <b>Prior Council Review/Approval:</b>           | Grant application authorization June 2020 - apply 2021-2022 funds to pedestrial grant projects.  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          | Total           |
|---------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| Construction              | \$ 1,551           | \$ 320        | \$ 160        | \$ 160        | \$ 320        | \$ 320        | \$ 320        | \$ 3,151        |
| <b>Total CIP Expenses</b> | <b>\$ 1,551</b>    | <b>\$ 320</b> | <b>\$ 160</b> | <b>\$ 160</b> | <b>\$ 320</b> | <b>\$ 320</b> | <b>\$ 320</b> | <b>\$ 3,151</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<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          | Total           |
|----------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| Fuel Tax                   | \$ 1,551           | \$ -          | \$ -          | \$ 160        | \$ 320        | \$ 320        | \$ 320        | \$ 2,671        |
| Unfunded Needs             | -                  | 320           | 160           | -             | -             | -             | -             | \$ 480          |
| <b>Total CIP Resources</b> | <b>\$ 1,551</b>    | <b>\$ 320</b> | <b>\$ 160</b> | <b>\$ 160</b> | <b>\$ 320</b> | <b>\$ 320</b> | <b>\$ 320</b> | <b>\$ 3,151</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | SR509: SW 312th St - 21st Ave SW SRTS Project  |
| <b>Project Account:</b>                         | 306-4400-204   |
| <b>Project Description &amp; Justification:</b> | <p>This project provides an 8 ft. sidewalk and bicycle lane on the south side of Dash Point Rd from the SW 312th Street to 21st Ave SW</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p> |
| <b>Prior Council Review/Approval:</b>           |  |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ 250                     | \$ -            | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 250          |
| Construction                | -                          | 1,500           | -           | -           | -           | -           | -           | 1,500           |
| Construction Management     | -                          | 170             | -           | -           | -           | -           | -           | 170             |
| Contingencies               | -                          | 130             | -           | -           | -           | -           | -           | 130             |
| <b>Total CIP Expenses</b>   | <b>\$ 250</b>              | <b>\$ 1,800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,050</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<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Grants/Contributions Anticipated            | \$ 190                     | \$ 1,660        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,850        |
| Misc./Transfers - Xfer 120 Paths and Trails | -                          | 200             | -           | -           | -           | -           | -           | 200             |
| <b>Total CIP Resources</b>                  | <b>\$ 190</b>              | <b>\$ 1,860</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,050</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b> |
|----------------------------------|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Revenue Increase/(Decrease)      | \$ -                       | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease)  | -                          | 6           | 6           | 6           | 6           | -           | -           | 24           |
| <b>Net Impact</b>                | <b>\$ -</b>                | <b>\$ 6</b> | <b>\$ 6</b> | <b>\$ 6</b> | <b>\$ 6</b> | <b>\$ -</b> | <b>\$ -</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)*

|                             | L-T-D<br>thru 2020 | 2021 | 2022 | 2023 | 2024 | 2025   | 2026   | Total  |
|-----------------------------|--------------------|------|------|------|------|--------|--------|--------|
| <b>CIP Funds - Expenses</b> |                    |      |      |      |      |        |        |        |
| Consultant Services         | \$ -               | \$ - |      | \$ - | \$ - | \$ 100 | \$ -   | \$ 100 |
| Construction                | -                  | -    | -    | -    | -    | -      | 550    | 550    |
| Construction Management     | -                  | -    | -    | -    | -    | -      | 100    | 100    |
| <b>Total CIP Expenses</b>   | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ 100 | \$ 650 | \$ 750 |

*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<br>thru 2020 | 2021 | 2022 | 2023 | 2024 | 2025   | 2026   | Total  |
|----------------------------------|--------------------|------|------|------|------|--------|--------|--------|
| <b>CIP Funds - Resources</b>     |                    |      |      |      |      |        |        |        |
| Grants/Contributions Anticipated | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ -   | \$ 550 | \$ 550 |
| Misc./Transfers - General Fund   | -                  | -    | -    | -    | -    | 100    | 100    | 200    |
| <b>Total CIP Resources</b>       | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ 100 | \$ 650 | \$ 750 |

|                                  | L-T-D<br>thru 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------|--------------------|------|------|------|------|------|------|-------|
| <b>Impact on Operating Funds</b> |                    |      |      |      |      |      |      |       |
| Revenue Increase/(Decrease)      | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -  |
| Expenditure Increase/(Decrease)  | -                  | -    | -    | -    | -    | 6    | 6    | 12    |
| <b>Net Impact</b>                | \$ -               | \$ - | \$ - | \$ - | \$ - | \$ 6 | \$ 6 | \$ 12 |

**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<br><br>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>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Expenses</b> |                            |               |             |             |             |             |             |                 |
| Consultant Services         | \$ 3,422                   | \$ 500        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,922        |
| <b>Total CIP Expenses</b>   | <b>\$ 3,422</b>            | <b>\$ 500</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,922</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Resources</b>              |                            |               |             |             |             |             |             |                 |
| Real Estate Excise Tax                    | \$ 2,535                   | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 2,535        |
| Misc./Transfers - General Fund            | 403                        | -             | -           | -           | -           | -           | -           | 403             |
| Misc./Transfers - Mitigation/Traffic Impa | 484                        | -             | -           | -           | -           | -           | -           | 484             |
| LIFT Funding                              | -                          | 500           | -           | -           | -           | -           | -           | 500             |
| <b>Total CIP Resources</b>                | <b>\$ 3,422</b>            | <b>\$ 500</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,922</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | 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>           |  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services       | \$ 150             | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 150          |
| Construction              | 3,200              | 160           | -           | -           | -           | -           | -           | 3,360           |
| <b>Total CIP Expenses</b> | <b>\$ 3,350</b>    | <b>\$ 160</b> | <b>\$ -</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<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total           |
|----------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Misc./Transfers            | \$ 3,350           | \$ 160        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,510        |
| <b>Total CIP Resources</b> | <b>\$ 3,350</b>    | <b>\$ 160</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,510</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Variable Lane Use Control Signs  |
| <b>Project Account:</b>                         | 306-4400-213   |
| <b>Project Description &amp; Justification:</b> | <p>This project will allow the utilization of variable lane use control signs to optimize the efficiency of selected intersections around the City.</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Expenses</b> |                            |               |             |             |             |             |             |               |
| Consultant Services         | \$ 150                     | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 150        |
| Construction                | 400                        | 202           | -           | -           | -           | -           | -           | 602           |
| <b>Total CIP Expenses</b>   | <b>\$ 550</b>              | <b>\$ 202</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 752</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|---|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Resources</b>            |                            |               |             |             |             |             |             |               |
| Mitigation/Traffic Impact Fees Received | \$ 150                     | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 150        |
| Grants/Contributions Anticipated        | 400                        | 202           | -           | -           | -           | -           | -           | 602           |
| <b>Total CIP Resources</b>              | <b>\$ 550</b>              | <b>\$ 202</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 752</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | SW320th - 11th Ave SW to 3rd Place SW Preservation Project  |
| <b>Project Account:</b>                         | 306-4400-214  |
| <b>Project Description &amp; Justification:</b> | Under the Federally funded preservation program Grant this project will modify facilities to meet to meet ADA standard, pavement repair and HMA overlay and pavement markings<br><br>The M&O is for ROW maintenance based on scope of the project |
| <b>Prior Council Review/Approval:</b>           | Authorization to submit for grant funding 3/20/18   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|---------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Consultant Services       | \$ -               | \$ 100        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100        |
| Construction              | -                  | 825           | -           | -           | -           | -           | -           | 825           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 925</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 925</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<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|----------------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Grants/Contributions Anticipated | -                  | 518           | -           | -           | -           | -           | -           | 518           |
| Misc./Transfers - Overlay        | -                  | 407           | -           | -           | -           | -           | -           | 407           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>        | <b>\$ 925</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 925</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | SW356th - 15th Ave SW to 4th Ave SW Preservation Project   |
| <b>Project Account:</b>                         | 306-4400-215   |
| <b>Project Description &amp; Justification:</b> | <p>Under the Federally funded preservation program Grant this project will modify facilities to meet to meet ADA standard, pavement repair and HMA overlay and pavement markings</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 3/20/18  |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ 41                      | \$ 59           |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100          |
| Construction                | -                          | 1,275           | -           | -           | -           | -           | -           | 1,275           |
| <b>Total CIP Expenses</b>   | <b>\$ 41</b>               | <b>\$ 1,334</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,375</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<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|----------------------------------|----------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Real Estate Excise Tax           | \$ 41                      | \$ 33           | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 74           |
| Grants/Contributions Anticipated | -                          | 810             | -           | -           | -           | -           | -           | 810             |
| Misc./Transfers - Overlay        | -                          | 491             |             |             |             |             |             | 491             |
| <b>Total CIP Resources</b>       | <b>\$ 41</b>               | <b>\$ 1,334</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,375</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | 47th Ave SW and SW Dash Point Road Compact Roundabout   |
| <b>Project Account:</b>                         | 306-4400-217  |
| <b>Project Description &amp; Justification:</b> | <p>This project will construct a compact roundabout at the intersection of 47th Ave SW and SW Dash Point Road.</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<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|---------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Consultant Services       | \$ 150             | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 150        |
| Construction              | -                  | 550           | -           | -           | -           | -           | -           | 550           |
| <b>Total CIP Expenses</b> | <b>\$ 150</b>      | <b>\$ 550</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 700</b> |

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

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

| CIP Funds - Resources            | L-T-D<br>thru 2020 | 2021          | 2022        | 2023        | 2024        | 2025        | 2026        | Total         |
|----------------------------------|--------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Grants/Contributions Anticipated | \$ 135             | \$ 550        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 685        |
| Misc./Transfers                  | 15                 | -             | -           | -           | -           | -           | -           | 15            |
| <b>Total CIP Resources</b>       | <b>\$ 150</b>      | <b>\$ 550</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 700</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total        |
|---------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease) | -                  | -           | 2           | 2           | 2           | 2           | 2           | 10           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 10</b> |

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

|   |  |
|---|--|
| <b>Project Name:</b>                            | City Wide Safety - Horizontal Curve Improvements   |
| <b>Project Account:</b>                         | 306-4400-218   |
| <b>Project Description &amp; Justification:</b> | <p>Providing Citywide Horizontal Curve Safety Improvements with additional signage</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Expenses</b> |                            |               |             |             |             |             |             |               |
| Consultant Services         | \$ 92                      | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 92         |
| Construction                | 33                         | 400           | -           | -           | -           | -           | -           | 433           |
| <b>Total CIP Expenses</b>   | <b>\$ 125</b>              | <b>\$ 400</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 525</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|----------------------------------|----------------------------|---------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>CIP Funds - Resources</b>     |                            |               |             |             |             |             |             |               |
| Grants/Contributions Anticipated | \$ 115                     | \$ 400        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 515        |
| Misc./Transfers - Utility Tax    | 10                         | -             | -           | -           | -           | -           | -           | 10            |
| <b>Total CIP Resources</b>       | <b>\$ 125</b>              | <b>\$ 400</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 525</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | 16th Ave Trail - S 308th Street to S 288th Street   |
| <b>Project Account:</b>                         | 306-4400-219  |
| <b>Project Description &amp; Justification:</b> | <p>The project involves construction of a non-motorized shared-use path along the Pacific Highway South between S 308th Street and S 288th Street</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p> |
| <b>Prior Council Review/Approval:</b>           | Authorization to submit for grant funding 6/21/2020   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022            | 2023          | 2024          | 2025            | 2026            | Total          |
|---------------------------|--------------------|---------------|-----------------|---------------|---------------|-----------------|-----------------|----------------|
| Property Acquisition      | \$ -               | \$ -          | \$ 35           | \$ 585        | \$ 220        | \$ -            | \$ -            | \$840          |
| Consultant Services       | 550                | 415           | -               | -             | -             | -               | -               | 965            |
| Construction              | -                  | 450           | 1,350           | 300           | -             | 1,500           | 1,500           | 5,100          |
| <b>Total CIP Expenses</b> | <b>\$ 550</b>      | <b>\$ 865</b> | <b>\$ 1,385</b> | <b>\$ 885</b> | <b>\$ 220</b> | <b>\$ 1,500</b> | <b>\$ 1,500</b> | <b>\$6,905</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<br>thru 2020 | 2021          | 2022            | 2023          | 2024          | 2025            | 2026            | Total          |
|----------------------------------|--------------------|---------------|-----------------|---------------|---------------|-----------------|-----------------|----------------|
| Real Estate Excise Tax           | \$ 150             | \$ 115        | \$ -            | \$ 385        | \$ 20         | \$ -            | \$ -            | \$ 670         |
| Grants/Contributions Anticipated | 400                | 750           | 1,385           | 500           | 200           | 1,500           | 1,500           | 6,235          |
| <b>Total CIP Resources</b>       | <b>\$ 550</b>      | <b>\$ 865</b> | <b>\$ 1,385</b> | <b>\$ 885</b> | <b>\$ 220</b> | <b>\$ 1,500</b> | <b>\$ 1,500</b> | <b>\$6,905</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total        |
|---------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease) | -                  | -           | -           | -           | 3           | 3           | 4           | 10           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3</b> | <b>\$ 3</b> | <b>\$ 4</b> | <b>\$ 10</b> |

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

|   |   |
|---|---|
| <b>Project Name:</b>                            | Citywide Greenway Plan Pedestrian and Bicycle Improvements  |
| <b>Project Account:</b>                         | 306-4400-220  |
| <b>Project Description &amp; Justification:</b> | <p>The intention of the Citywide Greenway Plan Pedestrian and Bicycle Improvements Program is to improve safety for pedestrians crossing roadways.</p> <p>This Program is funded by gas tax revenue dedicated to transportation safety improvements</p> |
| <b>Benefits:</b>                                |   |
| <b>Prior Council Review/Approval:</b>           |   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total         |
|---------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Construction              | \$ 320             | \$ 200        | \$ 200        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 720        |
| <b>Total CIP Expenses</b> | <b>\$ 320</b>      | <b>\$ 200</b> | <b>\$ 200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 720</b> |

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

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

| CIP Funds - Resources      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total         |
|----------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Fuel Tax                   | \$ 320             | \$ 200        | \$ 200        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 720        |
| <b>Total CIP Resources</b> | <b>\$ 320</b>      | <b>\$ 200</b> | <b>\$ 200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 720</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Sound Transit  |
| <b>Project Account:</b>                         | 306-4400-000   |
| <b>Project Description &amp; Justification:</b> | This Program is for the planning, permitting, design, and construction of Sound Transit Projects in Federal Way including: Federal Way Link Extension and Tacoma Dome Link Extension.<br>This Program is funded through Sound Transit. |
| <b>Benefits:</b>                                |  |
| <b>Prior Council Review/Approval:</b>           |  |

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

| CIP Funds - Expenses        | L-T-D<br>thru 2020 | 2021            | 2022            | 2023          | 2024          | 2025        | 2026        | Total           |
|-----------------------------|--------------------|-----------------|-----------------|---------------|---------------|-------------|-------------|-----------------|
| Staff Salaries and Benefits | \$ 1,050           | \$ 1,450        | \$ 1,230        | \$ 897        | \$ 188        | \$ -        | \$ -        | \$ 4,815        |
| <b>Total CIP Expenses</b>   | <b>\$ 1,050</b>    | <b>\$ 1,450</b> | <b>\$ 1,230</b> | <b>\$ 897</b> | <b>\$ 188</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4,815</b> |

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

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

| CIP Funds - Resources            | L-T-D<br>thru 2020 | 2021            | 2022            | 2023          | 2024          | 2025        | 2026        | Total           |
|----------------------------------|--------------------|-----------------|-----------------|---------------|---------------|-------------|-------------|-----------------|
| Grants/Contributions Anticipated | \$ 1,050           | \$ 1,450        | \$ 1,230        | \$ 897        | \$ 188        | \$ -        | \$ -        | \$ 4,815        |
| <b>Total CIP Resources</b>       | <b>\$ 1,050</b>    | <b>\$ 1,450</b> | <b>\$ 1,230</b> | <b>\$ 897</b> | <b>\$ 188</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4,815</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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 314th Street Improvements                           |
| <b>Project Account:</b>                         | 306-4400-223  |
| <b>Project Description &amp; Justification:</b> | Add sidewalks and street lights.                      |
| <b>Prior Council Review/Approval:</b>           | Resolution (#19-770) to accept grant funding 8/13/19. |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b>     | <b>2025</b>     | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|-------------|-------------|-----------------|-----------------|-------------|-----------------|
| Consultant Services         | \$ 225                     | \$ 125        | \$ -        | \$ -        | \$ -            | \$ -            | \$ -        | \$ 350          |
| Construction                | -                          | -             | -           | -           | 1,600           | 1,300           | -           | 2,900           |
| <b>Total CIP Expenses</b>   | <b>\$ 225</b>              | <b>\$ 125</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,600</b> | <b>\$ 1,300</b> | <b>\$ -</b> | <b>\$ 3,250</b> |

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

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

| <b>CIP Funds - Resources</b>     | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b> | <b>2023</b> | <b>2024</b>     | <b>2025</b>     | <b>2026</b> | <b>Total</b>    |
|----------------------------------|----------------------------|---------------|-------------|-------------|-----------------|-----------------|-------------|-----------------|
| Grants/Contributions Anticipated | \$ 225                     | \$ 125        | \$ -        | \$ -        | \$ -            | \$ -            | \$ -        | \$ 350          |
| Unfunded Needs                   | -                          | -             | -           | -           | 1,600           | 1,300           | -           | 2,900           |
| <b>Total CIP Resources</b>       | <b>\$ 225</b>              | <b>\$ 125</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,600</b> | <b>\$ 1,300</b> | <b>\$ -</b> | <b>\$ 3,250</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | SR99 at S 373rd Street Roundabout with Median Control  |
| <b>Project Account:</b>                         | 306-4400-224   |
| <b>Project Description &amp; Justification:</b> | <p>Establish median control throughout the length of the project and construct a roundabout at the intersection of S 373rd Street.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p> |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 2/4/2020.   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Property Acquisition      | \$ -               | \$ -          | \$ 330        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 330          |
| Consultant Services       | -                  | 340           | -             | -               | -           | -           | -           | 340             |
| Construction              | -                  | -             | -             | 2,830           | -           | -           | -           | 2,830           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 340</b> | <b>\$ 330</b> | <b>\$ 2,830</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,500</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<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|--|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Real Estate Excise Tax                     | \$ -               | \$ -          | \$ -          | \$ 1,000        | \$ -        | \$ -        | \$ -        | \$ 1,000        |
| Grants/Contributions Anticipated           | -                  | -             | 300           | 1,830           | -           | -           | -           | 2,130           |
| Mitigation/Traffic Impact Fees-Anticipated | -                  | 340           | 30            | -               | -           | -           | -           | 370             |
| <b>Total CIP Resources</b>                 | <b>\$ -</b>        | <b>\$ 340</b> | <b>\$ 330</b> | <b>\$ 2,830</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,500</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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 @ S 320th St Traffic Signal   |
| <b>Project Account:</b>                         | 306-4400-225   |
| <b>Project Description &amp; Justification:</b> | <p>Install a traffic signal and signalized pedestrian crosswalk.</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 apply for grant 4/1/2019.   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 100        | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100          |
| Construction                | \$ -                       | \$ -          | \$ 935        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 935          |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 935</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,035</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|----------------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| LIFT Sales Tax                   | \$ -                       | \$ 100        | \$ 205        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 305          |
| Grants/Contributions Anticipated | -                          | -             | 730           | -           | -           | -           | -           | 730             |
| <b>Total CIP Resources</b>       | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 935</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,035</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | Citywide ADA Retrofits   |
| <b>Project Account:</b>                         | 306-4400-228   |
| <b>Project Description &amp; Justification:</b> | <p>Upgrade specific intersections, streets, and sidewalks in order to meet minimum ADA requirements.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p> |
| <b>Prior Council Review/Approval:</b>           |  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          | Total           |
|---------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| Consultant Services       | \$ -               | \$ 50         | \$ 50         | \$ 50         | \$ 50         | \$ 50         | \$ 50         | \$ 300          |
| Construction              | -                  | 350           | 350           | 350           | 350           | 350           | 350           | 2,100           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 2,400</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<br>thru 2020 | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          | Total           |
|---|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| LIFT                                    | \$ -               | \$ 200        | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ 200          |
| Mitigation/Traffic Impact Fees Received | -                  | 200           | -             | -             | -             | -             | -             | 200             |
| Unfunded Needs                          | -                  | -             | 400           | 400           | 400           | 400           | 400           | 2,000           |
| <b>Total CIP Resources</b>              | <b>\$ -</b>        | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 400</b> | <b>\$ 2,400</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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 356th St: 1st Ave S - SR 99  |
| <b>Project Account:</b>                         | 306-4400-229   |
| <b>Project Description &amp; Justification:</b> | Widen to 5 lanes with bike lanes, sidewalks and street lighting.<br>Joint project with SWM to provide widened culvert.<br><br>The M&O is for ROW maintenance based on scope of the project |
| <b>Prior Council Review/Approval:</b>           | Grant application authorization June 2020  |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b>     | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-----------------|-----------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 200        | \$ 100        | \$ -            | \$ -            | \$ -        | \$ -        | \$ 300          |
| Construction                | -                          | -             | -             | 3,000           | 3,000           | -           | -           | 6,000           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 200</b> | <b>\$ 100</b> | <b>\$ 3,000</b> | <b>\$ 3,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 6,300</b> |

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

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

| <b>CIP Funds - Resources</b>            | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b>     | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|---|----------------------------|---------------|---------------|-----------------|-----------------|-------------|-------------|-----------------|
| Mitigation/Traffic Impact Fees Received | \$ -                       | \$ 200        | \$ 100        | \$ -            | \$ -            | \$ -        | \$ -        | \$ 300          |
| Unfunded Needs                          | -                          | -             | -             | 3,000           | 3,000           | -           | -           | 6,000           |
| <b>Total CIP Resources</b>              | <b>\$ -</b>                | <b>\$ 200</b> | <b>\$ 100</b> | <b>\$ 3,000</b> | <b>\$ 3,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 6,300</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | SR 509 @ 4th Ave S Compact Roundabout  |
| <b>Project Account:</b>                         | 306-4400-230   |
| <b>Project Description &amp; Justification:</b> | <p>This project will construct a compact roundabout at the intersection of SR 509 and 4th 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)*

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| 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)*

| CIP Funds - Resources      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023        | 2024        | 2025        | 2026        | Total           |
|----------------------------|--------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| Unfunded Needs             | \$ -               | \$ 200        | \$ 800        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,000        |
| <b>Total CIP Resources</b> | <b>\$ -</b>        | <b>\$ 200</b> | <b>\$ 800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,000</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Federal Way Transit Center   |
| <b>Project Account:</b>                         | 306-4400-231   |
| <b>Project Description &amp; Justification:</b> | Construct dedicated sidewalks in four specific areas and preserve pedestrian access between large blocks within the City Center.<br><br>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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 100        | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100          |
| Construction                | -                          | -             | 900           | -           | -           | -           | -           | 900             |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 900</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<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|------------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|-----------------|
| Unfunded Needs               | \$ -                       | \$ 100        | \$ 900        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,000        |
| <b>Total CIP Resources</b>   | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 900</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,000</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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 @ 27th Ave SW Compact roundabout  |
| <b>Project Account:</b>                         | 306-4400-232  |
| <b>Project Description &amp; Justification:</b> | <p>This project will construct a compact roundabout at the intersection of SW 344th St and 27th Ave SW.</p> <p>The M&amp;O is for ROW maintenance based on scope of the project</p> |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 2/3/2020.  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021         | 2022          | 2023          | 2024        | 2025        | 2026        | Total         |
|---------------------------|--------------------|--------------|---------------|---------------|-------------|-------------|-------------|---------------|
| Consultant Services       | \$ -               | \$ 50        | \$ 100        | \$ -          | \$ -        | \$ -        | \$ -        | \$ 150        |
| Construction              | -                  | -            | -             | 560           | -           | -           | -           | 560           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 50</b> | <b>\$ 100</b> | <b>\$ 560</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 710</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<br>thru 2020 | 2021         | 2022          | 2023          | 2024        | 2025        | 2026        | Total         |
|----------------------------------|--------------------|--------------|---------------|---------------|-------------|-------------|-------------|---------------|
| Real Estate Excise Tax           | \$ -               | \$ 15        | \$ -          | \$ -          | \$ -        | \$ -        | \$ -        | \$ 15         |
| Grants/Contributions Anticipated | -                  | 35           | 100           | 560           | -           | -           | -           | 695           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>        | <b>\$ 50</b> | <b>\$ 100</b> | <b>\$ 560</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 710</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total       |
|---------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Expenditure Increase/(Decrease) | -                  | -           | -           | 4           | -           | -           | -           | 4           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4</b> |

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

|   |   |
|---|---|
| <b>Project Name:</b>                            | Adaptive Traffic Signal control System - City Center Stage 2 - Detection Upgrades                                   |
| <b>Project Account:</b>                         | 306-4400-233  |
| <b>Project Description &amp; Justification:</b> | Provide equipment to fully optimize the remaining 9 intersections in the City Center area not completed in Phase 1. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 3/17/2020.   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>  | <b>2022</b>   | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|--------------|---------------|---------------|-------------|-------------|-------------|-----------------|
| Consultant Services         | \$ -                       | \$ 75        | \$ -          | \$ -          | \$ -        | \$ -        | \$ -        | \$ 75           |
| Construction                | -                          | -            | 600           | 700           | -           | -           | -           | 1,300           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 75</b> | <b>\$ 600</b> | <b>\$ 700</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,375</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<br/>thru 2020</b> | <b>2021</b>  | <b>2022</b> | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|----------------------------------|----------------------------|--------------|-------------|---------------|-------------|-------------|-------------|---------------|
| Real Estate Excise Tax           | \$ -                       | \$ 75        | \$ -        | \$ 100        | \$ -        | \$ -        | \$ -        | \$ 175        |
| Grants/Contributions Anticipated | -                          | -            | -           | 600           | -           | -           | -           | 600           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>                | <b>\$ 75</b> | <b>\$ -</b> | <b>\$ 700</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 775</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | Citywide Pedestrian Safety System Improvements    |
| <b>Project Account:</b>                         | 306-4400-234                                      |
| <b>Project Description &amp; Justification:</b> | Install mid-block pedestrian crossing treatments. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 2/3/2020.        |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021         | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|--------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Consultant Services       | \$ -               | \$ 60        | \$ 100        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 160          |
| Construction              | -                  | -            | -             | 1,400           | -           | -           | -           | 1,400           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 60</b> | <b>\$ 100</b> | <b>\$ 1,400</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,560</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<br>thru 2020 | 2021         | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|----------------------------------|--------------------|--------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Fuel Tax                         | \$ -               | \$ 32        | \$ -          | \$ 288          | \$ -        | \$ -        | \$ -        | \$ 320          |
| Grants/Contributions Anticipated | -                  | 28           | 100           | 1,112           | -           | -           | -           | 1,240           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>        | <b>\$ 60</b> | <b>\$ 100</b> | <b>\$ 1,400</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,560</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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 RRFB Upgrades   |
| <b>Project Account:</b>                         | 306-4400-235   |
| <b>Project Description &amp; Justification:</b> | Upgrade median-mounted rectangular rapid flashing beacons with overhead mountings. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 2/3/2020.   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Consultant Services         | \$ -                       | \$ 140        | \$ -          | \$ -        | \$ -        | \$ -        | \$ -        | \$ 140        |
| Construction                | -                          | -             | 690           | -           | -           | -           | -           | 690           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 140</b> | <b>\$ 690</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 830</b> |

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

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

| <b>CIP Funds - Resources</b>     | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|----------------------------------|----------------------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Fuel Tax                         | \$ -                       | \$ 50         | \$ 270        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 320        |
| Grants/Contributions Anticipated | -                          | 90            | 420           | -           | -           | -           | -           | 510           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>                | <b>\$ 140</b> | <b>\$ 690</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 830</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | Military Rd S: S 320th St - SR 18 Preservation Project   |
| <b>Project Account:</b>                         | 306-4400-236   |
| <b>Project Description &amp; Justification:</b> | Repave Military Rd S between S 320th St and SR 18, upgrade pavement markers and improve ADA ramps. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 3/17/2020.  |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021        | 2022         | 2023            | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|-------------|--------------|-----------------|-------------|-------------|-------------|-----------------|
| Consultant Services       | \$ -               | \$ -        | \$ 50        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 50           |
| Construction              | -                  | -           | -            | 1,200           | -           | -           | -           | 1,200           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 1,200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,250</b> |

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

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

| CIP Funds - Resources            | L-T-D<br>thru 2020 | 2021         | 2022        | 2023            | 2024        | 2025        | 2026        | Total           |
|----------------------------------|--------------------|--------------|-------------|-----------------|-------------|-------------|-------------|-----------------|
| Grants/Contributions Anticipated | -                  | -            | -           | 600             | -           | -           | -           | 600             |
| Misc./Transfers - Overlay        | -                  | 50           | -           | 600             | -           | -           | -           | 650             |
| <b>Total CIP Resources</b>       | <b>\$ -</b>        | <b>\$ 50</b> | <b>\$ -</b> | <b>\$ 1,200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,250</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | SW King County Regional Trail Plan   |
| <b>Project Account:</b>                         | 306-4400-237   |
| <b>Project Description &amp; Justification:</b> | Develop a plan defining potential routes to connect trails within the City to other regional trails. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 2/4/2020.   |

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

| <b>CIP Funds - Expenses</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b>  | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|-----------------------------|----------------------------|-------------|--------------|---------------|-------------|-------------|-------------|---------------|
| Consultant Services         | \$ -                       |             | \$ 50        | \$ 200        | \$ -        | \$ -        | \$ -        | \$ 250        |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250</b> |

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

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

| <b>CIP Funds - Resources</b>     | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b>  | <b>2023</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>  |
|----------------------------------|----------------------------|-------------|--------------|---------------|-------------|-------------|-------------|---------------|
| Fuel Tax                         | \$ -                       | \$ -        | \$ 50        | \$ -          | \$ -        | \$ -        | \$ -        | \$ 50         |
| Grants/Contributions Anticipated | -                          | -           | -            | 250           | -           | -           | -           | 250           |
| <b>Total CIP Resources</b>       | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ 50</b> | <b>\$ 250</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 300</b> |

| <b>Impact on Operating Funds</b> | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>                            | S288th Street: Pacific Hwy S to 34th Ave S Bike and Pedestian Improvements  |
| <b>Project Account:</b>                         | 306-4400-238  |
| <b>Project Description &amp; Justification:</b> | Modify the pavement markings to provide bike lanes and center turn lane and add two RRFB's for pedestrian crossing. |
| <b>Prior Council Review/Approval:</b>           | Authorization to apply for grant 7/21/2020.   |

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

| CIP Funds - Expenses      | L-T-D<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---------------------------|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Consultant Services       | \$ -               | \$ 200        | \$ 100        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 300          |
| Construction              | -                  | -             | 100           | 2,100           | -           | -           | -           | 2,200           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ 200</b> | <b>\$ 200</b> | <b>\$ 2,100</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)*

| CIP Funds - Resources                   | L-T-D<br>thru 2020 | 2021          | 2022          | 2023            | 2024        | 2025        | 2026        | Total           |
|---|--------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| Real Estate Excise Tax                  | \$ -               | \$ -          | \$ -          | \$ 400          | \$ -        | \$ -        | \$ -        | \$ 400          |
| Mitigation/Traffic Impact Fees Received | -                  | 200           | 200           | -               | -           | -           | -           | 400             |
| Grants/Contributions Anticipated        | -                  | -             | -             | 1,700           | -           | -           | -           | 1,700           |
| <b>Total CIP Resources</b>              | <b>\$ -</b>        | <b>\$ 200</b> | <b>\$ 200</b> | <b>\$ 2,100</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,500</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 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>                            | Fiber Optic Network Loop - 317th to S 272nd  |
| <b>Project Account:</b>                         | 306-4400-239   |
| <b>Project Description &amp; Justification:</b> | Provide a fiber optic network loop for redundancy. Telecom network between city facilities, traffic signal network, safe city network, etc.<br><br>Included as part of Sound Transit FWLE Development Agreement. |
| <b>Prior Council Review/Approval:</b>           |  |

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

|                             | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Expenses</b> |                            |               |               |                 |             |             |             |                 |
| Consultant Services         | \$ -                       | \$ 100        | \$ 100        | \$ -            | \$ -        | \$ -        | \$ -        | \$ 200          |
| Construction                | -                          | -             | 800           | 1,600           | -           | -           | -           | 2,400           |
| <b>Total CIP Expenses</b>   | <b>\$ -</b>                | <b>\$ 100</b> | <b>\$ 900</b> | <b>\$ 1,600</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,600</b> |

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

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

|                                     | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>     | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-------------------------------------|----------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Resources</b>        |                            |                 |             |             |             |             |             |                 |
| Mitigation/Sound Transit Mitigation | -                          | 2,600           | -           | -           | -           | -           | -           | \$ 2,600        |
| <b>Total CIP Resources</b>          | <b>\$ -</b>                | <b>\$ 2,600</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,600</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b> |
|----------------------------------|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Impact on Operating Funds</b> |                            |             |             |             |             |             |             |              |
| Revenue Increase/(Decrease)      | \$ -                       | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease)  | -                          | -           | -           | -           | 2           | 2           | 2           | 6            |
| <b>Net Impact</b>                | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 2</b> | <b>\$ 6</b>  |

## CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS

|   |  |
|---|--|
| <b>Project Name:</b>                            | SW 340th St: 31st Ave SW - 37th Ave SW   |
| <b>Project Account:</b>                         | 306-4400-240   |
| <b>Project Description &amp; Justification:</b> | Widen to 5 lanes<br><br>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<br>thru 2020 | 2021        | 2022        | 2023        | 2024          | 2025            | 2026            | Total           |
|---------------------------|--------------------|-------------|-------------|-------------|---------------|-----------------|-----------------|-----------------|
| Property Acquisition      | \$ -               | \$ -        | \$ -        | \$ -        | \$ -          | \$ 1,500        | \$ -            | \$ 1,500        |
| Consultant Services       | -                  | -           | -           | -           | 500           | -               | -               | 500             |
| Construction              | -                  | -           | -           | -           | -             | -               | 4,000           | 4,000           |
| <b>Total CIP Expenses</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 500</b> | <b>\$ 1,500</b> | <b>\$ 4,000</b> | <b>\$ 6,000</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<br>thru 2020 | 2021        | 2022        | 2023        | 2024          | 2025            | 2026            | Total           |
|----------------------------|--------------------|-------------|-------------|-------------|---------------|-----------------|-----------------|-----------------|
| Unfunded Needs             | \$ -               | \$ -        | \$ -        | \$ -        | \$ 500        | \$ 1,500        | \$ 4,000        | \$ 6,000        |
| <b>Total CIP Resources</b> | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 500</b> | <b>\$ 1,500</b> | <b>\$ 4,000</b> | <b>\$ 6,000</b> |

| Impact on Operating Funds       | L-T-D<br>thru 2020 | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | Total        |
|---------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Revenue Increase/(Decrease)     | \$ -               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -         |
| Expenditure Increase/(Decrease) | -                  | -           | -           | -           | -           | 8           | 8           | 16           |
| <b>Net Impact</b>               | <b>\$ -</b>        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 8</b> | <b>\$ 8</b> | <b>\$ 16</b> |

**CAPITAL IMPROVEMENT PLAN – TRANSPORTATION SYSTEMS**

|   |  |
|---|--|
| <b>Project Name:</b>                            | Joint Operations and Maintenance Facility                                    |
| <b>Project Account:</b>                         | 306-4400-610   |
| <b>Project Description &amp; Justification:</b> | Joint operation and maintenance facility for Public Works, Parks, CD, Police |
| <b>Prior Council Review/Approval:</b>           | May 2020 council approval for planning.                                      |

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

|                             | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|-----------------------------|----------------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Expenses</b> |                            |               |               |                 |             |             |             |                 |
| Consultant Services         | \$ 250                     | \$ 250        |               | \$ -            | \$ -        | \$ -        | \$ -        | \$ 500          |
| Construction                | -                          | -             | 250           | 8,000           | -           | -           | -           | 8,250           |
| <b>Total CIP Expenses</b>   | <b>\$ 250</b>              | <b>\$ 250</b> | <b>\$ 250</b> | <b>\$ 8,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 8,750</b> |

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

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

|                              | <b>L-T-D<br/>thru 2020</b> | <b>2021</b>   | <b>2022</b>   | <b>2023</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>Total</b>    |
|------------------------------|----------------------------|---------------|---------------|-----------------|-------------|-------------|-------------|-----------------|
| <b>CIP Funds - Resources</b> |                            |               |               |                 |             |             |             |                 |
| Real Estate Excise Tax       | \$ 250                     | \$ -          | \$ -          | \$ -            | \$ -        | \$ -        | \$ -        | \$ 250          |
| Misc./Transfers              | -                          | 250           | 250           | -               | -           | -           | -           | 500             |
| Unfunded Needs               | -                          | -             | -             | 8,000           | -           | -           | -           | 8,000           |
| <b>Total CIP Resources</b>   | <b>\$ 250</b>              | <b>\$ 250</b> | <b>\$ 250</b> | <b>\$ 8,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 8,750</b> |

|                                  | <b>L-T-D<br/>thru 2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</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>  |



## 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. In addition the city passed a water and sewer utility tax in 2018 imposing 7.75% on all water/sewer utilities. This 1.75% additional utility tax is projected to raise \$3.1M in 2021 and 2022 to fund the qualifying Proposition 1 positions consisting of 25.5 FTEs in public defender, police, prosecution, court, code enforcement, parks maintenance and related support functions.

The enhancement of police and community safety focused first on improving the core functions of policing: patrol, traffic, and investigations. The proposition added 19 sworn police officers and one record clerk in the Police Department. It also provided more funds for municipal court, city criminal prosecution, and jail and support services, whose workload will increase with an increased number of police officers. Finally the proposition added one additional code compliance officer, related legal support, one maintenance worker, and funding for City park security.

The proposition is an integrated strategy designed to make a substantial impact on the most essential public and community safety needs and supplements existing services.

The table below provides the ongoing cost funding these positions and related costs.

| FTE          | Program                                      | Description                                       | Proposed Budget \$ |                  |
|--------------|--|---|--------------------|------------------|
|              |  |   | 2021               | 2022             |
|              | Public Defender                              | Increase Public Defender                          | 651,076            | 651,076          |
| -            |  | <b>TOTAL MAYOR'S OFFICE</b>                       | <b>651,076</b>     | <b>651,076</b>   |
| 1.00         | Code Compliance Officer                      | Salary  | 75,225             | 79,068           |
|              |  | Benefits  | 28,586             | 30,046           |
| <b>1.00</b>  |  | <b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b> | <b>103,811</b>     | <b>109,114</b>   |
| 1.50         | Prosecutor                                   | Salary  | 135,434            | 140,242          |
|              |  | Benefits  | 51,465             | 53,292           |
| 0.50         | Assistant City Attorney<br>(code compliance) | Salary  | 58,693             | 61,929           |
|              |  | Benefits  | 22,303             | 23,533           |
| <b>2.00</b>  |  | <b>TOTAL LAW</b>                                  | <b>267,895</b>     | <b>278,996</b>   |
| 0.50         | Judge  | Salary  | 90,307             | 90,307           |
|              |  | Benefits  | 34,317             | 34,317           |
| 1.00         | Court Clerk 1                                | Salary  | 47,448             | 50,388           |
|              |  | Benefits  | 18,030             | 19,147           |
| <b>1.50</b>  |  | <b>TOTAL MUNICIPAL COURT</b>                      | <b>190,102</b>     | <b>194,159</b>   |
| 1.00         | Maintenance Worker 1                         | Salary  | 63,480             | 63,480           |
|              |  | Benefits  | 24,122             | 24,122           |
|              |  | Pierce County Security Contract                   | 17,200             | 17,200           |
| <b>1.00</b>  |  | <b>TOTAL PARKS &amp; RECREATION</b>               | <b>104,802</b>     | <b>104,802</b>   |
| 1.00         | Records Specialist                           | Records Specialist (1) - Salary                   | 57,276             | 57,276           |
|              |  | Records Specialist (1) - Benefits                 | 21,765             | 21,765           |
| 17.00        | 17 Police Officers                           | Police Officers (17) -Salary                      | 1,682,176          | 1,717,614        |
|              |  | Police Officers (17) -Benefits                    | 639,227            | 652,693          |
| 2.00         | Lieutenant                                   | Lieutenant (2) - Salary                           | 274,655            | 277,377          |
|              |  | Lieutenant (2) - Benefits                         | 104,369            | 105,403          |
| <b>20.00</b> |  | <b>TOTAL POLICE</b>                               | <b>2,779,468</b>   | <b>2,832,128</b> |
| <b>25.50</b> |  |   | <b>4,097,155</b>   | <b>4,170,275</b> |

| NON-CIP CAPITAL OUTLAY SUMMARY            |           |   |                     |                     |
|---|-----------|---|---------------------|---------------------|
| (Excluding Capital Improvement Projects)  |           |   |                     |                     |
| Fund                                      | Dept      | Description   | 2021                | 2022                |
| <b>Information Systems:</b>               |           |   |                     |                     |
|   | City-Wide | RR Disaster Recover Backup Data Storage                 | 150,000             | -                   |
|   | City-Wide | RR Desktop PCs (52 in 2021) (53 in 2022)                | 57,160              | 56,719              |
|   | City-Wide | RR Laptop (6 in 2021) (10 in 2022)                      | 12,200              | 17,085              |
|   | City-Wide | RR Printers (3 in 2021) (3 in 2022)                     | 3,468               | 3,978               |
|   | City-Wide | RR Misc. Networks                                       | 10,000              | 10,000              |
|   | City-Wide | RR Misc. Hardware                                       | 10,000              | 10,000              |
|   | City-Wide | RR GIS Large Plotter                                    | 22,500              | -                   |
|   | City-Wide | RR Oce Large Formant Printer                            | 30,000              | 30,000              |
|   | City-Wide | RR Servers (0 in 2021) (5 in 2022)                      | -                   | 50,000              |
|   | EOC       | RR Laptop EOC (13 in 2021) (0 in 2022)                  | 11,659              | -                   |
|   | EOC       | RR PC EOC (2 in 2021) (0 in 2022)                       | 7,080               | -                   |
|   | PAEC      | RR Desktop PCs (2 in 2021) (11 in 2022)                 | 2,587               | 12,951              |
|   | PAEC      | RR Laptops (0 in 2021) (2 in 2022)                      | -                   | 3,540               |
|   |           | <b>Subtotal Information Systems Fund</b>                | <b>316,654</b>      | <b>194,273</b>      |
| <b>Mail &amp; Distribution:</b>           |           |   |                     |                     |
|   | City-Wide | Replace copiers   | 15,391              | 73,506              |
|   |           | <b>Subtotal Mail &amp; Distribution Fund</b>            | <b>15,391</b>       | <b>73,506</b>       |
| <b>Fleet &amp; Equipment:</b>             |           |   |                     |                     |
|   | CD        | Replace 1995 1995 Ford E-350 Graff. Abatement Vehicle   | 38,084              | -                   |
|   | PK        | Replace 2008 F450 117-1                                 | 62,555              | -                   |
|   | PK        | Replace 2008 Snowdog Plow 117-1                         | 9,005               | -                   |
|   | PK        | Replace 2008 Henderson Sander 117-1                     | 10,676              | -                   |
|   | PK        | Replace 2008 Ranger 119-1                               | 34,511              | -                   |
|   | PK        | Replace 2004 F150 119-1                                 | 34,511              | -                   |
|   | PK        | Replace Plow Trk 257B                                   | 17,000              | -                   |
|   | PK        | Replace 2005 Sand Pro Infield Groomer                   | -                   | 28,000              |
|   | PK        | Replace 2004 F150 120-1                                 | -                   | 34,511              |
|   | PK        | Replace 2008 Ranger                                     | -                   | 34,511              |
|   | PK        | Replace 2007 F250 1100                                  | -                   | 38,013              |
|   | PK        | Replace 2006 Vermeer Chipper                            | -                   | 41,680              |
|   | PW        | Replace 2003 Sterling 5 Yd Dump Trk 253                 | 203,000             | -                   |
|   | PW        | Replace Sander for Trk 253B                             | 37,000              | -                   |
|   | PW        | Replace Plow for Trk 253C                               | 17,000              | -                   |
|   | PW        | Replace 2008 Peterbilt 10 Yd Dump Trk 2570              | 185,000             | -                   |
|   | PW        | Replace Sander Trk 257A                                 | 37,000              | -                   |
|   | SWM       | New WQ Vehicle  | 40,000              | -                   |
|   | SWM       | New Arrow Board   | 5,500               | -                   |
|   | SWM       | New Vactor Truck  | 500,000             | -                   |
|   | PD        | Replace 14 Vehicles in 2021                             | 776,700             | -                   |
|   | PD        | Replace 13 Vehicles & 4 motorcycles in 2022             | -                   | 786,000             |
|   | PD        | Refurbish 9041 Explosives Disposal Unit Vehicle in 2021 | 60,000              | -                   |
|   | PD        | Replace EVOC cone trailer in 2021                       | 5,900               | -                   |
|   | PD        | Replace Traffic trailer in 2021                         | 17,000              | -                   |
|   | PD        | New Utility vehicle (pickup truck) in 2021              | 65,000              | -                   |
|   | PD        | Replace 7 patrol bicycles in 2021                       | 20,351              | -                   |
|   |           | <b>Subtotal Fleet &amp; Equipment Fund</b>              | <b>2,175,793</b>    | <b>962,715</b>      |
| <b>Grand Total Non-CIP Capital Outlay</b> |           |   | <b>\$ 2,507,838</b> | <b>\$ 1,230,494</b> |

## 2021 SALARY SCHEDULE

As of 09/05/2020

| City Council           |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
|------------------------|---------------------------------------|---------|---------|----------|---------|---------|---------|----------|----------|-----------|-----------|-----------|-----------|
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 01C                    | Council President                     |         |         | \$1,269  |         |         |         |          |          | \$15,225  |           |           |           |
| 01A                    | Council Member                        |         |         | \$1,269  |         |         |         |          |          | \$15,225  |           |           |           |
| 31a                    | Executive Asst. to Council            | \$4,998 | \$5,223 | \$5,458  | \$5,704 | \$5,961 | \$6,331 | \$59,976 | \$62,676 | \$65,496  | \$68,448  | \$71,532  | \$75,972  |
| Mayor's Office         |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 61                     | Mayor                                 |         |         | \$12,478 |         |         |         |          |          | \$149,732 |           |           |           |
| 33                     | Policy Advisor                        | \$5,098 | \$5,327 | \$5,567  | \$5,818 | \$6,080 | \$6,457 | \$61,176 | \$63,924 | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 36                     | Office Manager                        | \$5,487 | \$5,734 | \$5,992  | \$6,262 | \$6,544 | \$6,950 | \$65,844 | \$68,808 | \$71,904  | \$75,144  | \$78,528  | \$83,400  |
| 37                     | Communications Coordinator            | \$5,624 | \$5,877 | \$6,141  | \$6,417 | \$6,706 | \$7,122 | \$67,488 | \$70,524 | \$73,692  | \$77,004  | \$80,472  | \$85,464  |
| Economic Development   |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 58i                    | Director                              |         |         | \$12,756 |         |         |         |          |          | \$153,072 |           |           |           |
| Emergency Management   |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 50                     | Emergency Manager                     | \$7,754 | \$8,103 | \$8,468  | \$8,849 | \$9,247 | \$9,820 | \$93,048 | \$97,236 | \$101,616 | \$106,188 | \$110,964 | \$117,840 |
| Information Technology |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 55a                    | Manager                               |         |         | \$10,833 |         |         |         |          |          | \$129,996 |           |           |           |
| 32                     | IT Tech. 2                            | \$4,973 | \$5,197 | \$5,431  | \$5,675 | \$5,930 | \$6,298 | \$59,676 | \$62,364 | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 39                     | IT Analyst                            | \$5,909 | \$6,175 | \$6,453  | \$6,743 | \$7,046 | \$7,483 | \$70,908 | \$74,100 | \$77,436  | \$80,916  | \$84,552  | \$89,796  |
| 44                     | IT Supervisor - Sys./Help Desk        | \$6,687 | \$6,988 | \$7,302  | \$7,631 | \$7,974 | \$8,468 | \$80,244 | \$83,856 | \$87,624  | \$91,572  | \$95,688  | \$101,616 |
| 46                     | IT Architect - WEB, Apps., & Security | \$7,025 | \$7,341 | \$7,671  | \$8,016 | \$8,377 | \$8,896 | \$84,300 | \$88,092 | \$92,052  | \$96,192  | \$100,524 | \$106,752 |
| Clerk's Office         |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 50                     | City Clerk/Records Administrator      | \$7,754 | \$8,103 | \$8,468  | \$8,849 | \$9,247 | \$9,820 | \$93,048 | \$97,236 | \$101,616 | \$106,188 | \$110,964 | \$117,840 |
| 36a                    | Deputy City Clerk                     | \$5,433 | \$5,677 | \$5,932  | \$6,199 | \$6,478 | \$6,880 | \$65,196 | \$68,124 | \$71,184  | \$74,388  | \$77,736  | \$82,560  |
| Human Resources        |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 55a                    | Manager                               |         |         | \$10,833 |         |         |         |          |          | \$129,996 |           |           |           |
| 37                     | Human Resources Technician            | \$5,624 | \$5,877 | \$6,141  | \$6,417 | \$6,706 | \$7,122 | \$67,488 | \$70,524 | \$73,692  | \$77,004  | \$80,472  | \$85,464  |
| 18                     | Admin Assistant I                     | \$3,517 | \$3,675 | \$3,840  | \$4,013 | \$4,194 | \$4,454 | \$42,204 | \$44,100 | \$46,080  | \$48,156  | \$50,328  | \$53,448  |
| Community Development  |                                       | Monthly |         |          |         |         |         | Annual   |          |           |           |           |           |
| Grade                  | Position Title                        | A       | B       | C        | D       | E       | F       | A        | B        | C         | D         | E         | F         |
| 58c                    | Director                              |         |         | \$13,266 |         |         |         |          |          | \$159,192 |           |           |           |
| 12                     | Graffiti Technician                   | \$3,032 | \$3,168 | \$3,311  | \$3,460 | \$3,616 | \$3,840 | \$36,384 | \$38,016 | \$39,732  | \$41,520  | \$43,392  | \$46,080  |
| 23                     | Permit Technician                     | \$3,983 | \$4,162 | \$4,349  | \$4,545 | \$4,750 | \$5,045 | \$47,796 | \$49,944 | \$52,188  | \$54,540  | \$57,000  | \$60,540  |
| 26                     | Development Specialist                | \$4,286 | \$4,479 | \$4,681  | \$4,892 | \$5,112 | \$5,429 | \$51,432 | \$53,748 | \$56,172  | \$58,704  | \$61,344  | \$65,148  |
| 29                     | Development Specialist 2              | \$4,619 | \$4,827 | \$5,044  | \$5,271 | \$5,508 | \$5,849 | \$55,428 | \$57,924 | \$60,528  | \$63,252  | \$66,096  | \$70,188  |
| 32                     | Permit Center Supervisor              | \$4,973 | \$5,197 | \$5,431  | \$5,675 | \$5,930 | \$6,298 | \$59,676 | \$62,364 | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 32                     | CDBG Coordinator                      | \$5,355 | \$5,596 | \$5,848  | \$6,111 | \$6,386 | \$6,782 | \$64,260 | \$67,152 | \$70,176  | \$73,332  | \$76,632  | \$81,384  |
| 35                     | Associate Planner                     | \$5,355 | \$5,596 | \$5,848  | \$6,111 | \$6,386 | \$6,782 | \$64,260 | \$67,152 | \$70,176  | \$73,332  | \$76,632  | \$81,384  |
| 39                     | Inspector/Plans Examiner              | \$5,909 | \$6,175 | \$6,453  | \$6,743 | \$7,046 | \$7,483 | \$70,908 | \$74,100 | \$77,436  | \$80,916  | \$84,552  | \$89,796  |
| 36                     | Code Compliance Officer               | \$5,487 | \$5,734 | \$5,992  | \$6,262 | \$6,544 | \$6,950 | \$65,844 | \$68,808 | \$71,904  | \$75,144  | \$78,528  | \$83,400  |
| 42                     | Plans Examiner                        | \$6,365 | \$6,651 | \$6,950  | \$7,263 | \$7,590 | \$8,061 | \$76,380 | \$79,812 | \$83,400  | \$87,156  | \$91,080  | \$96,732  |

## 2021 SALARY SCHEDULE

As of 09/05/2020

| Community Development |   | Monthly |         |          |          |          |          | Annual    |           |           |           |           |           |
|-----------------------|---|---------|---------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Grade                 | Position Title                            | A       | B       | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 41                    | Senior Planner                            | \$6,210 | \$6,489 | \$6,781  | \$7,086  | \$7,405  | \$7,864  | \$74,520  | \$77,868  | \$81,372  | \$85,032  | \$88,860  | \$94,368  |
| 44                    | Principal Planner                         | \$6,687 | \$6,988 | \$7,302  | \$7,631  | \$7,974  | \$8,468  | \$80,244  | \$83,856  | \$87,624  | \$91,572  | \$95,688  | \$101,616 |
| 52                    | Building Official                         | \$8,148 | \$8,515 | \$8,898  | \$9,298  | \$9,716  | \$10,318 | \$97,776  | \$102,180 | \$106,776 | \$111,576 | \$116,592 | \$123,816 |
| 47                    | Community Services Manager                | \$7,201 | \$7,525 | \$7,864  | \$8,218  | \$8,588  | \$9,120  | \$86,412  | \$90,300  | \$94,368  | \$98,616  | \$103,056 | \$109,440 |
| 49                    | Planning Manager                          | \$7,567 | \$7,908 | \$8,264  | \$8,636  | \$9,025  | \$9,585  | \$90,804  | \$94,896  | \$99,168  | \$103,632 | \$108,300 | \$115,020 |
| 25                    | Admin Assistant II                        | \$4,182 | \$4,370 | \$4,567  | \$4,773  | \$4,988  | \$5,297  | \$50,184  | \$52,440  | \$54,804  | \$57,276  | \$59,856  | \$63,564  |
| 18                    | Admin Assistant I                         | \$3,517 | \$3,675 | \$3,840  | \$4,013  | \$4,194  | \$4,454  | \$42,204  | \$44,100  | \$46,080  | \$48,156  | \$50,328  | \$53,448  |
| 14                    | Office Technician II                      | \$3,186 | \$3,329 | \$3,479  | \$3,636  | \$3,800  | \$4,036  | \$38,232  | \$39,948  | \$41,748  | \$43,632  | \$45,600  | \$48,432  |
| Court                 |   | Monthly |         |          |          |          |          | Annual    |           |           |           |           |           |
| Grade                 | Position Title                            | A       | B       | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58g                   | Judge                                     |         |         | \$15,051 |          |          |          |           |           | \$180,614 |           |           |           |
| 50a                   | Court Administrator                       |         |         | \$9,727  |          |          |          |           |           | \$116,724 |           |           |           |
| 39                    | Court Services Supervisor                 | \$5,909 | \$6,175 | \$6,453  | \$6,743  | \$7,046  | \$7,483  | \$70,908  | \$74,100  | \$77,436  | \$80,916  | \$84,552  | \$89,796  |
| c14                   | Court Clerk 1                             | \$3,316 | \$3,465 | \$3,621  | \$3,784  | \$3,954  | \$4,199  | \$39,792  | \$41,580  | \$43,452  | \$45,408  | \$47,448  | \$50,388  |
| c21                   | Court Clerk 2                             | \$3,943 | \$4,120 | \$4,305  | \$4,499  | \$4,701  | \$4,992  | \$47,316  | \$49,440  | \$51,660  | \$53,988  | \$56,412  | \$59,904  |
| 41                    | Probation Supervisor                      | \$6,210 | \$6,489 | \$6,781  | \$7,086  | \$7,405  | \$7,864  | \$74,520  | \$77,868  | \$81,372  | \$85,032  | \$88,860  | \$94,368  |
| 34                    | Probation Officer                         | \$5,224 | \$5,459 | \$5,705  | \$5,962  | \$6,230  | \$6,616  | \$62,688  | \$65,508  | \$68,460  | \$71,544  | \$74,760  | \$79,392  |
| Finance               |   | Monthly |         |          |          |          |          | Annual    |           |           |           |           |           |
| Grade                 | Position Title                            | A       | B       | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58b                   | Director                                  |         |         | \$13,344 |          |          |          |           |           | \$160,128 |           |           |           |
| 24                    | Accounting Tech. II                       | \$4,080 | \$4,264 | \$4,456  | \$4,657  | \$4,867  | \$5,169  | \$48,960  | \$51,168  | \$53,472  | \$55,884  | \$58,404  | \$62,028  |
| 31                    | Payroll Analyst                           | \$4,852 | \$5,070 | \$5,298  | \$5,536  | \$5,785  | \$6,144  | \$58,224  | \$60,840  | \$63,576  | \$66,432  | \$69,420  | \$73,728  |
| 37                    | Financial Analyst                         | \$5,624 | \$5,877 | \$6,141  | \$6,417  | \$6,706  | \$7,122  | \$67,488  | \$70,524  | \$73,692  | \$77,004  | \$80,472  | \$85,464  |
| 52                    | Accounting Manager                        | \$8,148 | \$8,515 | \$8,898  | \$9,298  | \$9,716  | \$10,318 | \$97,776  | \$102,180 | \$106,776 | \$111,576 | \$116,592 | \$123,816 |
| Law                   |   | Monthly |         |          |          |          |          | Annual    |           |           |           |           |           |
| Grade                 | Position Title                            | A       | B       | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58e                   | City Attorney                             |         |         | \$13,344 |          |          |          |           |           | \$160,128 |           |           |           |
| 56                    | Deputy City Attorney                      | \$8,992 | \$9,397 | \$9,820  | \$10,262 | \$10,724 | \$11,389 | \$107,904 | \$112,764 | \$117,840 | \$123,144 | \$128,688 | \$136,668 |
| 25                    | Legal Assistant                           | \$4,182 | \$4,370 | \$4,567  | \$4,773  | \$4,988  | \$5,297  | \$50,184  | \$52,440  | \$54,804  | \$57,276  | \$59,856  | \$63,564  |
| 29                    | Paralegal                                 | \$4,619 | \$4,827 | \$5,044  | \$5,271  | \$5,508  | \$5,849  | \$55,428  | \$57,924  | \$60,528  | \$63,252  | \$66,096  | \$70,188  |
| 29                    | Domestic Violence Legal Liaison           | \$4,619 | \$4,827 | \$5,044  | \$5,271  | \$5,508  | \$5,849  | \$55,428  | \$57,924  | \$60,528  | \$63,252  | \$66,096  | \$70,188  |
| 33                    | Lead Paralegal                            | \$5,098 | \$5,327 | \$5,567  | \$5,818  | \$6,080  | \$6,457  | \$61,176  | \$63,924  | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 45                    | Prosecutor                                | \$6,852 | \$7,160 | \$7,482  | \$7,819  | \$8,171  | \$8,678  | \$82,224  | \$85,920  | \$89,784  | \$93,828  | \$98,052  | \$104,136 |
| 48                    | Chief Prosecutor                          | \$7,382 | \$7,714 | \$8,061  | \$8,424  | \$8,803  | \$9,349  | \$88,584  | \$92,568  | \$96,732  | \$101,088 | \$105,636 | \$112,188 |
| 53                    | Assistant City Attorney                   | \$8,353 | \$8,729 | \$9,122  | \$9,532  | \$9,961  | \$10,579 | \$100,236 | \$104,748 | \$109,464 | \$114,384 | \$119,532 | \$126,948 |
| Parks                 |   | Monthly |         |          |          |          |          | Annual    |           |           |           |           |           |
| Grade                 | Position Title                            | A       | B       | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58a                   | Director                                  |         |         | \$12,392 |          |          |          |           |           | \$148,704 |           |           |           |
| 58                    | Deputy Director                           | \$9,450 | \$9,875 | \$10,319 | \$10,783 | \$11,268 | \$11,967 | \$113,400 | \$118,500 | \$123,828 | \$129,396 | \$135,216 | \$143,604 |
| 13                    | Lead Lifeguard                            | \$3,109 | \$3,249 | \$3,395  | \$3,548  | \$3,708  | \$3,938  | \$37,308  | \$38,988  | \$40,740  | \$42,576  | \$44,496  | \$47,256  |
| 33                    | Graphics Coordinator                      | \$5,098 | \$5,327 | \$5,567  | \$5,818  | \$6,080  | \$6,457  | \$61,176  | \$63,924  | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 33                    | Chef/Kitchen Coordinator                  | \$5,098 | \$5,327 | \$5,567  | \$5,818  | \$6,080  | \$6,457  | \$61,176  | \$63,924  | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 33                    | Facility Services Coordinator             | \$5,098 | \$5,327 | \$5,567  | \$5,818  | \$6,080  | \$6,457  | \$61,176  | \$63,924  | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 33                    | Recreation Coordinator                    | \$5,098 | \$5,327 | \$5,567  | \$5,818  | \$6,080  | \$6,457  | \$61,176  | \$63,924  | \$66,804  | \$69,816  | \$72,960  | \$77,484  |
| 38                    | Parks & Facilities Supervisor             | \$5,767 | \$6,027 | \$6,298  | \$6,581  | \$6,877  | \$7,303  | \$69,204  | \$72,324  | \$75,576  | \$78,972  | \$82,524  | \$87,636  |
| 43                    | Comm. Relations Liaison/Contract Administ | \$6,524 | \$6,818 | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 43                    | Recreation Manager                        | \$6,524 | \$6,818 | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 43                    | Community Center Manager                  | \$6,524 | \$6,818 | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 43                    | Dumas Bay Manager                         | \$6,524 | \$6,818 | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 43                    | Parks & Facilities Manager                | \$6,524 | \$6,818 | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 25                    | Admin Assistant II                        | \$4,182 | \$4,370 | \$4,567  | \$4,773  | \$4,988  | \$5,297  | \$50,184  | \$52,440  | \$54,804  | \$57,276  | \$59,856  | \$63,564  |
| 18                    | Admin Assistant I                         | \$3,517 | \$3,675 | \$3,840  | \$4,013  | \$4,194  | \$4,454  | \$42,204  | \$44,100  | \$46,080  | \$48,156  | \$50,328  | \$53,448  |
| 14                    | Office Technician II                      | \$3,186 | \$3,329 | \$3,479  | \$3,636  | \$3,800  | \$4,036  | \$38,232  | \$39,948  | \$41,748  | \$43,632  | \$45,600  | \$48,432  |
| m14                   | Custodian - Community Center              | \$3,335 | \$3,485 | \$3,642  | \$3,807  | \$3,977  | \$4,224  | \$40,020  | \$41,820  | \$43,704  | \$45,684  | \$47,724  | \$50,688  |
| m26                   | Aquatic Facility Operator                 | \$4,659 | \$4,867 | \$5,086  | \$5,316  | \$5,552  | \$5,899  | \$55,908  | \$58,404  | \$61,032  | \$63,792  | \$66,624  | \$70,788  |
| m22                   | Maintenance Worker I                      | \$4,218 | \$4,409 | \$4,605  | \$4,812  | \$5,031  | \$5,290  | \$50,616  | \$52,908  | \$55,260  | \$57,744  | \$60,372  | \$63,480  |
| m26                   | Maintenance Worker II                     | \$4,659 | \$4,867 | \$5,086  | \$5,316  | \$5,552  | \$5,899  | \$55,908  | \$58,404  | \$61,032  | \$63,792  | \$66,624  | \$70,788  |

**CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET**

**2021 SALARY SCHEDULE**

**As of 09/05/2020**

| Public Works      |  | Monthly |          |          |          |          |          | Annual    |           |           |           |           |           |
|-------------------|--|---------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Grade             | Position Title                         | A       | B        | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58h               | Director                               |         |          | \$13,164 |          |          |          |           |           | \$157,968 |           |           |           |
| 58                | Deputy Public Works Director           | \$9,450 | \$9,875  | \$10,319 | \$10,783 | \$11,268 | \$11,967 | \$113,400 | \$118,500 | \$123,828 | \$129,396 | \$135,216 | \$143,604 |
| 26                | Fleet Maintenance Coord.               | \$4,973 | \$5,197  | \$5,431  | \$5,675  | \$5,930  | \$6,298  | \$59,676  | \$62,364  | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 30                | Engineering Technician                 | \$4,973 | \$5,197  | \$5,431  | \$5,675  | \$5,930  | \$6,298  | \$59,676  | \$62,364  | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 30                | SWM Engineering Technician             | \$4,973 | \$5,197  | \$5,431  | \$5,675  | \$5,930  | \$6,298  | \$59,676  | \$62,364  | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 34                | SWM Public Education & Outreach Coord. | \$5,224 | \$5,459  | \$5,705  | \$5,962  | \$6,230  | \$6,616  | \$62,688  | \$65,508  | \$68,460  | \$71,544  | \$74,760  | \$79,392  |
| 37                | Construction Inspector                 | \$5,624 | \$5,877  | \$6,141  | \$6,417  | \$6,706  | \$7,122  | \$67,488  | \$70,524  | \$73,692  | \$77,004  | \$80,472  | \$85,464  |
| 37                | SWM Inspector                          | \$5,624 | \$5,877  | \$6,141  | \$6,417  | \$6,706  | \$7,122  | \$67,488  | \$70,524  | \$73,692  | \$77,004  | \$80,472  | \$85,464  |
| 35                | Recycling Project Manager              | \$5,355 | \$5,596  | \$5,848  | \$6,111  | \$6,386  | \$6,782  | \$64,260  | \$67,152  | \$70,176  | \$73,332  | \$76,632  | \$81,384  |
| 35                | SWM Water Quality Specialist           | \$5,355 | \$5,596  | \$5,848  | \$6,111  | \$6,386  | \$6,782  | \$64,260  | \$67,152  | \$70,176  | \$73,332  | \$76,632  | \$81,384  |
| 38                | Street Systems Supervisor              | \$5,767 | \$6,027  | \$6,298  | \$6,581  | \$6,877  | \$7,303  | \$69,204  | \$72,324  | \$75,576  | \$78,972  | \$82,524  | \$87,636  |
| 38                | SWM Maintenance Supervisor             | \$5,767 | \$6,027  | \$6,298  | \$6,581  | \$6,877  | \$7,303  | \$69,204  | \$72,324  | \$75,576  | \$78,972  | \$82,524  | \$87,636  |
| 39                | Solid Waste & Recycling Coord          | \$5,909 | \$6,175  | \$6,453  | \$6,743  | \$7,046  | \$7,483  | \$70,908  | \$74,100  | \$77,436  | \$80,916  | \$84,552  | \$89,796  |
| 40                | SW Quality Program Coord.              | \$6,056 | \$6,329  | \$6,614  | \$6,912  | \$7,223  | \$7,671  | \$72,672  | \$75,948  | \$79,368  | \$82,944  | \$86,676  | \$92,052  |
| 43                | Sr. Engineering Plans Reviewer         | \$6,524 | \$6,818  | \$7,125  | \$7,446  | \$7,781  | \$8,263  | \$78,288  | \$81,816  | \$85,500  | \$89,352  | \$93,372  | \$99,156  |
| 49                | Senior Traffic Engineer                | \$7,567 | \$7,908  | \$8,264  | \$8,636  | \$9,025  | \$9,585  | \$90,804  | \$94,896  | \$99,168  | \$103,632 | \$108,300 | \$115,020 |
| 44                | Traffic Operations Engineer            | \$6,687 | \$6,988  | \$7,302  | \$7,631  | \$7,974  | \$8,468  | \$80,244  | \$83,856  | \$87,624  | \$91,572  | \$95,688  | \$101,616 |
| 49                | Sr. Transportation Planning Eng.       | \$7,567 | \$7,908  | \$8,264  | \$8,636  | \$9,025  | \$9,585  | \$90,804  | \$94,896  | \$99,168  | \$103,632 | \$108,300 | \$115,020 |
| 49                | SS Project Engineer                    | \$7,567 | \$7,908  | \$8,264  | \$8,636  | \$9,025  | \$9,585  | \$90,804  | \$94,896  | \$99,168  | \$103,632 | \$108,300 | \$115,020 |
| 54                | Development Services Manager           | \$8,559 | \$8,944  | \$9,346  | \$9,767  | \$10,207 | \$10,840 | \$102,708 | \$107,328 | \$112,152 | \$117,204 | \$122,484 | \$130,080 |
| 54                | City Traffic Engineer                  | \$8,559 | \$8,944  | \$9,346  | \$9,767  | \$10,207 | \$10,840 | \$102,708 | \$107,328 | \$112,152 | \$117,204 | \$122,484 | \$130,080 |
| 54                | Capital Projects Eng. Manager          | \$8,559 | \$8,944  | \$9,346  | \$9,767  | \$10,207 | \$10,840 | \$102,708 | \$107,328 | \$112,152 | \$117,204 | \$122,484 | \$130,080 |
| 54                | Surface Water Manager                  | \$8,559 | \$8,944  | \$9,346  | \$9,767  | \$10,207 | \$10,840 | \$102,708 | \$107,328 | \$112,152 | \$117,204 | \$122,484 | \$130,080 |
| 25                | Admin Assistant II                     | \$4,182 | \$4,370  | \$4,567  | \$4,773  | \$4,988  | \$5,297  | \$50,184  | \$52,440  | \$54,804  | \$57,276  | \$59,856  | \$63,564  |
| 18                | Admin Assistant I                      | \$3,517 | \$3,675  | \$3,840  | \$4,013  | \$4,194  | \$4,454  | \$42,204  | \$44,100  | \$46,080  | \$48,156  | \$50,328  | \$53,448  |
| m22               | Maintenance Worker I                   | \$4,218 | \$4,409  | \$4,605  | \$4,812  | \$5,031  | \$5,290  | \$50,616  | \$52,908  | \$55,260  | \$57,744  | \$60,372  | \$63,480  |
| m26               | Maintenance Worker II                  | \$4,659 | \$4,867  | \$5,086  | \$5,316  | \$5,552  | \$5,899  | \$55,908  | \$58,404  | \$61,032  | \$63,792  | \$66,624  | \$70,788  |
| Police Department |  | Monthly |          |          |          |          |          | Annual    |           |           |           |           |           |
| Grade             | Position Title                         | A       | B        | C        | D        | E        | F        | A         | B         | C         | D         | E         | F         |
| 58d               | Police Chief                           |         |          | \$14,969 |          |          |          |           |           | \$179,628 |           |           |           |
| 32                | Police Property/Evidence Cust.         | \$4,973 | \$5,197  | \$5,431  | \$5,675  | \$5,930  | \$6,298  | \$59,676  | \$62,364  | \$65,172  | \$68,100  | \$71,160  | \$75,576  |
| 29                | Records Supervisor                     | \$4,619 | \$4,827  | \$5,044  | \$5,271  | \$5,508  | \$5,849  | \$55,428  | \$57,924  | \$60,528  | \$63,252  | \$66,096  | \$70,188  |
| 36                | Office Manager                         | \$5,487 | \$5,734  | \$5,992  | \$6,262  | \$6,544  | \$6,950  | \$65,844  | \$68,808  | \$71,904  | \$75,144  | \$78,528  | \$83,400  |
| 46                | Civilian Operations Manager            | \$7,025 | \$7,341  | \$7,671  | \$8,016  | \$8,377  | \$8,896  | \$84,300  | \$88,092  | \$92,052  | \$96,192  | \$100,524 | \$106,752 |
| 51c               | Police Commander                       | \$9,671 | \$10,105 | \$10,560 | \$11,035 | \$11,532 | \$12,247 | \$116,052 | \$121,260 | \$126,720 | \$132,420 | \$138,384 | \$146,964 |
| 55d               | Deputy Police Chief                    |         |          | \$13,806 |          |          |          |           |           | \$165,672 |           |           |           |
| 18                | Admin Assistant I                      | \$3,517 | \$3,675  | \$3,840  | \$4,013  | \$4,194  | \$4,454  | \$42,204  | \$44,100  | \$46,080  | \$48,156  | \$50,328  | \$53,448  |
| 45                | Police Lieutenant                      | \$9,390 | \$10,066 | \$10,791 |          |          |          | \$112,680 | \$120,792 | \$129,492 |           |           |           |
| a18               | Customer Service Specialist            | \$3,741 | \$3,898  | \$4,063  | \$4,233  | \$4,414  | \$4,733  | \$44,892  | \$46,776  | \$48,756  | \$50,796  | \$52,968  | \$56,796  |
| a18               | Records Specialist                     | \$3,741 | \$3,898  | \$4,063  | \$4,233  | \$4,414  | \$4,733  | \$44,892  | \$46,776  | \$48,756  | \$50,796  | \$52,968  | \$56,796  |
| a18               | Administrative Assistant I             | \$3,741 | \$3,898  | \$4,063  | \$4,233  | \$4,414  | \$4,733  | \$44,892  | \$46,776  | \$48,756  | \$50,796  | \$52,968  | \$56,796  |
| a20               | Property/Evidence Tech                 | \$3,926 | \$4,094  | \$4,269  | \$4,447  | \$4,635  | \$4,967  | \$47,112  | \$49,128  | \$51,228  | \$53,364  | \$55,620  | \$59,604  |
| a24               | Animal Services Officer                | \$4,358 | \$4,545  | \$4,739  | \$4,937  | \$5,146  | \$5,515  | \$52,296  | \$54,540  | \$56,868  | \$59,244  | \$61,752  | \$66,180  |
| a27               | Public Records Coordinator             | \$4,696 | \$4,893  | \$5,098  | \$5,312  | \$5,536  | \$5,934  | \$56,352  | \$58,716  | \$61,176  | \$63,744  | \$66,432  | \$71,208  |
| a30               | CALEA/Volunteer Coordinator            | \$5,005 | \$5,219  | \$5,439  | \$5,668  | \$5,907  | \$6,331  | \$60,060  | \$62,628  | \$65,268  | \$68,016  | \$70,884  | \$75,972  |
| a30               | Crime Analyst /Prevention Specialist   | \$5,005 | \$5,219  | \$5,439  | \$5,668  | \$5,907  | \$6,331  | \$60,060  | \$62,628  | \$65,268  | \$68,016  | \$70,884  | \$75,972  |
| a30               | Quartermaster                          | \$5,005 | \$5,219  | \$5,439  | \$5,668  | \$5,907  | \$6,331  | \$60,060  | \$62,628  | \$65,268  | \$68,016  | \$70,884  | \$75,972  |
| a32               | Crime Analyst /Prevention Prg. Coord.  | \$5,259 | \$5,478  | \$5,708  | \$5,950  | \$6,199  | \$6,646  | \$63,108  | \$65,736  | \$68,496  | \$71,400  | \$74,388  | \$79,752  |
| g32               | Police Officer                         | \$5,738 | \$6,026  | \$6,542  | \$7,092  | \$7,697  |          | \$68,856  | \$72,312  | \$78,504  | \$85,104  | \$92,364  |           |

**ITEMS PROVIDED AT THE 2021/2022 ADOPTED BUDGET**

**DEMOGRAPHIC STATISTICS - 2020**

**PRINCIPAL TAXPAYERS - 2020**

**PRINCIPAL EMPLOYERS - 2020**

**MISCELLANEOUS STATISTICAL INFORMATION  
DECEMBER 31, 2020**

## **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 \$5000 in cost and have an expected useful life expectancy of 12 months. For purposes of this definition, a "fixed asset" includes a group of items purchased together that will be used "for a single purpose" and which could not be used effectively by themselves. |
| <i>Capital Facilities Plan (CFP)</i>            | A capital facilities plan includes an inventory of existing facilities, a forecast of future needs, proposed locations, capacities for new or expanded facilities, and a financing plan. The financing plan outlines the costs, revenues and time schedules for each capital improvement project. In compliance with the Growth Management Act legislation within the State of Washington, the City is preparing such a plan.   |



|  |  |
|--|--|
| <i>Capital Improvement Program (CIP)</i> | A plan for capital expenditures to be incurred each year over a period of five or more future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.   |
| <i>Certificates of Participation</i>     | A certificate of participation represents a divided share of a lease that is assigned or marketed to investors. These debt instruments typically represent general obligation debt but can also be issued by enterprises.  |
| <i>Certificate of Deposit</i>            | A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period at a specified interest rate.  |
| <i>Comprehensive Plan</i>                | A general plan that outlines growth and land use for residential, commercial, industrial, and open space areas.  |
| <i>Consumer Price Index (CPI)</i>        | A statistical description of price levels provided by the United States Department of Labor. 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. |

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| <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.<br>(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.<br><br><i>Reserved funds:</i> an account used to indicate that a portion of fund equity is legally restricted for a specific purpose.<br><i>Unreserved or undesignated funds:</i> the funds remaining after reduction for reserved balances.<br><br>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.  |

## ***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

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| <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>    | Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.  |
| <i>Investment</i>               | Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.   |
| <i>Level of Service</i>         | Used generally to define the existing services, programs, and facilities provided by the government for its citizens. Level of service in any given activity may be increased, decreased, or remain the same, depending on the needs, alternatives, and available resources.   |
| <i>Levy</i>                     | To impose a tax, special assessment or service charge for the support of government activities. The term most commonly refers to the real and personal property tax levy.  |
| <i>Levy Rate</i>                | The rate at which taxes, special assessments or service charges are imposed. For example, the real and personal property tax levy is the rate at which property is taxed per \$1,000 of assessed valuation. The rate is determined by calculating the ratio of the maximum amount of property tax revenue allowable under state law and the total assessed valuation within the taxing district.   |
| <i>Liability</i>                | Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.  |
| <i>Long-Term Debt</i>           | Debt with a maturity of more than one year after the date of issuance.   |
| <i>Mitigation Fees</i>          | Fees paid by developers toward the cost of future improvements to City infrastructure, which improvements are required due to the additional demands generated by new development.   |
| <i>Modified Accrual Basis</i>   | Modified Accrual Basis of accounting is used in governmental fund types (general, special revenue, debt service, and capital project funds). Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability).   |
| <i>Net Interest Cost</i>        | This is the traditional method of calculating bids for new issues of municipal (NIC) securities. It is computed as either: (a) Dollar Cost: total scheduled coupon payments + bid discount (- bid premium), or (b) Interest Rate: total scheduled coupon payments + bid discount (- bid premium) divided by bond year dollars. Bond year dollars is the sum of the number of years each bond in an issue is scheduled to be outstanding multiplied by its par value.   |

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| <i>Object</i>                                | As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, and materials and supplies.  |
| <i>Objective</i>                             | A specific measurable achievement that may be accomplished within a specific time frame.   |
| <i>Operating Budget</i>                      | An operations plan, expressed in financial terms, whereby an operating program is funded for a single year. Per state law, operating budgets lapse at year-end.  |
| <i>Performance Measures</i>                  | A performance measure is an indicator of the attainment of an objective. It is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.  |
| <i>Personnel Services</i>                    | Includes total wages and benefits.   |
| <i>Program Activity</i>                      | A broad function or a group of similar or related services/activities having a common purpose.   |
| <i>Proposed Budget</i>                       | The Mayor's recommended budget submitted to the City Council and Public in October of each year.   |
| <i>Proprietary Funds</i>                     | Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning and revenues are recorded in the same period. As a result, there is a direct cause and effect relationship between revenues and expenses in these funds.  |
| <i>Public Works Trust Fund Loans (PWTFL)</i> | A state revolving loan fund that provides low interest loans to help local governments maintain or improve essential public works systems.   |
| <i>Rainy Day Reserve</i>                     | The Rainy Day Reserves was established during the 2007/08 mid-biennium budget adjustment where Council authorized setting aside \$2 million of the General fund unallocated balance to be used to offset temporary declines in General Fund revenues due to an economic downturn.  |
| <i>Real Estate Excise Tax (REET)</i>         | A tax levied on real estate sales and used for payment of debt and capital purposes.   |
| <i>Replacement Reserves</i>                  | A portion of fund equity built up for specific assets for the purpose of purchasing the replacement of those assets.   |
| <i>Reserve</i>                               | An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.  |
| <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. |

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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  |

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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.)                           |

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| 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                                  |



***CITY OF FEDERAL WAY 2021/2022 PROPOSED BUDGET***

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| NPDES  | National Pollutant Discharge Elimination System                     |
| NRPA   | National Recreation Park Association                                |
| NSPE   | National Society of Professional Engineers                          |
| NTSP   | Neighborhood Traffic Safety Program                                 |
| NWCAMA | Northwest Computer Aided Mapping Association                        |
| NWOUG  | Northwest Oracle Users Group  |
| O & M  | Operations and Maintenance  |
| OMB    | Office of Management & Budget (Federal)                             |
| PAA    | Potential Annexation Area.  |
| PALs   | Pedestrian Accident Locations                                       |
| PAS    | Planning Advisory Service   |
| PAW    | Planning Association of Washington                                  |
| PDA    | Personal Data Assistant   |
| PERS   | Public Employees Retirement System                                  |
| PHA    | Public Housing Authority  |
| PMS    | Pavement Management System  |
| PNBOA  | Pacific Northwest Basketball Officials Association                  |
| PO     | Purchase Order  |
| PRCS   | The Federal Way Department of Parks Recreation and Culture Services |
| PRIMA  | Public Risk/Insurance Management Association                        |
| PSFOA  | Puget Sound Finance Officers Association                            |
| PSI    | Professional Secretaries International                              |
| PSLRTS | Puget Sound Light Rail Transit Society                              |
| PSNUG  | Puget Sound Novell Users Group                                      |
| PSRC   | Puget Sound Regional Council  |
| PTSA   | Parent-Teacher-Student-Association                                  |
| PWTFL  | Public Works Trust Fund Loan  |
| QFR    | Quarterly Financial Report  |
| R & D  | Research & Development  |
| RAP    | Regional Arterial Plan  |
| RAS    | Road Adequacy Standard  |
| RCW    | Revised Code of Washington  |
| R/D    | Retention/Detention   |
| REET   | Real Estate Excise Tax  |
| RFB    | Request for Bid   |
| RFP    | Request for Proposal  |
| RFQ    | Request for Qualifications  |
| RJC    | Regional Justice Center   |
| ROW    | Right-of-Way  |
| RTA    | Regional Transit Authority  |
| RTP    | Regional Transit Project  |
| RV     | Recreational Vehicle  |
| SCA    | Sound Cities Association  |
| SCATBD | South County Area Transportation Board                              |
| SEPA   | State Environment Policy Act  |
| SKCBA  | Seattle-King County Bar Association                                 |
| SKCHSC | South King County Human Services Council                            |
| SKCMSC | South King County Multi-Service Center                              |
| SKCRA  | South King County Referees Association                              |
| SLA    | Society of Landscape Architects                                     |
| SOP    | Standard Operating Procedure  |
| SOV    | Single Occupancy Vehicle  |
| SOW    | Statement of Work   |
| SPIRIT | Service, Pride, Integrity, Responsibility, Innovation, Teamwork     |
| SPRP   | Site Plan Review Process  |
| SPS    | State Public Service (property)                                     |
| SR99   | State Route 99  |
| SSOW   | Social Services Of Washington                                       |

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| 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                     |