2017-2018 Adopted Budget

For the biennium

January 1, 2017 through December 31, 2018

City of Burien, Washington

400 SW 152nd Street, Suite 300

Burien, WA 98166

(206) 241-4647

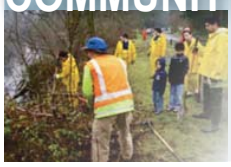
Burien

VISION FOR BURIEN

Our Future. Our Choices.

A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment

COMMUNITY



Genuine — Burien residents are welcoming, know their neighbors, and work together.

Engaged — Burien residents enjoy robust civic and cultural participation.

Stable — Burien strives for stability by encouraging provision of basic services for all of its residents.

DIVERSITY

Inclusive — Burien embraces diversity and welcomes all residents.

Multicultural — Burien celebrates the many cultures and backgrounds of its residents.

Multi-centered — Burien cultivates a thriving array of business and community centers.

ENVIRONMENT

Natural — Burien conserves its natural environment and public waterfronts.

Green — Burien treasures parks and open spaces, and welcomes opportunities for more.

Livable — Burien makes sustainable land, energy, water, and transportation choices.

PROSPERITY

Local — Burien values local services and supports local businesses.

Expansive — Burien encourages businesses in order to expand its economic base.

Creative — Burien promotes and supports its rich palette of arts, culture, and heritage.

EDUCATION & YOUTH

Teaching — Burien believes that quality schools are essential to its long-term success.

Learning — Burien actively promotes early childhood education and life-long learning.

Nurturing — Burien supports its youth with programs to augment its schools.

HEALTH & SAFETY

Healthy — Burien promotes community vitality with health and wellness services for all ages.

Active — Burien encourages active living to support physical and mental health.

Peaceful — Burien ensures public safety through both crime prevention and law enforcement.

GOVERNANCE

Responsive — Burien's city government operates in an open & accountable manner.

Effective — Burien's city government strives for organizational excellence.

Collaborative — Burien fosters partnerships with others in pursuit of common objectives.

Final Approved Vision - July 11, 2011

Table of Contents

Introductory Section

City Vision.....
City Manager's Budget Message..... v
Strategic Plan 2017-2020..... viii
Distinguished Budget Presentation Award..... xii
City Organizational Chart..... xiii
City of Burien Officials..... xiv
City Boards and Commissions..... xv
City Background..... xvi
Biennial Budget Process.....xvii
Budget Procedures and Amendment Process.....xviii
Fund Definitions.....xix

Budget Summary

All Funds Revenue and Expenditure Summary.....1-2

General Fund

General Fund Overview
General Fund Revenue.....2-3
Major Revenue Sources.....2-5
Expenditures by Line Item.....2-10
Expenditures by Department.....2-10
Department Expenditure Explanation.....2-12
City Council.....2-15
City Manager.....2-18
Economic Development.....2-22
Administrative Services.....2-27
Finance.....2-34
Accounting.....2-35
Information Technology.....2-39
Legal.....2-42
Police.....2-46
Public Works.....2-51
Community Development.....2-55
Planning.....2-56
Building.....2-59
Parks, Recreation, and Cultural Services.....2-62

Other Funds

Street Fund.....3-2
Surface Water Management Fund.....3-7
Public Works Reserve Fund.....3-12
Equipment Reserve Fund.....3-14
Art in Public Places Fund.....3-15
Capital Projects Reserve Fund.....3-16
Transportation Benefit District Fund.....3-17
Debt Service Fund.....3-18

Table of Contents

Capital Improvement Program

Capital Improvement Program Overview 4-3
Projects by Category 4-6
Revenue Sources 4-6

Parks and General Government Capital Improvement Program

Parks and General Government CIP Summary Chart 4-8
Eagle Landing Park Stair Reconfiguration (NEW) 4-10
Lake Burien School Park – Site Plan 4-11
Lakeview Park Playground/Path Improvements (NEW) 4-12
Moshier Park Restroom and Field Improvements 4-13
Off-Leash Dog Park 4-14
Parks Facilities Restoration 4-15
Parks, Recreation, and Open Space (PROS) Plan Update (NEW) 4-16
Public Works Maintenance and Operations Facility 4-17
Seahurst Park - North Shoreline 4-18
Seahurst Park Slide 4-19
Town Square Spray Park (NEW) 4-20
Staff Coordination of Parks CIP Projects 4-21
Unfunded Projects 4-22

Transportation Capital Improvement Program

Transportation CIP Summary Chart 4-24
1st Avenue South - Phase 3 (SW 128th Street to SW 140th Street) (NEW) 4-26
4th Avenue SW Bike Lanes Striping (NEW) 4-27
4th Avenue SW Sidewalks (between SW 156th – 160th Streets) (NEW) 4-28
4th and 6th Avenue SW/SW 148th Street Intersection 4-29
5th Avenue South Traffic Calming (NEW) 4-30
Citywide ADA Barrier Mitigation 4-31
Hilltop Elementary School Crosswalk/Path Project 4-32
Lake to Sound Trail 4-33
North East Redevelopment Area (NERA) Infrastructure Improvements – Pilot Program 4-34
North East Redevelopment Area (NERA) SR 518/DMMD Interchange 4-35
Pavement Management Program 4-36
Shorewood Drive Gabion Wall/Roadway Embankment Improvement 4-37
Signal Controller/Interconnect Upgrades Program 4-38
South 132nd Street Pedestrian and Bicycle Trail 4-39
South 136th Street Sidewalk Improvements 4-40
South 144th Way Improvements (NEW) 4-41
South 156th Street at 4th Avenue South Pedestrian HAWK (NEW) 4-42
South/SW 160th Street Corridor Study (NEW) 4-43
Staff Coordination of Transportation CIP Projects 4-44
Unfunded Projects 4-45

Surface Water Management Capital Improvement Program

Surface Water Management CIP Summary Chart 4-48
8th Avenue South Sub-basin Retrofit Improvements 4-50
20th Avenue South Drainage Improvements (NEW) 4-51
Capacity Improvements at SW 158th Street and 4th Avenue SW 4-52
Cove Point Outfall Repair (NEW) 4-53
Hermes Outlet Improvements 4-54
King County Courthouse Stormwater Retrofit 4-55
North East Redevelopment Area (NERA) Drainage Improvements 4-56
Residential Drainage Improvement Program (RDIP) 4-57
SW 152nd Street and 8th Avenue SW Drainage Improvements 4-58
SW 165th Street Drainage Improvements 4-59
Storm Drainage Master Plan (NEW) 4-60
Staff Coordination of SWM CIP Projects 4-61

Appendix

Financial Policies 5-2
Salary Schedule 5-13
Position History 5-14
Community Support Schedules 5-16
City Statistics 5-18
Principal Property Taxpayers/Major Employers 5-19
Census Comparisons 5-20
Glossary of Terms 5-21
List of Acronyms and Abbreviations 5-26

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City of Burien

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Phone: (206) 241-4647 • Fax: (206) 248-5539
www.burienwa.gov

November 21, 2016

Dear City Councilmembers,

Attached is the 2017-2018 Budget adopted by the City Council on November 21, 2016. This budget is guided by the Burien Strategic Plan 2017-2020, which was adopted by the City Council on June 20, 2016. The Plan details priorities for this budget and the next, and addresses Burien's needs and goals in alignment with the City's resources. Specific Strategic Plan Goals are shown in parentheses by the *2017-2018 Initiatives* shown in each department's narrative. A copy of the Plan is included in the appendices.

Just as the Strategic Plan is a guide for the City's priorities, the budget provides the means for important city functions and services to help improve our community's quality of life. For that reason, it is perhaps the most important document reviewed and approved by the City Council.

The total two-year budget is $81.9 million and includes $53.5 million in General Fund expenditures. The ongoing expenditures in this budget are balanced and consistent with the Council's adopted Financial Policies. This budget also achieves our goal of putting 20% in reserve, helping us increase our credit rating from A1 to Aa3.

The budget documents are by necessity lengthy to fulfill the Council's request that city operations be transparent and include important details. Strategic Plan priorities supported in this budget respond to community input and take steps to address public safety, sidewalks and streets, and programs for youth and teens. Major elements and themes in this budget are:

- Preserving our assets by increasing funding to maintain Burien's infrastructure.
- Continuing to protect Burien's financial health through prudent management and savings.
- Designating funds to begin replacing outdated software and other technology.
- Addressing the structural deficit and expiration of the Annexation sales tax credit.
- Restoring key resources to our Police to provide community-based policing services.
- Increasing the Capital Partnership Reserve and establishing a new Capital Equipment Reserve.
- Increasing Human Services Funding because of the increased general fund revenues.
- Providing funds for the Art in Public Places Fund.

- Continued economic development investments such as implementation of the new City brand, and implementation of the mobility study and downtown wayfinding.

Revenues and Expenditures

Even though the economy is rebounding from the recession and sales tax revenues and property values are up, our revenues don't match the needs for basic services in our community. Burien's assessed valuation (AV) provided by the King County Assessor shows growth of just under 10%, increasing our AV to $5.6 billion. Levying the 1% property tax increase pursuant to adopted city policy results in an extra 26 cents per month for a home valued at $250,000. This will generate $150,000 over the biennium to help maintain critical services, including public safety. Burien has benefitted from the annexation sales tax credit in excess of $800,000 per year resulting from the 2010 annexation of the North Highline area. The City must prepare for the end of this credit in 2020. One option to make up for this gap would be to allocate 100% of property tax to the General Fund (instead of 90%), if Real Estate Excise Tax receipts are sufficient to fund the City's debt service.

A structural deficit means that revenue increases will not keep pace with current level expenditures regardless of how well the economy is performing. Though the economy is rebounding from the recession, sales tax revenues are up, and property values are up, there continues to be less revenue available than is needed for basic services. In the last budget cycle, we implemented a 2.5% expenditure reduction and staff has continuously sought to underspend the adopted budget where possible. However, costs continue to rise.

Approximately 53% of Burien's General Fund budget is allocated for public safety. Those costs continue to rise at a much higher rate than the Consumer Price Index (CPI). An inventory of our pavement conditions shows that the City is not keeping pace with maintaining our streets in their current condition. Without proper maintenance, our longer-term costs will be higher due to the need for replacement rather than repair. Our 2016 Community Survey and Strategic Plan process indicated that the public understands the need for additional funds for public safety, streets, and sidewalks. Council approved a $10 increase in the car tab fee to provide additional funding for pavement management and new financial policy language to help manage cost increases.

Staffing Levels

To address priorities identified in the Strategic Plan and Community Survey, the budget includes selected new positions and modifications to certain current positions as follows:

- Restore the Senior Planner position eliminated during the recession since our Community Development Department has seen a sustained increase in land use and building permitting activity.
- Restore the Information Systems Manager position by reclassifying the Systems and GIS Administrator. This position will focus on replacing the City's outdated business systems, telephone system, and meeting room technology.

- Restore the GIS Analyst I position by reclassifying the part-time GIS Intern position to keep pace with the increased development activity and improve productivity.
- Increase the Front Desk Assistant from half-time to full-time to provide even better customer service and centralize the City's cashiering function.
- Add two community policing positions (one sergeant and one detective) to address the Strategic Plan Goal of increasing public safety and reducing crime.
- Increase a Recreation Coordinator from 0.55 to 0.75 to enhance arts programming.
- Increase a 0.75 Parks Maintenance Worker to 1.0 to address outstanding maintenance needs.
- Add 0.60 Human Resources Technician to handle personnel workload and provide more time to the Administrative Services Manager to update policies and oversee public records process improvements.
- Add a Street Maintenance Worker II to expand infrastructure maintenance.

Capital Funding

To construct important capital projects in recent years, Burien has benefitted from state and federal grants and loans and we have incurred a modest amount of debt. Our revenue sources for capital projects are even more modest and have been used for debt service payments. Unless we consider and adopt additional revenue sources for project design and local matching funds, we likely will struggle to compete for new grant funds given a highly competitive environment and shrinking federal and state programs. Several peer cities have been adopting franchise fees and/or utility taxes on water and sewer services. It would be prudent to monitor those efforts and consider these types of revenue sources to help fund new capital projects. As stated above, Council's approval of the $10 car tab fee increase is dedicated to the annual pavement management program; however, this funding still falls short of the annual amount required to maintain our current pavement index.

The budget document represents a major work product for city staff, particularly for the Finance Department. I very much appreciate their hard work and that of the other departments who analyzed work programs, sought opportunities for savings and efficiency, and completed this work while undertaking other major work program items.

Sincerely,

Anthony Piasecki
City Manager

Adopted June 20, 2016

CITY OF BURIEN

STRATEGIC PLAN 2017-2020

BURIEN COMMUNITY VISION

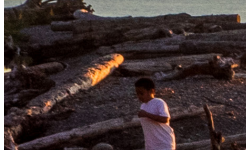
A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.

BURIEN'S FOCUS FOR THE COMING FOUR YEARS

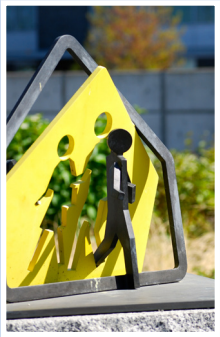
Through 2020, the City of Burien will prioritize delivering core services and ensuring the community's key infrastructure needs are met. This Strategic Plan identifies how City Council and staff will advance these shared commitments during the 2017/18 and 2019/20 biennia.

This Strategic Plan describes areas of emphasis that will be prioritized based on expressed community desires. Much of the City's work will continue as it always does, with this Plan focusing on particular areas of emphasis for this time period.

GOALS, INITIATIVES, & STRATEGIES



SAFE Community

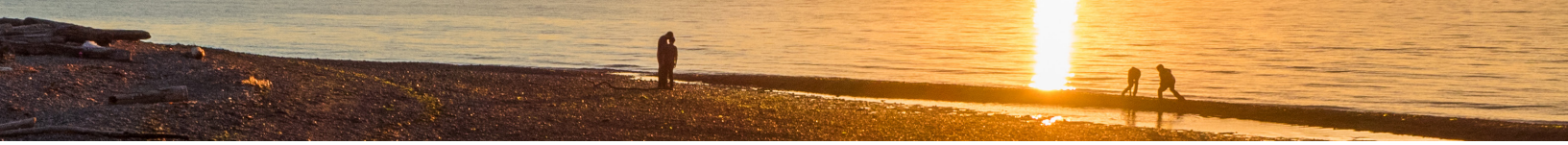


1. *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*
   a. Support community interest to build staffing capacity for both supervision and response.*
   b. Increase community engagement, including crime prevention strategies.
   c. Focus on crime reduction through crime analysis and predictive policing models.*
2. *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*
   a. Take care of our streets by investing more resources to maintain current pavement conditions.*
   b. In high priority areas, help Burien pedestrians by improving existing sidewalk conditions.*
   c. Further promote safety by increasing our capacity for routine street maintenance.*
   d. Maintain our parks facilities and equipment to provide a high quality visitor environment.*

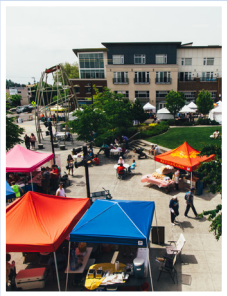
HEALTHY Community

5. *Enhance Parks and Recreation facilities and programs.*
   a. Through the PROS plan process, evaluate the needs of all community members and develop a plan that may include a new community recreation center and other park and recreation facilities to best meet those needs.*
   b. Enhance programs for youth and teens, with a focus on City-subsidized programs.*
   c. Improve efficiency and enhance customer experience by upgrading the parks registration system.*
6. *Provide quality, holistic services for vulnerable populations and at-risk community members.*
   a. Support vulnerable populations and at-risk community members, and the community-based organizations that serve them, in cooperation with other partners.*
   b. Support success for all Burien children by further strengthening our partnership with Highline Public Schools.
7. *Protect and improve the quality of Burien's natural environment.*
   a. Promote Low Impact Development (LID) for new and retrofit development projects.
   b. Increase recycling participation and reduce litter.
   c. Seek to reduce noise and air pollution impacts associated with SeaTac Airport in partnership with others.*
8. *Celebrate arts and culture.*
   a. Increase the City's support for public arts.*
   b. Enhance the quality and number of community events and celebrations.

** designates a 2017/18 priority*



DYNAMIC Community



3. Promote a thriving local business community and a positive community spirit.

a. Retain and strengthen existing Burien businesses through proactive efforts.*

b. Focus on increasing locally-owned small businesses.

c. Attract new business investment through communications, outreach, and targeted use of incentives.*

d. Improve Burien's community image with a refreshed brand and a marketing campaign.*

e. Establish new ways to better engage diverse communities in civic conversations and activities.*

f. Implement the Downtown Mobility Study and develop an Urban Center Plan for downtown.

g. Proactively work to attract lodging and complementary conference and arts facilities.

h. Foster community development and community leaders, both locally and regionally in South County.

4. Optimize customer service and support private investment in Burien.

a. Ensure fast and reliable permitting for public and private development.*

b. Improve efficiency and enhance customer experience through innovative and modern permit systems.*

c. Update and modernize key city codes and policy documents.*

STRONG City Organization

9. Continue to strengthen the City team.

a. Attract, retain, and develop employees through a competitive compensation and benefit package, employee development, and accountability.*

b. Increase staff capacity in critical areas to advance community priorities.*

c. Continue to protect and enhance the City's financial strength.*

10. Upgrade critical information technology systems and address key facility needs.

a. Upgrade the City's financial management IT system.*

b. Upgrade the City's Records Management IT system.*

c. In partnership, develop a strategy for a permanent Public Works maintenance facility to increase efficiencies and accommodate needs.

** designates a 2017/18 priority*

PLAN DEVELOPMENT & IMPLEMENTATION

How was the Strategic Plan developed?

The strategic planning process was a collaborative effort between the Burien City Council and Leadership Team. Emphasis was placed on responding to community preferences communicated to elected officials and staff and voiced in the City's Community Survey. This input communicated strong community interest in ensuring public safety and investing in basic infrastructure.

How will the Plan be implemented?

The Strategic Plan will be central in guiding Burien's actions and investments in the coming years. Its Goals will be the prism through which decisions are made and items are funded. The Plan will help us:

- Stay focused on what is most important, keeping community priorities in front of elected officials and City staff, partners, and community members.
- Establish aligned efforts across the City organization, guiding Council goal setting and Departmental work plans.
- Prioritize the use of resources, guiding staff development of budget proposals and framing Council's adoption of a final budget.

Progress towards the Plan's Goals will be regularly reviewed by Council and the City's Leadership Team and updates will be shared with the community.

CITY COUNCIL

- Mayor Lucy Krakowiak
- Deputy Mayor Bob Edgar
- Councilmember Steve Armstrong
- Councilmember Austin Bell
- Councilmember Lauren Berkowitz
- Councilmember Nancy Tosta
- Councilmember Debi Wagner

LEADERSHIP TEAM

- Kamuron Gurol - City Manager
- Maiya Andrews - Public Works Director
- Angie Chaufty - Administrative Services Manager
- Chip Davis - Community Development Director
- Lisa Marshall - City Attorney
- Scott Kimerer - Police Chief
- Kim Krause - Finance Director
- Steve Roemer - Parks, Recreation, and Cultural Services Director
- Dan Trimble - Economic Development Manager
- Katie Whittier - Communications Officer

FIND OUT MORE

www.burienwa.gov/strategicplan

Contact Email: strategicplan@burienwa.gov

BURIEN

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Burien

Washington

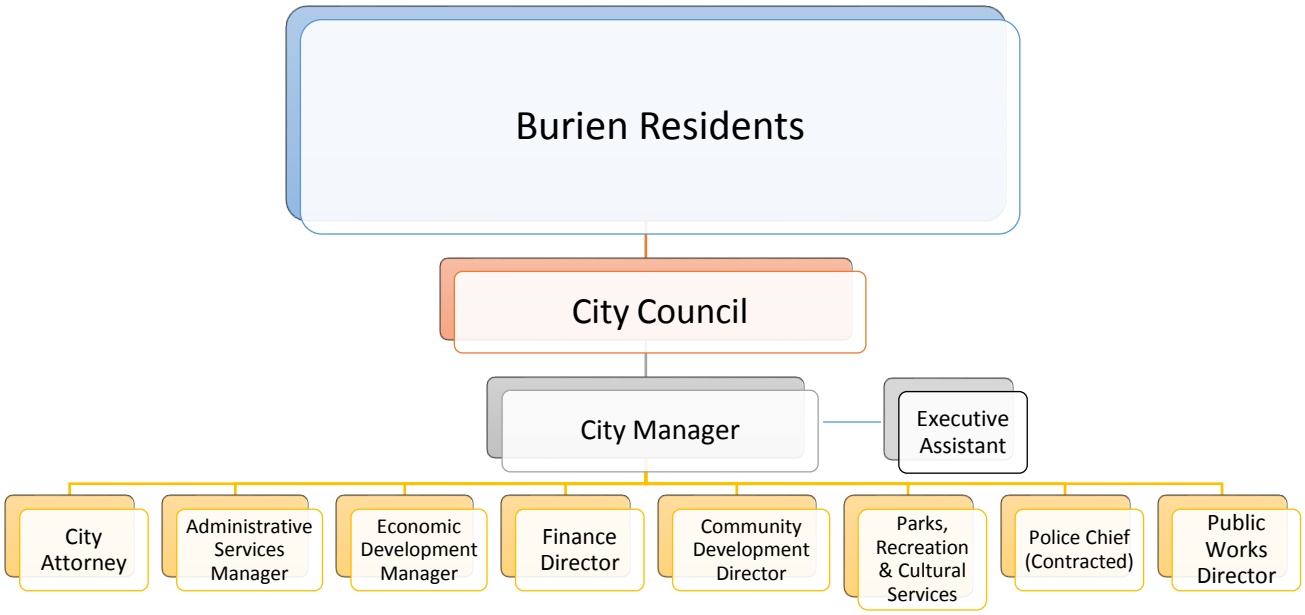
For the Biennium Beginning

January 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Burien, Washington for its biennial budget for the biennium beginning January 1, 2015. In order to receive this award, a government 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. We believe our current budget continues to conform to program requirements and we will submit it to GFOA to determine its eligibility for another award.


Burien Residents
City Council
City Manager
Executive Assistant
City Attorney
Administrative Services Manager
Economic Development Manager
Finance Director
Community Development Director
Parks, Recreation & Cultural Services
Police Chief (Contracted)
Public Works Director

CITY OFFICIALS

2016 CITY COUNCIL

Mayor	Lucy Krakowiak
Deputy Mayor	Bob Edgar
Councilmember	Stephen Armstrong
Councilmember	Austin Bell
Councilmember	Lauren Berkowitz
Councilmember	Nancy Tosta
Councilmember	Debi Wagner

2017 CITY COUNCIL

Mayor	Lucy Krakowiak
Deputy Mayor	Nancy Tosta
Councilmember	Stephen Armstrong
Councilmember	Austin Bell
Councilmember	Lauren Berkowitz
Councilmember	Bob Edgar
Councilmember	Debi Wagner

CITY ADMINISTRATION

Interim City Manager	Anthony Piasecki
Finance Director	Kim Krause
City Attorney	Lisa Marshall
Community Development Director	Chip Davis
Parks, Recreation, & Cultural Services Director	Steve Roemer
Public Works Director	Maiya Andrews
Chief of Police	Scott Kimerer

2017-2018 ADOPTED BUDGET PREPARED BY: FINANCE DEPARTMENT PERSONNEL

Finance Director	Kim Krause
Finance Manager	Patti Rader
Management Analyst	Lori Fleming
Accountant	Ellen Mounts
Accounting Assistant	Cathy Rossick

Special Recognition:

Local Government Management Fellow	Laura Crandall

CITY BOARDS AND COMMISSIONS

ARTS COMMISSION

Sybil Davis
Shelley Brittingham
Catherine Wendland
Michael Salmon
Alistair Christopherson
Melinda Berhman
Erik Christopherson
Dane Johnson
Kathy Justin

City Staff:
Casey Stanley, Recreation Manager, Parks, Recreation, and Cultural Services
Gina Kallman, Cultural Arts Supervisor, Parks, Recreation, and Cultural Services

PARKS BOARD

Jackie Smith
Aaron Hayden
Eric L. Mathison
Angela Spears
Ed Dacy
Angela Gallardo
Robert Johnson

City Staff:
Steve Roemer, Director, Parks, Recreation, and Cultural Services

PLANNING COMMISSION

Curtis Olsen
Amy Rosenfield
Douglas Weber
Butch Henderson
Kim Davis
Kaelene Nobis
Anna Markee

City Staff:
David Johanson, Senior Planner, Community Development

BURIEN BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP

Rodolfo Hernandez McIntyre
Vacant
Judy Coovert
Dean Anderson
Matt Wendland
Jay Hasbrouck, Jr.
Suzanne Greive
Dan Mathews
Daniel Poiree
Nancy Scholl
Vacant
Robbie Howell
Pier David
Denise Ferguson
Discover Burien

City Staff:
Anthony Piasecki, Interim City Manager
Vacant, Economic Development Manager

City of Burien Background

Burien is a well-managed and fiscally healthy city that has participated in the prosperity of the regional Puget Sound economy. The City is in a healthy position with:

- a well-established economic base
- a low debt burden
- strong financial management

City of Burien Details

- A 100-year old community incorporated in 1993, encompassing an area of approximately 10 square miles.
- Current population including the recent annexation is 50,000 reflecting an 81 percent growth since incorporation.
- Council–manager form of government.
- Administered by a full-time City Manager and a seven-member City Council, with one of its members serving as Mayor. All terms are for a period of four years.
- Located on Puget Sound across from Vashon Island, 12 miles south of Seattle, and served by State Routes 518 and 509.
- Additional information about the City is included in the Appendix.

BIENNIAL BUDGET PROCESS

The budget process begins every even numbered year with the preparation of a six-year financial forecast. This document is developed prior to the biennial budget so that annual appropriations can be viewed in the context of the city's long-term direction and resource capability. The biennial budget document implements the projects and priorities identified in the six-year financial forecast and capital improvement program. It outlines the manner in which financial resources will be utilized during the budget period. The course the City is taking can be changed through the allocation of resources. The City Council, the City Manager, Department Directors, City staff and Burien residents all participate in the budget process.

The City of Burien's budget process is designed to provide the essential structure for the financial planning, control and evaluation process of government. It presents a forecast of expected resources and the purposeful distribution of those resources. Once adopted, the budget is a formal expression of public policy on the City's objectives and priorities and the provision of resources meet those objectives.

City staff prepares the six-year financial plan and presents it to the Council in June or July of each year and it is adopted in either July or August. City staff then presents the adopted financial policies to the Council in July or August. Council considers changes to these policies and then adopts the policies with any revisions in August.

City staff then prepare the Preliminary Budget, which includes the final estimates of revenues, expenditures, and capital improvement program changes, including all requests from departments for presentation to the Council in early October. Public hearings and Council discussions are held and the final budget is adopted in late November or early December.

The typical calendar for the City of Burien's Budget is as follows:

Budget Process Steps	JUN - JUL	AUG	SEP	OCT	NOV	DEC
1. Finance Department prepares Financial Forecast						
2. Six-year Financial Forecast submitted to Council						
3. Council Discussion of Financial Forecast, Operating Budgets						
4. Financial Policies presented to Council						
5. Council adopts revised Financial Policies						
6. Final Estimates of Revenues, Expenditures, and Capital Improvement Program Changes						
7. City Manager and Department Directors finalize all requests						
8. Preliminary Budget submitted to Council						
9. Public Hearings and Council Discussions						
10. Council adopts final budget						

The adopted budget takes effect on January 1st. Throughout the year, expenditures are monitored to ensure that funds are used in an approved manner. A few times during the budget period, the budget may be changed (amended) by Council action in an open public meeting to respond to additional City activities throughout the course of the budget period.

BUDGET PROCEDURES AND AMENDMENT PROCESS

Chapter 35.33 of the Revised Code of Washington (RCW) mandates the City's budget procedures. The budget, as adopted biennially by the City Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level and expenditures may not legally exceed appropriations at that level of detail. Appropriation authority for all funds except capital project funds lapse at year-end and are prepared on a modified accrual basis. Appropriations on budgets for capital project funds are on a life-to-date basis, and the appropriations do not lapse at year-end, but continue until completion of the project.

The City Manager is legally authorized to transfer appropriations within a fund. However, as a practical matter, expenditure increases at the department level are presented to the council as budget amendments for adoption by ordinance. The budget can be amended several times during the year.

The accounts of the City are organized based on funds and account groups. The City uses governmental funds. Each governmental fund is accounted for with a separated set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues and expenditures.

The City's budget and financial statements for governmental funds have been prepared on the modified accrual basis of accounting in conformity with generally accepted accounting principles (GAAP). Under the modified accrual basis, revenues are recorded on the cash basis or when they are susceptible to accrual, meaning they are both measurable (the amount is known) and available (the revenue is collected soon enough to pay current liabilities of the current period). Expenditures are recognized on the full accrual basis of accounting, meaning expenditures are recognized when the fund liability is incurred. The City prepares the budget on a line-item basis, which means each category of expenditure, salaries, benefits, professional services, etc., is itemized in the document; however, the budget is formally adopted at the fund level.

These definitions apply for individual years on the following pages:

2017-2018 Adopted Budget: The 2017-2018 Adopted Budget as approved by the City Council on November 21, 2016.
2017-2022 Forecast: The 2017-2022 Financial Forecast for Operating Funds.
2016 Budget: The 2016 Budget as amended by the City Council in December 2015.
2015 Actual: The 2015 Actual Revenues and Expenditures as reported in the City's 2015 Comprehensive Annual Financial Report (CAFR).
2014 Actual: The 2014 Actual Revenues and Expenditures as reported in the City's 2014 Comprehensive Annual Financial Report (CAFR).

FUND DEFINITIONS

The following are the fund types budgeted by the City and other fund grouping definitions:

General Fund

The General Fund supports the general operations of the City government. These include administration, the legislative function, legal services, public safety, planning and community development, enforcement of local codes, parks, recreation, and cultural activities. Taxes are the principal source of revenue for the General Fund: property tax, sales tax, utility tax, gambling tax, and business and occupation tax. Other important sources are shared revenue from other governments, licenses and permits, charges for service, and fines and forfeitures. The General Fund accounts for all City resources except those for which a specific fund has been created.

Special Revenue Funds

Special Revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. There are seven Special Revenue funds: *Street, Surface Water Management, Art in Public Places, Equipment Reserve, Capital Projects Reserve, Public Works Reserve and the Transportation Benefit District Fund*. The four reserve funds just mentioned account for the City's longer-term accumulation of resources.

Debt Service Fund

This fund accounts for resources necessary to pay the principal and interest on general long-term debt. In 2017 and 2018, the annual operating budget includes transfers from the General Fund, Public Works Reserve Fund, Street Fund, and Transportation Benefit District Fund to the Debt Service Fund to pay for the annual debt service requirements. Bonds were issued in late 2006 ($9,805,000) for Town Square and the Community Center. These bonds were refunded with new bonds issued in 2016 ($5,320,000). In 2009, the City joined a coalition of cities to form the South Correctional Entity (SCORE) to build and operate a regional jail facility. Based on the City's 4% ownership interest, the city is responsible for $3,449,400 of the $86 million in bonds sold to construct this facility. Bonds were issued for a street overlay project ($8,615,000) in late 2010 and again in 2011 ($8,550,000) to refund the remaining 2002 bonds and to complete and close out the 1st Avenue South Phase 1 project. In 2013, the City opened a line of credit ($3,538,562) to purchase the NERA properties. These properties were sold in 2016 and the line of credit was paid off.

Capital Project Funds

These funds are used to account for financial resources to be used in the acquisition of capital facilities including those financed by special assessment. Capital projects are adopted on a multi-year year basis. Currently the city has three active capital project funds: Parks and General Government, Transportation and Surface Water Management.

Operating Funds

Operating Funds are those funds that are used solely for the general operations of the city. This sub-grouping of funds is comprised of the: General Fund, Street Fund, and the Surface Water Management Fund. The Surface Water Management Fund and the Surface Water Management Capital Improvement Fund are two different funds. The first is for general surface water operations and maintenance and the second is for the construction and acquisition of surface water capital equipment and facilities.

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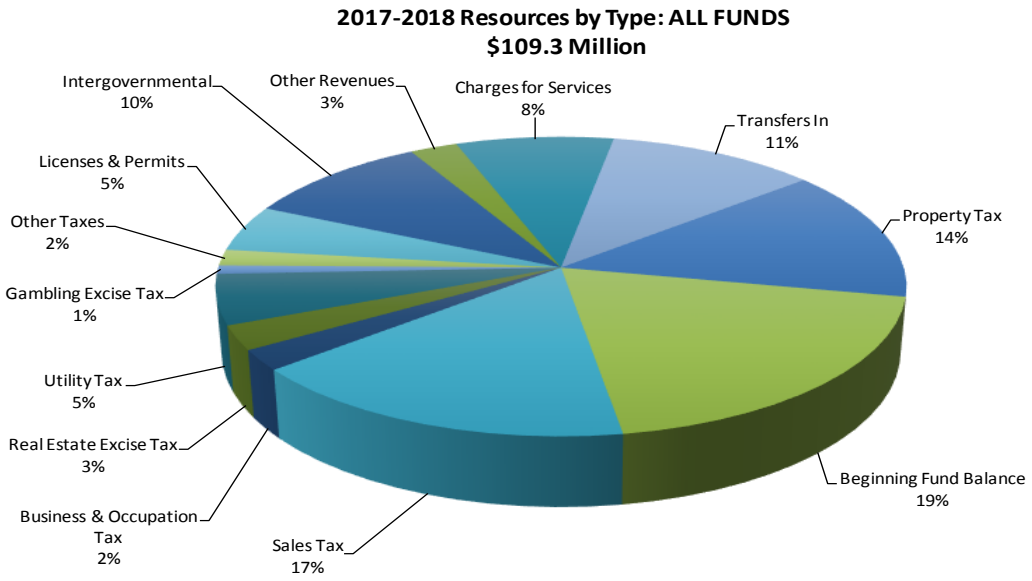
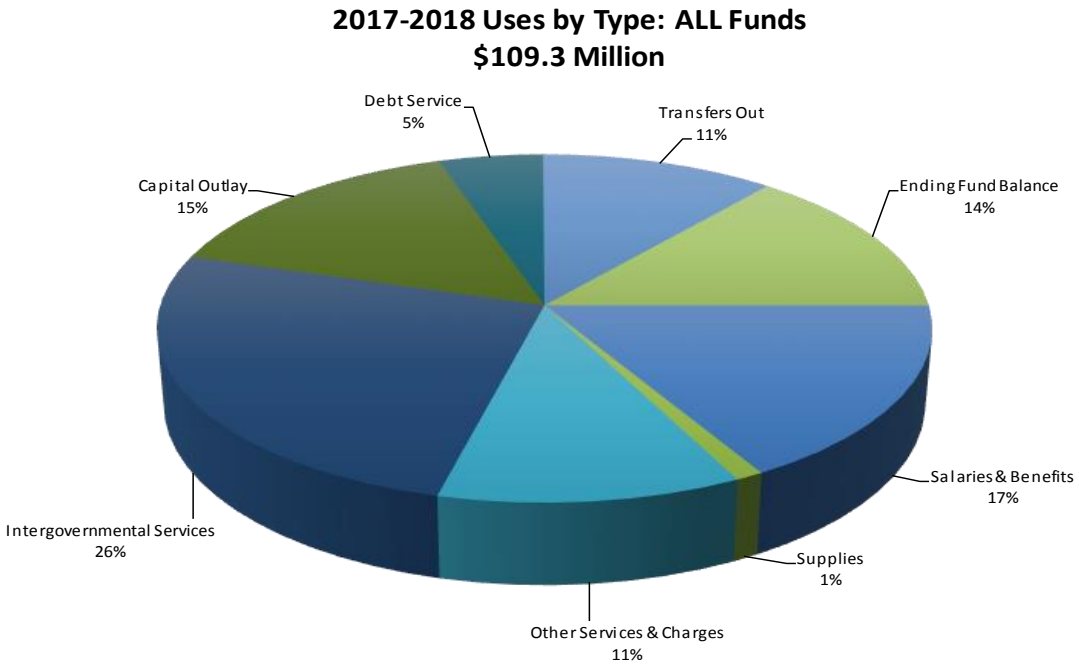
BUDGET SUMMARY

All Funds Revenue and Expenditure Summary 1-2

2017-2018 All Funds Revenue and Expenditure Summary

The two charts below show all resources and uses of all City funds. The resources chart shows beginning fund balances, revenues and transfers in. The uses chart shows all expenditures, transfers out and ending fund balances. The General, Special Revenue and Debt Service Funds are adopted on a biennial basis while capital projects may span multiple years. Special Revenue Funds include the Street Fund, Surface Water Management Fund, Equipment Reserve Fund, Public Works Reserve Fund, Art in Public Places Fund, Capital Projects Reserve Fund, and Transportation Benefit District Fund. Debt Service Funds include the Debt Service Fund and Local Improvement District Guaranty Fund. Capital Project Funds include the Parks and General Government Capital Improvement Projects Fund, Transportation Capital Improvement Projects Fund, and Surface Water Management Capital Improvement Projects Fund.





2017 - 2018 REVENUE Summary - All Funds

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 13,835,165	$ 51,820,000	$ 160,000	$ 65,815,165
Street	591,705	5,572,000	-	6,163,705
Surface Water Management	895,090	6,830,000	-	7,725,090
Public Works Reserve	360,200	2,932,000	-	3,292,200
Equipment Reserve	833,480	-	540,000	1,373,480
Art in Public Places	5,425	-	40,000	45,425
Capital Projects Reserve	481,595	1,537,000	-	2,018,595
Transportation Benefit District	37,185	1,390,000	-	1,427,185
Debt Service	92,220	484,000	4,680,000	5,256,220
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	**$ 17,297,065**	**$ 70,565,000**	**$ 5,420,000**	**$ 93,282,065**
Parks & General Government CIP	436,205	433,000	342,055	1,211,260
Transportation CIP	1,489,500	4,974,000	4,030,000	10,493,500
Surface Water Management CIP	1,941,890	-	2,350,000	4,291,890
Sub-Total Capital Projects Funds	**$ 3,867,595**	**$ 5,407,000**	**$ 6,722,055**	**$ 15,996,650**
TOTAL RESOURCES	**$ 21,164,660**	**$ 75,972,000**	**$ 12,142,055**	**$ 109,278,715**

2017 - 2018 EXPENDITURE Summary - All Funds

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 53,478,780	$ 722,055	$ 11,614,330	$ 65,815,165
Street	3,817,795	2,165,000	180,910	6,163,705
Surface Water Management	4,874,915	2,570,000	280,175	7,725,090
Public Works Reserve	-	3,200,000	92,200	3,292,200
Equipment Reserve	600,000	-	773,480	1,373,480
Art in Public Places	40,000	-	5,425	45,425
Capital Projects Reserve	-	1,380,000	638,595	2,018,595
Transportation Benefit District	-	1,395,000	32,185	1,427,185
Debt Service	5,235,635	-	20,585	5,256,220
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	**$ 68,047,125**	**$ 11,432,055**	**$ 13,802,885**	**$ 93,282,065**
Parks & General Government CIP	1,159,058	-	52,202	1,211,260
Transportation CIP	9,543,000	-	950,500	10,493,500
Surface Water Management CIP	3,140,000	710,000	441,890	4,291,890
Sub-Total Capital Projects Funds	**$ 13,842,058**	**$ 710,000**	**$ 1,444,592**	**$ 15,996,650**
TOTAL USES	**$ 81,889,183**	**$ 12,142,055**	**$ 15,247,477**	**$ 109,278,715**

2017 REVENUE Summary - All Funds For Reference Only				
Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 13,835,165	$ 25,625,000	$ 80,000	$ 39,540,165
Street	591,705	2,756,000	-	3,347,705
Surface Water Management	895,090	3,365,000	-	4,260,090
Public Works Reserve	360,200	1,416,000	-	1,776,200
Equipment Reserve	833,480	-	270,000	1,103,480
Art in Public Places	5,425	-	20,000	25,425
Capital Projects Reserve	481,595	766,000	-	1,247,595
Transportation Benefit District	37,185	670,000	-	707,185
Debt Service	92,220	242,000	2,325,000	2,659,220
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	**$ 17,297,065**	**$ 34,840,000**	**$ 2,695,000**	**$ 54,832,065**
Parks & General Government CIP	436,205	338,000	342,055	1,116,260
Transportation CIP	1,489,500	1,153,000	2,165,000	4,807,500
Surface Water Management CIP	1,941,890	-	1,450,000	3,391,890
Sub-Total Capital Projects Funds	**$ 3,867,595**	**$ 1,491,000**	**$ 3,957,055**	**$ 9,315,650**
TOTAL RESOURCES	**$ 21,164,660**	**$ 36,331,000**	**$ 6,652,055**	**$ 64,147,715**

2017 EXPENDITURE Summary - All Funds For Reference Only				
Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 26,869,225	$ 352,055	$ 12,318,885	$ 39,540,165
Street	1,906,075	1,290,000	151,630	3,347,705
Surface Water Management	2,438,820	1,560,000	261,270	4,260,090
Public Works Reserve	-	1,700,000	76,200	1,776,200
Equipment Reserve	300,000	-	803,480	1,103,480
Art in Public Places	20,000	-	5,425	25,425
Capital Projects Reserve	-	760,000	487,595	1,247,595
Transportation Benefit District	-	675,000	32,185	707,185
Debt Service	2,616,965	-	42,255	2,659,220
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	**$ 34,151,085**	**$ 6,337,055**	**$ 14,343,925**	**$ 54,832,065**
Parks & General Government CIP	1,059,058	-	57,202	1,116,260
Transportation CIP	3,777,000	-	1,030,500	4,807,500
Surface Water Management CIP	1,590,000	315,000	1,486,890	3,391,890
Sub-Total Capital Projects Funds	**$ 6,426,058**	**$ 315,000**	**$ 2,574,592**	**$ 9,315,650**
TOTAL USES	**$ 40,577,143**	**$ 6,652,055**	**$ 16,918,517**	**$ 64,147,715**

2018 REVENUE Summary - All Funds For Reference Only				
Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 12,318,885	$ 26,195,000	$ 80,000	$ 38,593,885
Street	151,630	2,816,000	-	2,967,630
Surface Water Management	261,270	3,465,000	-	3,726,270
Public Works Reserve	76,200	1,516,000	-	1,592,200
Equipment Reserve	803,480	-	270,000	1,073,480
Art in Public Places	5,425	-	20,000	25,425
Capital Projects Reserve	487,595	771,000	-	1,258,595
Transportation Benefit District	32,185	720,000	-	752,185
Debt Service	42,255	242,000	2,355,000	2,639,255
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	**$ 14,343,925**	**$ 35,725,000**	**$ 2,725,000**	**$ 52,793,925**
Parks & General Government CIP	57,202	95,000	-	152,202
Transportation CIP	1,030,500	3,821,000	1,865,000	6,716,500
Surface Water Management CIP	1,486,890	-	900,000	2,386,890
Sub-Total Capital Projects Funds	**$ 2,574,592**	**$ 3,916,000**	**$ 2,765,000**	**$ 9,255,592**
TOTAL RESOURCES	**$ 16,918,517**	**$ 39,641,000**	**$ 5,490,000**	**$ 62,049,517**

2018 EXPENDITURE Summary - All Funds For Reference Only				
Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 26,609,555	$ 370,000	$ 11,614,330	38,593,885
Street	1,911,720	875,000	180,910	2,967,630
Surface Water Management	2,436,095	1,010,000	280,175	3,726,270
Public Works Reserve	-	1,500,000	92,200	1,592,200
Equipment Reserve	300,000	-	773,480	1,073,480
Art in Public Places	20,000	-	5,425	25,425
Capital Projects Reserve	-	620,000	638,595	1,258,595
Transportation Benefit District	-	720,000	32,185	752,185
Debt Service	2,618,670		20,585	2,639,255
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	**$ 33,896,040**	**$ 5,095,000**	**$ 13,802,885**	**$ 52,793,925**
Parks & General Government CIP	100,000	-	52,202	152,202
Transportation CIP	5,766,000	-	950,500	6,716,500
Surface Water Management CIP	1,550,000	395,000	441,890	2,386,890
Sub-Total Capital Projects Funds	**$ 7,416,000**	**$ 395,000**	**$ 1,444,592**	**$ 9,255,592**
TOTAL USES	**$ 41,312,040**	**$ 5,490,000**	**$ 15,247,477**	**$ 62,049,517**

2017 - 2018 All Funds Summary						
Fund Name	Beginning Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Ending Fund Balance	Designated Reserves	Undesignated Fund Balance
General	$ 13,835,165	$ 51,980,000	$ 54,200,835	$ 11,614,330	$ 9,205,000	$ 2,409,330
Street	591,705	5,572,000	5,982,795	180,910	137,800	43,110
Surface Water Management	895,090	6,830,000	7,444,915	280,175	168,250	111,925
Sub-Total Operating Funds	**$ 15,321,960**	**$ 64,382,000**	**$ 67,628,545**	**$ 12,075,415**	**$ 9,511,050**	**$ 2,564,365**
Public Works Reserve	360,200	2,932,000	3,200,000	92,200	92,200	-
Equipment Reserve	833,480	540,000	600,000	773,480	-	773,480
Art in Public Places	5,425	40,000	40,000	5,425	-	5,425
Capital Projects Reserve	481,595	1,537,000	1,380,000	638,595	-	638,595
Transportation Benefit District	37,185	1,390,000	1,395,000	32,185	32,185	-
Sub-Total Special Revenue Funds	**$ 1,717,885**	**$ 6,439,000**	**$ 6,615,000**	**$ 1,541,885**	**$ 124,385**	**$ 1,417,500**
Debt Service	92,220	5,164,000	5,235,635	20,585	20,585	-
Local Improvement District Reserve	165,000	-	-	165,000	165,000	-
Sub-Total Governmental Funds	**$ 257,220**	**$ 5,164,000**	**$ 5,235,635**	**$ 185,585**	**$ 185,585**	**$ -**
Parks & General Government CIP	436,205	775,055	1,159,058	52,202	-	52,202
Transportation CIP	1,489,500	9,004,000	9,543,000	950,500	-	950,500
Surface Water Management CIP	1,941,890	2,350,000	3,850,000	441,890	-	441,890
Sub-Total Capital Projects Funds	**$ 3,867,595**	**$ 12,129,055**	**$ 14,552,058**	**$ 1,444,592**	**$ -**	**$ 1,444,592**
TOTAL RESOURCES	**$ 21,164,660**	**$ 88,114,055**	**$ 94,031,238**	**$ 15,247,477**	**$ 9,821,020**	**$ 5,426,457**

The following is a detailed schedule of fund balance reserves:

2017-18 Adopted Fund Balance Reserves		
Fund	Reservation	Designated Reserves
General Fund	Operating Reserve - 20%	$ 5,125,000
General Fund	Capital Partnership Reserve	3,000,000
General Fund	Capital Equipment Reserve	1,000,000
General Fund	Asset Forfeiture (Drug Seizure) Funds	80,000
Street Fund	Operating Reserve - 5.0%	137,800
Surface Water Management Fund	Operating Reserve - 5.0%	168,250
Sub-Total Operating Fund Balance Reserves		**$ 9,511,050**
Public Works Reserve Fund	Debt Service	92,200
Transportation Benefit District Fund	Debt Service	32,185
Sub-Total Special Revenue Fund Balance Reserves		**$ 124,385**
Debt Service Fund	Debt Service	20,585
LID Guaranty Fund	Debt Service	165,000
Sub-Total Debt Service Fund Balance Reserves		**$ 185,585**
TOTAL FUND BALANCE RESERVATIONS		**$ 9,821,020**

2017-2018 All Funds Revenues & Expenditures

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Total All Funds
Beginning Fund Balance	**$ 13,835,165**	**$ 3,204,680**	**$ 257,220**	**$ 3,867,595**	**$ 21,164,660**
REVENUES					
Property Tax	13,800,000	1,535,000	-	190,000	15,525,000
Sales Tax	15,270,000	-	-	-	15,270,000
Sales Tax - Criminal Justice	2,780,000	-	-	-	2,780,000
Business & Occupation Tax	2,460,000	-	-	-	2,460,000
Real Estate Excise Taxes	-	2,900,000	-	-	2,900,000
Utility Taxes	5,145,000	790,000	-	-	5,935,000
Gambling Excise Tax	1,010,000	-	-	-	1,010,000
Other Taxes	-	1,885,000	-	-	1,885,000
Total Taxes	**$ 40,465,000**	**$ 7,110,000**	**$ -**	**$ 190,000**	**$ 47,765,000**
Licenses & Permits	3,475,000	1,965,000	-	-	5,440,000
Intergovernmental	4,150,000	2,320,000	220,000	4,217,000	10,907,000
Charges for Services	2,180,000	6,840,000	96,000	-	9,116,000
Other Revenues	1,550,000	26,000	168,000	1,000,000	2,744,000
TOTAL RESOURCES	**$ 51,820,000**	**$ 18,261,000**	**$ 484,000**	**$ 5,407,000**	**$ 75,972,000**
Transfers In	160,000	580,000	4,680,000	6,722,055	12,142,055
TOTAL RESOURCES & TRANSFERS	**$ 51,980,000**	**$ 18,841,000**	**$ 5,164,000**	**$ 12,129,055**	**$ 88,114,055**
TOTAL ALL RESOURCES	**$ 65,815,165**	**$ 22,045,680**	**$ 5,421,220**	**$ 15,996,650**	**$ 109,278,715**
EXPENDITURES					
Salaries & Benefits	$ 13,313,280	$ 4,908,360	$ -	$ -	$ 18,221,640
Supplies	541,300	582,000	-	-	1,123,300
Other Services & Charges	10,238,600	2,005,400	-	-	12,244,000
Intergovernmental Services	27,438,600	808,000	-	-	28,246,600
Capital Outlay	1,947,000	855,000	-	13,842,058	16,644,058
Debt Service	-	173,950	5,235,635	-	5,409,585
TOTAL EXPENDITURES	**$ 53,478,780**	**$ 9,332,710**	**$ 5,235,635**	**$ 13,842,058**	**$ 81,889,183**
Transfers Out	722,055	10,710,000	-	710,000	12,142,055
TOTAL EXPENDITURES & TRANSFERS	**$ 54,200,835**	**$ 20,042,710**	**$ 5,235,635**	**$ 14,552,058**	**$ 94,031,238**
Ending Fund Balance	11,614,330	2,002,970	185,585	1,444,592	15,247,477
TOTAL ALL USES	**$ 65,815,165**	**$ 22,045,680**	**$ 5,421,220**	**$ 15,996,650**	**$ 109,278,715**

TRANSFERS IN			
Transfer TO	**2017 Budget**	**2018 Budget**	**Transfer FROM**
General Fund	40,000	40,000	Street Fund
General Fund	40,000	40,000	Surface Water Management Fund
Total General Fund	**$ 80,000**	**$ 80,000**	
Equipment Reserve Fund	150,000	150,000	General Fund
Equipment Reserve Fund	50,000	50,000	Street Fund
Equipment Reserve Fund	70,000	70,000	Surface Water Management Fund
Total Equipment Reserve Fund	**$ 270,000**	**$ 270,000**	
Art in Public Places Fund	20,000	20,000	General Fund
Total Art in Public Places Fund	**$ 20,000**	**$ 20,000**	
Debt Service Fund	150,000	200,000	General Fund
Debt Service Fund	200,000	285,000	Street Fund
Debt Service Fund	1,600,000	1,500,000	Public Works Reserve Fund
Debt Service Fund	375,000	370,000	Transportation Benefit District Fund
Total Debt Service Fund	**$ 2,325,000**	**$ 2,355,000**	
Parks & General Government CIP	32,055	-	General Fund
Parks & General Government CIP	310,000	-	Capital Projects Reserve Fund
Total Parks & General Government CIP Fund	**$ 342,055**	**$ -**	
Transportation CIP Fund	1,000,000	500,000	Street Fund
Transportation CIP Fund	100,000	-	Public Works Reserve Fund
Transportation CIP Fund	450,000	620,000	Capital Projects Reserve Fund
Transportation CIP Fund	300,000	350,000	Transportation Benefit District Fund
Transportation CIP Fund	315,000	395,000	Surface Water Management CIP Fund
Total Transportation CIP Fund	**$ 2,165,000**	**$ 1,865,000**	
Surface Water Management CIP	1,450,000	900,000	Surface Water Management Fund
Total Surface Water Management CIP Fund	**$ 1,450,000**	**$ 900,000**	
TOTAL TRANSFERS IN	**$ 6,652,055**	**$ 5,490,000**	
TRANSFERS OUT			
Transfer FROM	**2017 Budget**	**2018 Budget**	**Transfer TO**
General Fund	150,000	150,000	Equipment Reserve Fund
General Fund	20,000	20,000	Art in Public Places Fund
General Fund	150,000	200,000	Debt Service Fund
General Fund	32,055	-	Parks & General Govt CIP Fund
Total General Fund	**$ 352,055**	**$ 370,000**	
Street Fund	40,000	40,000	General Fund
Street Fund	50,000	50,000	Equipment Reserve Fund
Street Fund	200,000	285,000	Debt Service Fund
Street Fund	1,000,000	500,000	Transportation CIP Fund
Total Street Fund	**$ 1,290,000**	**$ 875,000**	
Surface Water Management Fund	40,000	40,000	General Fund
Surface Water Management Fund	70,000	70,000	Equipment Reserve Fund
Surface Water Management Fund	1,450,000	900,000	Surface Water Management CIP Fund
Total Surface Water Management Fund	**$ 1,560,000**	**$ 1,010,000**	
Public Works Reserve Fund	1,600,000	1,500,000	Debt Service Fund
Public Works Reserve Fund	100,000	-	Transportation CIP Fund
Total Public Works Reserve Fund	**$ 1,700,000**	**$ 1,500,000**	
Capital Projects Reserve Fund	310,000	-	Parks & General Govt CIP Fund
Capital Projects Reserve Fund	450,000	620,000	Transportation CIP Fund
Total Capital Projects Reserve Fund	**$ 760,000**	**$ 620,000**	
Transportation Benefit District Fund	375,000	370,000	Debt Service Fund
Transportation Benefit District Fund	300,000	350,000	Transportation CIP Fund
Total Transportation Benefit District Fund	**$ 675,000**	**$ 720,000**	
Surface Water Management CIP Fund	315,000	395,000	Transportation CIP Fund
Total Surface Water Management CIP Fund	**$ 315,000**	**$ 395,000**	
TOTAL TRANSFERS OUT	**$ 6,652,055**	**$ 5,490,000**	

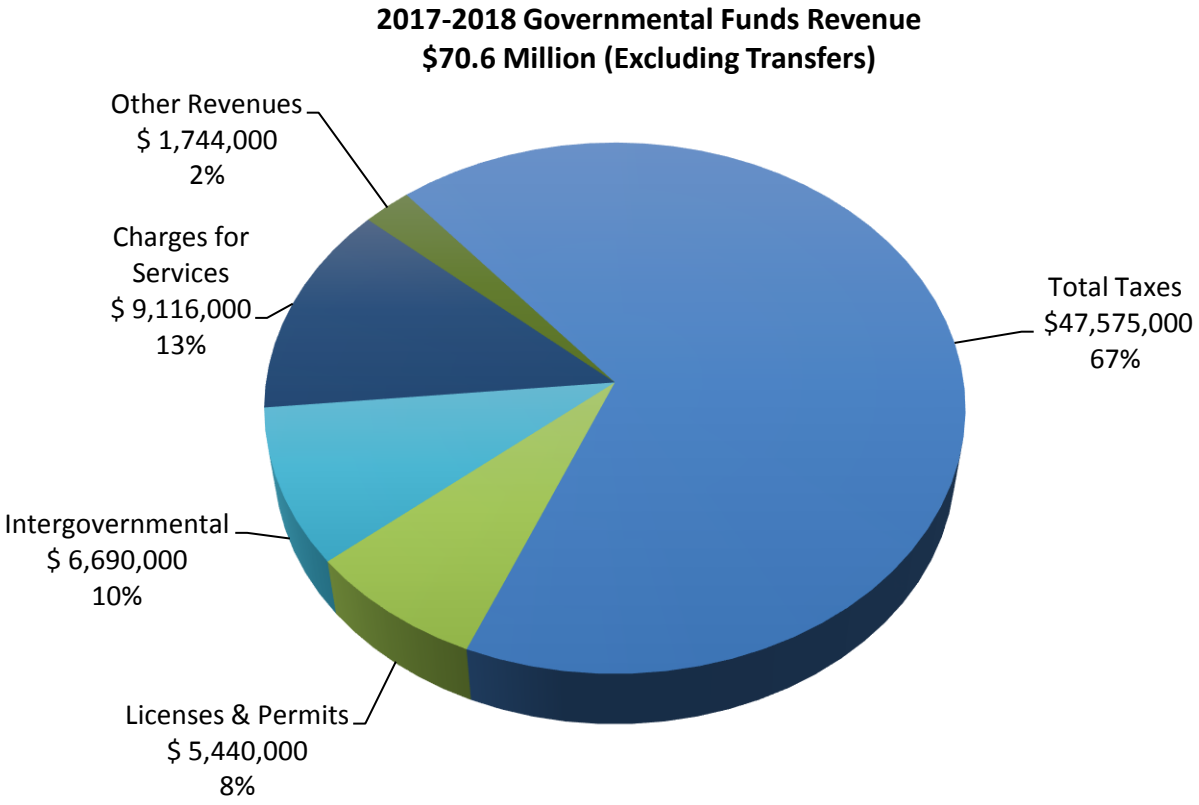
2017-2018 Governmental Funds Revenues & Expenditures

	General Fund	Special Revenue Funds	Debt Service Funds	Total Governmental Funds
Beginning Fund Balance	**$ 13,835,165**	**$ 3,204,680**	**$ 257,220**	**$ 17,297,065**
REVENUES				
Property Tax	13,800,000	1,535,000	-	15,335,000
Sales Tax	15,270,000	-	-	15,270,000
Sales Tax - Criminal Justice	2,780,000	-	-	2,780,000
Business & Occupation Tax	2,460,000	-	-	2,460,000
Real Estate Excise Taxes		2,900,000	-	2,900,000
Utility Taxes	5,145,000	790,000	-	5,935,000
Gambling Excise Tax	1,010,000	-	-	1,010,000
Other Taxes	-	1,885,000	-	1,885,000
Total Taxes	**$ 40,465,000**	**$ 7,110,000**	**$ -**	**$ 47,575,000**
Licenses & Permits	3,475,000	1,965,000	-	5,440,000
Intergovernmental	4,150,000	2,320,000	220,000	6,690,000
Charges for Services	2,180,000	6,840,000	96,000	9,116,000
Other Revenues	1,550,000	26,000	168,000	1,744,000
TOTAL RESOURCES	**$ 51,820,000**	**$ 18,261,000**	**$ 484,000**	**$ 70,565,000**
Transfers In	160,000	580,000	4,680,000	5,420,000
TOTAL RESOURCES & TRANSFERS	**$ 51,980,000**	**$ 18,841,000**	**$ 5,164,000**	**$ 75,985,000**
TOTAL ALL RESOURCES	**$ 65,815,165**	**$ 22,045,680**	**$ 5,421,220**	**$ 93,282,065**
EXPENDITURES				
Salaries & Benefits	$ 13,313,280	$ 4,908,360	$ -	$ 18,221,640
Supplies	541,300	582,000	-	1,123,300
Other Services & Charges	10,238,600	2,005,400	-	12,244,000
Intergovernmental Services	27,438,600	808,000	-	28,246,600
Capital Outlay	1,947,000	855,000	-	2,802,000
Debt Service	-	173,950	5,235,635	5,409,585
TOTAL EXPENDITURES	**$ 53,478,780**	**$ 9,332,710**	**$ 5,235,635**	**$ 68,047,125**
Transfers Out	722,055	10,710,000	-	11,432,055
TOTAL EXPENDITURES & TRANSFERS	**$ 54,200,835**	**$ 20,042,710**	**$ 5,235,635**	**$ 79,479,180**
Ending Fund Balance	11,614,330	2,002,970	185,585	13,802,885
TOTAL ALL USES	**$ 65,815,165**	**$ 22,045,680**	**$ 5,421,220**	**$ 93,282,065**

2017-2018 Governmental Fund Revenues

(Excluding Capital Project Funds)

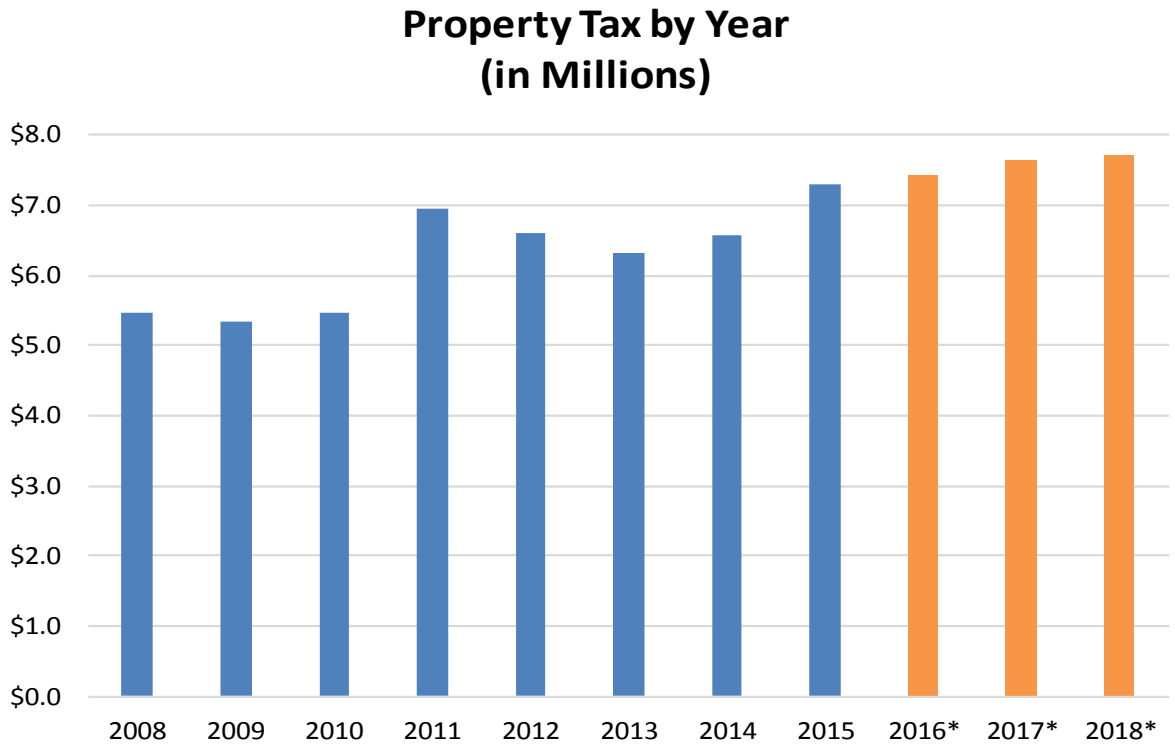
The chart below shows all revenue in the following Governmental Funds: General, Special Revenue, and Debt Service Funds. These Governmental Fund budgets are adopted on a biennial basis and do not include Capital Project Funds.



Taxes account for 67% of all governmental fund revenue. The largest single revenue source is Sales and Criminal Justice Sales Tax ($18.1 million), followed by Property Tax ($15.3 million), and Utility Taxes ($5.9 million). Charges for Services, 13% of total revenue, are comprised of fees for surface water management, development review, and parks and recreation user charges. Intergovernmental revenues equal 10% of total revenue and include state shared revenue (e.g., fuel and liquor taxes), Seattle City Light payments, grants from other governments, and service contracts with other governmental entities.

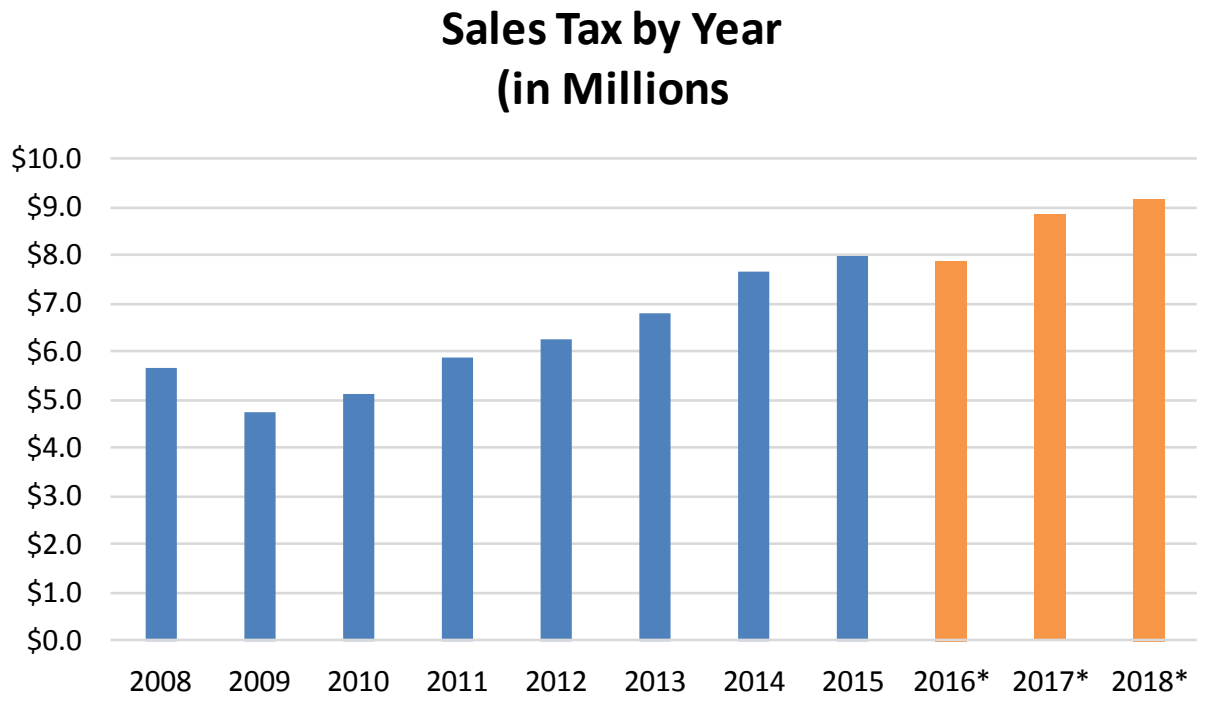
PROPERTY TAX

The chart below shows the City's Property Tax revenue since 2008, in addition to budgeted revenues for 2016, 2017 and 2018. Property taxes are the City's second largest revenue source at approximately $7.64 million in 2017 and $7.7 million in 2018. The significant increase in 2011 is a result of the North Burien annexation that took effect in April 2010. In 2012, the City saw an 8.8% decline in assessed valuation (AV) that caused the City to hit its property tax cap of $1.60 per $1,000 in assessed valuation. Assessed valuation declined by another 5.1% in 2013, causing further erosion of this revenue source as the City's rate remained at the $1.60 cap. In 2014, assessed valuation grew by a modest 2.7% but the property tax rate remained at the $1.60 cap. The tax base for 2015 grew by 12.4%, allowing the City to levy the 1% property tax increase allowed by state law and lower the property tax rate slightly below the $1.60 cap. The 2016, 2017, and 2018 estimates include the 1% property tax increase allowed by law. The 2016 assessed valuation grew by 11.45% and the preliminary 2017 assessed valuation reflects growth of just under 10%. Property tax is allocated 90% to the General Fund and 10% to the Capital Projects Reserve Fund. The City receives approximately 11% of the property taxes paid by Burien property owners, as shown in the pie chart on page 2-5.



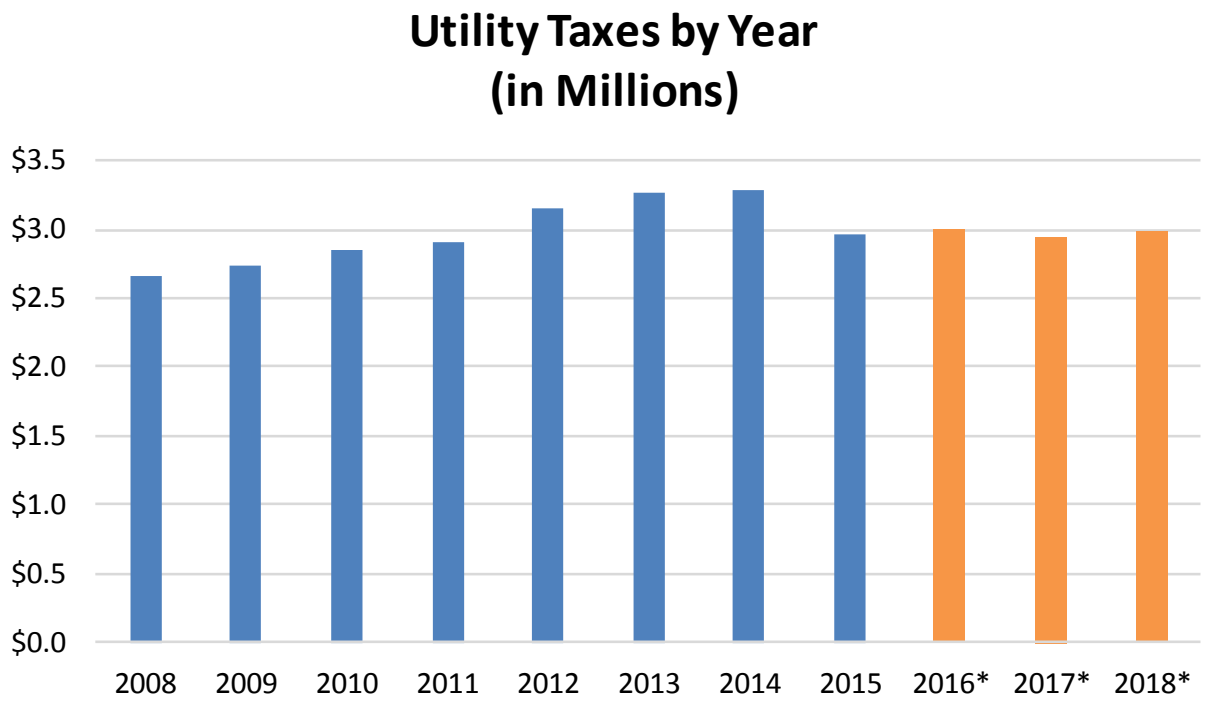
SALES TAX

The chart below shows the annual Sales Tax revenue since 2008, in addition to budgeted revenues for 2016, 2017, and 2018. Sales tax is the City's largest revenue source. The first signs of the economic recession appeared in 2008, with 2009 falling to 2004 revenue levels. The increase in 2010 and 2011 is partially a result of the special sales tax credit available to cities with approved annexations. The balance of the increase is attributed to the Criminal Justice Sales Tax, which is allocated per capita and reflects the April 2010 population increase. An economic recovery began in 2012 and became more substantial at the end of 2013 all the way through 2014. The growth was sustained in 2015 but not reflected in the 2016 estimate as it was unknown at the time the estimate was developed. Continued growth is projected with estimates of $8.9 million in 2017 and $9.2 million in 2018. The bulk of the growth is in auto sales; however, the City is also experiencing significant one-time revenue from sales tax on new construction as there are several large projects being developed. Sales Tax is allocated to the General Fund.



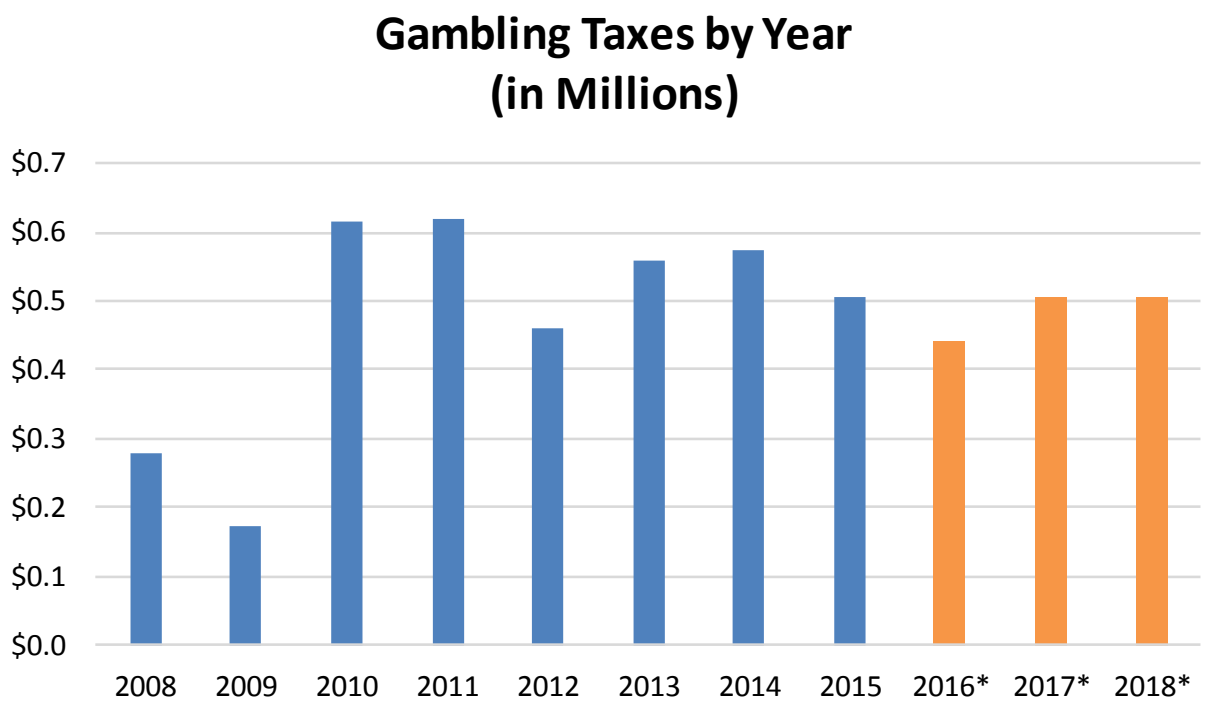
UTILITY TAXES

The chart below shows the annual Utility Tax revenue since 2008 in addition to budgeted revenues for 2016, 2017, and 2018. Utility taxes were implemented in 2002 and are the City's third largest revenue source at $3.0 million in 2017 and 2018. The City imposes a 6% Utility Tax on cable, telecommunications (landlines and cellular phones), electricity, natural gas, and solid waste. In 2013, the rate for electricity (Puget Sound Energy) was increased from 3% to 6%. By type of utility, telecommunications accounts for 36% of this revenue source, natural gas is 18%, cable is 27%, solid waste is 13%, and electricity is 6%. Revenue from telecommunications has been declining in recent years due to a reduction in the number of households with landlines and cellular companies reclassifying a portion of smart phones plans as data, which is not taxable under federal law. The increases in 2012, 2013, and 2014 are due to the receipt of one-time funds that were the result of an audit that began in late 2011. Overall, this revenue source is fairly flat due to the decline in telephone taxes explained previously. All utility taxes are allocated to the General Fund, with the exception of solid waste, which is allocated to the Street Fund.



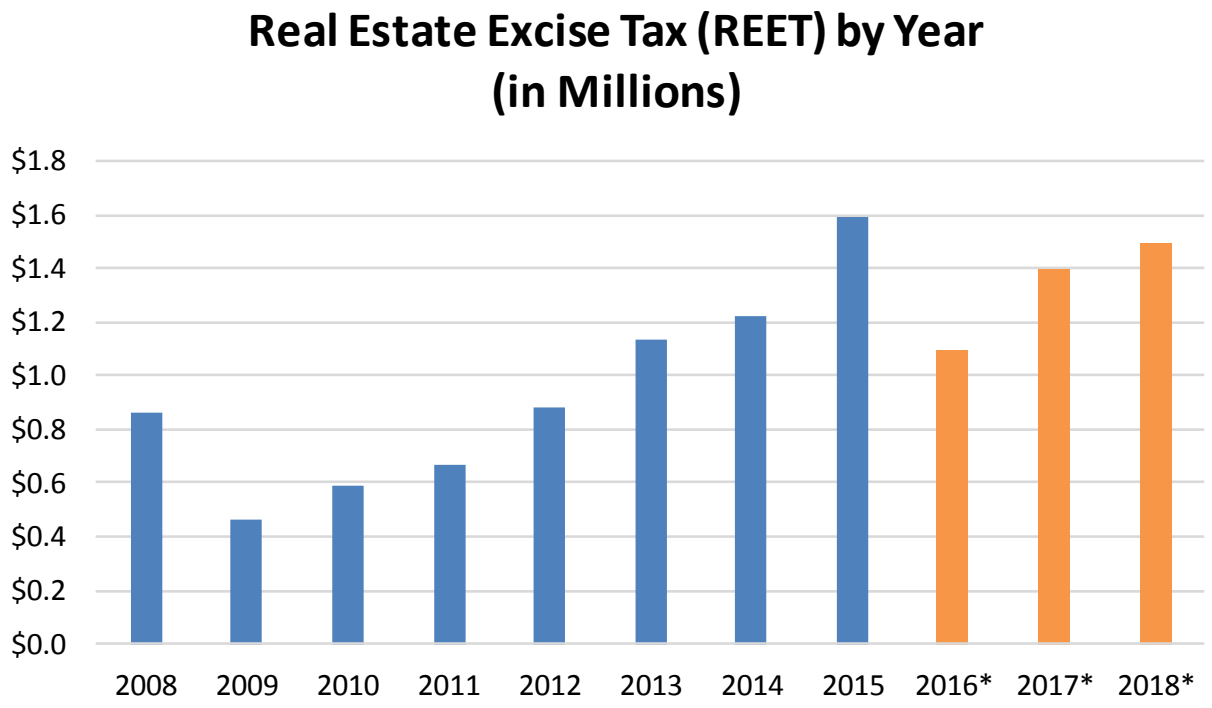
GAMBLING TAX

The chart below shows the annual Gambling Tax revenue since 2008, in addition to budgeted revenues for 2016, 2017, and 2018. The City imposes an 8% tax on gross revenues for card rooms; 5% on punchboards, pull-tabs, bingo, and raffles; and 2% on amusement games. The card room tax accounts for a considerable portion of this revenue source. Gambling taxes declined 38% between 2008 and 2009 with the closing of the card room; however, it re-opened in 2010. Since 2010, the card room has had three owners with the most recent change in ownership occurring in 2013. The decline in 2012 reflects non-payment of taxes, which were subsequently paid in 2013 and 2014 by the new owner. In 2013, the City Council approved the repayment agreement with the new owner and lowered the card room rate from 11% to 8% to improve their chance of success. Gambling Taxes are allocated to the General Fund.



REAL ESTATE EXCISE TAXES

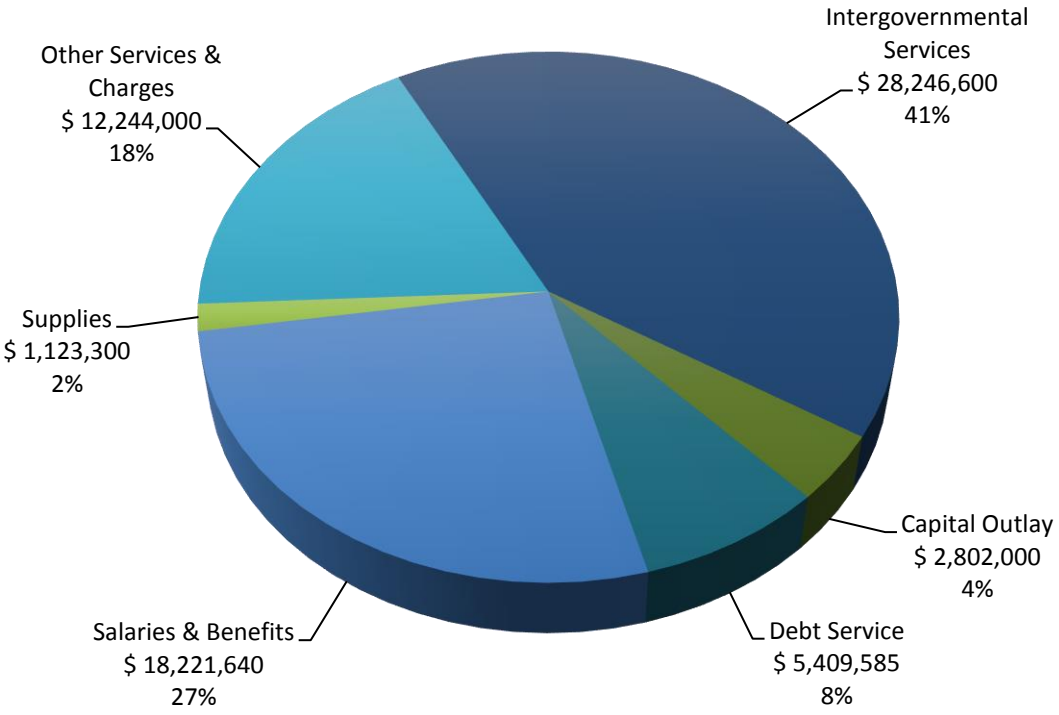
The chart below shows the annual Real Estate Excise Tax revenue since 2008, in addition to budgeted revenues for 2016, 2017, and 2018. Real Estate Excise Taxes (REET) are two 0.25% taxes imposed on real estate sales transactions. REET is used to fund capital projects specified in the capital facilities plan element of the comprehensive plan. This revenue source saw a significant decline with the recession, reaching an all-time low in 2009 but began growing again in 2010. It experienced substantial growth in 2015 due to the sale of some sizable commercial properties. The 2016 estimate was conservative due to the uncertainty of this revenue source in the early stages of economic recovery; however, 2016 actual receipts are substantially higher than previous years and that is reflected in the 2017 and 2018 estimates. Funds collected in excess of the budget will be transferred to qualified projects in future budgets. This revenue source is allocated to the Public Works Reserve Fund and transferred to various capital projects that comply with the restricted use of these funds, including debt service for those projects.



2017-2018 Governmental Fund Expenditures

The chart below shows all expenditures in the following Governmental Funds: General, Special Revenue, and Debt Service Funds. These Governmental Fund budgets are adopted on a biennial basis and do not include Capital Project Funds.

2017-2018 Governmental Funds Expenditures
$68.0 Million (Excluding Transfers)



Public Safety accounts for 42% of all Governmental Fund expenditures. Included in this is $28.2 million for police, jail, and court-related services. Public Works accounts for $9.8 million, or 14%, of all Governmental Fund expenditures. These expenditures include the cost of operating and maintaining our street and surface water infrastructure and engineering services. Parks, Recreation, and Cultural Services accounts for $6.9 million, or 10%, of all Governmental Fund expenditures. Community Development accounts for $4.2 million, or 6%, of all Governmental Fund expenditures. These costs include planning and building functions. General Government accounts for $13.5 million, or 20%, of all Governmental Fund expenditures. These costs include all remaining General Fund operating functions: City Council, City Manager, Economic Development, Administrative Services, Finance, Information Technology, and Legal Services, in addition to capital outlay included in the Equipment Replacement Reserve Fund. As shown above, Debt Service is $5.4 million or 8%.

Governmental Funds' Revenues and Expenditures *Biennial Analysis*			
	2013 - 2014 Actuals	**2015 - 2016 Adopted Budget**	**2017 - 2018 Adopted Budget**
Beginning Fund Balance	**$ 9,182,867**	**$ 10,530,145**	**$ 17,297,065**
REVENUES			
Property Tax	12,889,972	14,886,000	15,335,000
Sales Tax	12,260,625	12,605,000	15,270,000
Sales Tax-Criminal Justice	2,225,389	2,275,000	2,780,000
Business and Occupation Tax	1,151,159	2,020,000	2,460,000
Real Estate Excise Taxes	2,351,549	2,025,000	2,900,000
Utility Taxes	6,568,778	6,135,000	5,935,000
Gambling Excise Tax	1,131,334	880,000	1,010,000
Other Taxes	363,325	1,000,000	1,885,000
Total Taxes	**$ 38,942,131**	**$ 41,826,000**	**$ 47,575,000**
Licenses and Permits	4,261,291	4,605,000	5,440,000
Intergovernmental	6,509,607	5,726,000	6,690,000
Charges for Services	8,844,640	8,574,200	9,116,000
Other Revenues	1,444,996	1,106,000	1,744,000
TOTAL REVENUES	**$ 60,002,665**	**$ 61,837,200**	**$ 70,565,000**
Transfers In	5,585,000	5,446,000	5,420,000
Other Financing Sources	3,787,293	-	-
TOTAL REVENUES AND TRANSFERS	**$ 69,374,958**	**$ 67,283,200**	**$ 75,985,000**
TOTAL ALL RESOURCES	**$ 78,557,825**	**$ 77,813,345**	**$ 93,282,065**
EXPENDITURES			
Salaries and Benefits	$ 13,207,131	$ 16,021,935	$ 18,221,640
Supplies	899,850	1,000,620	1,123,300
Other Services and Charges	8,070,883	10,987,630	12,244,000
Intergovernmental Services	23,251,319	25,312,700	28,246,600
Capital Outlays	4,149,633	1,214,010	2,802,000
Debt Service	5,546,720	5,279,650	5,409,585
TOTAL EXPENDITURES	**$ 55,125,536**	**$ 59,816,545**	**$ 68,047,125**
Transfers Out	8,840,000	9,041,000	11,432,055
TOTAL EXPENDITURES AND TRANSFERS	**$ 63,965,536**	**$ 68,857,545**	**$ 79,479,180**
Ending Fund Balance	14,592,289	8,955,800	13,802,885
TOTAL ALL USES	**$ 78,557,825**	**$ 77,813,345**	**$ 93,282,065**

Governmental Funds include General, Street, Surface Water Management, Equipment Reserve, Capital Projects Reserve, Public Works Reserve, 1% for Art, Transportation Benefit District, and Debt Service Funds.

Changes in Governmental Fund Revenues and Expenditures – Biennial Analysis

Governmental Fund Revenues

Governmental Fund revenues are estimated to increase by approximately $8.7 million or 14% for the 2017-2018 biennium. The reasons for this increase are included in the detail below.

Taxes: Taxes account for 67% of all Governmental Fund revenues. In 2017-2018, taxes are projected to increase approximately 13.75% over the preceding 2 years. The increase is attributed to economic growth coming out of the recession, primarily sales tax, the City's largest revenue source. The 2015-2016 Adopted Budget was estimated conservatively, due to uncertainty as to whether the economic growth the City began experiencing at the end of 2013 would be sustained. The increase of $3.2 million or 21% in the 2017-2018 Sales Tax and Criminal Justice Sales Tax estimates reflects this growth, predominantly in auto sales. In 2013-2014, the decline in assessed valuation due to the recession caused the City to hit its property tax cap of $1.60 per $1,000 assessed valuation and severely limited this revenue source. The City's assessed valuation recovered in 2015 and the City was able to levy the 1% property tax increase allowed by State law. The Business and Occupation Tax increase is the result of a rate increase from 0.05% on businesses with gross receipts in excess of $100,000 to .1% on businesses with gross receipts in excess of $200,000, effective January 1, 2015. The increase for 2017-2018 reflects the collection of two full years of receipts at the higher rate. These additional funds are dedicated to Economic Development. Real Estate Excise Taxes have also experienced substantial growth that is reflected in the 2017-2018 estimates; however, this source is still estimated somewhat conservatively due to the fluctuation of this source, which is based on property sales and values. The 2013-2014 Utility Taxes include one-time revenue due to a utility tax audit that was initiated in late 2011. The reduction for 2015-2016 reflects the loss of the one-time revenue and the decline in Telecommunications taxes due to a reduction in the number of households with landlines and the reclassification of smartphone revenue as nontaxable data. The increase in Other Taxes reflects expansion of long-term airport parking facilities and a $10 increase in the Transportation Benefit District Fee effective January 1, 2017. This increase will be used to enhance the funding for the annual pavement management program in the Transportation Capital Improvement Projects Fund.

Licenses and Permits: This category is 8% of governmental revenues and includes franchise fees, building permits, and pet licenses. The growth of $835,000 or 18% over the previous biennium is partially due to an increase in solid waste franchise fees. While there was an increase in the franchise fee revenue for the City, residents and businesses experienced reduced costs and improved service. The balance of the increase is attributed to improved building permit activity after the recession.

Intergovernmental: At 10% of governmental revenue, this category includes Motor Vehicle Fuel Tax, Seattle City Light contract revenues, grants, Liquor Taxes and Profits, and other state shared revenues. The 17% increase in this revenue source is due to a variety of reasons. The City received a Community Oriented Policing Services hiring grant for the new Sergeant and new Detective positions. The State restored the Liquor Tax and Profits that had been withheld to balance the State's budget. The State also increased the Motor Vehicle Fuel Tax rate and adopted a new Multi-modal Transportation Tax.

Charges for Services: These revenues account for 13% of governmental revenues and increased 6% over the previous biennium. The 2017-2018 estimates were adjusted to reflect current activity, as the 2015-2016 adopted budget was slightly underestimated due to the uncertainty of economic recovery. The balance of the growth in this category is the inflationary increase in the Surface Water Management Service charges.

Other Revenues: At 2% of Governmental Revenue, this includes facility leases, traffic infractions and fines, interest income, and income from seized and forfeited property. The increase reflects the addition of

$400,000 in Miscellaneous Revenue that offsets the debt service transfer for the South Correctional Entity (SCORE) debt payment. The 2017 SCORE debt payment will be funded from contract revenue and it is anticipated that contract revenue will also fund the 2018 debt payment. Per the bond covenants, the City is required to budget the debt service payment.

Governmental Fund Expenditures

Governmental Fund expenditures, excluding transfers, are expected to increase by approximately $8.2 million or 14% for the 2017-2018 biennium. The reasons for the increase are described below.

Salaries and Benefits: Many factors contribute to the 13.7% ($2.2 million) increase in Salaries and Benefits. City policy requires a salary survey every three years to maintain competitive salaries and benefits with the Puget Sound cities identified as comparable. The survey was conducted for implementation on January 1, 2017. Also included is a 2% cost of living adjustment (COLA) awarded in 2017 and a 2% COLA placeholder for 2017. There are some new positions, some increased positions, and some reclassified positions included in 2017-2018 as compared to 2015-2016. New positions include a Senior Planner, a PW Maintenance Worker II, and a part-time Human Resources Technician. One position was added during the 2015-2016 biennium and is now funded for the full biennium (Community Environmental Education Specialist). Some part-time positions have increases, such as, Parks Maintenance Worker, Arts Coordinator, and Front Desk Assistant. There are also increases in intermittent recreation specialists for expanded after-school programming. The following reclassifications took place during 2016 or in the 2017-2018 biennium: Senior Accountant to Finance Manager, Accounting Technician to Accountant, Systems and GIS Administrator to Information Systems Manager, part-time GIS Intern to full-time GIS Analyst I, Recreation Leader III to Teen Programmer, Secretary/Receptionist to Front Desk Assistant, Recreation Specialist to Recreation Coordinator, and Scanner to Front Desk Assistant. With the exception of one high-deductible plan, the medical plan increases are less than 5% for 2017 and estimated at 6% for 2018. On July 1, 2017, the PERS rates will increase by 12% (from 11.18% to 12.52%).

Supplies: This increase is partially due to enhanced after school programming in Parks, Recreation, and Cultural Services. The balance of the increase is an adjustment in the Information Technology budget to reflect actual usage of small tools and equipment.

Other Services and Charges: A variety of reasons contributes to the $1.3 million or 11% increase in this category. Funding is included for overflow legal work, code enforcement legal action, and potential litigation, including mitigation of SeaTac Airport impacts ($270,000). The City continues its strategy to improve outreach by increasing the budget for Burien Magazine and completing implementation of the new website ($75,000). The Economic Development budget is $80,000 more due to the increase in the estimated Business and Occupation Tax revenue, of which a minimum of 40% is dedicated to these priorities. Major efforts in 2017 and 2018 include wayfinding and brand implementation and development of an urban center plan. The City Clerk's budget includes transportation to secure the City's network backup ($40,000) and agenda management software licensing fees ($25,000). The human services budget has an additional $90,000 allocated to reflect the increase in revenue estimates as it is based on 1.25% of ongoing revenue. Finance ($150,000) and Community Development ($200,000) each include funds for consultants to assist with software replacement projects. Minor adjustments are included for Animal Control, banking service fees and charges, and business and occupation tax collection services to more closely align with actual costs ($60,000). Additional funds were included for increased costs in the condominium agreement with the King County Library System, custodial costs, and minor reconfiguration of City Hall ($200,000). The Parks, Recreation, and Cultural Services budget was adjusted to reflect current activity and enhanced program offerings ($160,000). These services include youth outreach, instructors, the Strawberry Festival, the quarterly recreation guide, music in the parks, and other facility related expenses.

Intergovernmental Services: These costs increased by $2.9 million or 11.6% between 2015-2016 and 2017-2018. The increased costs for the police services contract ($2.4 million) includes a new Sergeant and a new Detective to address issues identified during the strategic plan and biennial community survey. The balance of the increase reflects expected pay and benefit increases for officers and command staff and increased overhead charges from King County. There are additional costs to fund the City's share of the jointly owned jail ($300,000) as it has reached steady state operations after opening in 2011. The King County District Court charges ($200,000) also increased due to the types of cases being prosecuted requiring more time.

Capital Outlay: The 2017-2018 increase reflects planned technology replacements, including the financial software, permitting software, parks registration software, telephone system, and meeting room audio and video equipment.

Debt Service: The increase in debt service reflects the addition of debt service for the City's share of the South Correction Entity (SCORE jail) debt as required in the debt covenants. The City expects that contract revenue at the facility will be sufficient to cover the debt payment. The SCORE increase is partially offset by eliminating the interest payment for the 2013 line of credit as it was paid off and a reduction in the 2006 debt service as those bonds were refunded at a lower interest rate in 2016.

Fund Balances:

Fund Balances are the net worth of a fund measured by total assets minus liabilities. They provide a measure of the amount available in a fund to budget or spend in the future. By Council policy, the City maintains a minimum balance of 20% of ongoing revenues (effective January 1, 2017) in the General Fund and 5% of ongoing revenues in the Street and Surface Water Management Funds.

The General Fund Fund Balance is projected to decrease by approximately $2.2 million due to planned replacement of the majority of the City's major technology. This includes replacement of three business systems: financial, permitting, and parks registration. Also scheduled for replacement is the telephone system and meeting room technology, including audio and video equipment. Fund balance grew significantly since the adoption of the 2015-2016 budget. Part of the growth is the result of the improved economy and revenue growing at a much faster pace than anticipated. The 2015-2016 revenue estimates were conservative due to the uncertainty of economic growth after the great recession. On the expenditure side, City departments have underspent their appropriations where possible. In addition to increasing the General Fund operating reserve to 20%, Council approved increasing the capital partnership reserve to $3 million and establishing a capital equipment reserve at $1 million. The capital partnership reserve will be leveraged to partner with other agencies on shared capital facilities such as a maintenance and operations center, a community center, or sports fields. The capital equipment reserve is to furnish those facilities.

The Street Fund Fund Balance is expected to decrease by approximately $400,000 for the 2017-2018 biennium. City policy calls for excess fund balance to be transferred to the Transportation Capital Improvement Projects fund. The increased beginning fund balance is also the result of the improved economy outperforming revenue estimates and public works underspending the expenditure budget.

The Surface Water Management Fund Fund Balance is projected to decrease by an estimated $600,000. By policy, excess fund balance in this fund is transferred to the Surface Water Management Capital Improvement Projects Fund. The increased beginning fund balance is the result of public works underspending the expenditure budget.

GENERAL FUND

General Fund Revenues 2-3
Major Revenue Sources 2-5
Expenditures by Line Item 2-10
Expenditures by Department 2-10
Expenditures by Function 2-11
Department Expenditure Explanation 2-12
Department Detail
- City Council 2-15
- City Manager's Office 2-18
  - Economic Development 2-22
  - Administrative Services 2-27
- Finance
  - Accounting 2-34
  - Information Technology 2-39
- Legal 2-42
- Police 2-46
- Public Works 2-51
- Community Development
  - Planning 2-55
  - Building 2-59
- Parks, Recreation, & Cultural Services 2-62

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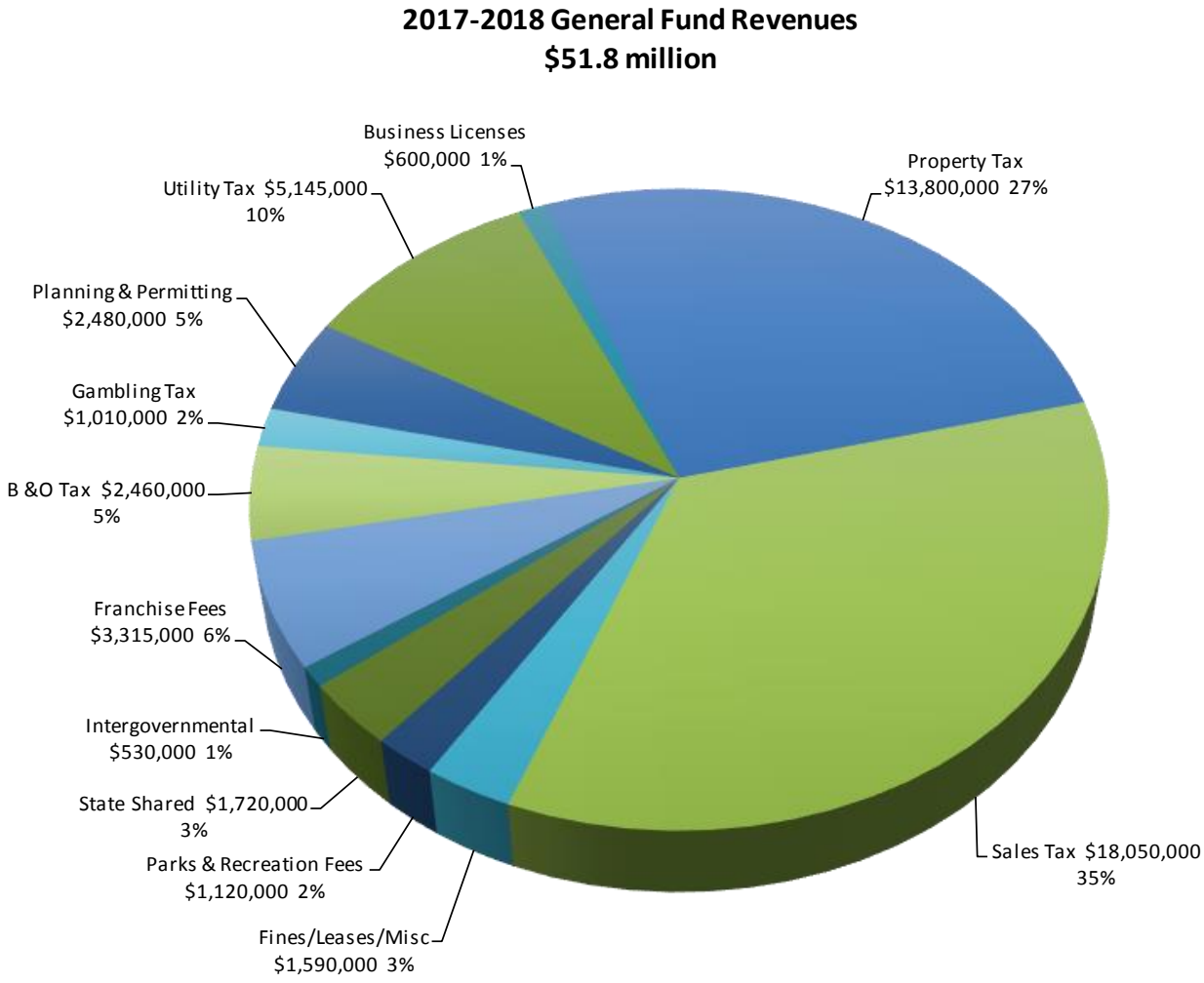
2017-2018 General Fund Revenue

General Fund revenue for 2017 and 2018, excluding fund balances and transfers, is $25.6 million and $26.2 million respectively, which is a 13% increase from the 2015-2016 Adopted Budget estimates.

2017-2018 GENERAL FUND REVENUE					
	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
BEGINNING FUND BALANCE	**$ 8,174,461**	**$10,812,916**	**$11,533,275**	**$13,835,165**	**$12,318,885**
Property Tax	5,926,378	6,559,874	6,670,000	6,870,000	6,930,000
Parks Levy	-	95,463	94,000	-	-
Sales Tax	5,827,319	5,999,642	5,920,000	6,690,000	6,940,000
Sales Tax - Annexation Credit	688,704	710,867	705,000	805,000	835,000
Sales Tax - Local Criminal Justice	1,153,526	1,254,964	1,275,000	1,355,000	1,425,000
Business & Occupation Tax	581,494	1,084,849	1,010,000	1,215,000	1,245,000
Utility Taxes	2,907,861	2,600,721	2,630,000	2,560,000	2,585,000
Gambling Excise Tax	573,701	507,279	440,000	505,000	505,000
Other Taxes	4,003	5,057	-	-	-
Total Taxes	**17,662,986**	**18,818,715**	**18,744,000**	**20,000,000**	**20,465,000**
Miscellaneous Licenses and Permits	70,295	70,500	85,000	70,000	70,000
Business License Revenue	-	-	-	300,000	300,000
Franchise Fees	621,294	660,505	640,000	695,000	720,000
Permits - Building Related	486,074	817,859	430,000	520,000	550,000
Permits - Electrical	159,289	132,873	115,000	125,000	125,000
Permits - Right of Way	139,269	123,378	125,000	-	-
Total Licenses and Permits	**1,476,221**	**1,805,115**	**1,395,000**	**1,710,000**	**1,765,000**
Federal Grants	110,225	38,000	20,000	100,000	100,000
State - Criminal Justice	201,167	194,070	210,000	205,000	205,000
Liquor Tax and Profit	509,179	581,752	635,000	655,000	655,000
Intergovernmental Revenues	158,026	158,810	163,300	165,000	165,000
Intergovernmental - Seattle City Light	896,365	890,257	880,000	930,000	970,000
Total Intergovernmental Revenues	**1,874,963**	**1,862,889**	**1,908,300**	**2,055,000**	**2,095,000**
Planning Fees	347,766	181,068	225,000	220,000	220,000
Building Plan Review Fees	362,173	408,155	245,000	285,000	295,000
Other Miscellaneous Charges	24,018	28,598	15,000	20,000	20,000
Parks and Recreation Charges	535,641	577,087	574,000	560,000	560,000
Total Charges for Goods and Services	**1,269,597**	**1,194,908**	**1,059,000**	**1,085,000**	**1,095,000**
Fines and Penalties	347,486	208,765	200,000	200,000	200,000
Facility Leases	200,772	227,153	173,000	235,000	235,000
Miscellaneous Revenues	96,585	89,487	100,000	340,000	340,000
Total Miscellaneous	**644,842**	**525,405**	**473,000**	**775,000**	**775,000**
TOTAL REVENUES	**$22,928,609**	**$24,207,032**	**$23,579,300**	**$25,625,000**	**$26,195,000**
Transfers In	85,000	173,000	173,000	80,000	80,000
Other Financing Sources	1,190,180	-	4,275,000	-	-
TOTAL REVENUES, TRANSFERS IN & OTHER FINANCING SOURCES	**$24,203,789**	**$24,380,032**	**$28,027,300**	**$25,705,000**	**$26,275,000**
TOTAL ALL RESOURCES	**$32,378,250**	**$35,192,948**	**$39,560,575**	**$39,540,165**	**$38,593,885**



As reflected in the above chart, 72% of General Fund revenue consists of the following three sources: Sales Tax, Property Tax, and Utility Tax. The other 28% of revenues are franchise fees, B&O tax, gambling tax, permits, intergovernmental (including state shared revenues), charges for services, and other miscellaneous revenues.

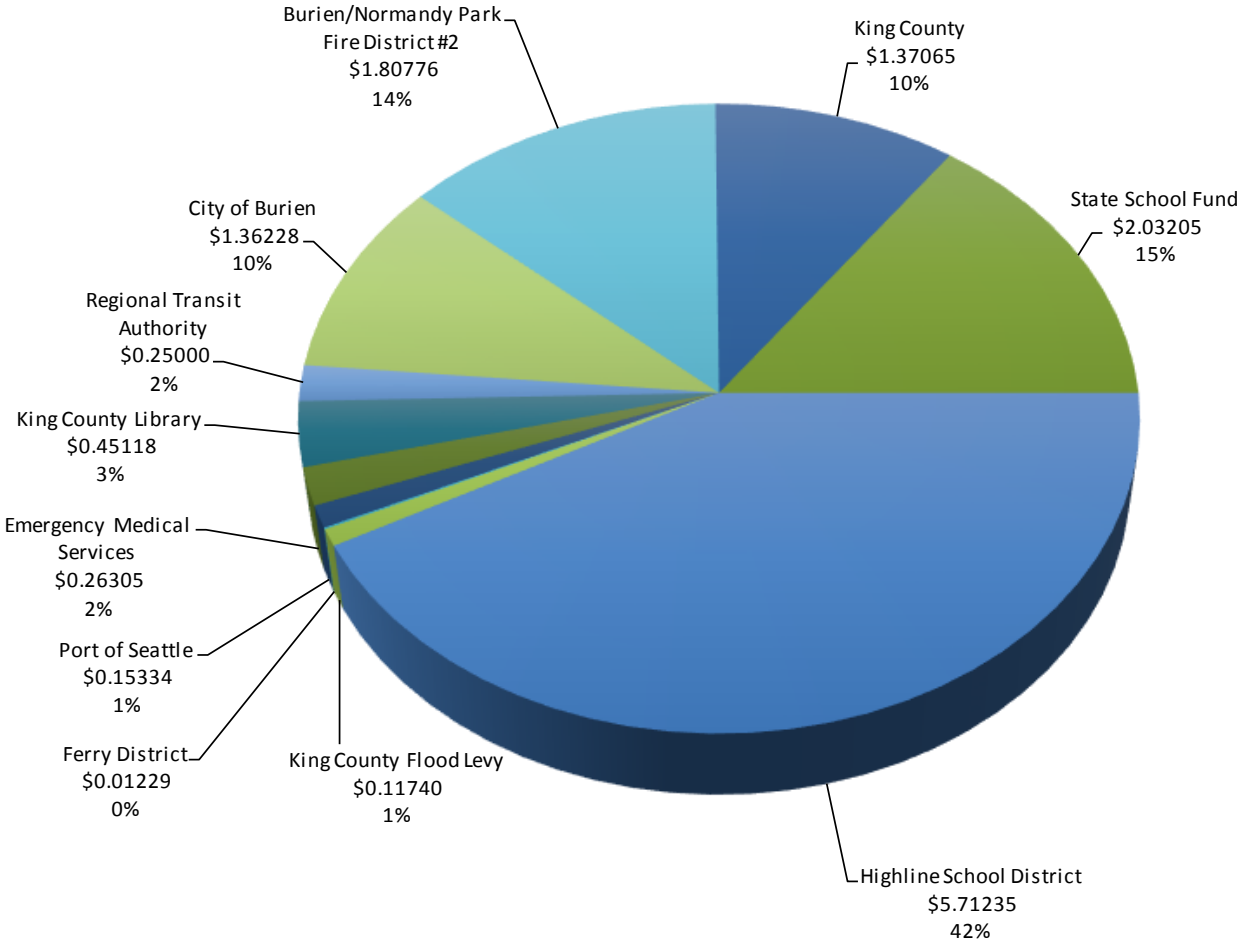
Each of the primary revenue sources is discussed on the following pages. Detailed information on all General Fund expenditures may be found beginning on page 2-10 of this section.

MAJOR REVENUE SOURCES

PROPERTY TAX

Property taxes are the City's second largest revenue source at $6.87 million in 2017 and $6.93 million in 2018, or 27% of the total revenue supporting the General Fund. Both the 2017 and 2018 estimates include the 1% property tax increase allowed by State law. The 2017 property tax rate for the City Burien is $1.36228, reduced from the current 1.45568. It is estimated that a 1% property tax increase is an additional $3.16 annually for a home valued at $250,000. These taxes pay for the City's general operations, such as services provided by Police and Parks.

2017 Property Tax Distribution of Rate of $13.53235



As illustrated in the above chart, the City of Burien receives a relatively small percentage of a property owner's tax bill (11%). In comparison, 57% is allocated to the Highline School District and State Schools (combined), 13% to the Fire District, 11% to King County and 4% to the King County Library District.

SALES TAX

The City receives sales tax from three sources. The main source of sales tax, $6.69 million in 2017 and $6.94 million in 2018, is the City-imposed 0.85% tax on retail sales as shown below. The City also receives a portion of the sales tax collected by King County for Criminal Justice, $1.36 million in 2017 and $1.43 million in 2018. This is collected countywide and distributed to all cities on a per capita basis. The third source, the additional 0.1% sales tax credit provided by the State for cities that have recently annexed new areas, accounts for $805,000 in 2017 and $835,000 in 2018. These three revenues account for $18.1 million or 35% of the 2017-2018 General Fund budgeted revenue, making it the largest revenue source in the fund. The 2017 estimate is a 12% increase over the 2016 Amended Budget, reflecting a much-improved economy. The increase is primarily driven by growth in auto sales, which appeared in late 2013 and continue to be strong.

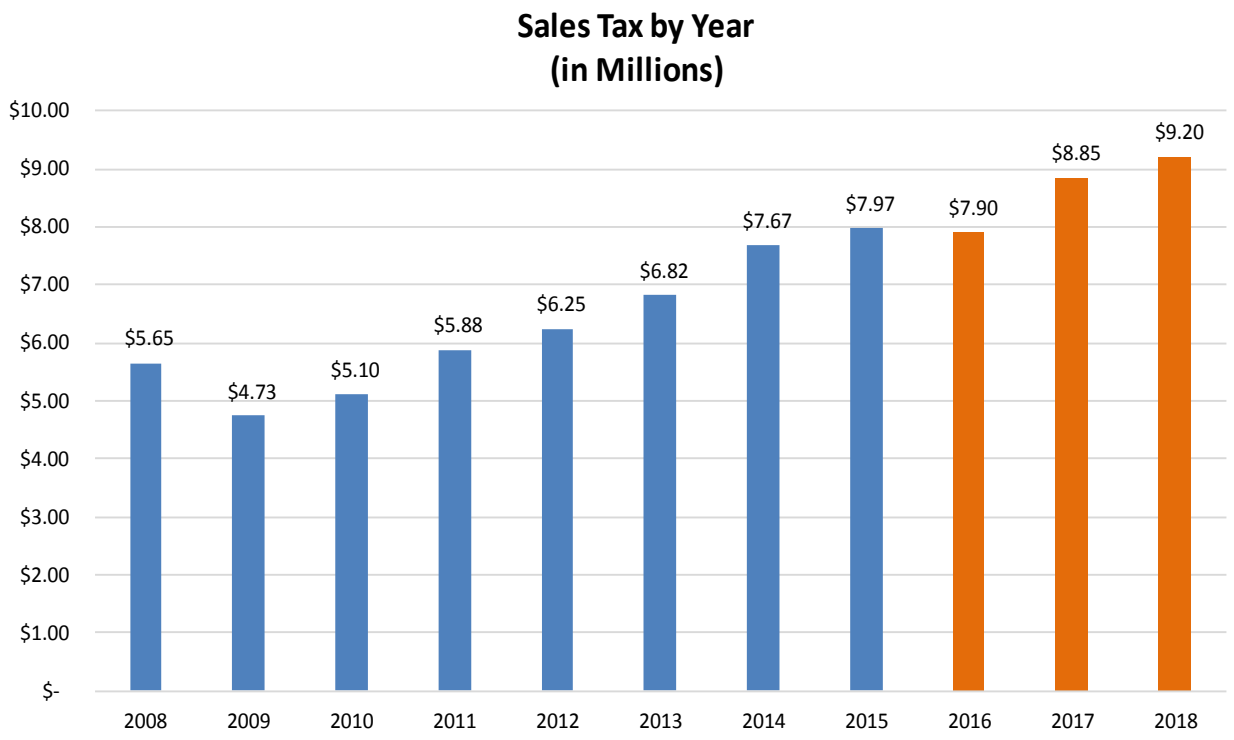
The sales tax rate in the City of Burien is the state allowable 9.5% on retail goods and an additional 0.3% on automobile sales to help pay for statewide transportation improvements. The chart below reflects the distribution of the $9.50 tax collected per each $100 of sales on retail goods.

Sales Tax Distribution by Government Entity

Government Entity	Amount	Percent of Total
Washington State	$ 6.50	68.42%
City of Burien	**0.85**	**8.95%**
King County	0.85	8.95%
King County Criminal Justice	0.10	1.05%
Regional Transit Authority	0.40	4.21%
King County Public Transportation Benefit Area	0.80	8.42%
Total Sales Tax on $100 of retail goods	**$ 9.50**	**100.00%**

An additional .3% is added to automobile sales to fund statewide transportation projects. The total sales tax rate on automobile sales is 9.8%.

The chart below illustrates the change in sales tax since 2008, along with the forecasted sales tax revenues for the years 2017 and 2018. With one exception, sales tax revenues have grown each year. The first signs of the current economic downturn appeared in 2008, with 2009 falling to 2004 revenue levels. The growth in 2010 reflects the receipt of additional sales tax from the State Sales Tax credit program for cities that annex new areas and an increase in the Criminal Justice Sales Tax, due to City's increased population from the North Burien annexation in April 2010. Both increases are for a partial year. The 2011 increase reflects the full year of the State Sales Tax Credit and the Criminal Justice Sales Tax. Burien sales showed a significant uptick at the end of 2013 that continued into 2016, primarily from increased automobile sales. The 2016 amount reflects the 2016 revised budget, however, the City estimates that revenue will be in excess of $9.3 million. Construction sales tax has shown robust growth in 2016; however, that increase is considered "one-time revenue" and is not included in the 2017 and 2018 estimates due to the variable nature of the industry. Sales tax estimates for construction are based a 10-year average.

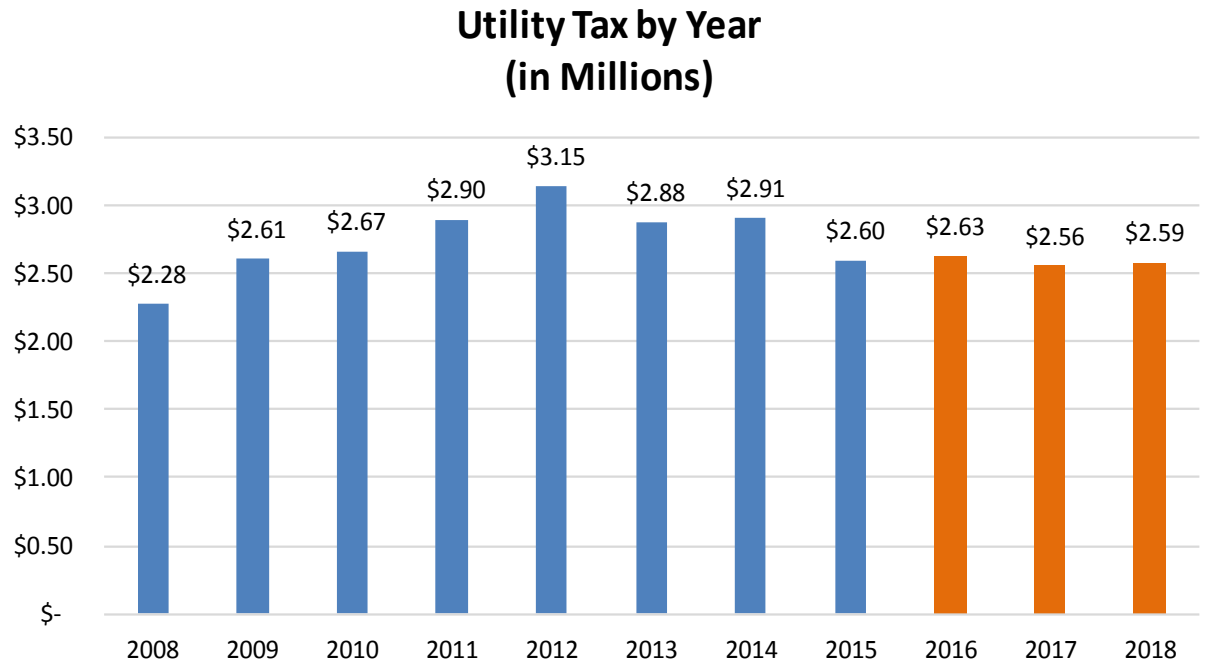


******Blue boxes represent actual collections.* Orange *boxes represent budget estimates*.

UTILITY TAX

Utility taxes were implemented in February 2002 and are the City's third largest tax revenue source at $5.1 million or 10% of total revenue. The City charges a 6% utility tax on cable, telephones, cellular phones, electricity, and natural gas. There is also a 6% utility tax on solid waste that is dedicated to the Street Fund. In the chart below, the larger increase in 2012 is primarily due to one-time revenue from a utility tax audit that was undertaken in late 2011. The decline in 2013 reflects the return of the solid waste utility tax to the Street Fund. It is partially offset by an increase in the electric (Puget Sound Energy) utility tax rate from 3% to 6% and one-time receipts from the utility tax audit. Back taxes from the utility tax audit are also included in 2014. Collections in 2015 did not include any audit revenue. Overall, this source remains fairly flat due to declining telephone utility taxes. Many households continue to phase out their land lines and cellular companies are reclassifying a portion of their smart phone revenue as nontaxable data.

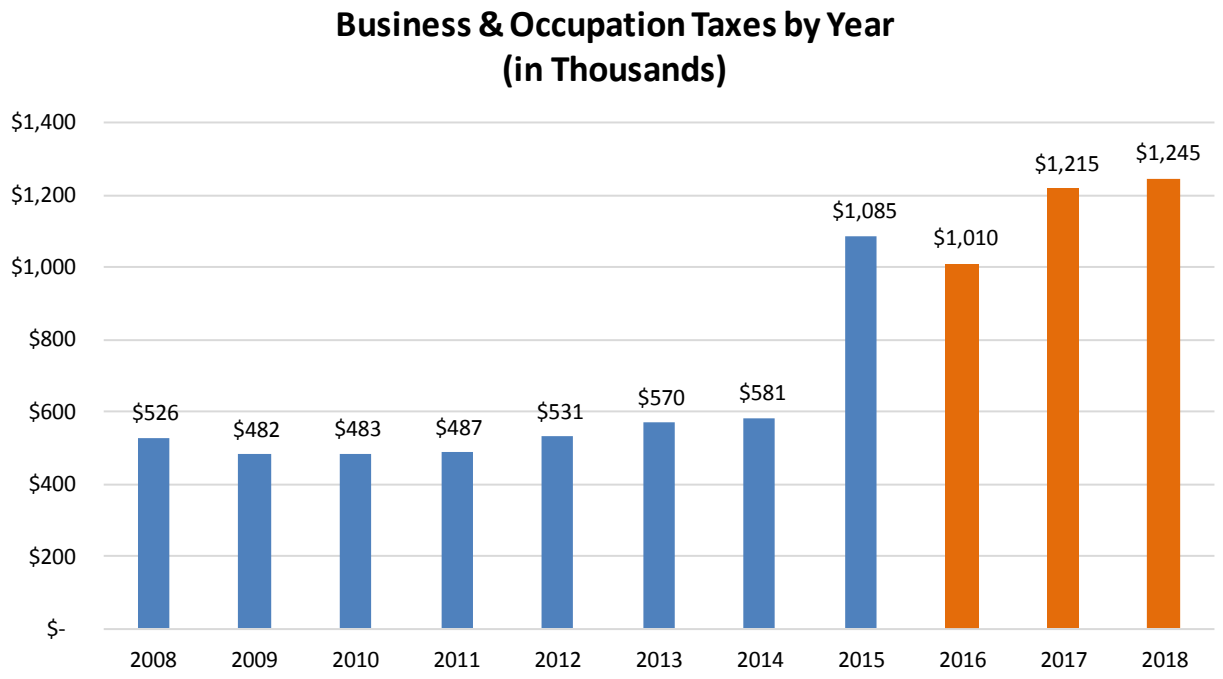
By type of utility, telecommunications accounts for 41% of total utility taxes received, natural gas is 21%, cable is 31%, and electricity is 7%.



*****_Blue boxes represent actual collections. Orange boxes represent budget estimates_.

BUSINESS & OCCUPATION TAX

In 2002, the City adopted a Business and Occupation Tax on businesses with gross receipts in excess of $100,000 per year. Council increased the B&O tax rate in 2015 from 0.05% to 0.10%, but increased the income threshold to $200,000. The growth in 2015 collections reflects the rate increase; however, the 2016 revised budget is underestimated, as the impact of the threshold increase was less than anticipated. The 2017 and 2018 estimates exceed $1.2 million annually.



*****_Blue boxes represent actual collections. Orange boxes represent budget estimates_.

GAMBLING TAX

Gambling Taxes are the tenth largest revenue and estimated at $505,000 each in 2017 and 2018. The City imposes a card room tax on 8% of gross revenues; 5% on punchboards, pull-tabs, bingo, and raffles gross revenues; and 2% on amusement games. Taxes on card rooms account for the majority of this revenue source.

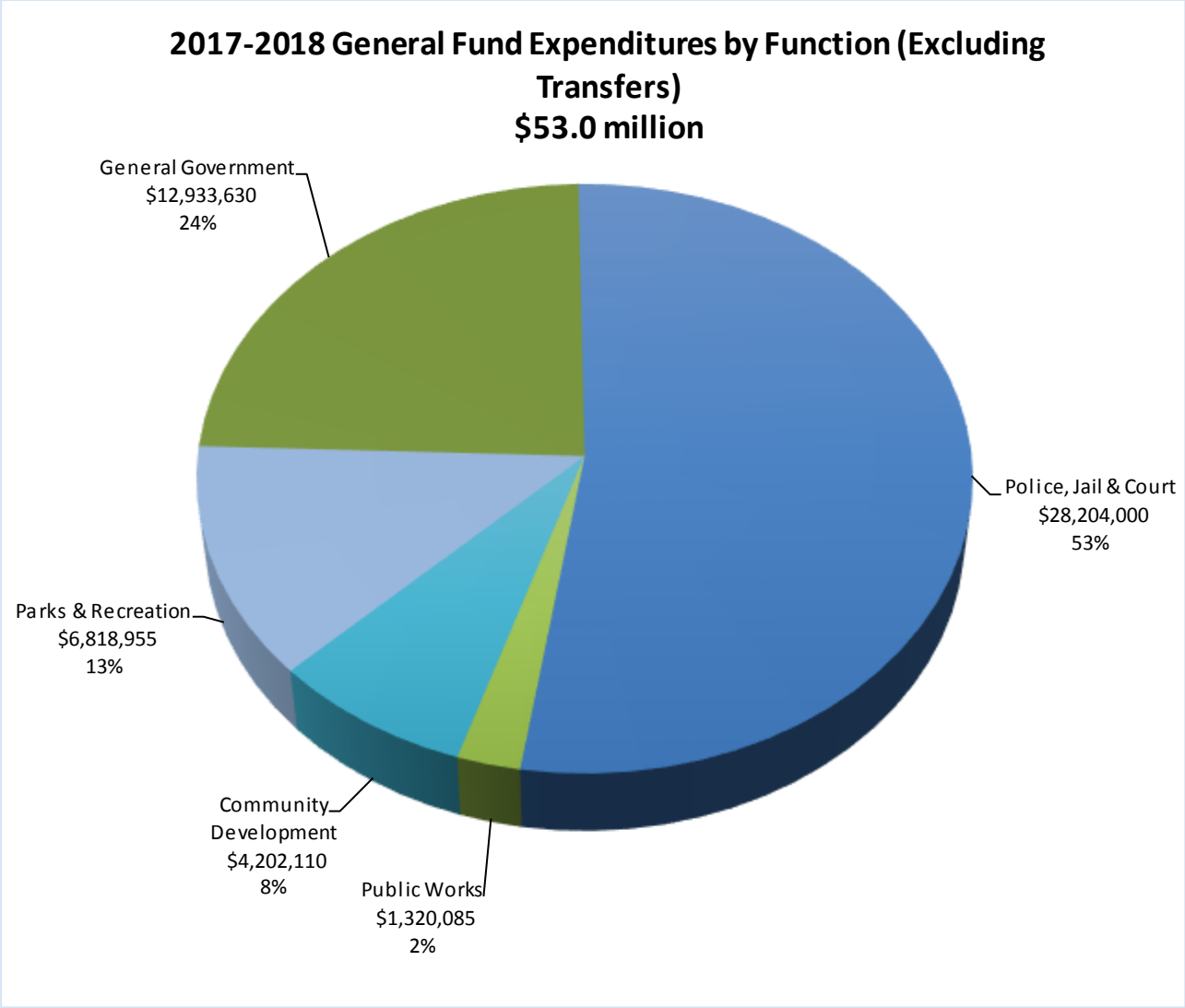
This revenue source has varied greatly over the years as the local card room closed and re-opened a couple of times. A new owner purchased the card room in 2013 and the City Council approved lowering the card room tax rate from 11% to 8% to improve their chance of success.

GENERAL FUND EXPENDITURES - By Line Item

	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
EXPENDITURES					
Salaries	$ 3,794,911	$ 3,935,248	$ 4,314,215	$ 4,738,200	$ 4,904,400
Personnel Benefits	1,367,437	1,386,853	1,598,645	1,784,725	1,885,955
Total Salaries & Benefits	**$ 5,162,348**	**$ 5,322,101**	**$ 5,912,860**	**$ 6,522,925**	**$ 6,790,355**
Total Supplies	**199,072**	**227,427**	**219,590**	**271,150**	**270,150**
Professional Services	2,333,926	2,759,346	4,140,180	4,190,800	3,947,400
Communications	61,428	77,958	91,150	84,550	84,050
Travel, Meals, Mileage	12,379	11,440	27,950	37,200	37,200
Advertising	11,613	15,501	21,150	16,100	16,100
Operating Rents and Leases	85,991	77,130	87,100	90,600	91,300
Insurance	208,266	216,880	230,435	260,000	260,000
Utility Services	236,571	239,555	203,750	215,800	217,800
Repairs and Maintenance	56,527	128,515	151,000	49,300	49,300
Dues and Memberships	115,093	110,110	140,845	142,200	146,700
Printing, Binding, and Copying	15,076	14,620	21,150	16,050	16,050
Registrations and Training	31,151	40,372	39,260	70,450	70,450
Subscriptions and Publications	7,477	8,916	13,200	15,850	15,850
Miscellaneous	49,467	55,227	65,150	48,750	48,750
Total Services & Charges	**$ 3,224,965**	**$ 3,755,570**	**$ 5,232,320**	**$ 5,237,650**	**$ 5,000,950**
Total Intergovernmental	**11,373,399**	**11,782,615**	**12,578,850**	**13,500,500**	**13,938,100**
Total Capital Outlay	**1,179,551**	**-**	**103,750**	**1,337,000**	**610,000**
TOTAL EXPENDITURES	**$ 21,139,334**	**$ 21,087,713**	**$ 24,047,370**	**$ 26,869,225**	**$ 26,609,555**
Transfers Out	426,000	210,000	4,040,000	352,055	370,000
TOTAL EXPENDITURES & TRANSFERS	**$ 21,565,334**	**$ 21,297,713**	**$ 28,087,370**	**$ 27,221,280**	**$ 26,979,555**
Ending Fund Balance	**10,812,916**	**13,895,235**	**11,473,205**	**12,318,885**	**11,614,330**
TOTAL ALL USES (including Fund Balance)	**$ 32,378,250**	**$ 35,192,948**	**$ 39,560,575**	**$ 39,540,165**	**$ 38,593,885**

GENERAL FUND EXPENDITURES - By Department

	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
EXPENDITURES					
City Council	$ 205,436	$ 223,261	$ 258,895	$ 260,895	$ 265,395
City Manager	858,009	427,140	708,470	1,041,540	946,890
Economic Development	1,392,405	572,493	1,210,505	795,160	808,240
Administrative Services	215,661	556,479	689,430	927,290	851,510
Finance	2,407,747	2,710,880	3,105,090	4,725,545	3,464,420
Legal	905,074	1,080,796	1,214,265	1,247,755	1,267,990
Police	10,528,872	10,636,384	11,304,000	12,045,000	12,490,000
Public Works	549,373	567,191	723,000	670,425	649,660
Community Development	1,320,402	1,315,583	1,648,580	1,721,455	2,480,655
Parks, Recreation & Cultural Services	2,756,358	2,997,506	3,185,135	3,434,160	3,384,795
TOTAL EXPENDITURES	**$21,139,334**	**$21,087,713**	**$24,047,370**	**$ 26,869,225**	**$ 26,609,555**
Transfers Out	426,000	210,000	4,040,000	352,055	370,000
TOTAL EXPENDITURES & TRANSFERS	**$21,565,334**	**$21,297,713**	**$28,087,370**	**$ 27,221,280**	**$ 26,979,555**


2017-2018 General Fund Expenditures by Function (Excluding Transfers)
$53.0 million
General Government
$12,933,630
24%
Police, Jail & Court
$28,204,000
53%
Parks & Recreation
$6,818,955
13%
Community Development
$4,202,110
8%
Public Works
$1,320,085
2%

DEPARTMENT EXPENDITURE EXPLANATION

Burien's 2017-2018 General Fund Adopted Budget, excluding transfers and ending fund balance, is $7.7 million or 16.9% more than the 2015-2016 Adopted Budget. The following descriptions highlight the individual components of the increase.

City Council: The modest increase reflects higher costs in dues to state and regional associations.

City Manager Services: This budget reflects a department reorganization that returned the Management Analyst, Communications Officer, and the Management Intern-Communications back from the Economic Development Division. The 2017 Professional Services budget includes one-time funding to address SeaTac airport impacts and $40,000 to complete the website update that began in 2016.

Economic Development: This budget reflects a department reorganization that returned the Management Analyst, Communications Officer, and the Management Intern-Communications back to the City Manager's Department. Professional Services includes an increase as it is based on higher Business and Occupation Tax projections, of which a portion is dedicated to these services. Priorities for 2017-2018 include wayfinding and brand implementation, a real estate feasibility analysis, and development of an urban center plan.

Administrative Services: This budget includes the addition of a part-time Human Resources Technician (0.60 FTE) to keep pace with and enhance services. It also includes an increase in the Front Desk Assistant from part-time to full-time. This position will assume responsibility for the business license function beginning in 2018, which is offset by a reduction in professional services. This position will also improve internal control by serving as the cashier for City Hall financial transactions. Funding is also increased for voter registration costs based on preliminary estimates from King County Elections Office.

Finance: This budget includes replacement of the City's financial software, including additional funds for consulting assistance. It also contains increased costs in contracts for Jail and District Court. Staffing changes include a reclassification of the Systems and GIS Administrator to Information Systems Manager and an upgrade of the part-time GIS intern position to a full-time GIS Analyst I to address workload. The Information Systems Manager position will supervise the Information Technology division and serve as the technology lead for planned major system upgrades in the next two biennia. The GIS workload has grown substantially over the past two years so a full-time Analyst I was added to perform routine maintenance of the City's GIS database, in addition to implementing database enhancements for end users and residents. Both the Information Systems Manager and GIS Analyst positions were eliminated as a budget reduction during the recession. The budget also funds replacement of the City's telephone system and meeting room technology including the Council audio, video, and voting systems.

Legal Services: No changes were proposed to this budget.

Police Services: The Police contract estimate includes two new positions, a Sergeant and a Detective, to address public safety concerns identified in the recently adopted Burien Strategic Plan 2017-2020 and the biennial community survey.

Public Works: This budget reflects the transfer of the Right-of-Way Inspector position and offsetting revenue to the Street Fund. The Professional Services budget includes funding for minor reconfiguration at City Hall.

Community Development: This budget restores the Senior Planner position that was eliminated during the recession. The 2017 request includes a re-budget of the 2016 allocation ($50,000) for a consultant to evaluate and streamline the current permit submittal and tracking process (LEAN) in advance of upgrading or replacing the permit software. The 2018 request includes $150,000 for a consultant to assist with the permit system replacement project along with $600,000 for the purchase of software.

Parks, Recreation, & Cultural Services: The 2017-2018 staffing budget includes an increase in the Parks and Facility Maintenance Worker from 1.75 to 2.00 FTE's to address a backlog of ongoing maintenance needs. The Recreation Coordinator position at Moshier Arts Center is increased from 0.55 FTE to 0.75 FTE to address a reduction in volunteers and enhance arts programming. Also included is a reclassification of the Recreation Leader III to Teen Programmer, additional intermittent staff for the after-school and teen programs, and a reclassification of the Parks Operations Manager to Parks Project Manager as approved by Council during 2016. All Recreation Specialist positions were reclassified to Recreation Coordinator as a result of the 2016 salary survey, conducted every three years per City policy. The budget also reflects additional funding to establish and support a Teen Council, enhance summer concerts and performances at the Strawberry Festival, install lighting in Dottie Harper Park, and purchase a maintenance vehicle for the second Parks and Facilities Maintenance Worker.

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City Council

Department: City Council (01)
Fund: General
Responsible Manager: Anthony Piasecki

Division: N/A
Fund Number: 001
Position: Interim City Manager

Goals and Activities

The City Council, as the legislative branch of City government, sets City policies and provides overall program and project direction to achieve its residents' vision for a friendly, well-planned, thriving community with quality public services and an open, responsive government. The City Council budget consists of those expenditures incurred by the City's elected officials as they conduct the business of the Council, including the City's membership in key regional, state, and national organizations.

2015-2016 Accomplishments

- Adopted the 2017-2020 Strategic Plan.
- Responded to an increase in Human Service needs by appropriating additional funding.
- Enhanced community engagement and resident communications with *Burien* magazine.
- Advanced economic development by approving the purchase and sale agreement for the property in the North East Redevelopment Area.
- Adopted policies that strengthened the General Fund reserves, resulting in an increase in the City's credit rating.
- Approved refunding the 2006 bonds, resulting in a 10-year savings of more than $735,000.
- Established the Capital Partnership Reserve to leverage the City's funds for capital facilities.
- With support of the business community, adopted an increase in the Business and Occupation Tax rate to implement the key economic development priorities adopted in 2014. Also adopted an increase in the small business threshold.

2017-2018 Initiatives

- Seek to reduce airport impacts on Burien residents. (Goal 7.c)
- Adopt a new City brand. (Goal 3.d)
- Reflect Strategic Plan Goals in the Adopted Budget.
- Provide direction for action on the Downtown Mobility Study. (Goal 3)
- Enhance infrastructure funding, to better maintain road surfaces at current conditions. (Goal 2)
- Evaluate the need for and improve the allocation of the City's Human Services funding.

City Council Department
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-01-511-60-11-000	Salaries and Wages	$ 52,200	$ 52,200	$ 52,200	$ 52,200	$ 52,200
001-01-511-60-20-000	Personnel Benefits	54,487	54,478	54,495	54,495	54,495
001-01-511-60-31-000	Office and Operating Supplies	2,939	144	1,000	500	500
001-01-511-60-35-000	Small Tools & Minor Equipment	-	2,927	-	-	-
001-01-511-60-41-000	Professional Services	8,808	5,907	8,000	8,000	8,000
001-01-511-60-42-421	Telephone/Internet	3,039	3,065	4,000	4,000	4,000
001-01-511-60-43-000	Travel	317	2,236	10,000	10,000	10,000
001-01-511-60-48-000	Repairs and Maintenance	884	326	5,000	5,000	5,000
001-01-511-60-49-491	Memberships and Dues	80,032	94,277	117,700	120,000	124,500
001-01-511-60-49-492	Printing/Binding/Copying	115	200	-	200	200
001-01-511-60-49-493	Registration-Training/Workshop	765	4,594	4,000	4,000	4,000
001-01-511-60-49-495	Miscellaneous	620	1,734	1,000	1,000	1,000
001-01-511-60-49-496	Celebration	1,230	1,173	1,500	1,500	1,500
TOTAL EXPENDITURES		**$ 205,436**	**$ 223,261**	**$ 258,895**	**$ 260,895**	**$ 265,395**
REVENUE						
General Fund		$ 205,436	$ 223,261	$ 258,895	$ 260,895	$ 265,395
TOTAL REVENUE		**$ 205,436**	**$ 223,261**	**$ 258,895**	**$ 260,895**	**$ 265,395**

CITY COUNCIL	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Mayor	1.00	$ 9,000	$ 7,905	$ 9,000	$ 7,905
Councilmember	6.00	43,200	46,590	43,200	46,590
Division Total	**7.00**	**$ 52,200**	**$ 54,495**	**$ 52,200**	**$ 54,495**

Budget Highlights: City Council

Salaries and Benefits: The monthly salary paid to Councilmembers is $600 per month. The Mayor is paid $750 per month.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-01-511-60-41-000	Professional Services	$ 4,615	$ 2,574	$ -	$ -	$ -
001-01-511-60-41-41A	Retreat & Other Misc.	4,193	3,333	8,000	8,000	8,000
TOTAL PROFESSIONAL SERVICES		**$ 8,808**	**$ 5,907**	**$ 8,000**	**$ 8,000**	**$ 8,000**

- Retreat and Other Misc.: This item provides funding for annual retreat and workshop facilitators.

Travel, Meals, Mileage: Council attendance at state and national conferences as well as trips to Olympia and Washington, D.C. to meet with elected officials to seek their support of various City projects. Based on state and federal resources received, these efforts have been very successful.

Memberships and Dues:

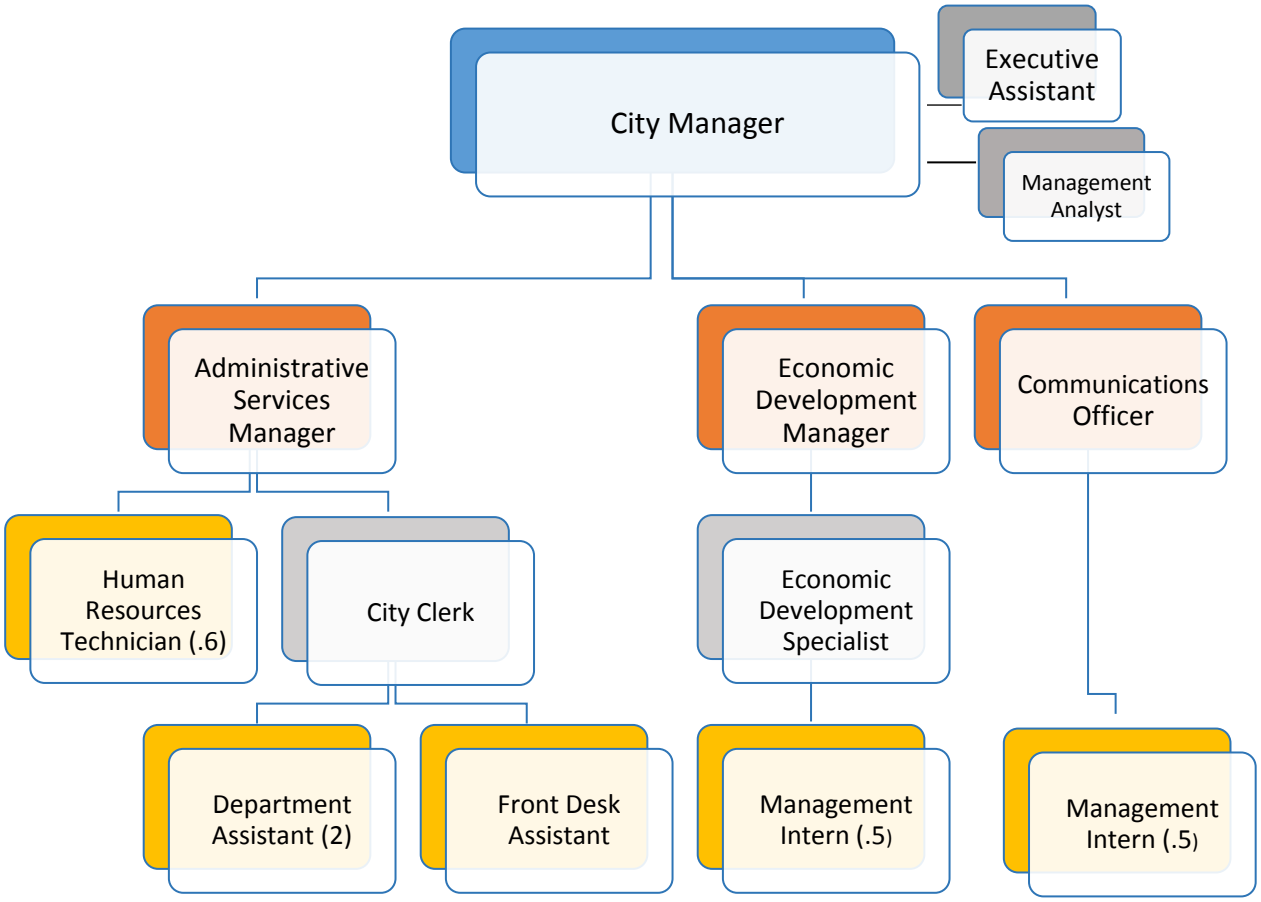
Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-01-511-60-49-491	Association of Washington Cities	$ 32,644	$ 33,119	$ 34,000	$ 35,000	$ 35,000
	National League of Cities	6,516	3,258	3,500	3,500	3,500
	Puget Sound Clean Air Agency	-	27,709	31,700	32,700	34,000
	Puget Sound Regional Council	12,765	-	15,000	15,500	16,000
	Sound Cities Association	26,887	28,891	29,500	30,300	33,000
	Miscellaneous	1,220	1,300	4,000	3,000	3,000
TOTAL DUES & MEMBERSHIPS		**$ 80,032**	**$ 94,277**	**$ 117,700**	**$ 120,000**	**$ 124,500**

- Association of Washington Cities: Founded in 1933, the Association of Washington Cities (AWC) is a non-profit, non-partisan organization that represents Washington's cities and towns before the state legislature, the state executive branch, and regulatory agencies.
- National League of Cities: The National League of Cities (NLC) represents 49 state municipal leagues and approximately 19,000 member cities, towns, and villages of all sizes throughout the country.
- Puget Sound Clean Air Agency: This special-purpose, regional government agency was chartered by state law in 1967 with a jurisdiction that covers King, Kitsap, Pierce, and Snohomish counties. The annual fee pays for agency regulatory activities and reflects the estimated level of effort for the agency to ensure compliance with air quality regulations.
- Puget Sound Regional Council: PSRC is an association of cities, towns, counties, ports, and state agencies that serves as a forum for developing policies and making decisions about regional growth and transportation issues in the four-county central Puget Sound region.
- Sound Cities Association: SCA is an association of 37 suburban cities in King County committed to regional problem solving, which requires city officials to balance the interests of their individual cities with the larger interests of the region.

Registration and Training: This category covers Councilmembers' registration at conferences sponsored by the National League of Cities in Washington, D.C. and by the Association of Washington Cities at various locations in Washington State.

Other Miscellaneous/Celebration: This category includes expenditures for annual community awards and volunteer recognition.

City Manager Department



City Manager Department

Department: City Manager (03)
Fund: General
Responsible Manager: Anthony Piasecki

Division: N/A
Fund Number: 001
Position: Interim City Manager

Goals and Activities

The City Manager serves as the chief executive officer of the City. The manager directs and supervises all activities of the City to implement policy as set by the City Council and to carry out City Council initiatives and objectives. The manager monitors and manages the City budget and evaluates the current and long-term financial condition of the City. The manager executes the City Council's direction in priorities, programs, service levels, costs, and evaluation standards for City and contract services. The City Manager represents City Council policy in intergovernmental relations, contract negotiations, and support for state and federal legislation. The City Manager's Department is comprised of three divisions, City Manager, Economic Development, and Administrative Services. The City Manager Division includes the City's Communications functions, a Management Analyst, and an Executive Assistant.

2015-2016 Accomplishments

- Developed the City of Burien Strategic Plan 2017-2020 adopted by the City Council in 2016.
- Began construction of Town Square Phases II and III.
- Oversaw the sale of the City's property in the North East Redevelopment Area, initiating the first stage of redevelopment.
- Secured business community support for an increase in the Business and Occupation Tax rate to fund implementation of key economic development priorities adopted in 2014.
- Conducted the 2016 Biennial Community Assessment Survey via telephone and online to measure residents' satisfaction with City services and solicit input on the Strategic Plan.
- Increased resident satisfaction with city functions and services across a broad range of areas as shown in the community survey.
- Enhanced customer service through specialized trainings for staff.
- Streamlined administrative processes through Lean Process Improvement for the City's pet license renewal process.
- Identified and prioritized community outreach strategies, including the launch of Burien Magazine, a quarterly publication mailed to residents.
- Initiated a Lean process for building permitting.
- Proposed policy increases to the City's reserves, resulting in the City's credit rating increase from A1 to Aa3.

2017-2018 Initiatives

- Develop a strategy for a permanent Public Works maintenance facility, increasing efficiencies in operations. (Goal 10.c)
- Implement the Strategic Plan and provide the community with annual updates on progress. (Goal 3)
- Use the results of the Building Permit Process Lean study to inform permitting software solution decisions. (Goal 4.a & b)
- Conduct a study to inform the design and implementation of an effective outreach program to boost engagement with residents who speak other world languages. (Goal 3.e)
- Continue to support community-based organizations that serve at-risk and vulnerable community members through the allocation Health and Human Services funds and partnerships. (Goal 6.a)
- Oversee budget implementation and ensure Burien remains fiscally strong. (Goal 9.c)
- Advocate for Burien interests including Airport noise and emissions on the Federal legislative agenda. (Goal 7.c)

City Manager Department
City Manager Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-03-513-10-11-000	Salaries and Wages	$ 515,805	$ 236,731	$ 225,115	$ 386,400	$ 398,200
001-03-513-10-12-000	Personnel Benefits	162,859	76,924	82,090	150,790	159,340
001-03-513-10-31-000	Office and Operating Supplies	8,344	1,611	2,035	5,000	5,000
001-03-513-10-35-000	Small Tools & Minor Equipment	418	-	1,000	200	200
001-03-513-10-41-XXX	Professional Services	129,481	89,935	388,000	470,000	355,000
001-03-513-10-42-421	Telephone/Internet	2,171	755	730	2,000	2,000
001-03-513-10-42-422	Postage	10,319	5,000	-	15,000	15,000
001-03-513-10-43-000	Travel	323	201	6,000	6,000	6,000
001-03-513-10-44-000	Advertising	2,949	195	-	-	-
001-03-513-10-45-000	Operating Rentals and Leases	515	-	-	-	-
001-03-513-10-47-000	Utilities	4,806	7,585	-	-	-
001-03-513-10-49-491	Memberships and Dues	943	1,883	500	500	500
001-03-513-10-49-492	Printing/Binding/Copying	5,036	3,144	-	500	500
001-03-513-10-49-493	Registration-Training/Workshop	2,161	2,198	2,000	2,000	2,000
001-03-513-10-49-494	Subscriptions and Publications	144	76	-	150	150
001-03-513-10-49-495	Miscellaneous	11,735	902	1,000	3,000	3,000
TOTAL EXPENDITURES		**$ 858,009**	**$ 427,140**	**$ 708,470**	**$ 1,041,540**	**$ 946,890**
REVENUE						
General Fund		$ 858,009	$ 427,140	$ 708,470	$ 1,041,540	$ 946,890
TOTAL REVENUE		**$ 858,009**	**$ 427,140**	**$ 708,470**	**$ 1,041,540**	**$ 946,890**

CITY MANAGER'S OFFICE	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
City Manager	1.00	$ 155,000	$ 49,285	$ 155,000	$ 50,820
Executive Assistant	1.00	76,100	29,330	77,600	30,905
Communications Officer	1.00	77,200	36,850	82,700	39,710
Management Analyst	1.00	62,800	33,960	67,300	36,520
Management Intern-Communications	0.50	15,300	1,365	15,600	1,385
Division Total	**4.50**	**$ 386,400**	**$ 150,790**	**$ 398,200**	**$ 159,340**

Budget Highlights: City Manager

In 2015 and 2016, the Management Analyst position (1 FTE), Communications Officer position (1 FTE), and Management Intern-Communications (0.5 FTE) were budgeted in the Economic Development Division. These are now restored to the City Manager's office, as is the traditional arrangement. In 2015, the City Clerk (1 FTE), Department Assistant (2 FTEs), and the Scanner position (.5 FTE) were moved to the Administrative Services Division.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-03-513-10-41-000	Professional Services	$ 40,561	$ 28,435	$ 305,000	$ 370,000	$ 230,000
001-03-513-10-41-410	Burien Magazine	-	-	-	35,000	35,000
001-03-513-10-41-41C	Community Survey	21,000	-	20,000	-	25,000
001-03-511-70-41-001	Federal Lobbying Services	25,080	18,000	29,500	21,000	21,000
001-03-511-70-41-002	State Lobbying Services	42,840	43,500	33,500	44,000	44,000
TOTAL PROFESSIONAL SERVICES		**$ 129,481**	**$ 89,935**	**$ 388,000**	**$ 470,000**	**$ 355,000**

- Miscellaneous Professional Services: Primarily contingency funds to address emerging issues. The 2017 allocation includes $100,000 for SeaTac Airport impacts, including litigation as directed by Council, and $40,000 to complete the website update that began in 2016.
- Burien Magazine: This line item transferred from the Economic Development Division along with the Communications positions. It funds the magazine mailed to residents each quarter.
- Community Survey: A biennial allocation to provide ongoing Community Surveys to inform priorities that are used in the development of the biennial budget.
- Federal Lobbying: Lobbying for federal support of the City's economic strategy, including investments in transportation, surface water management, parks, and general government.
- State Lobbying: This supports state lobbying efforts to promote the City's adopted legislative priorities.

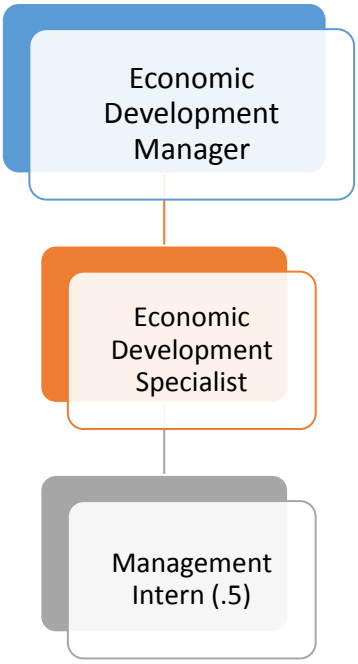
Postage: This line item for mailing the quarterly Burien magazine to all residents was transferred from the Economic Development Division budget.

Performance Measures:

	2008	2010	2012	2014	2016
% of residents who are satisfied with the quality of services provided by the City	78%	79%	76%	*51%	63%
% of residents who believe the City of Burien is headed in the right direction	74%	72%	66%	60%	69%
% of residents who are satisfied with the value they receive from taxes	68%	70%	57%	37%	48%
% of residents who rate city employee's courtesy and knowledge as "good" or "excellent"	83%	79%	81%	67%	75%
% of residents who feel the employee they contacted did a "sufficient" job of addressing their issue	59%	59%	65%	62%	80%
% of residents who feel the relationships between people of different races and cultures in the City of Burien are "good" or "excellent"	51%	53%	53%	52%	56%

**Online Survey*

City Manager Department
Economic Development Division



City Manager Department
Economic Development Division

Department: City Manager (03)
Fund: General
Responsible Manager: Vacant

Division: Economic Development
Fund Number: 001
Position: Economic Development Manager

Goals and Activities

The mission of the Economic Development Division is to ensure Burien is the best place to work, live, learn, shop, and visit. The important factors in determining whether people or businesses locate in Burien are the City's ability to provide employment opportunities, healthy businesses providing goods and services, the quality of public services and public safety, the area's natural beauty, good schools, strong neighborhoods, and efficient traffic circulation.

2015-2016 Accomplishments

- Made substantial progress on top five Economic Development Priorities (EDP), as set by Council in January 2015 including:

    1. Initiated a business retention and expansion (BRE) program.
    2. Conducted a downtown parking study.
    3. Undertook a branding initiative, including identity development and website redesign.
    4. Began assessment of business impediments.
    5. Conducted a study to evaluate feasibility of attracting a hotel.

- Recruited the Economic Development Specialist. (EDP)
- Worked with the developer to initiate the first stage of redevelopment in the North East Redevelopment Area (NERA).
- Completed the Mobility Study. (EDP)
- Worked with the developer to initiate completion of the final phases of Town Square.

2017-2018 Initiatives

- Retain and strengthen existing businesses through continuing BRE efforts. (Goal 3.a)
- Develop and implement a business recruitment strategy and plan, including the development and use of incentives. (3.c)
- Implement the new Brand through a cohesive marketing campaign and rollout plan. (Goal 3.d)
- Continue development of the Airport Industrial Center in the North East Redevelopment Area.
- Implement recommendations from the Downtown Mobility Study. (Goal 3.f)
- Proactively work to attract lodging facilities. (Goal 3.g)

City Manager Department
Economic Development Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-03-558-70-11-000	Salaries and Wages	$ 97,543	$ 261,691	$ 368,550	$ 204,900	$ 213,100
001-03-558-70-21-000	Personnel Benefits	40,011	91,825	127,810	74,260	79,140
001-03-558-70-31-000	Office and Operating Supplies	2,608	3,516	2,490	1,200	1,200
001-03-558-70-35-000	Small Tools & Minor Equipment	-	1,290	-	-	-
001-03-558-70-41-XXX	Professional Services	110,141	197,762	678,000	497,000	497,000
001-03-558-70-42-421	Telephone/Internet	257	1,982	830	1,000	1,000
001-03-558-70-42-422	Postage	-	6,261	10,000	-	-
001-03-558-70-43-000	Travel	-	129	-	1,000	1,000
001-03-558-70-49-491	Memberships and Dues	3,750	5,567	11,425	12,000	12,000
001-03-558-70-49-492	Printing/Binding/Copying	99	411	9,600	1,000	1,000
001-03-558-70-49-493	Registration-Training/Workshop	305	2,027	1,500	2,500	2,500
001-03-558-70-49-494	Subscriptions and Publications	-	15	300	300	300
001-03-558-70-49-495	Miscellaneous	-	18	-	-	-
001-03-594-58-61-000	Land & Land Improvements	1,137,691	-	-	-	-
TOTAL EXPENDITURES		**$ 1,392,405**	**$ 572,493**	**$ 1,210,505**	**$ 795,160**	**$ 808,240**
REVENUE						
Business & Occupation Tax		$ -	$ 542,424	$ 505,000	$ 607,500	$ 622,500
General Fund		1,392,405	30,069	705,505	187,660	185,740
TOTAL REVENUE		**$ 1,392,405**	**$ 30,069**	**$ 705,505**	**$ 187,660**	**$ 185,740**

ECONOMIC DEVELOPMENT DIVISION	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Economic Development Manager	1.00	$ 110,300	$ 43,485	$ 112,500	$ 45,885
Economic Development Specialist	1.00	79,300	29,410	85,000	31,870
Management Intern-Economic Development	0.50	15,300	1,365	15,600	1,385
Division Total	**2.50**	**$ 204,900**	**$ 74,260**	**$ 213,100**	**$ 79,140**

Budget Highlights: **Economic Development**

The Management Analyst position (1 FTE), Communications Officer (1 FTE), and Management Intern-Communications reported to this Division in 2015 and are included in the 2016 Revised Budget but the positions were transferred to the City Manager's Division mid-year 2016.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-03-558-70-41-000	Professional Services	$ 38,889	$ 20,290	$ 325,000	$ 200,000	$ 200,000
001-03-558-70-41-410	Burien Magazine	17,150	13,806	17,000	-	-
001-03-558-70-41-413	Discover Burien	-	84,165	74,000	75,000	75,000
001-03-558-70-41-414	Discover Burien - Clean & Safe	-	39,980	40,000	40,000	40,000
001-03-558-70-41-41f	Burien Marketing Strategy	13,397	29,521	212,000	150,000	150,000
001-03-558-70-41-41I	SW King Co. Chamber of Comm.	22,000	-	-	22,000	22,000
001-03-558-70-41-41J	Small Business Dev. Center	10,000	10,000	10,000	10,000	10,000
001-03-558-70-41-41M	Economic Dev Strategic Plan	8,705	-	-	-	-
TOTAL PROFESSIONAL SERVICES		**$ 110,141**	**$ 197,762**	**$ 678,000**	**$ 497,000**	**$ 497,000**

- Professional Services: Provides ongoing funding for Council-approved Economic Development priorities such as wayfinding implementation, an Urban Land Institute real estate feasibility analysis, an urban center plan, and other priorities as defined by the Council. Also included is ongoing support for the Wellness Cluster and the Soundside Alliance.
- Burien Magazine: This line item was transferred to the City Manager's budget.
- Discover Burien: Discover Burien provides business development and business recruitment services in addition to management of the Spring Clean Sweep Weekend, Farmer's Market, Summer Carnival, Father's Day Car Show, Fall Carnival, Boo in Burien, and Winterfest. In 2014, these services were budgeted in the Street Fund.
- Discover Burien Clean and Safe Services: This funds Discover Burien's employment of special needs individuals to provide general sweeping and clean up services to maintain streets in the Downtown Business District. In 2014, these services were budgeted in the Street Fund.
- Burien Marketing Strategy: To encourage economic development in the City. These funds are used to create and publish brochures and other information for the business community. Also included is implementation of the recently re-designed City brand.
- Southwest King County Chamber of Commerce: The Southwest King County Chamber works to build and maintain a strong economic environment in the communities it serves – Burien, SeaTac, and Tukwila.
- Small Business Development Center: In collaboration with Highline College and other southwest King County cities, the SBDC provides financial and business advisory services to start-up and business expansion clients.

Memberships and Dues: This includes memberships in the Seattle King County Economic Development Corporation and the Urban Land Institute.

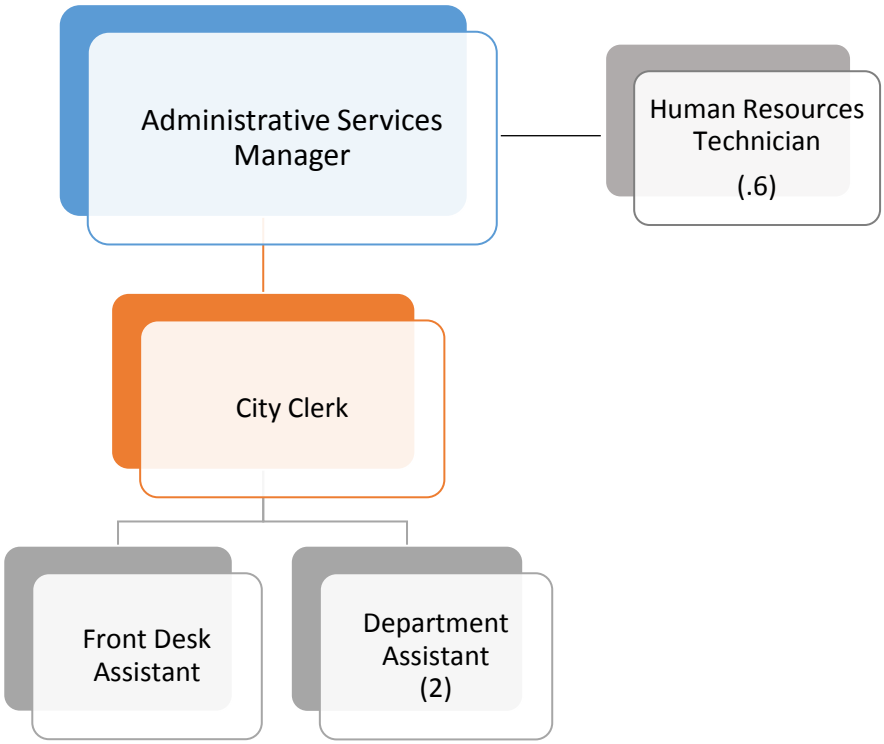
Postage: This line item for mailing the Burien Magazine was transferred to the City Manager's budget.

Performance Measures:

	2011	2012	2013	2014	2015
Building valuation of permits issued (millions)	$36	$39	$62	$56	$107
Number of licensed businesses located in Burien	1,368	1,298	1,318	1,464	1,489
Number of employees in Burien	7,543	7,708	7,175	7,363	7,921
Change in Sales Tax revenue	8.6%	6.8%	9.3%	13.4%	3.0%
Change in Business & Occupation Tax revenue	.8%	9.0%	7.3%	2.1%	86.6% *
Unemployment Rate	8.9%	6.4%	5.3%	4.6%	4.7%

** On January 1, 2015, the B&O Tax rate increased from 0.0005 to 0.001, in conjunction with in an increase in the small business threshold from $100,000 to $200,000.*

City Manager Department
Administrative Services Division



City Manager Department
Administrative Services Division – Human Resources

Department: City Manager (05)
Fund: General
Responsible Manager: Angie Chaufty
Division: Administrative Services
Fund Number: 001
Position: Administrative Services Manager

Goals and Activities

The Administrative Services Division is comprised of the City Clerk and Human Resources functions. The Human Resources function supports the City's goals and objectives by providing services in the areas of staffing, professional development, performance management, compensation, and benefit administration.

2015-2016 Accomplishments

- Completed a compensation study for all positions, to assess appropriate salary levels to attract and retain qualified staff.
- Implemented Affordable Care Act requirements.
- Achieved 2015 and 2016 WellCity Awards, resulting in a health insurance premium reduction and potentially improving or maintaining employee health.

2017-2018 Initiatives

- Review the performance review form and process. (Goal 9.a)
- Develop an organizational development training program. (Goal 9.a)
- Provide a variety of supervisory training programs. (Goal 9.a)
- Conduct a benefit review to assess the current level of benefits offered by the City. (Goal 9.a)
- Update the Personnel Policies, improving communication to employees and ensuring compliance with federal, state, and local statutes.
- Assist employees transitioning off a medical plan that will be terminated effective January 1, 2018.
- Sustain and enhance the City's Wellness Program.

City Manager Department
Administrative Services Division - Human Resources
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-05-517-30-11-000	Salaries and Wages	$ 103,509	$ 115,020	$ 119,185	$ 160,900	$ 165,800
001-05-517-30-21-000	Personnel Benefits	31,956	34,892	38,490	60,665	64,770
001-05-517-30-31-000	Office and Operating Supplies	1,339	607	1,750	1,750	1,750
001-05-517-30-41-000	Professional Services	3,794	17,724	29,450	27,600	27,600
001-05-517-30-42-421	Telephone/Internet	257	301	250	350	350
001-05-517-30-42-422	Postage	79	-	100	-	-
001-05-517-30-43-000	Travel	405	39	1,700	700	700
001-05-517-30-44-000	Advertising/Legal Publications	2,113	5,235	5,000	5,000	5,000
001-05-517-30-49-491	Memberships and Dues	-	399	300	300	300
001-05-517-30-49-493	Registration-Training/Workshop	274	259	650	650	650
001-05-517-30-49-494	Subscriptions and Publications	-	-	250	250	250
001-05-517-30-49-495	Miscellaneous	666	1,465	2,000	2,000	2,000
001-05-517-30-49-496	Wellness Activities	265	840	3,500	3,500	3,500
TOTAL EXPENDITURES		**$ 144,657**	**$ 176,781**	**$ 202,625**	**$ 263,665**	**$ 272,670**
REVENUE						
General Fund		$ 144,657	$ 176,781	$ 202,625	$ 263,665	$ 272,670
TOTAL REVENUE		**$ 144,657**	**$ 176,781**	**$ 202,625**	**$ 263,665**	**$ 272,670**

ADMINISTRATIVE SERVICES - HUMAN RESOURCES	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
Administrative Services Manager	1.00	$ 127,700	$ 40,310	$ 130,300	$ 42,970
Human Resources Technician	0.60	33,200	20,355	35,500	21,800
Division Total	**1.60**	**$ 160,900**	**$ 60,665**	**$ 165,800**	**$ 64,770**

<u>Budget Highlights</u>: City Manager/Administrative Services Division – Human Resources

This budget includes the addition of a part-time Human Resources Technician (0.60 FTE) to keep pace with and enhance services.

<u>Salaries and Benefits:</u> Salaries are based on actual costs for existing position plus a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. The salary for the new position was set based on a survey of similar positions in comparable cities.

<u>Professional Services:</u>

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-05-517-30-41-000	Professional Services	$ 3,794	$ 17,401	$ 27,850	$ 26,000	$ 26,000
001-05-517-30-41-410	Software Licensing Fees	-	323	1,600	1,600	1,600
TOTAL PROFESSIONAL SERVICES		**$ 3,794**	**$ 17,724**	**$ 29,450**	**$ 27,600**	**$ 27,600**

- Professional Services: Includes funding for organizational development and training.
- Software Licensing Fees: Annual licensing fees for the City's online employment application program.

Advertising: Advertise job announcements.

Memberships and Dues: Membership in the National Public Employer Labor Relations Association (NPELRA), which provides professional development, networking, and advocacy services to Labor Relations and Human Resources professionals.

Wellness: This funds the employee wellness program.

Performance Measures:

	2011	2012	2013	2014	2015
# of employees using five or less days of sick leave/year	30	42	25	23	34
# of days missed due to work-related injuries or illnesses	0	2	0	0	8
# of L&I Workers Compensation claims	1	2	2	4	3
Average # of training hours per regular full-time and part-time employee (self-reported)	31	18	24	15	21
% of employee performance evaluations completed within 15 days of evaluation due date	91%	91%	93%	85%	52%
% of employees employed by the City of Burien for more than three years	72%	70%	69%	76%	73%

City Manager Department
Administrative Services Division – City Clerk

Department: City Manager (05)
Fund: General
Responsible Manager: Angie Chaufty
Division: Administrative Services
Fund Number: 001
Position: Administrative Services Manager

Goals and Activities

The Administrative Services Division is comprised of the City Clerk and Human Resources functions. The City Clerk function supports the City's goals and objectives by providing services in the areas of customer service, records management, governance support, and legal compliance. The staff in this division work closely with residents, city staff, and elected officials.

2015-2016 Accomplishments

- Fulfilled a high volume of complex requests for public records.
- Enhanced the Public Records Disclosure web page on the City website, improving communication of City processes.
- Conducted cross-departmental front desk training resulting in the redesign of the shared workspace, improved processes, and enhanced customer service.
- Reorganized division to better address records management and public record request needs.
- Applied the Lean process to the animal license purchase and renewal process resulting in increased data accuracy, reduced postage costs, and a reduction in staff time.
- Converted the Rental Housing License database to more user-friendly software program.

2017-2018 Initiatives

- Support public involvement and informed City decision-making by continuing to provide citizens and officials with accurate and timely information, records, and notices.
- Depending upon direction from Council regarding animal control services, select and implement a new pet licensing software to streamline the process, improve efficiency and reduce costs. (Goal 10)
- Coordinate and provide records management training to various departments, resulting in more efficient records retrieval. (Goal 9)
- Streamline the City Council agenda packet preparation process, including implementation of agenda management software. (Goal 9)

City Manager Department
Administrative Services Division - City Clerk
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-05-514-21-11-000	Salaries and Wages	$ -	$ 210,536	$ 225,515	$ 258,100	$ 265,500
001-05-514-21-21-000	Personnel Benefits	-	69,814	75,575	104,925	111,140
001-05-514-21-31-000	Office and Operating Supplies	-	2,474	3,475	3,500	3,500
001-05-514-21-35-000	Small Tools and Minor Equipment	-	-	-	1,000	-
001-05-514-21-41-000	Professional Services	5,832	5,250	7,000	93,000	38,000
001-05-514-21-42-421	Telephone/Internet	-	865	1,240	1,200	1,200
001-05-514-21-42-422	Postage	-	10,478	17,500	15,000	15,000
001-05-514-21-43-000	Travel	-	38	-	1,200	1,200
001-05-514-21-44-000	Advertising/Legal Publications	-	2,799	5,000	5,000	5,000
001-05-514-21-49-491	Memberships and Dues	-	330	500	500	500
001-05-514-21-49-492	Printing/Binding/Copying	-	-	1,000	1,500	1,500
001-05-514-21-49-493	Registration-Training/Workshop	-	218	1,000	1,200	1,200
001-05-514-21-49-495	Miscellaneous	-	11,004	14,000	-	-
001-05-514-21-51-511	Voter Registration Costs	65,172	65,892	110,000	177,500	135,100
001-05-514-21-64-000	Machinery and Equipment	-	-	25,000	-	-
TOTAL EXPENDITURES		**$ 71,004**	**$ 379,698**	**$ 486,805**	**$ 663,625**	**$ 578,840**
REVENUE						
Business License Fees (previously in Street Fund)		$ -	$ -	$ -	$ 300,000	$ 300,000
General Fund		71,004	379,698	486,805	363,625	278,840
TOTAL REVENUE		**$ 71,004**	**$ 379,698**	**$ 486,805**	**$ 663,625**	**$ 578,840**

ADMINISTRATIVE SERVICES - CITY CLERK	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
City Clerk	1.00	$ 90,400	$ 31,350	$ 92,200	$ 33,070
Department Assistant	2.00	124,800	43,605	127,400	45,985
Front Desk Assistant	1.00	42,900	29,970	45,900	32,085
Division Total	**4.00**	**$ 258,100**	**$ 104,925**	**$ 265,500**	**$ 111,140**

<u>Budget Highlights</u>: City Manager/Administrative Services Division – City Clerk

This Division manages the Business License function so beginning in 2017, the revenue and related expenditures were transferred here from the Street Fund. In 2016, the Scanner position became a Front Desk Assistant (.5 FTE). In 2017, the Front Desk Assistant is increased from part-time to full-time. This position will assume responsibility for the business license function beginning in 2018, which is offset by a reduction in professional services. This position will also improve internal control by serving as the cashier for City Hall financial transactions after the 2017 financial software implementation.

<u>Salaries and Benefits:</u> Salaries are based on actual costs for existing positions plus a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

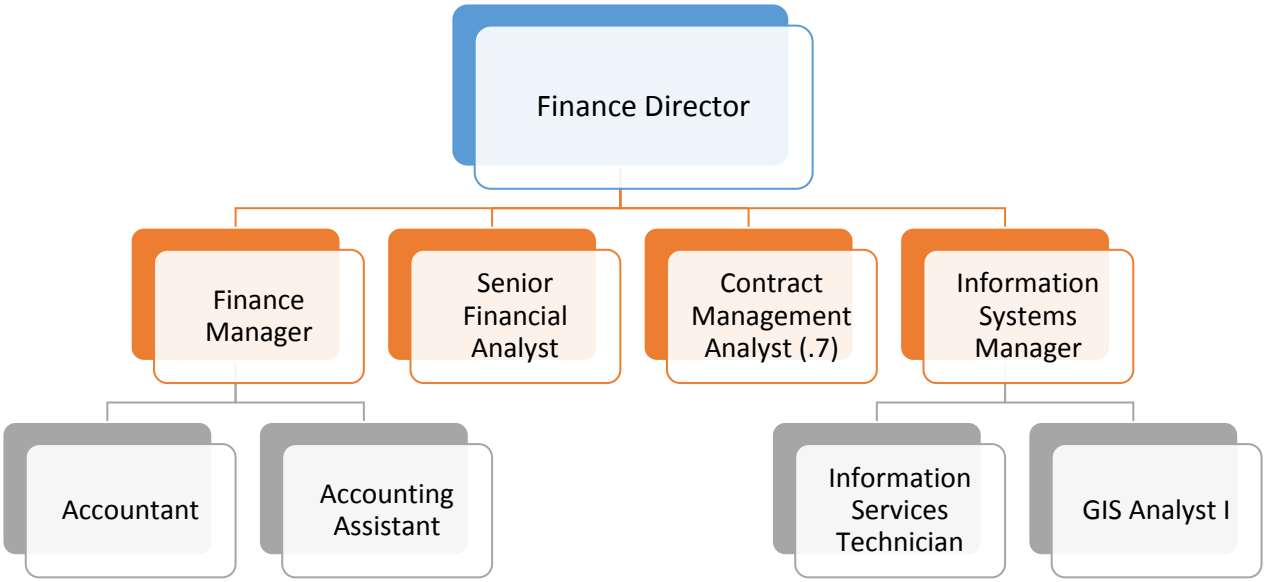
Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-05-514-21-41-000	Professional Services	$ -	$ 926	$ 2,000	$ 20,000	$ 20,000
001-05-514-21-41-010	Business License Services	-	-	-	55,000	-
001-05-514-21-41-410	Software Licensing Fees	-	312	-	13,000	13,000
001-05-514-21-41-412	Code Supplement	5,832	4,012	5,000	5,000	5,000
TOTAL PROFESSIONAL SERVICES		**$ 5,832**	**$ 5,250**	**$ 7,000**	**$ 93,000**	**$ 38,000**

- Professional Services: Includes transportation to secure the City's network backup.
- Business License Services: This line item was previously budgeted in the Street Fund. The increase in the Front Desk Assistant positon to full-time is to transition this service to City staff in 2018.
- Software Licensing Fees: Annual licensing fees for new agenda management software and cashier point-of-sale system.
- Code Supplement: Annual costs to update the online municipal code.

Advertising: Post public notices.

Voter Registration Costs: The significant increase in these costs reflects the estimates provided by King County Elections for both election and voter registration costs.

Finance Department



Finance Department
Accounting Division

Department: Finance (04)
Fund: General
Responsible Manager: Kim Krause

Division: N/A
Fund Number: 001
Position: Finance Director

Goals and Activities

The Finance department is comprised of two divisions, Accounting and Information Technology. The primary activities of the Accounting Division are financial management and contract management. Financial management includes fiscal planning, budget preparation, financial forecasting, financial statement preparation, accounting, investment management, tax collection management, fixed asset accounting, payroll, accounts payable, and purchasing coordination. Contract management provides central guidance for the preparation of contract documents and the management of contracts and grants.

The Finance Department has received an unmodified audit opinion for the last eighteen years in addition to achieving the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA). In 2015, the department received the GFOA award for Distinguished Budget presentation for the twelfth time. The City's Bond Rating was increased to Aa3 in 2016, reflecting the City's good financial condition.

2015-2016 Accomplishments

- Refunded 2006 Limited Tax General Obligation Bonds for savings of more than $735,000 over the next ten years.
- Secured an increase in the City's credit rating from A1 to Aa3 due to the City's strong fiscal position.
- Developed revenue options and expenditure reductions to address General Fund structural deficit.
- Performed financial analysis for implementation of 2016 salary survey.
- Received the Distinguished Budget Presentation Award for the 2015-16 Biennial Budget document.
- Received the Certificate of Excellence in Financial Reporting for the 2014 and 2015 Comprehensive Annual Financial Reports.
- Issued a Request for Proposal and selected a vendor for a new financial system.
- Paid off the line of credit used to purchase property in the Northeast Redevelopment Area.

2017-2018 Initiatives

- Finalize remaining utility tax audit.
- Advance diversification of revenue, particularly through the possibility of franchise agreements with the special districts to address structural deficit or enhance pavement management funding. (Goal 9.c)
- Finalize development of equipment replacement schedule and determine annual funding requirements. (Goal 10.a)
- Conduct a fixed asset inventory.
- Upgrade financial software including implementation of new modules. (Goal 10.a)
- Revise the purchasing policies. (Goal 9.c)
- Issue a Request for Proposal for banking services by end of 2017 and transition services in 2018.
- Implement State purchasing cards in lieu of current bank credit card program.
- Continue publishing financial documents that meet the requirements of the Government Finance Officers Association programs for Distinguished Budget Presentation Award and Certificate of Excellence in Financial Reporting Award.

Finance Department
Accounting Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-04-514-20-11-000	Salaries and Wages	$ 421,764	$ 425,918	$ 496,640	$ 526,500	$ 545,900
001-04-514-20-21-000	Personnel Benefits	139,838	139,510	184,660	186,055	192,645
001-04-514-20-31-000	Office and Operating Supplies	5,674	3,855	6,000	6,000	6,000
001-04-514-20-35-000	Small Tools & Minor Equipment	1,399	224	-	-	-
001-04-514-2X-41-XXX	Professional Services	589,710	589,663	639,000	850,000	705,000
001-04-514-20-42-421	Telephone/Internet	2,365	2,235	2,000	2,000	2,000
001-04-514-20-42-422	Postage	60	2,045	-	2,000	2,000
001-04-514-20-43-000	Travel	876	576	3,000	3,000	3,000
001-04-514-20-44-000	Advertising	570	681	1,000	500	500
001-04-514-20-45-000	Operating Rentals and Leases	739	451	600	-	-
001-04-514-20-48-000	Repairs and Maintenance	-	454	-	500	500
001-04-514-20-49-491	Memberships and Dues	23,015	744	1,000	1,000	1,000
001-04-514-20-49-492	Printing/Binding/Copying	433	1,776	1,000	2,000	2,000
001-04-514-20-49-493	Registration-Training/Workshop	2,209	4,212	2,000	4,000	4,000
001-04-514-20-49-494	Subscriptions and Publications	470	-	500	500	500
001-04-514-20-49-495	Miscellaneous	1,608	2,139	1,000	1,000	1,000
001-04-514-20-64-000	Machinery and Equipment	-	-	-	600,000	-
001-04-512-50-51-515	District Court Contract Costs	349,237	443,957	450,000	450,000	450,000
001-04-523-60-51-514	Jail Contracts	510,089	695,099	775,000	915,000	950,000
001-04-566-20-51-000	Substance Abuse Services	10,184	11,635	12,500	13,000	13,000
TOTAL EXPENDITURES		**$ 2,060,240**	**$ 2,325,174**	**$ 2,575,900**	**$ 3,563,055**	**$ 2,879,045**
REVENUE						
Liquor Tax & Profits		$ 10,184	$ 11,635	$ 12,500	$ 13,000	$ 13,000
Pet Licenses		46,515	46,880	65,000	50,000	50,000
Fines & Forfeitures		347,486	208,765	200,000	200,000	200,000
General Fund		1,656,055	2,057,894	2,298,400	3,300,055	2,616,045
TOTAL REVENUE		**$ 2,060,240**	**$ 2,325,174**	**$ 2,575,900**	**$ 3,563,055**	**$ 2,879,045**

FINANCE - ACCOUNTING	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
Finance Director	1.00	$ 155,600	$ 48,130	$ 158,800	$ 50,805
Finance Manager	1.00	114,300	31,915	118,000	33,950
Senior Financial Analyst	1.00	75,300	36,470	80,700	33,680
Contract Management Analyst	0.70	53,200	17,775	54,300	18,870
Accountant	1.00	65,700	22,320	70,400	24,235
Accounting Assistant	1.00	62,400	29,445	63,700	31,105
Division Total	**5.70**	**$ 526,500**	**$ 186,055**	**$ 545,900**	**$ 192,645**

Budget Highlights: Finance – Accounting

This budget includes replacement of the City's financial software, including additional funds for consulting assistance.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-04-514-20-41-000	Professional Services	$ 111,389	$ 4,657	$ 25,000	$ 175,000	$ 25,000
001-04-514-20-41-410	Software Licensing Fees	25,068	28,492	28,000	30,000	30,000
001-04-514-20-41-420	SWM Fee Assessment	-	-	-	4,000	4,000
001-04-514-20-41-41C	Human Svc-Family/Youth	171,766	266,084	275,000	320,000	320,000
001-04-514-20-41-41s	Sales Tax Auditing Costs	684	1,552	6,000	4,000	4,000
001-04-514-20-41-41t	B&O Tax Collection and Audit	41,340	32,162	35,000	40,000	40,000
001-04-514-20-41-425	Banking Svcs & Credit Card Fees	24,535	38,110	40,000	42,000	42,000
001-04-514-23-41-000	Professional Svcs-State Audit	52,274	45,761	55,000	55,000	55,000
001-04-554-30-41-41p	Animal Control Services	162,654	172,845	175,000	180,000	185,000
TOTAL PROFESSIONAL SERVICES		**$ 589,710**	**$ 589,663**	**$ 639,000**	**$ 850,000**	**$ 705,000**

- Professional Services: This is for financial consulting to address emerging issues and assist with the financial software conversion.
- Software Licensing Fees: The annual maintenance fee for the City's financial software.
- SWM Fee Assessment: This is the SWM fee on City-owned properties that are not specific to a department. This fee was transferred from the Surface Water Management Fund.
- Human Services: Human Services funding is available on a competitive basis each biennium to organizations that provide human services to Burien residents. Per City policy, the City contributes 1.25% of the General Fund revenue. The 2014 contribution was based on 1% of the General Fund revenue.
- Sales Tax Audit Costs: Audit of state sales tax receipts to ensure the City receives its portion of sales tax generated in Burien. A percentage of the additional revenue pays for these audit services.
- Business and Occupation (B&O) Tax Collection and Auditing: To collect and audit the B&O tax, which is 0.1% of gross receipts for businesses with gross revenues of more than $200,000.
- Banking Services/Credit Card Fees: These costs include bank analysis and credit card fees for all credit card payments except recreation classes, which are accounted for in the Parks Department budget.
- State Audit: This line item is for the annual financial and accountability audit conducted by the Washington State Auditor's office.
- Animal Control Services: Funding for the animal control services contract.

Memberships and Dues: Includes memberships/dues for the Government Finance Officers Association (GFOA), Washington Finance Officers Association (WFOA), Puget Sound Finance Officers Association (PSFOA) and the American Payroll Association.

Machinery and Equipment: This funding is to replace the City's financial software.

Intergovernmental Services:

- King County Substance Abuse Treatment: The City provides 2% of its share of liquor taxes and profits to King County for alcohol and chemical dependency program support to help Burien residents.
- Jail Services: The primary jail service is the South Correctional Entity (SCORE) of which the City has a 4% ownership of the facility. The City also incurs some jail costs with King County and various providers of electronic home detention services. The increase reflects an increase in the City's share of the operating costs at SCORE, primarily caused by a population reduction of one of the other owner cities and a reduction in contract revenue as compared to previous years. There is sufficient contract revenue to pay the debt service for the owner cities. While the Debt Service Transfer Out is budgeted as required per the debt covenants, the transfer will not be made.
- Court Services: The City contracts with King County District Court for these services. The budget is based on the 2015 cost.

Performance Measures:

	2011	2012	2013	2014	2015
Financial forecasting					
% variance of adopted vs. actual General Fund revenue	0.37%	4.88%	7.23%	13.22%	6.35%
% variance of adopted vs. actual General Fund expenditures	0.58%	4.00%	2.89%	3.00%	7.19%
Cash management and treasury					
Investment pool income	$22,408	$24,198	$21,226	$17,769	$39,054
Accounts Payable and Accounts Receivable					
# of accounts payable check issued	3,350	3,112	2,938	3,003	2,907
# of accounts receivable invoices issued	269	304	365	352	345
Effectiveness, outcomes, and efficiency					
Consecutive years receiving the GFOA Budget Presentation Award. *** Biennial budgets prepared beginning in 2009*	10**	**	11**	**	12**
Consecutive years receiving the GFOA Award for Excellence in Financial Reporting	16	17	18	19	20
Adjusting journal entries resulting from audit	0	0	0	0	0
Vendor checks voided due to Finance Department error	6	7	5	3	4

Finance Department
Information Technology Division

Department: Finance (04)
Fund: General
Responsible Manager: Kim Krause

Division: N/A
Fund Number: 001
Position: Finance Director

Goals and Activities

The Information Technology Division maintains the City's computer network infrastructure including the City's website, hardware, software, and integrated system components. The Division also provides a help desk service to the City's users, maintains the City's Intranet (B-Hive), and administers the Geographic Information System.

2015-2016 Accomplishments

- Upgraded public works mobile technology used in the field to tablets.
- Continued implementation of improvements that were recommended as a result of the Washington Cities Insurance Authority cyber-liability security audit.
- Upgraded server and desktop software packages to Exchange 2013 and Office 2013.
- Upgraded the network backbone and supporting infrastructure.
- Upgraded to a new channel video system (Burien Channel 21) with online streaming capability to any mobile device.

2017-2018 Initiatives

- Participate in and provide support for the upgrade of the City's core software systems, including financial, permitting, and parks registration.
- Implement and migrate to a new City website.
- Upgrade and replace all meeting room technology, including the voting and audio/video systems in Council Chambers.
- Replace the City Hall and Community Center telephone system.

Finance Department
Information Technology Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-04-518-80-11-000	Salaries and Wages	$ 151,662	$ 163,734	$ 173,425	$ 222,600	$ 238,500
001-04-518-80-12-000	Personnel Benefits	44,745	48,047	52,265	83,890	90,875
001-04-518-80-31-000	Office & Operating Supplies	1,936	1,404	1,000	2,000	2,000
001-04-518-80-31-310	Computer Related Supplies	630	14	2,000	2,000	2,000
001-04-518-80-35-000	Small Tools & Minor Equipment	2,779	16,901	2,000	20,000	20,000
001-04-518-80-41-XXX	Professional Services	106,608	114,391	246,000	186,000	186,000
001-04-518-80-42-421	Telephone/Internet	10,814	10,278	15,000	10,000	10,000
001-04-518-80-42-422	Postage	6	4	-	-	-
001-04-518-80-43-000	Travel	1,261	59	1,000	1,000	1,000
001-04-518-80-45-000	Operating Rentals and Leases	24,189	27,401	23,000	25,000	25,000
001-04-518-80-48-000	Repairs and Maintenance	1,376	-	2,500	2,500	2,500
001-04-518-80-49-491	Memberships and Dues	-	75	-	-	-
001-04-518-80-49-493	Registration-Training Workshop	199	3,398	5,000	7,500	7,500
001-04-518-80-49-495	Miscellaneous	219	-	1,000	-	-
001-04-518-80-64-000	Machinery and Equipment	1,083	-	5,000	600,000	-
TOTAL EXPENDITURES		**$ 347,508**	**$ 385,706**	**$ 529,190**	**$ 1,162,490**	**$ 585,375**
REVENUE						
General Fund		$ 347,508	$ 385,706	$ 529,190	$ 1,162,490	$ 585,375
TOTAL REVENUE		**$ 347,508**	**$ 385,706**	**$ 529,190**	**$ 1,162,490**	**$ 585,375**

FINANCE - INFORMATION TECHNOLOGY	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
Information Systems Manager	1.00	$ 95,200	$ 28,715	$ 102,000	$ 31,290
Information Services Technician	1.00	69,300	35,265	74,200	37,950
GIS Analyst I	1.00	58,100	19,910	62,300	21,635
Division Total	**3.00**	**$ 222,600**	**$ 83,890**	**$ 238,500**	**$ 90,875**

Budget Highlights: Finance - Information Technology

The budget includes a reclassification of the Systems and GIS Administrator to Information Systems Manager and an upgrade of the part-time GIS intern position to a full-time GIS Analyst I to address workload. The Information Systems Manager position will supervise this division and serve as the technology lead for major system upgrades in the next two biennia. The GIS workload has grown substantially over the past two years so a full-time Analyst I was added to perform routine maintenance of the City's GIS database and to implement database enhancements for end users and residents. Both the Information Systems Manager and GIS Analyst positions were eliminated as a budget reduction during the recession. The budget also includes funding to replace the City's telephone system and to upgrade meeting room technology including the Council audio, video, and voting systems.

Salaries and Benefits: Salaries are based on actual costs for the existing position and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. The salaries for the Information Systems Manager and GIS Analyst I are based on surveys of similar positions in comparable cities.

Professional Services:

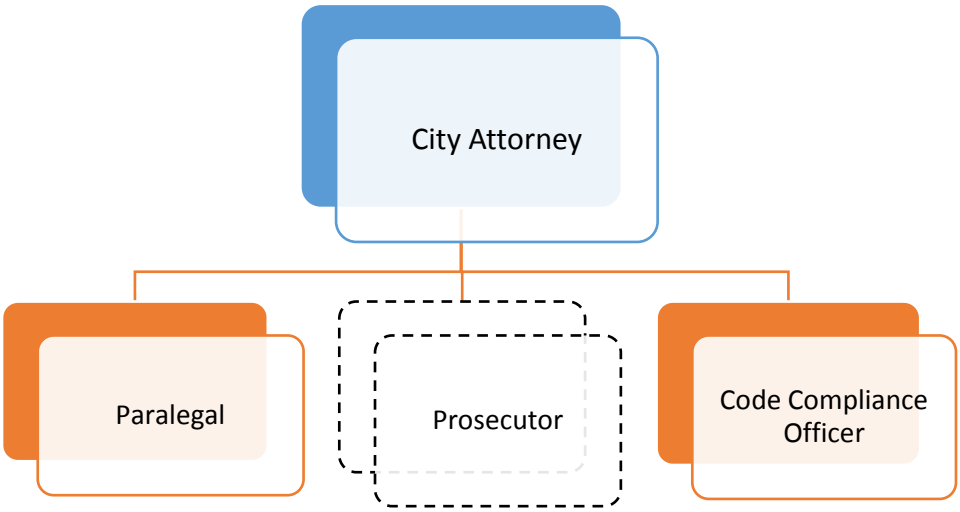
Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-04-518-80-41-000	IT Misc Professional Services	$ 329	$ 3,136	$ 51,000	$ 15,000	$ 15,000
001-04-518-80-41-410	Software Licensing Fees	56,513	67,306	100,000	100,000	100,000
001-04-518-80-41-412	Website	20,355	-	15,000	10,000	10,000
001-04-518-80-41-419	Online Video Streaming	8,343	8,386	10,000	3,000	3,000
001-04-518-80-41-41A	Computer Consultant Prof Svcs	10,019	20,417	50,000	30,000	30,000
001-04-518-80-41-420	Channel 21 Video Production	11,049	15,146	20,000	28,000	28,000
TOTAL PROFESSIONAL SERVICES		**$ 106,608**	**$ 114,391**	**$ 246,000**	**$ 186,000**	**$ 186,000**

- Professional Services: Includes funds to participate in regional projects such as aerial photos.
- Software Licensing Fees: Maintenance and licensing costs for hardware and software used city-wide. Some of the software programs include the GIS database, desktop software, permit software and document management system.
- Website: Annual maintenance costs for the City's website.
- Online Video Streaming: Provide online access to Council and Planning Commission meetings in addition to other informational material.
- Computer Consultant Services: Contract services to support the City's network infrastructure.
- Channel 21 Video Production: Contract video production of Council and Planning Commission meetings and other community service announcements that are aired on the City's local Channel 21.

Performance Measures:

	2011	2012	2013	2014	2015
# of customer requests for GIS products/services	280	189	153	225	212
# of supported workstations	114	118	124	124	124
Average # of daily visits to the City website	423	404	441	548	684

Legal Department



Legal Department

Department: Legal (06)
Fund: General
Responsible Manager: Lisa Marshall

Division: N/A
Fund Number: 001
Position: City Attorney

Goals and Activities

The Legal Department provides legal services to City officials and employees in support of the City's goals. These services include representing the City in federal, state, and other proceedings; defending the Council, Mayor, and City department actions; prosecuting misdemeanors and code violations; managing the victim advocacy program; reviewing ordinances, contracts, and other documents; and managing risks and claims. Prosecution services are provided by contract. The City Attorney also supervises the City's Code Compliance Officer and serves as the risk manager.

2015–2016 Accomplishments

- Assisted Public Works in drafting the new Low Impact Development Code required by the City's National Pollution Discharge Elimination System permit.
- Oversaw resolution of litigation against the City.
- Revised the standard contract for information technology services to strengthen network security.
- Assisted Parks with the Highline School District lease agreement for the development of the dog park.
- Assisted with the sale of the North East Redevelopment Area property and subsequent development.
- Reviewed amendments to the Town Square Development and Disposition Agreement.
- Assisted with preparation of the Limited Multi-Family Tax Exemption contracts for Merrill Gardens and the Apartments at Town Square.
- Assisted with the maintenance agreement for the new Town Square Park located at Merrill Gardens.
- Drafted Resolutions and Ordinances dissolving the Transportation Benefit District.
- Managed outside counsel to obtain a preliminary injunction against VIP Lounge, an illegal hookah lounge that was declared a chronic nuisance property.

2017-2018 Initiatives

- Work with the Economic Development Division in support of monitoring the Town Square Development and Disposition Agreement and its Amendments.
- Work with law enforcement to obtain code compliance from chronic nuisance properties pursuant to BMC 9.120.
- Improve efficiency and effectiveness of nuisance abatement and code compliance services, with emphasis on obtaining compliance through filing of cases in district and superior court.
- Assist with drafting and negotiating franchise agreements with utilities having facilities in City rights of way, including possible emphasis on mutually acceptable utility tax provisions.
- Implement preventive law measures for reducing City's liability exposure.
- Provide legal support for Comprehensive Plan, subdivision code, and sign code amendments.
- Assist in procurement of agenda preparation software.
- Participate in legal consortium of cities organized to address franchise issues related to small cell carriers.

Legal Department
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-06-515-30-11-000	Salaries and Wages	$ 221,653	$ 206,974	$ 267,975	$ 290,300	$ 303,500
001-06-515-30-21-000	Personnel Benefits	82,306	66,632	90,605	100,455	107,490
001-06-515-30-31-000	Office and Operating Supplies	2,096	2,046	3,000	3,000	3,000
001-06-515-30-32-000	Fuel Consumed	1,190	969	1,500	1,000	1,000
001-06-515-XX-41-XXX	Professional Services	378,509	573,691	600,250	572,000	572,000
001-06-515-30-42-421	Telephone/Internet	1,909	1,705	2,500	2,000	2,000
001-06-515-30-43-000	Travel	474	683	-	3,000	3,000
001-06-515-30-46-000	Insurance	208,266	216,880	230,435	260,000	260,000
001-06-515-30-48-000	Repairs and Maintenance	670	122	-	1,000	1,000
001-06-515-30-49-491	Memberships and Dues	395	495	2,000	1,000	1,000
001-06-515-30-49-492	Printing/Binding/Copying	781	840	500	1,000	1,000
001-06-515-30-49-493	Registration-Training/Workshop	420	1,482	3,000	3,000	3,000
001-06-515-30-49-494	Subscriptions and Publications	5,879	8,277	7,500	10,000	10,000
001-06-515-30-49-495	Miscellaneous	526	-	5,000	-	-
TOTAL EXPENDITURES		**$ 905,074**	**$ 1,080,796**	**$ 1,214,265**	**$ 1,247,755**	**$ 1,267,990**
REVENUE						
General Fund		$ 905,074	$ 1,080,796	$ 1,214,265	$ 1,247,755	$ 1,267,990
TOTAL REVENUE		**$ 905,074**	**$ 1,080,796**	**$ 1,214,265**	**$ 1,247,755**	**$ 1,267,990**

LEGAL DEPARTMENT	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
City Attorney	1.00	$ 145,300	$ 53,485	$ 155,600	$ 57,965
Code Compliance Officer	1.00	76,100	24,410	77,600	25,730
Paralegal	1.00	68,900	22,560	70,300	23,795
Department Total	**3.00**	**$ 290,300**	**$ 100,455**	**$ 303,500**	**$ 107,490**

Budget Highlights: Legal

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-06-515-30-41-000	Professional Services	$ 23,418	$ 26,822	$ 15,000	$ 10,000	$ 10,000
001-06-515-30-41-405	Domestic Violence Advocate	-	4,690	25,000	25,000	25,000
001-06-515-30-41-410	Overflow Legal Services	72,795	125,462	25,000	20,000	20,000
001-06-515-30-41-411	Litigation-Consulting Services	13,453	-	105,000	75,000	75,000
001-06-515-30-41-414	Jury and Witness Fees	131	436	1,250	2,000	2,000
001-06-515-30-41-418	Criminal Prosecution Services	159,026	189,996	190,000	195,000	195,000
001-06-515-30-41-420	Nuisance Abatement	3,971	5,231	15,000	15,000	15,000
001-06-515-91-41-413	Public Defense Screening	11,090	10,670	14,000	15,000	15,000
001-06-515-91-41-414	Public Defender	94,625	209,245	205,000	210,000	210,000
001-06-515-91-41-415	Public Defender Investigations	-	1,139	5,000	5,000	5,000
TOTAL PROFESSIONAL SERVICES		**$ 378,509**	**$ 573,691**	**$ 600,250**	**$ 572,000**	**$ 572,000**

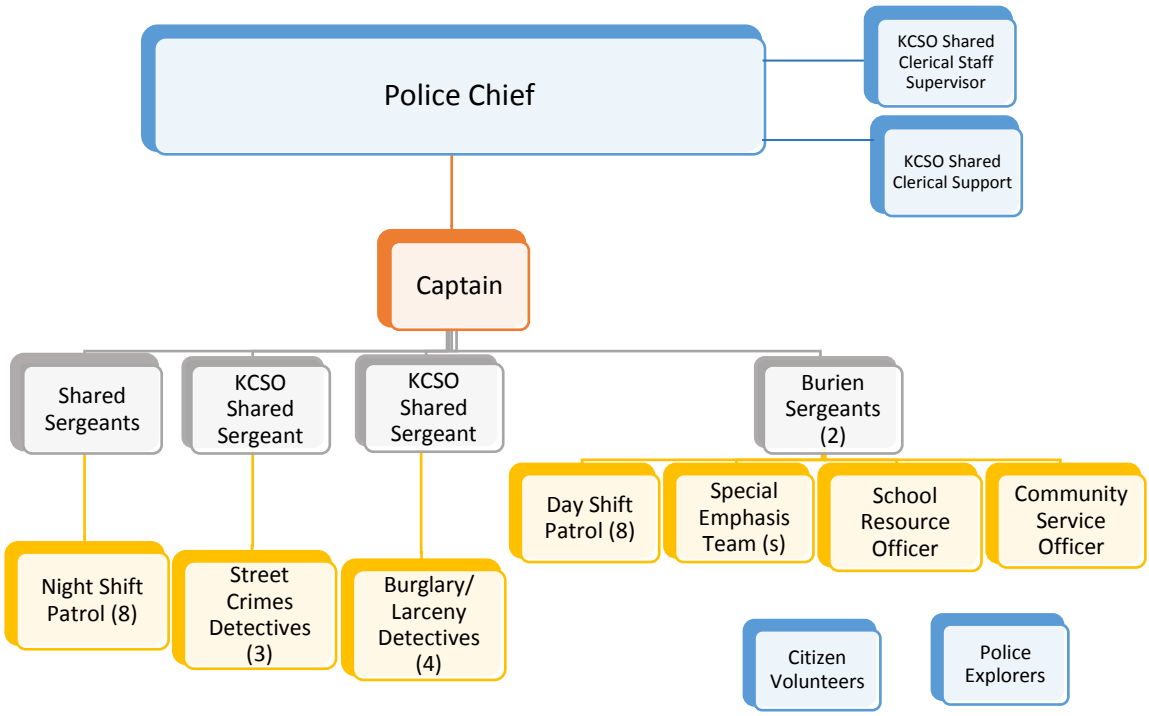
- Professional Services: These funds are for hearing examiner services and recording fees.
- Domestic Violence Advocate: These funds support victims of domestic violence during court proceedings.
- Overflow Legal Services: This is for additional legal consulting on matters such as negotiation of franchises, research, and general legal support.
- Litigation-Consulting Services: This provides funding for consultation regarding potential litigation, including code enforcement actions.
- Jury and Witness Fees: The City pays for all witness fees in accordance with the King County District Court contract.
- Criminal Prosecution Services: This funds the City's contract prosecution services at District Court.
- Nuisance Abatement: Abatement funds for code compliance are typically used for the abatement of conditions on private property that may include graffiti removal, towing of vehicles, nuisance trash and debris removal, and emergency securing of open and accessible hazardous structures/property. With the exception of graffiti removal, costs are passed on to the property/vehicle owner for reimbursement to the City.
- Public Defense Screening: This service determines whether defendants are eligible for an appointed public defender.
- Public Defender: The Washington Supreme Court adopted caseload standards for public defenders that resulted in a significant cost increase beginning in 2015.
- Public Defense Investigations: Funding for experts and investigators used by the City's Public Defenders for their indigent clients.

Insurance: Annual premiums paid to the Washington Cities Insurance Authority are based on a formula that includes the City's experience over the last few years.

Performance Measures:

	2012	2013	2014	2015
Number of code compliance files opened	630	625	589	448
Number of code compliance files successfully closed	626	608	543	431
Number of code compliance complaints resolved without opening a file	514	405	474	560
Number of ordinances and resolutions drafted or reviewed	24	36	31	22

Police Department



Police Department

Department: Police (08)
Fund: General
Responsible Manager: Scott Kimerer

Division: N/A
Fund Number: 001
Position: Police Chief

Goals and Activities

The Police Department is responsible for providing a number of services to help realize Burien's vision for a safe, quality community. The City contracts with the King County Sheriff's Office for its own dedicated and shared personnel. Services include Patrol, Criminal Investigations, Neighborhood Drug Investigations, Gang Investigations, a School Resource Officer and a Community Service Officer. County-wide support services include air support, asset forfeiture, bomb disposal, canine, communications center (911), hostage negotiation, Major Crimes Investigations, Major Accident Response and Reconstruction and the TAC-30 (SWAT) unit. Countywide non-chargeable services include AFIS (Automated Fingerprint Identification System), civil warrants, courthouse security, criminal warrants, dignitary protection, search and rescue, and sexual predator tracking.

2015-2016 Accomplishments

- Completed implementation of organizational changes to ensure efficiency and community responsiveness.
- Researched implementation of reserve officer programs to further engage the community.
- Implemented a 4/10 patrol schedule, resulting in better response, increased community contact and financial efficiency.
- Hired a bilingual Community Relations Officer.
- Initiated a Police Explorer program.

2017-18 Initiatives

- Seek to reduce crime and increase community engagement and the public's perceived sense of safety by implementing crime prevention and community engagement efforts. (Goal 1.a & b.) Strategic Plan Initiatives 1.a and 1.b. address increasing public safety through a cohesive effort that includes multiple facets. While the addition of two new officers is included in this budget, there is more to the effort than simply increasing staffing. These two new officers will join the Special Emphasis Team, bringing the Team's total staff to four.
    - The Special Emphasis Team demonstrate skills in positive community interactions, and has an ability to engage with residents with substance abuse issues, and mental health or cognition difficulties. The entire Special Emphasis Team would undergo Criminal Justice Crisis Intervention Training. The Team will build relationships with area social service providers and community outreach workers, in addition to working with the King County Sherriff's Office (KCSO) Crime Analysis Unit and other criminal justice agencies.
        - Outcomes for the Special Emphasis Team are:
            - A reduction in the growth of Calls for Service.
            - Proactive response to identified emerging crime patterns in the community.
            - Provision of crime prevention information and training requests from businesses and neighborhoods.
            - High police visibility in the downtown core, parks, and areas identified as having high crime.
            - A reduction of negative impacts to residents and businesses.
            - Increased connections with service providers to help those in crisis.
- Identify and recommend improvements for police response and crime reduction. (Goal 1.c)

Police Department
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-08-521-20-24-000	Worker's Compensation	$ 1,029	$ 62	$ -	$ -	$ -
001-08-521-20-31-000	Office and Operating Supplies	11,222	-	7,000	7,000	7,000
001-08-521-20-35-000	Small Tools & Minor Equipment	5,750	4,464	4,000	5,000	5,000
001-08-521-20-35-001	Police Explorer Program	-	582	-	2,000	2,000
001-08-521-20-41-000	Professional Services	1,200	2,921	1,300	-	-
001-08-521-20-42-421	Telephone/Internet	3,666	4,410	5,700	5,000	5,000
001-08-521-20-42-423	Radio Communications	5,576	6,320	6,000	-	-
001-08-521-20-43-434	Other Travel	6,381	4,636	-	5,000	5,000
001-08-521-20-48-000	Repairs and Maintenance	2,222	863	1,000	1,000	1,000
001-08-521-20-49-491	Memberships and Dues	1,440	1,615	1,300	1,000	1,000
001-08-521-20-49-492	Printing/Binding/Copying	887	1,024	1,000	1,000	1,000
001-08-521-20-49-493	Registration-Training/Workshop	14,411	9,201	6,500	30,000	30,000
001-08-521-20-49-497	Citizens Patrol/ Crime Prevent	2,527	1,369	2,000	2,000	2,000
001-08-521-20-49-498	CERT / Citizens Academy	-	1,983	1,000	1,000	1,000
001-08-521-20-49-499	Investigative Funds	28,474	30,905	26,000	30,000	30,000
001-08-521-20-51-000	Police Contract - King County	10,438,716	10,566,029	11,231,350	11,945,000	12,390,000
001-08-521-20-64-000	Machinery and Equipment	5,371	-	9,850	10,000	10,000
TOTAL EXPENDITURES		**$10,528,872**	**$10,636,384**	**$11,304,000**	**$12,045,000**	**$12,490,000**
REVENUE						
Sales Tax - Criminal Justice		$ 1,153,526	$ 1,254,964	$ 1,275,000	$ 1,355,000	$ 1,425,000
Gambling Tax		573,701	507,279	440,000	505,000	505,000
Rental Housing License Fee		22,980	22,620	20,000	20,000	20,000
State Criminal Justice		201,167	194,070	210,000	205,000	205,000
Liquor Profits & Taxes		498,995	570,117	622,500	642,000	642,000
Intergovernmental		162,557	101,600	86,000	166,000	166,000
Seized and Forfeited Property		58,858	55,903	90,000	85,000	85,000
General Fund		7,857,088	7,929,831	8,560,500	9,067,000	9,442,000
TOTAL REVENUE		**$10,528,872**	**$10,636,384**	**$11,304,000**	**$12,045,000**	**$12,490,000**

Budget Highlights: Police

The Police contract includes two new positions, a Sergeant and a Detective, to address public safety concerns identified in the recently adopted Burien Strategic Plan 2017-2020 and the 2016 Community Survey. This expenditure is partially offset by a Community Oriented Policing Services (COPS) hiring grant awarded for 2017-2019. The City is eligible to be reimbursed approximately $80,000 annually for three years ($40,000 per position). This additional revenue for 2017-2018 is included in the Intergovernmental line item.

Small Tools and Minor Equipment: These items are primarily for drug investigations and are purchased with drug seizure funds.

Explorer Program: This program was established in late 2015 to improve community outreach and teach teens about law enforcement through volunteer service, and training.

Communications: Wireless cards, funded by drug seizure funds. The Radio Communications budget has been moved to Public Works.

Repairs and Maintenance: Annual maintenance costs for the radar guns, sector, and crime capture equipment purchased with City grant funding.

Registration - Training/Workshop: This budget is supported with a Justice Assistance Grant (JAG) or drug seizure funds.

Other Miscellaneous: Provides funding for the Citizen's Academy and National Night Out.

Investigative Funds: These seizure funds are used for covert investigations including payments to confidential informants.

Machinery and Equipment: These purchases are funded by a Justice Assistance Grant (JAG) or seizure funds.

Intergovernmental Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-08-521-20-51-000	Police Contract - King County	$10,438,715	$10,566,033	$11,231,350	$11,945,000	$12,390,000
TOTAL INTERGOVERNMENTAL SERVICES		**$10,438,715**	**$10,566,033**	**$11,231,350**	**$11,945,000**	**$12,390,000**

- King County Police Contract: This line item includes two new positions, a Sergeant and a Detective, that will be assigned to the Special Emphasis Team as described in the 2017-18 initiatives.

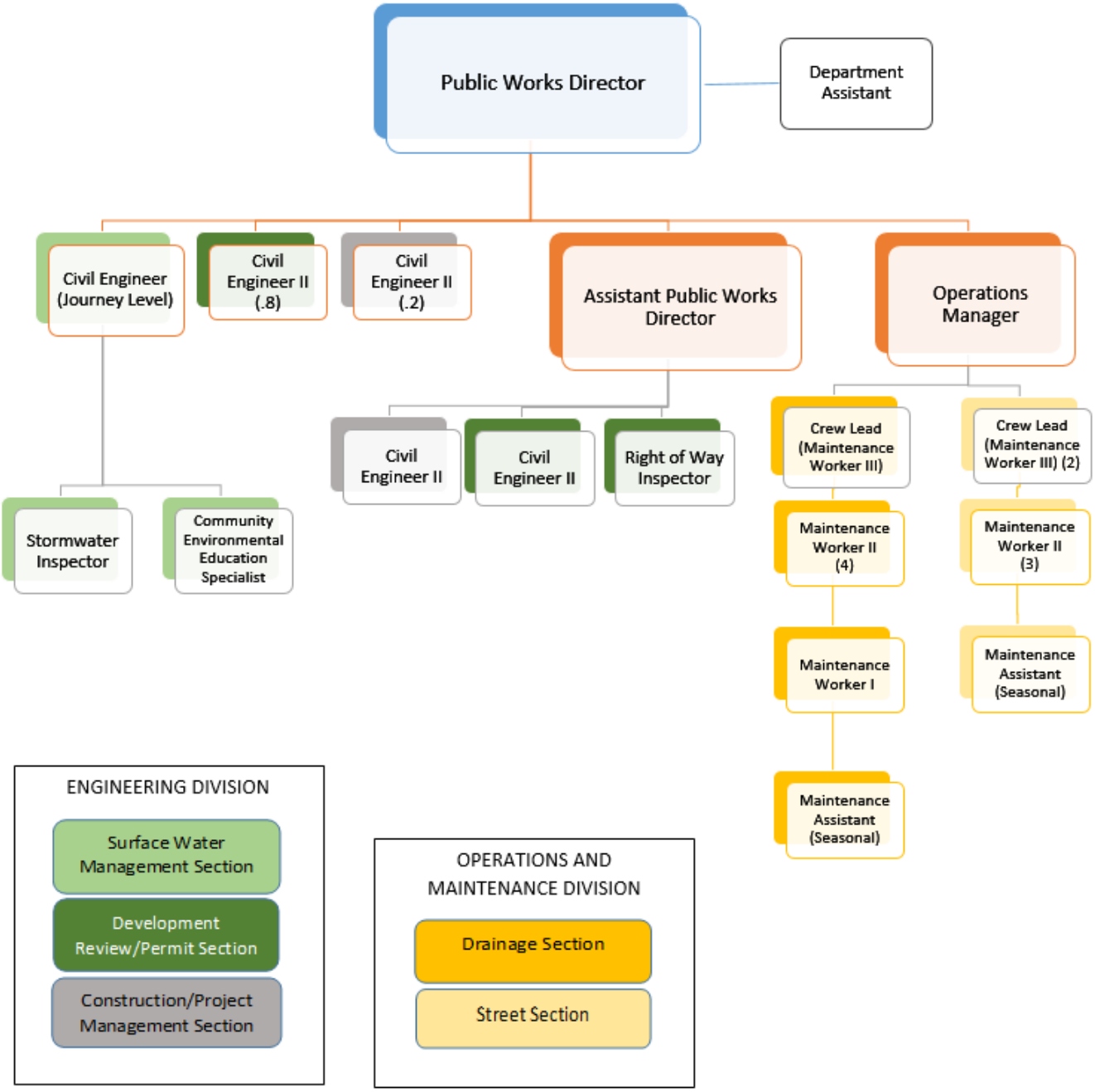
Performance Measures:

	2011	2012	2013	2014	2015
Police response time for Priority 1 calls	7.54 min	7.75 min	11.05 min	7.72 min	7.05 min
Police Response time to critical emergencies	2.95 min	3.40 min	3.41 min	3.48 min	3.60 min
Dispatched calls for service	15,300	16,416	16,976	18,521	19,600
Burien's Total Crime Index *(crimes per 1,000 population)*	54.42	59	60	56	55

Community Assessment Survey Results	**2008**	**2010**	**2012**	**2014**	**2016**
% of residents who believe that reducing crime is one of the most important challenges facing the City of Burien	25%	19%	30%	27%	47%
% of residents who would like to see more police patrols/presence in their neighborhood	21%	20%	19%	13%	35%
% of residents who feel safe walking alone in their neighborhood during the day	95%	91%	91%	88%	88%
% of residents who feel safe walking alone in their neighborhood after dark	62%	61%	65%	63%	54%
% of residents who feel safe in Downtown Burien	83%	85%	77%	76%	83%
% of residents who are satisfied with the level of service provided by the Burien Police Department	67%	66%	62%	56%	64%

**Online survey*

Public Works Department



Public Works Department

Department: Public Works (11)
Fund: General
Responsible Manager: Maiya Andrews

Division: N/A
Fund Number: 001
Position: Public Works Director

Goals and Activities

The Public Works Department is divided into two divisions:

1. The Engineering Division which includes:
    - Capital Improvement Project planning and construction
    - Environmental Engineering and Drainage System Management
    - Development Engineering for permitting, private development, and right-of-way improvements
2. The Operations and Maintenance Division which includes:
    - Street Maintenance and Operations
    - Drainage Systems Maintenance and Operations
    - Facilities Maintenance and Operations
    - Fleet Services Maintenance and Operations

2015-2016 Accomplishments

- Completed the 2015 and 2016 Overlay Projects.
- Established a slurry seal program to extend the life of Burien's roadways at a reduced cost.
- Received a Community Development Block Grant and constructed the SW 132nd Street Pedestrian Bicycle Trail.
- Received grant funding and designed the 8th Avenue S Sub-basin Retrofit Improvements Project.
- Received a Community Development Block Grant and constructed the Hilltop Elementary Crosswalk and Path Project, improving safety for students and families.
- Obtained funding for and designed the State Route 518 Eastbound Off-ramp to Des Moines Memorial Drive.
- Published an Americans with Disabilities Act Transition Plan.
- Completed creek stabilization improvements at SW 158th Street and 4th Avenue S.
- Created an Environmental Education and Outreach Specialist position to improve resident outreach.
- Completed the Citywide Roadway Embankment Stabilization Project.
- Began the North East Redevelopment Area Pilot Program to design additional public infrastructure in that area.
- In conjunction with Parks, oversaw design of the City Hall Spray Park.

2017-2018 Initiatives

- Maintain legislative support for the State Route 518/ Des Moines Memorial Drive interchange. (Goal 2)
- Obtain design funding for the State Route 518 eastbound on-ramp. (Goal 2)
- Implement the Pilot Program and other North East Redevelopment Area strategies; pursue construction funding for infrastructure projects. (Goal 2)
- Pursue additional revenue to expand the Pavement Management Program. (Goal 2.a)
- Pursue grant funding to leverage additional revenues for high priority projects in the Transportation Master Plan/Transportation Improvement Plan. (Goal 2.a)
- Expand the Pavement Management Program by evaluating and implementing additional alternative pavement treatments. (Goals 2.a & c)
- In conjunction with Parks, complete re-construction of the City Hall Spray Park. (Goal 2)

Public Works Department
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-11-541-90-11-000	Salaries and Wages	$ 209,213	$ 200,853	$ 203,520	$ 141,400	$ 144,400
001-11-541-90-21-000	Personnel Benefits	64,462	60,152	65,630	41,225	43,660
001-11-541-90-31-000	Office and Operating Supplies	11,294	8,310	13,000	23,000	23,000
001-11-541-90-32-000	Fuel Consumed	1,424	1,318	1,500	1,500	1,500
001-11-541-90-35-000	Small Tools & Minor Equipment	-	1,150	-	-	-
001-11-541-90-41-XXX	Professional Services	156,508	193,187	324,000	353,000	324,100
001-11-541-90-42-421	Telephone/Internet	3,970	3,749	5,000	5,000	5,000
001-11-541-90-42-422	Postage	-	19	-	-	-
001-11-541-90-43-000	Travel	246	310	250	300	300
001-11-541-90-44-000	Advertising	209	85	-	-	-
001-11-541-90-45-000	Operating Rentals and Leases	33,944	29,863	33,000	33,600	34,300
001-11-541-90-47-000	Utilities - Fire Hydrants	64,899	65,878	72,000	68,000	70,000
001-11-541-90-48-000	Repairs And Maintenance	1,219	928	1,300	-	-
001-11-541-90-48-020	Repairs and Maint - Fleet	654	31	1,500	1,500	1,500
001-11-541-90-49-491	Memberships and Dues	240	356	300	500	500
001-11-541-90-49-492	Printing/Binding/Copying	120	49	150	150	150
001-11-541-90-49-493	Registration-Training/Workshop	380	825	1,000	1,000	1,000
001-11-541-90-49-494	Subscriptions and Publications	367	57	250	250	250
001-11-541-90-49-495	Miscellaneous	224	71	600	-	-
TOTAL EXPENDITURES		**$ 549,373**	**$ 567,191**	**$ 723,000**	**$ 670,425**	**$ 649,660**
REVENUE						
Right of Way Permits		$ 139,269	$ 123,378	$ 125,000	$ -	$ -
Engineering Review - Reimburseable		50,957	30,152	85,000	70,000	70,000
General Fund		359,148	413,661	513,000	600,425	579,660
TOTAL REVENUE		**$ 549,373**	**$ 567,191**	**$ 723,000**	**$ 670,425**	**$ 649,660**

PUBLIC WORKS DEPARTMENT	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Public Works Director	0.10	$ 15,600	$ 4,825	$ 15,900	$ 5,090
Assistant Public Works Director	0.20	26,000	6,840	26,700	7,250
Civil Engineer II - Development Review	1.00	99,800	29,560	101,800	31,320
Department Total	**1.30**	**$ 141,400**	**$ 41,225**	**$ 144,400**	**$ 43,660**

The following personnel are funded by the Capital Improvement Program:

PUBLIC WORKS - CAPITAL IMPROVEMENT	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Civil Engineer II	0.50	$ 49,900	$ 22,970	$ 50,900	$ 24,200
Civil Engineer II - SWM	0.20	20,000	8,525	20,400	8,985
Division Total	**0.70**	**$ 69,900**	**$ 31,495**	**$ 71,300**	**$ 33,185**

Budget Highlights: Public Works

This budget reflects the transfer of the Right-of-Way Inspector position and offsetting revenue to the Street Fund.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. The reduction reflects the transfer of the Right of Way Inspector to the Street Fund. Staff in Public Works are paid for with General, Street, Surface Water Management (SWM), and Capital Project funds.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-11-541-90-41-000	Professional Services	$ 5,210	$ 13,111	$ 90,000	$ 120,000	$ 90,000
001-11-541-90-41-411	City Hall Bldg Maintenance	132,708	123,450	179,000	175,000	175,000
001-11-541-90-41-419	City Hall Custodial	18,590	56,626	55,000	58,000	59,100
TOTAL PROFESSIONAL SERVICES		**$ 156,508**	**$ 193,187**	**$ 324,000**	**$ 353,000**	**$ 324,100**

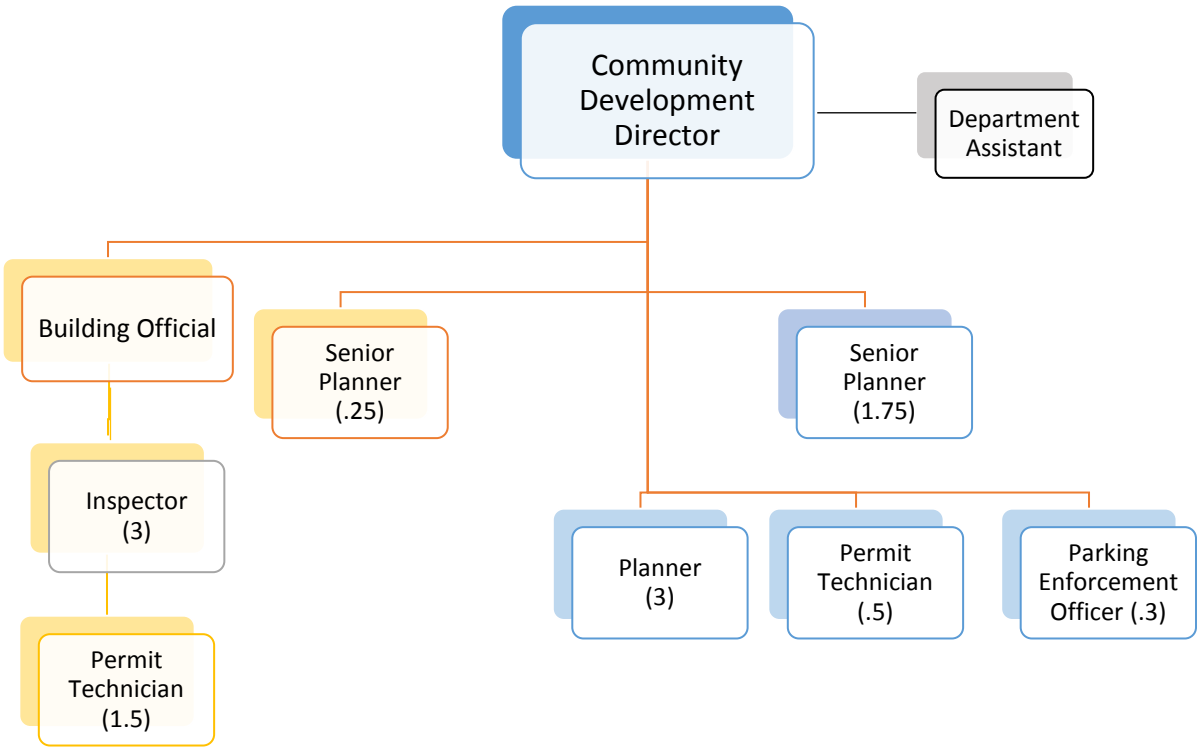
- Professional Services: Includes funding for reimbursable engineering services for development review completed in conjunction with the Community Development Department. Also includes funding in 2017 for some minor reconfiguration of City Hall.
- City Hall Building Maintenance: Utility and maintenance costs incurred as part of the Condo agreement with King County Library.
- City Hall Custodial: Custodial services at City Hall.

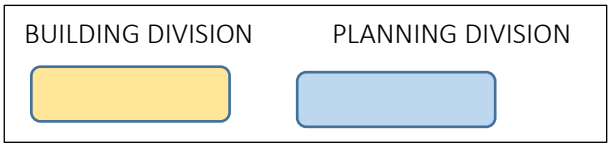
Right of Way Permit Revenues: Revenues were moved to the Street Fund for 2017-2018 to align with associated expenditures.

Performance Measures:

Community Assessment Survey Results	2008	2010	2012	2014	2016
% of residents who want the City to build/improve sidewalks/walkways/bike lanes	20%	29%	27%	11%	14%
% of residents who felt that they have enough sidewalks/bike paths in their neighborhood, and that they are in good condition	N/A	N/A	41%	47%	35%
% of residents who believe the City is adequately protecting the environment	N/A	71%	71%	71%	65%

Community Development Department





Community Development Department
Planning Division

Department: Community Development (13)
Fund: General
Responsible Manager: Chip Davis
Division: N/A
Fund Number: 001
Position: Community Development Director

Goals and Activities

The Planning Division is responsible for current planning, maintaining and implementing the Burien Comprehensive Plan and all land use and subdivision codes and other special intergovernmental projects. Current planning involves review and approval of both building and zoning/land use permits, response to public inquiries on land use and planning issues, preparation of staff reports on planning issues, and providing public information on the development process. Long-range planning involves special studies and preparation of policies and regulations to address projected growth in the city. The division provides staff support to the Planning Commission, Hearing Examiner, and ad hoc special committees. The division supports the City Council in the review of current and long-term land development issues.

2015-2016 Accomplishments

- Completed the Growth Management Act (GMA) review and update of Comprehensive Plan prior to June 30, 2015 compliance deadline.
- Completed the Critical Areas Ordinance and Shoreline Master Program minor amendment to comply with GMA coordination requirement.
- Completed, in cooperation with Economic Development, the Downtown Mobility Study to inform the Comprehensive Plan and development regulations on downtown development and parking.
- Continued expansion of expedited review process for major development projects with a focus on the North East Redevelopment Area development reviews.
- Completed processing annual Comprehensive Plan amendments and rezone requests.
- Completed the zoning code amendments related to impact fee deferred payments prior to the September 1, 2016 legislative deadline.
- Completed, in cooperation with Public Works, zoning code amendments related to low impact development.

2017-2018 Initiatives

- Initiate and complete downtown/urban center subarea plan consolidating all downtown policy, planning, and design documents as recommended by PSRC Comprehensive Plan Certification Process. (Goal 3.f)
- Initiate and complete major update to Title 17 Subdivision Code. (Goal 4.c)
- Initiate and complete zoning code amendments to reduce impediments to development and streamline development regulations. (Goal 4.a)
- Restore staffing to pre-recession levels to expand development review capacity and maintain customer service standards for timeliness. (Goal 9.b)
- Initiate, in cooperation with the Highline School District, zoning code amendments related to school impact fees.
- Initiate and complete required revisions to temporary sign provisions of BMC 19.30 Signs. (Goal 4.c)

Community Development Department
Planning Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-13-558-60-11-000	Salaries and Wages	$ 431,194	$ 395,613	$ 418,305	$ 508,400	$ 531,100
001-13-558-60-12-000	Personnel Benefits	168,513	149,717	165,475	190,895	203,980
001-13-558-60-31-000	Office and Operating Supplies	5,515	3,555	3,550	5,100	5,100
001-13-558-60-35-000	Small Tools & Minor Equipment	-	80	-	-	-
001-13-558-60-41-XXX	Professional Services	17,364	28,632	127,000	52,000	52,000
001-13-558-60-42-421	Telephone/Internet	1,285	1,361	1,700	1,700	1,700
001-13-558-60-42-422	Postage	-	650	50	100	100
001-13-558-60-43-434	Other Travel	1,562	909	2,500	2,500	2,500
001-13-558-60-44-000	Advertising	4,723	4,553	4,500	4,600	4,600
001-13-558-60-49-491	Memberships and Dues	2,757	2,083	3,100	3,100	3,100
001-13-558-60-49-492	Printing/Binding/Copying	312	268	1,700	1,700	1,700
001-13-558-60-49-493	Registration-Training/Workshop	1,889	4,353	3,000	3,100	3,100
001-13-558-60-49-494	Subscriptions and Publications	-	-	300	300	300
001-13-558-60-49-495	Miscellaneous	51	91	750	750	750
TOTAL EXPENDITURES		**$ 635,164**	**$ 591,865**	**$ 731,930**	**$ 774,245**	**$ 810,030**
REVENUE						
Charges for Services		$ 477,895	$ 354,993	$ 262,500	$ 292,500	$ 297,500
General Fund		157,269	236,872	469,430	481,745	512,530
TOTAL REVENUE		**$ 635,164**	**$ 591,865**	**$ 731,930**	**$ 774,245**	**$ 810,030**

COMMUNITY DEVELOPMENT - PLANNING	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Community Development Director	0.50	$ 76,900	$ 23,895	$ 79,400	$ 25,410
Department Assistant	0.50	31,200	10,755	31,800	11,340
Senior Planner	1.75	146,200	58,565	149,100	61,795
Planner	3.00	221,600	83,545	237,400	90,490
Permit Technician	0.50	32,500	14,135	33,400	14,945
Division Total	**6.25**	**$ 508,400**	**$ 190,895**	**$ 531,100**	**$ 203,980**

Budget Highlights: Community Development - Planning

This budget request includes the restoration of the Senior Planner position that was eliminated as a budget reduction during the recession. A portion of this position is budgeted in the Building Division to reflect workload distribution for building plan review.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. The increase reflects the addition of .75 Senior Planner position. The balance of this position is included in the Building Division as responsibilities will include building plan reviews.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-13-558-60-41-000	Professional Services	$ 10,000	$ -	$ 25,000	$ 25,000	$ 25,000
001-13-558-60-41-409	Comprehensive Plan Costs	-	21,213	75,000	-	-
001-13-558-60-41-410	Engr Fees-Reimbursable	-	-	10,000	10,000	10,000
001-13-558-60-41-411	Hearing Exam Nonreimbursed	2,573	5,611	7,000	7,000	7,000
001-13-558-60-41-428	Neighborhood Fund Grant	4,791	1,808	10,000	10,000	10,000
TOTAL PROFESSIONAL SERVICES		**$ 17,364**	**$ 28,632**	**$ 127,000**	**$ 52,000**	**$ 52,000**

- Professional Services: Funding for consulting help on projects as needed.
- Engineering Fees-Reimbursable: Consulting charges for permit review, primarily peer reviews, that can be charged to the applicant. These services may include geotechnical engineering, stream and wetland biologist, and outside planning reviews.
- Hearing Examiner-Non-Reimbursable: This covers the cost for Hearing Examiners that are not charged back to the applicant.
- Neighborhood Fund Grant: Provides funding for neighborhood improvement projects such as rain gardens, subdivision identification signs, and streetlights.

Performance Measures:

	2011	2012	2013	2014	2015
# of land use permit reviews completed by target date	93%	80%	86%	96%	95%
# of land use review applications received	57	63	85	80	62
# of pre-application meetings held	27	26	49	45	70
# of Planning Commission meetings held	15	14	10	19	18

Community Development Department
Building Division

Department: Community Development (13)
Fund: General
Responsible Manager: Chip Davis

Division: N/A
Fund Number: 001
Position: Community Development Director

Goals and Activities

The Building Division supports the goal of providing essential public safety, health, and welfare through responsible administration of the adopted building, fire, mechanical, plumbing, electrical, and state-amended construction-related codes. Projects are reviewed for code compliance via the plan review process, permit issuance, and extensive inspection process. In addition, the division coordinates the plan review and inspection process with the fire districts, water districts, sewer districts, state agencies, and other City departments. The Building Division also provides contract services to the City of Normandy Park.

2015-2016 Accomplishments

- Adopted and implemented the 2015 Construction Codes, including updating applications and supporting materials.
- Commenced LEAN Study of current permit processing procedures, focusing on expanding electronic permit applications and improving the development review and permitting process.
- Completed inspections and approved occupancy for six major buildings valued at more than $1 million each at Navos Behavioral Healthcare Center for Children at Lake Burien, a $1 million building for CVS Pharmacy, and an $11.8 million building for Franciscan Medical Pavilion.

2017-2018 Initiatives

- Update forms and checklists for tenant improvement permit applications to reflect changes in 2015 International Building Code. (Goal 4.c)
- Use results of the LEAN study to develop formal over-the-counter permit review procedures and streamline development permit reviews. (Goal 4.a)
- Replace existing permit-tracking software with the goal of improving efficiency and expanding electronic permit service offerings. Implement a technology surcharge fee to support electronic development review process. (Goal 4.b)
- Revise Airport Noise Reduction Requirements to align with updated information received from SeaTac Airport Part 150 Noise Study. (Goal 4.c)

Community Development Department
Building Division
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-13-558-50-11-000	Salaries and Wages	$ 464,960	$ 488,762	$ 525,865	$ 592,300	$ 606,000
001-13-558-50-21-000	Personnel Benefits	167,896	183,002	211,555	230,510	240,225
001-13-558-50-31-000	Office and Operating Supplies	5,875	4,463	4,280	4,400	4,400
001-13-558-50-32-000	Fuel Consumed	3,046	2,166	5,000	5,000	5,000
001-13-558-50-35-000	Small Tools & Minor Equipment	1,565	1,183	500	500	500
001-13-558-50-41-XXX	Professional Services	29,966	34,668	150,000	95,000	195,000
001-13-558-50-42-421	Telephone/Internet	3,442	3,827	3,500	3,600	3,600
001-13-558-50-43-434	Other Travel	24	397	2,000	2,000	2,000
001-13-558-50-48-000	Repairs and Maint - Vehicle	1,046	1,819	2,500	2,500	2,500
001-13-558-50-49-491	Memberships and Dues	816	789	800	800	800
001-13-558-50-49-492	Printing/Binding/Copying	482	888	600	600	600
001-13-558-50-49-493	Registration-Training/Workshop	3,169	1,225	5,050	5,000	5,000
001-13-558-50-49-494	Subscriptions and Publications	563	436	4,000	4,000	4,000
001-13-558-50-49-495	Miscellaneous	562	93	1,000	1,000	1,000
001-13-558-50-64-000	Machinery and Equipment	1,826	-	-	-	600,000
TOTAL EXPENDITURES		**$ 685,238**	**$ 723,718**	**$ 916,650**	**$ 947,210**	**$ 1,670,625**
REVENUE						
Building & Other Permits		$ 645,364	$ 950,732	$ 545,000	$ 645,000	$ 675,000
Plan Review Fees		181,086	204,077	122,500	142,500	147,500
Intergovernmental		36,713	36,000	36,000	36,000	36,000
General Fund		(177,925)	(467,091)	213,150	123,710	812,125
TOTAL REVENUE		**$ 685,238**	**$ 723,718**	**$ 916,650**	**$ 947,210**	**$ 1,670,625**

COMMUNITY DEVELOPMENT - BUILDING	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	**FTE**	**Salaries**	**Benefits**	**Salaries**	**Benefits**
Community Development Director	0.50	$ 76,900	$ 23,895	$ 79,400	$ 25,410
Department Assistant	0.50	31,200	10,755	31,800	11,340
Building Official	1.00	112,900	31,635	115,200	33,370
Combination Building Inspector	2.00	159,800	67,740	163,000	68,195
Electrical Inspector	1.00	79,900	41,545	81,500	43,790
Permit Technician	1.50	97,600	42,355	100,400	44,860
Senior Planner	0.25	18,600	9,080	19,000	9,590
Parking Compliance Officer	0.30	15,400	3,505	15,700	3,670
Department Total	**7.05**	**$ 592,300**	**$ 230,510**	**$ 606,000**	**$ 240,225**

Budget Highlights: Community Development - Building

This budget includes the addition of a .25 FTE Senior Planner position requested to restore staffing to pre-recession levels. The position is allocated between the Planning and Building divisions based on workload.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-13-558-50-41-000	Professional Services	$ 9,658	$ 14,609	$ 130,000	$ 70,000	$ 170,000
001-13-558-50-41-410	Software Licensing Fees	20,308	20,059	20,000	25,000	25,000
TOTAL PROFESSIONAL SERVICES		**$ 29,966**	**$ 34,668**	**$ 150,000**	**$ 95,000**	**$ 195,000**

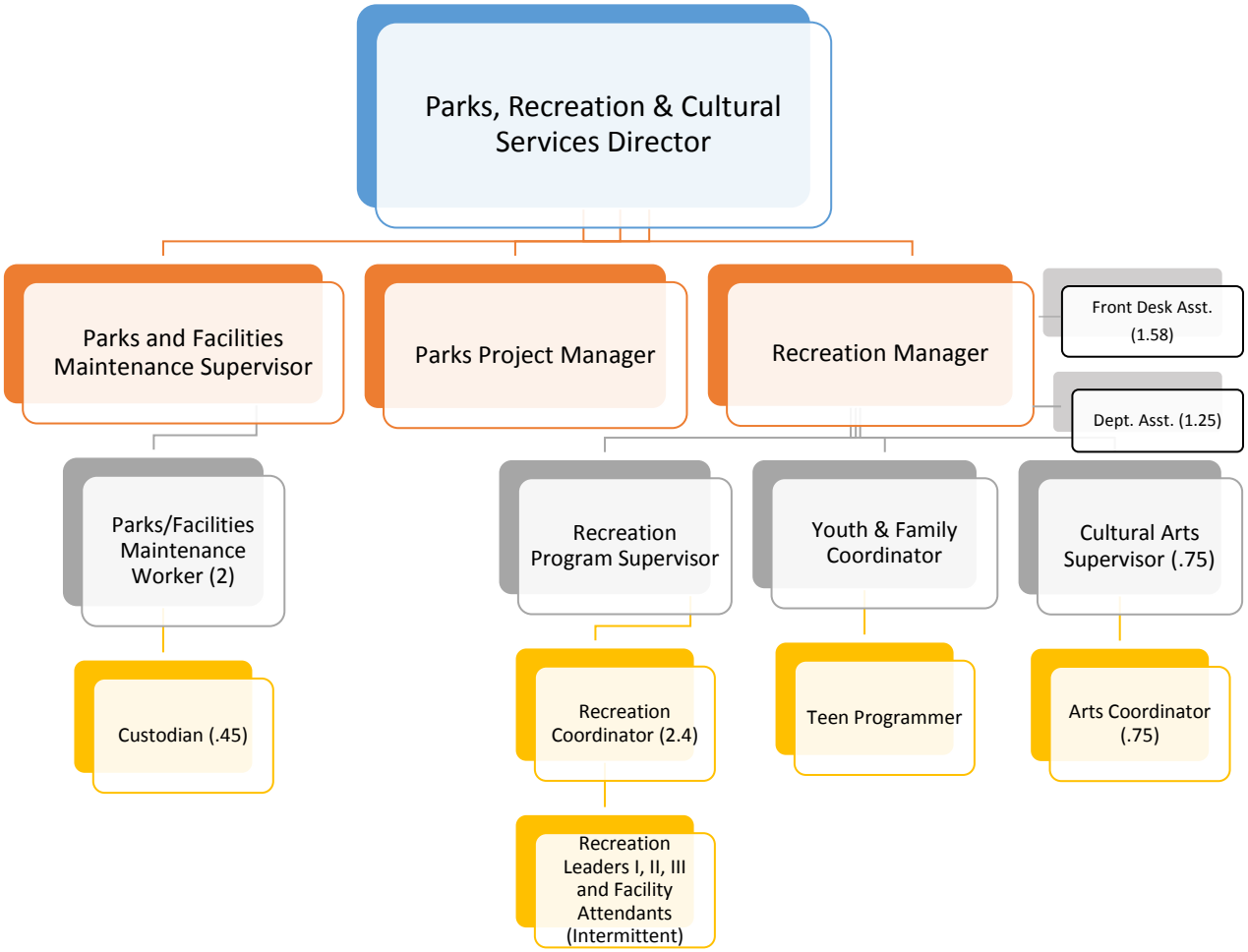
- Professional Services: Funding for on-call services for staff vacations, large projects, and heavy workload. The 2017 request includes a re-budget of the 2016 allocation of $50,000 for a consultant to evaluate and streamline the current permit submittal and tracking process (LEAN) in advance of upgrading or replacing the permit software. The 2018 request includes $150,000 for a consultant to assist with the permit system replacement project.
- Software Subscription Costs: This is the quarterly maintenance fee for MyBuildingPermit.com. Fees are calculated based on a percentage of permit revenue.

Machinery and Equipment: This funding is to replace the permit software system.

Performance Measures:

	2011	2012	2013	2014	2015
# of permits issued	2,166	2,317	2,433	2,632	2,401
# of E-permits issued	449	639	745	934	934
Building valuation of permits issued (in millions)	$58	$50	$41	$56	$147
# of inspections completed	4,964	5,408	5,298	5,530	5,352

Parks, Recreation, and Cultural Services Department



Parks, Recreation and Cultural Services

Department: Parks, Recreation, and Cultural Services (14)
Fund: General
Responsible Manager: Steve Roemer

Division: N/A
Fund Number: 001
Position: Parks, Recreation, and Cultural Services Director

Goals and Activities

The PaRCS Department promotes a healthy, livable community with opportunities for physical activity as well as personal and cultural enrichment. To accomplish this mission, it offers recreation and cultural programs for citizens from pre-school age through senior adults. Participants are involved in a wide variety of arts, sports, health, active living and special interest areas. Recreation programs are offered at the Burien Community Center, Moshier Art Center, and various Burien schools. The Department produces many city-wide special events throughout the year. The Department is also responsible for the operations, maintenance, and stewardship of Burien's park system, with over 350 acres of parks and open space property, including 25 developed and undeveloped parks.

2015-2016 Accomplishments

- Replaced playground equipment in Dottie Harper Park and completed related improvements.
- Collaborated with Public Works on a Miller-Walker Basin Stormwater Retrofit Project to establish the Moshier Park Complex with the #1 and #2 ranked projects in consideration for grant funding. This contributed to securing State Department of Ecology design funding.
- In conjunction with Public Works, oversaw design of the City Hall Spray Park.
- Completed the *Burien Toyota and Chevrolet Dog Park*, located within Lakeview Park.
- Enhanced programming at Moshier Arts Center to include free art lessons for children in the New Futures program of Southwest Youth and Family Services.
- Reformatted teen recreation programs, resulting in a 58% participant increase in the After School program and a 230% participant increase in the Late Night program.
- Secured grant funding to replace the playground equipment in Lakeview Park.
- Operated youth and teen summer day camps at maximum capacity.
- Created a new marketing brochure and on-line registration service for Seahurst Park's picnic shelter rentals, resulting in $11,500 additional revenue the first year.

2017-2018 Initiatives

- In conjunction with Public Works, complete design and secure construction funding for the Moshier Park Stormwater Retrofit and athletic field improvement projects. (Goal 7)
- In conjunction with Public Works, complete the Seahurst Road Slide Repair Project. (Goal 7)
- Design and construct the Community Development Block Grant funded Lakeview Park playground replacement project. (Goal 5)
- Provide enhanced Teen recreation program opportunities in partnership with Highline School District, including After School and inter-city basketball programs. (Goals 5.b, 6.a, 6.b)
- Continue to provide and enhance our free public special event programs throughout the park system. (8.b)
- Upgrade the program registration and reservation software system. (5.c)
- In conjunction with Public Works, complete re-construction of the City Hall Spray Park.
- Update the Parks, Recreation, and Open Space Plan.
- Develop a Lake Burien School Memorial Park site plan to identify future park improvements.

Parks, Recreation, and Cultural Services Department
Expenditure & Revenue Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-14-575-50-11-000	Salaries and Wages	$ 1,125,407	$ 1,177,215	$ 1,237,920	$ 1,394,200	$ 1,440,200
001-14-575-50-21-000	Personnel Benefits	409,337	411,799	449,995	506,560	538,195
001-14-5XX-XX-31-000	Office and Operating Supplies	89,251	97,655	95,210	106,200	106,200
001-14-5XX-XX-32-000	Fuel Consumed	9,176	25,923	32,000	29,300	29,300
001-14-573-70-33-000	Admission and Entrance Fees	19,198	24,043	24,500	29,700	29,700
001-14-5XX-XX-35-000	Small Tools & Minor Equipment	4,402	14,556	1,800	5,300	5,300
001-14-5XX-XX-41-000	Professional Services	796,006	905,617	942,180	987,200	987,700
001-14-5XX-XX-42-421	Telephone/Internet	8,821	9,534	10,300	10,900	10,900
001-14-575-50-42-422	Postage	3,393	3,113	4,750	3,700	3,200
001-14-575-50-43-434	Travel	512	1,228	1,500	1,500	1,500
001-14-575-50-44-000	Advertising	1,049	1,952	5,650	1,000	1,000
001-14-5XX-XX-45-000	Operating Rentals and Leases	26,605	19,415	30,500	32,000	32,000
001-14-5XX-XX-47-000	Utilities	166,866	166,091	131,750	147,800	147,800
001-14-575-50-48-000	Repairs and Maintenance	48,456	64,280	43,200	35,300	35,300
001-14-575-55-48-005	Repairs & Maint-KC Parks Levy	-	59,692	94,000	-	-
001-14-575-50-49-491	Memberships and Dues	1,705	1,496	1,920	1,500	1,500
001-14-5XX-XX-49-492	Printing/Binding/Copying	6,811	6,020	5,600	6,400	6,400
001-14-575-50-49-493	Registration-Training/Workshop	4,968	6,381	4,560	6,500	6,500
001-14-575-50-49-494	Subscriptions and Publications	55	55	100	100	100
001-14-5XX-XX-49-495	Miscellaneous	759	1,441	3,800	2,000	2,000
001-14-575-55-63-000	Other Improvements	-	-	24,500	25,000	-
001-14-5XX-XX-64-000	Machinery and Equipment	33,580	-	39,400	102,000	-
TOTAL EXPENDITURES		**$ 2,756,358**	**$ 2,997,506**	**$ 3,185,135**	**$ 3,434,160**	**$ 3,384,795**
REVENUE						
Parks & Recreation Fees		$ 535,641	$ 577,087	$ 574,000	$ 560,000	$ 560,000
Facility Leases		200,772	227,153	173,000	235,000	235,000
Intergovernmental		40,139	37,079	34,300	36,000	36,000
General Fund		1,979,807	2,156,186	2,403,835	2,603,160	2,553,795
TOTAL REVENUE		**$ 2,756,358**	**$ 2,997,506**	**$ 3,185,135**	**$ 3,434,160**	**$ 3,384,795**

PARKS, RECREATION & CULTURAL SERVICES	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Parks, Recreation & Cultural Services Director	1.00	$ 133,400	$ 43,685	$ 142,900	$ 47,510
Recreation Manager	1.00	99,800	41,380	101,800	43,665
Recreation Supervisor	1.00	76,100	37,025	77,600	39,055
Cultural Arts Supervisor	0.75	57,000	24,470	58,200	25,835
Recreation Coordinator	3.75	265,200	91,135	276,500	97,355
Teen Programmer	1.00	47,300	17,750	50,700	19,230
Department Assistant	1.23	76,800	39,145	78,300	41,230
Front Desk Assistant	1.58	80,700	37,045	82,300	39,025
Parks Project Manager	1.00	75,600	36,525	77,100	38,555
Parks & Facilities Maintenance Supervisor	1.00	76,100	33,650	77,600	35,440
Parks & Facility Maintenance Worker	2.00	116,600	68,460	121,700	72,705
Custodian	0.45	14,100	1,780	14,400	3,615
Intermittent Staff	9.14	265,500	32,410	271,100	32,875
Overtime	-	10,000	2,100	10,000	2,100
Department Total	**24.90**	**$ 1,394,200**	**$ 506,560**	**$ 1,440,200**	**$ 538,195**

Budget Highlights: Parks, Recreation and Cultural Services

The 2017-2018 staffing budget includes an increase in the Parks and Facility Maintenance Worker from 1.75 to 2.00 FTE to address a backlog of ongoing maintenance needs. The Recreation Coordinator position at Moshier Arts Center is increased from 0.55 FTE to 0.75 FTE to address a reduction in volunteers and to enhance arts programming. Also included is a reclassification of the Recreation Leader III to Teen Programmer, additional intermittent staff for the after-school and teen programs and a reclassification of the Parks Operations Manager to Parks Project Manager as approved by Council during 2016. All Recreation Specialist positions were reclassified to Recreation Coordinator as a result of the 2016 salary survey, conducted every three years per City policy.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018.

Office and Operating Supplies: Includes an increase to adjust budget to reflect actual usage, an additional $2,850 annually to support the Teen Council and an additional $4,900 annually to support the Highline High School After School Program and basketball league.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
001-14-569-65-41-000	Prof Services - Senior & Adult Program	300	4,600	10,500	10,500	10,500
001-14-569-65-41-41D	Prof Services - Senior & Adult Instructors	72,877	73,452	71,500	71,500	71,500
001-14-571-60-41-000	Prof Services - Cultural Services	34,021	22,946	28,650	34,200	34,200
001-14-571-60-41-415	Strawberry Festival	19,648	26,004	21,100	29,200	29,200
001-14-571-60-41-41D	Instructors Prof Svcs	40,440	40,830	41,000	41,000	41,000
001-14-571-60-41-41H	Arts and Culture Grants	20,623	19,436	20,000	20,000	20,000
001-14-571-60-41-41L	Building Maintenance	7,174	18,805	19,600	19,600	19,600
001-14-573-70-41-000	Prof Services - Youth & Family Program	1,276	22,699	22,620	34,700	34,700
001-14-573-70-41-417	Summer Youth	8,500	8,500	8,500	8,500	8,500
001-14-573-70-41-41D	Instructors Prof Srvs	31,949	27,204	45,000	35,100	35,100
001-14-573-70-41-41L	Burien/Highline Joint Venture	40,242	20,502	31,050	21,100	21,100
001-14-573-70-41-41M	Teen Programs	10,174	10,244	6,600	8,600	8,600
001-14-575-50-41-000	Prof Services - Parks Administration	1,239	1,050	400	400	400
001-14-575-50-41-410	Software Licensing Fees	7,216	7,557	6,900	6,900	6,900
001-14-575-50-41-411	Seasonal Security	11,360	11,429	18,400	18,400	18,400
001-14-575-50-41-420	SWM Fee Assessment	-	-	-	14,000	14,500
001-14-575-50-41-41B	Parks Building Security	2,723	2,557	2,050	2,100	2,100
001-14-575-50-41-41L	Building Maintenance	12,759	46,143	54,600	54,600	54,600
001-14-575-50-41-41N	Recreation Guide	32,306	26,802	28,000	30,000	30,000
001-14-575-50-41-425	Banking Svcs & Credit Card Fees	18,211	20,456	18,000	40,000	40,000
001-14-575-51-41-000	Prof Services - Community Ctr Annex	4,163	1,897	2,150	1,200	1,200
001-14-575-51-41-41B	Building Security	649	653	700	700	700
001-14-575-51-41-41L	Building Maintenance	177	-	500	500	500
001-14-575-55-41-000	Prof Services - Facility Maintenance	33,868	57,790	40,800	40,800	40,800
001-14-575-55-41-41R	Seahurst Seawall Monitoring	14,095	24,703	30,000	30,000	30,000
001-14-576-80-41-41C	Parks Maintenance	370,016	409,358	413,560	413,600	413,600
TOTAL PROFESSIONAL SERVICES		**$796,006**	**$905,617**	**$942,180**	**$ 987,200**	**$ 987,700**

- Professional Services: Funding for performers at summer concerts, Arts-A-Glow, and Dia de los Muertos; joint community arts projects; youth arts programs; graffiti removal services; backflow testing; fire system inspections; arborist reports; and other services. An additional $2,000 was included to support the Teen Council and $4,500 was added to attract more performers for summer concerts. This request also includes $20,000 in funding each year to continue the program that was established in 2014 for low-income Burien residents to participate in the swim program at Evergreen Pool.
- Strawberry Festival: Funding for vendor management services, performers, sound services, and security including an increase of $2,000 annually.
- Instructors Professional Services: All contracted parks and recreation programs including preschool, children, teen, adult, family, and senior programs.
- Arts and Culture Grant Programs: This funding is available annually on a competitive basis to organizations that provide arts and culture enrichment to Burien citizens.
- Building/Facility Maintenance: Primarily custodial services for the Burien Community Center and the Moshier Art Center. This also includes miscellaneous building exterior repair and maintenance, HVAC maintenance, and auditorium floor waxing.
- Summer Youth Cultural Program: Provision of summer programs for Latino youth.

- Burien/Highline Joint Venture: After School Program with Highline Schools. Funds are used to contract for staff, supplies, materials, and transportation.
- Teen Program: Security, custodial services, DJs, and other miscellaneous costs for the Sylvester Middle School and Highline High School teen programs.
- Software Licensing Fees: This is the annual maintenance fee for the registration software.
- Seasonal Security: Security for parks community events from June through September.
- Parks Building Security: Alarm monitoring and inspection services.
- Recreation Guide: Graphic design and printing services for the Recreation Guide, which is published quarterly.
- Banking Services/Credit Card Fees: Visa merchant charges for credit card payments.
- Seahurst Seawall Monitoring: Monitoring of Phase I and North Shoreline restoration efforts includes beach profile measurement and sediment sampling.
- Parks Maintenance: Includes the annual contract for routine and extraordinary landscape maintenance of 23 park sites, aggregate planters (42), and sports field preparation and maintenance. In addition to planned maintenance activities, the budget includes funds to meet emergent needs such as vandalism repairs, minor plumbing, irrigation system repairs, roof repairs, graffiti removal, and other small repairs and improvements resulting from citizen input.

Operating Rentals and Leases: Includes gym rental, copy machines, sani-cans for some park locations, and other miscellaneous equipment.

Utilities: Includes utilities such as water, sewer, gas, and electricity for all parks grounds and facilities.

Repairs and Maintenance: Includes: graffiti removal, quarterly and annual maintenance of security system and fire alarm, HVAC system maintenance, miscellaneous building repairs, hardware supplies, and materials needed for repairs.

Repairs and Maintenance - King County Parks Levy: These funds were moved to the Parks and General Government Capital Improvement Project Fund.

Printing and Binding: Includes printing and binding of newsletters and various flyers promoting special events and programs, including the Strawberry Festival.

Other Improvements: This is to re-budget the lighting in Dottie Harper Park as this project will not be completed in 2016.

Machinery and Equipment: This funding includes purchasing a vehicle for the second Parks Maintenance Worker position that was added in 2016 and replacing the Parks Registration software.

Performance Measures:

Community Assessment Survey	2008	2010	2012	2014	2016
% of community survey respondents who have visited a Burien park during the last 12 months	78%	78%	86%	82%	73%
% of community survey respondents who have rented a park or recreation facility during the last 12 months	5%	6%	15%	7%	21%
% of community survey respondents rating the city's parks and facilities as good to excellent (in terms of cleanliness and levels of maintenance)	78%	78%	76%	64%	63%
% of community survey respondents very-to-somewhat satisfied with the recreation programs provided for young children (ages 0-5)	50%	56%	40%	27% *	**
% of community survey respondents very-to-somewhat satisfied with the recreation programs provided for children (ages 6-12)	52%	56%	37%	29% *	**
% of community survey respondents very-to-somewhat satisfied with the recreation programs provided for teens (ages 13-18)	44%	43%	37%	21% *	**
% of community survey respondents very-to-somewhat satisfied with the recreation programs provided for adults	56%	68%	54%	43% *	**
% of community survey respondents very-to-somewhat satisfied with the recreation programs provided for seniors	55%	60%	44%	29% *	**

** 2014 data from online survey only*

*** These questions were omitted from the 2016 survey to incorporate questions related to the City's Strategic Plan initiative.*

OTHER FUNDS

Other funds account for the proceeds of specific revenue sources that are restricted by law or City policy to expenditures for specified purposes. Other Funds includes eight Special Revenue Funds: three are reserve funds that account for the City's longer-term accumulation of resources, two are operating funds, one is the Transportation Benefit District Fund, one is the Art in Public Places Fund, and the remaining fund is the Debt Service Fund.

Special Revenue Funds

Street Fund 3-2

Surface Water Management Fund 3-7

Public Works Reserve Fund 3-12

Equipment Reserve Fund 3-14

Art in Public Places Fund 3-15

Capital Projects Reserve Fund 3-16

Transportation Benefit District Fund 3-17

Debt Service Fund 3-18

STREET FUND

Department: Public Works
Fund: Street
Responsible Manager: Maiya Andrews

Division: N/A
Fund Number: 101
Position: Public Works Director

Goals and Activities

The Street Fund is required by state law to account for motor vehicle fuel tax, which is a dedicated state-shared revenue restricted for street maintenance. The fund also includes other revenue sources that are not restricted including solid waste franchise fees, solid waste utility tax, commercial parking tax, and right-of-way permit fees. Some services are provided with in-house staff while others are provided through contracts.

2015-2016 Accomplishments

- Purchased a new truck with plow, improving the level of service during winter storms and throughout the year.
- Purchased a new speed trailer with grant funding.
- Received a Community Development Block Grant and constructed the Hilltop Elementary Crosswalk Rectangular Rapid Flashing Beacon and Pedestrian Trail.
- In partnership with the Port of Seattle, received $3.8 million from the Federal Aviation Administration to design infrastructure in the North East Redevelopment Area (this project is now underway).
- Evaluated neighborhood traffic concerns at over 60 locations. As a result of these studies, the City installed two new speed humps, two advisory speed limit signs, two school zone signs, two traffic calming rumble strips; made traffic curb and signage improvements at various locations; and made striping revisions in two intersections.
- Received a Community Development Block Grant and completed construction of the S 132nd Street Pedestrian and Bicycle Trail.
- Completed the 2015 and 2016 Slurry Seal Pilot Project, which successfully sealed and extended the life of over 4.9 miles of roadway at a reduced cost.
- Investigated over 900 service requests and completed in excess of 1,000 work orders.
- Completed design of the 4th Avenue SW and 6th Avenue SW Intersections with SW 148th Street Project.
- Completed the Citywide Roadway Embankments and Shorewood Drive Gabion Wall Repair Projects.
- Completed Pavement Overlay on 4th Ave SW between SW 146th Street and SW 148th Street.

2017-2018 Initiatives

- Seek funding for construction of the 4th Avenue SW and 6th Avenue SW Intersections with SW 148th Street Project. (Goal 2)
- Seek funding for design and construction of the 4th Avenue SW Sidewalks Project. (Goal 2)
- Continue to investigate cost-saving measures for maintenance. (Goal 2)
- Improve service and response times; reduce maintenance costs by evaluating in-house versus contracted tasks. (Goal 2)
- Purchase equipment that increases maintenance efficiency. (Goal 9)
- Plan for a future Public Works Maintenance facility, focusing on partnership opportunities. (Goal 10.c)
- Pursue partnership opportunities for a shared decant facility. (Goal 10.c)
- Continue regional discussion on partnership opportunities for traffic signal maintenance services. (Goal 9)

Street Fund
Public Works Department
Revenue & Expenditure Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
101-00-316-45-00-000	Solid Waste Utility Tax	$ 384,944	$ 368,682	$ 365,000	$ 390,000	$ 400,000
101-00-318-12-00-000	Parking Tax	189,159	219,453	215,000	245,000	250,000
101-00-321-90-00-000	Business License Fees	302,955	300,966	290,000	-	-
101-00-321-91-00-000	Solid Waste Franchise Fees	475,175	816,500	700,000	850,000	865,000
101-00-322-41-00-000	Right of Way Use Permit	-	-	-	125,000	125,000
101-00-336-00-71-000	Multimodal Transportation	-	-	-	55,000	70,000
101-00-336-00-87-000	Motor Vehicle Fuel Tax	989,876	1,024,262	1,020,000	1,090,000	1,105,000
101-00-395-10-00-000	Sale of Capital Assets	238,500	-	-	-	-
101-00-369-90-00-000	Miscellaneous	16,452	4,127	1,000	1,000	1,000
TOTAL REVENUES		**$ 2,597,061**	**$ 2,733,990**	**$ 2,591,000**	**$ 2,756,000**	**$ 2,816,000**
101-00-308-00-00-000	Beginning Fund Balance	947,423	1,512,327	259,640	591,705	151,630
TOTAL RESOURCES		**$ 3,544,484**	**$ 4,246,317**	**$ 2,850,640**	**$ 3,347,705**	**$ 2,967,630**
EXPENDITURES						
101-11-543-10-11-000	Salaries and Wages	$ 482,755	$ 537,112	$ 592,010	$ 718,500	$ 737,800
101-11-543-10-2X-000	Personnel Benefits	189,039	209,872	218,865	281,575	296,720
101-11-543-10-31-000	Office and Operating Supplies	122,970	102,434	150,000	140,000	140,000
101-11-543-10-32-000	Fuel Consumed	20,819	14,595	23,000	21,000	21,000
101-11-543-10-35-000	Small Tools & Minor Equipment	1,176	3,249	10,000	10,000	10,000
101-11-543-10-41-XXX	Professional Services - Operations	89,381	54,120	70,000	63,600	64,700
101-11-543-10-42-421	Telephone	4,340	4,863	6,000	9,200	9,300
101-11-543-10-42-422	Postage	-	4,164	-	-	-
101-11-543-10-43-000	Travel	381	584	1,000	-	-
101-11-543-10-45-000	Operating Rentals and Leases	40,937	38,601	55,000	62,000	62,000
101-11-543-10-47-000	Utilities - Maintenance Shop	-	422	-	1,200	1,200
101-11-543-10-48-000	Repairs and Maintenance	11,060	6,333	20,000	30,000	30,000
101-11-543-10-48-020	Repairs and Maintenance - Fleet	10,447	20,378	15,000	18,000	18,000
101-11-543-10-49-491	Memberships and Dues	740	854	1,000	1,000	1,000
101-11-543-10-49-492	Printing/Binding/Copying	617	976	1,200	-	-
101-11-543-10-49-493	Registration-Training/Workshop	3,405	3,999	8,000	8,000	8,000
101-11-543-10-49-495	Miscellaneous	-	10	-	-	-
101-11-543-10-64-000	Machinery And Equipment	39,680	30,628	-	92,000	60,000
101-12-542-30-41-XXX	Professional Services - Maintenance	114,272	57,197	60,000	10,000	10,000
101-12-542-XX-51-XXX	Intergovernmental Services - County	218,738	257,044	270,000	270,000	270,000
101-12-542-63-47-000	Utilities - Street Lighting	73,729	92,905	90,000	98,000	100,000
101-12-542-64-47-000	Utilities - Traffic Signals	39,503	40,925	57,000	59,000	59,000
101-12-543-30-44-000	Advertising	-	-	500	-	-
101-12-543-30-47-000	Landscape Maint - Utilities	13,167	11,770	13,000	13,000	13,000
TOTAL EXPENDITURES		**$ 1,477,157**	**$ 1,493,035**	**$ 1,661,575**	**$ 1,906,075**	**$ 1,911,720**
101-12-597-00-00-000	Transfers Out	555,000	2,133,000	958,000	1,290,000	875,000
TOTAL EXPENDITURES AND TRANSFERS		**$ 2,032,157**	**$ 3,626,035**	**$ 2,619,575**	**$ 3,196,075**	**$ 2,786,720**
101-12-508-80-00-000	Ending Fund Balance	1,512,327	620,282	231,065	151,630	180,910
TOTAL USES		**$ 3,544,484**	**$ 4,246,317**	**$ 2,850,640**	**$ 3,347,705**	**$ 2,967,630**

STREET FUND	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Public Works Director	0.45	$ 70,000	$ 21,665	$ 71,400	$ 22,855
Assistant Public Works Director	0.40	52,000	13,680	53,400	14,505
Department Assistant	0.50	31,200	14,730	31,800	15,540
Civil Engineer II	0.25	24,900	11,475	25,400	12,095
Street & SWM Maintenance Mgr	0.50	47,500	21,340	48,500	22,485
Right of Way Inspector	0.80	59,400	20,555	60,600	21,610
PW Maintenance Worker III	2.00	144,800	61,535	147,800	64,825
PW Maintenance Worker II	3.00	168,400	99,595	174,400	105,475
Maintenance Assistant-Temp	3.00	99,000	12,300	103,200	12,630
Overtime	0.00	15,000	3,300	15,000	3,300
Standby Time	0.00	6,300	1,400	6,300	1,400
Division Total	**10.90**	**$ 718,500**	**$ 281,575**	**$ 737,800**	**$ 296,720**

Budget Highlights: Public Works

This fund includes one new maintenance position and several pieces of equipment to improve service levels and efficiency. The Right of Way Inspector position (.80), related expenditures, and offsetting revenue were transferred here from the General Fund. The balance of this position is budgeted in the Surface Water Management Fund. The Business License expenditures and offsetting revenues were transferred to the General Fund.

Revenue History

Solid Waste Utility Tax: This 6% tax is charged on the gross revenues collected by waste providers for waste removal.

Parking Tax: The City charges $3 per transaction on vehicles utilizing the two long-term airport parking lots. The growth in this source reflects expansion of the facilities.

Business License Fees: This source and related expenditures were transferred to the General Fund.

Solid Waste Franchise Fees: The City charges a 13.1% franchise fee on solid waste gross revenue. In 2015, the franchise was awarded to a new provider who lowered the rates for the residents, resulting in this source being underestimated in 2016 budget. The increase since 2014 has been used for the pavement management program.

Right of Way Use Permit: These fees and related expenditures were transferred from the General Fund.

Multimodal Transportation Tax: This is a new fuel tax adopted by the State effective in 2016.

Motor Vehicle Fuel Tax: This is a per gallon tax charged on all fuel sales. Due to the increased fuel efficiency of motor vehicles, this tax has declined over the past few years. The slight growth projected in 2017 reflects an increase in the tax rate.

Expenditure History

Salaries and Benefits: Staff in Public Works are allocated to the General Fund, Street Fund, Surface Water Management Fund, and Capital Project Funds. The percentage charged to each fund varies based on the actual workload. Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. The increase in 2017 is due to the transfer of .80 of the Right of Way Inspector from the General Fund and the addition of one Maintenance Worker.

Office and Operating Supplies: The reduction in this account reflects the transfer of the downtown flowerpot program to the General Fund as it is funded by Business License Revenue.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
101-11-543-10-41-000	Professional Services	$ 34,357	$ 51,399	$ 65,000	$ 50,000	$ 51,000
101-11-543-10-41-410	Software Licensing Fees	-	157	-	8,600	8,700
101-11-543-10-41-41E	Special Event Clean up	3,024	2,564	5,000	5,000	5,000
101-11-543-10-41-41F	Discover Burien	52,000	-	-	-	-
	Sub-Total Street Operations	**$ 89,381**	**$ 54,120**	**$ 70,000**	**$ 63,600**	**$ 64,700**
101-12-542-30-41-000	Professional Services	40,060	-	-	-	-
101-12-542-30-41-010	Business License Svcs	51,823	47,473	50,000	-	-
101-12-542-30-41-414	Neighborhood Traffic Control	22,389	9,724	10,000	10,000	10,000
	Sub-Total Street Maintenance	**$114,272**	**$ 57,197**	**$ 60,000**	**$ 10,000**	**$ 10,000**
TOTAL PROFESSIONAL SERVICES		**$203,653**	**$111,317**	**$130,000**	**$ 73,600**	**$ 74,700**

- Professional Services: Includes mandated employee drug testing; arborist and tree removal services; engineering consultants; and the King County Community Work Program for graffiti removal, weeding, and trash pickup.
- Software Licensing Fees: Half of the annual maintenance fee for work order software. The other half is budgeted in the Surface Water Management Fund.
- Special Event Cleanup: Litter removal and traffic control for various community events including the annual Clean Sweep and Fourth of July.
- Business License Services: This line item was transferred to the General Fund along with the Business License Revenue.
- Neighborhood Traffic Control: This program responds to traffic calming and safety issues primarily adjacent to schools.

Operating Rentals and Leases: Includes half of the lease expenses incurred for the public work maintenance shop as well as other locations that are used to store equipment and supplies. The other half is budgeted in the Surface Water Management Fund. This account also includes equipment rental as needed.

Repairs and Maintenance: This item is for contracted repairs and fleet maintenance.

Machinery and Equipment: This request is to purchase several pieces of equipment that will improve efficiency. The other half of the funding request is budgeted in the Surface Water Management Fund as the equipment is shared.

Intergovernmental Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
101-12-542-30-51-000	Street Maintenance Contract-County	$ 47,074	$105,712	$ 50,000	$ 50,000	$ 50,000
101-12-542-64-51-510	Traffic Signal/Control Maintenance	171,664	151,332	220,000	220,000	220,000
TOTAL INTERGOVERNMENTAL SERVICES		**$218,738**	**$257,044**	**$270,000**	**$ 270,000**	**$ 270,000**

- Street Maintenance Contract - King County: This includes patching, paving, and grading services.
- Traffic Signal/Control Maintenance: King County provides maintenance services for traffic signs, striping, signals, engineering, and pavement markings.

Transfers Out: Transfers out consists of a transfer to the General Fund for GIS/IT services, the Equipment Replacement Reserve Fund for replacing street maintenance equipment, and the Debt Service Fund for half of the debt service on the overlay bond issue.

SURFACE WATER MANAGEMENT FUND

Department: Public Works
Fund: Surface Water Management
Responsible Manager: Maiya Andrews

Division: N/A
Fund Number: 104
Position: Public Works Director

Goals and Activities

The Surface Water Management Fund accounts for the maintenance and improvement of the City's storm drainage system. Revenue is derived from fees collected from residences and businesses through the county property tax collection process. Some services are provided with in-house staff while others are provided through contracts.

2015-2016 Accomplishments

- Completed construction of one project in the Residential Drainage Improvement Program and designed additional projects for construction in the 2017-2018 biennium, shown below as initiatives.
- Began conducting stormwater facility inspections of both publicly and privately owned facilities with City staff rather than County staff, significantly reducing public costs.
- Continued implementation of the new National Pollution Discharge Elimination System (NPDES) permit requirements – including changing the municipal code for low impact development and performing increased inspections.
- Began pre-design work for a project that stems from the 2014 Hermes/Mayfair Depression Study.
- Completed design and construction of creek stabilization improvements at SW 158th Street and 4th Avenue SW.
- Received a $1.4 million grant award from the Washington State Department of Ecology for design and construction of 8th Avenue S Stormwater Retrofit Improvements. Began project design.
- Completed design of SW 165th Street LID Improvement project, as recommended in the Storm Drainage Master Plan.
- Continued scanning and organizing digital plans and documents related to the stormwater system.
- Established and hired a new Environmental Education and Outreach Specialist position.
- Investigated over 100 service requests and completed more than 700 work orders.

2017-2018 Initiatives

- Construct additional stormwater system improvements to SW 152nd Street at 8th Avenue SW. (Goals 2 and 7)
- Construct the SW 165th Street LID Improvement Project. (Goals 2 and 7)
- Complete scanning and organizing digital plans and documents related to the storm water system. (Goals 2 and 10)
- Complete design and construction of the 8th Ave S Sub-basin Retrofit Improvements project. (Goals 2 and 7)
- Enhance environmental outreach and education with an emphasis on low impact development, focusing on working with schools. (Goal 7)

Surface Water Management Fund
Public Works Department
Revenue & Expenditure Summary

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
104-00-334-00-00-000	State Grants	$ 8,329	$ 33,402	$ 50,000	$ -	$ -
104-00-343-10-00-000	Storm Drainage Fees	2,868,964	3,260,770	3,210,000	3,355,000	3,455,000
104-00-343-10-50-000	Stormwater Facility Connection Fee	-	-	-	-	-
104-00-361-11-00-000	Interest Income	1,479	2,231	2,000	2,000	2,000
104-00-362-50-00-000	Rents	8,000	8,000	8,000	8,000	8,000
104-00-369-90-00-000	Miscellaneous	1,431	-	-	-	-
TOTAL REVENUE		**$ 2,888,203**	**$ 3,304,403**	**$ 3,270,000**	**$ 3,365,000**	**$ 3,465,000**
104-00-308-00-00-000	Beginning Fund Balance	1,112,582	829,825	434,215	895,090	261,270
TOTAL RESOURCES		**$ 4,000,785**	**$ 4,134,228**	**$ 3,704,215**	**$ 4,260,090**	**$ 3,726,270**
EXPENDITURES						
104-11-531-10-11-000	Salaries and Wages	$ 743,404	$ 782,372	$ 918,825	$ 986,600	$ 1,021,800
104-11-531-10-21-000	Personnel Benefits	288,300	298,310	384,015	420,040	445,325
104-11-531-10-31-000	Office and Operating Supplies	57,173	65,551	85,000	85,000	85,000
104-11-531-10-32-000	Fuel Consumed	33,392	22,659	30,000	30,000	30,000
104-11-531-10-35-000	Small Tools & Minor Equipment	3,635	4,966	3,000	5,000	5,000
104-11-531-10-41-000	Professional Services	74,046	144,266	258,000	265,800	266,800
104-11-531-10-42-421	Telephone	5,566	7,143	6,000	11,100	11,300
104-11-531-10-43-000	Travel	334	84	-	-	-
104-11-531-10-45-000	Operating Rentals and Leases	43,903	36,046	55,000	62,000	62,000
104-11-531-10-47-000	Utilities - Maintenance Shop	-	458	-	1,200	1,200
104-11-531-10-48-000	Repairs and Maintenance	9,501	27,320	25,000	25,000	25,000
104-11-531-10-48-020	Repairs and Maint - Fleet	30,741	33,876	25,000	35,000	35,000
104-11-531-10-49-491	Memberships and Dues	690	989	1,000	1,000	1,000
104-11-531-10-49-492	Printing/Binding/Copying	78	149	1,000	1,000	1,000
104-11-531-10-49-493	Registration-Training/Workshop	7,063	6,038	11,000	13,000	13,000
104-11-531-10-49-494	Publications	-	65	800	400	400
104-11-531-10-49-495	Miscellaneous	-	88	-	-	-
104-11-531-10-64-000	Machinery And Equipment	511	41,578	-	48,000	15,000
104-11-591-31-78-000	PWTFL Principal Payment	83,031	83,031	83,030	83,030	83,030
104-11-592-31-80-000	Interest on PWTFL Pond	5,397	4,567	4,565	4,150	3,740
104-50-531-10-41-000	Professional Services	142,490	120,151	185,000	230,500	171,500
104-50-531-10-47-000	Utilities	3,205	3,351	8,000	8,000	8,000
104-50-531-10-48-000	Repairs and Maint-Pump Station	1,281	1,574	3,000	3,000	3,000
104-50-531-10-51-000	Intergovernmental Services	312,219	82,874	210,000	120,000	148,000
TOTAL EXPENDITURES		**$ 1,845,960**	**$ 1,767,506**	**$ 2,297,235**	**$ 2,438,820**	**$ 2,436,095**
104-50-597-00-00-000	Transfers Out	1,325,000	1,310,000	1,110,000	1,560,000	1,010,000
TOTAL EXPENDITURES AND TRANSFERS		**$ 3,170,960**	**$ 3,077,506**	**$ 3,407,235**	**$ 3,998,820**	**$ 3,446,095**
104-50-508-80-00-000	Ending Fund Balance	829,825	1,056,722	296,980	261,270	280,175
TOTAL USES		**$ 4,000,785**	**$ 4,134,228**	**$ 3,704,215**	**$ 4,260,090**	**$ 3,726,270**

SURFACE WATER MANAGEMENT FUND	2017	2017 Adopted Budget		2018 Adopted Budget	
Personnel	FTE	Salaries	Benefits	Salaries	Benefits
Public Works Director	0.45	$ 70,000	$ 21,665	$ 71,400	$ 22,855
Assistant Public Works Director	0.40	52,000	13,680	53,400	14,505
Department Assistant	0.50	31,200	14,730	31,800	15,540
Civil Engineer II	0.25	24,900	11,475	25,400	12,095
Civil Engineer II - SWM	0.80	79,800	34,035	81,400	35,860
Civil Engineer - Journey Level	1.00	91,200	41,115	96,900	44,185
Street & SWM Maintenance Mgr	0.50	47,500	21,340	48,500	22,485
Community Environmental Education Spec.	1.00	63,100	29,100	67,600	31,410
Stormwater Inspector	1.00	66,200	21,395	67,600	22,585
Right of Way Inspector	0.20	14,800	5,135	15,100	5,405
PW Maintenance Worker III	1.00	67,000	31,540	71,800	33,950
PW Maintenance Worker II	4.00	246,900	130,570	252,500	137,675
PW Maintenance Worker I	1.00	50,500	32,660	54,100	34,955
Maintenance Assistant-Temp	2.00	66,000	8,200	68,800	8,420
Overtime	0.00	6,000	1,300	6,000	1,300
Standby Time	0.00	9,500	2,100	9,500	2,100
Division	**14.10**	**$ 986,600**	**$ 420,040**	**$ 1,021,800**	**$ 445,325**

Budget Highlights: Public Works

Revenue History

Storm Drainage Fees: This revenue source includes a 1.67% inflationary increase for 2017 and a 3% estimated increase for 2018. In 2016, the Council approved using the Construction Cost Index as published by the Engineering News Record in June of each year.

Expenditure History

Salaries and Benefits: Staff in Public Works are allocated to the General Fund, Street Fund, SWM Fund, and Capital Project Funds. The percentage charged to each fund varies depending on the actual workload. Salaries are based on actual costs for existing positions and include a 2% cost of living adjustment (COLA) in 2017 and a 2% COLA placeholder in 2018. Part of the increase reflects the transfer of .20 Right of Way Inspector position from the General Fund. The balance of that position is in the Street Fund. The remainder of the increase in these costs reflects step increases for employees who have not reached the top of their grade and implementation of the salary survey.

Office and Operating Supplies: This budget is for supplies used to maintain and repair the surface water infrastructure.

Professional Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
104-11-531-10-41-000	Professional Services	$ 64,089	$117,309	$235,000	$ 235,000	$ 235,000
104-11-531-10-41-410	Software Licensing Fees	-	157	-	7,800	7,800
104-11-531-10-41-41C	NPDES Phase II	9,957	26,800	23,000	23,000	24,000
	Sub-Total SWM Operations	**$ 74,046**	**$144,266**	**$258,000**	**$ 265,800**	**$ 266,800**
104-50-531-10-41-000	Professional Services	264	420	-	-	-
104-50-531-10-41-414	Miller/Salmon/Seola Basin Plan	46,907	44,900	60,000	61,000	62,000
104-50-531-10-41-420	SWM Fee Assessment	-	-	-	500	500
104-50-531-10-41-431	TV Inspection and Vactoring	33,185	17,066	60,000	100,000	40,000
104-50-531-10-41-432	Permits & Monitoring	62,134	57,765	65,000	69,000	69,000
	Sub-Total SWM Maintenance	**$142,490**	**$120,151**	**$185,000**	**$ 230,500**	**$ 171,500**
TOTAL PROFESSIONAL SERVICES		**$216,536**	**$264,417**	**$443,000**	**$ 496,300**	**$ 438,300**

- Professional Services: Includes funding for street sweeping, pond cleaning, King County work crew, low impact development consultants, and other services as needed.
- Software Licensing Fees: Half of the annual maintenance fee for the work order software. The other half is budgeted in the Street Fund.
- NPDES Phase II: Funding to provide public education, car wash kits, and continue implementation of new NPDES permit requirements.
- Miller/Walker Basin Plan: This funds the City's share of the Basin Stewardship program.
- TV Inspection and Vactoring: Video inspection and vactoring of the storm water system. The City purchased a vactor truck in 2013 so this account is primarily for waste disposal services in addition to occasionally contracting for vactoring services. Additional funds in 2017 are for video services to determine future work program priorities.
- Permits and Monitoring: This line item accounts for the City's NPDES permit and Water Resource Inventory Area (WRIA) 9 charges.

Operating Rentals and Leases: Includes half of the lease expenses incurred for the public work maintenance shop as well as other locations that are used to store equipment and supplies. The other half is budgeted in the Street Fund. This account also includes equipment rental as needed.

Repairs and Maintenance: This item is for contracted repairs and fleet maintenance.

Intergovernmental Services:

Account Number	Contract Purpose	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
104-50-531-10-51-000	SWM Billed by KC SWM	$ 42,822	$ 37,690	$ 30,000	$ 10,000	$ 10,000
104-50-531-10-51-510	SWM Billed by KC Roads	195,850	-	100,000	50,000	50,000
104-50-531-40-51-517	County Collection Fee	49,233	17,565	55,000	60,000	88,000
104-50-531-40-53-510	Swm Assessment/Tax	24,314	27,619	25,000	-	-
TOTAL INTERGOVERNMENTAL SERVICES		**$ 312,219**	**$ 82,874**	**$ 210,000**	**$ 120,000**	**$ 148,000**

- SWM Billed by King County SWM: The King County SWM Division inspects private and commercial facilities for operational compliance. These costs have been reduced due to the addition of the Stormwater Inspector position.
- SWM Billed by King County Roads: Work orders that are performed by King County due to specialized equipment.
- Collection of SWM fees – King County: This fee is charged by King County for collecting the City's SWM fees through property taxes.
- SWM Assessment/Tax: This is the SWM fee charged for City properties. These charges were moved to the General Fund beginning with this biennium.

Machinery and Equipment: This line item is to purchase several pieces of equipment that will improve efficiency. The other half of the funding request is budgeted in the Street Fund as the equipment is shared.

Transfers Out: After transfers to the General Fund for GIS/IT services and the Equipment Replacement Reserve Fund for future replacement of equipment, the fund balance in excess of 5% of current year revenue is transferred to the Surface Water Management CIP Fund for capital projects.

Public Works Trust Fund Loan Principal and Interest: This budget is for debt service for the Ambaum Sub-Basin Public Works Trust Fund Loan PW06-962-010. This loan was issued in 2006 in the amount of $1,547,000 to fund the Ambaum Pond Project associated with the 1st Avenue South Phase 1 project. The outstanding balance as of December 31, 2016 is $830,308. This is a 20-year loan at 0.50% interest.

Debt Service to Maturity Schedule Public Works Trust Fund Loan PW-06-962-010 Ambaum Regional Detention Pond Expansion Project				
Year	**Principal**	**Interest**	**Total Debt Service**	**Outstanding Balance**
2017	83,031	4,152	87,182	747,278
2018	83,031	3,736	86,767	664,247
2019	83,031	3,321	86,352	581,216
2020	83,031	2,906	85,937	498,185
2021	83,031	2,491	85,522	415,155
2022	83,031	2,076	85,107	332,124
2023	83,031	1,661	84,691	249,093
2024	83,031	1,245	84,276	166,062
2025	83,031	830	83,861	83,031
2026	83,031	415	83,446	-
Total	**830,308**	**22,833**	**853,142**	

PUBLIC WORKS RESERVE FUND

The Public Works Reserve Fund accumulates revenue to implement the City's capital improvement plan. Funding sources include both quarter percentages of the real estate excise tax (REET) and parks mitigation fees. The use of REET and parks mitigation funds are restricted by applicable sections of State Law and City Code, as described below. These funds are primarily used to pay debt service for qualified projects.

Per State law, the City is authorized to levy a real estate excise tax (REET) on all sales of real estate. 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).

- Real Estate Excise Tax 1 (REET 1) (RCW 82.46.010): 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 defined 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, parks, recreational facilities, law enforcement facilities, fire protection facilities, trails, library facilities, administrative facilities, and judicial facilities.

- Real Estate Excise Tax 2 (REET 2) (RCW 82.46.035): The second quarter percent of the real estate excise tax provides funding for cities and counties to finance capital improvements required to occur concurrently with growth under the Growth Management Act. Capital projects are defined 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.

- Parks Mitigation fees are restricted for the establishment of parks, open spaces, and recreational facilities to serve the expanding population of the city.

The following tables show Public Works Reserve Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
106-00-317-30-00-000	Real Estate Excise Tax 1st Quarter	$ 613,617	$ 798,513	$ 550,000	$ 700,000	$ 750,000
106-00-317-31-00-000	Real Estate Excise Tax 2nd Quarter	605,152	796,744	550,000	700,000	750,000
106-00-345-85-01-000	Parks Mitigation Fees	42,630	33,808	15,000	15,000	15,000
106-00-361-11-00-000	Interest Income	320	869	1,000	1,000	1,000
TOTAL REVENUE		**$ 1,261,719**	**$ 1,629,934**	**$ 1,116,000**	**$ 1,416,000**	**$ 1,516,000**
106-00-308-00-00-000	Beginning Fund Balance	252,545	314,264	130,265	360,200	76,200
TOTAL RESOURCES		**$ 1,514,264**	**$ 1,944,198**	**$ 1,246,265**	**$ 1,776,200**	**$ 1,592,200**
EXPENDITURES						
106-03-597-00-00-000	Transfers Out	$ 1,200,000	$ 1,600,000	$ 1,100,000	$ 1,700,000	$ 1,500,000
TOTAL EXPENDITURES AND TRANSFERS		**$ 1,200,000**	**$ 1,600,000**	**$ 1,100,000**	**$ 1,700,000**	**$ 1,500,000**
106-03-508-80-00-000	Ending Fund Balance	314,264	344,198	146,265	76,200	92,200
TOTAL USES		**$ 1,514,264**	**$ 1,944,198**	**$ 1,246,265**	**$ 1,776,200**	**$ 1,592,200**

Revenue History

Real Estate Excise Tax, 1st and 2nd Quarter: The 2017-2018 estimates are higher than previous years due to the strong growth experienced after the recession. The increased estimate is still somewhat conservative due to fluctuations in property values and sales. Any excess collections will be used for qualified expenditures in future years.

Expenditure History

Transfers Out: The majority of this funding is used to pay debt service on qualified projects. There is also a small transfer to the Transportation Capital Improvement Projects Fund.

EQUIPMENT RESERVE FUND

The Equipment Reserve Fund is a reserve used for major equipment replacement. Major equipment is defined as equipment in excess of $5,000 and has a service life of three years or more. It is funded by transfers from the General Fund, the Street Fund, and the Surface Water Management Fund.

The following tables shows Equipment Reserve Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
107-00-361-64-00-000	Interest Income	$ 640	$ 1,335	$ -	$ -	$ -
TOTAL REVENUE		**$ 640**	**$ 1,335**	**$ -**	**$ -**	**$ -**
107-00-397-00-00-000	Transfers In	265,000	270,000	270,000	270,000	270,000
TOTAL REVENUE AND TRANSFERS		**$ 265,640**	**$ 271,335**	**$ 270,000**	**$ 270,000**	**$ 270,000**
107-00-308-00-00-000	Beginning Fund Balance	687,813	880,850	900,850	833,480	803,480
TOTAL RESOURCES		**$ 953,453**	**$ 1,152,185**	**$ 1,170,850**	**$1,103,480**	**$1,073,480**
EXPENDITURES						
107-04-514-20-35-000	Small Tools and Equipment	$ 10,523	$ 10,922	$ -	$ -	$ -
107-04-514-20-64-000	Machinery and Equipment	62,080	77,782	500,000	300,000	300,000
TOTAL EXPENDITURES		**$ 72,603**	**$ 88,704**	**$ 500,000**	**$ 300,000**	**$ 300,000**
107-04-508-80-00-000	Ending Fund Balance	880,850	1,063,481	670,850	803,480	773,480
TOTAL USES		**$ 953,453**	**$ 1,152,185**	**$ 1,170,850**	**$1,103,480**	**$1,073,480**

Revenue History

Transfers In: This includes transfers from the General Fund, Street Fund, and Surface Water Management Fund.

Expenditure History

Capital Outlay: The 2017-2018 budget will predominantly be used to replace minor technology. Scheduled purchases include an update of City Hall's physical access system and garage security cameras; replacement of servers, desktop computers and printers; and the upgrade of the virtualization infrastructure. In 2017, the City will replace a vehicle used by Public Works, Community Development, and other City staff. Equipment that does not meet the definition of "capital" is classified as Small Tools and Equipment upon purchase.

ART IN PUBLIC PLACES FUND

The Art in Public Places Fund was established to enhance the cultural environment in the community by encouraging and promoting the creation and placement of art in public places. It accounts for contributions, donations, and 1% of construction contracts funded with City of Burien funds for construction or remodeling of government owned public buildings, transit centers, and parks. These funds are used for the selection, acquisition, repair, maintenance, and installation or display of original works of visual art. Repairs and maintenance of public art acquired with these funds and other project specific expenses are also allowable with the exception of administrative staff expenses.

The following tables shows Art in Public Places Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
113-00-361-11-00-000	Interest Income	$ 29	$ 41	$ -	$ -	$ -
TOTAL REVENUE		**$ 29**	**$ 41**	**$ -**	**$ -**	**$ -**
113-00-397-00-00-000	Transfers In	-	-	-	20,000	20,000
TOTAL REVENUE AND TRANSFERS		**$ 29**	**$ 41**	**$ -**	**$ 20,000**	**$ 20,000**
113-00-308-00-00-000	Beginning Fund Balance	30,355	30,384	30,380	5,425	5,425
TOTAL RESOURCES		**$ 30,384**	**$ 30,425**	**$ 30,380**	**$ 25,425**	**$ 25,425**
EXPENDITURES						
113-14-575-30-60-000	Works of Art	$ -	$ -	$ 25,000	$ 20,000	$ 20,000
TOTAL EXPENDITURES		**$ -**	**$ -**	**$ 25,000**	**$ 20,000**	**$ 20,000**
113-14-508-80-00-000	Ending Fund Balance	30,384	30,425	5,380	5,425	5,425
TOTAL USES		**$ 30,384**	**$ 30,425**	**$ 30,380**	**$ 25,425**	**$ 25,425**

Revenue History

Transfers In: There are currently no CIP projects that qualify for a contribution to this fund. The General Fund is transferring $20,000 each year to replenish the fund.

Expenditure History

Works of Art: The additional allocation of $20,000 each year is appropriated to purchase works of art identified by the Arts Commission.

CAPITAL PROJECTS RESERVE FUND

This fund was established in 2004 to accumulate funds for the replacement of the previous Senior Center. The 2008 financial policies broadened the scope to include all capital projects and renamed it the Capital Projects Reserve Fund. This revenue source has also been used to supplement the City's debt payments when Real Estate Excise Tax revenue in the Public Works Reserve Fund is not sufficient to fund the debt service payments.

The following tables shows Capital Projects Reserve Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
115-00-311-00-00-000	Property Tax	$ 654,626	$ 728,876	$ 740,000	$ 765,000	$ 770,000
115-00-361-11-00-000	Interest Income	193	667	1,000	1,000	1,000
TOTAL REVENUE		**$ 654,819**	**$ 729,543**	**$ 741,000**	**$ 766,000**	**$ 771,000**
115-00-308-00-00-000	Beginning Fund Balance	111,231	82,050	513,050	481,595	487,595
TOTAL RESOURCES		**$ 766,050**	**$ 811,593**	**$ 1,254,050**	**$1,247,595**	**$1,258,595**
EXPENDITURES						
115-04-597-00-00-000	Transfers Out	$ 684,000	$ 300,000	$ 771,000	$ 760,000	$ 620,000
TOTAL EXPENDITURES AND TRANSFERS		**$ 684,000**	**$ 300,000**	**$ 771,000**	**$ 760,000**	**$ 620,000**
115-04-508-80-00-000	Ending Fund Balance	82,050	511,593	483,050	487,595	638,595
TOTAL USES		**$ 766,050**	**$ 811,593**	**$ 1,254,050**	**$1,247,595**	**$1,258,595**

Revenue History

Property Tax: Ten percent of the City's property tax revenue is allocated to this fund.

Expenditure History

Transfers Out: These funds are being used for parks and transportation capital improvement projects.

TRANSPORTATION BENEFIT DISTRICT FUND

The Burien Transportation Benefit District (TBD) was formed in 2009 to acquire, construct, improve, provide, and fund transportation improvements within the District consistent with any existing state, regional, and local transportation plan. The governing board of the Transportation Benefit District was the Burien City Council acting in an ex officio and independent capacity. Due to a change in State law, the City was allowed to dissolve the TBD and assume those functions. Effective January 1, 2017, the TBD is governed by the City Council.

The following tables shows Transportation Benefit District Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
118-00-317-60-00-000	TBD Vehicle Fee	$ 343,903	$ 367,068	$ 350,000	$ 670,000	$ 720,000
118-00-361-11-00-000	Interest Income	71	238	-	-	-
TOTAL REVENUE		**$ 343,974**	**$ 367,306**	**$ 350,000**	**$ 670,000**	**$ 720,000**
118-00-308-00-00-000	Beginning Fund Balance	31,406	46,786	21,785	37,185	32,185
TOTAL RESOURCES		**$ 375,380**	**$ 414,092**	**$ 371,785**	**$ 707,185**	**$ 752,185**
EXPENDITURES						
118-04-543-30-11-000	Salaries & Wages	$ -	$ 207	$ -	$ -	$ -
118-04-543-30-2x-000	Personnel Benefits	-	65	-	-	-
118-04-514-20-41-000	Professional Services	3,594	1,636	-	-	-
TOTAL EXPENDITURES		**$ 3,594**	**$ 1,908**	**$ -**	**$ -**	**$ -**
118-04-597-00-00-000	Transfers Out	325,000	375,000	350,000	675,000	720,000
TOTAL EXPENDITURES AND TRANSFERS		**$ 328,594**	**$ 376,908**	**$ 350,000**	**$ 675,000**	**$ 720,000**
118-04-508-80-00-000	Ending Fund Balance	46,786	37,184	21,785	32,185	32,185
TOTAL USES		**$ 375,380**	**$ 414,092**	**$ 371,785**	**$ 707,185**	**$ 752,185**

Revenue History

TBD Vehicle Fee: This revenue source is a $10 excise tax charged on all vehicles registered within the City of Burien. The 2017 and 2018 estimates include a $10 increase in the fee, for a total of $20 per vehicle registration. The 2017 estimate is less than 2018 due to a delay in implementing the fee increase caused by the Department of Licensing's software replacement at the end of 2016. It is expected that the increase will take effect near the beginning of the second quarter.

Expenditure History

Transfers Out: Revenue collected from the first $10 fee is transferred to the Debt Service Fund to pay the debt service on the 2010 Limited Tax General Obligation Bonds, issued for overlay projects. The additional $10 fee will be transferred to the Transportation Capital Improvement Projects Fund to be used for the pavement management program, which is under-funded.

DEBT SERVICE FUND

The Debt Service Fund accounts for the accumulation of resources necessary to pay principal and interest on general long-term debt. General Obligation Bonds are a direct obligation of the City for which its full faith and credit is pledged. Only debt service and related costs are paid from the Debt Service Fund.

The following table shows Debt Service Fund revenues and expenditures by year.

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
REVENUE						
201-00-332-21-20-000	Build America Bonds Subsidy	$ 110,197	$ 110,434	$ 110,000	$ 110,000	$ 110,000
201-00-345-85-00-000	Town Square Mitigation Fees	48,164	48,165	48,000	48,000	48,000
201-00-368-10-00-000	Special Assessment Revenue	98,467	90,657	84,000	84,000	84,000
201-00-361-11-00-000	Interest Income	391	225	-	-	-
201-00-369-90-00-000	Miscellaneous Revenue	5,416	4,876	-	-	-
TOTAL REVENUE		**$ 262,635**	**$ 254,357**	**$ 242,000**	**$ 242,000**	**$ 242,000**
201-00-397-00-00-000	Transfers In	2,510,000	2,285,000	6,165,000	2,325,000	2,355,000
TOTAL REVENUE AND TRANSFERS		**$ 2,772,635**	**$ 2,539,357**	**$ 6,407,000**	**$ 2,567,000**	**$ 2,597,000**
201-00-39x-00-00-000	Other Financing Sources	-	-	6,106,000	-	-
201-00-308-00-00-000	Beginning Fund Balance	60,571	82,887	48,870	92,220	42,255
TOTAL RESOURCES		**$ 2,833,206**	**$ 2,622,244**	**$ 12,561,870**	**$ 2,659,220**	**$ 2,639,255**
EXPENDITURES						
201-0X-59X-XX-XX-XXX	Debt Service Principal & Interest	$ 2,748,893	$ 2,541,292	$ 12,496,980	$ 2,613,965	$ 2,615,670
201-00-592-00-00-495	Bond Administrative Fees	1,426	7,262	3,000	3,000	3,000
TOTAL EXPENDITURES		**$ 2,750,319**	**$ 2,548,554**	**$ 12,499,980**	**$ 2,616,965**	**$ 2,618,670**
201-04-508-80-00-000	Ending Fund Balance	82,887	73,690	61,890	42,255	20,585
TOTAL USES		**$ 2,833,206**	**$ 2,622,244**	**$ 12,561,870**	**$ 2,659,220**	**$ 2,639,255**

A detailed schedule of actual and budgeted debt service payments follows:

Account Number	Description	2014 Actual	2015 Actual	2016 Revised Budget	2017 Adopted Budget	2018 Adopted Budget
DEBT SERVICE PRINCIPAL & INTEREST						
201-00-591-58-70-000	2006 LTGO Bond Principal	$ 430,000	$ 445,000	$ 6,576,000	$ -	$ -
201-00-591-23-70-000	2009 SCORE Bond Principal	79,600	-	85,800	89,600	92,400
201-00-591-95-70-001	2010 A & B LTGO Bond Principal	375,000	385,000	395,000	405,000	415,000
201-00-591-95-70-002	2011 LTGO Bond Principal	410,000	425,000	440,000	450,000	470,000
201-00-591-58-70-001	2013 Line of Credit Principal	-	-	3,620,000	-	-
201-00-591-58-70-002	2016 LTGO Refunding Principal	-	-	-	450,000	460,000
201-00-591-95-78-001	PWTFL Principal (SW 152nd St)	181,955	181,955	181,955	181,955	181,955
201-00-591-95-78-002	PWTFL Principal (1st Ave South)	120,270	120,270	120,270	120,270	120,270
201-02-592-58-80-000	2006 LTGO Bond Interest	298,573	281,373	259,120	-	-
201-02-592-23-80-000	2009 SCORE Bond Interest	142,005	-	127,930	126,000	123,090
201-02-592-95-80-001	2010 A & B LTGO Bond Interest	360,383	351,008	339,465	327,215	313,040
201-02-592-95-80-002	2011 LTGO Bond Interest	291,250	283,050	270,300	257,100	243,600
201-02-592-58-80-001	2013 LTGO Line of Credit Interest	45,700	57,044	70,000	-	-
201-02-592-58-80-002	2016 LTGO Refunding Interest	-	-	-	197,200	188,200
201-00-592-95-80-001	PWTFL Interest (SW 152nd St)	7,542	6,080	5,725	4,815	3,905
201-00-592-95-80-002	PWTFL Interest (1st Ave South)	6,615	5,512	5,415	4,810	4,210
TOTAL DEBT SERVICE PRINCIPAL & INTEREST		**$ 2,748,893**	**$ 2,541,292**	**$ 12,496,980**	**$ 2,613,965**	**$ 2,615,670**

Summary of Debt Outstanding- General Obligation Debt

General Obligation Bonds

2009 SCORE Series A and B Special Obligation Bonds: In 2009, the South Correctional Entity (SCORE) Public Development Authority (PDA) issued $86 million of Special Obligation Bonds. The City of Burien's 4% ownership responsibility in this long-term liability has an outstanding balance of $3,046,800 as of December 31, 2016. The interest rate for these bonds is 2.0 to 5.346%.

2010A and 2010B Limited Tax General Obligation Bonds ($8,615,000): These bonds funded a major street overlay project. Series A are tax-exempt municipal debt, while series B are Build America Bonds (BABs), which are taxable municipal debt with a rebate from the Federal Government to subsidize a portion of the interest cost. The outstanding balance as of December 31, 2016 is $6,300,000. This a 20-year bond with interest rates range from 2.0 to 6.13%.

2011 Limited Tax General Obligation Bonds ($8,550,000): In 2011, this bond was issued to refund the majority of the 2002 bonds and to provide funding to complete the first phase of the 1st Avenue South capital project. The outstanding balance as of December 31, 2016 is $6,540,000. This a 20-year bond with interest rates range from 2.0 to 4.0%.

2016 Refunding of 2006 Limited Tax General Obligation Bonds ($5,320,000): These bonds were issued to refund the remaining balance of the 2006 Limited Tax Obligation Bonds, which were originally issued for $9,805,000 to provide funds for a future Senior and Activity Center and to continue development of the Town Square Project. The balance as of December 31, 2016 is $5,270,000. The refunding bonds were issued for a period of 10 years with interest rates ranging from 2.0 to 4.0%. The refunding resulted in a net present value savings of more than $735,000 over the repayment period.

Public Works Trust Fund Loans

152nd St Public Works Trust Fund Loan PW-02-691-007 ($1,000,000): A portion of this loan is being repaid with revenues from a special assessment (LID #1) against the benefiting property owners on the 152nd Street Enhancement Project, completed in 2003. The remaining portion being repaid with Real Estate Excise Taxes received in the Public Works Reserve Fund. This is a 20-year loan at 0.50% interest. These funds were received in 2002 and 2003. The outstanding balance of this loan as of December 31, 2016 is $316,666.

152nd St Enhancement Project Public Works Trust Fund Loan PW-02-691-009 ($2,440,016): The loan has an outstanding balance of $645,887 as of December 31, 2016 and is being repaid with Real Estate Excise Taxes received in the Public Works Reserve Fund. This is a 20-year loan at 0.50% interest. These funds were received between 2001 and 2004.

1st Ave S. Phase I Public Works Trust Fund Loan PW-04-0691-011 ($2,000,000): This Loan is for the 1st Avenue South Corridor Project – Phase 1. This loan is split, with half of it being paid by a special assessment on the benefitting property owners and half being repaid from real estate excise taxes. The outstanding balance as of December 31, 2016 is $962,156. This is a 20-year loan at 0.50% interest, borrowed in late 2007 and 2008.

Debt Service to Maturity Schedule
General Obligation (GO) Debt

Year	Principal	Interest	Total Debt Service
2017	$ 1,394,600	$ 907,513	$ 2,302,113
2018	1,437,400	867,926	2,305,326
2019	1,480,400	815,640	2,296,040
2020	1,523,600	756,205	2,279,805
2021	1,578,600	692,491	2,271,091
2022	1,647,400	624,708	2,272,108
2023	1,481,200	553,957	2,035,157
2024	1,535,400	489,696	2,025,096
2025	1,590,200	422,514	2,012,714
2026	1,655,200	352,964	2,008,164
2027	1,075,400	275,360	1,350,760
2028	1,115,800	220,407	1,336,207
2029	1,156,400	163,403	1,319,803
2030	592,600	104,155	696,755
2031	613,800	80,008	693,808
2032	160,400	54,994	215,394
2033	167,400	48,096	215,496
2034	174,600	40,897	215,497
2035	182,000	33,388	215,388
2036	189,800	25,562	215,362
2037	198,000	17,399	215,399
2038	206,600	8,885	215,485
Total	**$ 21,156,800**	**$ 7,556,167**	**$ 28,712,967**

Note: *SCORE January 1 debt service payment paid in December of prior year.*

The City's debt obligations are well within the limits for debt capacity as shown in the following table:

Calculation of Limitation of Indebtedness
December 31, 2016

			General Purpose		Parks and	Utility
			Non-Voted	Voted	Open Space	Purpose
			(Limited GO)	(Unlimited GO)	Voted	Voted
2015 Assessed Valuation 2016 Tax Base):	$ 5,112,996,867	x	1.50%	1.00%	2.50%	2.50%
Non Voted Debt Limits			76,694,953			
Voted Limits				51,129,969	127,824,922	127,824,922
Less: General Obligation Bonds Outstanding			(21,156,800)	-	-	-
Add: Cash on Hand for Debt Service			-	-	-	-
Available Debt Capacity by Purpose			**$ 55,538,153**	**$ 51,129,969**	**$127,824,922**	**$127,824,922**
	Total Debt Capacity		**362,317,965**			

Table of Contents
Project Descriptions

Capital Improvement Program

Capital Improvement Program Overview 4-3
Projects by Category 4-6
Revenue Sources 4-6

Parks and General Government Capital Improvement Program

Parks and General Government CIP Summary Chart 4-8
Eagle Landing Park Stair Reconfiguration (NEW) 4-10
Lake Burien School Park – Site Plan 4-11
Lakeview Park Playground/Path Improvements (NEW) 4-12
Moshier Park Restroom and Field Improvements 4-13
Off-Leash Dog Park 4-14
Parks Facilities Restoration 4-15
Parks, Recreation, and Open Space (PROS) Plan Update (NEW) 4-16
Public Works Maintenance and Operations Facility 4-17
Seahurst Park - North Shoreline 4-18
Seahurst Park Slide 4-19
Town Square Spray Park (NEW) 4-20
Staff Coordination of Parks CIP Projects 4-21
Unfunded Projects 4-22

Transportation Capital Improvement Program

Transportation CIP Summary Chart 4-24
1st Avenue South - Phase 3 (SW 128th Street to SW 140th Street) (NEW) 4-26
4th Avenue SW Bike Lanes Striping (NEW) 4-27
4th Avenue SW Sidewalks (between SW 156th – 160th Streets) (NEW) 4-28
4th and 6th Avenue SW/SW 148th Street Intersection 4-29
5th Avenue South Traffic Calming (NEW) 4-30
Citywide ADA Barrier Mitigation 4-31
Hilltop Elementary School Crosswalk/Path Project 4-32
Lake to Sound Trail 4-33
North East Redevelopment Area (NERA) Infrastructure Improvements – Pilot Program 4-34
North East Redevelopment Area (NERA) SR 518/DMMD Interchange 4-35
Pavement Management Program 4-36
Shorewood Drive Gabion Wall/Roadway Embankment Improvement 4-37
Signal Controller/Interconnect Upgrades Program 4-38
South 132nd Street Pedestrian and Bicycle Trail 4-39
South 136th Street Sidewalk Improvements 4-40
South 144th Way Improvements (NEW) 4-41
South 156th Street at 4th Avenue South Pedestrian HAWK (NEW) 4-42
South/SW 160th Street Corridor Study (NEW) 4-43
Staff Coordination of Transportation CIP Projects 4-44
Unfunded Projects 4-45

Surface Water Management Capital Improvement Program

Surface Water Management CIP Summary Chart 4-48
8th Avenue South Sub-basin Retrofit Improvements 4-50
20th Avenue South Drainage Improvements (NEW) 4-51
Capacity Improvements at SW 158th Street and 4th Avenue SW 4-52
Cove Point Outfall Repair (NEW) 4-53
Hermes Outlet Improvements 4-54
King County Courthouse Stormwater Retrofit 4-55
North East Redevelopment Area (NERA) Drainage Improvements 4-56
Residential Drainage Improvement Program (RDIP) 4-57
SW 152nd Street and 8th Avenue SW Drainage Improvements 4-58
SW 165th Street Drainage Improvements 4-59
Storm Drainage Master Plan (NEW) 4-60
Staff Coordination of SWM CIP Projects 4-61

City of Burien, Washington
Capital Improvement Program Overview

The 2017-2022 Capital Improvement Program (CIP) estimates the cost of approved capital projects for the six-year period and identifies the revenues expected to fund them. Due to an improved economy and diligence in applying for grants, revenue resources have increased allowing for three new Parks and General Government CIP projects, seven new Transportation CIP projects, and three new Surface Water Management CIP projects. Some of these new projects are required such as the Parks, Recreation, and Open Space (PROS) Plan update and Storm Drainage Master Plan, others use grants to improve the City's deteriorating infrastructure, and some are listed as unfunded.

The Capital Improvement Program begins with summaries of project costs and revenues followed by separate sections for Parks and General Government, Transportation, and Surface Water Management. Each section contains individual project descriptions explaining the nature of each project, which is followed by revenue and expenditure tables. The CIP is guided by master plans that identify capital improvements that will help the City achieve the goals and policies adopted in the Comprehensive Plan. The Master Plans for each area (Parks, Recreation, Open Space (PROS) Plan, Transportation Master Plan, and Storm Drainage Master Plan) were adopted by the City Council in 2012. Updates to some of these plans are included in this CIP.

The Parks and General Government Capital Improvement Program section has a list of projects that have been identified as necessary but remain unfunded during the forecast period 2017 to 2022. The Transportation CIP section has a list of higher priority unfunded Transportation projects; however, lower priority unfunded Transportation projects are listed in the six-year Transportation Improvement Plan (TIP) and unfunded Surface Water Management projects are listed in the Storm Drainage Master Plan, separately adopted by Council.

A capital project is defined as a project of nonrecurring nature with a cost of $25,000 or more and estimated service life of at least 10 years, including major renovations of existing facilities. Funds available to finance the Capital Improvement Program include grants, private development sources, bonds, real estate excise tax, and excess fund balances from the General Fund, Street Fund, and Surface Water Management Fund.

Parks and General Government Capital Improvement Plan projects scheduled to begin or continue in 2017-2018 include the following:

- Eagle Landing Park Stair Reconfiguration – This project is to reconfigure the stairs so they terminate mid-slope above the beach and add a viewing platform.
- Lake Burien School Park – Site Plan – This project is to prepare an updated site plan for this park.
- Lakeview Park Playground/Path Improvements – A federal Community Development Block Grant (CDBG) was awarded to replace the old play area with new play equipment for ages 2-5 and renovate the adjacent tree impacted park pathway.
- Parks, Recreation, and Open Space (PROS) Plan Update – Updates are required every six years.
- Seahurst Park Slide – Construction of a soldier pile wall for stabilization near the lower end of the upper parking lot.

Parks and General Government Capital Improvement Plan projects expected to be complete or nearly complete in 2016 include the following:

- Moshier Park Restroom and Field Improvements – This project is to design a new restroom/concession building at Moshier Park along with Field 1 turf improvements.
- Off-Leash Dog Park – This project was completed in 2016.
- Parks Facilities Restoration – In 2016, design of repairs/reconstruction of the City Hall Spray Park began.

Transportation Capital Improvement Plan projects scheduled to begin or continue in 2017-2018 include the following:

- 4th Avenue SW Bike Lanes Striping – This new project restripes bikes lanes along 4th Avenue SW between SW 116th Street and SW 128th Street.
- 5th Avenue South Traffic Calming – This new project evaluates and constructs traffic calming features on 5th Avenue South between SW 116th Street and SW 124th Street.
- Citywide ADA Barrier Mitigation Program – The repair and replacement of various noncompliant ramps and sidewalks citywide continues.
- Pavement Management Program – This is an annual program for resurfacing arterial and residential streets. It was previously named Street Overlay Program.
- Signal Controller/Interconnect Upgrades Program – This is an annual program to update outdated signal controllers at various intersections to coordinate the timing of traffic lights.
- South 144th Way Improvement – This new project realigns South 144th Way to facilitate commercial traffic into and out of the North East Redevelopment Area (NERA).
- South 156th Street at 4th Avenue South Pedestrian HAWK – A pedestrian actuated HAWK signal will be installed at this crosswalk.
- South/SW 160th Street Corridor Study – Traffic operations will be analyzed along the 160th Street corridor between 4th Avenue SW and Des Moines Memorial Drive.

Transportation Capital Improvement Plan projects expected to be complete or nearly complete in 2016 include the following:

- 4th and 6th Avenues SW/SW 148th Street Intersection – Design work to upgrade the existing signal and add protected left-turn phasing on all approaches continues.
- Citywide Roadway Embankment Stabilization – This project is to stabilize street settlement at four sites citywide.
- Hilltop Elementary School Crosswalk/Path project – A federal Community Development Block Grant (CDBG) was awarded to add a flashing beacon at the crosswalk near the school and pathway improvements.
- Lake to Sound Trail – King County is managing this project to add a multi-use trail of which a section runs along Des Moines Memorial Drive in Burien.
- North East Redevelopment Area (NERA) Infrastructure Improvements-Pilot Program – This project is in partnership with the Port of Seattle to plan and design infrastructure improvements in the NERA area.
- North East Redevelopment Area (NERA) State Route 518/Des Moines Memorial Drive Interchange – This project is in partnership with the Port of Seattle to plan and design infrastructure improvements in the NERA area. Construction will be managed by Washington State Department of Transportation (WSDOT).

- Shorewood Drive Gabion Wall/Roadway Embankment Improvement – This project is for emergency repair of the gabion wall and adjacent embankment.
- South 132nd Street Pedestrian and Bicycle Trail – A federal Community Development Block Grant (CDBG) was awarded for this project.

The Transportation CIP is funded with excess fund balance from the Street Fund, Real Estate Excise tax, property tax from the Capital Projects Reserve Fund, a portion of the Transportation Benefit District car tab fee, grants, and private contributions. Funds are also transferred from the Surface Water Management Capital Improvement Projects Fund for projects with a surface water component. Nearly all ending fund balances have been committed over the six-year period.

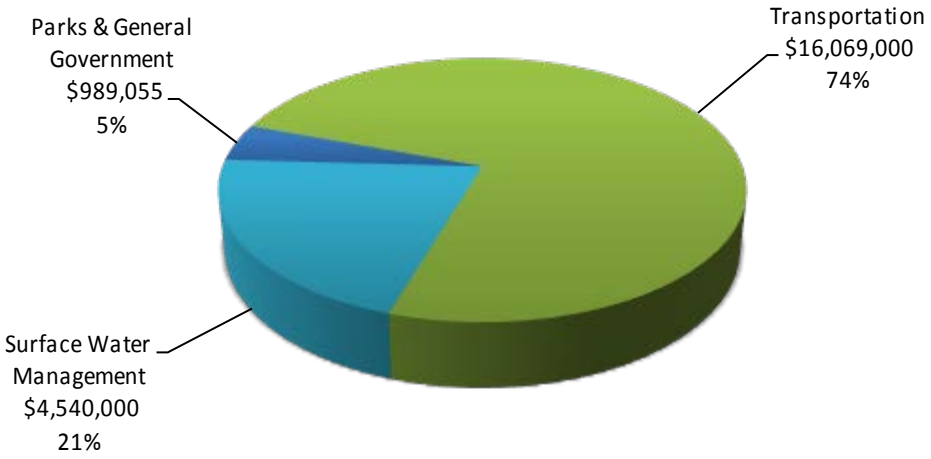
Surface Water Management Capital Improvement Plan projects scheduled to begin or continue in 2017-2018 include the following:

- 20th Avenue South Drainage Improvements – This new project replaces an existing stormwater system along 20th Avenue South between South 120th Street and South 124th Street.
- Cove Point Outfall Repair – This new project replaces the failing outfall pipe within Seahurst Park.
- Hermes Outlet Improvements – Design and construction of a new conveyance for the outflows from Hermes Pond.
- Residential Drainage Improvement Program (RDIP) – This is an annual program to address gaps in the drainage system that impact private property.
- SW 152nd Street and 8th Avenue SW Drainage Improvements – Capacity improvements to the stormwater system in this area.
- SW 165th Street Drainage Improvements – This project will eliminate road ponding during heavy rain at this site.
- Storm Drainage Master Plan Update – Plan will be updated to include required National Pollutant Discharge Elimination System (NPDES) Phase II permit elements.

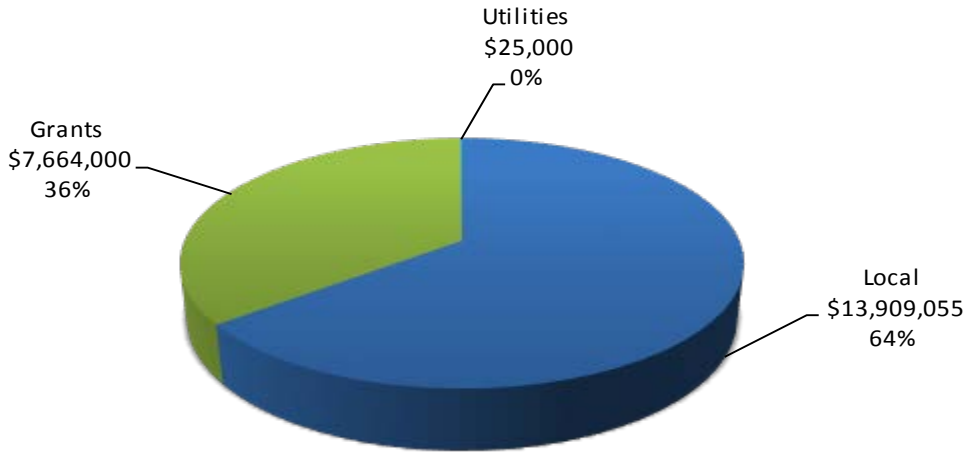
Surface Water Management Capital Improvement Plan projects expected to be complete or nearly complete in 2016 include the following:

- 8th Avenue South Sub-basin Retrofit – This project reroutes an existing storm drain trunk line in the North East Redevelopment Area (NERA).
- Capacity Improvements at SW 158th Street at 4th Avenue SW – Capacity improvements to the stormwater system in this area.
- North East Redevelopment Area (NERA) Drainage Improvements – Grants were awarded for this project.

2017- 2022 Capital Improvement Program Projects by Category - $21.6 Million (Excludes Unfunded)



2017 - 2022 Capital Improvement Program Revenue Sources - $21.6 Million (Excludes Unfunded)



Parks and General Government Capital Improvement Program

Table of Contents

Funded Projects:

Parks and General Government CIP Summary Chart 4-8
Eagle Landing Park Stair Reconfiguration (NEW) 4-10
Lake Burien School Park - Site Plan 4-11
Lakeview Park Playground/Path Improvements (NEW) 4-12
Moshier Park Restroom and Field Improvements..... 4-13
Off-Leash Dog Park..... 4-14
Parks Facilities Restoration 4-15
Parks, Recreation, and Open Space (PROS) Plan Update (NEW) 4-16
Public Works Maintenance and Operations Facility 4-17
Seahurst Park - North Shoreline..... 4-18
Seahurst Park Slide 4-19
Town Square Spray Park (NEW) 4-20
Staff Coordination of Parks CIP Projects 4-21
Unfunded Projects 4-22

2017 - 2022 Capital Improvement Program

PARKS AND GENERAL GOVERNMENT

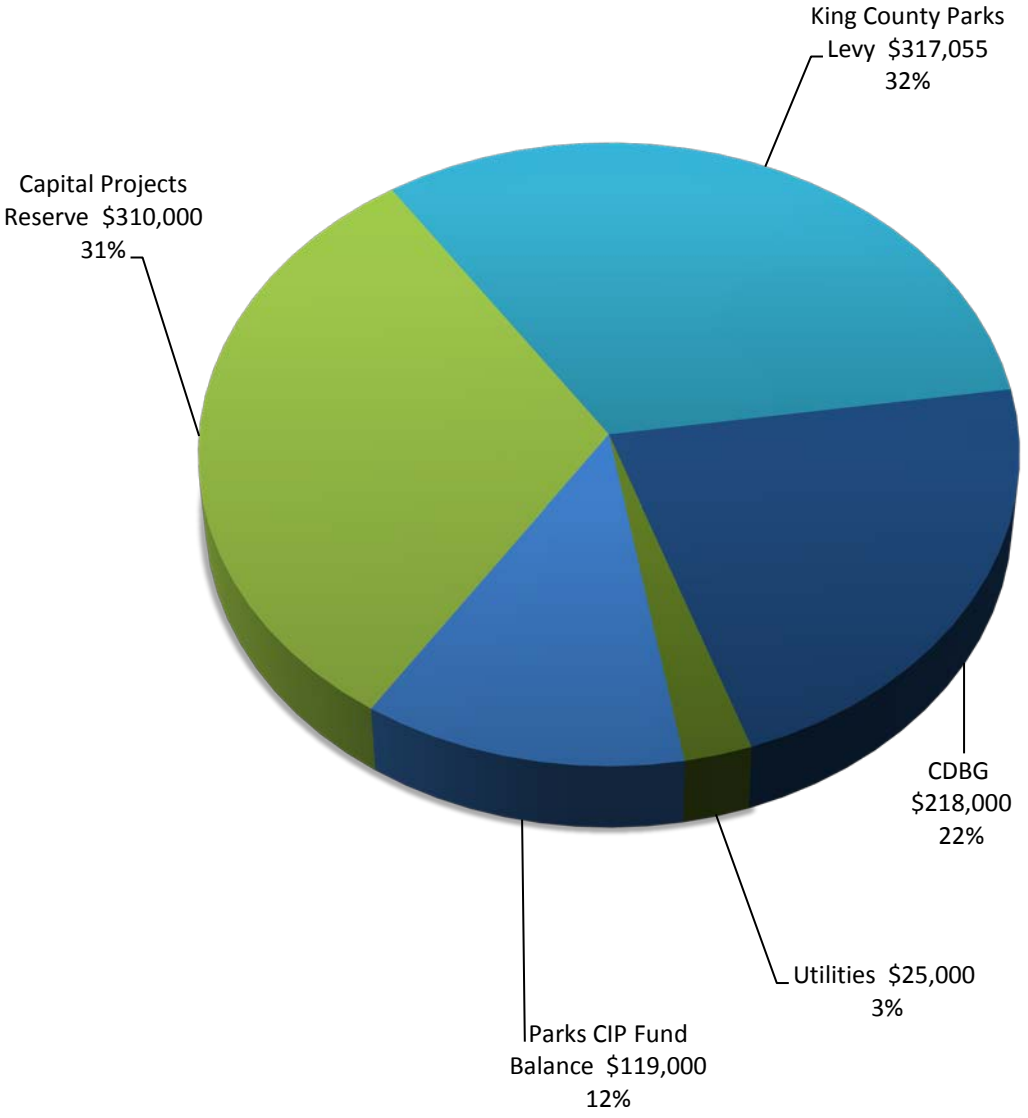
Total Project Expenditures

	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-Year CIP
Eagle Landing Park Stairs - NEW	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000
Lake Burien School Park - Site Plan	-	50,000	60,000	-	-	-	-	-	110,000	60,000
Lake Burien School Park - Unfunded	-	-	-	-	*300,000*	-	-	-	*300,000*	*300,000*
Lakeview Park Playground/Path Improvements - NEW	-	-	218,000	-	-	-	-	-	218,000	218,000
Moshier Park Restroom and Field Improvements	3,438	693,562	-	-	-	-	-	-	697,000	-
Moshier Park Restroom-Field Improvements - Unfunded	-	-	-	-	*2,000,000*	-	-	-	*2,000,000*	*2,000,000*
Off Leash Dog Park	33,522	26,478	-	-	-	-	-	-	60,000	-
Parks Facilities Restoration	32,361	20,000	127,055	95,000	95,000	-	-	-	369,416	317,055
Parks, Recreation, and Open Space (PROS) Plan Update - NEW	-	-	85,000	-	-	-	-	-	85,000	85,000
Public Works Maintenance and Operations Facility - Unfunded	-	-	-	-	*11,500,000*	-	-	-	*11,500,000*	*11,500,000*
Seahurst Park - North Shoreline	5,539,319	5,632,404	-	-	-	-	-	-	11,171,723	-
Seahurst Park Slide	30,997	-	149,003	-	-	-	-	-	180,000	149,003
Town Square Spray Park - NEW	-	50,000	250,000	-	-	-	-	-	300,000	250,000
Staff Coordination of Parks CIP Projects	3,686	5,000	20,000	5,000	5,000	5,000	5,000	5,000	53,686	45,000
Total Projects - Funded	**$ 5,643,323**	**$ 6,477,444**	**$ 1,059,058**	**$ 100,000**	**$ 100,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 13,394,825**	**$ 1,274,058**
Total Projects - Unfunded	***$ -***	***$ -***	***$ -***	***$ -***	***$ 13,800,000***	***$ -***	***$ -***	***$ -***	***$ 13,800,000***	***$ 13,800,000***

Total Project Resources

	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-Year CIP
Parks CIP Fund Balance	$ 86,259	$ 495,415	$ 94,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 700,674	$ 119,000
Capital Projects Reserve	450,000	186,000	310,000	-	-	-	-	-	946,000	310,000
King County Parks Levy	-	-	127,055	95,000	95,000	-	-	-	317,055	317,055
SWM Fund	30,000	-	-	-	-	-	-	-	30,000	-
Subtotal Local Funds	**$ 566,259**	**$ 681,415**	**$ 531,055**	**$ 100,000**	**$ 100,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 1,993,729**	**$ 746,055**
Grants	6,766,096	4,347,000	-	-	-	-	-	-	11,113,096	-
CDBG	-	-	218,000	-	-	-	-	-	218,000	218,000
Private	33,522	11,478	-	-	-	-	-	-	45,000	-
Utilities	-	-	25,000	-	-	-	-	-	25,000	25,000
Unfunded	-	-	-	-	*13,800,000*	-	-	-	*13,800,000*	*13,800,000*
TOTAL ALL PROJECTS (excludes unfunded)	**$ 7,365,877**	**$ 5,039,893**	**$ 774,055**	**$ 100,000**	**$ 100,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 13,394,825**	**$ 989,055**

2017 - 2022 Capital Improvement Program
Parks and General Government Funding Sources
$989,055



2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Eagle Landing Park Stair Reconfiguration**
Project Location:	Eagle Landing Park is located at 14641 25th Avenue SW.
Project Description:	This project is to reconfigure the stairs to terminate mid-slope above the beach and provide a platform for viewing.

		Funded	Unfunded
Total Project Cost:	**$ 150,000**	150,000	-

BARS Acct. No.:	317-11-594-73
PM Task Code:	317-0035
PROS Plan Page No.:	104 and Policy Nos. 4.1, 4.2, 4.3.
Comprehensive Plan:	Parks Element-Goals 1,3.
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Environmental Review*									-
Design and Engineering			50,000						**50,000**
R-O-W Acquisition									-
Construction Management									-
Construction			100,000						**100,000**
Total Project Costs	-	-	**150,000**	-	-	-	-	-	**150,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance									-
Capital Projects Reserve			150,000						**150,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**150,000**	-	-	-	-	-	**150,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Lake Burien School Park - Site Plan**
Project Location:	Lake Burien School Park is located at 14640 18th Avenue SW.
Project Description:	This project is to prepare an updated site plan for the park including replacement of the old play equipment and the addition of a picnic shelter. Construction is listed in 2019 as unfunded, with the City to seek grant sources.

		Funded	Unfunded
Total Project Cost:	**$ 410,000**	110,000	300,000

BARS Acct. No.:	317-10-594-76
PM Task Code:	317-
PROS Plan Page No.:	108 and Policy No. 8.1, 8.2, 11.1.
Comprehensive Plan:	-
Strategic Plan:	2.d, 5.

Maintenance Costs:	Maintenance costs will increase minimally if additional picnic space is constructed.
Change from prior CIP:	Design costs were added in 2017 and unfunded construction moved to 2019.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning		50,000							**50,000**
Design and Engineering			60,000						**60,000**
R-O-W Acquisition									**-**
Construction Management									**-**
Construction					*300,000*				***300,000***
Total Project Costs	**-**	**50,000**	**60,000**	**-**	***300,000***	**-**	**-**	**-**	**410,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance		50,000							**50,000**
Capital Project Reserve			60,000						**60,000**
Unfunded					*300,000*				***300,000***
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**50,000**	**60,000**	**-**	***300,000***	**-**	**-**	**-**	**410,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Lakeview Park Playground/Path Improvements**
Project Location:	Lakeview Park is located at 442 SW 160th Street.
Project Description:	This project is to replace the old play area with new play equipment for ages 2-5, including ADA compliant surfacing, and renovate the adjacent tree-impacted park pathway on the south end of the park.

		Funded	Unfunded
Total Project Cost:	**$ 218,000**	218,000	-

BARS Acct. No.:	317-12-594-73
PM Task Code:	317-0036
PROS Plan Page No.:	108 and Policy No. 8.1
Comprehensive Plan:	-
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance costs should remain at or near current levels.
Change from prior CIP:	New project. This project was awarded FY2017 Community Development Block Grant (CDBG) funds. *The CDBG grant award is $228,000 with King County Environmental Review set-aside costs of $10,000 not included in estimate below.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering			25,000						**25,000**
R-O-W Acquisition									-
Construction Management			20,000						**20,000**
Construction			173,000						**173,000**
Total Project Costs	-	-	**218,000**	-	-	-	-	-	**218,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance									-
CDBG - 2017*			218,000						**218,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**218,000**	-	-	-	-	-	**218,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Moshier Park Restroom and Field Improvements**
Project Location:	Moshier Park is located at 430 S. 156th Street.
Project Description:	This project is to design improvements to Moshier Park Field 1 Turf; design improvements to the stormwater system for all fields and the parking lot; and design a new restroom and concession building. Construction is listed in 2019 as unfunded. The City is working with the Highline School District on this project.

		Funded	Unfunded
Total Project Cost:	**$ 2,697,000**	697,000	2,000,000

BARS Acct. No.:	317-09-594-73
PM Task Code:	317-0034
PROS Plan Page No.:	114 and Policy No. 8.4.
Comprehensive Plan:	-
Strategic Plan:	2.d., 7.a.

Maintenance Costs:	Maintenance costs should remain at or near current levels.
Change from prior CIP:	A State Department of Ecology (DOE) grant for stormwater improvements at Moshier Park was awarded for $447,000. The City costs of $250,000 include a 25% match of $149,000 for the DOE stormwater grant and $101,000 for additional costs related to designing a turf field and restroom/concession building. The unfunded amount was reduced to $2,000,000 with grants and other funding resources to be pursued.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	3,438	693,562							**697,000**
R-O-W Acquisition									-
Construction Management									-
Construction					*2,000,000*				***2,000,000***
Total Project Costs	**3,438**	**693,562**	**-**	**-**	***2,000,000***	**-**	**-**	**-**	**2,697,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Capital Project Reserve	250,000								**250,000**
State Dept. of Ecology Grant		447,000							**447,000**
Unfunded					*2,000,000*				***2,000,000***
									-
									-
									-
									-
									-
Total Funding Sources	**250,000**	**447,000**	**-**	**-**	***2,000,000***	**-**	**-**	**-**	**2,697,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Off-Leash Dog Park**
Project Location:	Lakeview Park is located at 442 SW 160th Street.
Project Description:	This project is to construct an off-leash dog park at Lakeview Park. The area will be fully enclosed with fencing and includes installation of limited park furnishings.

			Funded	Unfunded
Total Project Cost:	**$**	**60,000**	60,000	-

BARS Acct. No.:	317-07-594-73
PM Task Code:	317-
PROS Plan Policy No.:	6.4, 12.2.
Comprehensive Plan:	-
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance costs will increase $1,500 annually starting in 2016.
Change from prior CIP:	No change.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	33,522	26,478							**60,000**
Total Project Costs	**33,522**	**26,478**	**-**	**-**	**-**	**-**	**-**	**-**	**60,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance		15,000							**15,000**
Community Donation	3,522	11,478							**15,000**
Burien Toyota/Chevrolet Sponsorship	10,000								**10,000**
Nestle Purina Donation	20,000								**20,000**
									-
									-
									-
									-
									-
Total Funding Sources	**33,522**	**26,478**	**-**	**-**	**-**	**-**	**-**	**-**	**60,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Parks Facilities Restoration**
Project Location:	Citywide.
Project Description:	This project is to replace outdated playground equipment at various parks and restore other parks facilities. In 2017, the Burien Community Center Seahurst Room floor will be replaced, Burien Community Center Annex gutters will be replaced, Moshier Park irrigation valves will be restored, and Seahurst Park recreation improvements are planned. In 2018, projects will focus on resurfacing parking lots at multiple locations, in addition to resurfacing the Lake Burien School Park tennis court.

		Funded	Unfunded
Total Project Cost:	**$ 369,416**	369,416	-

BARS Acct. No.:	317-05-594-73
PM Task Code:	317-0003
PROS Plan Page No.:	Various
Comprehensive Plan:	Parks Element-Goals 1,3
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance and operating costs will remain at current levels.
Change from prior CIP:	The Town Square Spray Park repairs/reconstruction project originally planned for 2016 was moved to its own project. The King County Parks Levy funds are being moved back from the General Fund to this project in 2017.

Project Costs	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	10,388	20,000							**30,388**
R-O-W Acquisition									-
Construction Management									-
Construction	21,973		127,055	95,000	95,000				**339,028**
Total Project Costs	**32,361**	**20,000**	**127,055**	**95,000**	**95,000**	**-**	**-**	**-**	**369,416**

Funding Sources	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance	32,361	20,000							**52,361**
Capital Projects Reserve									-
KC Parks Levy Funds-2015 Balance*			32,055						**32,055**
KC Parks Levy Funds-2017			95,000						**95,000**
KC Parks Levy Funds-2018				95,000					**95,000**
KC Parks Levy Funds-2019					95,000				**95,000**
									-
									-
Total Funding Sources	**32,361**	**20,000**	**127,055**	**95,000**	**95,000**	**-**	**-**	**-**	**369,416**

* This will be a transfer from the General Fund in 2017.

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Parks, Recreation, and Open Space Plan Update**
Project Location:	Citywide.
Project Description:	This project is to update the current Parks, Recreation, and Open Space (PROS) Plan. The Plan is scheduled to be updated every six years to maintain grant eligibility, with the last update completed in 2011.

		Funded	Unfunded
Total Project Cost:	**$ 85,000**	85,000	-

BARS Acct. No.:	317-13-575-50
PM Task Code:	317-0037
PROS Plan Policy No.:	6.4.
Comprehensive Plan:	-
Strategic Plan:	5.a.

Maintenance Costs:	Not applicable.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning			85,000						**85,000**
Design and Engineering									**-**
R-O-W Acquisition									**-**
Construction Management									**-**
Construction									**-**
Total Project Costs	**-**	**-**	**85,000**	**-**	**-**	**-**	**-**	**-**	**85,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance			35,000						**35,000**
Capital Projects Reserve			50,000						**50,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**-**	**85,000**	**-**	**-**	**-**	**-**	**-**	**85,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Public Works Maintenance and Operations Facility**
Project Location:	To be determined.
Project Description:	This project is to design and construct a new Public Works maintenance and operations facility to include an emergency operations center with auxiliary generator, staff area with locker room and office space, supply warehouse, interior parking for specific vehicles, covered materials/aggregate bins, storage for equipment and supplies, vehicle wash and fueling and secure illuminated storage yard. Sustainable building techniques will be utilized where feasible. Based on recent consultant studies, the cost for a standalone facility (excluding property) is between $8 and $12 million. The City is currently evaluating partnership opportunities with the Highline School District on their underutilized property off of Des Moines Memorial Drive. By sharing the site and potentially sharing some facilities (such as a combined School District lunch and training room with a City emergency operations center, materials storage, fueling and wash bays), the City could see one-time savings of $1-2 million. Costs cannot be refined until a site is selected. A placeholder estimate of $10 million for design and construction and $1.5 million for right-of-way acquisition is included here for planning purposes. Actual costs may vary greatly depending on the site chosen, and whether the City is able to take advantage of partnership opportunities.

		Funded	Unfunded
Total Project Cost:	**$ 11,500,000**	-	11,500,000

BARS Acct. No.:	317-
PM Task Code:	317-
PROS Plan Page No.:	
Comprehensive Plan:	
Strategic Plan:	10.c.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Project timeframe moved from 2017 to 2019.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering					*1,000,000*				***1,000,000***
R-O-W Acquisition					*1,500,000*				***1,500,000***
Construction Management									-
Construction					*9,000,000*				***9,000,000***
Total Project Costs	-	-	-	-	***11,500,000***	-	-	-	***11,500,000***

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Unfunded					*11,500,000*				***11,500,000***
									-
									-
									-
									-
Total Funding Sources	-	-	-	-	***11,500,000***	-	-	-	***11,500,000***

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Seahurst Park - North Shoreline**
Project Location:	Seahurst Park is located at 1600 SW Seahurst Park Road.
Project Description:	This project is to remove the seawall and restore native habitat along the north shoreline in Seahurst Park in accordance with the Seahurst Park Master Plan. Aspects of this project include: removing a portion of the seawall; restoring shoreline and stream habitat; replacing a parking lot; and providing base work for future trails, sidewalks, and recreational features. The funded part of the project includes pre-design, design, and construction of the restoration portions of the project.

		Funded	Unfunded
Total Project Cost:	**$ 11,171,723**	11,171,723	-

BARS Acct. No.:	317-06-594-73
PM Task Code:	317-0030
PROS Plan Page No.:	118
Comprehensive Plan:	Parks Element-Goal 3; Land Use Element-Goal EV.1, EV.4; Comm. Character Element-EQ.1.
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs will remain at current levels.
Change from prior CIP:	Project costs and revenue sources were refined. The unfunded recreational features portion of this project was deleted and moved to the Parks Facilities Restoration project.

	Proj Dev	Feasibility	Design	Construction	Total
City Share	-	-	-	505,627	505,627
Grants	431,528	320,130	485,825	4,594,373	5,831,856
Army Share	-	242,160	692,080	3,900,000	4,834,240
Totals	431,528	562,290	1,177,905	9,000,000	11,171,723

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning	431,528								**431,528**
Pre-design/Feasibility	562,290								**562,290**
Design Phase	1,177,905								**1,177,905**
Construction	3,367,596	5,632,404							**9,000,000**
Recreation Features									**-**
Total Project Costs	**5,539,319**	**5,632,404**	**-**	**-**	**-**	**-**	**-**	**-**	**11,171,723**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance	50,212	405,415							**455,627**
Capital Projects Reserve	50,000								**50,000**
State Appropriation-Fish and Wildlife	1,087,483								**1,087,483**
King Conservation District	609,000								**609,000**
SRFB State Funds (2009)	750,000								**750,000**
PSAR Grant (2013)	2,777,806								**2,777,806**
ESRP/EPA Grant (2013)	607,567								**607,567**
Army Corps of Engineers	934,240	3,900,000							**4,834,240**
									-
Total Funding Sources	**6,866,308**	**4,305,415**	**-**	**-**	**-**	**-**	**-**	**-**	**11,171,723**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Seahurst Park Slide**
Project Location:	Seahurst Park - South Embankment of SW Seahurst Park Road below the lower end of the upper parking lot, between the road and Seahurst Creek.
Project Description:	This project is to construct a soldier pile wall at the top of the slope for stabilization and protection of the underground utilities and roadway.

			Funded	Unfunded
Total Project Cost:	**$**	**180,000**	180,000	-

BARS Acct. No.:	317-08-594-73
PM Task Code:	317-
PROS Plan Policy No.:	11.2
Comprehensive Plan:	-
Strategic Plan:	2., 7.

Maintenance Costs:	Maintenance costs should remain at or near current levels.
Change from prior CIP:	Project timeframe moved from 2015 to 2017, funding sources were refined, and discussion with potential utility partners is underway.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	30,997		24,003						**55,000**
R-O-W Acquisition									-
Construction Management									-
Construction			125,000						**125,000**
Total Project Costs	**30,997**	**-**	**149,003**	**-**	**-**	**-**	**-**	**-**	**180,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance									-
Capital Projects Reserve*	150,000		(25,000)						**125,000**
SWM Fund*	30,000								**30,000**
Utilities			25,000						**25,000**
									-
									-
									-
									-
Total Funding Sources	**180,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**180,000**

* These funding sources were transferred to the Parks CIP in 2014.

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Town Square Spray Park**
Project Location:	Town Square Spray Park is located within the Town Square Park near Burien City Hall at 480 SW 152nd Street.
Project Description:	This project is to repair and reconstruct the Spray Park.

			Funded	Unfunded
Total Project Cost:	**$**	**300,000**	300,000	-

BARS Acct. No.:	317-14-594-73
PM Task Code:	317-0038
PROS Plan Policy No.:	11.2
Comprehensive Plan:	-
Strategic Plan:	2., 7.

Maintenance Costs:	Maintenance costs should remain at or near current levels.
Change from prior CIP:	New project. This project was moved from the Parks Facilities Restoration Project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering		50,000							**50,000**
R-O-W Acquisition									-
Construction Management									-
Construction			250,000						**250,000**
Total Project Costs	**-**	**50,000**	**250,000**	**-**	**-**	**-**	**-**	**-**	**300,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance			39,000						**39,000**
Capital Projects Reserve		186,000	75,000						**261,000**
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**186,000**	**114,000**	**-**	**-**	**-**	**-**	**-**	**300,000**

2017-2022 Capital Improvement Program
Parks and General Government CIP

Project Name:	**Staff Coordination of Parks CIP Projects**
Project Location:	Citywide.
Project Description:	This project is for salary and benefit costs of Parks and/or Public Works staff to plan, coordinate, and manage Parks and General Government Capital Improvement Projects.

			Funded	Unfunded
Total Project Cost:	**$**	**53,686**	53,686	-

BARS Acct. No.:	317-00
PM Task Code:	317-
PROS Plan Page No.:	
Comprehensive Plan:	
Strategic Plan:	

Maintenance Costs:	Not applicable.
Change from prior CIP:	No change.

Project Costs	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Staff Coordination	3,686	5,000	20,000	5,000	5,000	5,000	5,000	5,000	**53,686**
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**3,686**	**5,000**	**20,000**	**5,000**	***5,000***	***5,000***	**5,000**	**5,000**	**53,686**

Funding Sources	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Parks CIP Fund Balance	3,686	5,000	20,000	5,000	5,000	5,000	5,000	5,000	**53,686**
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**3,686**	**5,000**	**20,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	**53,686**

Unfunded Parks & General Government CIP Projects. These are preliminary estimates.

All - Play Playground **$2,500,000**
Potential multi-agency partnership to design and construct an all inclusive playground for children of all abilities. May be a phased project.

Des Moines Memorial Park **600,000**
Design and develop a plaza area in front of the current 84-foot long granite World War I memorial located east of Sunnydale School. This area would serve as a gathering place for memorial celebrations and events.

Master Planning **350,000**
Develop master plans for underdeveloped parks in Burien including Hazel Valley, Hilltop, Puget Sound, and Salmon Creek. May be a phased project.

Mathison Park Expansion - Phase 3 ..... **2,300,000**
Expand Mathison Park to include a restroom, picnic shelter, paved parking, community garden, and trails.

Moshier Field Lights **120,000**
Renovate the field lights at the Moshier Fields.

Moshier Sports Fields No. 2, 3, and 4 ..... **3,000,000**
Convert Moshier sports fields #2, 3, and 4 from grass to turf.

Park Acquisition and Development **1,800,000**
Acquire and develop properties in areas of Burien currently underserved by parks.

Seahurst Park - Upper Parking Lot **4,900,000**
Improve upper parking lot and main road as identified in the Seahurst Park Master Plan.

UNFUNDED PROJECTS TOTAL **$15,570,000**

Transportation Capital Improvement Program Project Descriptions
Table of Contents

Funded Projects:

Transportation CIP Summary Chart 4-24
1st Avenue South - Phase 3 (NEW) 4-26
4th Avenue SW Bike Lanes Striping (NEW) 4-27
4th Avenue SW Sidewalks (between SW 156th -160th Streets) (NEW) 4-28
4th and 6th Avenues SW/SW 148th Street Intersection 4-29
5th Avenue South Traffic Calming (NEW) 4-30
Citywide ADA Barrier Mitigation 4-31
Hilltop Elementary School Crosswalk/Path Project 4-32
Lake to Sound Trail 4-33
North East Redevelopment Area (NERA) Infrastructure Improvements - Pilot Program..... 4-34
North East Redevelopment Area (NERA) SR 518/DMMD Interchange 4-35
Pavement Management Program 4-36
Shorewood Drive Gabion Wall/Roadway Embankment Improvement..... 4-37
Signal Controller/Interconnect Upgrades Program 4-38
South 132nd Street Pedestrian and Bicycle Trail 4-39
South 136th Street Sidewalk Improvements 4-40
South 144th Way Improvements (NEW) 4-41
South 156th Street at 4th Avenue South Pedestrian HAWK Signal (NEW) 4-42
South/SW 160th Street Corridor Study (NEW) 4-43
Staff Coordination of Transportation CIP Projects 4-44
Unfunded Projects 4-45

2017 - 2022 Capital Improvement Program

TRANSPORTATION

Total Project Expenditures

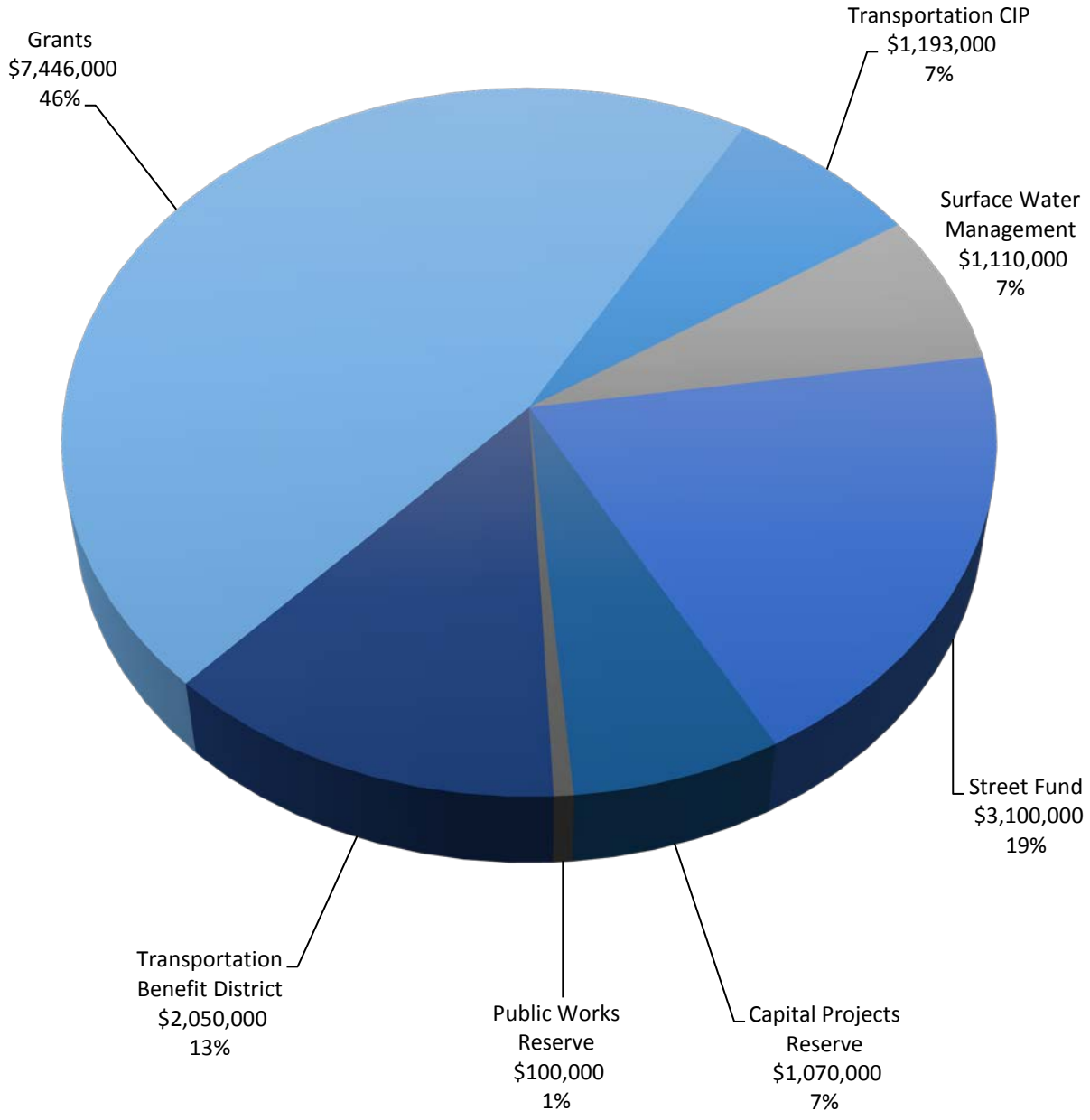
	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-Year CIP
1st Avenue S. - Phase 3 - NEW - Unfunded	*$ -*	*$ -*	*$ -*	*$ -*	*$ 1,800,000*	*$ 1,500,000*	*$ 18,500,000*	*$ -*	*$ 21,800,000*	*$ 21,800,000*
4th Avenue SW Bike Lanes Striping - NEW	-	-	-	30,000	-	-	-	-	30,000	30,000
4th Avenue SW Sidewalks (between SW 156th-160th St.) - NEW - Funded	-	-	800,000	600,000	2,472,000	-	-	-	3,872,000	3,872,000
4th Avenue SW Sidewalks (between SW 156th-160th St.) - NEW - Unfunded	*-*	*-*	*-*	*-*	*1,508,000*	*-*	*-*	*-*	*1,508,000*	*1,508,000*
4th-6th Avenue SW/SW 148th St. Intersection - Funded	42,171	379,829	-	-	-	-	-	-	422,000	-
4th-6th Avenue SW/SW 148th St. Intersection - Unfunded	*-*	*-*	*-*	*-*	*3,205,000*	*-*	*-*	*-*	*3,205,000*	*3,205,000*
5th Avenue S. Traffic Calming - NEW	-	-	1,400,000	-	-	-	-	-	1,400,000	1,400,000
Citywide ADA Barrier Mitigation	24,894	1,045,106	75,000	50,000	50,000	50,000	50,000	50,000	1,395,000	325,000
Hilltop Elementary Crosswalk/Path	-	176,000	-	-	-	-	-	-	176,000	-
Lake to Sound Trail	4,039	96,337	-	-	-	-	-	-	100,376	-
NERA Infrastructure - Pilot Program	-	566,500	-	-	-	-	-	-	566,500	-
NERA SR518/DMMD Interchange	1,954,240	256,000	-	-	-	-	-	-	2,210,240	-
Pavement Management Program	339,977	559,370	840,000	920,000	850,000	850,000	850,000	850,000	6,059,347	5,160,000
Shorewood Gabion Wall Improvements	-	162,000	-	-	-	-	-	-	162,000	-
Signal Controller/Interconnect Upgrades	43,485	106,515	-	50,000	-	50,000	-	50,000	300,000	150,000
S. 132nd St. Pedestrian and Bicycle Trail	7,227	236,773	-	-	-	-	-	-	244,000	-
S. 136th St. Sidewalk Improvements - Unfunded	*-*	*-*	*-*	*-*	*-*	*2,000,000*	*-*	*-*	*2,000,000*	*2,000,000*
S. 144th Way Improvements - NEW	-	-	492,000	3,791,000	-	-	-	-	4,283,000	4,283,000
S. 156th St./4th Avenue S. Pedestrian HAWK - NEW	-	-	40,000	245,000	-	-	-	-	285,000	285,000
S/SW 160th St. Corridor Study - NEW	-	-	55,000	-	-	-	-	-	55,000	$ 55,000
Staff Coordination	54,605	75,000	75,000	80,000	84,000	87,000	90,000	93,000	638,605	$ 509,000
Total Projects - Funded	**$ 2,470,638**	**$ 3,659,430**	**$ 3,777,000**	**$ 5,766,000**	**$ 3,456,000**	**$ 1,037,000**	**$ 990,000**	**$ 1,043,000**	**$ 22,199,068**	**$ 16,069,000**
Total Projects - Unfunded	***$ -***	***$ -***	***$ -***	***$ -***	***$ 6,513,000***	***$ 3,500,000***	***$ 18,500,000***	***$ -***	***$ 28,513,000***	***$ 28,513,000***

Total Project Resources

	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-Year CIP
Transportation CIP	$ 267,000	$ 1,683,511	$ 459,000	$ 80,000	$ 134,000	$ 187,000	$ 140,000	$ 193,000	$ 3,143,511	$ 1,193,000
Surface Water Management	500,000	127,895	315,000	395,000	100,000	100,000	100,000	100,000	1,737,895	1,110,000
Street Fund	200,000	500,000	1,000,000	500,000	400,000	400,000	400,000	400,000	3,800,000	3,100,000
Capital Projects Reserve	-	35,000	450,000	620,000	-	-	-	-	1,105,000	1,070,000
Public Works Reserve	-	-	100,000	-	-	-	-	-	100,000	100,000
Impact/Mitigation Fees*	371,321	-	-	-	-	-	-	-	371,321	-
Transportation Benefit District (TBD)	-	-	300,000	350,000	350,000	350,000	350,000	350,000	2,050,000	2,050,000
Subtotal Local Funding	**1,338,321**	**2,346,406**	**2,624,000**	**1,945,000**	**984,000**	**1,037,000**	**990,000**	**1,043,000**	**12,307,727**	**8,623,000**
CDBG	7,227	327,143	-	-	-	-	-	-	334,370	-
Grants	1,773,737	316,834	1,153,000	3,821,000	2,472,000	-	-	-	9,536,571	7,446,000
Utilities/Private	16,698	3,702	-	-	-	-	-	-	20,400	-
Unfunded	*-*	*-*	*-*	*-*	*6,513,000*	*3,500,000*	*18,500,000*	*-*	*28,513,000*	*28,513,000*
Total Project Resources (excludes unfunded)	**$ 3,135,983**	**$ 2,994,085**	**$ 3,777,000**	**$ 5,766,000**	**$ 3,456,000**	**$ 1,037,000**	**$ 990,000**	**$ 1,043,000**	**$ 22,199,068**	**$ 16,069,000**

*The Impact/Mitigation Fee of $371,321 was collected in a prior year.

2017 - 2022 Capital Improvement Program
Transportation Funding Sources
$16.1 million



2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**1st Avenue South - Phase 3**
Project Location:	1st Avenue South from SW 128th Street to SW 140th Street.
Project Description:	This project will reconstruct 1st Avenue S. to principal arterial standards with access control. The project includes reconstruction of pavement; installation of curb, gutter, sidewalk, two traffic signals, a pedestrian HAWK signal, and storm drainage; utility undergrounding; and landscaping. No preliminary work has been done on this project. The costs are calculated on a simple per-foot basis.

		Funded	Unfunded
Total Project Cost:	**$ 21,800,000**	-	21,800,000

BARS Acct. No.:	318-
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering					*1,800,000*				***1,800,000***
R-O-W Acquisition						*1,500,000*			***1,500,000***
Construction Management							*3,000,000*		***3,000,000***
Construction							*15,500,000*		***15,500,000***
Total Project Costs	**-**	**-**	**-**	**-**	***1,800,000***	***1,500,000***	***18,500,000***	**-**	***21,800,000***

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Unfunded - Street Fund (4/5)					*194,400*	*202,500*	*1,998,000*		***2,394,900***
Unfunded - SWM Fund (1/5)					*48,600*		*499,500*		***548,100***
Unfunded - PSRC Grant (86.5%)					*1,557,000*	*1,297,500*	*16,002,500*		***18,857,000***
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**-**	**-**	**-**	***1,800,000***	***1,500,000***	***18,500,000***	**-**	***21,800,000***

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**4th Avenue SW Bike Lanes Striping**
Project Location:	4th Avenue SW between SW 116th Street and SW 128th Street.
Project Description:	Restripe the bike lanes along 4th Avenue SW between SW 116th Street and SW 128th Street.

		Funded	Unfunded
Total Project Cost:	**$ 30,000**	30,000	-

BARS Acct. No.:	318-
PM Task Code:	318-
TIP Project No.:	48
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction				30,000					**30,000**
Total Project Costs	-	-	-	**30,000**	-	-	-	-	**30,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Capital Projects Reserve				30,000					**30,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	-	**30,000**	-	-	-	-	**30,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**4th Avenue SW Sidewalks (between SW 156th Street and SW 160th Street)**
Project Location:	4th Avenue SW between SW 156th Street and SW 160th Street.
Project Description:	Widen 4th Avenue SW between SW 156th Street and SW 160th Street and construct sidewalks and bike

		Funded	Unfunded
Total Project Cost:	**$ 5,380,000**	3,872,000	1,508,000

BARS Acct. No.:	318-
PM Task Code:	318-
TIP Project No.:	20.0, 20.1
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2.b.

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project. The City applied for a Transportation Improvement Board (TIB) grant for this project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering			800,000						**800,000**
R-O-W Acquisition				600,000					**600,000**
Construction Management					510,000				***510,000***
Construction					*3,470,000*				***3,470,000***
Total Project Costs	**-**	**-**	**800,000**	**600,000**	***3,980,000***	**-**	**-**	**-**	**5,380,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Other Grant			800,000	200,000					**1,000,000**
TIB Grant (applied for)				400,000	2,472,000				**2,872,000**
Unfunded-City Share					*1,508,000*				***1,508,000***
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**-**	**800,000**	**600,000**	***3,980,000***	**-**	**-**	**-**	**5,380,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**4th and 6th Avenues SW/SW 148th Street Intersection**
Project Location:	Intersection of 4th Avenue SW and SW 148th Street and Intersection of 6th Avenue SW and SW 148th Street.
Project Description:	Upgrade existing signal to add protected left-turn phasing on all approaches. Coordinate new signal with signals on SW 148th Street and 4th and 6th Avenue SW corridors.

		Funded	Unfunded
Total Project Cost:	**$ 3,627,000**	422,000	3,205,000

BARS Acct. No.:	318-12-595-10
PM Task Code:	318-0002
TIP Project No.:	31 & 32
Comprehensive Plan:	Transportation Element-Goals 2,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	Project costs and funding resources were updated. Project timeframe was moved from 2017 to 2019. The King County Metro Mitigation Fee must be spent by October 2021.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	31,275	280,725			*20,000*				**332,000**
R-O-W Acquisition	10,896	99,104							**110,000**
Construction Management					*638,000*				***638,000***
Construction					*2,547,000*				***2,547,000***
Total Project Costs	**42,171**	**379,829**	**-**	**-**	***3,205,000***	**-**	**-**	**-**	**3,627,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP		50,679							**50,679**
King County Metro Mitigation Fee*	371,321								**371,321**
Unfunded-City Share					*2,950,000*				***2,950,000***
Unfunded-Utility Undergrounding					*255,000*				***255,000***
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**371,321**	**50,679**	**-**	**-**	***3,205,000***	**-**	**-**	**-**	**3,627,000**

* The King County Metro Mitigation Fee of $371,321 was collected in a prior year.

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**5th Avenue South Traffic Calming (Between SW 116th Street and SW 124th Street)**
Project Location:	5th Avenue South between SW 116th Street and SW 124th Street.
Project Description:	This project evaluates and constructs traffic calming features such as compact roundabouts at intersections, mid-block chicanes, narrowed lanes, and integrated low impact design (LID) features.

		Funded	Unfunded
Total Project Cost:	**$ 1,400,000**	1,400,000	-

BARS Acct. No.:	318-18-595-30
PM Task Code:	318-0043
TIP Project No.:	55
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering			350,000						**350,000**
R-O-W Acquisition									-
Construction Management			280,000						**280,000**
Construction			770,000						**770,000**
Total Project Costs	-	-	**1,400,000**	-	-	-	-	-	**1,400,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP			254,000						**254,000**
Surface Water Management CIP			175,000						**175,000**
Street Fund			421,000						**421,000**
Capital Projects Reserve			450,000						**450,000**
Public Works Reserve			100,000						**100,000**
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**1,400,000**	-	-	-	-	-	**1,400,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Citywide ADA Barrier Mitigation**
Project Location:	Various intersections citywide.
Project Description:	Upgrade curb ramps, driveways, sidewalks, and pedestrian push buttons citywide to meet Americans with Disabilities Act (ADA) requirements.

		Funded	Unfunded
Total Project Cost:	**$ 1,395,000**	1,395,000	-

BARS Acct. No.:	318-07-595-64
PM Task Code:	318-0039
TIP Project No.:	C
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2, 2.b.

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	Project was changed to an annual program.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	24,894	185,106	20,000	10,000	10,000	10,000	10,000	10,000	**280,000**
R-O-W Acquisition									-
Construction Management		165,000							**165,000**
Construction		695,000	55,000	40,000	40,000	40,000	40,000	40,000	**950,000**
Total Project Costs	**24,894**	**1,045,106**	**75,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**1,395,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP	24,894	1,045,106	75,000	-	50,000	50,000	50,000	50,000	**1,345,000**
Street Fund				50,000					**50,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**24,894**	**1,045,106**	**75,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**1,395,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Hilltop Elementary School Crosswalk/Path Project**
Project Location:	Crosswalk is located at Military Road South and South 123rd Street.
Project Description:	Design and install a Rectangular Rapid Flashing Beacon (RRFB) allowing for flashing lights to be activated by pedestrians/students crossing to Hilltop Elementary School. The project will also replace the gravel pathway leading to the school with an ADA accessible surface.

		Funded	Unfunded
Total Project Cost:	**$ 176,000**	176,000	-

BARS Acct. No.:	318-17-595-64
PM Task Code:	318-0042
TIP Project No.:	
Comprehensive Plan:	Transportation Element-Goals 1,4,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	The project cost increased by $35,000 due to construction bids exceeding engineer's estimates. *The CDBG grant award was $145,000 with King County Environmental Review set-aside costs of $4,000 not included in the amount below.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Environmental Review									-
Design and Engineering		26,400							**26,400**
R-O-W Acquisition									-
Construction Management		18,200							**18,200**
Construction		131,400							**131,400**
Total Project Costs	-	**176,000**	-	-	-	-	-	-	**176,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Capital Projects Reserve		35,000							**35,000**
CDBG - 2016*		141,000							**141,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**176,000**	-	-	-	-	-	-	**176,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Lake to Sound Trail**
Project Location:	The Burien segment of the trail runs along Des Moines Memorial Drive South from South 156th Street to Ambaum Boulevard South.
Project Description:	King County is managing this project funded by $6.6 million in federal and state grants and King County Parks Levy funds. The overall project provides a multi-use trail between the Lake Washington shoreline in Renton and the Puget Sound shoreline in Des Moines. The Burien segment runs along Des Moines Memorial Drive South. Upon trail completion, ownership of the Burien segment will be transferred to the City of Burien.

		Funded	Unfunded
Total Project Cost:	**$ 100,376**	100,376	-

BARS Acct. No.:	318-08-595-64
PM Task Code:	318-0035
TIP Project No.:	
Comprehensive Plan:	Transportation Element-Goal 3 and Parks Element-Goals PRO.1, PRO.3
Strategic Plan:	

Maintenance Costs:	To be determined after final design.
Change from prior CIP:	No change. The King County funding is to reimburse the City for Puget Sound Energy costs.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning	4,039	961							**5,000**
Design and Engineering		40,376							**40,376**
R-O-W Acquisition									**-**
Construction Management									**-**
Construction		55,000							**55,000**
Total Project Costs	**4,039**	**96,337**	**-**	**-**	**-**	**-**	**-**	**-**	**100,376**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP	4,039	961							**5,000**
King County - Grants		95,376							**95,376**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**4,039**	**96,337**	**-**	**-**	**-**	**-**	**-**	**-**	**100,376**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**North East Redevelopment Area (NERA) Infrastructure Improvements - Pilot Program**
Project Location:	The North East Redevelopment Area (NERA) is bounded by South 138th Street on the north, 8th Avenue South on the west, and Des Moines Memorial Drive South on the south/east.
Project Description:	This project will plan and design additional infrastructure improvements for stormwater, streets, and utilities in the NERA area. The City of Burien and Port of Seattle are co-recipients of a $4 million Federal Aviation Administration (FAA) grant for this pilot program which will be managed by the Port of Seattle. Costs shown are the City's share for design.

			Funded	Unfunded
Total Project Cost:	**$**	**566,500**	566,500	-

BARS Acct. No.:	318-14-595-10
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	Transportation Element-Goals 1,2,3,11
Strategic Plan:	2, 7

Maintenance Costs:	To be determined after final design.
Change from prior CIP:	No change. Costs shown are the City's share.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering		566,500							**566,500**
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**-**	**566,500**	**-**	**-**	**-**	**-**	**-**	**-**	**566,500**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP		283,250							**283,250**
Surface Water Management CIP*	250,000	33,250							**283,250**
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**250,000**	**316,500**	**-**	**-**	**-**	**-**	**-**	**-**	**566,500**

*The $250,000 from this funding source was transferred to the Transportation CIP in 2014.

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**North East Redevelopment Area (NERA) State Route 518/Des Moines Memorial Drive Interchange**
Project Location:	The North East Redevelopment Area (NERA) is bounded by South 138th Street on the north, 8th Avenue South on the west, and Des Moines Memorial Drive South on the south/east.
Project Description:	This project is for the planning and design of the SR 518 eastbound off-ramp to Des Moines Memorial Drive. The construction phase will be managed by Washington State Department of Transportation (WSDOT). Future phases include a westbound on-ramp and internal streets.

		Funded	Unfunded
Total Project Cost:	**$ 2,210,240**	2,210,240	-

BARS Acct. No.:	318-05-595-30
PM Task Code:	318-0037
TIP Project No.:	35
Comprehensive Plan:	Transportation Element-Goals 1,2,3,11
Strategic Plan:	

Maintenance Costs:	Maintenance costs will increase after the streets are built.
Change from prior CIP:	The construction phase costs were removed since Washington State Department of Transportation (WSDOT) will be doing the construction.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	1,954,240	131,000							**2,085,240**
R-O-W Acquisition		125,000							**125,000**
Construction Management									-
Construction									-
Total Project Costs	**1,954,240**	**256,000**	**-**	**-**	**-**	**-**	**-**	**-**	**2,210,240**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Surface Water Management CIP*	250,000	(55,355)							**194,645**
State Appropriation	240,000								**240,000**
Federal Grant	1,533,737	96,458							**1,630,195**
Seattle Public Utilities	16,698	3,702							**20,400**
WSDOT Grant for R-O-W		125,000							**125,000**
									-
									-
									-
									-
									-
Total Funding Sources	**2,040,435**	**169,805**	**-**	**-**	**-**	**-**	**-**	**-**	**2,210,240**

*This funding source was transferred to the Transportation CIP in 2013.

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Pavement Management Program**
Project Location:	Various streets citywide.
Project Description:	This project is an annual program for the repair and resurfacing of arterial and residential streets. In 2015, a Slurry Seal Pilot project was implemented in Northeast Burien. Future pavement preservation locations will be determined using information generated by the Pavement Management Inventory. The City will continue to explore alternative pavement treatments to reduce costs.

		Funded	Unfunded
Total Project Cost:	**$ 6,059,347**	6,059,347	-

BARS Acct. No.:	318-03-595-30
PM Task Code:	318-0009
TIP Project No.:	38
Comprehensive Plan:	Transportation Element-Goal 1
Strategic Plan:	2.a.

Maintenance Costs:	Maintenance costs should remain the same.
Change from prior CIP:	Project name was changed from Street Overlay Program. In 2016, $40,630 was moved from this project to the South 132nd Street Pedestrian and Bicycle Trail Project.

Project Costs	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering	116,154	50,000	126,000	138,000	128,000	128,000	128,000	128,000	**942,154**
R-O-W Acquisition									-
Construction Management	3,378	60,000	132,000	140,000	130,000	130,000	130,000	130,000	**855,378**
Construction	220,445	449,370	582,000	642,000	592,000	592,000	592,000	592,000	**4,261,815**
Total Project Costs	**339,977**	**559,370**	**840,000**	**920,000**	**850,000**	**850,000**	**850,000**	**850,000**	**6,059,347**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP	139,977								**139,977**
Surface Water Management CIP		150,000	140,000	170,000	100,000	100,000	100,000	100,000	**860,000**
Street Fund (CleanScapes)	200,000	409,370	400,000	400,000	400,000	400,000	400,000	400,000	**3,009,370**
Transportation Benefit District			300,000	350,000	350,000	350,000	350,000	350,000	**2,050,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**339,977**	**559,370**	**840,000**	**920,000**	**850,000**	**850,000**	**850,000**	**850,000**	**6,059,347**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Shorewood Drive Gabion Wall/Roadway Embankment Improvement**
Project Location:	Shorewood Drive SW above Standring Lane.
Project Description:	This project is for emergency repair of vehicle damage to the gabion wall and adjacent embankment settlement on Shorewood Drive SW above Standring Lane.

			Funded	Unfunded
Total Project Cost:	**$**	**162,000**	162,000	-

BARS Acct. No.:	318-16-543-30
PM Task Code:	318-0041
TIP Project No.:	
Comprehensive Plan:	Transportation Element-Goals 1,11
Strategic Plan:	

Maintenance Costs:	Maintenance and operating cost should remain at or near current levels.
Change from prior CIP:	Project cost increased by $10,000 and project moved from 2015 to 2016.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									**-**
Design and Engineering		28,000							**28,000**
R-O-W Acquisition									**-**
Construction Management		20,000							**20,000**
Construction		114,000							**114,000**
Total Project Costs	**-**	**162,000**	**-**	**-**	**-**	**-**	**-**	**-**	**162,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP		121,370							**121,370**
Street Fund		40,630							**40,630**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**162,000**	**-**	**-**	**-**	**-**	**-**	**-**	**162,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Signal Controller/Interconnect Upgrades Program**
Project Location:	Various intersections citywide.
Project Description:	This new program will upgrade out-of-date signal controllers and add them to the City's fiber optic signal interconnect system.

			Funded	Unfunded
Total Project Cost:	**$**	**300,000**	300,000	-

BARS Acct. No.:	318-13-595-64
PM Task Code:	318-
TIP Project No.:	F
Comprehensive Plan:	Transportation Element-Goals 1,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating cost should remain at or near current levels.
Change from prior CIP:	Funding was added in 2018, 2020, and 2022.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	43,485	106,515		50,000		50,000		50,000	**300,000**
Total Project Costs	**43,485**	**106,515**	**-**	**50,000**	**-**	**50,000**	**-**	**50,000**	**300,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP	43,485	56,515				50,000		50,000	**200,000**
Street Fund		50,000		50,000					**100,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**43,485**	**106,515**	**-**	**50,000**	**-**	**50,000**	**-**	**50,000**	**300,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**South 132nd Street Pedestrian and Bicycle Trail**
Project Location:	South 132nd Street from 9th Avenue South to 10th Avenue South.
Project Description:	This project adds a 300' long and 8' wide pervious pavement path for walking and bicycle use. Bollards will be added on both ends to restrict vehicle access to service vehicles only. The project also includes lighting and bench seating.

			Funded	Unfunded
Total Project Cost:	**$**	**244,000**	244,000	-

BARS Acct. No.:	318-09-595-10
PM Task Code:	318-0040
TIP Project No.:	38
Comprehensive Plan:	Transportation Element-Goals 1,4,8
Strategic Plan:	2, 7

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	Project costs increased by $43,000 due to construction bids exceeding engineer's estimates. In 2016, $40,630 was moved to this project from the Pavement Management Program (Street Overlay Program). *The CDBG grant award was $195,000 with King County Environmental Review set-aside costs being $1,630 rather than $4,000.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
City Project Management	4,466								**4,466**
Design and Engineering	2,761	28,839							**31,600**
R-O-W Acquisition									**-**
Construction Management		28,400							**28,400**
Construction		179,534							**179,534**
Total Project Costs	**7,227**	**236,773**	**-**	**-**	**-**	**-**	**-**	**-**	**244,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP		50,630							**50,630**
CDBG - 2014*	7,227	186,143							**193,370**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**7,227**	**236,773**	**-**	**-**	**-**	**-**	**-**	**-**	**244,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**South 136th Street Sidewalk Improvements**
Project Location:	South 136th Street from 1st Avenue South to Des Moines Memorial Drive.
Project Description:	This project includes construction of bicycle lanes on both sides of the road, repair of existing sidewalk, striping, and trees along the street. The City continues to seek grant sources.

		Funded	Unfunded
Total Project Cost:	**$ 2,000,000**	-	2,000,000

BARS Acct. No.:	318-
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	Project timeframe moved from 2018 to 2020.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering						*300,000*			***300,000***
R-O-W Acquisition									-
Construction Management									-
Construction						*1,700,000*			***1,700,000***
Total Project Costs	-	-	-	-	-	***2,000,000***	-	-	***2,000,000***

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Unfunded						*2,000,000*			***2,000,000***
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	-	-	-	***2,000,000***	-	-	***2,000,000***

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**South 144th Way Improvements**
Project Location:	South 144th Way from 11th Avenue South to Des Moines Memorial Drive.
Project Description:	This project re-aligns South 144th Way to facilitate commercial traffic into and out of the North East Redevelopment Area (NERA). The project will install new pavement, bike lanes, curb, gutter, sidewalk, storm drainage, street lighting, and utility undergrounding. Design is being funded through the Port Pilot Program in 2016.

			Funded	Unfunded
Total Project Cost:	**$**	**769,000**	590,000	179,000

BARS Acct. No.:	318-
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering			100,000						**100,000**
R-O-W Acquisition			392,000						**392,000**
Construction Management				495,000					**495,000**
Construction				3,296,000					**3,296,000**
Total Project Costs	**-**	**-**	**492,000**	**3,791,000**	**-**	**-**	**-**	**-**	**4,283,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Capital Projects Reserve				590,000					**590,000**
Street Fund			179,000	-					**179,000**
SWM Fund				225,000					**225,000**
TIB Grant (applied for)			313,000	2,976,000					**3,289,000**
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**-**	**492,000**	**3,791,000**	**-**	**-**	**-**	**-**	**4,283,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**South 156th Street at 4th Avenue South Pedestrian HAWK Signal**
Project Location:	South 156th Street at 4th Avenue South, near Highline High School.
Project Description:	This project will install a pedestrian actuated HAWK signal to replace the always-on crosswalk beacon.

		Funded	Unfunded
Total Project Cost:	**$ 285,000**	-	285,000

BARS Acct. No.:	318-19-595-64
PM Task Code:	318-0044
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project. A Ped-Bike Program Grant that does not have match requirements was applied for in 2016.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design and Engineering			40,000						**40,000**
R-O-W Acquisition				10,000					**10,000**
Construction Management				28,100					**28,100**
Construction				206,900					**206,900**
Total Project Costs	-	-	**40,000**	**245,000**	-	-	-	-	**285,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP									-
Ped-Bike Program Grant			40,000	245,000					**285,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**40,000**	**245,000**	-	-	-	-	**285,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**South/SW 160th Street Corridor Study**
Project Location:	South/SW 160th Street between 4th Avenue SW and Des Moines Memorial Drive.
Project Description:	This project analyzes traffic operations on the 160th Street corridor between 4th Avenue SW and Des Moines Memorial Drive focusing on the two closely spaced intersections at 1st Avenue South and the Ambaum Cutoff South. The study will identify changes to improve traffic operations and vehicle progression between the two intersections and the corridor.

			Funded	Unfunded
Total Project Cost:	**$**	**55,000**	55,000	-

BARS Acct. No.:	318-20-544-40
PM Task Code:	318-0045
TIP Project No.:	52
Comprehensive Plan:	Transportation Element-Goals 1,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs should remain at or near current levels.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning			55,000						**55,000**
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	**55,000**	-	-	-	-	-	**55,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP			55,000						**55,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**55,000**	-	-	-	-	-	**55,000**

2017-2022 Capital Improvement Program
Transportation CIP

Project Name:	**Staff Coordination of Transportation CIP Projects**
Project Location:	Citywide.
Project Description:	This project is for salary and benefit costs of Public Works staff to plan, coordinate, and manage Transportation Capital Improvement Projects.

			Funded	Unfunded
Total Project Cost:	**$**	**638,605**	638,605	-

BARS Acct. No.:	318-00
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	
Strategic Plan:	

Maintenance Costs:	Not applicable.
Change from prior CIP:	No change.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Staff Coordination	54,605	75,000	75,000	80,000	84,000	87,000	90,000	93,000	**638,605**
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	**54,605**	**75,000**	**75,000**	**80,000**	**84,000**	**87,000**	**90,000**	**93,000**	**638,605**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Transportation CIP	54,605	75,000	75,000	80,000	84,000	87,000	90,000	93,000	**638,605**
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**54,605**	**75,000**	**75,000**	**80,000**	**84,000**	**87,000**	**90,000**	**93,000**	**638,605**

Unfunded Transportation CIP Projects. These are very preliminary estimates.

1st Avenue South - Phase 4 (116th to 128th) **$11,400,000**
Reconstruct roadway to Principal Arterial standards, including pedestrian, stormwater detention and water quality facilities, center medians and left-turn lanes, signal improvements and interconnections, landscaping and irrigation, and driveway consolidation where feasible. Convert utilities from overhead to underground. Replace drainage system.

SW 136th Street (1st Ave S. to Ambaum Blvd SW) **9,980,000**
Reconstruct road to include storm drainage, bike lanes, parking, curb, gutter and sidewalks.

8th Avenue S. (S. 128th St. to S. 136th St.) **1,160,000**
Improve pedestrian access. Install sidewalk, curb and gutter, bike lanes, drainage, landscaping and illumination. Note: Consider phases along this corridor based on funding sources.

8th Avenue S. (S. 136th St. to Des Moines Memorial Drive (DMMD)) **16,800,000**
Reconstruct road to include curb, gutter, sidewalks, bicycle lanes, parking, drainage, landscaping, and illumination. Note: Consider phases along this corridor based on funding sources.

S. 152nd Street (1st Ave S. to 8th Ave S.) **1,260,000**
Construct sidewalks on both sides of street. Fill in gaps in intermittent sidewalk and ensure implementation of American with Disabilities Act (ADA) standards. Construct bicycle lanes on both sides of street. Connect to Highline High School.

S. 152nd Street (8th Ave S. to Des Moines Memorial Drive) **790,000**
Evaluate existing three intersections (8th Ave S/S 152nd St, DMMD/8th Ave S, and S 152nd St/DMMD) for comprehensive revisions to improve safety and general awkwardness; consider eliminating an intersection.

Ambaum Blvd SW Corridor Study (SW 116th St to 1st Ave S.) **60,000**
Study Ambaum corridor for safety, capacity, & non-motorized issues.

SR 518/Des Moines Memorial Drive Westbound On-Ramp **73,500,000**
Construct westbound on-ramp from SR 518 to DMMD. Note: Ensure design is consistent with the DMMD Corridor Management Plan.

Pedestrian and Bicycle Facilities (Citywide) **60,000**
Construct bicycle/pedestrian/shared use facilities in unopened rights of way that are not being used for, and not planned to be used for, vehicle access.

Pedestrian Access Near Schools Study (Citywide) **60,000**
Evaluate and prioritize pedestrian access needs near schools, giving consideration to parking and surface water impacts.

S. 132nd Trail Completion (10th Ave S to 12th Ave S.) **190,000**
Install a multi-use bike path on unopened right of way. Completes the physical connection for the 1st Ave S to DMMD neighborhood bikeway.

S. 132nd Trail Completion (1st Ave SW to 1st Ave S.) **730,000**
Install a multi-use bike path on unopened right of way. Install a pedestrian-actuated HAWK signal on 1st Ave South. Completes the physical connection for the 8th Ave SW to 1st Ave S neighborhood

SW 152nd St Downtown Sharrows (10th Ave SW to 1st Ave S.) **170,000**
Revise pavement markings to provide sharrow lanes and restripe parking for back-in angle parking.

Pedestrian Improvements for 21st Ave SW Mid-Block Crosswalk (SW 152nd St. to SW 154th St.) **80,000**
Install a Rectangular Rapid Flashing Beacon and bulb-outs to serve the existing mid-block crosswalk.

UNFUNDED PROJECTS TOTAL **$116,240,000**

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Surface Water Management (SWM) Capital Improvement Program
Table of Contents

Funded Projects:

Surface Water Management CIP Summary Sheet 4-48
8th Avenue South Sub-basin Retrofit Improvements..... 4-50
20th Avenue South Drainage Improvements (NEW) 4-51
Capacity Improvements at SW 158th Street and 4th Avenue SW 4-52
Cove Point Outfall Repair (NEW) 4-53
Hermes Outlet Improvements 4-54
King County Courthouse Stormwater Project..... 4-55
North East Redevelopment Area (NERA) Drainage Improvements 4-56
Residential Drainage Improvement Program (RDIP) 4-57
SW 152nd Street and 8th Avenue SW Drainage Improvements 4-58
SW 165th Street Drainage Improvements 4-59
Storm Drainage Master Plan (NEW) 4-60
Staff Coordination of SWM CIP Projects 4-61

2017 - 2022 Capital Improvement Program

SURFACE WATER MANAGEMENT

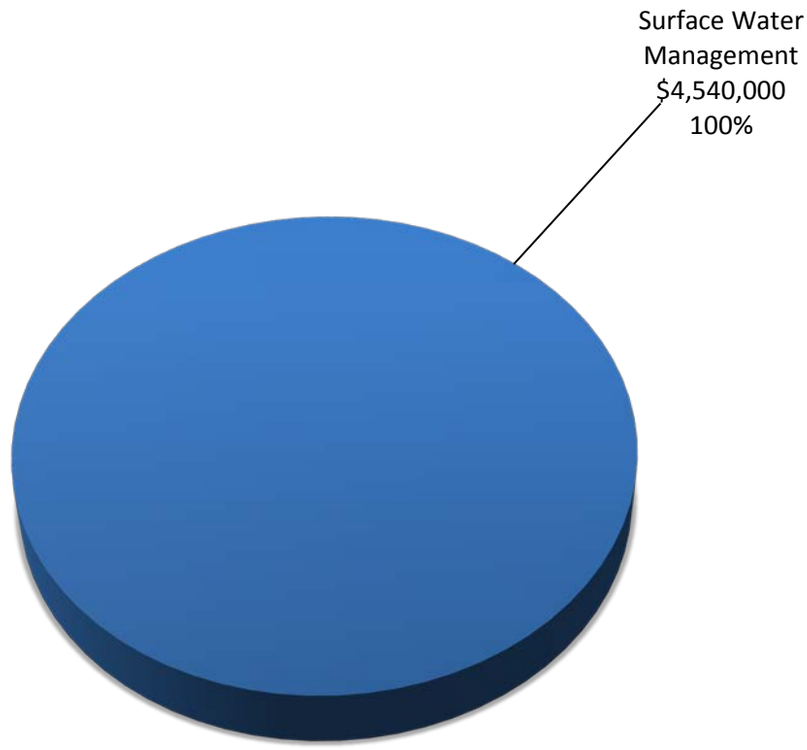
Total Project Expenditures

	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-year CIP
8th Ave S. Sub-basin Retrofit Improvements	$ 18,342	$ 2,182,503	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,200,845	$ -
20th Ave. S. Drainage Improvements (NEW)	-	-	150,000	550,000	-	-	-	-	700,000	700,000
Capacity Improvements at SW 158th Street and 4th Ave SW	194,291	470,709	-	-	-	-	-	-	665,000	-
Cove Point Outfall Repair (NEW)	-	-	100,000	-	-	-	-	-	100,000	100,000
Hermes Outlet Improvements	-	-	100,000	500,000	-	-	-	-	600,000	600,000
King County Courthouse Stormwater Project	-	-	80,000	-	-	-	-	-	80,000	80,000
NERA Drainage Improvements	5,782,945	14,516	-	-	-	-	-	-	5,797,461	-
Residential Drainage Imp. Program (RDIP)	102,459	210,000	300,000	300,000	300,000	300,000	300,000	300,000	2,112,459	1,800,000
SW 152nd Street and 8th Ave SW Drainage Improvements	104,703	110,297	300,000	-	-	-	-	-	515,000	300,000
SW 165th Street Drainage Improvements	5,497	94,503	510,000	-	-	-	-	-	610,000	510,000
Storm Drainage Master Plan (NEW)	-	-	-	150,000	-	-	-	-	150,000	150,000
Staff Coordination	13,430	50,000	50,000	50,000	50,000	50,000	50,000	50,000	363,430	300,000
Total Projects	**$ 6,221,667**	**$ 3,132,528**	**$ 1,590,000**	**$ 1,550,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 13,894,195**	**$ 4,540,000**

Total Project Resources

	Prior Years	2016	2017	2018	2019	2020	2021	2022	TOTAL PROJECT	2017-2022 Six-year CIP
Surface Water Management	$ 388,142	$ 1,326,238	$ 1,590,000	$ 1,550,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 6,254,380	$ 4,540,000
Street Fund	50,000	-	-	-	-	-	-	-	50,000	-
King County Parks Levy Funds	416,081	-	-	-	-	-	-	-	416,081	-
Grants	5,431,960	1,741,774	-	-	-	-	-	-	7,173,734	-
Total Projects	**$ 6,286,183**	**$ 3,068,012**	**$ 1,590,000**	**$ 1,550,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 13,894,195**	**$ 4,540,000**

2017 - 2022 Capital Improvement Program
Surface Water Management Funding Sources
$4.5 million



2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**8th Avenue South Sub-basin Retrofit Improvements**
Project Location:	8th Avenue S. between S. 146th Street and S. 152nd Street.
Project Description:	Reroute an existing storm drain trunk line that runs down 8th Avenue S. in the North East Redevelopment Area (NERA) and crosses a private parcel to a new pipe within the 8th Avenue Right-of-Way. Project includes constructing water quality and flow control for this basin, as well as the portion of NERA south of State Route 518 if deemed feasible.

		Funded	Unfunded
Total Project Cost:	**$ 2,200,845**	2,200,845	-

BARS Acct. No.:	319-07-595-40
PM Task Code:	319-0020
SDMP Project No.:	CIP #6
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	Project cost increased by $260,000 to reflect Port of Seattle contribution toward pipe relocation.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering	18,342	241,658							**260,000**
R-O-W Acquisition									-
Construction Mgmt		150,000							**150,000**
Construction		1,790,845							**1,790,845**
Total Project Costs	**18,342**	**2,182,503**	**-**	**-**	**-**	**-**	**-**	**-**	**2,200,845**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	18,342	466,871							**485,213**
State Dept. of Ecology Grant		1,455,632							**1,455,632**
Port of Seattle		260,000							**260,000**
									-
									-
									-
Total Funding Sources	**18,342**	**2,182,503**	**-**	**-**	**-**	**-**	**-**	**-**	**2,200,845**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**20th Avenue South Drainage Improvements (Between South 120th - 124th Streets)**
Project Location:	20th Avenue S. between S. 120th Street and S. 124th Street.
Project Description:	Replace the existing stormwater system along 20th Avenue S. between S. 120th Street and S. 124th Street. The project includes 1,300 linear feet of a new 12 inch stormwater pipe and eight new catch basins. Water quality and/or Low Impact Development (LID) elements may be included.

		Funded	Unfunded
Total Project Cost:	**$ 700,000**	700,000	-

BARS Acct. No.:	319-12-595-40
PM Task Code:	319-0022
SDMP Project No.:	CIP #3
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	New Project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering			150,000						**150,000**
R-O-W Acquisition									-
Construction Mgmt				80,000					**80,000**
Construction				470,000					**470,000**
Total Project Costs	-	-	**150,000**	**550,000**	-	-	-	-	**700,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management			150,000	550,000					**700,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**150,000**	**550,000**	-	-	-	-	**700,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Capacity Improvements at SW 158th Street at 4th Avenue SW (Lake Burien Creek Stabilization)**
Project Location:	SW 158th Street and 4th Avenue SW.
Project Description:	This project involves the investigation of existing downstream erosion. The project will install new and replaced conveyance as well as provide slope stabilization downstream of SW 158th Street.

		Funded	Unfunded
Total Project Cost:	**$ 665,000**	665,000	-

BARS Acct. No.:	319-03-595-40
PM Task Code:	319-0017
SDMP Project No.:	CIP #1
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	Project cost increased by $90,000 due to the need for redesign as a result of knowledge gained from geotechnical investigation. Additional funding was moved from Residential Drainage Improvement Program (RDIP) in 2016.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									**-**
Design & Engineering	193,926								**193,926**
R-O-W Acquisition									**-**
Construction Management		70,000							**70,000**
Construction	365	400,709							**401,074**
Total Project Costs	**194,291**	**470,709**	**-**	**-**	**-**	**-**	**-**	**-**	**665,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	194,291	470,709							**665,000**
									-
									-
									-
									-
									-
Total Funding Sources	**194,291**	**470,709**	**-**	**-**	**-**	**-**	**-**	**-**	**665,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Cove Point Outfall Repair**
Project Location:	SW Cove Point Road in Seahurst Park.
Project Description:	An existing stormwater outfall pipe from SW Cove Point Road is causing significant erosion to a steep slope within Seahurst Park. This project includes filling and stabilizing the area of erosion below the outfall. The site will be monitored post-project to assess ongoing stability of the repairs.

		Funded	Unfunded
Total Project Cost:	**$ 100,000**	100,000	-

BARS Acct. No.:	319-13-595-40
PM Task Code:	319-0023
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	New Project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering			25,000						**25,000**
R-O-W Acquisition									-
Construction Mgmt									-
Construction			75,000						**75,000**
Total Project Costs	-	-	**100,000**	-	-	-	-	-	**100,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management			100,000						**100,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**100,000**	-	-	-	-	-	**100,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Hermes Outlet Improvements**
Project Location:	Hermes Depression is located in the vicinity of SW 130th Street and 6th Avenue SW. The outlet flows from Hermes Depression east to 1st Avenue S. through several private
Project Description:	This project will design and construct a new conveyance for the outlet flows from Hermes Pond that will take significant flows out of private property and keep them in the right-of-way to reach 1st Avenue South. The project may also include Hermes Pond pump retrofits or replacements.

		Funded	Unfunded
Total Project Cost:	**$ 600,000**	600,000	-

BARS Acct. No.:	319-14-595-40
PM Task Code:	319-0024
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2,3
Strategic Plan:	2, 7

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	No change.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering			100,000						**100,000**
R-O-W Acquisition									-
Construction Management				80,000					**80,000**
Construction				420,000					**420,000**
Total Project Costs	-	-	**100,000**	**500,000**	-	-	-	-	**600,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management			100,000	500,000					**600,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**100,000**	**500,000**	-	-	-	-	**600,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**King County Courthouse Stormwater Retrofit**
Project Location:	601 SW 149th Street (King County District Court).
Project Description:	King County will be managing this Low Impact Development retrofit project at the King County District Court property including a portion of City drainage from SW 148th Street.

		Funded	Unfunded
Total Project Cost:	**$ 80,000**	80,000	-

BARS Acct. No.:	319-08-595-40
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	Project cost was increased by $20,000 and moved from 2015 to 2017. Costs shown are City's share.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction			80,000						**80,000**
Total Project Costs	-	-	**80,000**	-	-	-	-	-	**80,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management			80,000						**80,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	-	**80,000**	-	-	-	-	-	**80,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**North East Redevelopment Area (NERA) Drainage Improvement Project**
Project Location:	The North East Redevelopment Area (NERA) is bounded by S. 138th Street on the north, 8th Avenue S. on the west, and Des Moines Memorial Drive S. on the south/east.
Project Description:	This project constitutes a portion of a larger $23 million project to implement the City's North East Redevelopment Area (NERA)/Miller Creek enhancements and storm water facilities. This sustainable redevelopment project focuses on the use of low impact development and integrates it with the construction of stormwater detention and treatment facilities discharging to Miller Creek. It also includes construction of a trail along Miller Creek, funded by the King County Parks Levy.

		Funded	Unfunded
Total Project Cost:	**$ 5,797,461**	5,797,461	-

BARS Acct. No.:	319-05-595-40
PM Task Code:	319-0011
SDMP Project No.:	Study #2
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	

Maintenance Costs:	Maintenance costs will be approximately $1,000 annually starting in 2015.
Change from prior CIP:	Project costs and revenue sources were refined.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering	1,391,592								**1,391,592**
R-O-W Acquisition									-
Construction Management									-
Construction	4,391,353	14,516							**4,405,869**
Total Project Costs	**5,782,945**	**14,516**	**-**	**-**	**-**	**-**	**-**	**-**	**5,797,461**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management									-
State Dept. of Ecology Grant	999,980								**999,980**
State Dept. of Commerce Grant	3,450,000								**3,450,000**
Port of Seattle	931,400								**931,400**
Parks Levy Funding*	416,081								**416,081**
									-
Total Funding Sources	**5,797,461**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**5,797,461**

*The 2008-2013 Parks Levy funding of $416,081 was collected in prior years.

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Residential Drainage Improvement Program (RDIP)**
Project Location:	Citywide.
Project Description:	Numerous gaps exist in Burien's drainage and surface water management facilities, resulting in problems that impact residential property. This project provides for smaller additions to or rehabilitation/replacement of the city's drainage systems. For 2017, planned projects include minor storm system rehabilitation and replacements throughout the City.

		Funded	Unfunded
Total Project Cost:	**$ 2,112,459**	2,112,459	-

BARS Acct. No.:	319-01-595-40
PM Task Code:	319-0004
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goal 2
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs vary with each project.
Change from prior CIP:	In 2016, $90,000 was moved to the Capacity Improvements at SW 158th Street at 4th Avenue SW (Lake Burien Creek Stabilization) project.

Project Costs	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering	3,240								**3,240**
R-O-W Acquisition									-
Construction Management									-
Construction	99,219	210,000	300,000	300,000	300,000	300,000	300,000	300,000	**2,109,219**
Total Project Costs	**102,459**	**210,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**2,112,459**

Funding Sources	**Total Prior Year**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	75,737	210,000	300,000	300,000	300,000	300,000	300,000	300,000	**2,085,737**
Department of Ecology Grant	26,722								**26,722**
									-
									-
									-
									-
Total Funding Sources	**102,459**	**210,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**2,112,459**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**SW 152nd Street and 8th Avenue SW Drainage Improvements**
Project Location:	SW 152nd Street and 8th Avenue SW.
Project Description:	Provide capacity improvements to the city's stormwater system in the vicinity of SW 152nd Street and 8th Avenue SW. Phase 1 in 2013-2014 mitigated a flooding problem on private property caused by the City's capacity issues. Phase 2 in 2017 will resolve long-term capacity issues.

		Funded	Unfunded
Total Project Cost:	**$ 515,000**	515,000	-

BARS Acct. No.:	319-04-595-40
PM Task Code:	319-0019
SDMP Project No.:	CIP #6
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	2, 7

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	Project cost decreased by $230,000. Grant resource was added and construction moved to

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									-
Design & Engineering	104,703	110,297							**215,000**
R-O-W Acquisition									-
Construction Mgmt			50,000						**50,000**
Construction			250,000						**250,000**
Total Project Costs	**104,703**	**110,297**	**300,000**	**-**	**-**	**-**	**-**	**-**	**515,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	80,845	84,155	300,000						**465,000**
King Cty Flood Control Grant	23,858	26,142							**50,000**
									-
									-
									-
									-
Total Funding Sources	**104,703**	**110,297**	**300,000**	**-**	**-**	**-**	**-**	**-**	**515,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**SW 165th Street Drainage Improvements**
Project Location:	SW 165th Street between 16th Avenue SW and 19th Avenue SW.
Project Description:	This project provides for storm conveyance and road regrading to eliminate road ponding during heavy rain. Water quality and/or low impact development (LID) elements may be included as well.

		Funded	Unfunded
Total Project Cost:	**$ 610,000**	610,000	-

BARS Acct. No.:	319-06-595-40
PM Task Code:	319-0021
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

Maintenance Costs:	Maintenance costs should remain near current levels.
Change from prior CIP:	Project construction cost increased by $139,500 and was moved to 2017. Revenue sources were revised to remove grant funding as it was not awarded.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning									**-**
Design & Engineering	5,497	94,503							**100,000**
R-O-W Acquisition									**-**
Construction Management			60,000						**60,000**
Construction			450,000						**450,000**
Total Project Costs	**5,497**	**94,503**	**510,000**	**-**	**-**	**-**	**-**	**-**	**610,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	5,497	44,503	510,000						**560,000**
Street Fund (2015)	50,000								**50,000**
									-
									-
									-
									-
Total Funding Sources	**55,497**	**44,503**	**510,000**	**-**	**-**	**-**	**-**	**-**	**610,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Storm Drainage Master Plan Update**
Project Location:	City-wide.
Project Description:	The Storm Drainage Master Plan will be updated to include elements required in the current National Pollutant Discharge Elimination System (NPDES) Phase II Permit.

		Funded	Unfunded
Total Project Cost:	**$ 150,000**	150,000	-

BARS Acct. No.:	319-
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7

Maintenance Costs:	Not applicable.
Change from prior CIP:	New project.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Planning				150,000					**150,000**
Design & Engineering									**-**
R-O-W Acquisition									**-**
Construction Mgmt									**-**
Construction									**-**
Total Project Costs	**-**	**-**	**-**	**150,000**	**-**	**-**	**-**	**-**	**150,000**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management				150,000					**150,000**
									-
									-
									-
									-
									-
Total Funding Sources	**-**	**-**	**-**	**150,000**	**-**	**-**	**-**	**-**	**150,000**

2017 - 2022 Capital Improvement Program
Surface Water Management

Project Name:	**Staff Coordination of Surface Water Management (SWM) CIP Projects**
Project Location:	Citywide.
Project Description:	This project is for salary and benefit costs of Public Works staff to plan, coordinate, and manage Surface Water Management Capital Improvement Projects (CIP).

		Funded	Unfunded
Total Project Cost:	**$ 363,430**	363,430	-

BARS Acct. No.:	319-00
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	
Strategic Plan:	

Maintenance Costs:	Not applicable.
Change from prior CIP:	Annual project cost was changed to $50,000.

Project Costs	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Staff Coordination	13,430	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**363,430**
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**13,430**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**363,430**

Funding Sources	**Total Prior Years**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**Total Project**
Surface Water Management	13,430	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**363,430**
									-
									-
									-
									-
									-
Total Funding Sources	13,430	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**363,430**

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APPENDIX

Financial Policies 5-2
Salary Schedule 5-13
Position History 5-14
Community Support Schedules 5-16
City Statistics 5-18
Principal Property Taxpayers/Major Employers 5-19
Census Comparisons 5-20
Glossary of Terms 5-21
List of Acronyms and Abbreviations 5-26

CITY OF BURIEN
FINANCIAL POLICIES

The City's Financial Policies are intended to serve as a Council-approved set of values and expectations for Council Members, City staff, citizens, and other interested parties who may do business with the City. The use of the term "City" refers to all City officials and staff who are responsible for the activities to carry out these policies. The policies describe expectations for financial planning, budgeting, accounting, reporting, and other management practices. They have been prepared to assure prudent financial management and responsible stewardship of the City's financial and physical resources.

A. City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund* is the general operating fund of the City. It accounts for all financial resources and transactions except those required to be accounted for in another fund.

2. The *Street Fund* is required by state law to account for dedicated state-shared gas tax revenue. The City's business license fee revenue, solid waste franchise fees and solid waste utility taxes are also deposited in this fund. Monies in the Street Fund are used for street maintenance and transportation capital projects.

3. The *Surface Water Management Fund* accounts for the maintenance and capital improvements to the City's storm and surface water drainage system. Revenues come from fees collected from residential and commercial property owners.

RESERVE FUNDS

1. The *Equipment Replacement Reserve Fund* provides monies for the orderly replacement of City assets with a value over $5,000 and with an estimated service life of three or more years. All monies come from the City's Operating Funds (General, Street, and Surface Water Management).

2. The *Public Works Reserve Fund* is utilized for debt service or to accumulate monies for future Capital Improvement Program projects. Funding sources include the Real Estate Excise Tax (REET), Park Mitigation Fees, and transfers from the General Fund.

3. The *Capital Project Reserve* was established to accumulate monies from the City's annual property tax levy for future Capital Improvement Program projects.

4. The *Art in Public Places Fund* accounts for contributions, donations and commissions on sales of art displayed in public places along with 1% of construction contracts for City owned buildings, transit centers and parks.

5. The *Local Improvement District (LID) Guaranty Fund* is required by State law to maintain a balance of not less than 10% of the City's outstanding LID assessments. All monies in the Fund come from the Street Fund; any monies in excess of the needs of the LID Guaranty Fund are returned to the Street Fund.

DEBT SERVICE FUND

1. The City maintains a single *Debt Service Fund* to account for the resources necessary to pay principal and interest when due on the City's outstanding General Obligation Bonds, Local Improvement District Bonds, and Public Works Trust Fund Loans.

CAPITAL IMPROVEMENT PROGRAM FUNDS

Three Capital Improvement Program Funds have been established to account for the revenues and expenditures associated with the following Capital Improvement Program project areas:

1. Parks and General Government;
2. Transportation; and
3. Surface Water Management.

B. Resource Planning

1. To assure stability and continuity in City services, the City will prepare and update on a biennial basis a six-year Financial Forecast for all City Operating and Reserve Funds. This biennial planning process will enable citizens, staff, advisory committees, and the City Council to discuss current and future programs, service levels, and capital facility needs.

2. The relationship between the Operating and Capital Budgets will be incorporated into the Financial Forecasts and Budgets. Maintenance and operating costs associated with new Capital Improvement Program projects shall be disclosed in the Capital Budget when projects are being considered and included in the Operating Budget when the projects are complete.

3. The City Manager shall develop on a biennial basis a Financial Planning calendar that will provide for the timely update of the six-year Financial Forecasts for all City Operating and Reserve Funds along with the biennial process to develop, review, and adopt the City's Operating and Capital Budgets.

4. The City's Operating and Capital Budgets will implement City Council adopted goals and policies, long-range plans, and service choices for the community. To the extent financially feasible, the City Manager shall develop a proposed budget that implements the adopted Strategic Plan. The City Council shall use the adopted Strategic Plan and other applicable policies and plans to inform and guide their review and adoption of the biennial budget.

5. The City will use "prudent revenue and expenditure assumptions" in the development of the six-year Financial Forecasts, and Operating and Capital Budgets. Revenue and expenditure estimates shall be conservative to generally produce variances from budget estimates in the 3% to 5% range for overall fund revenues and 3% to 5% range for overall fund expenditures.

6. One-time resources shall be identified and shall be used to support one-time expenditures. Ongoing expenditure programs shall only be supported by ongoing resources.

7. Where estimated expenditures and fund balances exceed estimated resources for any Financial Forecast, potential options to bring the six-year Financial Forecasts into balance shall be included as an integral part of the Budget process.

8. To address anticipated the budget implications associated with the loss of the Annexation Sales Tax Credit revenue in the 2019-2020 biennial budget, the city should consider the following options:

   A. Take steps as feasible to limit annual expenditure increases for contract services to the lesser of 2% per year or the annual inflation index listed in Policy J.4.

   B. Direct 100% of the Property Tax revenue to the General Fund (instead of 90%).

   C. Identify and adopt new revenue sources.

C. Fund Balance and Reserve Levels

Budgeted fund balances shall be established at a minimum of 20% of budgeted recurring revenue for the General Fund and 5% of budgeted recurring revenues for the Street and Surface Water Management Funds. The City hereby establishes and will maintain reservations of Fund Balance, as defined in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy shall only apply to the City's governmental funds. Fund Balance shall be composed of the following five categories:

1. Non-Spendable Fund Balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the principal of an endowment fund).

2. Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use). Restrictions may only be changed or lifted with the consent of the resource providers.

3. Committed Fund Balance – Amounts that can be used only for the specific purposes determined by formal action of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.

4. Assigned Fund Balance – Amounts the City intends to use for a specific purpose.

5. Unassigned Fund Balance – The residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are the portion of fund balance that is not obligated or specifically designated and is available for any purpose.

The Finance Director shall have the authority to assign amounts of fund balance to a specific purpose; however, before expenditure, amounts must be appropriated by the City Council.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for purposes for which amounts in any of unrestricted fund balance classifications can be used, committed amounts shall be reduced first, followed by assigned amounts and then unassigned amounts.

The General Fund includes a $2 million dollar Capital Partnership Reserve. With the adoption of the 2017-18 Biennial Budget, the reserve is increased by $1 million for a total of $3 million. This reserve is in the General Fund and will be leveraged to partner with other agencies on shared capital facilities. Also with the adoption of the 2017-18 Biennial Budget, $1 million is set aside to establish a Capital Equipment Reserve to purchase furnishing and/or equipment for new City facilities. The funds are available for appropriation if the first criteria is met and one or more of the following criteria is also met.

1. Partnership with a public or private entity.
2. The project or the need is identified in an adopted plan or the adopted budget.
3. The estimated cost of the project is a minimum of $1 million and Burien's share is at least $500,000.
4. The project can be accomplished better and/or faster with a partnership.

D. Resource Allocation

The City Council has established the following allocations for designated revenues:

1. Not less than 1.25% of annual General Fund expenditures will be for Human Services programs. Form a committee of Council and staff to examine the needs for and improve the allocation of human services funding prior to 2019-2020 allocation.

2. A minimum of 40% and a maximum of 50% of Business and Occupation Tax Revenues are dedicated to expanded Economic Development programs and activities.

E. Accounting, Budget, and Financial Practice Policies

1. The City will maintain an accounting and financial reporting system that fully meets professional standards, state accounting requirements, and standards used by debt rating agencies.

2. Financial procedures shall be developed to assure appropriate controls are in place to protect City assets and to provide for the development of timely financial reporting.

3. Procurement policies and procedures shall be developed and periodically updated as needed to meet legal requirements and assure effective and competitive purchasing practices.

4. The City will strive to maintain at least an "A1" bond rating from Moody's Investor Services.

5. The Finance Director shall provide to the City Council not less than quarterly a Financial Status Report for all City Funds. This Report will include comparisons of actual revenue and expenditure performance to the respective Budget estimates. Where revenue collections are, or are anticipated to be significantly less than Budget estimates, and/or, where expenditures are, or are anticipated to be significantly greater than Budget estimates, the Finance Director shall include recommendations for possible adjustments or actions.

6. In accordance with state law, the City Manager is authorized to transfer budgeted amounts within any fund; however, any revisions that alter the total expenditure authority (appropriation) of a fund, that increase the total number of authorized employee positions, or that increase any salary range within the pay classification system in the budget by more than 5% must be approved by the City Council.

7. City checks for the payment of claims may be issued prior to the City Council's review and approval of such claims, provided that the City Manager and/or Finance Director have put in place the provisions of RCW 42.24.180 which include the following:

a. The Auditing Officer and individuals designated to sign checks shall have in place an official bond for the faithful discharge of his or her duties in an amount equal to or exceeding $50,000;

b. The City Manager shall adopt contracting, hiring, purchasing and disbursing policies that implement effective internal controls;

c. The City Council shall provide for its review of the documentation supporting claims paid and for City Council approval of all checks issued for payment of claims at a Council meeting within one month of issuance of the checks; and

d. The City Council shall require that if, upon its review, it disapproves some claims, the Finance Director and individuals designated to sign checks shall jointly establish the disapproved claims as receivables of the City and pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims.

F. Revenue Policies

1. To minimize the impact of cyclical economic downturns on General Fund revenues and services, the City will attempt to diversify its economic base.

2. Where the City has authority to establish and change fees and charges, all such fees and charges (except for the Surface Water Management fee) shall be adjusted annually for inflation, based on the change in the Seattle-Tacoma-Bremerton Consumer Price Index - All Urban Consumers for all items for the twelve month period ending June 30, or other applicable index or measure. The Surface Water Management fee shall be adjusted annually for inflation based on the change in the Engineering News Record Construction Cost Index (CCI) for Seattle. This index shall be measured by the percent change between the most recent June index as compared to the prior June index.

3. The City will establish cost recovery policies for fee supported services which consider the relative public/private benefits received from the services being provided and/or the desirability of providing access to services for specialized populations. These policies will determine the percentage of full service costs to be recovered through fees. The level of cost recovery may be adjusted to ensure that rates are current, equitable, and competitive and cover that percentage of the total cost deemed appropriate. Staff shall submit periodic financial reports to the Council on the progress in meeting the policies.

4. Grant revenue will be included in the City's Financial Forecasts and Budgets when it is probable the City will receive the grant award.

5. As a general guideline, property taxes levied for general government operations will be at least 1% more than levied in the prior year plus the amount received as a result of new

construction. Effective with the 2012 Property Tax Levy, 90% of the Property Taxes will be allocated to the General Fund and 10% will be allocated to the Capital Projects Reserve Fund. (Note, see Section B.8. above)

G. Capital Improvement Program Policies

1. The City will plan for capital improvements over a multi-year period. The Capital Improvement Program will directly relate to the City's long-range plans and policies. When capital improvements are being planned, maintenance & operating costs will be estimated and identified within the City's Financial Forecasts. When the capital projects are complete, monies will be included in the City's Operating Budget to provide for maintenance and operating costs.

2. To plan for replacement of the City's physical assets, the City shall maintain a current inventory of all of the City assets, their condition, and estimated replacement costs. The City shall maintain an Equipment Replacement Reserve Fund consisting of cash reserves set aside each year to provide for the timely and orderly replacement of assets. The Equipment Replacement Reserve Fund shall be included in the update of the City's Financial Forecasts.

3. The City will maintain an "Art in Public Places Fund" for the purpose of providing funds for art in capital improvement projects funded wholly or in part by the City of Burien for construction or remodeling of government owned public buildings, transit centers and parks.

4. A capital project is defined as a project of a nonrecurring nature with a cost of $25,000 or more and estimated service life of at least 10 years including major renovations of existing facilities. Routine maintenance of existing facilities, however, should not be included in capital requests.

5. The Adopted Capital Facilities Element of the Burien Comprehensive Plan provides guidance regarding the development of the City's Capital Improvement Program.

6. For each Fund included in the Capital Improvement Program (Parks and General Government, Transportation, and Surface Water Management), funding sources will be identified so that it will be clear what local funds, grant funds, and other revenue sources are supporting each program.

7. The City will use Community Development Block Grant capital funds for eligible capital projects that are included in the City's adopted Capital Improvement Program. The funds will only be spent on eligible projects that benefit low and moderate income individuals as defined in the Community Development Block Grant regulations.

8. To help improve competitiveness for capital project construction grants and loans, the City should identify and budget resources for project design and matching funds. Potential sources may include water and sewer district franchise fees or utility taxes, and new or updated impact fees for streets and parks to be imposed on new development.

H. Debt Policies

1. When evaluating the use of councilmanic debt and the associated debt service obligations, a financial feasibility analysis will be performed including the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles.

2. Voted and councilmanic debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating.

3. The City will establish appropriate procedures to assure compliance with its bond covenants and all other applicable federal, state, and local laws, policies or regulations.

4. Debt may be used on a limited basis for specific short-term cash flow needs. Debt will not be used to fund long-term revenue shortages. For major capital projects with long-term useful lives (normally 20 years or more) and where costs exceed short-term cash flows, debt may be used provided there is sufficient discretionary revenue within the Financial Forecasts Plan to service the debt without disrupting the City's existing service delivery programs.

I. Investment Policies

1. The City will follow state law and the following criteria in priority order when investing City monies:

   a. Preserve capital through prudent financial investments;

   b. Maintain sufficient liquidity so that monies are available when needed;

   c. Achieve the best available rate of return.
   d. Manage the investment yields of bond proceeds to avoid the potential for payment of rebates;

   e. Ensure that investment instruments acquired with bond proceeds are purchased at fair market value; and

2. The City will provide the appropriate accounting and reporting for any private donations or monies held in trust by the City.

J. Financial Management and Organizational Review Policies

1. The City Manager will periodically review the City's organizational structure to assure that it is responsive to current conditions; and to eliminate service duplication within the organization and with other local government jurisdictions. Periodic performance audits may be used to assess organizational costs and effectiveness. Periodic budget reviews shall be made to examine departmental and/or program line-item costs. The City Manager has the authority to revise the organizational structure to improve performance and address opportunities, within the adopted budget.

2. The City Manager will periodically evaluate the City's administrative and direct service delivery systems to determine whether a service should be provided by the City, by agreement with a qualified and competitively priced private or public contractor, or eliminated due to changes in community needs and expectations.

3. The City Council will adopt, through the biennial Budget, service levels, a work program, and performance standards that reflect City revenues, community expectations and legal requirements. The City is committed to examining how it provides services so that service levels and performance standards are met or exceeded at the least cost to the public.

4. The City's compensation structure (salaries and benefits) will be reviewed at least every three years. The City's compensation structure shall be competitive with that of comparable public sector employers in the relevant recruiting or market area; however, no adjustments shall be made if it is determined the City does not have the ability to pay. The criteria for reviewing employee salaries and benefits will also include internal comparability for similar jobs. If relevant private sector comparisons are available, they will be considered. Annual cost of living adjustments will be based on 100% of the change in the Seattle-Tacoma-Bremerton Urban Wage Earners and Clerical Workers Consumer Price Index for all items the twelve-month period ending June 30, or other applicable index or measure, rounded to the nearest one-tenth percent.

5. The City will, within available resources, maintain the productivity of staff through a supportive working environment, which includes appropriate equipment, supplies, materials, and professional staff development.
6. The City will evaluate its use of intergovernmental service contracts to prevent duplication of services and to assure an effective and efficient service delivery system to the community.

7. The City adopts biennial budgets at the start of every odd-numbered year. The biennial budget provides a two-year expenditure appropriation with side-by-side one-year budget displays. To avoid overspending the two-year appropriation too quickly, departments are held to single-year budgets and are generally not able to commit funds from the second year of the biennium before it begins. The City Manager may approve the carryover of

unspent funds from the first year to the second year if it is determined that a program and/or project was not complete at the end of the year and funds are available.

K. Contract Approval Authority

The approval authority for execution of City contracts is as follows:

1. The City Manager will have authority to sign contracts up to $25,000.

2. The City Manager will have authority to sign contracts over $25,000 for equipment, goods, and services that are included in the Adopted Budget. The City Manager shall provide a report of such contracts signed as part of the quarterly financial report.

3. Contracts that exceed Adopted Budget spending authority must be placed on the Council agenda for discussion and approval.

4. Contracts over $25,000 for initiatives not included in the Adopted Budget must be placed on the Council agenda for discussion and approval.

5. All capital projects in which there is a material change in scope must be placed on the Council agenda for discussion and approval.

L. Debt Collection

1. The Finance Director shall establish and maintain policies and procedures relating to the collection of debt.

2. The Finance Director shall establish policies and procedures governing the assignment or other referral of delinquent accounts or debt to a collection agency that has entered into a contract with the City for that purpose.

3. In certain cases, amounts which are due any City department, from an individual or a corporate debtor may remain unpaid for long periods of time. After the Finance Director and the City Manager have determined that there is no cost effective means of collecting the debt, the debt may be cancelled, written off, or reduced.

4. Amounts due to the City which are $1,000 or less, after reasonable efforts for collection and or settlement have been made, may be written off upon approval of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.

5. Amounts due to the City between $1,001 and $5,000 due to the City, after reasonable efforts for collection and or settlement have been made, may be written off by the City Manager upon the recommendation of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.

6. Amounts due to the City greater than $5,000, after reasonable efforts for collection and or settlement have been made, will be presented to the City Council for approval to be written off.

City of Burien 2017 Salary Schedule						
Grade	Title	1	2	3	4	5
570	Accountant	5,215	5,476	5,750	6,038	6,340
490	Accounting Assistant	4,280	4,494	4,719	4,955	5,203
780	Administrative Services Manager	8,757	9,195	9,655	10,138	10,645
790	Assistant Public Works Director	8,976	9,425	9,896	10,391	10,911
730	Building Official	7,741	8,128	8,534	8,961	9,409
860	City Attorney	10,671	11,205	11,765	12,353	12,971
640	City Clerk	6,199	6,509	6,834	7,176	7,535
660	Civil Engineer - Journey Level	6,512	6,838	7,180	7,539	7,916
680	Civil Engineer II	6,843	7,185	7,544	7,921	8,317
570	Code Compliance Officer	5,215	5,476	5,750	6,038	6,340
590	Combination Building Inspector/Plans Examiner	5,479	5,753	6,041	6,343	6,660
650	Communications Officer	6,353	6,671	7,005	7,355	7,723
860	Community Development Director	10,671	11,205	11,765	12,353	12,971
560	Community Environmental Education Specialist	5,089	5,343	5,610	5,890	6,185
570	Contract Management Analyst	5,215	5,476	5,750	6,038	6,340
570	Cultural Arts Supervisor	5,215	5,476	5,750	6,038	6,340
210	Custodian	2,145	2,252	2,365	2,483	2,607
490	Department Assistant	4,280	4,494	4,719	4,955	5,203
780	Economic Development Manager	8,757	9,195	9,655	10,138	10,645
610	Economic Development Specialist	5,757	6,045	6,347	6,664	6,997
590	Electrical Inspector	5,479	5,753	6,041	6,343	6,660
570	Executive Assistant	5,215	5,476	5,750	6,038	6,340
220	Facility Attendant	2,199	2,309	2,424	2,545	2,672
860	Finance Director	10,671	11,205	11,765	12,353	12,971
740	Finance Manager	7,934	8,331	8,748	9,185	9,644
410	Front Desk Assistant	3,513	3,689	3,873	4,067	4,270
540	GIS Analyst I	4,844	5,086	5,340	5,607	5,887
520	Human Resources Technician	4,610	4,840	5,082	5,336	5,603
570	Information Services Technician	5,215	5,476	5,750	6,038	6,340
740	Information Systems Manager	7,934	8,331	8,748	9,185	9,644
560	Management Analyst	5,089	5,343	5,610	5,890	6,185
260	Management Intern	2,427	2,548	2,675	2,809	2,949
530	Paralegal	4,726	4,962	5,210	5,470	5,743
490	Park & Facility Maintenance Worker	4,280	4,494	4,719	4,955	5,203
410	Parking Compliance Officer	3,513	3,689	3,873	4,067	4,270
570	Parks & Facilities Maintenance Supervisor	5,215	5,476	5,750	6,038	6,340
640	Parks Project Manager	6,199	6,509	6,834	7,176	7,535
860	Parks, Rec, and Cultural Services Director	10,671	11,205	11,765	12,353	12,971
510	Permit Technician	4,497	4,722	4,958	5,206	5,466
590	Planner	5,479	5,753	6,041	6,343	6,660
860	Public Works Director	10,671	11,205	11,765	12,353	12,971
300	PW Maintenance Assistant	2,677	2,811	2,952	3,100	3,255
450	PW Maintenance Worker I	3,877	4,071	4,275	4,489	4,713
490	PW Maintenance Worker II	4,280	4,494	4,719	4,955	5,203
550	PW Maintenance Worker III	4,964	5,212	5,473	5,747	6,034
550	Recreation Coordinator	4,964	5,212	5,473	5,747	6,034
130	Recreation Leader I	1,760	1,848	1,940	2,037	2,139
190	Recreation Leader II	2,041	2,143	2,250	2,363	2,481
260	Recreation Leader III	2,427	2,548	2,675	2,809	2,949
680	Recreation Manager	6,843	7,185	7,544	7,921	8,317
570	Recreation Supervisor	5,215	5,476	5,750	6,038	6,340
560	Right of Way Inspector	5,089	5,343	5,610	5,890	6,185
640	Senior Financial Analyst	6,199	6,509	6,834	7,176	7,535
640	Senior Planner	6,199	6,509	6,834	7,176	7,535
560	Stormwater Inspector	5,089	5,343	5,610	5,890	6,185
670	Street & Stormwater Maintenance Manager	6,676	7,010	7,360	7,728	8,114
450	Teen Programmer	3,877	4,071	4,275	4,489	4,713

City of Burien
Position History

Full-Time Equivalent (FTE) Positions	2014 Authorized FTE	2015 Authorized FTE	2016 Authorized FTE	2017 Adopted FTE	2018 Adopted FTE
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	0.00	0.00	0.00
Administrative Services Manager	0.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	3.00	3.00	3.00	3.00	3.00
Civil Engineer Journey Level	1.00	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00
Code Specialist	1.00	1.00	0.00	0.00	0.00
Combination Building Inspector	2.00	2.00	2.00	2.00	2.00
Communications Officer	0.00	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00	1.00
Community Environmental Education Specialist	0.00	0.00	1.00	1.00	1.00
Computer Support Technician	1.00	1.00	1.00	0.00	0.00
Contract Management Analyst	0.70	0.70	0.70	0.70	0.70
Department Assistant	5.23	5.23	5.23	5.23	5.23
Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	0.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00
Finance Manager	0.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	0.00	0.00	0.00	0.00
Front Desk Assistant	0.75	0.75	2.08	2.58	2.58
GIS Analyst I	0.00	0.00	0.00	1.00	1.00
Human Resources Manager	1.00	0.00	0.00	0.00	0.00
Human Resources Technician	0.00	0.00	0.00	0.60	0.60
Information Systems Manager	0.00	0.00	0.00	1.00	1.00
Information Services Technician	0.00	0.00	0.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00
Parks & Facility Maintenance Worker	1.00	1.00	1.75	2.00	2.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Parks Operations Manager	1.00	1.00	0.00	0.00	0.00
Parks Project Manager	0.00	0.00	1.00	1.00	1.00
Parks, Recreation & Cultural Services Director	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	2.00	2.00	2.00
Planner	2.80	2.80	3.00	3.00	3.00
Public Information Officer	0.55	0.00	0.00	0.00	0.00

Full-Time Equivalent (FTE) Positions continued	2014 Authorized FTE	2015 Authorized FTE	2016 Authorized FTE	2017 Adopted FTE	2018 Adopted FTE
Public Works Director	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker I	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker II	6.00	6.00	6.00	7.00	7.00
PW Maintenance Worker III	3.00	3.00	3.00	3.00	3.00
Recreation Coordinator	0.00	0.00	0.00	3.75	3.75
Recreation Leader III	0.93	1.00	0.00	0.00	0.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Specialist	3.55	3.55	3.55	0.00	0.00
Recreation Supervisor	2.75	2.75	1.75	1.75	1.75
Right of Way Inspector	1.00	1.00	1.00	1.00	1.00
Secretary/Receptionist	0.88	0.88	0.00	0.00	0.00
Senior Accountant	1.00	0.00	0.00	0.00	0.00
Senior Financial Analyst	0.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	2.00	2.00
Stormwater Inspector	1.00	1.00	1.00	1.00	1.00
Street & Stormwater Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Systems & GIS Administrator	1.00	1.00	1.00	0.00	0.00
Teen Programmer	0.00	0.00	1.00	1.00	1.00
TOTAL REGULAR FTE	**66.13**	**67.65**	**69.05**	**73.60**	**73.60**

Intermittent & Temporary Positions	2014 Authorized FTE	2015 Authorized FTE	2016 Authorized FTE	2017 Adopted FTE	2018 Adopted FTE
Custodian	0.45	0.45	0.45	0.45	0.45
GIS Tech	0.28	0.50	0.50	0.00	0.00
Maintenance Assistant - Street	3.50	3.50	3.50	3.00	3.00
Maintenance Assistant - SWM	2.00	2.00	2.00	2.00	2.00
Management Intern	0.43	1.00	1.00	1.00	1.00
Parking Compliance Officer	0.30	0.30	0.30	0.30	0.30
Parks & Recreation Intermittent Staff	6.02	6.40	6.80	9.14	9.14
Scanner	0.50	0.50	0.00	0.00	0.00
TOTAL INTERMITTENT & TEMPORARY	**13.48**	**14.65**	**14.55**	**15.89**	**15.89**

TOTAL AUTHORIZED STAFFING	**79.61**	**82.30**	**83.60**	**89.49**	**89.49**

2017-2018 Human Services Final Funding Awards

	Agency Name	Program Description	2017-18 Annual Award	2015-16 Annual Award
1	Auburn Youth Resources	Street Outreach to Homeless Youth	**10,000**	13,000
2	Catholic Community Services of King County	Emergency Assistance Program	**14,000**	13,500
3	Child Care Resources	Child Care Consumer Education and Provider Quality Improvement	**5,000**	5,000
4	Children's Therapy Center	Special Needs Program	**6,400**	6,000
5	Crisis Clinic	King County 211	**9,000**	8,500
6	Crisis Clinic	Teen Link	**2,000**	1,000
7	Domestic Abuse Women's Network	Domestic Violence Community Advocacy Program (CAP)	**3,500**	2,500
8	Domestic Abuse Women's Network	Housing/Confidential Shelter	**8,000**	8,000
9	HealthPoint	Primary Dental Care	**5,000**	-
10	HealthPoint	Primary Medical Care	**10,000**	10,000
11	Highline Area Food Bank	Food Bank	**18,000**	13,500
12	Hospitality House	Women's Homeless Shelter	**15,000**	12,500
13	King County Sexual Assault Resource Center	Comprehensive Sexual Assault Services	**7,800**	7,500
14	Matt Griffin YMCA - Youth Programs	School Age Childcare at Seahurst Elementary School	**12,000**	12,000
15	Multi-Service Center	Shelter & Transitional Housing	**4,500**	4,500
16	Navos	Employment Services	**8,000**	8,000
17	Navos	Infant and Early Childhood Mental Health Program	**21,000**	-
18	Para Los Ninos	Aprendamos Juntos (Let's Learn Together)	**20,000**	15,000
19	Seattle-King County Dept. of Public Health	South King Cty Mobile Medical Program- Dental Services	**24,000**	19,000
20	Sound Generations	Hyde Shuttles	**5,000**	2,000
21	Sound Generations	Meals on Wheels program	**6,200**	5,500
22	Sound Mental Health	PATH program for homeless adult street outreach	**10,000**	5,000
23	South King Council of Human Services	Capacity Building Project	**3,100**	1,500
24	Southwest Youth and Family Services	New Futures Children and Family Programs	**23,000**	22,000
25	St Vincent de Paul - St Bernadette Conference	Eviction Prevention Program	**15,000**	15,500
26	St. Vincent de Paul of Seattle|King County	Centro Rendu Program at Burien for Latino family support	**8,000**	-
27	Transform Burien	Clothing Bank, Community Meals, and Food Bank Support	**10,000**	2,500
28	Tukwila Pantry	Food Bank/Meal Program	**8,000**	7,000
29	White Center Food Bank	Food Bank	**18,000**	13,500
30	YWCA-Seattle-King-Snohomish	Children's Domestic Violence Services	**5,000**	8,000
31	Housing Development Consortium	City's share for a joint Homeless/Housing Planner for South King County	**3,000**	1,000
32	Neighborhood House	Flexible funds for Student and Family Stability Initiative (SFSI) Program in Burien elementary schools.	**-**	7,500
33	Seattle Goodwill	Cashiering and Customer Service Training.	**-**	12,500
34	Transform Burien	Laundry Assistance Program at a local Burien Laundromat	**-**	2,500
35	Emergency Voucher Program	Transportation and lodging vouchers (Grocery cards are discontinued)	**1,500**	6,000
36	Share1App/City of Kent	On-line Participation Fee	**1,000**	1,000
37	Reserve		**-**	2,500
		TOTAL	**$320,000**	**$275,000**

City of Burien
2017 Arts & Culture Funding

	Name of Agency	Program Description	Approved Grant	Past Burien Allocations
1	B-Town Beat	B-Town Beat and Art Alley	**$500**	2016-$700 for Art Alley/Mural masters, 2015-$500, 2014-$1,000
2	Burien Actors Theatre	Playwrights Festival	**$2,500**	2016-$2,000, 2015-$2,200, 2014-$2,000, 2013-$2,000, 2012-$2,500, 2011- $2,500, 2010-$2,000, 2009-$3,000, 2007, 2005- $1,500
3	Burien Arts Association	Arts and Culture Programming	**$1,000**	2016-$1,000, 2015-$1,000, 2014-$1,200, 2013-$1,000, 2012-$1,000, 2011-$1,500, 2010-$2,000, 2009-$4,000, 2008-$10,000 operations; 2007-$750
4	Highline Community Symphonic Band	2017 Community Concerts	**$1,000**	2016-$1,000, 2015-$1,000, 2014-$1,000, 2013-$2,000, 2012-1,000, 2011-$1,500, 2010 - $1,000, 2009-$1,500, 2008-$1,000; 2007-$1,250; 2006-$1,500, 2005-2003-$2,000,
5	Highline Historical Society	Heritage Programming	**$3,000**	2016-$2,500, 2015-$2,500, 2014-$3,000, 2013-$3,000, 2012-$3,000, 2011, 2010-$3,000, 2009-$10,000, 2008-$10,000 for operations
6	The Hi-Liners Inc.	Mainstage 2017 Production	**$2,200**	2016-$2,200, 2015-2,200, 2014-$2,500, 2013-$2,500, 2012-$3,000, 2011-$3,000, 2010-$2,500, 2009-2008-$3,000, 2007-2004-$2,500;
7	Momentum Dance Ensemble	Scholarships	**$500**	2016-$1,000
8	Northwest Associated Arts (NWAA)	2017 Choral Sounds Northwest and Youth Choruses Concerts	**$4,500**	2016-$4,300, 2015-$4,500, 2014-$4,500, 2013-$4,750, 2012-$5,000, 2011-$5,000, 2010- $4,000, 2009-$5,000, 2008-2003- $3,000
9	Northwest Symphony Orchestra	Year 2017 Concerts	**$4,800**	2016-$4,300, 2015-$4200, 2014-$4,500, 2013-$4750, 2012-$5,000, 2011-$5,000, 2010-$4,000, 2009-$5,000, 2008-2007-$3,000, 2006-2004 -$3,500,
		TOTAL	**$20,000**	

City of Burien Statistics and General Information	
Date of Incorportation:	February 28, 1993
Form of Government:	Council-Manager
Type of Government:	Non-Charter, Optional Code City
Land area in square miles, 2012:	10
Population (as of 4/1/2016) :	50,000
Number of City employees:	
Full-Time Equivalents, 2017	89.49
Elections:	
Number of Precints (April 2016)	48
Number of Active Registered Voters	27,043
Fire Protection:	Provided by King County Fire District #2 and Fire District #11
Police Protection:	Contracted with King County Sheriff's Office
	Dedicated Personnel - 43.8
Utility Services (Water, Sewer, Power):	Provided by outside public and private entities
Parks and Recreation:	
Parks (Acres), 2015	380
Playgrounds, 2015	12
Streets:	
Centerline Miles, 2012	140
Total Roadways- Lane Miles, 2014	303

City of Burien Principal Property Taxpayers - 2015

Rank	Taxpayer	Taxable Assessed Value	Percentage of Total Taxable Assessed Value
1	Vintage Park Partners LLC	$ 46,685,000	1.01%
2	AT&T Communications	36,132,933	0.78%
3	Burien Plaza LLC	24,977,300	0.54%
4	Burien Town Plaza LLC	24,919,600	0.54%
5	Puget Sound Energy	17,376,548	0.37%
6	Fred Meyer, Inc.	17,140,300	0.37%
7	MG South Hills Apts. LLC	16,175,000	0.35%
8	Qwest Corporation	15,681,045	0.34%
9	Maple Pointe-126 LLC	13,516,000	0.29%
10	Powell-Five Corners Associates	12,833,100	0.28%
	Total Assessed Valuation - Principal Property Tax Payers	225,436,826	4.86%
	Total Assessed Valuation - All Others	4,410,786,770	95.14%
	Total Assessed Valuation	**$ 4,636,223,596**	**100.00%**

Source: King County Department of Assessments

City of Burien Major Employers - 2015

Rank	Employer	Employees	% of Total City Employment
1	Highline School District #401	2,150	27.14%
2	Highline Medical Center	900	11.36%
3	Fred Meyer	248	3.13%
4	Haggen OPCO North LLC	168	2.12%
5	Burien Toyota, Inc.	152	1.92%
6	NAVOS	124	1.57%
7	Regional Hospital for Respiratory & Complex Care	120	1.51%
8	Burien Nursing & Rehabilitation Center	117	1.48%
9	Safeway Store #1664	110	1.39%
10	Schick Shadel	105	1.33%
11	Wizards Casino	99	1.25%
12	Rainier Golf & Country Club	90	1.14%
13	Group Health Cooperative	66	0.83%
14	Seattle Goodwill Industries	64	0.81%
15	Burien Chevrolet Inc	63	0.80%
	Total number of employees - Major Employers	4,576	57.77%
	Total number of employees - Other Employers	3,345	42.23%
	Total Employees working in Burien	**7,921**	**100.00%**

Source: City of Burien Business License Records

Census Data	Burien	Seattle	King County	State
Population				
Population estimates, July 1, 2015, (V2015)	50,467	684,451	2,117,125	7,170,351
Population, 2010 (April 1) estimates base	48,072	608,662	1,931,262	6,724,543
Population, percent change - April 1, 2010 (estimates base) to July 1,	5.00%	12.50%	9.60%	6.60%
Households, 2011-2015	18,273	315,950	871,836	2,943,127
Persons per household, 2011-2015	2.70	2.12	2.45	2.56
Age*				
Persons under 18 years, percent, 2010	22.4%	15.4%	21.1%	22.9%
Persons 65 years and over, percent, 2010	12.8%	10.8%	11.9%	13.6%
Race*				
White alone, percent, 2010 (a)	63.5%	69.5%	70.8%	81.2%
Black or African American alone, percent, 2010 (a)	5.9%	7.9%	6.6%	4.0%
American Indian and Alaska Native alone, percent, 2010 (a)	1.5%	0.8%	1.1%	1.9%
Asian alone, percent, 2010 (a)	9.9%	13.8%	15.9%	7.9%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	1.8%	0.4%	0.8%	0.7%
Two or More Races, percent, 2010	5.9%	5.1%	4.8%	4.4%
Hispanic or Latino, percent, 2010 (b)	20.7%	6.6%	9.3%	11.9%
White alone, not Hispanic or Latino, percent, 2010	57.0%	66.3%	63.2%	71.0%
Housing				
Median value of owner-occupied housing units, 2011-2015	$274,500	$452,800	$384,300	$259,500
Residence				
Living in same house 1 year & over, percent, 2011-2015	81.80%	77.10%	81.20%	82.50%
Foreign born persons, percent, 2011-2015	22.30%	18.10%	21.20%	13.40%
Language at Home				
Population over age 5 that speak language other than English at home, 2011-2015	33.90%	22.20%	26.40%	18.90%
Income				
Per capita money income in past 12 months (2015 dollars), 2011-2015	$26,025	$45,673	$41,664	$31,762

Source: United States Census Bureau

**Most recent data from 2010 for Burien and Seattle, 2013 for King County and Washington*

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

GLOSSARY OF TERMS

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

AD VALOREM TAX. A tax based on value (e.g., a property tax).

ANNUAL BUDGET. A budget applicable to a single fiscal year.

APPROPRIATED BUDGET. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

BARS. Budgeting, Accounting & Reporting System. Refers to the accounting rules established by the Washington State Auditor's Office, including a prescribed chart of accounts.

BASIS OF ACCOUNTING. A term used in reference to when revenues, expenditures, expenses and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BENEFITS. Costs paid by the City on behalf of its employees. Examples include: medical and dental insurance, retirement, deferred compensation, life insurance and worker's compensation.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

BUDGET DOCUMENT. The instrument used to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures

necessary to put the budget into effect.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's actual financial experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

BUDGETARY CONTROL. The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS. Long term assets, normally exceeding $1,000 in value and having a useful life of more than one or two years, such as major computer equipment, buildings and land.

CAPITAL EXPENDITURES. Expenditures of current financial resources for constructing or purchasing capital assets. Under the modified accrual basis of accounting these acquired assets appear as expenditures in the fund statements, however under the current reporting model these acquired assets are recognized as assets in the basic financial statements

CAPITAL IMPROVEMENT PLAN. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

CAPITAL PROJECT FUND. A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DELINQUENT TAXES. Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

ENCUMBRANCE. Commitments for unperformed contracts for goods or services.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlement and shared revenues.

FISCAL YEAR. A 12 -month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED ASSETS. Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

FUND. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, and related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

GENERAL FUND. The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL LONG TERM DEBT. Long term debt expected to be repaid from governmental funds

GENERAL OBLIGATION BONDS. Bonds issued the repayment of which the full faith and credit of the city is pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Government Accounting Standards Board.

GOVERNMENTAL FUNDS. Funds generally used to account for tax supported activities. There are five different types of governmental funds, of which the city uses four of these. The general fund, is the main operating fund of the city. The special revenue funds, are used to account for proceeds from specific sources to be used for legally restricted purposes, but normally not for major capital projects. The debt service funds, which are for the accumulation of resources to pay principle and interest on the City's general long term debt. The capital project funds, which are used for the acquisition or construction of major capital facilities.

LEGAL LEVEL OF BUDGETARY CONTROL. The level at which spending in excess of budgeted amounts would be a violation of law.

LEVEL OF BUDGETARY CONTROL. One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized non-appropriated budget process or (c) non-budgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized non-appropriated budget review and approval process, but still are relevant for sound financial management and oversight.

LEVY. (1) (verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MODIFIED ACCRUAL BASIS. The basis of accounting associated with the governmental fund-type measurement focus. Under it, revenues and other financial resources are recognized when they become susceptible to accrual that is when they become both "measurable" and "available" to finance

expenditures of the current period. Expenditures are recognized when the fund liability is incurred except for inventories of materials and supplies that may be considered expenditures either when purchased or when used. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

PROGRAM BUDGET. A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class.

PROPRIETARY FUND TYPES. Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL ASSESSMENTS. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX LEVY ORDINANCE. An ordinance through which taxes are levied.

TAX RATE. The amount of tax stated in terms of a unit of the tax base (e.g., specified amount per $1,000 of assessed valuation of taxable property).

TAX RATE LIMIT. The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes, and may apply to a single government or to a class of governments operating in a particular area. Overall tax-rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

LIST OF ACRONYMS AND ABBREVIATIONS

ADA - Americans with Disabilities Act

AFIS - Automated Fingerprint Identification System

AWC - Association of Washington Cities

AV - Assessed Valuation

B&O Tax - Business and Occupation Tax

CAFR - Comprehensive Annual Financial Report

CARES - Community Animal Resource & Education Society

CDBG - Community Development Block Grant

CIP - Capital Improvement Program

COLA - Cost of Living Adjustment

DMMD - Des Moines Memorial Drive

DRE - Drug Recognition Expert

DUI/DWI - Driving Under the Influence /Driving While Intoxicated

EDC - Economic Development Council of Seattle and King County

EIS - Environmental Impact Statement

EPA – Environmental Protection Agency

ESRP - Estuary and Salmon Restoration Program

FAA - Federal Aviation Administration

FEMA - Federal Emergency Management Agency

FTE - Full Time Equivalent

GFOA - Government Finance Officers Association

GIS - Geographic Information System

IT - Information Technology

JAG - Justice Assistance Grant Program

LID - Local Improvement District

LOC - Line of Credit

MUTCD - Manual on Uniform Traffic Control Devices

MVET - Motor Vehicle Excise Tax

NERA - North East Redevelopment Area

NLC - National League of Cities

NPDES - National Pollutant Discharge Elimination System

PROS - Parks, Recreation, Open Space Plan

PSAR – Puget Sound Acquisition and Restoration Fund

PSFOA - Puget Sound Finance Officers Association

PSRC - Puget Sound Regional Council

PWTFL - Public Works Trust Fund Loan

RCW - Revised Code of Washington

RDIP - Residential Drainage Improvement Program

REET - Real Estate Excise Tax

ROW - Right Of Way

SBDC - Small Business Development Center

SCA - Suburban Cities Association

SCORE - South Correctional Entity

SEPA - State Environmental Policy Act

SR 518 - State Route 518

SRFB - Salmon Recovery Funding Board

SWKCC - Southwest King County Chamber of Commerce

SWM - Surface Water Management

TBD - Transportation Benefit District

VEBA - Voluntary employees' beneficiary association

WCIA - Washington Cities Insurance Authority

WD 20 - Water District #20

WFOA - Washington Finance Officers Association

WRIA - Water Resource Inventory Area (Watershed Management Project)

WSDOT - Washington State Department of Transportation

YMCA - Young Men's Christian Association

YWCA - Young Women's Christian Association

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