

2021-2022 BUDGET ADOPTED

For the biennium January 1, 2021 through December 31, 2022



City of Burien, Washington
400 SW 152nd Street, Suite 300
Burien, WA 98166
(206) 241-4647





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

VISION FOR BURRIEN

Our Future. Our Choices.

COMMUNITY



Genuine
Engaged
Stable

Burien residents are welcoming, know their neighbors, and work together.
Burien residents enjoy robust civic and cultural participation.
Burien strives for stability by encouraging provision of basic services for all of its residents.

DIVERSITY



Inclusive
Multicultural
Multi-centered

Burien embraces diversity and welcomes all residents.
Burien celebrates the many cultures and backgrounds of its residents.
Burien cultivates a thriving array of business and community centers.

ENVIRONMENT



Natural
Green
Livable

Burien conserves its natural environment and public waterfronts.
Burien treasures parks and open spaces, and welcomes opportunities for more.
Burien makes sustainable land, energy, water, and transportation choices.

PROSPERITY



Local
Expansive
Creative

Burien values local services and supports local businesses.
Burien encourages businesses in order to expand its economic base.
Burien promotes and supports its rich palette of arts, culture, and heritage.

EDUCATION & YOUTH



Teaching
Learning
Nurturing

Burien believes that quality schools are essential to its long-term success.
Burien actively promotes early childhood education and life-long learning.
Burien supports its youth with programs to augment its schools.

HEALTH & SAFETY



Healthy
Active
Peaceful

Burien promotes community vitality with health and wellness services for all ages.
Burien encourages active living to support physical and mental health.
Burien ensures public safety through both crime prevention and law enforcement.

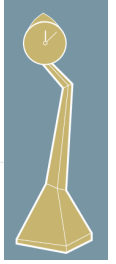
GOVERNANCE



Responsive
Effective
Collaborative

Burien's city government operates in an open & accountable manner.
Burien's city government strives for organizational excellence.
Burien fosters partnerships with others in pursuit of common objectives.

VISION FOR BURIEN



Our Future. Our Choices.



2021-2022 Adopted Budget

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Dear City Councilmembers,

I am pleased to present the 2021-2022 Budget, adopted by the City Council on December 7, 2020. To the extent financially feasible, this budget is guided by the City's 2017-2020 Strategic Plan that was adopted by the City Council on June 20, 2016 and amended in June 2017. A copy of the strategic plan is included in this budget document.

The 2021-2022 Adopted Budget is an important part of implementing the Strategic Plan. While the Plan guides the City's priorities, the budget provides the funding necessary for implementation. It also funds important ongoing City programs and services to the community. The budget highlights the financially sound position of the City. General Fund revenues are balanced with ongoing expenditures. The General Fund's fund balance is meeting the 20 percent required reserve and continues to maintain funding for a future investment in a Public Works/ParCS Maintenance Facility. It also maintains an extra layer of protection for economic risk, unexpected costs, and to potentially fund one-time initiatives. It is a priority of the City to maintain adequate levels of fund balance to mitigate current and future risks.

This budget is carefully crafted to address the financial challenges facing the City. The ten-year Sales Tax Annexation Credit that the City receives for annexing the North Highline neighborhood expired on June 30, 2020. The expiration of the credit removed revenue in the amount of \$1 million annually beginning in 2021. Furthermore, the City's structural imbalance with revenues not keeping pace with expenditures is heightened by the financial impact of the COVID-19 pandemic. To address the financial challenges, the budget includes a combination of revenue increases and expenditure reductions to balance revenues with ongoing expenditures. Staff will continue to explore cost efficiencies to reduce the growth in expenditures in the future.

General Fund Revenues and Expenditures

The main challenges for the City in this budget are addressing the expiration of the Sales Tax Annexation Credit, financial impact of COVID-19, and the structural imbalance. As part of the budget process, the City estimated revenue loss around \$4.9 million in sales tax, other taxes, and program and planning fees related to the financial impact of COVID-19. While the *Stay Home, Stay Healthy* proclamations and related orders are appropriate for public health reasons, they have adverse economic impacts to businesses and residents in Burien. Estimating the revenue impacts of COVID-19 in 2020 and beyond depends greatly on when the pandemic is over and how quickly the economy can recover. While we do not know the full financial impact of this pandemic, we feel it is necessary to get in front of the current situation knowing that we may need to make additional adjustments. During this year, we have implemented a combination of personnel cost reductions such as the furlough of intermittent/seasonal staff, mandatory furlough days for regular staff, lay-offs, and leaving vacancies unfilled. Furthermore, program reductions were implemented in response to the revenue loss.

The budget includes two new council-directed revenue sources and one key fee increase to address the challenges. The new revenue sources consist of Rental Housing Business License Fees with an estimated annual impact of \$130,000 and Water and Sewer Utility Taxes at 8 percent with an estimated annual impact of \$1.3 million. The Business License Fees were increased with an estimated annual impact of \$300,000.

The budget also includes expenditure reductions to address these fiscal challenges. Overall, reoccurring and one-time expenditures are reduced by 2 percent compared to the original forecasted expenditures. The 2021 reductions consist of personnel costs such as mandatory furlough days for regular staff, no cost of living adjustment (COLA), vacancies left unfilled, and lay-offs. The budget also includes departmental reductions such as reducing publication of Burien Magazine from 4 to 2 annual issues, eliminating the Neighborhood Grant Fund, and reduction in Parks & Recreation programming. In addition, the budget includes the realignment of work plans and budget line-items across departments to maximize efficiencies.

In 2020, the State of Washington awarded the City funding from the federal stimulus fund under the CARES Act since the City did not receive a direct distribution under the CARES Act. A large amount of this funding was used to mitigate the impacts of COVID-19 on the community. The City funded small business grants, portable public restrooms and hand-washing stations throughout the City and partnered with nonprofits to provide social

services. The budget continues to fund support for small businesses for technical assistance, entrepreneurial training, and visitor marketing initiatives to attract shoppers and increase consumer spending. Additionally, the per capita amount for the funding of Human Services programs was increased from \$6.50 to \$6.56 based on the biennial cost of living adjustment. One-time funding is earmarked in 2021 to continue up to two portable public restrooms and hand-washing stations in the downtown area to assist with the mitigation of COVID-19.

The budget maintains a commitment to funding police services with only one change in service related to the contract with the King County Sheriff's Office. The termination of the School Resource Officer contract by Highline Public Schools with the City led to the removal of the position from the county's contract. With the current funding level, the Burien Police Department continues to have the lowest number of officers per 1,000 residents and highest call rate per officer in south King County. Burien's crime rate per 1,000 residents is the second lowest in south King County.

The budget also invests in new technology by providing funding for the software upgrade of the building permits information management system and expansion of a work order and asset management system to the Parks, Recreation and Cultural Services (PaRCS) Department that is currently used by the Public Works Department. These technology enhancements will improve the City's operating efficiency.

In conjunction with the Ambaum Corridor Visioning Study, the City will complete a Boulevard Park Visioning & Area Re-Zone study in 2021 to facilitate community input on the future vision for the area, attract new investment, and encourage revitalization of the commercial core.

Based on the 2020 General Fund Long-Term Financial Forecast, there are still significant challenges ahead. As the needs of our city grow, we must continue to identify new or enhanced revenue sources to address emerging issues and maintain our sound financial health. We will work collaboratively with our community partners to identify those needs in the future, and the best way to pay for them.

Staffing Levels

Recognizing the fiscal challenges, the budget reduces staffing levels with a combination of decreases in the number hours worked and elimination of selected positions. Overall, 2021 staffing is reduced by around 14 FTE's compared to the 2020 Adopted Budget. Furthermore, mandatory furlough days for regular staff are planned in 2021 with the continuation of vacancies, partial intermittent/seasonal furloughs, and lay-offs that have occurred in 2020 into 2021.

Capital Improvement Program

The budget includes funding to begin the planning of the Public Works/PaRCS Maintenance Facility and \$10 million state grant award for the new Ambaum Boulevard H Line Transit project. The Ambaum Boulevard H Line Transit project is a collaborative project with King County. It will give riders in Burien frequent connections to several West Seattle neighborhoods, downtown Seattle, other buses, and light rail. In addition, the City will be promoting transit-oriented development through this corridor. The budget also provides funding to continue key projects such as the Moshier Park Field and Restroom Improvements, South 136th Street Sidewalk Improvements, paving of 1st Avenue South, and enhancement of Miller Creek.

Similar to the General Fund, significant challenges remain for funding capital projects. The City's revenue sources for capital projects are modest. The City must continue to explore other revenue sources in the years ahead to finance capital projects at a higher level. Delaying maintenance and improvements on capital assets increases future costs, may shorten the asset's life, and may reduce the benefit the public received from the asset today. In the meantime, City staff will continue to actively pursue grant opportunities to fund capital projects.

I am very thankful to the Finance Department and City staff for producing this budget. City staff worked diligently to provide accurate estimates, cost savings and efficiencies, and establish key priorities to maintain our sound financial health.

Sincerely,



Brian Wilson
City Manager

Adopted June 20, 2016
Amended June, 2017
Updated September, 2018



CITY OF BURIEN

STRATEGIC PLAN 2017-2020

BURIEN COMMUNITY VISION

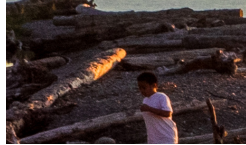
A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.

BURIEN'S FOCUS FOR THE COMING FOUR YEARS

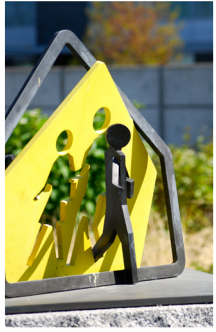
Through 2020, the City of Burien will prioritize delivering core services and ensuring the community's key infrastructure needs are met. This Strategic Plan identifies how City Council and staff will advance these shared commitments during the 2017/18 and 2019/20 biennia.

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.*
 - d. Pro-active code enforcement
 - e. Police resources/public safety
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.*
 - e. Traffic control systems.
 - f. New sidewalks.

HEALTHY Community

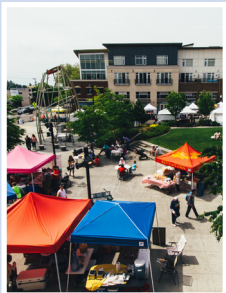


5. *Enhance Parks and Recreation facilities and programs.*
 - a. Through the PROS plan process, evaluate the needs of all community members and develop a plan that may include a new community recreation center and other park and recreation facilities to best meet those needs.*
 - b. Enhance programs 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.
- i. Vision Plan.
- j. Youth leadership academy/council.

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.

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 Jimmy Matta
- Deputy Mayor Austin Bell
- Councilmember Bob Edgar
- Councilmember Lucy Krakowiak
- Councilmember Krystal Marx
- Councilmember Pedro Olguin
- Councilmember Nancy Tosta

LEADERSHIP TEAM

- Brian J. Wilson - City Manager
- Maiya Andrews - Public Works Director
- Cathy Schrock - Administrative Services Director
- Chip Davis - Community Development Director
- Lisa Marshall - City Attorney
- Theodore Boe - Police Chief
- Eric Christensen - Finance Director
- Steve Roemer - Parks, Recreation, and Cultural Services Director
- Andrea Snyder - Economic Development Manager
- Emily Inlow-Hood - Communications Officer
- Colleen Brandt-Schluter - Human Services Manager



FIND OUT MORE

www.burienwa.gov/strategicplan





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

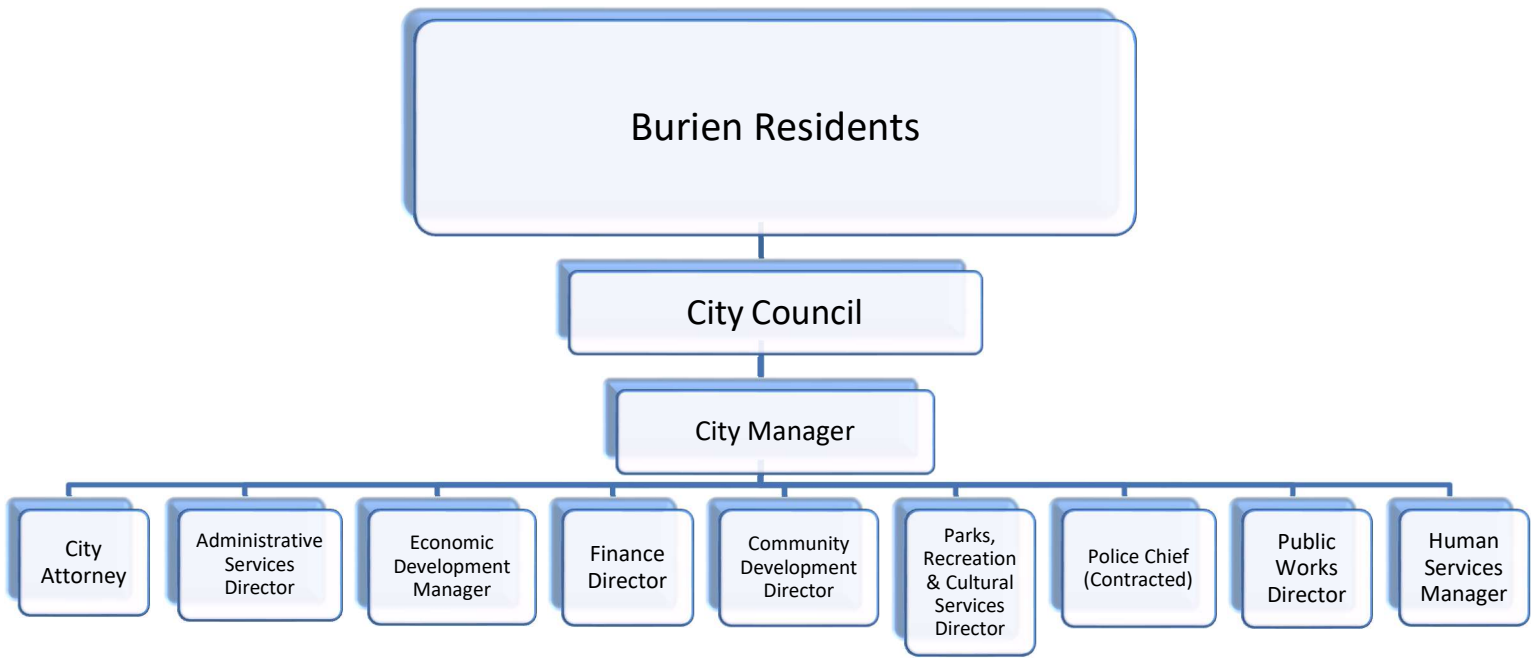
**City of Burien
Washington**

For the Biennium Beginning

January 1, 2019

Christopher P. Morill

Executive Director



City Officials

2021 City Council

Mayor
Deputy Mayor
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

Jimmy Matta
Krystal Marx
Pedro Olguin
Cydney Moore
Kevin Schilling
Nancy Tosta
Sofia Aragon

City Administration

City Manager

Brian Wilson

Administrative Services Director
City Attorney
Community Development Director
Finance Director
Parks, Recreation, and Cultural Services Director
Public Works Director
Chief of Police

Cathy Schrock
Garmon Newsom II
Susan McLain
Eric Christensen
Carolyn Hope
Maiya Andrews
Theodore Boe

2021-2022 Adopted Budget Prepared by:

Finance Department Personnel

Finance Director
Finance Manager
Financial Analyst
Management Analyst
Accountant
Accounting Assistant
Accounting Assistant

Eric Christensen
Patti Rader
Anna Cruz
Lori Fleming
Ellen Mounts
Penelope Penaflo
Alyssa Love

City Boards and Commissions

Arts Commission

Melinda Behrman
Gaylloyd Sisson
Putsata Reang

Shelley Brittingham
Elizabeth Countess Stekovic

Michael Salmon
Tess Rossi-Busichio

City Staff:

Gina Kallman, Recreation Supervisor, Parks, Recreation, and Cultural Services

Parks & Recreation Advisory Board

Linda Schwaber
Hayley Ventoza
Kellie Bassen

Sarah Moore
Amy Rushforth

Kate Kelly
Jenn Neumann

City Staff:

Diane Salter, Parks Project Manager, Parks, Recreation, and Cultural Services

Planning Commission

Curtis Olsen
August Hahn
Joe Hauser

Hugo Garcia
Amanda Kay

Christopher Guizlo
Ryan Davis

City Staff:

Nicole Gaudette, Senior Planner, Community Development

Human Services Commission

Carol Sandoval
Mark Manuel

Daniel Magpali
Kelsey Stefanik-Guizlo

Fred Swanson
Brendon Scholtz

City Staff:

Colleen Brandt-Schluter, Human Services Manager

Business & Economic Development Partnership

Joshua Halpin
Dean Anderson
Hugo Garcia
Matthew Wendland
Seattle Southside Chamber of Commerce

Garry Crane
Linda Akey
Anthony Hayes
Robyn Desimone
King County Labor Council

Phoenix Cavalier
Rose Symotiuk
Nancy Scholl
Discover Buriem

City Staff:

Chris Craig, Economic Development Manager

City of Burien Background

City of Burien Details

- A 100-year old community incorporated in 1993, encompassing an area of approximately 10 square miles.
- Current population is 52,300 reflecting a 90 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.



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. City staff then prepare the Preliminary Budget and proposed financial policies, 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. Final Estimates of Revenues, Expenditures, and Capital Improvement Program Changes						
5. City Manager and Department Directors finalize all requests						
6. Preliminary Budget submitted to Council						
7. Financial Policies presented to Council						
8. Public Hearings and Council Discussions						
9. Council adopts revised Financial Policies						
10. Council adopts final budget						

The adopted budget takes effect on January 1. 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:

2021-2022 Adopted Budget: The 2021-2022 Adopted Budget as presented to the City Council on December 7, 2020.

2021-2026 Forecast: The 2021-2026 Long Range Financial Forecast for Operating Funds.

2020 Budget: The 2020 Budget as amended by the City Council.

2019 Actual: The 2019 Actual Revenues and Expenditures as reported in the City's 2019 Comprehensive Annual Financial Report (CAFR).

2018 Actual: The 2018 Actual Revenues and Expenditures as reported in the City's 2018 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, human services, 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.

Operating Funds

Operating Funds are those funds which are used solely for the general operations of the City. This sub-grouping of funds is composed of the: General Fund, Street Fund, Surface Water Management Fund, State Drug Enforcement Forfeiture Fund, Federal Drug Enforcement Forfeiture Fund, and Transportation Benefit District 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.

Reserve Funds

There are five Reserve funds: Equipment Replacement Reserve, Public Works Reserve, Capital Projects Reserve, Art in Public Places Fund, and Local Improvement District (LID) Guaranty Fund. These funds are used to accumulate monies for the specific purposes identified in each fund's definition.

Debt Service Fund

This fund accounts for resources necessary to pay the principal and interest on general long-term debt. The City currently has outstanding General Obligation Bonds, Local Improvement District Bonds, and Public Works Trust Fund Loans.

Capital Project Funds

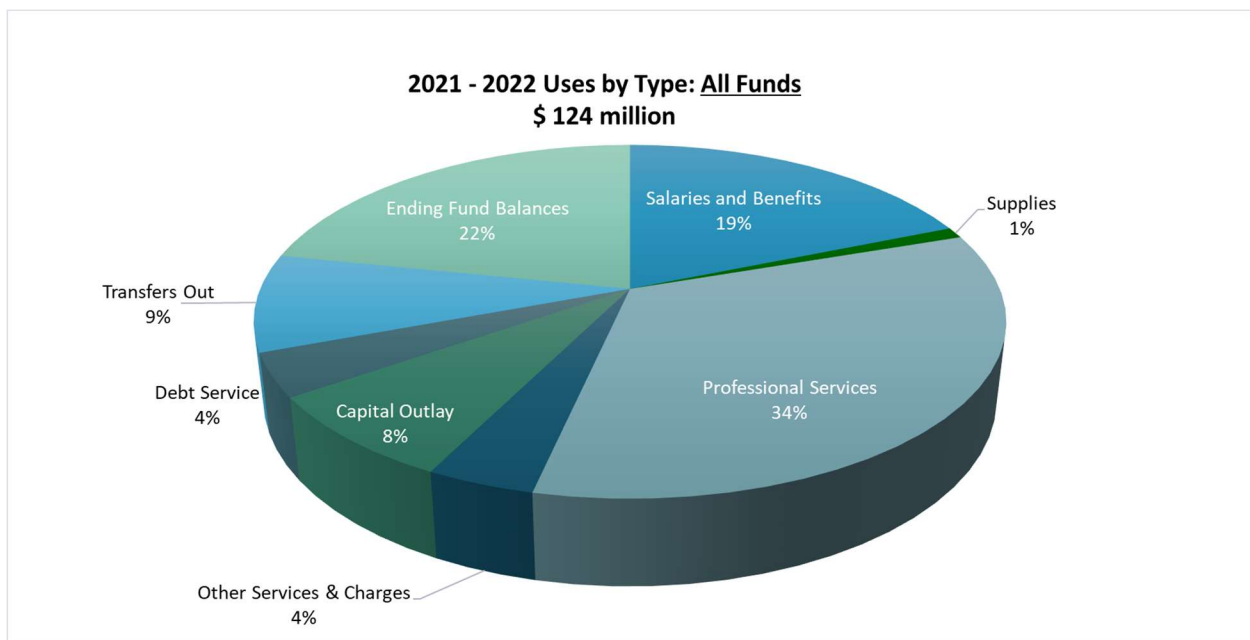
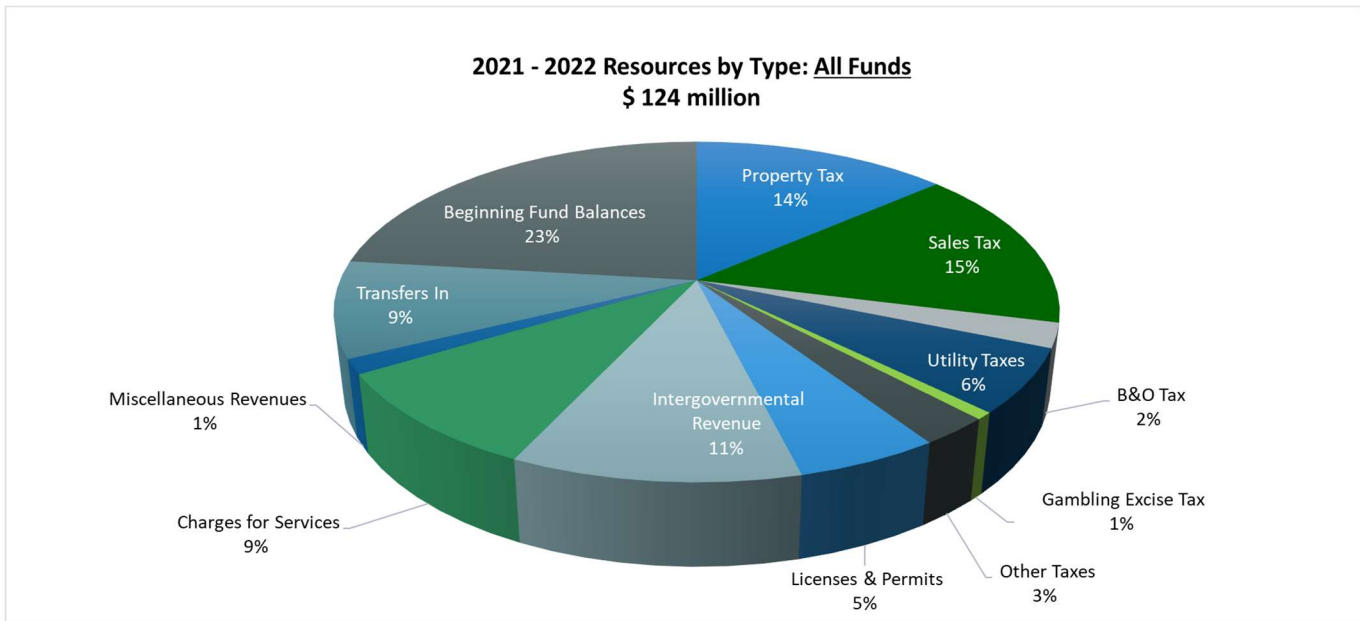
These funds are used to account for financial resources to be used in the acquisition of capital facilities including those financed by special assessment. Capital projects are adopted on a multi-year year basis. Currently, the City has three active capital project funds: Parks and General Government,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

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2021-2022 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, Operating, Reserve and Debt Service Funds are adopted on a biennial basis while capital projects may span multiple years. Operating Funds include the Street Fund, Surface Water Management Fund, Transportation Benefit District Fund, State Drug Enforcement Forfeiture Fund, and Federal Drug Enforcement Forfeiture Fund. Reserve Funds include the Equipment Reserve Fund, Public Works Reserve Fund, Art in Public Places Fund, and Capital Projects Reserve 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.



2021-2022 Revenue Summary – All Funds

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 19,817,751	\$ 59,391,000	\$ 160,000	\$ 79,368,751
Street	1,395,050	5,980,317	-	7,375,367
Surface Water Management	389,680	7,623,216	-	8,012,896
Public Works Reserve	2,071,844	3,074,000	-	5,145,844
Equipment Reserve	1,526,041	495,000	-	2,021,041
Art in Public Places	66,361	1,500	53,000	120,861
Capital Projects Reserve	-	-	700,000	700,000
Transportation Benefit District	785,000	1,570,000	-	2,355,000
State Drug Enforcement Forfeiture	275,314	-	-	275,314
Federal Drug Enforcement Forfeiture	228,414	-	-	228,414
Debt Service	30,610	672,100	4,327,100	5,029,810
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	\$ 26,751,065	\$ 78,807,133	\$ 5,240,100	\$ 110,798,298
Parks & General Government CIP	1,133,083	810,000	500,000	2,443,083
Transportation CIP	402,135	4,455,602	4,200,000	9,057,737
Surface Water Management CIP	398,608	-	1,400,000	1,798,608
Sub-Total Capital Projects Funds	\$ 1,933,826	\$ 5,265,602	\$ 6,100,000	\$ 13,299,428
TOTAL RESOURCES	\$ 28,684,891	\$ 84,072,735	\$ 11,340,100	\$ 124,097,726

2021-2022 Expenditure Summary – All Funds

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	\$ 58,788,285	\$ 1,653,000	\$ 18,927,466	\$ 79,368,751
Street	4,444,630	2,100,000	830,737	7,375,367
Surface Water Management	5,552,070	1,480,000	980,826	8,012,896
Public Works Reserve	-	3,487,100	1,658,744	5,145,844
Equipment Reserve	495,000	-	1,526,041	2,021,041
Art in Public Places	53,000	-	67,861	120,861
Capital Projects Reserve	-	-	700,000	700,000
Transportation Benefit District	-	2,320,000	35,000	2,355,000
State Drug Enforcement Forfeiture	111,200	-	164,114	275,314
Federal Drug Enforcement Forfeiture	152,000	-	76,414	228,414
Debt Service	4,973,800	-	56,010	5,029,810
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	\$ 74,569,985	\$ 11,040,100	\$ 25,188,213	\$ 110,798,298
Parks & General Government CIP	2,440,907	-	2,176	2,443,083
Transportation CIP	8,903,000	-	154,737	9,057,737
Surface Water Management CIP	1,250,000	300,000	248,608	1,798,608
Sub-Total Capital Projects Funds	\$ 12,593,907	\$ 300,000	\$ 405,521	\$ 13,299,428
TOTAL USES	\$ 87,163,892	\$ 11,340,100	\$ 25,593,734	\$ 124,097,726

2021 Revenue Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 19,817,751	\$ 28,834,000	\$ 80,000	\$ 48,731,751
Street	1,395,050	2,941,347	-	4,336,397
Surface Water Management	389,680	3,817,622	-	4,207,302
Public Works Reserve	2,071,844	1,520,000	-	3,591,844
Equipment Reserve	1,526,041	210,000	-	1,736,041
Art in Public Places	66,361	750	26,500	93,611
Capital Projects Reserve	-	-	200,000	200,000
Transportation Benefit District	785,000	785,000	-	1,570,000
State Drug Enforcement Forfeiture	275,314	-	-	275,314
Federal Drug Enforcement Forfeiture	228,414	-	-	228,414
Debt Service	30,610	339,400	2,224,500	2,594,510
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	\$ 26,751,065	\$ 38,448,119	\$ 2,531,000	\$ 67,730,184
Parks & General Government CIP	1,133,083	215,000	500,000	1,848,083
Transportation CIP	402,135	4,455,602	1,750,000	6,607,737
Surface Water Management CIP	398,608	-	900,000	1,298,608
Sub-Total Capital Projects Funds	\$ 1,933,826	\$ 4,670,602	\$ 3,150,000	\$ 9,754,428
TOTAL RESOURCES	\$ 28,684,891	\$ 43,118,721	\$ 5,681,000	\$ 77,484,612

2021 Expenditure Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	\$ 28,905,615	\$ 926,500	\$ 18,899,636	\$ 48,731,751
Street	2,194,740	1,150,000	991,657	4,336,397
Surface Water Management	2,727,820	940,000	539,482	4,207,302
Public Works Reserve	-	1,404,500	2,187,344	3,591,844
Equipment Reserve	245,000	-	1,491,041	1,736,041
Art in Public Places	26,500	-	67,111	93,611
Capital Projects Reserve	-	-	200,000	200,000
Transportation Benefit District	-	1,160,000	410,000	1,570,000
State Drug Enforcement Forfeiture	55,600	-	219,714	275,314
Federal Drug Enforcement Forfeiture	76,000	-	152,414	228,414
Debt Service	2,551,700	-	42,810	2,594,510
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	\$ 36,782,975	\$ 5,581,000	\$ 25,366,209	\$ 67,730,184
Parks & General Government CIP	1,400,907	-	447,176	1,848,083
Transportation CIP	6,410,000	-	197,737	6,607,737
Surface Water Management CIP	900,000	100,000	298,608	1,298,608
Sub-Total Capital Projects Funds	\$ 8,710,907	\$ 100,000	\$ 943,521	\$ 9,754,428
TOTAL USES	\$ 45,493,882	\$ 5,681,000	\$ 26,309,730	\$ 77,484,612

2022 Revenue Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 18,899,636	\$ 30,557,000	\$ 80,000	\$ 49,536,636
Street	991,657	3,038,970	-	4,030,627
Surface Water Management	539,482	3,805,594	-	4,345,076
Public Works Reserve	2,187,344	1,554,000	-	3,741,344
Equipment Reserve	1,491,041	285,000	-	1,776,041
Art in Public Places	67,111	750	26,500	94,361
Capital Projects Reserve	200,000	-	500,000	700,000
Transportation Benefit District	410,000	785,000	-	1,195,000
State Drug Enforcement Forfeiture	219,714	-	-	219,714
Federal Drug Enforcement Forfeiture	152,414	-	-	152,414
Debt Service	42,810	332,700	2,102,600	2,478,110
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	\$ 25,366,209	\$ 40,359,014	\$ 2,709,100	\$ 68,434,323
Parks & General Government CIP	447,176	595,000	-	1,042,176
Transportation CIP	197,737	-	2,450,000	2,647,737
Surface Water Management CIP	298,608	-	500,000	798,608
Sub-Total Capital Projects Funds	\$ 943,521	\$ 595,000	\$ 2,950,000	\$ 4,488,521
TOTAL RESOURCES	\$ 26,309,730	\$ 40,954,014	\$ 5,659,100	\$ 72,922,844

2022 Expenditure Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	\$ 29,882,670	\$ 726,500	\$ 18,927,466	49,536,636
Street	2,249,890	950,000	830,737	4,030,627
Surface Water Management	2,824,250	540,000	980,826	4,345,076
Public Works Reserve	-	2,082,600	1,658,744	3,741,344
Equipment Reserve	250,000	-	1,526,041	1,776,041
Art in Public Places	26,500	-	67,861	94,361
Capital Projects Reserve	-	-	700,000	700,000
Transportation Benefit District	-	1,160,000	35,000	1,195,000
State Drug Enforcement Forfeiture	55,600	-	164,114	219,714
Federal Drug Enforcement Forfeiture	76,000	-	76,414	152,414
Debt Service	2,422,100	-	56,010	2,478,110
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	\$ 37,787,010	\$ 5,459,100	\$ 25,188,213	\$ 68,434,323
Parks & General Government CIP	1,040,000	-	2,176	1,042,176
Transportation CIP	2,493,000	-	154,737	2,647,737
Surface Water Management CIP	350,000	200,000	248,608	798,608
Sub-Total Capital Projects Funds	\$ 3,883,000	\$ 200,000	\$ 405,521	\$ 4,488,521
TOTAL USES	\$ 41,670,010	\$ 5,659,100	\$ 25,593,734	\$ 72,922,844

2021-2022 All Funds Adopted Budget

Fund Name	Beginning Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Ending Fund Balance	Designated Reserves	Undesignated Fund Balance
General	\$ 19,817,751	\$ 59,551,000	\$ 60,441,285	\$ 18,927,466	\$ 13,904,800	\$ 5,022,666
Street	1,395,050	5,980,317	6,544,630	830,737	147,067	683,669
Surface Water Management	389,680	7,623,216	7,032,070	980,826	190,881	789,945
Transportation Benefit District	785,000	1,570,000	2,320,000	35,000	-	35,000
State Drug Enforcement Forfeiture Fund	275,314	-	111,200	164,114	164,114	-
Federal Drug Enforcement Forfeiture Fund	228,414	-	152,000	76,414	76,414	-
Sub-Total Operating Funds	\$ 22,891,209	\$ 74,724,533	\$ 76,601,185	\$ 21,014,557	\$ 14,483,276	\$ 6,531,281
Public Works Reserve	2,071,844	3,074,000	3,487,100	1,658,744	1,658,744	-
Equipment Reserve	1,526,041	495,000	495,000	1,526,041	-	1,526,041
Art in Public Places	66,361	54,500	53,000	67,861	-	67,861
Capital Projects Reserve	-	700,000	-	700,000	-	700,000
Sub-Total Reserve Funds	\$ 3,664,246	\$ 4,323,500	\$ 4,035,100	\$ 3,952,646	\$ 1,658,744	\$ 2,293,902
Debt Service	30,610	4,999,200	4,973,800	56,010	56,010	-
Local Improvement District Reserve	165,000	-	-	165,000	165,000	-
Sub-Total Debt Service Funds	\$ 195,610	\$ 4,999,200	\$ 4,973,800	\$ 221,010	\$ 221,010	\$ -
Parks & General Government CIP	1,133,083	1,310,000	2,440,907	2,176	-	2,176
Transportation CIP	402,135	8,655,602	8,903,000	154,737	-	154,737
Surface Water Management CIP	398,608	1,400,000	1,550,000	248,608	-	248,608
Sub-Total Capital Projects Funds	\$ 1,933,826	\$ 11,365,602	\$ 12,893,907	\$ 405,521	\$ -	\$ 405,521
TOTAL RESOURCES	\$ 28,684,891	\$ 95,412,835	\$ 98,503,992	\$ 25,593,734	\$ 16,363,030	\$ 9,230,704

2021-2022 Designated Reserves

Fund	Reservation	Designated Reserves
General Fund	Operating Reserve - 20%	\$ 5,766,800
General Fund	Capital Partnership Reserve	7,000,000
General Fund	Capital Equipment Reserve	1,000,000
General Fund	Parking Reserve	138,000
Street Fund	Operating Reserve - 5.0%	147,067
Surface Water Management Fund	Operating Reserve - 5.0%	190,881
State Drug Enforcement Forfeiture Fund	Asset Forfeiture (Drug Seizure) Funds	164,114
Federal Drug Enforcement Forfeiture Fund	Asset Forfeiture (Drug Seizure) Funds	76,414
Sub-Total Operating Funds Balance Reserves		\$ 14,483,276
Public Works Reserve Fund	Debt Service	1,658,744
Sub-Total Reserve Funds Balance Reserves		\$ 1,658,744
Debt Service Fund	Debt Service	56,010
LID Guaranty Fund	Debt Service	165,000
Sub-Total Debt Service Funds Balance Reserves		\$ 221,010
TOTAL FUND BALANCE RESERVATIONS		\$ 16,363,030

2021-2022 All Funds Revenues & Expenditures

	General Fund	Operating Funds	Reserve Funds	Debt Service Funds	Capital Project Funds	TOTAL ALL FUNDS
Beginning Fund Balance	\$ 19,817,751	\$ 3,073,458	\$ 3,664,246	\$ 195,610	\$ 1,933,826	\$ 28,684,891
REVENUES						
Property Tax	16,496,000	-	-	-	400,000	16,896,000
Sales Tax	15,825,000	-	-	-	-	15,825,000
Sales Tax - Criminal Justice	3,207,000	-	-	-	-	3,207,000
Business & Occupation Tax	2,880,000	-	-	-	-	2,880,000
Real Estate Excise Taxes	-	-	2,929,000	-	-	2,929,000
Utility Taxes	6,551,500	985,028	-	-	-	7,536,528
Gambling Excise Tax	835,600	-	-	-	-	835,600
Other Taxes	-	399,000	-	-	-	399,000
Total Taxes	\$ 45,795,100	\$ 1,384,028	\$ 2,929,000	\$ -	\$ 400,000	\$ 50,508,128
Licenses & Permits	4,513,800	2,203,984	-	-	-	6,717,784
Intergovernmental	6,067,500	2,432,304	-	163,700	4,835,602	13,499,106
Charges for Services	1,637,150	9,041,216	625,000	305,200	-	11,608,566
Other Revenues	1,377,450	112,000	16,500	203,200	30,000	1,739,150
TOTAL REVENUE	\$ 59,391,000	\$ 15,173,533	\$ 3,570,500	\$ 672,100	\$ 5,265,602	\$ 84,072,735
Transfers In	160,000	-	753,000	4,327,100	6,100,000	11,340,100
TOTAL REVENUE & TRANSFERS	\$ 59,551,000	\$ 15,173,533	\$ 4,323,500	\$ 4,999,200	\$ 11,365,602	\$ 95,412,835
TOTAL ALL RESOURCES	\$ 79,368,751	\$ 18,246,991	\$ 7,987,746	\$ 5,194,810	\$ 13,299,428	\$ 124,097,726
EXPENDITURES						
Salaries & Benefits	17,161,730	5,706,460	-	-	303,000	23,171,190
Supplies	535,710	768,000	95,000	-	-	1,398,710
Professional Services	37,625,095	2,028,000	-	-	4,018,907	43,672,002
Other Services & Charges	2,830,750	1,561,800	-	-	-	4,392,550
Capital Outlay	635,000	25,000	453,000	-	8,272,000	9,385,000
Debt Service	-	170,640	-	4,973,800	-	5,144,440
TOTAL EXPENDITURES	\$ 58,788,285	\$ 10,259,900	\$ 548,000	\$ 4,973,800	\$ 12,593,907	\$ 87,163,892
Transfers Out	1,653,000	5,900,000	3,487,100	-	300,000	11,340,100
TOTAL EXPENDITURES & TRANSFERS	\$ 60,441,285	\$ 16,159,900	\$ 4,035,100	\$ 4,973,800	\$ 12,893,907	\$ 98,503,992
Ending Fund Balance	18,927,466	2,087,091	3,952,646	221,010	405,521	25,593,734
TOTAL ALL USES	\$ 79,368,751	\$ 18,246,991	\$ 7,987,746	\$ 5,194,810	\$ 13,299,428	\$ 124,097,726

2021-2022 Fund Transfers

TRANSFERS IN			
Transfer <u>TO</u>	2021 Budget	2022 Budget	Transfer <u>FROM</u>
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	
Art in Public Places Fund	26,500	26,500	General Fund
Total Art in Public Places Fund	\$ 26,500	\$ 26,500	
Capital Projects Reserve Fund	200,000	500,000	General Fund
Total Capital Projects Reserve Fund	\$ 200,000	\$ 500,000	
Debt Service Fund	200,000	200,000	General Fund
Debt Service Fund	310,000	310,000	Street Fund
Debt Service Fund	1,404,500	1,282,600	Public Works Reserve Fund
Debt Service Fund	310,000	310,000	Transportation Benefit District Fund
Total Debt Service Fund	\$ 2,224,500	\$ 2,102,600	
Parks & General Government CIP	500,000	-	General Fund
Total Parks & General Govt. CIP	\$ 500,000	\$ -	
Transportation CIP Fund	800,000	600,000	Street Fund
Transportation CIP Fund	-	800,000	Public Works Reserve Fund
Transportation CIP Fund	850,000	850,000	Transportation Benefit District Fund
Transportation CIP Fund	100,000	200,000	Surface Water Management CIP Fund
Total Transportation CIP Fund	\$ 1,750,000	\$ 2,450,000	
Surface Water Management CIP	900,000	500,000	Surface Water Management Fund
Total Surface Water Management CIP	\$ 900,000	\$ 500,000	
TOTAL TRANSFERS IN	\$ 5,681,000	\$ 5,659,100	
TRANSFERS OUT			
Transfer <u>FROM</u>	2021 Budget	2022 Budget	Transfer <u>TO</u>
General Fund	26,500	26,500	Art in Public Places Fund
General Fund	200,000	500,000	Capital Projects Reserve Fund
General Fund	200,000	200,000	Debt Service Fund
General Fund	500,000	-	Parks & General Govt CIP Fund
Total General Fund	\$ 926,500	\$ 726,500	
Street Fund	40,000	40,000	General Fund
Street Fund	310,000	310,000	Debt Service Fund
Street Fund	800,000	600,000	Transportation CIP Fund
Total Street Fund	\$ 1,150,000	\$ 950,000	
Surface Water Management Fund	40,000	40,000	General Fund
Surface Water Management Fund	900,000	500,000	Surface Water Management CIP Fund
Total Surface Water Management Fun	\$ 940,000	\$ 540,000	
Public Works Reserve Fund	1,404,500	1,282,600	Debt Service Fund
Public Works Reserve Fund	-	800,000	Transportation CIP Fund
Total Public Works Reserve Fund	\$ 1,404,500	\$ 2,082,600	
Transportation Benefit District Fund	310,000	310,000	Debt Service Fund
Transportation Benefit District Fund	850,000	850,000	Transportation CIP Fund
Total Transportation Benefit District	\$ 1,160,000	\$ 1,160,000	
Surface Water Management CIP Fund	100,000	200,000	Transportation CIP Fund
Total Surface Water Management CIP	\$ 100,000	\$ 200,000	
TOTAL TRANSFERS OUT	\$ 5,681,000	\$ 5,659,100	

General Fund

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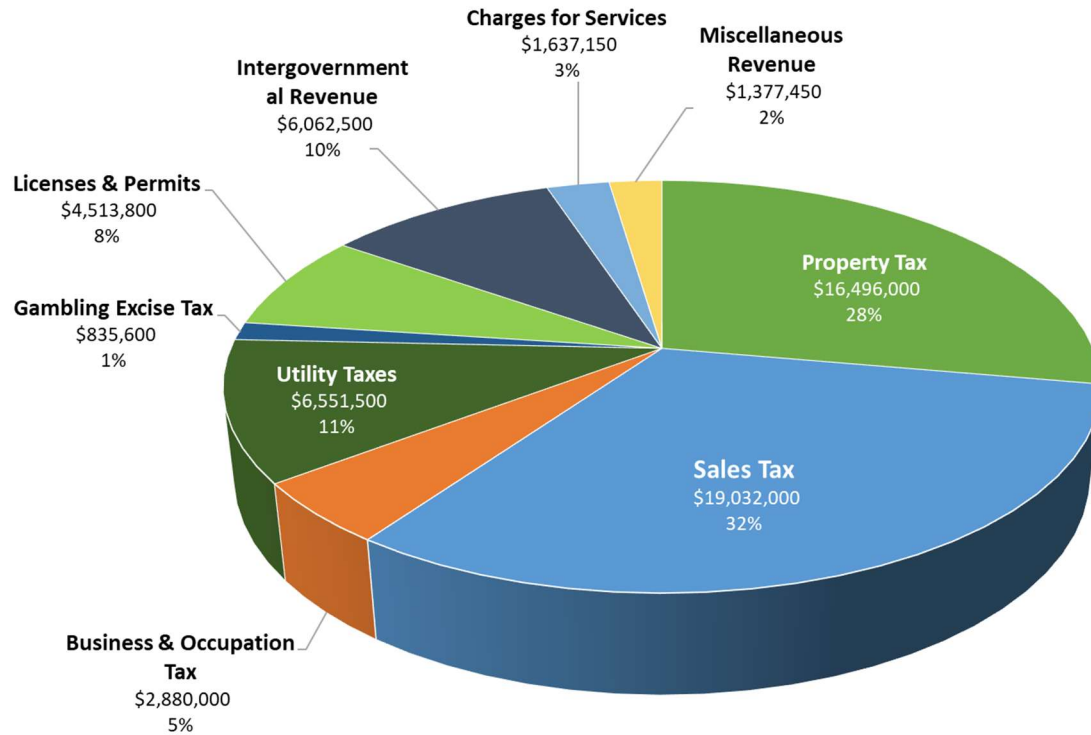
General Fund Revenues

General Fund revenue for 2021 and 2022, excluding fund balances and transfers, is \$28.83 million in 2021 and \$30.56 million in 2022.

2021-2022 General Fund Revenue

	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
BEGINNING FUND BALANCE	\$ 21,620,159	\$ 23,563,666	\$ 25,147,718	\$ 19,817,751	\$ 18,971,626
Property Tax	6,958,725	7,114,774	7,980,000	8,171,000	8,325,000
Sales Tax	7,619,252	7,984,279	6,387,423	7,474,000	8,220,000
Sales Tax - Annexation Credit	901,852	948,439	408,000	-	-
Sales Tax - Affordable Housing	-	12,548	65,500	65,500	65,500
Sales Tax - Local Criminal Justice	1,546,714	1,631,762	1,305,410	1,527,000	1,680,000
Business & Occupation Tax	1,410,247	1,464,778	1,171,822	1,370,000	1,510,000
Utility Taxes	2,291,635	2,086,291	2,041,600	3,251,000	3,300,500
Gambling Excise Tax	527,907	470,448	150,000	380,300	455,300
Other Taxes	42,710	45,817	-	-	-
Total Taxes	\$ 21,299,042	\$ 21,759,135	\$ 19,509,755	\$ 22,238,800	\$ 23,556,300
Miscellaneous Licenses and Permits	75,650	70,645	71,000	46,000	46,000
Business License Fees	309,104	313,829	251,063	632,000	632,000
Rental Housing Business License Fees	-	-	-	130,000	130,000
Franchise Fees	660,817	625,180	686,000	657,700	657,700
Permits - Building Related	609,058	983,932	347,043	542,700	679,700
Permits - Electrical	189,920	278,436	118,451	160,000	200,000
Total Licenses and Permits	\$ 1,844,548	\$ 2,272,022	\$ 1,473,557	\$ 2,168,400	\$ 2,345,400
Federal Grants	178,876	178,717	522,824	146,500	101,500
State - Criminal Justice	167,965	175,890	157,435	176,300	180,500
Liquor Tax and Profit	681,267	711,036	710,000	711,100	718,300
Intergovernmental Revenues	372,894	457,729	2,922,267	324,550	308,750
Intergovernmental - Seattle City Light	1,146,099	1,143,834	1,645,000	1,680,000	1,720,000
Total Intergovernmental Revenues	\$ 2,547,100	\$ 2,667,206	\$ 5,957,526	\$ 3,038,450	\$ 3,029,050
Planning Fees	190,844	182,550	92,172	110,000	131,000
Building Plan Review Fees	425,197	478,581	275,703	275,000	315,250
Other Miscellaneous Charges	73,288	67,790	120,000	120,000	122,400
Parks and Recreation Charges	446,944	488,396	250,546	231,500	332,000
Total Charges for Goods and Services	\$ 1,136,273	\$ 1,217,317	\$ 738,421	\$ 736,500	\$ 900,650
Fines and Penalties	165,479	183,058	80,000	129,500	129,500
Facility Leases	307,278	340,685	200,144	169,100	241,750
Miscellaneous Revenues	543,560	656,286	385,000	353,250	354,350
Total Miscellaneous	\$ 1,016,317	\$ 1,180,029	\$ 665,144	\$ 651,850	\$ 725,600
TOTAL REVENUES	\$ 27,843,281	\$ 29,095,710	\$ 28,344,403	\$ 28,834,000	\$ 30,557,000
Transfers In	80,000	80,000	170,000	80,000	80,000
Other Financing Sources	9,874	-	-	-	-
TOTAL REVENUES, TRANSFERS IN & OTHER FINANCING SOURCES	\$ 27,933,156	\$ 29,175,710	\$ 28,514,403	\$ 28,914,000	\$ 30,637,000
TOTAL ALL RESOURCES	\$ 49,553,315	\$ 52,739,376	\$ 53,662,121	\$ 48,731,751	\$ 49,608,626

2021-2022 General Fund Revenues \$59.4 million (excluding Transfers In)



The City derives 77% of its total General Fund revenue through taxes. The three largest sources of revenue for the General Fund are sales tax (32%), property tax (28%), and utility tax (11%), which is composed of taxes on electric, natural gas, cable, telephone, water, and sewer utilities. The remaining 23% of General Fund revenue is derived through a variety of sources. Intergovernmental Revenue makes up 10%. These funds represent various grants and payments for services from federal, state, and other local governments, including intergovernmental franchise fees and state shared excise taxes. License and permit fees make up 8% of total revenues. These funds are primarily from cable franchises, building and electrical permits, and business licenses. Charges for services make up 3% of General Fund Revenues. These charges include building & planning fees, as well as recreation program fees. A further 2% are for collections of miscellaneous revenue, mainly from investment income the City receives from the State Investment pool. Additional discussion of major tax revenues is provided on the following pages.

Major Revenue Sources

Sales Taxes

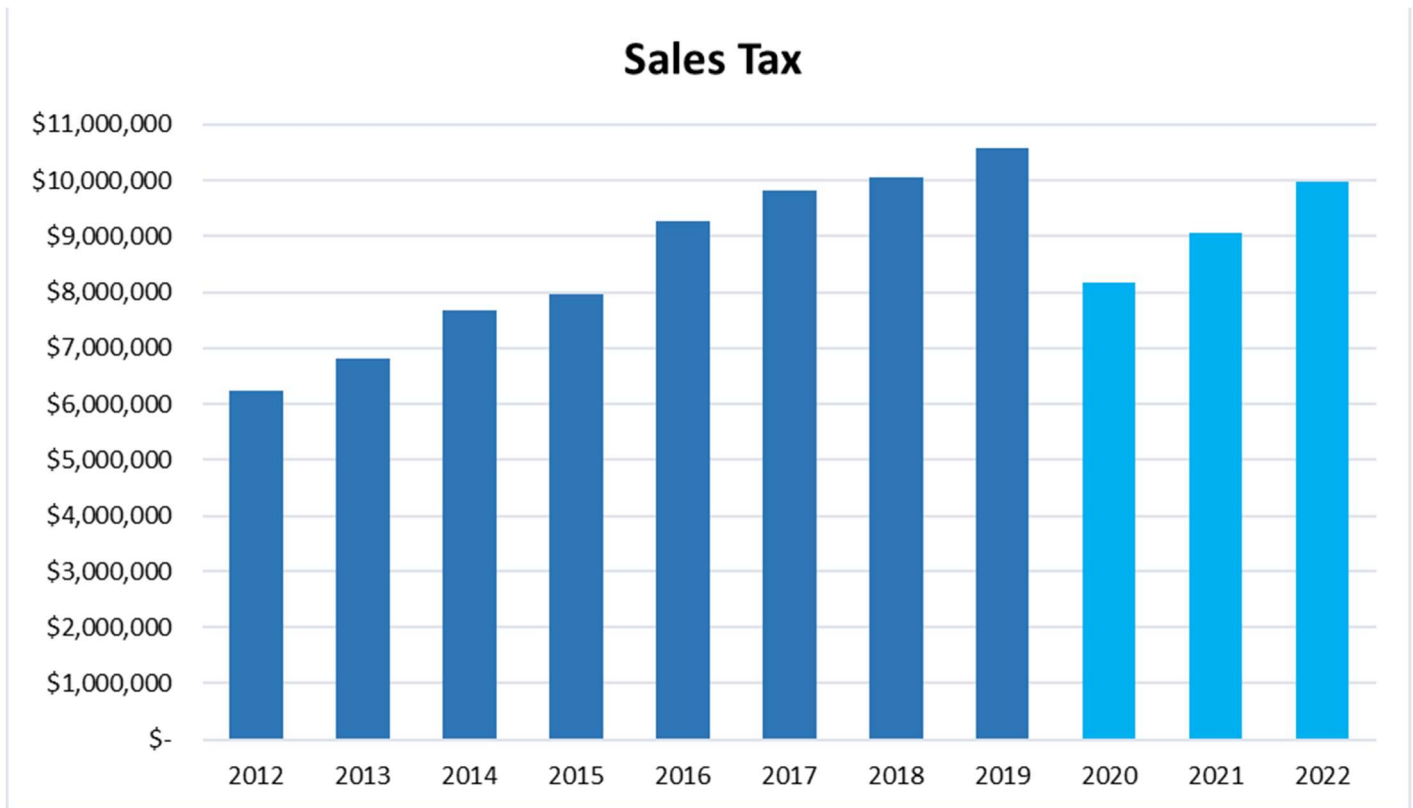
The City receives 32% of all General Fund revenues from three sources of sales tax. The main source of sales tax, \$7.47 million in 2021 and \$8.22 million in 2022, is the City sales tax on retail sales, currently set at 0.85%. The City also receives sales tax collected by King County for Criminal Justice, estimated at \$1.53 million in 2021 and \$1.68 million in 2022. The third source is a new sales tax revenue sharing program that allows cities access to a portion of state sales tax revenue to make local investments in affordable housing. The City is eligible for a credit of 0.0073% of taxable local retail sales, up to a maximum of \$65,500 annually, for a 20-year state tax sharing period.

Sales Tax Distribution by Government Entity



Government Entity	Tax Rate
State of Washington	6.50%
Sound Transit	1.40%
King County Metro Transit	0.90%
City of Burien	0.85%
King County	0.15%
King County Mental Health	0.10%
King County Criminal Justice	0.10%
King County Housing Services	0.10%
Total Sales Tax Rate	10.10%

The total sales tax rate on automobile sales is 10.4%. An additional 0.3% is added to automobile sales to fund statewide transportation projects.



**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

The chart above illustrates the change in sales tax since 2012, along with forecasted sales tax revenues for 2021 and 2022. The steady increase from 2012 to 2015 is due to the strong and continued rebound in economic activity after the Great Recession, driven primarily by auto sales. The large increase in 2016 is due to a substantial increase in construction activity on several large residential and commercial developments in the City. Cities have been receiving increased sales tax revenues due to the Marketplace Fairness Act passed by the state legislature in 2017. This Act extended sales taxes to many Internet and remote sales that were not taxed previously.

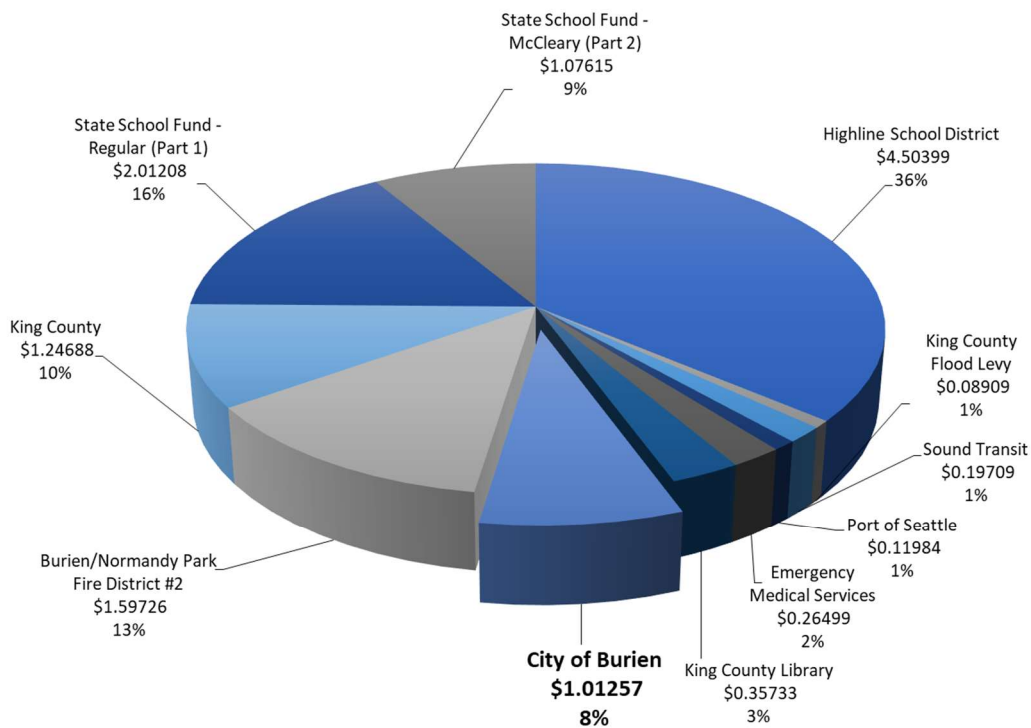
The forecasted sales tax revenues in 2021 are significantly lower than the 2020 Revised Budget due to the financial implications of the COVID-19 pandemic. Economic recovery is anticipated in 2022 with taxes still lagging prior years due to the loss of the City's sales tax annexation credit on June 30, 2020.

Property Tax

The City receives 28% of all General Fund revenues from property tax. The City estimates \$8.17 million will be collected in 2021 and \$8.33 million in 2022. This estimate includes a 1% increase and new construction in both years. The increase in 2020 is due to collecting 100% of the property tax levy in the General Fund, compared to 90% in the General Fund and 10% deposited in the Capital Projects Reserve in 2019. The chart illustrates that the City receives a relatively small portion of a property owner's total bill.

Even with the 1% increase in the 2021 City's property tax levy, the City's property tax rate decreased from \$1.03759 to \$1.01257 for every \$1,000 of assessed value. The property bill for a homeowner with a median home value in Burien of \$420,000 will remain about the same amount compared to 2020. This will pay for the City's general operations such as police and parks.

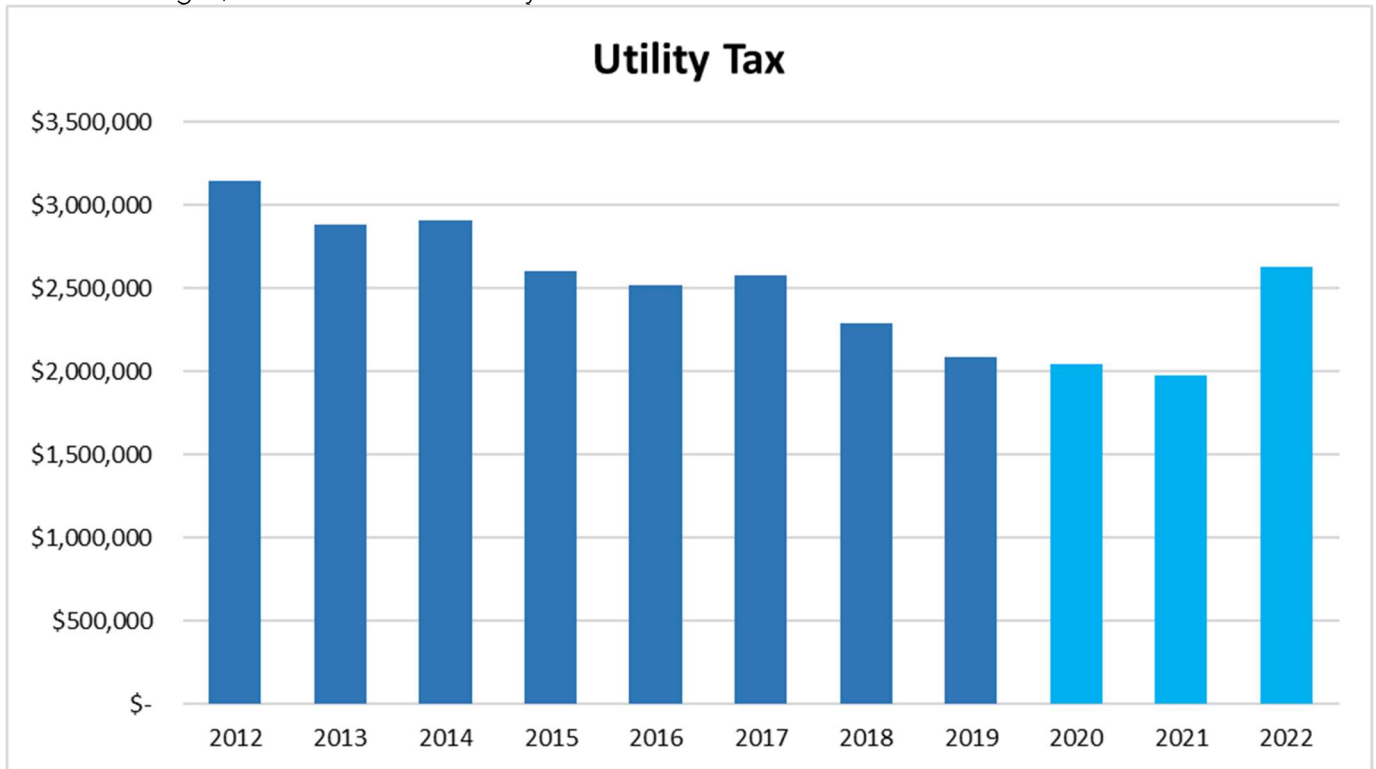
2021 Property Tax Distribution \$12.47727 per \$1,000 of Assessed Value



Utility Taxes

The City will receive 11% of all General Fund revenues from utility taxes in 2021 and 2022 with the addition of a new 8% tax on water and sewer utilities. This will supplement the existing 6% tax on electricity, natural gas, cable and telephone utilities. An estimated \$3.25 million will be collected in 2021 and \$3.3 million in 2022. Existing utility taxes have been down in recent years due to the continued decreased collections in telephone utility tax, as an increasing number of consumers switch from land-line to cellular phone services, and decreased collections in cable utility tax with customers switching to internet-based streaming services.

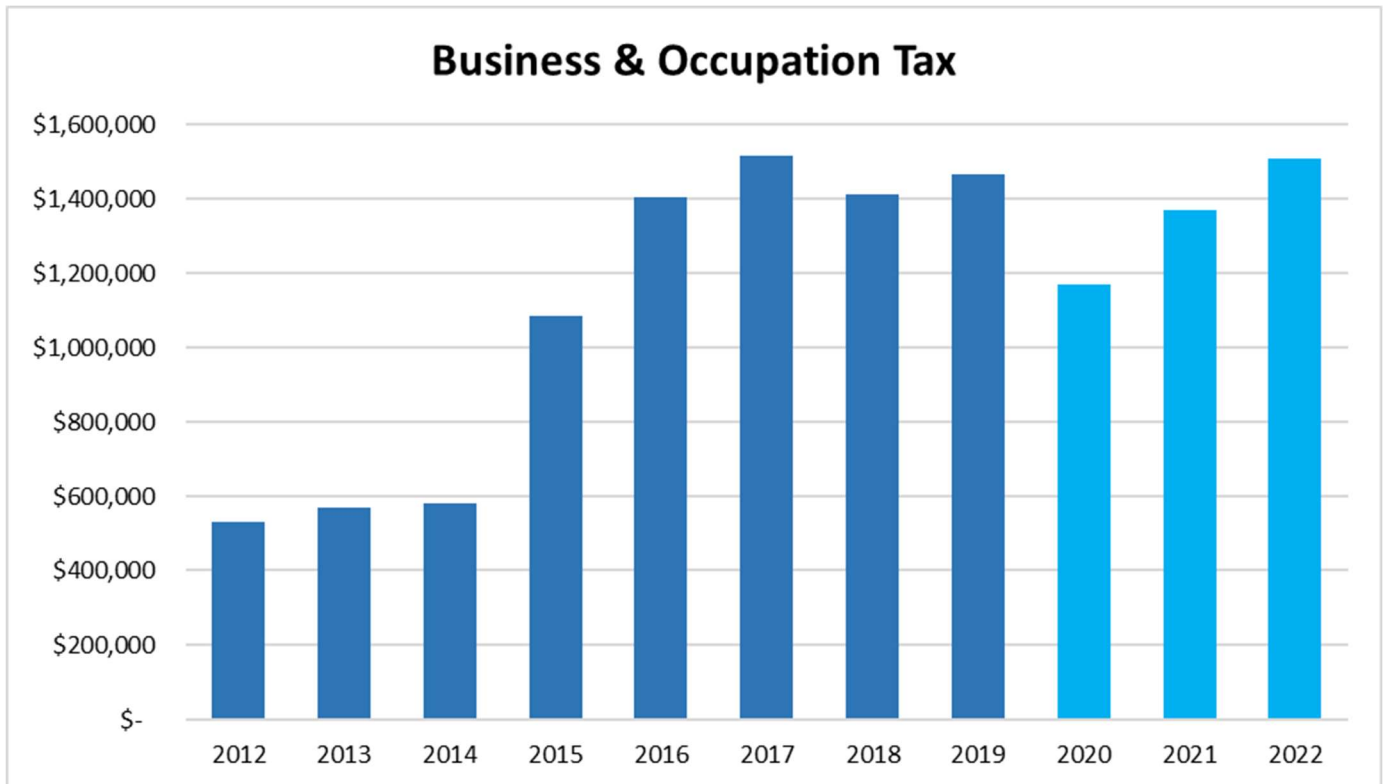
By utility type, 39% of utility taxes will come from water/sewer, 19% from cable, 19% from telephone, 17% from natural gas, and 6% from electricity.



**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

Business & Occupation Taxes

The City receives 5% of all General Fund revenue from Business & Occupation taxes. The City estimates that \$1.37 million will be collected in 2021 and \$1.51 million will be collected in 2022. Originally adopted in 2002 as a 0.025% tax on gross receipts over \$100,000, the City Council increased the tax in 2015 from 0.05% to 0.1%, but also increased the tax threshold to \$200,000. The further increase in 2016 and 2017 was due to growth in construction activity, as well as strong growth in the retail and warehouse distribution sectors. The forecasted revenues in 2021 are significantly lower than the 2020 Revised Budget due to the financial implications of the COVID-19 pandemic. Economic recovery is anticipated in 2022.



**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

General Fund Expenditures – by Line Item

	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
EXPENDITURES					
Salaries	\$ 5,184,127	\$ 5,707,019	\$ 6,016,287	\$ 5,870,350	\$ 6,335,390
Personnel Benefits	1,953,725	2,157,701	2,454,172	2,367,000	2,588,990
Total Salaries & Benefits	\$ 7,137,852	\$ 7,864,720	\$ 8,470,459	\$ 8,237,350	\$ 8,924,380
Total Supplies	299,591	332,634	599,850	260,975	274,735
Professional Services	3,498,848	3,429,582	21,443,127	18,413,225	19,211,870
Communication	91,596	107,600	118,200	112,395	121,210
Travel, Meals, Mileage	35,322	49,355	48,580	34,570	34,745
Taxes and Assessments	29,253	30,390	30,500	31,925	33,695
Operating Rents and Leases	90,603	84,469	197,500	138,980	81,230
Insurance	304,143	353,349	378,000	416,520	467,870
Utility Services	257,368	258,454	211,500	225,250	234,470
Repairs and Maintenance	65,526	94,456	68,050	73,250	73,250
Admissions and Trips	25,454	26,222	1,750	2,050	2,120
Dues and Memberships	142,771	149,096	149,830	165,365	169,795
Printing, Binding, and Copying	16,337	14,751	10,725	8,600	7,100
Registrations and Training	39,170	41,508	58,825	45,400	46,200
Subscriptions and Publications	23,421	25,113	21,435	16,310	16,490
Interfund Charges Equip Replacement	-	-	75,000	75,000	150,000
Miscellaneous	39,131	92,948	21,550	23,450	23,510
Total Services & Charges	\$ 4,658,942	\$ 4,757,293	\$ 22,834,572	\$ 19,782,290	\$ 20,673,555
Total Intergovernmental	13,407,407	14,047,386	-	-	-
Total Capital Outlay	315,856	412,440	452,680	625,000	10,000
TOTAL EXPENDITURES	\$ 25,819,648	\$ 27,414,473	\$ 32,357,561	\$ 28,905,615	\$ 29,882,670
Transfers Out	170,000	176,500	1,195,568	926,500	726,500
TOTAL EXPENDITURES & TRANSFERS	\$ 25,989,648	\$ 27,590,973	\$ 33,553,129	\$ 29,832,115	\$ 30,609,170
Ending Fund Balance	23,563,666	25,147,718	20,108,992	18,894,636	18,927,466
TOTAL ALL USES (including Fund Balance)	\$ 49,553,314	\$ 52,738,691	\$ 53,662,121	\$ 48,726,751	\$ 49,536,636

The BARS manual eliminated the Intergovernmental object code beginning in 2020; these costs are now coded to Professional Services throughout the 2021-2022 Budget.

General Fund Expenditures – by Department

	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
EXPENDITURES					
City Council	\$ 267,618	\$ 260,837	\$ 270,405	\$ 277,310	\$ 281,320
City Manager	816,665	502,747	868,375	661,860	682,210
Economic Development	627,606	621,937	1,689,033	717,790	726,110
Human Services	136,908	561,517	1,526,377	684,030	638,440
Administrative Services	1,597,561	2,198,050	2,865,952	2,269,370	2,340,540
Finance	3,228,931	2,912,209	3,357,958	2,825,140	2,956,570
Legal	1,378,965	1,834,946	1,693,492	1,837,290	1,932,140
Police	11,988,339	12,442,541	13,530,208	13,293,710	14,047,970
Public Works	449,563	462,596	670,986	366,560	445,450
Community Development	1,579,910	1,690,041	2,067,101	2,284,430	1,940,450
Parks, Recreation & Cultural Services	3,747,583	3,927,052	3,817,674	3,688,125	3,891,470
TOTAL EXPENDITURES	\$ 25,819,648	\$ 27,414,473	\$ 32,357,561	\$ 28,905,615	\$ 29,882,670
Transfers Out	170,000	176,500	1,195,568	926,500	726,500
TOTAL EXPENDITURES & TRANSFERS	\$ 25,989,648	\$ 27,590,973	\$ 33,553,129	\$ 29,832,115	\$ 30,609,170

City Council

Responsible Manager: Brian Wilson, City Manager

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.

City Council

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00151160	110000	Salaries and Wages	\$ 52,200	\$ 52,200	\$ 52,200	\$ 52,200	\$ 52,200
00151160	200000	Personnel Benefits	54,500	54,581	54,605	54,670	54,670
00151160	310000	Office and Operating Supplies	84	88	200	200	200
00151160	350000	Small Tools & Minor Equipment	337	165	300	450	450
00151160	410000	Professional Services	5,115	-	4,500	4,500	4,500
00151160	424210	Telephone/Internet	6,947	7,755	7,100	9,200	9,200
00151160	430000	Travel	11,883	11,222	10,800	10,800	10,800
00151160	480000	Repairs and Maintenance	-	-	-	-	-
00151160	494910	Memberships and Dues	122,258	126,974	131,300	135,490	139,500
00151160	494920	Printing/Binding/Copying	1,115	-	200	200	200
00151160	494930	Registration-Training/Workshop	5,233	3,995	5,000	5,200	5,200
00151160	494950	Miscellaneous	7,947	3,857	4,200	4,400	4,400
TOTAL EXPENDITURES			\$ 267,618	\$ 260,837	\$ 270,405	\$ 277,310	\$ 281,320

REVENUES							
General Fund			267,618	260,837	270,405	277,310	281,320
TOTAL REVENUES			\$ 267,618	\$ 260,837	\$ 270,405	\$ 277,310	\$ 281,320

Personnel

CITY COUNCIL	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Mayor	\$ 9,000	\$ 7,930	0.00	\$ 9,000	\$ 7,930	0.00
Councilmember	43,200	46,740	0.00	43,200	46,740	0.00
Division Total	\$ 52,200	\$ 54,670	0.00	\$ 52,200	\$ 54,670	0.00

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: Provides funding for a meeting facilitator at the Council's annual retreat.

Travel: Provides funding for airfare and lodging for Councilmembers who attend state and national conferences, as well as trips to Olympia and Washington, D.C. to meet with elected officials to seek support for the City's legislative agenda.

Memberships and Dues

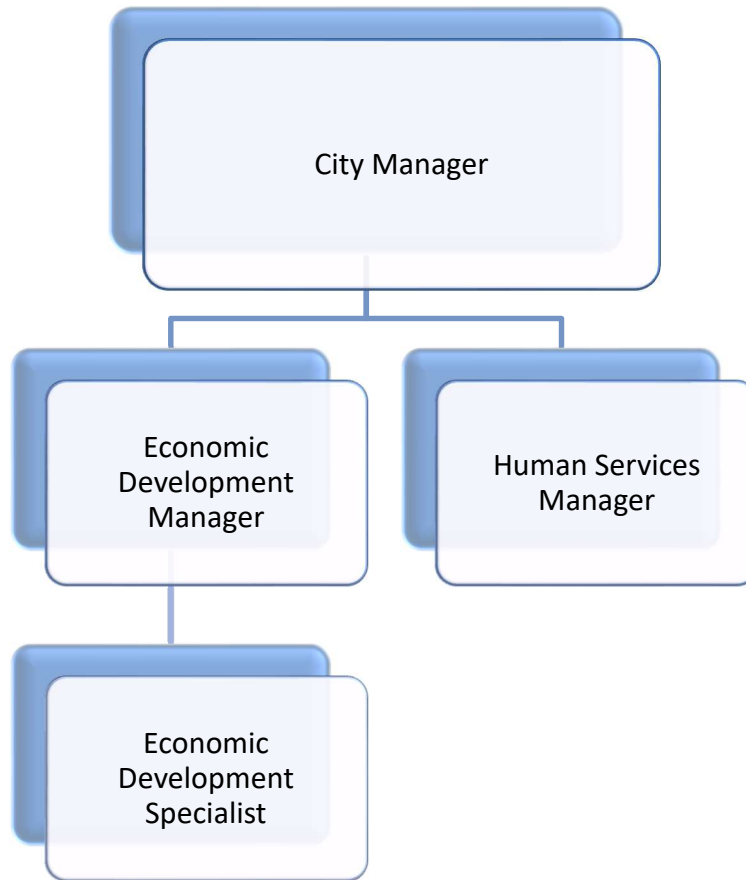
Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Preliminary Budget	2022 Preliminary Budget
Organization	Object						
MEMBERSHIPS AND DUES							
00151160	494910	Association of Washington Cities	\$ 36,168	\$ 37,530	\$ 39,000	\$ 40,200	\$ 41,400
		King County Cities Climate Collaboration	1,200	1,200	1,500	\$ 1,590	\$ 1,600
		National League of Cities	3,258	3,356	3,300	\$ 3,400	\$ 3,500
		Puget Sound Clean Air Agency	33,752	34,698	35,500	\$ 36,600	\$ 37,700
		Puget Sound Regional Council	15,641	16,218	17,000	\$ 17,600	\$ 18,100
		Sound Cities Association	32,239	33,973	35,000	\$ 36,100	\$ 37,200
TOTAL MEMBERSHIPS AND DUES			\$ 122,258	\$ 126,974	\$ 131,300	\$ 135,490	\$ 139,500

- **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.
- **King County Cities Climate Collaboration:** This partnership between King County, the Port of Seattle and fourteen cities seeks to coordinate and enhance the effectiveness of local government climate and sustainability action.
- **National League of Cities:** The National League of Cities 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:** The Puget Sound Regional Council 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:** The Sound Cities Association 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: Funds registration costs for Councilmembers 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.

Miscellaneous: Provides funding for annual community awards and volunteer recognition.

City Manager's Office



City Manager's Office

Responsible Manager: Brian Wilson, City Manager

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 Human Services.

City Manager's Office

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00251310	110000	Salaries and Wages	\$ 349,731	\$ 256,401	\$ 251,707	\$ 185,810	\$ 200,640
00251310	200000	Personnel Benefits	136,397	104,369	104,613	70,520	75,340
00251310	310000	Office and Operating Supplies	7,727	2,050	2,050	2,100	2,100
00251310	350000	Small Tools & Minor Equipment	5,812	-	-	2,000	2,000
00251310	410000	Professional Services	285,981	130,932	497,905	384,600	385,300
00251310	424210	Telephone/Internet	1,567	1,273	1,500	2,030	2,030
00251310	424220	Postage	17,827	-	-	-	-
00251310	430000	Travel	1,696	544	5,000	5,000	5,000
00251310	494910	Memberships and Dues	1,980	1,815	400	2,000	2,000
00251310	494920	Printing/Binding/Copying	116	-	1,500	500	500
00251310	494930	Registration-Training/Workshop	2,061	550	2,000	2,000	2,000
00251310	494940	Subscriptions and Publications	271	134	-	300	300
00251310	494950	Miscellaneous	5,499	4,680	1,700	5,000	5,000
TOTAL EXPENDITURES			\$ 816,665	\$ 502,747	\$ 868,375	\$ 661,860	\$ 682,210
REVENUES							
General Fund			816,665	502,747	868,375	661,860	682,210
TOTAL REVENUES			\$ 816,665	\$ 502,747	\$ 868,375	\$ 661,860	\$ 682,210

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00251310	410000	Professional Services	200,312	62,773	417,905	310,000	310,000
00151170	410010	Federal Lobbying Services	24,000	24,600	30,000	24,600	25,300
00151170	410020	State Lobbying Services	43,500	43,500	50,000	50,000	50,000
00251310	410050	Burien Magazine	16,790	-	-	-	-
00251310	411550	Advertising	483	60	-	-	-
00251310	414100	Software Licensing Fees	896	-	-	-	-
TOTAL PROFESSIONAL SERVICES			\$ 285,981	\$ 130,932	\$ 497,905	\$ 384,600	\$ 385,300

Personnel

CITY MANAGER'S OFFICE	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
City Manager	\$ 185,810	\$ 70,520	1.00	\$ 200,640	\$ 75,340	1.00
Division Total	\$ 185,810	\$ 70,520	1.00	\$ 200,640	\$ 75,340	1.00

Budget Highlights – City Manager’s Office

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Provides funding for the City Manager to address emerging issues that require the City’s immediate attention.

Federal Lobbying Services: Lobbying for support of the City’s economic strategy, including seeking federal grants for capital projects.

State Lobbying Services: Lobbying to support the City’s legislative agenda in the Washington State Legislature.

Economic Development Division

Responsible Manager: Chris Craig, Economic Development Manager

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.

Economic Development Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00455870	110000	Salaries and Wages	\$ 230,482	\$ 190,617	\$ 198,862	\$ 211,000	\$ 227,670
00455870	200000	Personnel Benefits	78,750	74,962	90,454	94,020	100,670
00455870	310000	Office and Operating Supplies	1,422	2,893	2,100	1,500	1,500
00455870	350000	Small Tools & Minor Equipment	-	-	-	-	-
00455870	410000	Professional Services	293,176	341,696	1,379,517	391,600	376,600
00455870	424210	Telephone/Internet	1,304	1,429	1,500	1,470	1,470
00455870	424220	Postage	1,477	-	-	-	-
00455870	430000	Travel	1,566	616	1,000	-	-
00455870	494910	Memberships and Dues	5,820	1,075	7,000	10,000	10,000
00455870	494920	Printing/Binding/Copying	3,795	1,489	500	500	500
00455870	494930	Registration-Training/Workshop	3,866	827	2,500	2,000	2,000
00455870	494940	Subscriptions and Publications	5,449	5,789	5,600	5,700	5,700
00455870	494950	Miscellaneous	499	545	-	-	-
TOTAL EXPENDITURES			\$ 627,606	\$ 621,937	\$ 1,689,033	\$ 717,790	\$ 726,110

REVENUES							
Business & Occupation Tax			564,099	585,911	642,000	548,000	604,000
Community Development Block Grant			-	-	45,000	45,000	-
Port of Seattle Grant			50,000	51,850	51,850	51,850	51,850
General Fund			13,507	(15,824)	950,183	72,940	70,260
TOTAL REVENUES			\$ 627,606	\$ 621,937	\$ 1,689,033	\$ 717,790	\$ 726,110

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00455870	410000	Professional Services	135,391	130,754	1,172,917	195,000	195,000
00455870	410450	Discover Burien	94,000	84,995	81,000	81,000	81,000
00455870	410500	Discover Burien - Clean & Safe	38,936	44,500	35,000	35,000	35,000
00455870	411100	Burien Marketing Strategy	11,249	67,847	75,000	65,000	50,000
00455870	411150	SW King Co. Chamber of Comm.	3,600	3,600	3,600	3,600	3,600
00455870	411200	Small Business Dev. Center	10,000	10,000	12,000	12,000	12,000
TOTAL PROFESSIONAL SERVICES			\$ 293,176	\$ 341,696	\$ 1,379,517	\$ 391,600	\$ 376,600

Personnel

ECONOMIC DEVELOPMENT DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Economic Development Manager	\$ 127,930	\$ 47,980	1.00	\$ 136,430	\$ 51,020	1.00
Economic Development Specialist	83,070	46,040	1.00	91,240	49,650	1.00
Division Total	\$ 211,000	\$ 94,020	2.00	\$ 227,670	\$ 100,670	2.00

Budget Highlights – Economic Development Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Funding for Council-approved economic development priorities. In the 2021-2022 biennium, \$50,000 in 2021 will fund a visioning and re-zone study for the Boulevard Park neighborhood. Further, \$85,000 in 2021 and \$110,000 in 2022 will support small businesses in Burien. \$40,000 in each year will be used to fund Holiday Lighting, and \$20,000 in each year is budgeted for assistance with review of compliance with City requirements on the Burien Municipal parking lot development. In 2022, \$20,000 will be used to update demographics to assist in business recruitment and investment attraction efforts.

Discover Burien: Discover Burien provides business recruitment and development services and manages various community events.

Discover Burien – Clean and Safe: 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.

Burien Marketing Strategy: The Burien Marketing Strategy funds promotional efforts to encourage economic development in Burien. \$65,000 in 2021 will be used to implement business attraction and tourism and visitor attraction campaigns. \$50,000 in 2022 will be used for business attraction marketing, foreign investment attraction, and transit-oriented property development.

Small Business Development Center: Funds the City's membership to the organization, which provides financial and business advisory services to start-up and business expansion clients in Burien.

Memberships and Dues: Includes memberships in the Soundside Alliance and Greater Seattle Partners.

Human Services Division

Responsible Manager: Colleen Brandt-Schluter, Human Services Manager

The Human Services Division develops, plans, implements, and administers the City of Burien's human services activities. The Division will typically focus on three key roles:

- As a planner to assess and anticipate community needs, and develop appropriate policy and program responses based on those needs,
- As a facilitator to convene and engage others in community problem-solving to develop and improve services, and
- As a funding provider to disburse federal Community Development Block Grants and City funding to support a network of services to respond to community needs.

Human Services Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
02955720	110000	Salaries and Wages	\$ 86,028	\$ 96,473	\$ 108,931	\$ 109,310	\$ 114,340
02955720	200000	Personnel Benefits	36,059	39,008	42,863	43,230	45,610
02955720	310000	Office and Operating Supplies	-	726	900	400	400
02955720	350000	Small Tools & Minor Equipment	915	-	-	-	-
02955720	410000	Professional Services	12,972	424,151	1,331,783	470,000	477,000
02955720	424210	Telephone/Internet	877	806	800	1,090	1,090
02955720	430000	Travel	-	352	350	-	-
02955720	450000	Operating Rentals & Leases	-	-	40,000	60,000	-
02955720	494920	Printing/Binding/Copying	58	-	100	-	-
02955720	494930	Registration-Training/Workshop	-	-	550	-	-
02955720	494940	Subscriptions and Publications	-	-	100	-	-
TOTAL EXPENDITURES			\$ 136,908	\$ 561,517	\$ 1,526,377	\$ 684,030	\$ 638,440

REVENUES							
Community Development Block Grant			41,907	99,799	94,000	94,000	94,000
Intergovernmental			-	-	30,000	-	-
HB 1406 Affordable Housing Sales Tax					65,500	65,500	65,500
General Fund			95,001	461,718	1,336,877	524,530	478,940
TOTAL REVENUES			\$ 136,908	\$ 561,517	\$ 1,526,377	\$ 684,030	\$ 638,440

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
02955720	410000	Professional Services	12,972	30,318	116,280	80,000	87,000
02955720	410950	Human Svc-Family/Youth	-	392,562	1,215,503	390,000	390,000
02955720	410951	Emergency Shelters	-	950	-	-	-
02955720	411550	Advertising	-	322	-	-	-
TOTAL PROFESSIONAL SERVICES			\$ 12,972	\$ 424,151	\$ 1,331,783	\$ 470,000	\$ 477,000

Personnel

HUMAN SERVICES DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Human Services Manager	109,310	43,230	1.00	114,340	45,610	1.00
Division Total	\$ 109,310	\$ 43,230	1.00	\$ 114,340	\$ 45,610	1.00

Budget Highlights – Human Services Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

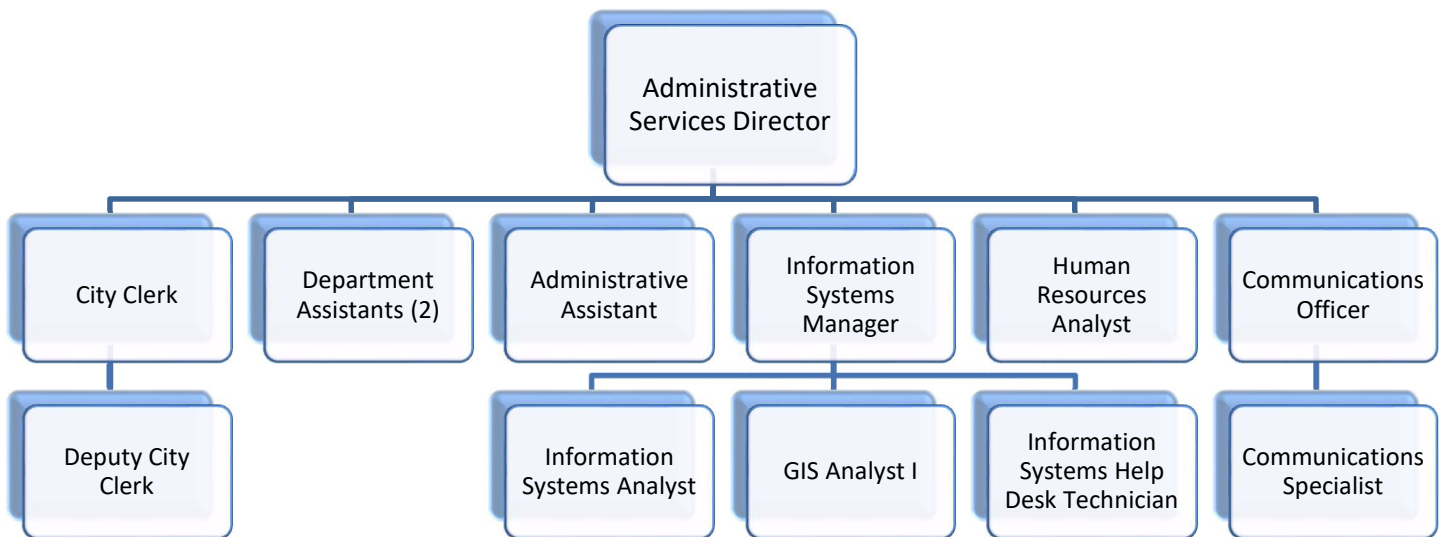
Professional Services: Includes funding for the South King Housing and Homelessness Partners interlocal agreement in 2021 and 2022. Further, funding is available in 2022 for Community Cafes for community outreach and the Burien Back to School Resource Fair.

Human Services: Of this amount \$345,000 represents the City's appropriation of \$6.56 per capita to fund to the Human Services Commission to provide funding to not for profit organizations providing human services for Burien residents. The other \$45,000 is a Community Development Block Grant to support the New Futures family support program at the Alcove at Seahurst Apartments, provided by Southwest Youth and Family Services.

Operating Rentals & Leases: Includes funding in 2021 for two portable restrooms and hand-washing stations downtown.

Administrative Services Department

The Administrative Services Department leads, plans, organizes and controls the City's administrative functions including Human Resources, Information Systems, Communications, City Clerk, Public Records, and Front Desk operations.



City Clerk Division

Responsible Director: Cathy Schrock, Administrative Services Director

The City Clerk/Public Records 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 and business owners, city staff, and elected officials.

City Clerk Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00551420	110000	Salaries and Wages	\$ 345,790	\$ 337,671	\$ 388,527	\$ 389,700	\$ 415,160
00551420	200000	Personnel Benefits	149,140	141,975	181,963	186,170	198,410
00551420	310000	Office and Operating Supplies	4,551	6,208	4,600	4,000	4,000
00551420	350000	Small Tools & Minor Equipment	501	1,425	-	-	-
00551420	410000	Professional Services	44,175	39,521	213,500	224,500	174,000
00551420	424210	Telephone/Internet	870	931	800	2,820	2,820
00551420	424220	Postage	18,344	10,504	10,000	7,500	7,500
00551420	430000	Travel	1,213	195	-	-	-
00551420	450000	Operating Rentals and Leases	4,047	5,590	5,000	5,000	5,000
00551420	494910	Memberships and Dues	335	270	500	350	350
00551420	494920	Printing/Binding/Copying	4,816	4,435	1,500	500	250
00551420	494930	Registration-Training/Workshop	75	35	1,200	1,000	1,000
00551420	494940	Subscriptions and Publications	-	125	-	-	-
00551420	494950	Miscellaneous	52	61	-	-	-
00551490	510250	Voter Registration Costs	-	242,069	-	-	-
00551420	640000	Machinery And Equipment	-	82,926	40,000	-	-
TOTAL EXPENDITURES			\$ 573,909	\$ 873,940	\$ 847,590	\$ 821,540	\$ 808,490

REVENUES							
Business License Fees			309,104	313,829	325,000	632,000	632,000
General Fund			264,805	560,111	522,590	189,540	176,490
TOTAL REVENUES			\$ 573,909	\$ 873,940	\$ 847,590	\$ 821,540	\$ 808,490

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00551420	410000	Professional Services	23,194	14,961	14,500	18,000	18,000
00551420	411550	Advertising	4,590	4,575	3,500	2,500	2,000
00551420	414100	Software Licensing Fees	13,339	13,386	13,000	14,000	14,000
00551420	414120	Code Supplement	3,053	6,599	5,000	5,000	5,000
00551420	415000	Voter Registration Costs	-	-	177,500	185,000	135,000
TOTAL PROFESSIONAL SERVICES			\$ 44,175	\$ 39,521	\$ 213,500	\$ 224,500	\$ 174,000

Personnel

CITY CLERK DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
City Clerk	105,410	50,870	1.00	114,340	54,660	1.00
Deputy City Clerk	77,360	42,460	1.00	80,920	44,950	1.00
Administrative Assistant	206,930	92,840	3.00	219,900	98,800	3.00
Division Total	\$ 389,700	\$ 186,170	5.00	\$ 415,160	\$ 198,410	5.00

Budget Highlights – City Clerk Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: This budget is used for the City's records and retention services.

Advertising: Used to post public notices.

Software Licensing Fees: Annual maintenance fee for iCompass, the City's agenda management software for City Council meetings.

Code Supplement: Costs related to posting updates to the City's online municipal code.

Operating Rents and Leases: Funds the lease of the City's postage meter.

Voter Registration Costs: This is the City's share of King County election and voter registration costs. Costs are higher in 2021 due to it being an election year.

Communications Division

Responsible Manager: Emily Inlow-Hood, Communications Officer

The Communications Division encourages and supports public participation in local government through two-way communication with residents, businesses, community organizations, and other jurisdictions. The division is responsible for the City's communications plan, including public information, public relations, media relations, internal and external communications, marketing, education, and outreach. The division ensures the City's public information and public relations programs are implemented in a manner consistent with City goals and policies.

Communications Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00351310	110000	Salaries and Wages	\$ -	\$ 112,065	\$ 126,313	\$ 153,770	\$ 162,230
00351310	200000	Personnel Benefits	-	39,664	45,699	75,090	76,910
00351310	310000	Office and Operating Supplies	-	996	1,150	1,000	1,000
00351310	350000	Small Tools & Minor Equipment	-	126	-	100	100
00351310	410000	Professional Services	-	75,557	127,950	28,800	28,800
00351310	424210	Telephone/Internet	-	156	200	1,520	1,520
00351310	424220	Postage	-	25,641	20,750	12,000	12,000
00351310	430000	Travel	-	1,085	1,000	-	-
00351310	494910	Memberships and Dues	-	380	175	180	180
00351310	494920	Printing/Binding/Copying	-	-	500	250	250
00351310	494930	Registration-Training/Workshop	-	1,493	1,000	1,000	1,000
00351310	494940	Subscriptions and Publications	-	724	-	3,600	3,600
00351310	494950	Miscellaneous	-	7	2,400	500	500
TOTAL EXPENDITURES			\$ -	\$ 257,894	\$ 327,137	\$ 277,810	\$ 288,090

REVENUES							
General Fund			-	257,894	327,137	277,810	288,090
TOTAL REVENUES			\$ -	\$ 257,894	\$ 327,137	\$ 277,810	\$ 288,090

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00351310	410000	Professional Services	-	13,190	84,150	18,500	18,500
00351310	410050	Burien Magazine	-	62,233	42,800	10,000	10,000
00351310	411550	Advertising	-	134	1,000	300	300
TOTAL PROFESSIONAL SERVICES			\$ -	\$ 75,557	\$ 127,950	\$ 28,800	\$ 28,800

Personnel

COMMUNICATIONS DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Communications Officer	\$ 99,030	\$ 43,120	1.00	\$ 103,590	\$ 44,100	1.00
Communications Specialist	54,740	31,970	0.80	58,640	32,810	0.80
Division Total	\$ 153,770	\$ 75,090	1.80	\$ 162,230	\$ 76,910	1.80

Budget Highlights – Communications Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Provides funding for translation and interpretation, photography, and community outreach services.

Burien Magazine: For costs related to the production of the Burien Magazine and Recreation Guide. The decrease reflects a reduced production level from 4 annual issues to 2, as well as cost savings from bringing production in-house.

Postage: Pays for the postage for the Burien Magazine and Recreation Guide.

Human Resources Division

Responsible Director: Cathy Schrock, Administrative Services Director

The Human Resources Division includes developing, implementing, evaluating, and administering the City's personnel policies, programs, services, and systems including benefits administration, staff development, and wellness programs.

Human Resources Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00651810	110000	Salaries and Wages	\$ 193,498	\$ 223,011	\$ 234,334	\$ 242,480	\$ 259,060
00651810	200000	Personnel Benefits	60,178	76,371	82,111	84,130	89,820
00651810	310000	Office and Operating Supplies	1,492	1,841	1,800	1,000	1,000
00651810	350000	Small Tools & Minor Equipment	1,296	-	-	-	-
00651810	410000	Professional Services	5,559	11,418	32,600	14,100	14,100
00651810	424210	Telephone/Internet	969	1,872	2,000	1,470	1,470
00651810	424220	Postage	10	-	-	-	-
00651810	430000	Travel	923	782	700	300	300
00651810	494010	Wellness Activities	3,139	1,020	3,500	3,500	3,500
00651810	494910	Memberships and Dues	189	209	300	250	300
00651810	494920	Printing/Binding/Copying	58	109	-	200	200
00651810	494930	Registration-Training/Workshop	470	640	650	500	500
00651810	494940	Subscriptions and Publications	-	218	250	200	250
00651810	494950	Miscellaneous	1,403	1,888	1,000	800	800
TOTAL EXPENDITURES			\$ 269,183	\$ 319,381	\$ 359,245	\$ 348,930	\$ 371,300

REVENUES							
General Fund			269,183	319,381	359,245	348,930	371,300
TOTAL REVENUES			\$ 269,183	\$ 319,381	\$ 359,245	\$ 348,930	\$ 371,300

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00651810	410000	Professional Services	2,270	6,909	26,000	10,000	10,000
00651810	411550	Advertising	1,665	3,084	5,000	2,500	2,500
00651810	414100	Software Licensing Fees	1,624	1,425	1,600	1,600	1,600
TOTAL PROFESSIONAL SERVICES			\$ 5,559	\$ 11,418	\$ 32,600	\$ 14,100	\$ 14,100

Personnel

HUMAN RESOURCES DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Administrative Services Director	\$ 165,020	\$ 56,690	1.00	\$ 173,980	\$ 60,070	1.00
Human Resources Analyst	77,460	27,440	1.00	85,080	29,750	1.00
Division Total	\$ 242,480	\$ 84,130	2.00	\$ 259,060	\$ 89,820	2.00

Budget Highlights – Human Resources Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Provides funding for background checks and organization development training.

Advertising: Used to post job advertisements for vacant City positions.

Software Licensing Fees: Annual licensing fee for the City's online employment application software.

Wellness Activities: Funds the City's Wellness Program.

Information Technology Division

Responsible Manager: Fernando Llamas, Information Systems Manager

The Information Systems Division innovates, secures, maintains, and supports the City's on-premise and cloud technologies. This includes the City's enterprise business systems, website, networks, hardware, software, audio/video services and tools, operational technologies and integrated components. The Division provides a help desk to City staff, maintains the City's Intranet, videography support for public meetings, and administers, develops, and maintains the Geographic Information System (GIS).

Information Technology Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00851880	110000	Salaries and Wages	\$ 289,582	\$ 328,072	\$ 348,720	\$ 367,860	\$ 388,210
00851880	200000	Personnel Benefits	99,293	112,503	120,159	124,690	131,810
00851880	310000	Office and Operating Supplies	4,465	9,538	5,500	3,000	3,000
00851880	313100	Computer Related Supplies	1,470	-	-	-	-
00851880	350000	Small Tools & Minor Equipment	16,775	30,561	161,875	10,000	10,000
00851880	410000	Professional Services	147,216	201,225	322,740	261,200	276,500
00851880	424210	Telephone/Internet	8,995	15,804	31,400	25,090	33,890
00851880	424220	Postage	77	22	-	-	-
00851880	430000	Travel	757	4,871	2,500	-	-
00851880	450000	Operating Rentals and Leases	32,510	26,731	25,000	25,000	25,000
00851880	480000	Repairs and Maintenance	2,450	602	2,500	1,000	1,000
00851880	494910	Memberships and Dues	75	1,920	250	250	250
00851880	494930	Registration-Training/Workshop	4,963	3,738	7,500	3,000	3,000
00851880	494940	Subscriptions and Publications	-	25	-	-	-
00851880	640000	Machinery And Equipment	145,843	11,223	303,836	-	-
TOTAL EXPENDITURES			\$ 754,469	\$ 746,835	\$ 1,331,980	\$ 821,090	\$ 872,660

REVENUES							
Comcast Video Equipment Franchise Fee			27,888	27,639	30,000	27,500	27,500
General Fund			726,581	719,196	1,301,980	793,590	845,160
TOTAL REVENUES			\$ 754,469	\$ 746,835	\$ 1,331,980	\$ 821,090	\$ 872,660

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00851880	410000	Professional Services	16,888	20,433	24,000	15,000	10,000
00851880	410400	Website	275	8,690	10,000	10,000	10,000
00851880	410700	Online Video Streaming	2,805	3,515	4,000	4,000	4,000
00851880	410750	Channel 21 Video Production	23,069	30,782	45,000	5,000	5,000
00851880	414100	Software Licensing Fees	104,179	137,805	239,740	227,200	247,500
TOTAL PROFESSIONAL SERVICES			\$ 147,216	\$ 201,225	\$ 322,740	\$ 261,200	\$ 276,500

Personnel

INFORMATION SYSTEMS DIVISION	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Information Systems Manager	\$ 123,660	\$ 37,830	1.00	\$ 129,360	\$ 39,770	1.00
Information Systems Analyst	96,610	29,980	1.00	101,050	31,410	1.00
GIS Analyst I	81,290	26,790	1.00	85,010	28,180	1.00
Information Systems Help Desk Technician	66,300	30,090	1.00	72,790	32,450	1.00
Division Total	\$ 367,860	\$ 124,690	4.00	\$ 388,210	\$ 131,810	4.00

Budget Highlights – Information Technology Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget

Professional Services: Includes funding for maintenance of the City's new telephone system, and to address emergency repairs and troubleshooting.

Website: Annual maintenance costs for the City's website.

Online Video Streaming: Provides online access to City Council and Planning Commission meetings in addition to other informational material.

Channel 21 Video Production: Contract video production services to broadcast City Council, Planning Commission, and other community meetings on the City's government access Channel 21. Contract reduction in 2021 and 2022 due to completed Council Chambers upgrade project completed in 2020.

Software Licensing Fees: Maintenance and licensing costs for software used citywide. Major software licenses include the City's GIS database, digital archiving software, document management software, desktop software, and permit software. The increased costs reflect upgrades of current software licenses to improve security, as well as new helpdesk software in 2022.

Telephone/Internet: Provides funding for the City's internet services.

Operating Rents and Leases: Funds the lease of the City Hall copiers.

Finance Department & Citywide Services



Finance Department & Citywide Services

Responsible Director: Eric Christensen, Finance Director

The Finance Department provides financial management in support of the City's goals. Financial management includes fiscal planning, budget preparation, financial forecasting, financial statement preparation, accounting, investment management, tax collection management, fixed asset accounting, payroll, accounts payable, purchasing coordination, and grants oversight. The department also serves as the liaison between the City and the South Correctional Entity (SCORE) on SCORE's Finance Advisory Committee.

The Finance Department continues to receive unmodified state audit opinions in addition to achieving the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA). In 2019, the department again received the GFOA award for Distinguished Budget Presentation. The City's Bond Rating was increased to Aa2 in 2017, reflecting the City's good financial condition.

Finance & Citywide Services

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
00751420	110000	Salaries and Wages	\$ 596,417	\$ 607,167	\$ 632,945	\$ 604,750	\$ 635,440
00751420	200000	Personnel Benefits	207,372	224,825	268,835	226,290	239,250
00751420	310000	Office and Operating Supplies	6,258	6,075	5,800	6,100	6,100
00751420	350000	Small Tools & Minor Equipment	1,334	1,647	-	-	-
00751420	410000	Professional Services	766,944	416,746	2,209,273	1,796,650	1,807,250
00751420	424210	Telephone/Internet	1,817	1,459	1,500	1,880	1,880
00751420	424220	Postage	124	152	-	-	-
00751420	430000	Travel	289	792	4,200	6,000	6,000
00951420	440000	SWM Fee Assessment	3,708	3,859	4,000	4,100	4,200
00951420	470000	Utilities	78,000	81,008	83,000	86,000	89,000
00751420	494910	Memberships and Dues	744	7,382	1,170	7,970	8,300
00751420	494920	Printing/Binding/Copying	124	2,324	1,975	2,500	1,250
00751420	494930	Registration-Training/Workshop	2,192	3,729	5,100	5,100	5,100
00751420	494940	Subscriptions and Publications	495	-	500	500	500
00751420	494950	Miscellaneous	1,821	55,150	2,300	2,300	2,300
00956600	510050	Substance Abuse Treatment	13,625	14,221	-	-	-
00952360	510300	Jail Contracts	1,042,846	1,046,200	-	-	-
00951250	510350	District Court Contract Costs	451,380	405,272	-	-	-
00100000	590000	Interfund Chg for Equip Replc	-	-	75,000	75,000	150,000
00751420	640000	Machinery And Equipment	53,440	34,200	62,360	-	-
TOTAL EXPENDITURES			\$ 3,228,931	\$ 2,912,209	\$ 3,357,958	\$ 2,825,140	\$ 2,956,570

REVENUES						
	Pet Licences	50,535	46,145	45,000	45,000	45,000
	Court Fees	39,005	35,045	35,000	33,025	33,851
	Fines and Penalties	149,229	112,438	205,000	108,000	108,000
	General Fund	2,990,162	2,718,580	3,072,958	2,639,115	2,769,719
TOTAL REVENUES		\$ 3,228,931	\$ 2,912,209	\$ 3,357,958	\$ 2,825,140	\$ 2,956,570

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
00751420	410000	Professional Services	84,334	78,213	285,673	96,600	98,700
00951420	410950	Human Svc-Family/Youth	321,886	-	-	-	-
00955430	411300	Animal Control Services	241,021	251,022	257,000	262,100	267,000
00751420	411450	B&O Tax Collect and Audit	7,583	-	-	-	-
00751420	411550	Advertising	98	436	-	-	-
00751420	414100	Software Licensing Fees	72,692	45,515	55,000	55,000	57,200
00751420	414250	Banking Svcs & Cr Card Fees	39,329	41,559	44,600	44,100	45,500
00951250	415000	District Court Costs	-	-	515,000	460,000	460,000
00952360	415000	Jail Contracts	-	-	1,038,000	864,350	864,350
00956600	415000	Substance Abuse Services	-	-	14,000	14,500	14,500
TOTAL PROFESSIONAL SERVICES			\$ 766,944	\$ 416,746	\$ 2,209,273	\$ 1,796,650	\$ 1,807,250

Personnel

FINANCE DEPARTMENT	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Finance Director	\$ 165,020	\$ 60,240	1.00	\$ 173,980	\$ 63,890	1.00
Finance Manager	123,660	37,180	1.00	129,360	39,110	1.00
Financial Analyst	90,500	44,180	1.00	96,180	47,020	1.00
Accountant	85,390	38,050	1.00	89,320	40,190	1.00
Accounting Assistant	140,180	46,640	2.00	146,600	49,040	2.00
Department Total	\$ 604,750	\$ 226,290	6.00	\$ 635,440	\$ 239,250	6.00

Budget Highlights – Finance Department & Citywide Services

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Provides funding for annual financial and accountability audits provided by the Washington State Auditor's Office, financial consulting to address emerging issues, and for secure cash handling services.

Animal Control Services: Provides funding for the City's animal control services contract, with services provided by the Burien Community Animal Resources and Educational Society (CARES).

Software Licensing Fees: Annual maintenance fees for the City's financial management system. The City's new financial management system was implemented in 2018.

Banking Services and Credit Card Fees: Includes all costs associated with City's banking services, and credit card fees on all credit card payments made to the City, except for recreation programs.

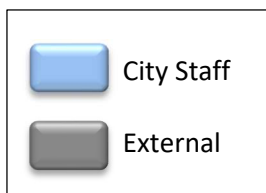
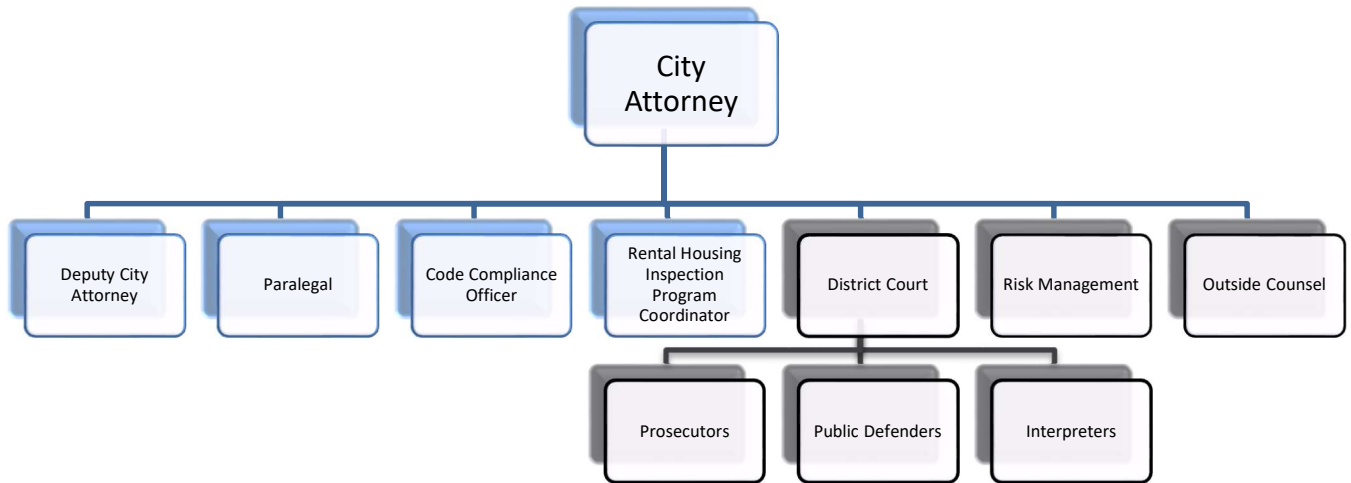
Utilities: Funds utility payments made to Seattle Public Utilities for the operation of the City's fire hydrants.

Substance Abuse Treatment: The City provides 2% of its share of liquor taxes and profits to King County to fund alcohol and chemical dependency programs for Burien residents.

Jail Contract: Jail services are provided by the South Correctional Entity (SCORE), in which the City has a 5% ownership of the facility. The City also contracts for electronic home detention services.

District Court: The City contracts with King County District Court to provide municipal court services.

Legal Department



Legal Department

Responsible Director: Garmon Newsom II, City Attorney

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 Rental Housing Inspection Program Coordinator and serves as the risk manager.

Legal Department

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01051530	110000	Salaries and Wages	\$ 306,162	\$ 326,092	\$ 403,175	\$ 527,180	\$ 557,520
01051530	200000	Personnel Benefits	109,230	117,177	162,457	216,170	229,230
01051530	310000	Office and Operating Supplies	2,143	2,627	2,900	2,300	2,300
01051530	320000	Fuel Consumed	921	1,060	1,000	1,000	1,000
01051530	350000	Small Tools & Minor Equipment	2,621	2,783	-	-	-
01051530	410000	Professional Services	634,697	1,013,832	724,860	666,500	666,500
01051530	424210	Telephone/Internet	1,766	2,168	2,100	2,420	2,420
01051530	424220	Postage	7	-	-	-	-
01051530	430000	Travel	1,211	211	3,000	-	-
01051530	460000	Insurance	304,143	353,349	378,000	416,520	467,870
01051530	480000	Repairs and Maintenance	2,180	101	1,000	500	500
01051530	494910	Memberships and Dues	506	535	1,000	600	600
01051530	494920	Printing/Binding/Copying	307	616	1,000	600	600
01051530	494930	Registration-Training/Workshop	843	2,102	3,000	1,500	1,500
01051530	494940	Subscriptions and Publications	11,990	12,190	10,000	2,000	2,100
01051530	494950	Miscellaneous	238	102	-	-	-
TOTAL EXPENDITURES			\$ 1,378,965	\$ 1,834,946	\$ 1,693,492	\$ 1,837,290	\$ 1,932,140

REVENUES							
Rental Housing Business License			-	-	-	130,000	130,000
General Fund			1,378,965	1,834,946	1,693,492	1,707,290	1,802,140
TOTAL REVENUES			\$ 1,378,965	\$ 1,834,946	\$ 1,693,492	\$ 1,837,290	\$ 1,932,140

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
01051530	410000	Professional Services	34,933	56,081	35,000	25,000	25,000
01051530	410150	Overflow Legal Services	13,922	88,561	35,000	22,000	22,000
01051530	410250	Litigation-Consulting Services	150,230	365,727	120,000	150,000	150,000
01051530	414050	Domestic Violence Advocate	20,894	17,565	25,000	20,000	20,000
01051530	414100	Software Licensing Fees	-	-	360	-	-
01051530	414140	Jury and Witness Fees	58	165	2,000	500	500
01051530	414180	Criminal Prosecution Services	189,996	235,963	220,000	212,000	212,000
01051530	414200	Nuisance and Abatement Costs	7,834	12,477	17,500	10,000	10,000
01151593	414130	Probatrn/Public Defndr Screenng	12,570	11,250	15,000	11,500	11,500
01151593	414150	Public Defender Investigations	3,697	4,431	8,000	4,500	4,500
01151593	414160	Public Defender	200,563	221,613	247,000	211,000	211,000
TOTAL PROFESSIONAL SERVICES			\$ 634,697	\$ 1,013,832	\$ 724,860	\$ 666,500	\$ 666,500

Personnel

LEGAL DEPARTMENT	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
City Attorney	\$ 165,020	\$ 63,790	1.00	\$ 173,980	\$ 67,580	1.00
Deputy City Attorney	135,760	53,990	1.00	143,150	57,190	1.00
Code Compliance Officer	81,290	30,250	1.00	85,040	31,750	1.00
Rental Housing Inspection Program Coordinator	71,130	40,220	0.88	74,410	42,560	0.88
Paralegal	73,980	27,920	1.00	80,940	30,150	1.00
Department Total	\$ 527,180	\$ 216,170	4.88	\$ 557,520	\$ 229,230	4.88

Budget Highlights - Legal Department

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget. The budget includes additional 1.00 FTE Deputy City Attorney.

Professional Services: Provides funding for hearing examiner services and recording fees.

Overflow Legal Services: Provides additional funding for legal consulting for matters such as negotiation of franchises, research, and additional legal support.

Litigation-Consulting Services: The City contracts for consulting services regarding potential litigation and other pending matters, including code enforcement.

Domestic Violence Advocate: This provides support to victims of domestic violence during court proceedings.

Jury and Witness Fees: The City pays for all witness fees as required by the City's contract with King County for municipal court services.

Criminal Prosecution Services: Funds the City's contract for prosecution services.

Nuisance and Abatement Costs: Abatement funds for code compliance are typically used for the abatement of nuisance conditions on private property that may include graffiti removal, towing of

vehicles, trash and debris removal, and emergency securing of open and accessible hazardous structures/property.

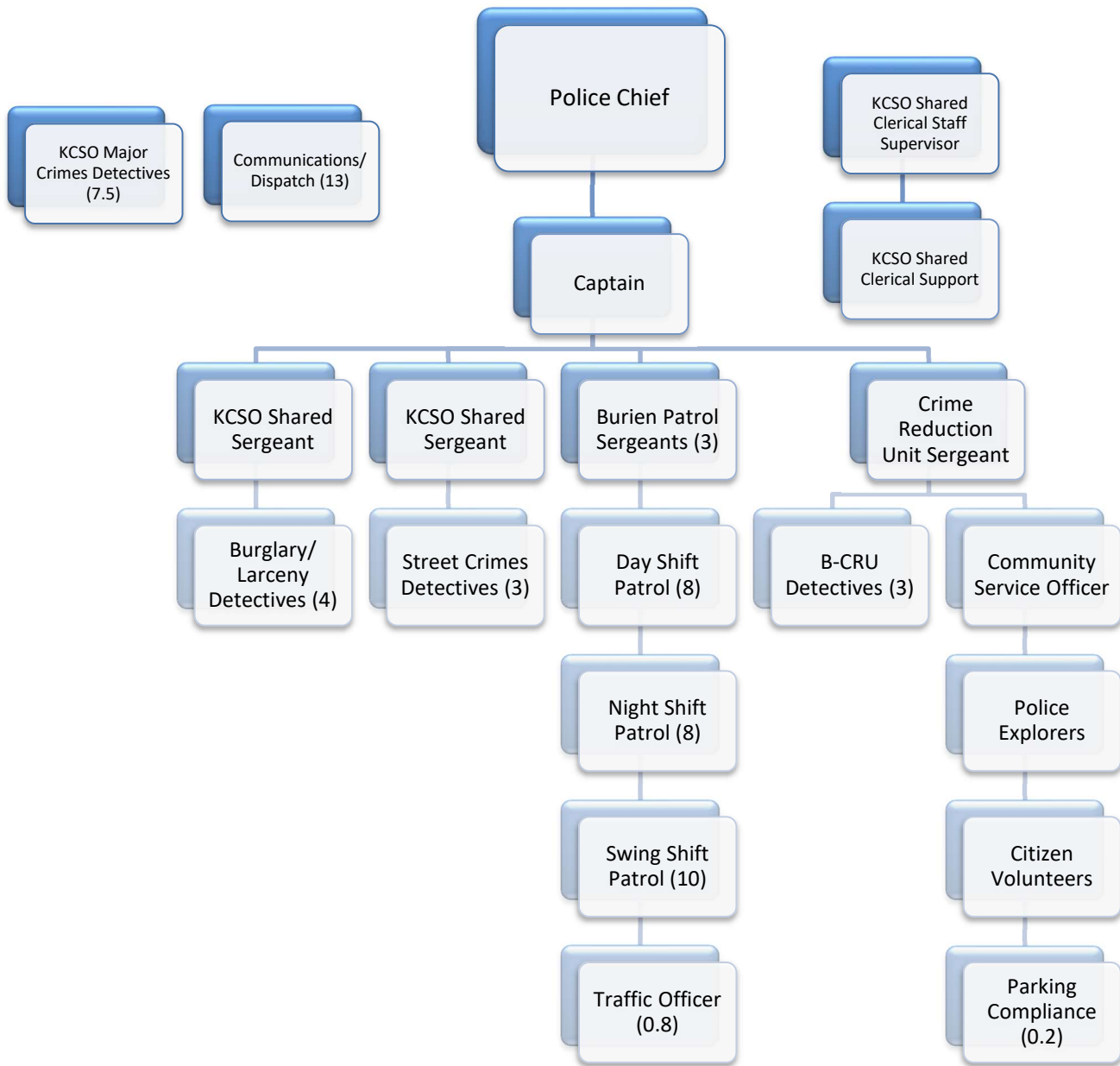
Public Defender Screening: This service determines whether a defendant is eligible for an appointed public defender.

Public Defender Investigations: The City provides funding to its public defenders to cover the cost of experts and investigators during the course of defending their clients.

Public Defender Services: This funds the City's contract public defender services with District Court.

Insurance: The City's annual insurance premium, paid to the Washington Cities Insurance Authority.

Police Department



Police Department

Responsible Director: Theodore Boe, Police Chief

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. Direct services include Patrol Services, Criminal Investigations, Special Emphasis Investigations, Gang Investigations, Collaborative Approaches to Crime Reduction and a Community Service Officer. In addition to the direct contracted services, Burien also receives support services including 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 are also included in the contract with the King County Sheriff’s Office.

Police Department

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01252120	120000	Overtime	-	-	35,000	-	-
01252120	200000	Personnel Benefits	21	26	-	-	-
01252120	310000	Office and Operating Supplies	249	2,942	7,000	5,000	5,000
01252120	320000	Fuel Consumed	-	63	-	-	-
01252120	350000	Small Tools & Minor Equipment	43,725	9,000	25,291	5,000	5,000
01252120	350010	Police Explorer Program	1,865	2,274	5,000	5,000	5,000
01252120	410000	Professional Services	3,208	2,889	-	-	-
01252120	414100	Software Licensing Fees	-	8,144	-	-	-
01252120	415000	Police Contract - King County	-	-	13,415,087	13,649,310	14,203,570
01252120	415001	Police Contract Contra Account	-	-	-	(400,000)	(200,000)
01252120	424210	Telephone/Internet	4,271	4,270	-	-	-
01252120	434310	Lodging	-	873	-	-	-
01252120	434320	Meals	-	122	-	-	-
01252120	434340	Other Travel	9,804	21,719	11,380	5,000	5,000
01252120	480000	Repairs and Maintenance	345	774	1,000	1,000	1,000
01252120	480200	Repairs and Maint - Fleet	-	59	-	-	-
01252120	494910	Memberships and Dues	515	-	1,000	1,000	1,000
01252120	494920	Printing/Binding/Copying	347	462	1,000	1,000	1,000
01252120	494930	Registration-Training/Workshop	6,880	9,813	15,450	8,400	8,400
01252120	494950	Miscellaneous	-	116	-	-	-
01252120	494970	Citizens Patrol/ Crime Prevent	1,330	787	2,000	2,000	2,000
01252120	494980	CERT / Citizens Academy	129	1,213	1,000	1,000	1,000
01252120	494990	Investigative Funds	16,095	20,006	-	-	-
01252120	510100	Police Contract - King County	11,899,556	12,338,253	-	-	-
01252120	640000	Machinery And Equipment	-	18,736	10,000	10,000	10,000
TOTAL EXPENDITURES			\$ 11,988,339	\$ 12,442,541	\$ 13,530,208	\$ 13,293,710	\$ 14,047,970

REVENUES							
Sales Tax - Criminal Justice			1,546,714	1,631,762	1,635,000	1,527,330	1,680,063
State Criminal Justice			167,965	175,890	172,500	176,300	180,521
Intergovernmental			224,288	173,039	118,500	20,315	20,823
Fines and Fees			33,065	32,685	15,000	30,500	30,500
Confiscated/Forfeited Property			52,024	57,249	-	-	-
General Fund			9,964,283	10,371,916	11,589,208	11,539,265	12,136,063
TOTAL REVENUES			\$ 11,988,339	\$ 12,442,541	\$ 13,530,208	\$ 13,293,710	\$ 14,047,970

Budget Highlights - Police Department

Small Tools and Minor Equipment: The equipment purchased is used for investigative purposes and may be potentially funded with Justice Assistance Grants (JAG).

Explorer Program: The Police Explorer Program engages in community outreach and teaches teens about law enforcement through volunteer service and training.

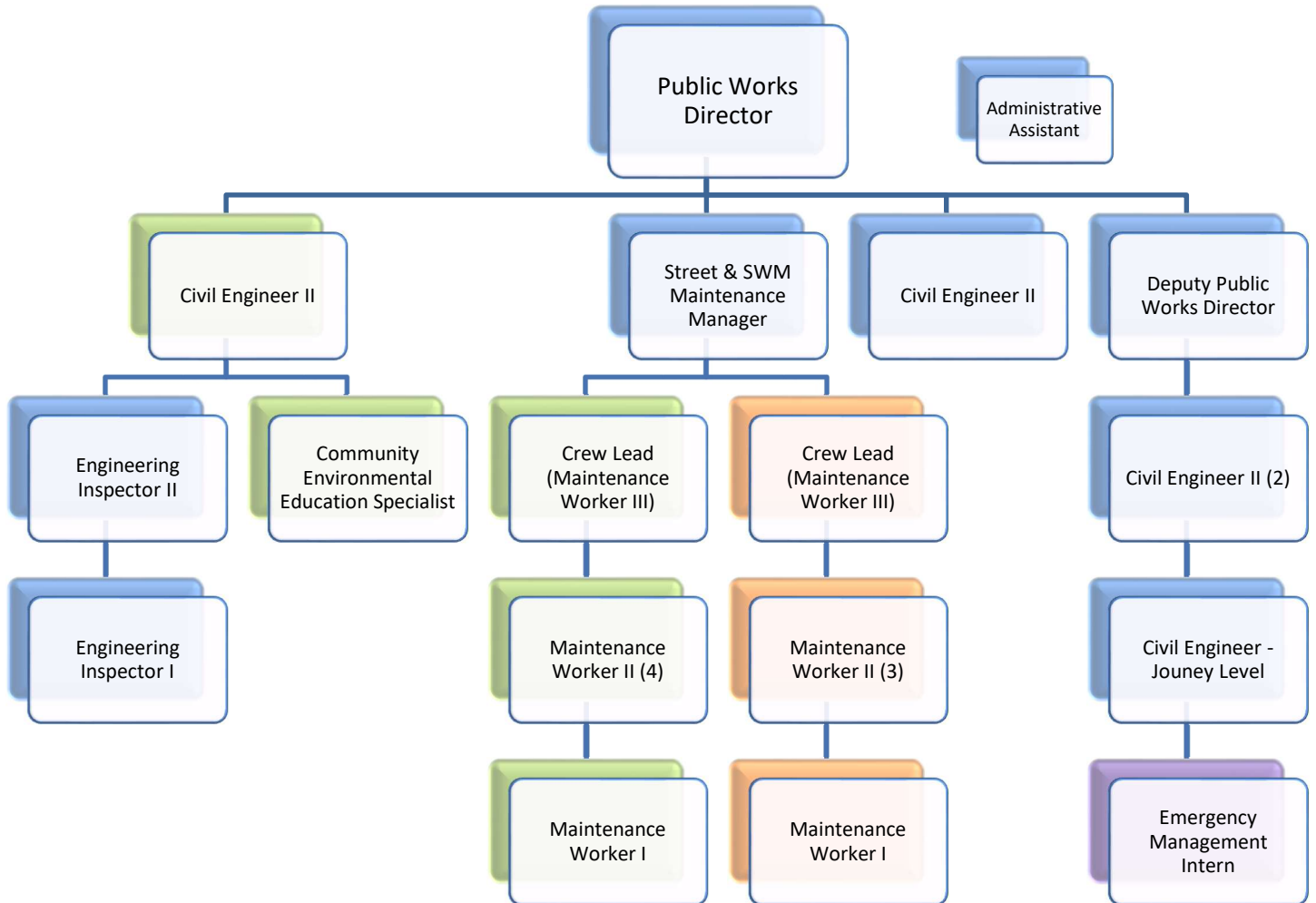
Registration - Training/Workshop: Provides additional training for police officers that may be potentially supported by a Justice Assistance Grant (JAG).

Investigative Funds: Drug seizure funds finance support for covert investigations, including payments to confidential informants. The City created new Drug Enforcement Forfeiture Funds in 2020, where investigative funds are now reported.

Police Contract - King County: The City contracts with the King County Sheriff's Office to provide law enforcement services for the city. A contra account is utilized in 2021 and 2022 to account for the estimated contract shortfalls that result from officer vacancies.

Machinery and Equipment: Purchases of equipment over \$5,000 and may be potentially financed through a Justice Assistance Grant (JAG).

Public Works Department



Public Works Department

Responsible Director: Maiya Andrews, Public Works Director

The Public Works Department is divided into two divisions. The Engineering Division includes capital improvement project planning and construction, environmental engineering, drainage system management, development engineering for permitting, and review of right-of-way improvements. The Operations and Maintenance Division is responsible for maintenance and operation of City streets, drainage systems, facilities, and fleet services. Maintenance and operation of City Hall and Emergency Management are funded in the General Fund.

Public Works Department

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01354190	110000	Salaries and Wages	\$ 148,348	\$ 150,939	\$ 152,502	\$ 30,860	\$ 74,010
01354190	200000	Personnel Benefits	44,692	46,265	49,734	9,700	45,440
01354190	310000	Office and Operating Supplies	10,470	9,315	19,016	11,000	11,000
01354190	320000	Fuel Consumed	183	180	1,200	200	200
01354190	350000	Small Tools & Minor Equipment	1,069	-	10,000	-	-
01354190	410000	Professional Services	211,403	227,054	397,050	285,250	285,250
01354190	424210	Telephone/Internet	2,953	2,201	2,500	50	50
01354190	430000	Travel	159	20	300	100	100
01354190	450000	Operating Rentals and Leases	25,833	22,961	23,000	24,500	24,500
01354190	480000	Repairs and Maintenance	1,619	780	750	2,250	2,250
01354190	494910	Memberships and Dues	2,151	1,405	1,000	1,500	1,500
01354190	494920	Printing/Binding/Copying	172	24	150	150	150
01354190	494930	Registration-Training/Workshop	48	8	2,000	1,000	1,000
01354190	494940	Subscriptions and Publications	245	-	300	-	-
01354190	494950	Miscellaneous	219	72	-	-	-
01354190	510000	Intergovt Professional Service	-	1,371	-	-	-
01354190	640000	Machinery And Equipment	-	-	11,484	-	-
TOTAL EXPENDITURES			\$ 449,563	\$ 462,596	\$ 670,986	\$ 366,560	\$ 445,450

REVENUES							
Engineering Review - Reimbursable			8,905	15,074	70,000	71,470	73,257
General Fund			440,658	447,522	600,986	295,090	372,193
TOTAL REVENUES			\$ 449,563	\$ 462,596	\$ 670,986	\$ 366,560	\$ 445,450

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
01354190	410000	Professional Services	13,709	11,598	58,000	30,000	30,000
01354190	414100	Software Licensing Fees	-	-	250	250	250
01351830	414110	City Hall Bldg Maintenance	141,755	164,825	231,000	180,000	180,000
01351830	414190	Janitorial	55,939	50,631	107,800	75,000	75,000
TOTAL PROFESSIONAL SERVICES			\$ 211,403	\$ 227,054	\$ 397,050	\$ 285,250	\$ 285,250

Personnel

PUBLIC WORKS DEPARTMENT	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 16,510	\$ 5,540	0.10	\$ 17,400	\$ 5,860	0.10
Deputy Public Works Director	14,350	4,160	0.10	15,010	4,370	0.10
Emergency Management Intern	-	-	0.00	41,600	35,210	1.00
Division Total	\$ 30,860	\$ 9,700	0.20	\$ 74,010	\$ 45,440	1.20

Budget Highlights – Public Works Department

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget. Funding is provided for an Emergency Management Intern in 2022.

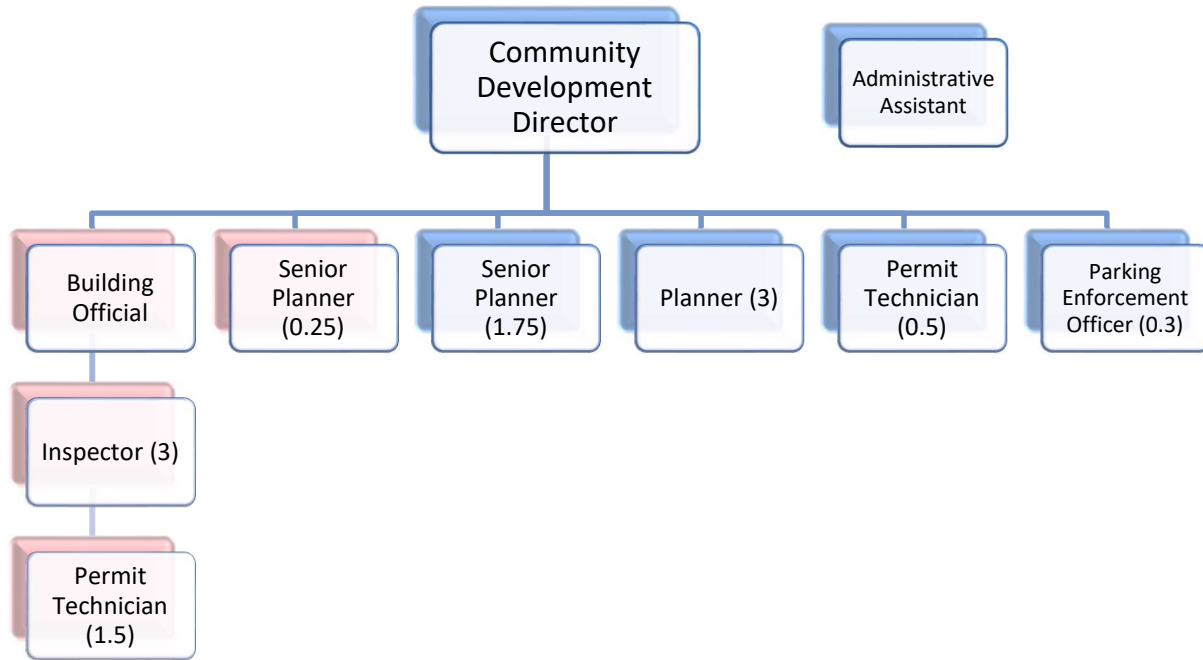
Professional Services: Includes funding for reimbursable engineering services for development review, as well as emergency preparedness coordination, and consulting for miscellaneous services such as grants, franchise, and solid waste assistance.

City Hall Building Maintenance: Utility and maintenance costs associated with the City’s share of the joint agreement with King County Library for the operation of the City Hall and Library building.

Janitorial: This contract provides janitorial services for City Hall.

Operating Rents and Leases: Funds lease agreements for two parking lots used by the City.

Community Development Department



Building Division

Responsible Director: Susan McLain, Community Development Director

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.

Building Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01455850	110000	Salaries and Wages	\$ 561,369	\$ 598,432	\$ 615,042	\$ 575,380	\$ 665,790
01455850	200000	Personnel Benefits	212,449	223,247	242,662	227,570	277,650
01455850	310000	Office and Operating Supplies	6,361	5,291	6,300	6,300	6,300
01455850	320000	Fuel Consumed	2,359	2,329	2,400	2,400	2,400
01455850	350000	Small Tools & Minor Equipment	33	150	-	-	-
01455850	410000	Professional Services	32,307	13,894	203,500	50,400	50,400
01455850	424210	Telephone/Internet	2,879	3,427	3,300	5,480	5,480
01455850	430000	Travel	891	2,308	1,500	500	500
01455850	480200	Repairs and Maint - Fleet	5,995	492	2,500	2,500	2,500
01455850	494910	Memberships and Dues	1,013	793	800	800	800
01455850	494920	Printing/Binding/Copying	360	556	600	500	500
01455850	494930	Registration-Training/Workshop	1,680	3,564	5,000	4,000	4,000
01455850	494940	Subscriptions and Publications	4,242	4,665	3,500	3,000	3,000
01455850	494950	Miscellaneous	-	-	600	600	600
01455850	640000	Machinery And Equipment	-	8,549	-	590,000	-
TOTAL EXPENDITURES			\$ 831,939	\$ 867,696	\$ 1,087,704	\$ 1,469,430	\$ 1,019,920

REVENUES							
Building & Electrical Permits			798,978	1,262,369	793,000	702,700	879,700
Plan Review Fees			425,197	478,581	325,000	275,000	315,250
Interlocal Agreement			39,525	36,094	36,000	38,000	40,500
General Fund			(431,760)	(909,347)	(66,296)	453,730	(215,530)
TOTAL REVENUES			\$ 831,939	\$ 867,696	\$ 1,087,704	\$ 1,469,430	\$ 1,019,920

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
01455850	410000	Professional Services	25,479	13,175	180,000	25,000	25,000
01455850	414100	Software Licensing Fees	6,829	719	23,500	25,400	25,400
TOTAL PROFESSIONAL SERVICES			\$ 32,307	\$ 13,894	\$ 203,500	\$ 50,400	\$ 50,400

Personnel

COMMUNITY DEVELOPMENT - BUILDING	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Community Development Director	\$ 82,510	\$ 27,640	0.50	\$ 86,990	\$ 29,240	0.50
Administrative Assistant	35,050	12,790	0.50	36,660	13,490	0.50
Building Official	113,080	52,530	1.00	124,210	56,800	1.00
Combination Building Inspector	164,460	60,510	2.00	176,170	64,320	2.00
Electrical Inspector	85,390	45,050	1.00	89,320	47,550	1.00
Permit Technician	55,200	19,760	0.75	109,980	51,760	1.50
Senior Planner	23,010	7,250	0.25	25,270	12,400	0.25
Parking Compliance Officer	16,680	2,040	0.30	17,190	2,090	0.30
Division Total	\$ 575,380	\$ 227,570	6.30	\$ 665,790	\$ 277,650	7.05

Budget Highlights – Building Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget. The increase in 2022 returns the vacant Permit Technician position that was reduced from the 2021 budget in response to the current economic downturn.

Professional Services: Funds on-call building and electrical inspection services to cover vacations, vacancies, and accommodate higher than usual workloads or complex projects.

Software Licensing Fees: Quarterly maintenance fees for MyBuildingPermit.com. Fees are calculated based on a percentage of permit revenue.

Machinery and Equipment: Provides funding for the purchase and implementation of a new permit software system.

Planning Division

Responsible Director: Susan McLain, Community Development Director

The Planning Division is responsible for current planning, maintaining and implementing the Burien Comprehensive Plan, 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.

Planning Division

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01555860	110000	Salaries and Wages	\$ 521,510	\$ 550,618	\$ 568,868	\$ 553,700	\$ 605,150
01555860	200000	Personnel Benefits	201,174	206,383	229,748	210,430	234,010
01555860	310000	Office and Operating Supplies	4,423	6,204	5,700	4,000	4,000
01555860	350000	Small Tools & Minor Equipment	1,439	623	-	-	-
01555860	410000	Professional Services	7,409	45,882	164,031	34,000	64,000
01555860	424210	Telephone/Internet	1,118	928	1,000	4,920	4,920
01555860	424220	Postage	-	335	100	100	100
01555860	430000	Travel	3,685	1,091	1,500	1,000	1,000
01555860	494910	Memberships and Dues	3,504	3,703	3,600	3,600	3,600
01555860	494920	Printing/Binding/Copying	2,221	3,041	1,700	1,700	1,700
01555860	494930	Registration-Training/Workshop	1,236	2,549	2,100	700	1,200
01555860	494940	Subscriptions and Publications	95	20	300	100	100
01555860	494950	Miscellaneous	158	968	750	750	750
TOTAL EXPENDITURES			\$ 747,971	\$ 822,345	\$ 979,397	\$ 815,000	\$ 920,530

REVENUES							
Planning & Development Fees and Charges			190,844	182,550	225,000	110,000	131,000
Intergovernmental			17,425	2,799	100,000	-	-
General Fund			539,702	636,996	654,397	705,000	789,530
TOTAL REVENUES			\$ 747,971	\$ 822,345	\$ 979,397	\$ 815,000	\$ 920,530

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
01555860	410000	Professional Services	25,298	32,332	130,031	20,000	50,000
01555860	410200	Engr Fees-Reimbursable	(61,463)	(39,538)	10,000	-	-
01555860	410300	Hearing Exam Nonreimbursed	12,335	9,425	8,000	8,000	8,000
01555860	411550	Advertising	11,879	9,107	6,000	6,000	6,000
01555860	414090	Comprehensive Plan Costs	-	587	-	-	-
01555860	414100	Software Licensing Fees	19,359	22,769	-	-	-
01555860	414280	Neighborhood Fund Grant	-	11,200	10,000	-	-
TOTAL EXPENDITURES			\$ 7,409	\$ 45,882	\$ 164,031	\$ 34,000	\$ 64,000

Personnel

COMMUNITY DEVELOPMENT - PLANNING	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Community Development Director	\$ 82,510	\$ 27,640	0.50	\$ 86,990	\$ 29,240	0.50
Administrative Assistant	35,050	12,790	0.50	36,660	13,490	0.50
Senior Planner	165,630	57,910	1.75	176,880	61,670	1.75
Planner	252,110	105,510	3.00	267,960	112,350	3.00
Permit Technician	18,400	6,580	0.25	36,660	17,260	0.50
Division Total	\$ 553,700	\$ 210,430	6.00	\$ 605,150	\$ 234,010	6.25

Budget Highlights – Planning Division

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget. The increase in 2022 returns the vacant Permit Technician position that was reduced from the 2021 budget in response to the current economic downturn.

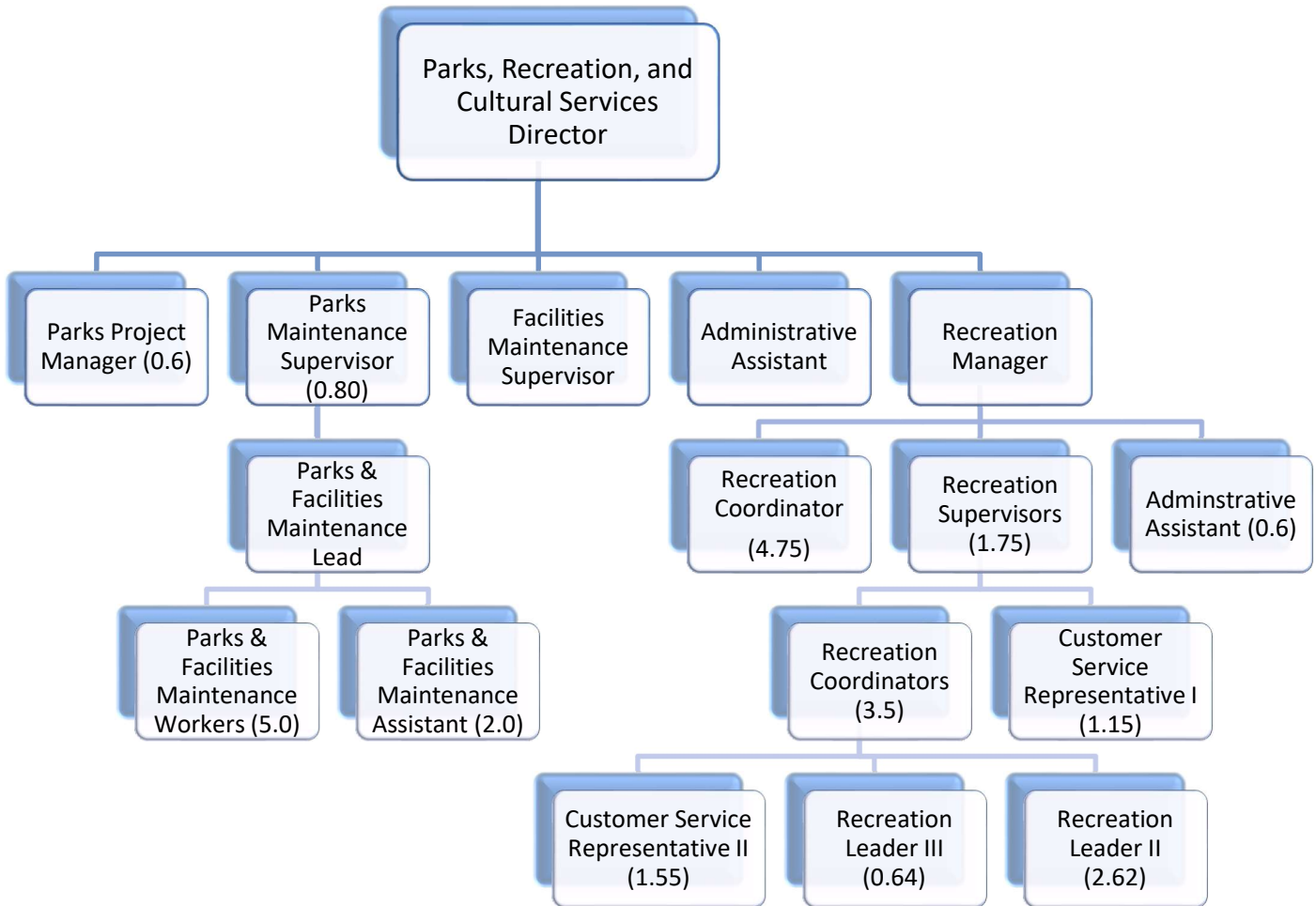
Professional Services: This provides funding for on-call services to assist with code and policy updates.

Engineering Fees - Reimbursable: Consulting charges for permit review, primarily peer reviews, which can be charged to the applicant. These services may include geotechnical engineering, stream and wetland biology testing, and outside plan reviews.

Hearing Examiner - Non-reimbursed: This covers the cost for hearing examiners which are not charged to the applicant.

Advertising: Used for notices of application and public hearing notices.

Parks, Recreation, and Cultural Services Department (PaRCS)



Parks, Recreation, and Cultural Services Department (PaRCS)

Responsible Director: Carolyn Hope, PaRCS Director

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, and 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.

Parks, Recreation, and Cultural Services Department

Revenue and Expenditure Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
EXPENDITURES							
01657100	110000	Salaries and Wages	\$ 1,503,011	\$ 1,877,260	\$ 1,899,161	\$ 1,866,350	\$ 1,977,970
01657100	200000	Personnel Benefits	564,472	696,343	778,269	744,320	790,170
016*, 017*, 018*	310000	Office and Operating Supplies	99,180	159,388	271,802	142,695	150,440
016*, 017*, 018*	320000	Fuel Consumed	32,020	39,352	30,942	38,955	41,345
016*, 017*, 018*	350000	Small Tools & Minor Equipment	36,094	24,712	25,024	5,275	8,900
016*, 017*, 018*	410000	Professional Services	1,048,686	476,642	418,831	551,815	598,100
016*, 017*, 018*	424210	Telephone/Internet	15,148	25,395	30,800	32,840	32,840
01657100	424220	Postage	2,250	720	500	515	530
01657100	430000	Travel	1,244	2,907	5,700	5,870	6,045
01857680	440000	SWM Fee Assessment	25,544	26,531	26,500	27,825	29,495
016*, 017*, 018*	450000	Operating Rentals and Leases	28,213	29,186	104,500	24,480	26,730
018*	470000	Utilities	179,368	177,446	128,500	139,250	145,470
017*, 018*	480000	Repairs and Maintenance	52,937	91,648	60,300	66,000	66,000
017*	494900	Admission/Entrance Fees	25,454	26,222	1,750	2,050	2,120
01657100	494910	Memberships and Dues	3,680	2,634	1,335	1,375	1,415
016*, 017*, 018*	494920	Printing/Binding/Copying	2,848	1,695	-	-	-
01657100	494930	Registration-Training/Workshop	9,623	8,466	5,775	10,000	10,300
016*, 017*	494940	Subscriptions and Publications	634	1,223	885	910	940
016*, 017*, 018*	494950	Miscellaneous	603	2,476	2,100	2,600	2,660
01857680	630000	Other Improvements	75,786	-	-	-	-
016*, 017*, 018*	640000	Machinery And Equipment	40,787	256,805	25,000	25,000	-
TOTAL EXPENDITURES			\$ 3,747,583	\$ 3,927,052	\$ 3,817,674	\$ 3,688,125	\$ 3,891,470

REVENUES							
Parks and Recreation Charges			459,761	499,917	500,000	234,000	334,500
Facility Leases			279,852	312,406	330,000	142,100	214,750
Intergovernmental			55,686	162,700	87,100	109,500	88,000
General Fund			2,952,284	2,952,029	2,900,574	3,202,525	3,254,220
TOTAL REVENUES			\$ 3,747,583	\$ 3,927,052	\$ 3,817,674	\$ 3,688,125	\$ 3,891,470

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
016*, 017*, 018*	410000	Professional Services	150,379	123,030	137,075	266,560	245,130
01857680	410350	Seasonal Security	12,264	17,189	18,400	21,120	23,230
01857550	410800	Building Security	2,361	4,130	2,800	3,920	4,020
016*, 017*	410850	Instructors Prof Svcs	165,142	145,535	59,650	93,730	131,460
01757100	410900	Arts and Culture Grants	20,000	28,890	20,000	20,000	20,000
01857680	411000	Parks Maintenance	500,972	-	-	-	-
01657100	411250	Recreation Guide	33,256	14,679	32,646	21,570	30,625
01857680	411350	Seahurst Seawall Monitoring	10,029	-	-	-	-
01757100	411500	Teen Late Night Security	6,377	8,954	5,600	4,300	4,400
01657100	411550	Advertising	879	1,300	1,000	1,030	1,060
01657100	414100	Software Licensing Fees	12,440	11,880	11,880	27,235	27,600
01757100	414170	Summer Youth	29,600	29,600	29,600	-	-
01857550	414190	Janitorial	80,017	78,915	75,180	73,600	84,050
01657100	414250	Banking Svcs & Cr Card Fees	24,970	12,540	25,000	18,750	26,525
TOTAL EXPENDITURES			\$ 1,048,686	\$ 476,642	\$ 418,831	\$ 551,815	\$ 598,100

Personnel

PARKS, RECREATION & CULTURAL SERVICES	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
PaRCS Director	\$ 157,160	\$ 44,710	1.00	\$ 173,980	\$ 49,010	1.00
Recreation Manager	106,640	47,680	1.00	111,560	50,350	1.00
Recreation Supervisor	153,190	68,240	1.75	160,250	71,990	1.75
Recreation Coordinator	367,460	174,250	4.75	384,460	184,160	4.75
Administrative Assistant	105,620	44,250	1.60	113,830	47,380	1.60
Customer Service Representative II	84,030	40,290	1.55	88,800	42,580	1.55
Parks Project Manager	57,970	24,850	0.60	60,650	26,210	0.60
Parks Maintenance Supervisor	60,490	29,450	0.80	66,450	31,890	0.80
Facilities Maintenance Supervisor	83,360	44,610	1.00	91,570	48,030	1.00
Parks & Facilities Maintenance Lead	72,530	26,860	1.00	79,660	29,040	1.00
Parks & Facilities Maintenance Worker	317,660	157,240	5.00	338,690	167,000	5.00
Subtotal, Regular Staff:	\$ 1,566,110	\$ 702,430	20.05	\$ 1,669,900	\$ 747,640	20.05
Customer Service Representative I	40,120	3,590	1.15	41,310	3,690	1.15
Recreation Leader III	28,000	3,750	0.64	28,850	3,830	0.64
Recreation Leader II	100,540	14,180	2.62	103,580	14,420	2.62
Parks & Facilities Maintenance Assistant	91,520	12,020	2.00	94,270	12,240	2.00
Subtotal, Intermittent Staff:	\$ 260,180	\$ 33,540	6.41	\$ 268,010	\$ 34,180	6.41
Overtime	19,000	3,960		19,000	3,960	
Standby Time	21,060	4,390		21,060	4,390	
Department Total	\$ 1,866,350	\$ 744,320	26.46	\$ 1,977,970	\$ 790,170	26.46

Budget Highlights – Parks, Recreation, and Cultural Services Department

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Office and Operating Supplies: In addition to the office supplies for the Burien Community Center, this account funds supplies needed for recreation programs, building repairs, and maintenance of City parks.

Professional Services: Professional services in recreation will pay for performers at special events, and program contractors for the senior wellness program and teen program. Professional services in parks maintenance will pay for contract services to remove graffiti, fallen trees, and play chip blowing. This account also provides one-time funding in 2021 for an implementation consultant for the newly proposed Cityworks workorder system and funding for master planning support services.

Seasonal Security: Funds summer evening security in parks, supporting staff and police in enforcing park rules.

Instructor Professional Services: Provides funding for contracted senior, youth, and arts recreation classes.

Arts and Culture Grants: Available funding provided to arts organizations on a competitive basis, which provide arts and cultural opportunities to Burien residents.

Parks Maintenance: Funds the City's contract to provide landscape maintenance for City parks. This function was brought in-house in 2019 resulting in the cancelation of the contract.

Recreation Guide: Graphic design services for the publication of the quarterly Recreation Guide. Costs related to the printing and postage for the Recreation Guide are transferred to the Communications Division in this budget.

Software Licensing Fees: Annual licensing fees for the Department's recreation registration software. Increased costs in 2021 and 2022 due to implementation of the Cityworks, a work order system for parks and facilities maintenance.

Janitorial: For contract custodial services at the Burien Community Center and Moshier Arts Center.

Banking Services/Credit Card Fees: Visa merchant charges for credit card payments received for recreation classes.

Operating Rentals and Leases: Primarily provides funding for the lease of the department copier at the Community Center, for rentals used in various special events and day camp programs, and for equipment rentals for parks and facilities maintenance.

Utilities: Charges for all utility services for City parks and PaRCS department buildings, which includes water, sewer, gas, and electricity. The reduction beginning in 2021 is attributed to the closure and demolition of the Annex.

Repairs and Maintenance: Includes funding for all materials needed for repairs in City parks, repairs to PaRCS department vehicles, and miscellaneous building repairs as needed.

Admissions and Entrance Fees: Funds admissions fees for the City's senior programs.

Machinery & Equipment: Grant-funded capital purchase of a pottery wheel in 2021.

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.

Street Fund	3-2
Surface Water Management Fund	3-5
Public Works Reserve Fund	3-8
Equipment Reserve Fund	3-10
Art in Public Places Fund	3-11
Capital Projects Reserve Fund	3-12
Transportation Benefit District Fund	3-13
State Drug Enforcement Forfeiture Fund	3-14
Federal Drug Enforcement Forfeiture Fund	3-15
Debt Service Fund	3-16

Street Fund

Responsible Manager: Maiya Andrews, Public Works Director

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.

Street Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
10100000	316450	Solid Waste Utility Tax	\$ 417,200	\$ 468,702	\$ 465,000	\$ 487,638	\$ 497,390
10100000	318120	Parking Tax	235,481	231,612	230,000	169,000	230,000
10100000	321910	Franchise Fees	864,757	942,831	945,000	980,921	1,000,540
10100000	322400	Right of Way Use Permit	123,800	117,928	135,000	110,160	112,363
01954230	336060 71	Multimodal Transportation	71,315	71,780	75,000	71,484	71,791
01954230	336060 87	Motor Vehicle Fuel Tax	1,101,410	1,097,955	1,195,000	1,102,144	1,106,886
10100000	360000	Miscellaneous Revenue	39,670	36,481	40,000	20,000	20,000
TOTAL REVENUES			\$ 2,853,632	\$ 2,967,289	\$ 3,085,000	\$ 2,941,347	\$ 3,038,970
10100000	395100	Sale of Capital Assets	-	739	-	-	-
10100000	308500	Beginning Fund Balance	1,857,805	1,432,595	1,538,939	1,395,050	991,657
TOTAL RESOURCES			\$ 4,711,437	\$ 4,400,622	\$ 4,623,939	\$ 4,336,397	\$ 4,030,627
EXPENDITURES							
01954310	110000	Salaries and Wages	\$ 704,518	\$ 785,974	\$ 923,000	\$ 752,430	\$ 793,640
01954310	200000	Personnel Benefits	294,526	313,805	348,237	328,610	347,550
01954230	310000	Office and Operating Supplies	160,476	159,211	170,000	160,000	160,000
01954230	320000	Fuel Consumed	19,231	23,691	20,000	20,000	20,000
01954230	350000	Small Tools & Minor Equipment	13,473	10,180	15,000	15,000	15,000
01954230	410000	Professional Services	101,284	121,994	381,225	460,000	455,000
01954230	424210	Telephone/Internet	9,339	9,005	10,100	10,700	10,700
01954310	430000	Travel	20	40	-	-	-
01954230	450000	Operating Rentals and Leases	47,216	51,069	60,000	84,000	84,000
019*	470000	Utilities	226,244	241,622	255,000	262,500	262,500
01954230	480000	Repairs and Maintenance	1,664	5,357	30,000	15,000	15,000
01954230	480200	Repairs and Maint - Fleet	15,402	42,303	25,000	25,000	25,000
01954310	494910	Memberships and Dues	518	900	1,500	1,500	1,500
01954310	494920	Printing/Binding/Copying	-	98	-	-	-
01954310	494930	Registration-Training/Workshop	2,600	3,130	8,500	10,000	10,000
01954310	494940	Subscriptions and Publications	-	19	-	-	-
01954310	494950	Miscellaneous	218	4	-	-	-
01954230	510000	Intergovt Professional Service	250,310	113,549	-	-	-
01954264	515100	Traffic Signal/Control Maint	-	69,732	-	-	-
10100000	590000	Interfund Chrgs for Equip Replc	50,000	-	-	50,000	50,000
01954230	640000	Machinery And Equipment	66,803	-	15,000	-	-
TOTAL EXPENDITURES			\$ 1,963,842	\$ 1,951,684	\$ 2,262,562	\$ 2,194,740	\$ 2,249,890
10100000	597000	Transfers Out	1,315,000	910,000	1,555,000	1,150,000	950,000
TOTAL EXPENDITURES AND TRANSFERS			\$ 3,278,842	\$ 2,861,684	\$ 3,817,562	\$ 3,344,740	\$ 3,199,890
10100000	508500	Ending Fund Balance	1,432,595	1,538,938	806,377	991,657	830,737
TOTAL USES			\$ 4,711,437	\$ 4,400,622	\$ 4,623,939	\$ 4,336,397	\$ 4,030,627

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
01954230	410000	Professional Services	85,900	111,505	121,000	123,000	118,000
01954230	410040	PW Shop Relocation	330	-	-	-	-
01954264	410550	Neighborhood Traffic Control	8,676	1,815	10,000	-	-
01954310	414100	Software Licensing Fees	6,378	8,674	15,225	7,000	7,000
01954230	415000	Intergovernmental Services	-	-	15,000	160,000	160,000
01954264	415000	Traffic Signal/Control Maint	-	-	220,000	170,000	170,000
TOTAL PROFESSIONAL SERVICES			\$ 101,284	\$ 121,994	\$ 381,225	\$ 460,000	\$ 455,000

Personnel

STREET FUND	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 74,260	\$ 24,890	0.45	\$ 78,290	\$ 26,340	0.45
Deputy Public Works Director	64,540	18,660	0.45	67,520	19,610	0.45
Administrative Assistant	35,050	16,580	0.50	36,660	17,400	0.50
Civil Engineer II	83,350	32,260	0.75	87,200	33,910	0.75
Civil Engineer - Journey Level	28,990	10,000	0.30	30,330	10,500	0.30
Street & SWM Maintenance Mgr	53,420	24,850	0.50	58,670	26,810	0.50
Engineering Inspector II	16,670	6,220	0.20	17,440	6,530	0.20
Engineering Inspector I	28,760	18,240	0.40	31,590	19,610	0.40
PW Maintenance Worker III	79,300	29,560	1.00	82,960	31,070	1.00
PW Maintenance Worker II	195,850	101,060	3.00	207,960	107,240	3.00
PW Maintenance Worker I	60,440	39,650	1.00	63,220	41,890	1.00
Overtime	25,000	5,220		25,000	5,220	
Standby Time	6,800	1,420		6,800	1,420	
Division Total	\$ 752,430	\$ 328,610	8.55	\$ 793,640	\$ 347,550	8.55

Budget Highlights – Street Fund

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Provides funding for various on-call services, which include engineering consulting, emergency repairs, and tree removal and trimming. The City funds the City's partnership with King County's Community Work Crew program, which provides trash and graffiti removal services. The City also funds services for litter removal and traffic control at community events.

Operating Rentals & Leases: Primarily funds the temporary public works maintenance facility and equipment storage. The Port of Seattle increased the facility rental fee beginning in 2020.

Utilities: Primarily funds the payment of utilities to Seattle City Light for the City's street lights and signals.

Intergovernmental Professional Service: Provides funding for the street maintenance contract with King County to perform additional maintenance as needed.

Traffic Signal/Control Maintenance: Provides funding for the City's contract with King County for the maintenance of traffic signals and signs, striping, engineering, and pavement marking.

Interfund Charges for Equipment Replacement: Provides \$50,000 in both 2021 and 2022 to the Equipment Replacement Fund for future equipment replacement.

Transfers Out: In 2021 and 2022, the Street Fund will transfer in both years \$40,000 to the General Fund to pay for its share of the City's GIS and Information Systems services and \$310,000 to the Debt Service Fund to finance the debt service on the City's 2010 Limited Tax General Obligation (LTGO) bond for street overlay repairs. \$800,000 in 2021 and \$600,000 in 2022 will be transferred to Transportation Capital Improvement projects.

Surface Water Management Fund

Responsible Manager: Maiya Andrews, Public Works Director

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 King County property tax collection process. Some services are provided with in-house staff while others are provided through contracts.

Surface Water Management Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
02053100	334031	WA Dept of Ecology	\$ 126,222	\$ 25,837	\$ -	\$ 80,000	\$ -
02053100	337100	Intergovernmental Revenue	-	-	45,000	-	-
02053100	343100	Storm Drainage Fees & Charges	3,454,563	3,678,415	3,555,000	3,698,622	3,772,594
10400000	360000	Miscellaneous Revenue	69,366	61,744	58,000	39,000	33,000
TOTAL REVENUES			\$ 3,650,151	\$ 3,765,996	\$ 3,658,000	\$ 3,817,622	\$ 3,805,594
10400000	308890	Beginning Fund Balance	2,280,746	1,563,558	1,866,786	389,680	539,482
TOTAL RESOURCES			\$ 5,930,897	\$ 5,329,554	\$ 5,524,786	\$ 4,207,302	\$ 4,345,076
EXPENDITURES							
02053100	110000	Salaries and Wages	\$ 1,011,081	\$ 1,038,074	\$ 1,051,958	\$ 1,164,130	\$ 1,237,800
02053100	200000	Personnel Benefits	443,431	450,123	516,105	514,560	567,740
02053100	310000	Office and Operating Supplies	85,018	40,888	86,000	90,000	90,000
02053100	320000	Fuel Consumed	26,717	28,882	23,000	23,000	23,000
02053100	350000	Small Tools & Minor Equipment	13,543	6,319	10,000	10,000	10,000
02053100	410000	Professional Services	458,953	312,239	603,725	559,000	554,000
02053100	424210	Telephone/Internet	13,205	13,804	15,600	14,000	14,000
02053100	430000	Travel	827	108	-	-	-
02053100	440000	SWM Fee Assessment	310	543	500	700	700
02053100	450000	Operating Rentals and Leases	42,439	50,103	91,000	84,000	84,000
02053100	470000	Utilities	4,012	3,543	9,200	9,200	9,200
02053100	480000	Repairs and Maintenance	41,392	91,429	68,000	63,000	63,000
02053100	494910	Memberships and Dues	136	1,211	1,500	1,500	1,500
02053100	494920	Printing/Binding/Copying	2,108	75	1,000	1,000	1,000
02053100	494930	Registration-Training/Workshop	3,791	3,830	12,750	13,000	13,000
02053100	494940	Subscriptions and Publications	-	8	400	200	200
02053100	494950	Miscellaneous	6,780	35	-	-	-
02053100	510500	County Collection Fee	90,267	55,970	-	-	-
02053100	590000	Interfund Chrgs for Equip Replc	70,000	-	70,000	70,000	70,000
02053100	640000	Machinery And Equipment	66,803	-	-	25,000	-
02053100	700090	PWTFL Principal Payment	83,031	83,031	83,030	83,030	83,030
02053100	800090	Interest on PWTFL Pond	3,494	3,079	2,910	2,500	2,080
TOTAL EXPENDITURES			\$ 2,467,339	\$ 2,183,296	\$ 2,646,678	\$ 2,727,820	\$ 2,824,250
10400000	597000	Transfers Out	1,900,000	1,280,000	2,540,000	940,000	540,000
TOTAL EXPENDITURES AND TRANSFERS			\$ 4,367,339	\$ 3,463,296	\$ 5,186,678	\$ 3,667,820	\$ 3,364,250
10400000	508890	Ending Fund Balance	1,563,558	1,866,258	338,108	539,482	980,826
TOTAL USES			\$ 5,930,897	\$ 5,329,554	\$ 5,524,786	\$ 4,207,302	\$ 4,345,076

Professional Services

Account Number		Contract Purpose	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
02053100	410000	Professional Services	292,962	168,333	325,500	290,000	285,000
02053100	410040	PW Shop Relocation	330	-	-	-	-
02053100	410600	Miller Walker Basin Stewardship	47,639	48,933	62,000	62,000	62,000
02053100	411050	NPDES Phase II	17,436	17,889	22,000	23,000	23,000
02053100	411550	Advertising	2,000	-	-	-	-
02053100	414100	Software Licensing Fees	7,753	6,174	15,225	7,000	7,000
02053100	414310	TV Inspection and Vactoring	21,041	7,773	60,000	30,000	30,000
02053100	414320	Permits & Monitoring	69,793	63,136	79,000	79,000	79,000
02053100	415000	Intergovernmental Services	-	-	-	8,000	8,000
02053100	415000	County Collection Fees	-	-	40,000	60,000	60,000
TOTAL PROFESSIONAL SERVICES			\$ 458,953	\$ 312,239	\$ 603,725	\$ 559,000	\$ 554,000

Personnel

SURFACE WATER MANAGEMENT FUND	2021 Adopted Budget		2021 FTE	2022 Adopted Budget		2022 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 74,260	\$ 24,890	0.45	\$ 78,290	\$ 26,340	0.45
Deputy Public Works Director	64,540	18,660	0.45	67,520	19,610	0.45
Administrative Assistant	35,050	16,580	0.50	36,660	17,400	0.50
Civil Engineer II	280,110	123,320	2.55	291,580	129,620	2.55
Civil Engineer - Journey Level	67,630	23,320	0.70	70,750	24,480	0.70
Street & SWM Maintenance Mgr	53,420	24,850	0.50	58,670	26,810	0.50
Community Environmental Education Specialist	71,080	27,770	1.00	82,960	46,170	1.00
Engineering Inspector II	66,660	24,860	0.80	69,730	26,110	0.80
Engineering Inspector I	43,140	27,360	0.60	47,380	29,410	0.60
PW Maintenance Worker III	71,930	42,780	1.00	79,000	45,990	1.00
PW Maintenance Worker II	259,370	132,490	4.00	275,540	146,890	4.00
PW Maintenance Worker I	60,440	24,240	1.00	63,220	25,470	1.00
Overtime	7,000	1,460		7,000	1,460	
Standby Time	9,500	1,980		9,500	1,980	
Division Total	\$ 1,164,130	\$ 514,560	13.55	\$ 1,237,800	\$ 567,740	13.55

Budget Highlights – Surface Water Management Fund

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 0% cost of living adjustment (COLA) in 2021 and a 3% COLA placeholder in 2022. In 2021, mandatory furlough days are included in the budget.

Professional Services: Includes funding for street sweeping, pond cleaning, Stormfest, development and implementation of new NPDES permit requirements, and on-call services for engineering and emergency repair services.

Miller/Walker Creeks Basin Stewardship: Funds the City's share of the Basin Stewardship program. This partnership of local cities, the Port of Seattle, and King County organizes volunteers to clean up and improve the health of the Miller and Walker Creeks and provides education to residents about the health of the local environment and Puget Sound.

NPDES Phase II: Funding to provide public education through the Environmental Science Center.

TV Inspection and Vactoring: Video inspection and vactoring of the stormwater drainage system. The purchase of a camera in 2021 results in a reduction of budgeted contracted inspection services in 2021

and 2022.

County Collection Fee: This fee is charged by King County to collect the City’s Storm Drainage Fees and Charges through property tax collections.

Operating Rentals & Leases: Primarily funds the temporary public works maintenance facility and equipment storage. The Port of Seattle increased the facility rental fee beginning in 2020.

Interfund Charges for Equipment Replacement: Provides \$70,000 in both 2021 and 2022 to the Equipment Replacement Fund for future equipment replacement.

Machinery and Equipment: 2021 funding includes the purchase of a pipe inspection camera, which will enable staff to perform this function in-house and thus use contracted video inspection services less.

Transfers Out: In 2021 and 2022, the Surface Water Management Fund will transfer in both years \$40,000 to the General Fund to pay for its share of the City’s GIS and Information Technology services. Transfers are planned to the Surface Water Management Capital Improvement Projects Fund in the amount of \$900,000 in 2021 and \$500,000 in 2022.

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 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, 2020 is \$498,185. 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

<i>Due</i>	<i>Principal</i>	<i>Interest</i>	<i>Total Debt Service</i>	<i>Outstanding Balance</i>
7/1/2021	83,031	2,491	85,522	415,154
7/1/2022	83,031	2,076	85,107	332,123
7/1/2023	83,031	1,661	84,691	249,093
7/1/2024	83,031	1,245	84,276	166,062
7/1/2025	83,031	830	83,861	83,031
7/1/2026	83,031	415	83,446	-
	498,185	8,718	506,903	

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 fees 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.

Public Works Reserve Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
10604022	318340	Real Estate Excise Tax 1st Qtr	\$ 1,312,269	\$ 954,379	\$ 875,000	\$ 725,000	\$ 739,500
10604022	318350	Real Estate Excise Tax 2nd Qtr	1,312,269	950,129	875,000	725,000	739,500
10604022	345850	Parks Mitigation Fee	51,310	39,608	35,000	35,000	35,000
10600000	361100	Investment Interest	57,729	56,959	55,000	35,000	40,000
TOTAL REVENUES			\$ 2,733,576	\$ 2,001,075	\$ 1,840,000	\$ 1,520,000	\$ 1,554,000
10600000	308300	Beginning Fund Balance	2,456,193	2,214,769	2,898,844	2,071,844	2,187,344
TOTAL RESOURCES			\$ 5,189,769	\$ 4,215,845	\$ 4,738,844	\$ 3,591,844	\$ 3,741,344
EXPENDITURES							
10600000	597000	Transfers Out	2,975,000	1,317,000	3,027,000	1,404,500	2,082,600
TOTAL EXPENDITURES AND TRANSFERS			\$ 2,975,000	\$ 1,317,000	\$ 3,027,000	\$ 1,404,500	\$ 2,082,600
10600000	508300	Ending Fund Balance	2,214,769	2,898,845	1,711,844	2,187,344	1,658,744
TOTAL USES			\$ 5,189,769	\$ 4,215,845	\$ 4,738,844	\$ 3,591,844	\$ 3,741,344

Budget Highlights - Public Works Reserve Fund

Real Estate Excise Tax: The budgeted estimates for 2021 and 2022 reflect a conservative return to baseline given the current economic climate. Any excess collections will be used for qualified expenditures in future years.

Transfers Out: Revenues collected in this fund are primarily used to cover the City's debt service. \$1,404,500 in 2021 and \$1,282,600 in 2022 will be transferred to the Debt Service Fund for this purpose. In 2022, \$800,000 will be transferred to partially fund the 30th Avenue Southwest Slope Stabilization project.

Equipment Reserve Fund

The Equipment Reserve Fund is used for the purchase of 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.

Equipment Reserve Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
02354860	348000	Interfund Chg Equip Replace	270,000	-	195,000	195,000	270,000
10700000	361100	Investment Interest	25,874	28,731	25,000	15,000	15,000
TOTAL REVENUES			\$ 295,874	\$ 28,731	\$ 220,000	\$ 210,000	\$ 285,000
10700000	397000	Transfers In	-	270,000	-	-	-
TOTAL REVENUES AND TRANSFERS			\$ 295,874	\$ 298,731	\$ 220,000	\$ 210,000	\$ 285,000
10700000	308890	Beginning Fund Balance	1,447,503	1,368,282	1,434,041	1,526,041	1,491,041
TOTAL RESOURCES			\$ 1,743,377	\$ 1,667,013	\$ 1,654,041	\$ 1,736,041	\$ 1,776,041
EXPENDITURES							
02354860	350000	Small Tools & Minor Equipment	45,344	44,892	13,000	45,000	50,000
02354860	640000	Machinery & Equipment	329,751	188,080	105,000	200,000	200,000
TOTAL EXPENDITURES			\$ 375,095	\$ 232,972	\$ 118,000	\$ 245,000	\$ 250,000
10700000	508890	Ending Fund Balance	1,368,282	1,434,041	1,536,041	1,491,041	1,526,041
TOTAL USES			\$ 1,743,377	\$ 1,667,013	\$ 1,654,041	\$ 1,736,041	\$ 1,776,041

Budget Highlights – Equipment Reserve Fund

Investment Income: The budgeted estimate for investment income is \$15,000 in 2021 and 2022 due to lower interest rates received from the City's investment pool due to the current economic climate.

Interfund Charges for Equipment Replacement: Transfers from the General, Street, and Surface Water Management funds finance the accumulation of reserves for future equipment replacement.

Small Tools and Minor Equipment: Funds scheduled for the replacement of small tools & minor equipment.

Machinery and Equipment: Funds scheduled for the replacement of machinery and equipment, such as vehicles and large equipment.

Art in Public Places Fund

The Art in Public Places Fund was established to encourage and promote the creation and placement of art in public places. These funds are used to acquire works of art identified by the City's Arts Commission, as well as the repair and maintenance of the City's works of art.

Art in Public Places Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
11300000	361100	Investment Interest	921	1,314	-	750	750
TOTAL REVENUES			\$ 921	\$ 1,314	\$ -	\$ 750	\$ 750
11300000	397000	Transfers In	20,000	26,500	26,500	26,500	26,500
TOTAL REVENUES AND TRANSFERS			\$ 20,921	\$ 27,814	\$ 26,500	\$ 27,250	\$ 27,250
11300000	308400	Beginning Fund Balance	49,906	55,246	78,861	66,361	67,111
TOTAL RESOURCES			\$ 70,827	\$ 83,060	\$ 105,361	\$ 93,611	\$ 94,361
EXPENDITURES							
02457320	410000	Professional Services	14,039	4,200	-	-	-
02457320	480000	Repairs and Maintenance	1,542	-	-	-	-
02457320	640000	Public Art	-	-	26,500	26,500	26,500
TOTAL EXPENDITURES			\$ 15,581	\$ 4,200	\$ 26,500	\$ 26,500	\$ 26,500
11300000	508400	Ending Fund Balance	55,246	78,860	78,861	67,111	67,861
TOTAL USES			\$ 70,827	\$ 83,060	\$ 105,361	\$ 93,611	\$ 94,361

Budget Highlights – Art in Public Places Fund

Transfers In: In 2018, the City Council passed Ordinance 684, requiring that the Art in Public Places Fund be financed with a transfer from the General Fund equivalent to \$0.50 for each Burien resident according to population estimates provided by the State's Office of Financial Management.

Public Art: This finances the creation or acquisition of public art. The Arts Commission will continue to support public art projects such as the signal box art and Downtown art displays; evaluate public art maintenance needs; and will begin work on a long-term Public Art Plan. The Commission will also support local artists, work to enhance arts education in the community and public arts and cultural events.

Capital Projects Reserve Fund

This fund was initially 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 fund 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.

Capital Projects Reserve Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
11500000	311100	Property Tax	\$ 773,192	\$ 791,729	\$ -	\$ -	\$ -
11500000	361100	Investment Interest	30,502	17,382	35,889	-	-
TOTAL REVENUES			\$ 803,694	\$ 809,111	\$ 35,889	\$ -	\$ -
11500000	397000	Transfers In	-	-	-	200,000	500,000
TOTAL REVENUES AND TRANSFERS			\$ 803,694	\$ 809,111	\$ 35,889	\$ 200,000	\$ 500,000
11500000	308500	Beginning Fund Balance	1,234,628	438,322	1,247,433	-	200,000
TOTAL RESOURCES			\$ 2,038,322	\$ 1,247,433	\$ 1,283,322	\$ 200,000	\$ 700,000
EXPENDITURES							
11500000	597000	Transfers Out	1,600,000	-	1,283,322	-	-
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 1,600,000	\$ -	\$ 1,283,322	\$ -	\$ -
11500000	508500	Ending Fund Balance	438,322	1,247,433	-	200,000	700,000
TOTAL USES			\$ 2,038,322	\$ 1,247,433	\$ 1,283,322	\$ 200,000	\$ 700,000

Budget Highlights – Capital Projects Reserve Fund

Property Tax: In the 2019 Adopted Financial Policies, the City will collect 100% of the City's property tax levy in the General Fund starting in 2020, in order to address the structural imbalance caused by the loss of the Sales Tax Annexation Credit.

Transfers In: Transfers from the General Fund to fund capital projects.

Transportation Benefit District Fund

The Burien Transportation Benefit District (TBD) was formed in 2009 to finance transportation improvements in accordance with the City's Capital Improvement Program. Since 2017, the City assumed the functions of the Burien Transportation Benefit District and is governed by the City Council. In the November 2019 election, voters approved I-976, an initiative which repealed the City's TBD fee. The Washington State Supreme Court is in process of deciding on an appeal of the King County Superior Court ruling that the initiative is constitutional.

Transportation Benefit District Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
02654310	317600	TBD Vehicle Fee	\$ 780,437	\$ 766,451	\$ 786,500	\$ 785,000	\$ 785,000
11800000	361100	Investment Interest	6,419	8,419	-	-	-
TOTAL REVENUES			\$ 786,856	\$ 774,870	\$ 786,500	\$ 785,000	\$ 785,000
11800000	308300	Beginning Fund Balance	55,925	122,781	97,652	785,000	410,000
TOTAL RESOURCES			\$ 842,781	\$ 897,651	\$ 884,152	\$ 1,570,000	\$ 1,195,000
EXPENDITURES							
02654310	597000	Transfers Out	720,000	800,000	115,281	1,160,000	1,160,000
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 720,000	\$ 800,000	\$ 115,281	\$ 1,160,000	\$ 1,160,000
11800000	508300	Ending Fund Balance	122,781	97,651	768,871	410,000	35,000
TOTAL USES			\$ 842,781	\$ 897,651	\$ 884,152	\$ 1,570,000	\$ 1,195,000

Budget Highlights – Transportation Benefit District Fund

Transportation Benefit District (TBD) Vehicle Fee: This is a \$20 excise tax charged on all vehicles registered within the City of Burien, with the purpose of funding debt service on prior street overlay projects and fund current street overlay projects.

Transfers Out: \$310,000 will be transferred to the Debt Service Fund to finance the debt service on the City's 2010 Limited Tax General Obligation (LTGO) bond for street overlay repairs. Another \$850,000 will be transferred to the Transportation Capital Improvement Program Fund to partially finance the City's Pavement Management Program to maintain City streets.

State Drug Enforcement Forfeiture Fund

The State Drug Enforcement Forfeiture Fund accounts for State seizure funds received by the City. The use of these funds is restricted to purchases that will enhance the ability of the City's police to investigate drug related crimes and incidents. In 2020, the City transferred forfeiture funds out of the General Fund into the newly created State and Federal Drug Enforcement Forfeiture Funds.

State Drug Enforcement Forfeiture Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
11900000	397000	Transfers In	-	-	330,314	-	-
TOTAL REVENUES AND TRANSFERS			\$ -	\$ -	\$ 330,314	\$ -	\$ -
11900000	308300	Beginning Fund Balance	-	-	-	275,314	219,714
TOTAL RESOURCES			\$ -	\$ -	\$ 330,314	\$ 275,314	\$ 219,714
EXPENDITURES							
03052120	424210	Telephone/Internet	-	-	3,400	4,000	4,000
03052120	494930	Registration-Training/Workshop	-	-	21,600	21,600	21,600
03052120	494990	Investigative Funds	-	-	30,000	30,000	30,000
TOTAL EXPENDITURES			\$ -	\$ -	\$ 55,000	\$ 55,600	\$ 55,600
11900000	508300	Ending Fund Balance	-	-	275,314	219,714	164,114
TOTAL USES			\$ -	\$ -	\$ 330,314	\$ 275,314	\$ 219,714

Budget Highlights – State Drug Enforcement Forfeiture Fund

Registration – Training/Workshop: Provides additional training for police officers, supplemental to the training funded under the King County Sheriff's Office contract. This training can include courses such as advanced interview techniques, managing complex criminal investigations and gang intervention techniques.

Investigative Funds: Supports covert operations, including payments to confidential informants.

Federal Drug Enforcement Forfeiture Fund

The Federal Drug Enforcement Forfeiture Fund accounts for Federal seizure funds received by the City. The use of these funds is restricted to purchases that will enhance the ability of the City's police to investigate drug related crimes and incidents. In 2020, the City transferred forfeiture funds out of the General Fund into the newly created State and Federal Drug Enforcement Forfeiture Funds.

Federal Drug Enforcement Forfeiture Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
12000000	397000	Transfers In	-	-	304,414	-	-
TOTAL REVENUES AND TRANSFERS			\$ -	\$ -	\$ 304,414	\$ -	\$ -
12000000	308300	Beginning Fund Balance	-	-	-	228,414	152,414
TOTAL RESOURCES			\$ -	\$ -	\$ 304,414	\$ 228,414	\$ 152,414
EXPENDITURES							
03152120	350000	Small Tools & Minor Equipment	-	-	66,000	66,000	66,000
03152120	494930	Registration-Training/Workshop	-	-	10,000	10,000	10,000
TOTAL EXPENDITURES			\$ -	\$ -	\$ 76,000	\$ 76,000	\$ 76,000
12000000	508300	Ending Fund Balance	-	-	228,414	152,414	76,414
TOTAL USES			\$ -	\$ -	\$ 304,414	\$ 228,414	\$ 152,414

Budget Highlights – Federal Drug Enforcement Forfeiture Fund

Small Tools and Minor Equipment: Tools and equipment purchased to enhance criminal investigations into the distribution of illegal substances.

Registration - Training/Workshop: Provides additional training for police officers for the purposes of deterring and disrupting criminal organizations or the distribution of narcotics. This training is in addition to the training funded under the King County Sheriff's Office contract.

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.

Debt Service Fund

Expenditure and Revenue Summary

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
REVENUE							
20100000	332212	BABs Subsidy (2010 Bonds)	\$ 102,551	\$ 97,449	\$ 110,000	\$ 85,600	\$ 78,100
20100000	345851	Town Sq Mitigation Fees	152,527	152,527	143,000	152,600	152,600
20100000	361100	Investment Interest	5,528	5,355	5,000	1,200	2,000
20100000	368000	Special Assessment Revenue	84,832	106,013	100,000	100,000	100,000
20100000	360000	Miscellaneous Revenue	-	-	-	-	-
TOTAL REVENUES			\$ 345,438	\$ 361,344	\$ 358,000	\$ 339,400	\$ 332,700
20100000	397000	Transfers In	2,055,000	2,037,000	2,274,652	2,224,500	2,102,600
TOTAL REVENUES AND TRANSFERS			\$ 2,400,438	\$ 2,398,344	\$ 2,632,652	\$ 2,563,900	\$ 2,435,300
20100000	395000	Other Financing Sources	-	-	-	-	-
20100000	308300	Beginning Fund Balance	71,111	70,474	78,536	30,610	42,810
TOTAL RESOURCES			\$ 2,471,549	\$ 2,468,818	\$ 2,711,188	\$ 2,594,510	\$ 2,478,110
EXPENDITURES							
20100000	410000	Professional Services	900	900	3,000	2,000	2,000
20100000	700000	Debt Service Principal & Interest	2,400,175	2,389,381	2,587,640	2,549,700	2,420,100
TOTAL EXPENDITURES			\$ 2,401,075	\$ 2,390,281	\$ 2,590,640	\$ 2,551,700	\$ 2,422,100
11800000	508300	Ending Fund Balance	70,474	78,536	120,548	42,810	56,010
TOTAL USES			\$ 2,471,549	\$ 2,468,818	\$ 2,711,188	\$ 2,594,510	\$ 2,478,110

Debt Service Principal and Interest

Account Number		Description	2018 Actual	2019 Actual	2020 Revised Budget	2021 Adopted Budget	2022 Adopted Budget
Organization	Object						
20100000	700010	SCORE 2009 A & B Principal	-	-	98,600	88,690	92,310
20100000	700040	2016 LTGO Refunding Principal	460,000	475,000	490,000	510,000	535,000
20100000	700050	2010 A & B LTGO Principal	415,000	425,000	435,000	445,000	460,000
20100000	700060	2011 LTGO & Refund Principal	470,000	485,000	500,000	520,000	545,000
20100000	700070	PWTFL Principal - SW 152nd St	181,955	181,955	181,955	181,955	52,780
20100000	700080	PWTFL Principal - 1st Ave S	120,270	120,270	120,270	120,270	120,270
20100000	800010	PWTFL Interest - SW 152nd St	3,903	2,993	2,085	1,175	270
20100000	800020	PWTFL Interest - 1st Ave S	4,209	3,608	3,010	2,410	1,810
20100000	800030	SCORE 2009 A & B Bond Interest	-	-	117,500	99,760	96,220
20100000	800060	2016 LTGO Refunding Interest	188,200	174,400	155,400	135,800	115,400
20100000	800070	2010 A & B LTGO Bonds Interest	313,038	296,355	278,420	259,240	236,440
20100000	800080	2011 LTGO & Refunding Interest	243,600	224,800	205,400	185,400	164,600
TOTAL DEBT SERVICE PRINCIPAL AND INTEREST			\$ 2,400,175	\$ 2,389,381	\$ 2,587,640	\$ 2,549,700	\$ 2,420,100

Summary of Outstanding 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 had a 4% ownership responsibility in the debt issue. In 2019, SCORE issued \$51 million of debt to refund the original bonds. The City's share of the refunding debt is 4.82% for a total of \$2,460,851. This long-term liability has an outstanding balance of \$2,372,886 as of December 31, 2020. The interest rate for these bonds is 3.0 to 5.0%.

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, 2020 is \$4,620,000. 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, 2020 is \$4,635,000. 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, 2020 is \$3,395,000. 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, 2020 is \$105,556.

152nd St Enhancement Project Public Works Trust Fund Loan PW-02-691-009 (\$2,440,016): The loan has an outstanding balance of \$129,177 as of December 31, 2020 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 benefiting property owners and half being repaid from real estate excise taxes. The outstanding balance as of December 31, 2020 is \$481,078. This is a 20-year loan at 0.50% interest, borrowed in late 2007 and 2008

Debt Service to Maturity Schedule
General Obligation Debt

Year	Principal	Interest	Total Debt Service
2021	1,642,240	680,196	2,322,436
2022	1,710,855	612,643	2,323,497
2023	1,544,470	542,175	2,086,645
2024	1,598,326	478,195	2,076,521
2025	1,652,423	411,835	2,064,258
2026	1,717,484	342,104	2,059,588
2027	1,059,475	264,275	1,323,750
2028	1,100,018	209,036	1,309,054
2029	1,141,043	151,694	1,292,737
2030	577,550	92,225	669,775
2031	599,057	67,798	666,855
2032	146,046	42,445	188,491
2033	151,830	36,603	188,433
2034	157,855	30,530	188,385
2035	164,121	24,216	188,337
2036	170,869	17,651	188,520
2037	177,617	10,816	188,433
2038	182,919	5,488	188,407
Total	\$ 15,494,197	\$ 4,019,925	\$ 19,514,123

Calculation of Limitation of Indebtedness
December 31, 2020

		General Purpose		Parks and Open Space Voted	Utility Purpose Voted
		Non-Voted (Limited GO)	Voted (Unlimited GO)		
2020 Assessed Valuation (2021 Property Taxes):	\$ 8,120,517,367 x	1.50%	1.00%	2.50%	2.50%
Non Voted Debt Limits		121,807,761			
Voted Limits			81,205,174	203,012,934	203,012,934
Less: General Obligation Bonds Outstanding		(15,494,197)	-	-	-
Add: Cash on Hand for Debt Service		-	-	-	-
Available Debt Capacity by Purpose		\$ 106,313,563	\$ 81,205,174	\$ 203,012,934	\$ 203,012,934
Total Debt Capacity			593,544,605		

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City of Burien Capital Improvement Program Overview

The 2021-2026 Capital Improvement Program (CIP) estimates the cost of approved capital projects for the six-year period and identifies the revenues expected to fund them. The CIP includes a multi-year budget since projects may require more than one year to complete. The CIP is reconciled and updated on an annual basis, including the current year. Due to the materialization of grant awards, the CIP was able to fully fund certain projects to get them underway, including Moshier Park Field and Restroom Improvements, 1st Avenue South – Paving, and Miller Creek Enhancements. Project numbers were previously added to the capital projects to improve financial reporting. Projects starting with “PG” are Parks and General Government CIP projects, “TR” are Transportation CIP Projects, and “SW” are Surface Water Management CIP projects. Projects have been organized numerically by project number in each CIP Fund.

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 and Updates for each area (Parks, Recreation, Open Space (PROS) Plan, Transportation Master Plan, and Storm Drainage Master Plan) are adopted by the City Council.

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 2021 to 2026. The Transportation CIP section has a list of higher priority unfunded Transportation projects. 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 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. Funds financing the Capital Improvement Program include grants, private development sources, real estate excise tax (REET) from the Public Works Reserve Fund, Property Tax from the Capital Projects Reserve Fund, and fund balances from the General Fund, Street Fund, and Surface Water Management (SWM) Fund. Transportation projects with a surface water component may be funded by the SWM Fund.

Parks and General Government Capital Improvement Plan projects scheduled to begin or continue in 2021 include the following:

- PG0006 - Moshier Park Field and Restroom Improvements – This project is for design and construction of an all-season multi-purpose field at Field 1 and replacement of the restroom building at Moshier Park.
- PG0007 - Lake Burien School Memorial Park Improvements –The project includes Community Development Block Grant (CDBG) funds to make the pathway around the park compliant with the Americans with Disabilities Act (ADA); and installation of new play equipment.
- PG0010 – Eagle Landing Park Stair Reconfiguration – This project is to remove the stairs and rails at this park, leaving landings where stable.

- PG00xx – Parks and Facilities Planning Projects – This new project supports plans and studies often required by state and federal agencies or needed to obtain grant funding.
- PG00xx Public Works/ParCS Maintenance Facility – Design work is scheduled to occur in 2021 for this project for a new maintenance facility to include an emergency operations' center.

Parks and General Government Capital Improvement Plan projects expected to be complete or nearly complete in 2020 include the following:

- PG0014 - Burien Community Center Restroom Renovation – This new project includes Community Development Block Grant (CDBG) funds for design and construction to add a third family style (uni-sex) restroom at the Burien Community Center.
- PG0017 – Annex Demolition – This project is for the demolition of the Burien Community Center Annex building.

Transportation Capital Improvement Plan projects scheduled to begin or continue in 2021 include the following:

- TR0002 - Pavement Management Program – This is an annual program for resurfacing arterial and residential streets. It was previously named Street Overlay Program. Starting in 2020, funding for this project was reduced by \$400,000 annually due to Initiative I-976 which caused the repeal of the City's Transportation Benefit District (TBD) fee of \$20/vehicle which helps fund this program.
- TR0021 - 1st Avenue South Paving – This project provides overlay on 1st Avenue South between South 128th Street and South 140th Street.
- TR0023 – South 136th Street Sidewalk Improvements – This project includes bicycle lanes, sidewalk repairs, striping, and trees along South 136th Street from 1st Avenue South

Transportation Capital Improvement Plan projects expected to be complete or nearly complete in 2020 include the following:

- TR0008 - 4th and 6th Avenues SW/SW 148th Street Intersection – Design work continues to upgrade the existing signal and add protected left-turn phasing on all approaches.
- TR0014 - 5th Avenue South Traffic Calming – This project evaluates and constructs traffic calming features on 5th Avenue South between SW 116th Street and SW 124th Street.
- TR0017 - Peter Western Bridge Replacement – This project replaces the bridge that was demolished due to severe erosion to the footings.
- TR0019 - South 144th Way Improvement – This project realigns South 144th Way to facilitate commercial traffic into and out of the North East Redevelopment Area (NERA).

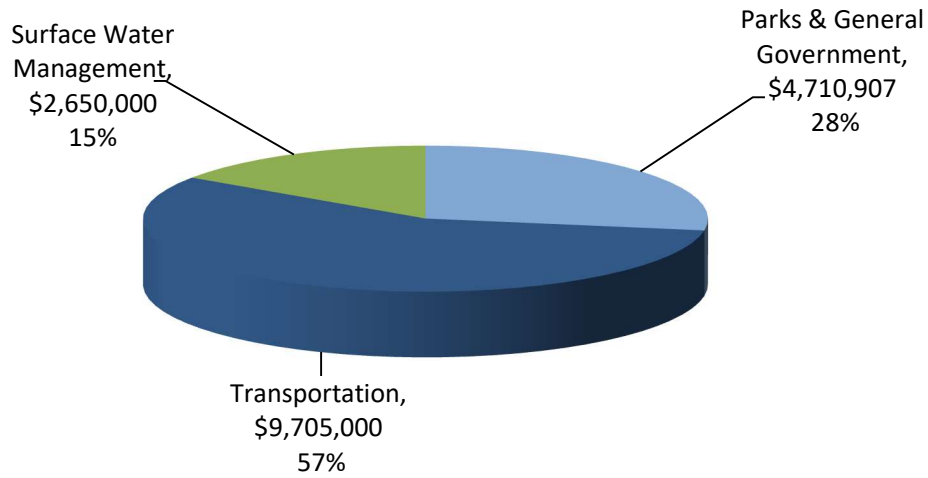
Surface Water Management Capital Improvement Plan projects scheduled to begin or continue in 2021 include the following:

- SW0001 - Residential Drainage Improvement Program (RDIP) – This is an annual program to address gaps in the drainage system that impact private property.
- SW0009 - 20th Avenue South Drainage Improvements – This project replaces an existing stormwater system along 20th Avenue South between South 120th Street and South 124th Street.
- SW0013 - Miller Creek Enhancements – This project realigns Miller Creek to enhance riparian features.
- SW0014 – Eagle Landing Park Storm Drainage Improvements – This project will improve the drainage at Eagle Landing Park.
- SW0015 - South 140th Street and Des Moines Memorial Drive Trunkline – This new project includes design and construction costs to install a stormwater trunkline to facilitate development and is scheduled to start at the end of 2019.

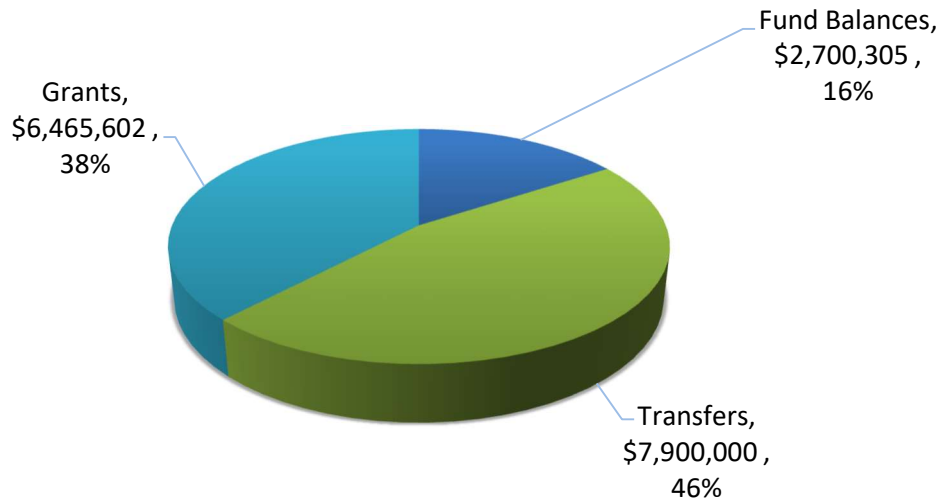
Surface Water Management Capital Improvement Plan projects expected to be complete or nearly complete in 2020 include the following:

- SW0008 – King County Courthouse Stormwater Retrofit – King County will be managing this retrofit project which includes a portion of City drainage.
- SW0010 - Cove Point Outfall Repair – This project replaces the failing outfall pipe within Seahurst Park.
- SW0011 - Hermes Outlet Improvements – Design and construction of a new conveyance for the outflows from Hermes Pond.
- SW0012 - Storm Drainage Master Plan Update – Plan will be updated to include required National Pollutant Discharge Elimination System (NPDES) Phase II permit elements.

2021 - 2026 Capital Improvement Program Projects by Category - \$17.1 Million (Excludes Unfunded)



2021 - 2026 Capital Improvement Program Revenue Sources - \$17.1 Million (Excludes Unfunded)



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2021 - 2026 Capital Improvement Program

PARKS AND GENERAL GOVERNMENT

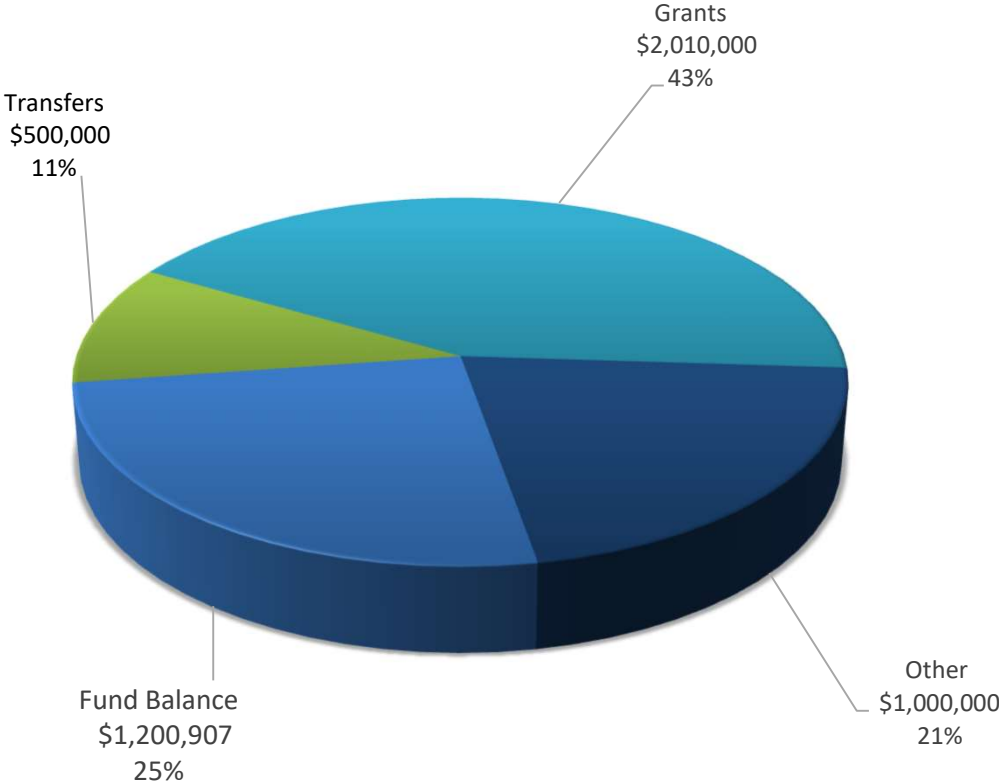
Total Project Expenditures

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-Year CIP
PG0002 - Parks Facilities Restoration	55,169	256,000	100,000	35,000	200,000	200,000	200,000	-	1,046,169	735,000
PG0006 - Moshier Park Field and Restroom	722,356	8,500,000	-	-	-	-	-	-	9,222,356	-
PG0007 - Lake Burien School Memorial Park Improvements	42,520	537,363	-	-	-	-	-	-	579,883	-
PG0010 - Eagle Landing Park Stairs	9,093	-	690,907	-	-	-	-	-	700,000	690,907
PG0014 - Burien Community Center Restroom Renovation	158	327,077	-	-	-	-	-	-	327,235	-
PG0015 - Burien Community Center HVAC Replacement	-	90,000	-	795,000	-	-	-	-	885,000	795,000
PG0017 - Annex Demolition - NEW	-	674,340	-	-	-	-	-	-	674,340	-
Parks & Facilities Planning Projects - NEW	-	-	100,000	200,000	-	-	-	-	300,000	300,000
<i>Parks & Facilities Planning Projects - Unfunded</i>	-	-	-	-	300,000	100,000	-	-	400,000	400,000
Public Works/PaRCS Maintenance Facility - Funded	-	-	500,000	-	-	-	-	-	500,000	500,000
<i>Public Works/PaRCS Maintenance Facility - Unfunded</i>	-	-	-	11,500,000	-	-	-	-	11,500,000	11,500,000
Manhattan Park Playground Improvements - NEW	-	-	-	-	-	750,000	-	-	750,000	750,000
Chelsea Park Playground & Path Improvements - NEW	-	-	-	-	-	-	-	880,000	880,000	880,000
<i>Chelsea Park Playground & Path Improvements - Unfunded</i>	-	-	-	-	-	-	-	61,000	61,000	61,000
Staff Coordination of Parks CIP Projects	6,898	10,000	10,000	10,000	10,000	10,000	10,000	10,000	76,898	60,000
Total Projects - Funded	\$ 836,194	\$ 10,394,780	\$ 1,400,907	\$ 1,040,000	\$ 210,000	\$ 960,000	\$ 210,000	\$ 890,000	\$ 15,941,881	\$ 4,710,907
Total Projects - Unfunded	\$ -	\$ -	\$ -	\$ 11,500,000	\$ 300,000	\$ 100,000	\$ -	\$ 61,000	\$ 11,961,000	\$ 11,961,000

Total Project Resources

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-Year CIP
Fund Balance	\$ 334,025	\$ 366,072	\$ 900,907	\$ 260,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 1,901,004	\$ 1,200,907
Transfers										
Capital Projects Reserve	-	1,000,000	-	-	-	-	-	-	1,000,000	-
General Fund	-	244,340	500,000	-	-	-	-	-	744,340	500,000
SWM Fund	-	1,000,000	-	-	-	-	-	-	1,000,000	-
Public Works Reserve	-	1,300,000	-	-	-	-	-	-	1,300,000	-
Real Estate Excise Tax (REET)	-	-	-	-	-	-	-	-	-	-
Grants	447,000	5,356,250	-	-	-	370,000	-	500,000	6,673,250	870,000
CDBG	-	507,118	-	380,000	-	380,000	-	380,000	1,647,118	1,140,000
King County Parks Levy	42,003	371,000	-	400,000	200,000	200,000	200,000	-	1,413,003	1,000,000
Intergovernmental	13,166	250,000	-	-	-	-	-	-	263,166	-
<i>Unfunded</i>	-	-	-	11,500,000	300,000	100,000	-	61,000	11,961,000	11,961,000
TOTAL ALL PROJECTS (excludes unfunded)	\$ 836,194	\$ 10,394,780	\$ 1,400,907	\$ 1,040,000	\$ 210,000	\$ 960,000	\$ 210,000	\$ 890,000	\$ 15,941,881	\$ 4,710,907

**2021 - 2026 Capital Improvement Program
Parks and General Government Funding Sources
\$4.7 million**



**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0002
Project Name:	Parks Facilities Restoration
Project Location:	Citywide.
Project Description:	This funding will support major parks and facilities maintenance projects such as the Moshier Art Center floor abatement and replacement; park building roof replacements; mortar repairs on BCC; top dress the sports fields approximately every five years; repair, reseal and restripe the parking lots of the community centers and parks approximately every five years; pathway and trail repairs throughout the park system including soft surface, asphalt and concrete repairs and replacement; repairs to the Des Moines Memorial Drive Veteran's Memorial; repairs or demolition to the Dottie Harper garage, replace and repair bleachers at Moshier Field 1, and similar types of projects on the deferred maintenance priority list.

		Funded	Unfunded
Total Project Cost:	\$ 1,046,169	1,046,169	-

Account No.:	10159476
PM Task Code:	317-0003
PROS Plan Page No.:	Various
Comprehensive Plan:	Parks Element-Goals 1,3
Strategic Plan:	2.d.

Maintenance Costs:	No change.
Change from prior CIP:	2018 King County Parks Levy funds of \$35,000 are in the Moshier Park Field and Restroom Improvement project. 2019 Parks Levy funds of \$80,000 are in the Annex Demolition project. 2021-2022 Parks Levy funds are in the Burien Community Center HVAC Replacement Project.

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	55,169	256,000	100,000	35,000	200,000	200,000	200,000		1,046,169
Total Project Costs	55,169	256,000	100,000	35,000	200,000	200,000	200,000	-	1,046,169

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance			100,000	35,000					135,000
KC Parks Levy Funds-2017	333								333
KC Parks Levy Funds-2018	41,670	22,630							64,300
KC Parks Levy Funds-2019		30,688							30,688
KC Parks Levy Funds-2020		202,682							202,682
KC Parks Levy Funds-2023-25					200,000	200,000	200,000		600,000
Highline School District	13,166								13,166
									-
Total Funding Sources	55,169	256,000	100,000	35,000	200,000	200,000	200,000	-	1,046,169

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0006
Project Name:	Moshier Park Field and Restroom Improvements
Project Location:	Moshier Park is located at 430 S. 156th Street.
Project Description:	This project includes design and construction costs for improvements to the stormwater system for all fields and the parking lot; and improvements to Moshier Park Field 1 Turf, recreational features of the ballfield, and a new restroom/concession building.

		Funded	Unfunded
Total Project Cost:	\$ 9,222,356	9,222,356	-

Account No.:	10559476
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:	No change.
Change from prior CIP:	Total project cost increased by \$110,000 and grant resources were updated.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	722,356	660,000							1,382,356
R-O-W Acquisition									-
Construction Management		870,000							870,000
Construction		6,970,000							6,970,000
Total Project Costs	722,356	8,500,000	-		-	-	-	-	9,222,356

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	275,356	-							275,356
Transfers									
Capital Project Reserve		648,750							648,750
Surface Water Mgmt Fund		1,000,000							
Public Works Reserve		1,300,000							
KC Parks Levy Funds - 2018		35,000							
Grants									-
State Dept. of Ecology-Design	447,000								447,000
State Dept. of Commerce Grant (awarded)		450,000							450,000
RCO YAF Grant (awarded)		350,000							350,000
State Dept. of Ecology-Stormwater Const.		4,466,250							4,466,250
Other									-
Intergovernmental (Highline School District)		250,000							250,000
Total Funding Sources	722,356	8,500,000	-	-	-	-	-	-	9,222,356

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0007
Project Name:	Lake Burien School Memorial Park Improvements
Project Location:	Lake Burien School Memorial Park is located at 14640 18th Avenue SW.
Project Description:	Design and construct park improvements based on the priorities of the conceptual site plan for the park which was approved by the City Council on July 17, 2017. The project includes renovation of the path around the park to make it compliant with the American with Disabilities Act (ADA), to be paid with Community Development Block Grant (CDBG) funds, as well as constructing drainage improvements, and the replacement of the youth playground (to be paid for by the City).

		Funded	Unfunded
Total Project Cost:	\$ 579,883	579,883	-

Account No.:	10659476
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.
Change from prior CIP:	No change. CDBG funds will pay for the path renovation and City funds will pay for an updated site plan, the addition of a youth playground, and trail drainage not covered by CDBG.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning	42,520								42,520
Design and Engineering		82,332							82,332
R-O-W Acquisition									-
Construction Management		22,130							22,130
Construction		432,901							432,901
Total Project Costs	42,520	537,363	-	-	-	-	-	-	579,883

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	42,520	107,480							150,000
Transfers									-
Capital Project Reserve		200,000							200,000
Grants									-
CDBG - 2018		91,907							91,907
CDBG - 2019		137,976							137,976
									-
									-
Total Funding Sources	42,520	537,363	-	-	-	-	-	-	579,883

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0010
Project Name:	Eagle Landing Park Stair Removal
Project Location:	Eagle Landing Park is located at 14641 25th Avenue SW.
Project Description:	This project is to remove the stairs and rails leaving landings where stable.

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

Account No.:	10759476
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:	No change.
Change from prior CIP:	Project timeframe was moved from 2019 to 2021.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	9,093		50,907						60,000
R-O-W Acquisition									-
Construction Management			60,000						60,000
Construction			580,000						580,000
Total Project Costs	9,093	-	690,907	-	-	-	-	-	700,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	9,093		690,907						700,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	9,093	-	690,907	-	-	-	-	-	700,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0014
Project Name:	Burien Community Center Restroom Renovations
Project Location:	Burien Community Center is located at 14700 6th Avenue Southwest, Burien, WA 98166.
Project Description:	This project is for design and construction to renovate the existing restrooms at the Burien Community Center and add a third family style (uni-sex) restroom.

		Funded	Unfunded
Total Project Cost:	\$ 277,235	277,235	-

Account No.:	11459476
PM Task Code:	317-
PROS Plan Page No.:	61 and Policy No. 11.1.2
Comprehensive Plan:	
Strategic Plan:	10.c.

Maintenance Costs:	No change.
Change from prior CIP:	The total project cost increased by \$143,987 and 2020 CDBG funds were added.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	158	95,842							96,000
R-O-W Acquisition									-
Construction Management		24,000							24,000
Construction		207,235							207,235
Total Project Costs	158	327,077	-	-	-	-	-	-	327,235

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	158	49,842							50,000
Grants									-
CDBG - 2018		133,248							133,248
CDBG - 2020		143,987							143,987
									-
Total Funding Sources	158	327,077	-	-	-	-	-	-	327,235

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0015
Project Name:	Burien Community Center HVAC Replacement
Project Location:	Burien Community Center is located at 14700 6th Avenue Southwest, Burien, WA 98166.
Project Description:	This project is for the replacement of the oldest of two HVAC systems at the Burien Community Center, which has exceeded its life expectancy.

		Funded	Unfunded
Total Project Cost:	\$ 885,000	885,000	-

Account No.:	11559476
PM Task Code:	317-
PROS Plan Policy No.:	6.4
Comprehensive Plan:	-
Strategic Plan:	5.a.

Maintenance Costs:	No change.
Change from prior CIP:	Project cost increased by \$458,009.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering		90,000							90,000
R-O-W Acquisition									-
Construction Management				25,000					25,000
Construction				770,000					770,000
Total Project Costs	-	90,000	-	795,000	-	-	-	-	885,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance				15,000					15,000
Grants									-
King County VSHS Levy		90,000							90,000
CDBG - 2021 (proposed)				190,000					190,000
CDBG - 2022 (proposed)				190,000					190,000
Other									-
Parks Levy - 2021 (Intergovernmental)				200,000					200,000
Parks Levy - 2022 (Intergovernmental)				200,000					200,000
Total Funding Sources	-	90,000	-	795,000	-	-	-	-	885,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0017
Project Name:	Annex Demolition
Project Location:	Burien Community Center Annex is located at 425 SW 144th Street, Burien, WA 98166.
Project Description:	This project is for the demolition of the Burien Community Center Annex building.

		Funded	Unfunded
Total Project Cost:	\$ 674,340	674,340	-

Account No.:	11757550
PM Task Code:	317-
PROS Plan Page No.:	57 and 96
Comprehensive Plan:	
Strategic Plan:	2.

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

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		674,340							674,340
Total Project Costs	-	674,340	-	-	-	-	-	-	674,340

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance		198,750							198,750
Parks Levy - 2019		80,000							80,000
Transfer									-
General Fund		244,340							244,340
Capital Project Reserve		151,250							151,250
Total Funding Sources	-	674,340	-	-	-	-	-	-	674,340

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG00xx
Project Name:	Parks and Facilities Planning Projects
Project Location:	Citywide.
Project Description:	Funding to support plans and studies necessary to allocate funding, obtain grant funding, begin construction work. Many times these plans are required by state and federal agencies or regulations. Examples of plans needed in the 2021-2022 biennium include the PROS Plan Update that is required by the state to apply for grants and builds out the capital improvement plan for PaRCS (\$200,000), a Siesmic Evaluation of the BCC per the Hazard Mitigation Plan (\$51,000), and a Facilities Maintenance Management Plan to build out routine and preventative maintenance and the work order system (\$100,000). In 2023-2204, planning needs include: an ADA Audit and Transition Plan for Parks and Facilities as required by the Americans with Disabilities Act (\$200,000), an easement and engineering studies for improvements to Southern Heights Park (\$100,000), develop a trail and trailhead plan for Salmon Creek Ravine and re-evaluate the trail plan in Seahurst Park. Additional plans will be prioritized in the upcoming PROS Plan.

		Funded	Unfunded
Total Project Cost:	\$ 700,000	300,000	400,000

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	6.4
Comprehensive Plan:	-
Strategic Plan:	2.d., 5.a.

Maintenance Costs:	Not applicable.
Change from prior CIP:	New project that combines prior planning projects and includes new planning projects.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning			100,000	200,000	300,000	100,000			700,000
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	100,000	200,000	300,000	100,000	-	-	700,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance			100,000	200,000					300,000
Unfunded					300,000	100,000			400,000
									-
									-
									-
									-
									-
Total Funding Sources	-	-	100,000	200,000	300,000	100,000	-	-	700,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG00xx
Project Name:	Public Works/PaRCS Maintenance Facility
Project Location:	To be determined.
Project Description:	This project is to design and construct a new Public Works/PaRCS maintenance 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 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:	\$ 12,000,000	500,000	11,500,000

Account No.:	
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:	Funding was added for planning activities in 2021.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning			500,000						500,000
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	-	-	500,000	11,500,000	-	-	-	-	12,000,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Transfers									-
General Fund			500,000						500,000
Unfunded				11,500,000					11,500,000
									-
Total Funding Sources	-	-	500,000	11,500,000	-	-	-	-	12,000,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG00xx
Project Name:	Manhattan School Playground Park
Project Location:	Manhattan School Park is located at 18386 4th Ave South, Burien, WA 98148.
Project Description:	The Manhattan Park playground is 20 years old and due for replacement. The associated benches and tables will also be replaced. Potential funding sources are listed, with grant applications not submitted.

		Funded	Unfunded
Total Project Cost:	\$ 750,000	750,000	-

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	74 and Policy Nos. 1.1, 1.3, 8.1
Comprehensive Plan:	-
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance costs will increase minimally.
Change from prior CIP:	New project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering						150,000			150,000
R-O-W Acquisition									-
Construction Management						37,500			37,500
Construction						562,500			562,500
Total Project Costs	-	-	-	-	-	750,000	-	-	750,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Grants									-
CDBG - 2023 (need to apply)						190,000			190,000
CDBG - 2024 (need to apply)						190,000			190,000
WWRP grant (need to apply)						370,000			370,000
									-
									-
									-
Total Funding Sources	-	-	-	-	-	750,000	-	-	750,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG00xx
Project Name:	Chelsea park Playground and ADA Pathways
Project Location:	Chelsea Park is located at 802 SW 137th Street, Burien, WA 98166.
Project Description:	The Chelsea Park playground is 20 years old and due for replacement. The pathways and park furnishings will also be repaired or replaced. Potential funding sources are listed, with grant applications not submitted.

		Funded	Unfunded
Total Project Cost:	\$ 941,000	880,000	61,000

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	63 and Policy Nos. 1.1, 1.3, 8.1
Comprehensive Plan:	-
Strategic Plan:	2.d.

Maintenance Costs:	Maintenance costs will increase minimally.
Change from prior CIP:	New project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering								188,200	188,200
R-O-W Acquisition									-
Construction Management								47,050	47,050
Construction								705,750	705,750
Total Project Costs	-	-	-	-	-	-	-	941,000	941,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Grants									-
CDBG - 2025 (need to apply)								190,000	190,000
CDBG - 2026 (need to apply)								190,000	190,000
WWRP grant (need to apply)								500,000	500,000
Unfunded								61,000	61,000
									-
									-
Total Funding Sources	-	-	-	-	-	-	-	941,000	941,000

**2021-2026 Capital Improvement Program
Parks and General Government CIP**

Project Number:	Not applicable.
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:	\$ 76,898	76,898	-

Account No.:	10010000
PM Task Code:	317-
PROS Plan Page No.:	N/A
Comprehensive Plan:	N/A
Strategic Plan:	N/A

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

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Staff Coordination	6,898	10,000	10,000	10,000	10,000	10,000	10,000	10,000	76,898
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	6,898	10,000	10,000	10,000	10,000	10,000	10,000	10,000	76,898

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	6,898	10,000	10,000	10,000	10,000	10,000	10,000	10,000	76,898
									-
									-
									-
									-
									-
									-
Total Funding Sources	6,898	10,000	10,000	10,000	10,000	10,000	10,000	10,000	76,898

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

Project Description	Estimated Amount
<p><u>Burien Community Center: Design & construction of generator</u>.....</p> <p>The King County Hazard Mitigation Plan of 2020 requires that the City design and construct a backup generator to support an emergency shelter at the Burien Community Center. (KCHMP, target date 2020)</p>	\$250,000
<p><u>Burien Community Center: Structural Reinforcement</u></p> <p>Pending the outcome of a structural evaluation of the Burien Community Center, the building may require structural improvements. This is required per the King County Hazard Mitigation Plan to ensure the building is structurally sound enough to serve as an emergency shelter. (KCHMP, target date 2025)</p>	200,000
<p><u>Moshier Memorial Park: Replace field lighting (4 fields)</u>.....</p> <p>The sports field lighting at Moshier Field is over 40 years old. New lighting products are available that will conserve energy (by up to 50%), improve lighting for players while reducing light pollution to neighbors. This project would replace the lighting at all four sports fields using existing poles. Some poles may be removed due to the efficiency of new lighting products.</p>	1,550,000
<p><u>Mathison Park Playground Replacement</u></p> <p>Playground lifespans are approximately 15 years old, pending inspection results per the CPSI standards. This playground will reach the end of it's life in this timeperiod.</p>	892,000
<p><u>Lake Burien Memorial Park Tot Playground</u>.....</p> <p>The public feedback on the conceptual plan for Lake Burien Memorial Park, resulted in planning of for a tot playground. The current park improvement project does not have sufficient funding for the tot playground.</p>	210,200
<p><u>Lakeview Park Youth Playground & Pathway Repairs</u>.....</p> <p>Playground lifespans are approximately 15 years old, pending inspection results per the CPSI standards. This playground is at the end of it's life and there wasn't sufficient funding to replace it with the tot lot in 2019. Associated furnishings and pathways around the playground will also be renovated or replaced.</p>	841,000
<p><u>Southern Heights Park Improvements</u>.....</p> <p>Playground lifespans are approximately 15 years old, pending inspection results per the CPSI standards. This playground will reach the end of it's life in this timeperiod. Pathways at this park are not in compliance with ADA. The sports courts require replacement.</p>	1,500,000
<p>UNFUNDED PROJECTS TOTAL</p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <u>\$5,443,200</u>

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2021 - 2026 Capital Improvement Program

TRANSPORTATION

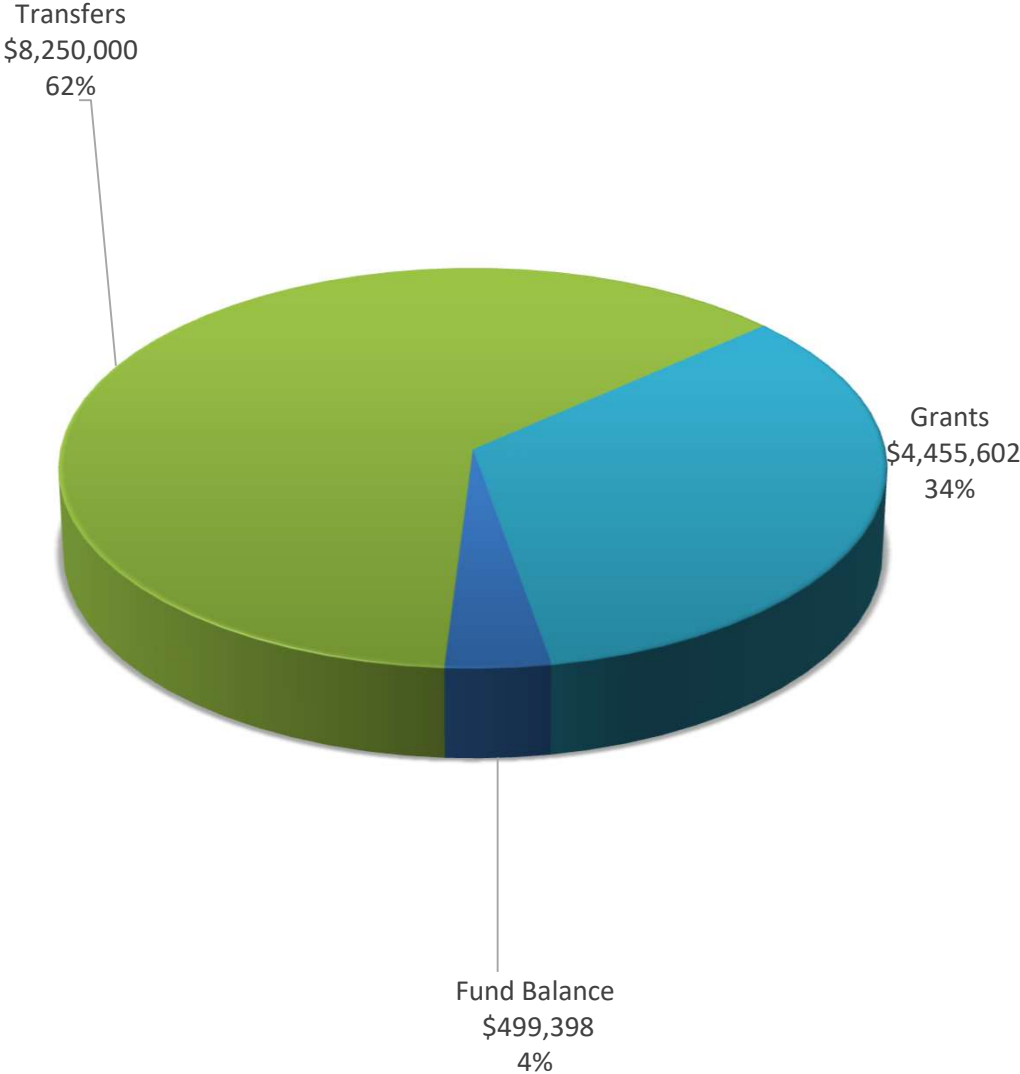
Total Project Expenditures

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-Year CIP
TR0002 - Pavement Management Program	742,068	557,932	450,000	450,000	450,000	450,000	450,000	450,000	4,000,000	2,700,000
TR0005 - Citywide ADA Barrier Mitigation	1,121,671	100,000	-	50,000	50,000	50,000	50,000	50,000	1,471,671	250,000
TR0008 - 4th-6th Avenue SW/SW 148th St. Intersection - Funded	337,223	164,777	-	-	-	-	-	-	502,000	-
<i>TR0008 - 4th-6th Avenue SW/SW 148th St. Intersection - Unfunded</i>	-	-	-	3,205,000	-	-	-	-	3,205,000	3,205,000
TR0009 - Signal Controller/Interconnect Upgrades	35,877	50,000	-	50,000	-	50,000	-	50,000	235,877	150,000
TR0014 - 5th Avenue S. Traffic Calming	1,265,695	176,305	-	-	-	-	-	-	1,442,000	-
TR0017 - Peter Western Bridge Replacement	3,561,860	7,183,396	-	-	-	-	-	-	10,745,256	-
TR0018 - 4th Avenue SW Sidewalks (between SW 156th-160th St.)	191,151	718,849	-	-	-	-	-	-	910,000	-
<i>TR0018 - 4th Avenue SW Sidewalks (between SW 156th-160th St.) - Unfunded</i>	-	-	2,544,000	-	-	-	-	-	2,544,000	2,544,000
TR0019 - S. 144th Way Improvements	2,776,786	1,043,214	-	-	-	-	-	-	3,820,000	-
TR0021 - 1st Avenue S. - Paving	1,118,149	4,394,274	-	-	-	-	-	-	5,512,423	-
TR0023 - S. 136th St. Sidewalk Improvements - Funded	180,170	869,830	5,020,000	-	-	-	-	-	6,070,000	5,020,000
TR0024 - Ambaum Blvd-H Line Transit - NEW	-	10,000,000	-	-	-	-	-	-	10,000,000	-
30th Ave SW Slope Stabilization	-	-	-	1,000,000	-	-	-	-	1,000,000	1,000,000
<i>1st Avenue S. - Phase 3 - NEW - Unfunded</i>	-	-	-	-	-	-	16,805,000	-	16,805,000	16,805,000
Lake to Sound Trail - Segment C	-	-	3,000	2,000	-	-	-	-	5,000	5,000
Staff Coordination	91,235	71,245	87,000	91,000	96,000	99,000	102,000	105,000	742,480	\$ 580,000
Total Projects - Funded	\$ 11,421,885	\$ 25,329,822	\$ 5,560,000	\$ 1,643,000	\$ 596,000	\$ 649,000	\$ 602,000	\$ 655,000	\$ 46,456,707	\$ 9,705,000
Total Projects - Unfunded	\$ -	\$ -	\$ 2,544,000	\$ 3,205,000	\$ -	\$ -	\$ 16,805,000	\$ -	\$ 22,554,000	\$ 22,554,000

Total Project Resources

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-Year CIP
Fund Balance	\$ 5,427,579	\$ 3,743,818	\$ 204,398	\$ 43,000	\$ 96,000	\$ 49,000	\$ 2,000	\$ 105,000	\$ 9,670,795	\$ 499,398
Transfers										
Surface Water Management Fund	-	100,000	100,000	200,000	-	-	-	-	400,000	300,000
Street Fund	-	400,000	800,000	600,000	500,000	600,000	600,000	550,000	4,050,000	3,650,000
Capital Projects Reserve	-	-	-	-	-	-	-	-	-	-
Public Works Reserve	-	400,000	-	800,000	-	-	-	-	1,200,000	800,000
Transportation Benefit District (TBD)	-	-	850,000	850,000	450,000	450,000	450,000	450,000	3,500,000	3,500,000
Grants	5,994,306	20,686,004	4,455,602	-	-	-	-	-	31,135,912	4,455,602
<i>Unfunded</i>	<i>-</i>	<i>-</i>	<i>2,544,000</i>	<i>3,205,000</i>	<i>-</i>	<i>-</i>	<i>16,805,000</i>	<i>-</i>	<i>22,554,000</i>	<i>22,554,000</i>
Total Project Resources (excludes unfunded)	\$ 11,421,885	\$ 25,329,822	\$ 6,410,000	\$ 2,493,000	\$ 1,046,000	\$ 1,099,000	\$ 1,052,000	\$ 1,105,000	\$ 49,956,707	\$ 13,205,000

2021 - 2026 Capital Improvement Program Transportation Funding Sources \$9.7 million



**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0002
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. Pavement preservation locations are determined annually using information generated by the Pavement Management Inventory. The City continues to explore alternative pavement treatments to reduce costs.

Total Project Cost:	\$ 4,000,000	Funded 4,000,000	Unfunded -
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Account No.:	40259530
PM Task Code:	318-0009
TIP Project No.:	Program B
Comprehensive Plan:	Transportation Element-Goal 1
Strategic Plan:	2.a.

Maintenance Costs:	No change.
Change from prior CIP:	No change. Project cost was reduced by \$400,000 each year starting in 2020 due to Initiative I-976, approved by voters on November 5, 2019, which caused the repeal of the City's Transportation Benefit District (TBD) fee of \$20 per vehicle.

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	107,875	87,825	67,700	67,700	67,700	67,700	67,700	67,700	601,900
R-O-W Acquisition									-
Construction Management	68,841	129,959	68,800	68,800	68,800	68,800	68,800	68,800	611,600
Construction	565,352	340,148	313,500	313,500	313,500	313,500	313,500	313,500	2,786,500
Total Project Costs	742,068	557,932	450,000	450,000	450,000	450,000	450,000	450,000	4,000,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	742,068	157,932							900,000
Transfers									
Surface Water Mgmt Fund			100,000						100,000
Street Fund		400,000	350,000	450,000	450,000	450,000	450,000	450,000	3,000,000
Transportation Benefit District			850,000	850,000	450,000	450,000	450,000	450,000	3,500,000
									-
									-
									-
									-
									-
Total Funding Sources	742,068	557,932	1,300,000	1,300,000	900,000	900,000	900,000	900,000	7,500,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0005
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. The project includes an update to the ADA Transition Plan.

		Funded	Unfunded
Total Project Cost:	\$ 1,721,671	1,471,671	250,000

Account No.:	40559561
PM Task Code:	318-0039
TIP Project No.:	Program C
Comprehensive Plan:	Transportation Element-Goals 1, 2, 4,
Strategic Plan:	6 2.b.

Maintenance Costs:	No change.
Change from prior CIP:	Adjustments were made to 2020 and 2021 funding.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	197,006	20,000	-	10,000	10,000	10,000	10,000	10,000	267,006
R-O-W Acquisition									-
Construction Management	207,763								207,763
Construction	716,902	80,000	-	40,000	40,000	40,000	40,000	40,000	996,902
Total Project Costs	1,121,671	100,000	-	50,000	50,000	50,000	50,000	50,000	1,471,671

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	1,121,671	100,000							1,221,671
Transfers									
Street Fund				50,000	50,000	50,000	50,000	50,000	250,000
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	1,121,671	100,000	-	50,000	50,000	50,000	50,000	50,000	1,471,671

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0008
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.

Total Project Cost:	\$ 3,707,000	Funded 502,000	Unfunded 3,205,000
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Account No.:	40859564
PM Task Code:	318-0002
TIP Project No.:	11 & 12
Comprehensive Plan:	Transportation Element-Goals 2, 6
Strategic Plan:	2.a., b., e.

Maintenance Costs:	No change.
Change from prior CIP:	The unfunded construction phase was moved to 2022. The King County Metro Mitigation Fee must be spent by October 2021.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	303,143	8,857		20,000					332,000
R-O-W Acquisition	34,080	155,920							190,000
Construction Management				638,000					638,000
Construction				2,547,000					2,547,000
Total Project Costs	337,223	164,777	-	3,205,000	-	-	-	-	3,707,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance		130,679							130,679
Restricted Fund Balance - King County Metro Mitigation Fee*	337,223	34,098							371,321
Unfunded									
City Share				2,950,000					2,950,000
Utility Undergrounding				255,000					255,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	337,223	164,777	-	3,205,000	-	-	-	-	3,707,000

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

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0009
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.

Total Project Cost:	\$ 235,877	Funded 85,877	Unfunded 150,000
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Account No.:	40959564
PM Task Code:	318-
TIP Project No.:	Program F
Comprehensive Plan:	Transportation Element-Goals 1, 6
Strategic Plan:	2.e.

Maintenance Costs:	No change.
Change from prior CIP:	No change.

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	28,976								28,976
R-O-W Acquisition									-
Construction Management									-
Construction	6,901	50,000		50,000		50,000		50,000	206,901
Total Project Costs	35,877	50,000	-	50,000	-	50,000	-	50,000	235,877

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	35,877	50,000							85,877
Transfers									
Street Fund				50,000		50,000		50,000	150,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	35,877	50,000	-	50,000	-	50,000	-	50,000	235,877

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0014
Project Name:	5th Avenue South Traffic Calming (Between South 116th Street and South 124th Street)
Project Location:	5th Avenue South between S. 116th Street and S. 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.

Total Project Cost:	\$ 1,442,000	Funded 1,442,000	Unfunded -
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Account No.:	41459564
PM Task Code:	318-0043
TIP Project No.:	N/A
Comprehensive Plan:	Transportation Element-Goals 1, 2, 4, 6
Strategic Plan:	2.a., b., f.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Total project cost was decreased by \$188,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	290,000								290,000
R-O-W Acquisition									-
Construction Management	253,345	48,655							302,000
Construction	722,350	127,650							850,000
Total Project Costs	1,265,695	176,305	-	-	-	-	-	-	1,442,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	1,265,695	176,305							1,442,000
Transfers									-
Surface Water Mgmt Fund									-
Street Fund									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	1,265,695	176,305	-	-	-	-	-	-	1,442,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0017
Project Name:	Peter Western Bridge Replacement Project
Project Location:	The Peter Western Bridge is located at the 2200 block of South 116th Street (between Military Road and 24th Avenue South.)
Project Description:	The Peter Western Bridge experienced severe erosion to the footings, with emergency measures undertaken to stabilize the bridge and then demolished it on May 19, 2017. Design and construction of the new bridge will start in late 2017, with federal, state, and local funding.

Total Project Cost:	\$ 10,745,256	Funded 10,745,256	Unfunded -
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Account No.:	41759550
PM Task Code:	318-0046
TIP Project No.:	N/A
Comprehensive Plan:	Transportation Element-Goals 1, 4
Strategic Plan:	2.a.

Maintenance Costs:	To be determined after final design.
Change from prior CIP:	Total project cost increased by \$1,320,000 and grant amounts were updated.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Emergency Measures/Demo	775,656								775,656
Design and Engineering	1,207,712								1,207,712
R-O-W Acquisition	12,416	87,584							100,000
Construction Management	438,000	1,403,000							1,841,000
Construction	1,128,076	5,692,812							6,820,888
Total Project Costs	3,561,860	7,183,396	-	-	-	-	-	-	10,745,256

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	45,026	1,062,343							1,107,369
Transfers									-
Public Works Reserve		400,000							400,000
Grants									-
FHWA Federal Funds-Demo	775,656								775,656
FHWA Federal Funds-Repl	2,405,961	5,556,270							7,962,231
State Legislative Approp.-Repl	335,217	164,783							500,000
									-
									-
									-
Total Funding Sources	3,561,860	7,183,396	-	-	-	-	-	-	10,745,256

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0018
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 bike lanes and east side sidewalks.

Total Project Cost:	\$ 3,454,000	Funded 910,000	Unfunded 2,544,000
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Account No.:	41859561
PM Task Code:	318-0049
TIP Project No.:	10 & 47
Comprehensive Plan:	Transportation Element-Goals 1, 2, 4, 6
Strategic Plan:	2.b., f.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Construction management costs were changed to unfunded.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	191,151	468,849							660,000
R-O-W Acquisition		250,000							250,000
Construction Management			320,000						320,000
Construction			2,224,000						2,224,000
Total Project Costs	191,151	718,849	2,544,000	-	-	-	-	-	3,454,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	191,151	718,849							910,000
Transfers									-
Surface Water Mgmt Fund									-
Unfunded			2,544,000						2,544,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	191,151	718,849	2,544,000	-	-	-	-	-	3,454,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0019
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.

Total Project Cost:	\$ 3,820,000	Funded 3,820,000	Unfunded -
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Account No.:	41959530
PM Task Code:	318-
TIP Project No.:	N/A
Comprehensive Plan:	Transportation Element-Goals 1, 4, 6, 7
Strategic Plan:	2.a, e., f.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Total project cost increased by \$20,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	4,035								4,035
R-O-W Acquisition									-
Construction Management	410,000	210,000							620,000
Construction	2,362,751	833,214							3,195,965
Total Project Costs	2,776,786	1,043,214	-	-	-	-	-	-	3,820,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	299,314	120,686							420,000
Transfers									-
Street Fund									-
Grants									-
TIB Grant (awarded)	2,477,472	922,528							3,400,000
									-
									-
									-
									-
									-
Total Funding Sources	2,776,786	1,043,214	-	-	-	-	-	-	3,820,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0021
Project Name:	1st Avenue South - Paving from SW 128th St. to SW 140th St.
Project Location:	1st Avenue South from SW 128th Street to SW 140th Street.
Project Description:	The project is for a full width asphalt overlay between SW 128th Street to SW 140th Street.

Total Project Cost:	\$ 5,512,423	Funded 5,512,423	Unfunded -
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Account No.:	42159530
PM Task Code:	318-0048
TIP Project No.:	1
Comprehensive Plan:	Transportation Element-Goals 1, 6
Strategic Plan:	2.a., b.

Maintenance Costs:	No change.
Change from prior CIP:	Project was changed to a paving project only, with the 1st Avenue South - Phase 3 reconstruction project added as a new separate project. Some of the design services provided for this project will be applicable to the new project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Staff costs		15,755							15,755
Design and Engineering	1,118,149	301,851							1,420,000
R-O-W Acquisition									-
Construction Management		805,333							805,333
Construction		3,271,335							3,271,335
Total Project Costs	1,118,149	4,394,274	-		-	-	-	-	5,512,423

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	1,118,149	251,851							1,370,000
Transfers									-
Surface Water Mgmt Fund		100,000							100,000
Grants									-
WSDOT Federal Asset Management Grant (awarded)		4,042,423							4,042,423
									-
									-
									-
									-
									-
Total Funding Sources	1,118,149	4,394,274	-	-	-	-	-	-	5,512,423

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0023
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:	\$ 6,070,000	6,070,000	-

Account No.:	42359561
PM Task Code:	318-
TIP Project No.:	3
Comprehensive Plan:	Transportation Element-Goals 1, 4, 6
Strategic Plan:	2.a., b.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Total project cost increased by \$765,000. Grant amount was updated.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering	180,170	619,830							800,000
R-O-W Acquisition		250,000							250,000
Construction Management			820,000						820,000
Construction			4,200,000						4,200,000
Total Project Costs	180,170	869,830	5,020,000	-	-	-	-	-	6,070,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	180,170	869,830	114,398						1,164,398
Transfers									-
Capital Projects Reserve									-
Street Fund			450,000						450,000
Grants									-
TIB State Grant (applied for)			4,455,602						4,455,602
									-
									-
									-
									-
Total Funding Sources	180,170	869,830	5,020,000	-	-	-	-	-	6,070,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR0024
Project Name:	Ambaum Boulevard and H Line Transit Pathway Improvements
Project Location:	Ambaum Boulevard and H Line Transit Pathway
Project Description:	This project includes design, acquisition of right-of-way, and construction of improvements to support RapidRide BRT service. It may include station and bus stop improvements, bus shelters, bus lanes, pedestrian and bicycle facilities, roadway geometric and traffic signal improvements. This project will be managed by King County and the City is a pass-through of the WSDOT grant funds. King County will be providing a match of \$5,923,835, for a total project cost of \$15,923,835.

Total Project Cost:	\$ 10,000,000	Funded 10,000,000	Unfunded -
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Account No.:	42459530
PM Task Code:	318-
TIP Project No.:	N/A
Comprehensive Plan:	Transportation Element-Goals 1, 3, 4, 6
Strategic Plan:	2.a., b., e., f.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	New project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		10,000,000							10,000,000
Total Project Costs	-	10,000,000	-	-	-	-	-	-	10,000,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Grants									-
WSDOT State grant - awarded		10,000,000							10,000,000
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	10,000,000	-	-	-	-	-	-	10,000,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR00xx
Project Name:	30th Avenue Southwest Slope Stabilization
Project Location:	30th Avenue Southwest, south of Seola Beach Drive Southwest in northwest Burien.
Project Description:	This project includes stabilization of the slope at 30th Ave SW, south of Seola Beach Drive Southwest.

Total Project Cost:	\$ 1,000,000	Funded 1,000,000	Unfunded -
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Account No.:	
PM Task Code:	318-
TIP Project No.:	N/A
Comprehensive Plan:	Transportation Element-Goal 1
Strategic Plan:	2.a.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	No change.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering				100,000					100,000
R-O-W Acquisition									-
Construction Management				100,000					100,000
Construction				800,000					800,000
Total Project Costs	-	-	-	1,000,000	-	-	-	-	1,000,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Transfers									-
Public Works Reserve				800,000					800,000
Surface Water Mgmt Fund				200,000					200,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	-	1,000,000	-	-	-	-	1,000,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	TR00xx
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, traffic signal modifications, storm drainage; utility undergrounding; and landscaping between SW 128th Street to SW 132nd Street. The project also includes full width asphalt overlay between SW 128th Street to SW 140th Street.

		Funded	Unfunded
Total Project Cost:	\$ 16,805,000	-	16,805,000

Account No.:	
PM Task Code:	318-
TIP Project No.:	1
Comprehensive Plan:	Transportation Element-Goals 1, 4, 6, 7
Strategic Plan:	2.a., b., e., f.

Maintenance Costs:	No change.
Change from prior CIP:	New project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering							1,500,000		1,500,000
R-O-W Acquisition							1,500,000		1,500,000
Construction Management							2,500,000		2,500,000
Construction							11,305,000		11,305,000
Total Project Costs	-	-	-		-	-	16,805,000	-	16,805,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Transfers									-
Grants									-
Unfunded							16,805,000		16,805,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	-	-	-	-	16,805,000	-	16,805,000

**2020-2025 Capital Improvement Program
Transportation CIP**

Project Number:	TR00xx
Project Name:	Lake to Sound Trail - Segment C
Project Location:	Des Moines Memorial Drive from S Normandy Rd southeast to City Limits
Project Description:	Design and construct Segment C of the Lake to Sound Trail from Lake Washington to Puget Sound. The project includes a 12 foot multi-use trail for bicyclists and pedestrian along Des Moines Memorial Drive from the current terminus at S Normandy Rd to the City Limits near S 182nd St. This project is part of the mitigation for the SR 509 Extension Project and is led by King County. Burien will be responsible for ownership and maintenance after the trail is constructed and accepted.

		Funded	Unfunded
Total Project Cost:	\$ 5,000	5,000	-

Account No.:	
PM Task Code:	318-
PROS Plan Page No.:	
Comprehensive Plan:	TMP P. 38
Strategic Plan:	Goal 5a.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	New project.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction			3,000	2,000					5,000
Total Project Costs	-	-	3,000	2,000	-	-	-	-	5,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance			3,000	2,000					5,000
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	-	3,000	2,000	-	-	-	-	5,000

**2021-2026 Capital Improvement Program
Transportation CIP**

Project Number:	Not applicable.
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.

Total Project Cost:	\$ 542,480	Funded 542,480	Unfunded -
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Account No.:	40040000
PM Task Code:	318-
TIP Project No.:	N/A
Comprehensive Plan:	N/A
Strategic Plan:	N/A

Maintenance Costs:	Not applicable.
Change from prior CIP:	Staff costs of \$15,755 were moved to TR0021 - 1st Avenue South Paving project in 2020.

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Staff Coordination	91,235	71,245	87,000	91,000	96,000	99,000	102,000	105,000	742,480
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	91,235	71,245	87,000	91,000	96,000	99,000	102,000	105,000	742,480

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	91,235	71,245	87,000	41,000	96,000	49,000	2,000	105,000	542,480
Transfers									-
Street Fund				50,000		50,000	100,000		200,000
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	91,235	71,245	87,000	91,000	96,000	99,000	102,000	105,000	742,480

Unfunded Transportation CIP Projects. These are very preliminary estimates.

<u>1st Avenue South - Phase 4 (116th to 128th)</u>	\$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.	
<u>SW 136th Street (1st Ave S. to Ambaum Blvd SW)</u>	9,980,000
Reconstruct road including storm drainage, bike lanes, parking, curb, gutter, and sidewalks.	
<u>8th Avenue S. (S. 128th St. to S. 136th St.)</u>	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.	
<u>8th Avenue S. (S. 136th St. to Des Moines Memorial Drive (DMMD))</u>	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.	
<u>S. 152nd Street (1st Ave S. to 8th Ave S.)</u>	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.	
<u>S. 152nd Street (8th Ave S. to Des Moines Memorial Drive)</u>	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.	
<u>Ambaum Blvd SW Corridor Study (SW 116th St to 1st Ave S.)</u>	60,000
Study Ambaum corridor for safety, capacity, and non-motorized issues.	
<u>SR 518/Des Moines Memorial Drive Westbound On-Ramp</u>	73,500,000
Construct westbound on-ramp from SR 518 to DMMD. Note: Ensure design is consistent with the DMMD Corridor Management Plan.	
<u>Pedestrian and Bicycle Facilities (Citywide)</u>	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.	
<u>Pedestrian Access Near Schools Study (Citywide)</u>	60,000
Evaluate and prioritize pedestrian access needs near schools, giving consideration to parking and surface water impacts.	
<u>S. 132nd Trail Completion (10th Ave S to 12th Ave S.)</u>	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.	
<u>S. 132nd Trail Completion (1st Ave SW to 1st Ave S.)</u>	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 bikeway.	
<u>SW 152nd St Downtown Sharrow (10th Ave SW to 1st Ave S.)</u>	170,000
Revise pavement markings to provide sharrow lanes and restripe parking for back-in angle parking.	
<u>Pedestrian Improvements for 21st Ave SW Mid-Block Crosswalk (SW 152nd St. to SW 154th St.)</u>	80,000
Install a Rectangular Rapid Flashing Beacon and bulb-outs to serve the existing mid-block crosswalk.	
UNFUNDED PROJECTS TOTAL	<u><u>\$116,240,000</u></u>

**Surface Water Management (SWM) Capital Improvement Program
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2021 - 2026 Capital Improvement Program

SURFACE WATER MANAGEMENT

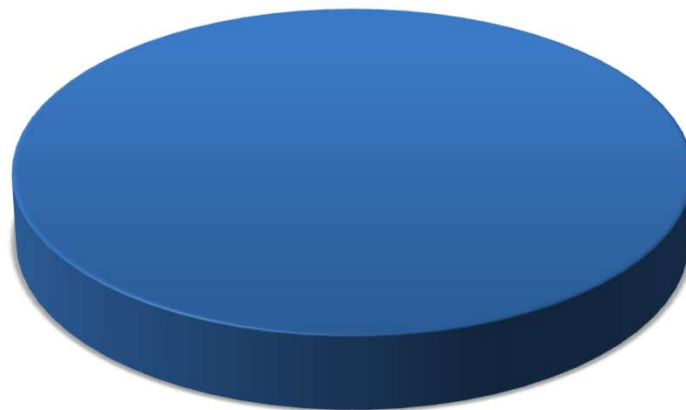
Total Project Expenditures

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-year CIP
SW0001 - Residential Drainage Imp. Program (RDIP)	\$ 28,737	\$ 371,263	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 2,200,000	\$ 1,800,000
SW0008 - King County Courthouse Stormwater Project	-	80,000	-	-	-	-	-	-	80,000	-
SW0009 - 20th Ave. S. Drainage Improvements	105,120	64,880	550,000	-	-	-	-	-	720,000	550,000
SW0010 - Cove Point Outfall Repair	55,498	189,502	-	-	-	-	-	-	245,000	-
SW0011 - Hermes Outlet Improvements	497,242	227,758	-	-	-	-	-	-	725,000	-
SW0012 - Storm Drainage Master Plan	145,998	24,002	-	-	-	-	-	-	170,000	-
SW0013 - Miller Creek Enhancements	18,014	4,104,486	-	-	-	-	-	-	4,122,500	-
SW0014 - Eagle Landing Park Storm Drainage Improvements	249,392	895,608	-	-	-	-	-	-	1,145,000	-
SW0015 - S. 140th/DMMD Trunkline	2,200	837,800	-	-	-	-	-	-	840,000	-
Staff Coordination	659	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,659	300,000
Total Projects	\$ 1,102,860	\$ 6,845,299	\$ 900,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 10,598,159	\$ 2,650,000

Total Project Resources

	Prior Years	2020	2021	2022	2023	2024	2025	2026	TOTAL PROJECT	2021-2026 Six-year CIP
Fund Balance	\$ 1,102,860	\$ 2,560,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,663,159	\$ -
Transfers										
Surface Water Mgmnt Fund	-	1,800,000	900,000	350,000	350,000	350,000	350,000	350,000	4,450,000	2,650,000
Grants	-	700,000	-	-	-	-	-	-	700,000	-
Other										
Intergovernmental	-	1,785,000	-	-	-	-	-	-	1,785,000	-
Total Projects	\$ 1,102,860	\$ 6,845,299	\$ 900,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 10,598,159	\$ 2,650,000

**2021 - 2026 Capital Improvement Program
Surface Water Management Funding Sources
\$2.65 million**



Surface Water Management
Fund Transfers \$2,650,000
100%

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0001
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 annual project provides for smaller additions to or rehabilitation/ replacement of the City's drainage systems.

		Funded	Unfunded
Total Project Cost:	\$ 2,200,000	2,200,000	-

Account No.:	70159540
PM Task Code:	319-0004
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 2, 3
Strategic Plan:	2, 7.a.

Maintenance Costs:	Maintenance costs vary with each project.
Change from prior CIP:	No change.

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	28,737								28,737
R-O-W Acquisition									-
Construction Management									-
Construction		371,263	300,000	300,000	300,000	300,000	300,000	300,000	2,171,263
Total Project Costs	28,737	371,263	300,000	300,000	300,000	300,000	300,000	300,000	2,200,000

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	28,737	183,403							212,140
Transfers									-
Surface Water Mgmt Fund		187,860	300,000	300,000	300,000	300,000	300,000	300,000	1,987,860
									-
									-
									-
Total Funding Sources	28,737	371,263	300,000	300,000	300,000	300,000	300,000	300,000	2,200,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0008
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	-

Account No.:	70859540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	7.a.

Maintenance Costs:	No change.
Change from prior CIP:	No change. Costs shown are City's share.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	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	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance									-
Transfers									-
Surface Water Mgmt Fund		80,000							80,000
									-
									-
									-
Total Funding Sources	-	80,000	-	-	-	-	-	-	80,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0009
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:	\$ 720,000	720,000	-

Account No.:	70959540
PM Task Code:	319-0022
SDMP Project No.:	CIP #3
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	7.a.

Maintenance Costs:	No change.
Change from prior CIP:	No change.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	105,120	64,880							170,000
R-O-W Acquisition									-
Construction Mgmt			80,000						80,000
Construction			470,000						470,000
Total Project Costs	105,120	64,880	550,000	-	-	-	-	-	720,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	105,120								105,120
Transfers									-
Surface Water Mgmt Fund		64,880	550,000						614,880
									-
									-
									-
Total Funding Sources	105,120	64,880	550,000	-	-	-	-	-	720,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0010
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:	\$ 245,000	245,000	-

Account No.:	71059540
PM Task Code:	319-0023
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	2, 7

Maintenance Costs:	No change.
Change from prior CIP:	Total project cost increased by \$25,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	52,612								52,612
R-O-W Acquisition									-
Construction Mgmt		30,000							30,000
Construction	2,886	159,502							162,388
Total Project Costs	55,498	189,502	-	-	-	-	-	-	245,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	55,498								55,498
Transfers									-
Surface Water Mgmt Fund		189,502							189,502
									-
									-
									-
Total Funding Sources	55,498	189,502	-	-	-	-	-	-	245,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0011
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 properties.
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 includes Hermes Pond pump replacement.

		Funded	Unfunded
Total Project Cost:	\$ 725,000	725,000	-

Account No.:	71159540
PM Task Code:	319-0024
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2, 3
Strategic Plan:	2, 7

Maintenance Costs:	No change.
Change from prior CIP:	Total project cost decreased by \$25,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	136,933								136,933
R-O-W Acquisition									-
Construction Management	10,343	89,657							100,000
Construction	349,966	138,101							488,067
Total Project Costs	497,242	227,758	-	-	-	-	-	-	725,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	497,242								497,242
Transfers									-
Surface Water Mgmt Fund		227,758							227,758
									-
									-
									-
Total Funding Sources	497,242	227,758	-	-	-	-	-	-	725,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0012
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:	\$ 170,000	170,000	-

Account No.:	71253100
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:	No change.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning	145,998	24,002							170,000
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	145,998	24,002	-	-	-	-	-	-	170,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	145,998	24,002							170,000
Transfers									-
Surface Water Mgmt Fund									-
									-
									-
Total Funding Sources	145,998	24,002	-	-	-	-	-	-	170,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0013
Project Name:	Miller Creek Enhancements
Project Location:	This project is located within and adjacent to Burien's Northeast Redevelopment Area (NERA). The project area includes the section of Miller Creek near South 144th Street, South 144th Way, and Des Moines Memorial Drive South.
Project Description:	This project includes construction costs to realign a portion of Miller Creek, daylighting it from existing enclosed culverts, rebuilding, and restoring the stream channel and adjacent riparian areas, floodplains, and wetlands. It is known as Project "O" in the NERA Pilot Project, which includes design of multiple projects.

Total Project Cost:	\$ 4,122,500	Funded 4,122,500	Unfunded -
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Account No.:	71359540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	7.

Maintenance Costs:	Maintenance costs will be approximately \$500 annually starting in 2020.
Change from prior CIP:	Total project cost increased by \$572,500.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	18,014	281,986							300,000
R-O-W Acquisition									-
Construction Management		500,000							500,000
Construction		3,322,500							3,322,500
Total Project Costs	18,014	4,104,486	-	-	-	-	-	-	4,122,500

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	18,014	569,486							587,500
Transfers									-
Surface Water Mgmt Fund		1,050,000							1,050,000
Grants									-
State Dept. of Ecology Grant (awarded)		700,000							700,000
Intergovernmental									-
City of SeaTac		985,000							985,000
Port of Seattle		800,000							800,000
									-
Total Funding Sources	18,014	4,104,486	-	-	-	-	-	-	4,122,500

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0014
Project Name:	Eagle Landing Park Storm Drainage Improvements
Project Location:	This project is located at Eagle Landing Park at 14641 - 25th Avenue SW, Burien, WA 98166.
Project Description:	This project includes design and construction costs to improve the drainage at Eagle Landing Park. The project consists of the design and installation of a high-density polyethylene (HDPE) pipe to tight-line the existing open drainage through the park and connect to an existing outfall at the southern edge of the park. The project may also include improvements to the existing outfall at the south end of the park, and water quality improvements near the current outfall at the parking lot.

Total Project Cost:	\$ 1,145,000	Funded 1,145,000	Unfunded -
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Account No.:	71459540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	2., 7.

Maintenance Costs:	No change.
Change from prior CIP:	Total project cost increased by \$75,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	215,090	84,910							300,000
R-O-W Acquisition									-
Construction Management	31,348	88,652							120,000
Construction	2,954	722,046							725,000
Total Project Costs	249,392	895,608	-	-	-	-	-	-	1,145,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	249,392	895,608							1,145,000
Transfers									-
Surface Water Mgmt Fund									-
									-
									-
Total Funding Sources	249,392	895,608	-	-	-	-	-	-	1,145,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	SW0015
Project Name:	South 140th Street and Des Moines Memorial Drive Trunkline
Project Location:	This project is located at South 140th Street and Des Moines Memorial Drive in the NorthEast Redevelopment Area (NERA).
Project Description:	This project includes design and construction costs to install a stormwater trunkline to facilitate development. Latecomers fees of approximately \$300,000 to be paid by developers in future years will help offset the cost of this project.

		Funded	Unfunded
Total Project Cost:	\$ 840,000	840,000	-

Account No.:	71559540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	2.

Maintenance Costs:	No change.
Change from prior CIP:	Total project cost increased by \$140,000.

Project Costs	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Planning									-
Design & Engineering	2,200	147,800							150,000
R-O-W Acquisition									-
Construction Management		90,000							90,000
Construction		600,000							600,000
Total Project Costs	2,200	837,800	-	-	-	-	-	-	840,000

Funding Sources	Total Prior Years	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	2,200	837,800							840,000
Transfers									-
Surface Water Mgmt Fund									-
									-
									-
Total Funding Sources	2,200	837,800	-	-	-	-	-	-	840,000

**2021 - 2026 Capital Improvement Program
Surface Water Management**

Project Number:	Not applicable.
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:	\$ 350,659	350,659	-

Account No.:	319-00
PM Task Code:	319-
SDMP Project No.:	N/A
Comprehensive Plan:	N/A
Strategic Plan:	N/A

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

Project Costs	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Staff Coordination	659	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,659
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	659	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,659

Funding Sources	Total Prior Year	2020	2021	2022	2023	2024	2025	2026	Total Project
Fund Balance	659	50,000							50,659
Transfers									-
Surface Water Mgmt Fund			50,000	50,000	50,000	50,000	50,000	50,000	300,000
									-
									-
									-
Total Funding Sources	659	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,659

Appendix

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2021 Financial Policies

City of Burien

The City of Burien's Financial Policies are intended to serve as a Council-approved set of values and expectations for Council Members, Burien staff, citizens, and other interested parties who may do business with the City of Burien. The use of the term "Burien" refers to all Burien 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 Burien's financial and physical resources.

A. City of Burien Funds

Burien 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 Burien's general operating fund. 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. Burien's parking and solid waste utility tax collections and solid waste franchise fees are also deposited into 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 Burien's storm and surface water drainage system. Revenues come from fees collected from residential and commercial property owners.
4. The *State Drug Enforcement Forfeiture Fund* accounts for state seizure funds received by Burien. The use of these funds is restricted to purchases that will enhance the Burien Police Department's ability to investigate drug-related crimes and incidents.
5. The *Federal Drug Enforcement Forfeiture Fund* accounts for federal seizure funds received by Burien. The use of these funds is restricted to purchases that will enhance the Burien Police Department's ability to investigate drug-related crimes and incidents.
6. The *Transportation Benefit District Fund* accounts for revenue collected from the vehicle license fee. The use of the fee is restricted for the construction, maintenance, or operational costs of transportation improvements. This may include debt service payments related to the funding of transportation improvements.

RESERVE FUNDS

1. The *Equipment Replacement Reserve Fund* provides monies for the orderly replacement of Burien assets with a value over \$5,000 and with an estimated service life of three or more years. All monies come from the Burien'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 Burien's annual property tax levy for future Capital Improvement Program projects. (Beginning in 2020, 100% of the annual property tax levy is allocated to the General Fund in order to address the structural imbalance.)
4. The *Art in Public Places Fund* was established to provide funds for acquiring and maintaining public art. It is funded by an annual transfer from the General Fund of an amount equal to \$0.50 per capita based on the most recent population estimate.
5. The *Local Improvement District (LID) Guaranty Fund* is required by state law to maintain a balance of not less than 10% of Burien'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

Burien maintains a single *Debt Service Fund* to account for the resources necessary to pay principal and interest when due on Burien'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 ensure stability and continuity in Burien services, Burien will prepare and update on a biennial basis a six-year financial forecast for all Burien 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. Burien is committed to early and continuous participation by the community in developing the biennial budget. Burien will engage the community in a way that encourages public discussion, reflection, and reaction of the wide-ranging and evolving issues associated with the budget.

3. 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.
4. 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 Burien's Operating and Capital Budgets.
5. Burien's Operating and Capital Budgets will implement the 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.
6. Burien 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.
7. 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.
8. 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.

C. Fund Balance and Reserve Levels

Budgeted fund balances shall be established at a minimum of 20% of budgeted recurring revenues for the General Fund and 5% of budgeted recurring revenues for the Street and Surface Water Management Funds.

Burien will establish and maintain reservations of Fund Balance, as defined by Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy shall only apply to Burien'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 Burien 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 has 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 \$7 million Capital Partnership Reserve. This reserve is in the General Fund and will be leveraged to partner with other agencies on shared capital facilities. An additional \$1 million is set aside for a Capital Equipment Reserve to purchase furnishings and/or equipment for new 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; and
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 \$6.56 per capita will be for Human Services programs. The per capita amount shall increase each biennium by the same cost of living adjustment according to section F.2. of the Financial Policies.
2. A minimum of 40% and a maximum of 50% of Business and Occupation Tax Revenues are dedicated to Economic Development programs and activities.

E. Accounting, Budget, and Financial Practice Policies

1. Burien 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 ensure appropriate controls are in place to protect Burien's 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 to ensure effective and competitive purchasing practices.
4. Burien 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. Burien 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 that 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 of at least \$50,000;
 - b. The City Manager shall adopt contracting, disbursing, hiring, and purchasing 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 Burien's receivables 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, Burien will attempt to diversify its economic base.
 2. When Burien has the authority to establish and change fees and charges, all such fees and
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charges shall be adjusted annually for inflation, based on the change in the Seattle-Tacoma-Bellevue Consumer Price Index - All Urban Consumers for all items for the twelve months ending June 30, or other applicable index or measure.

3. Burien will establish cost recovery policies for fee-supported services that 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 competitive, current, equitable, and cover that percentage of the total cost deemed appropriate. Staff shall submit periodic financial reports to the City Council on the progress in meeting the policies.
4. Grant revenue will be included in Burien's financial forecasts and budgets when it is likely that Burien 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.

G. Capital Improvement Program Policies

1. Burien will plan for capital improvements over a multi-year period. The Capital Improvement Program will directly relate to Burien's long-range plans and policies. When capital improvements are being planned, maintenance and operating costs will be estimated and identified in Burien's financial forecasts. When the capital projects are complete, monies will be included in Burien's Operating Budget to provide for maintenance and operating costs.
2. To plan for the replacement of Burien's physical assets, Burien shall maintain a current inventory of all Burien assets, their condition, and estimated replacement costs. Burien shall maintain an Equipment Replacement Reserve Fund consisting of cash reserves earmarked annually to provide for the timely and orderly replacement of assets. The Equipment Replacement Reserve Fund shall be included in the update of Burien's financial forecasts.
3. 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 should not be included in capital requests.
4. The Adopted Capital Facilities Element of the Burien Comprehensive Plan guides the development of Burien's Capital Improvement Program.
5. For each fund included in the Capital Improvement Program (Parks and General Government, Transportation, and Surface Water Management), funding sources will be identified to show what local funds, grant funds, and other revenue sources are supporting each program.
6. Burien will use Community Development Block Grant (CDBG) capital funds for eligible

capital projects that are included in Burien’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 CDBG regulations.

7. To help improve competitiveness for capital project construction grants and loans, Burien should identify and budget resources for project design and matching funds. Potential sources may include 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 Burien’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 to avoid an adverse impact on Burien’s credit rating.
3. Burien 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 Burien’s existing service delivery programs.

I. Investment Policies

1. Burien will follow state law and the following criteria in priority order when investing:
 - a. Preserve capital through prudent financial investments;
 - b. Maintain sufficient liquidity so that monies are available when needed;
 - c. Achieve the best reasonably available rate of return;
 - d. Manage the investment yields of bond proceeds to avoid the payment of rebates; and
 - e. Ensure that investment instruments acquired with bond proceeds are purchased at fair market value.
2. Burien will provide an appropriate accounting and reporting for any private donations or monies held in trust.

J. Financial Management and Organizational Review Policies

1. The City Manager will periodically review Burien's organizational structure to ensure 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 Burien's administrative and direct service delivery systems to determine whether a service should be provided by Burien, 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 Burien's revenues, community expectations, and legal requirements. Burien 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. Burien's compensation structure (salaries and benefits) will be reviewed at least every three years. Burien'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 Burien cannot 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. The annual cost of living adjustments will be based on 100% of the change in the Seattle-Tacoma-Bellevue 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. Burien 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. Burien will evaluate its use of intergovernmental service contracts to prevent duplication of services and to ensure an effective and efficient service delivery system to the community.
7. Burien 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 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 Burien contracts is as follows:

1. The City Manager will have the authority to sign contracts up to \$50,000.
2. The City Manager will have the authority to sign contracts over \$50,000 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 the Adopted Budget spending authority must be placed on the Council agenda for discussion and approval.
4. Contracts over \$50,000 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 for 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 Burien for that purpose.
3. In certain cases, amounts which are due to any Burien department, from an individual or a corporate debtor may remain unpaid for long periods. After the Finance Director and the City Manager have determined that there are no cost-effective means of collecting the debt, the debt may be canceled, written off, or reduced. The City Attorney may negotiate or settle debts owed based on litigation after providing notice to the City Manager.
4. Amounts due to Burien 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 Burien between \$1,001 and \$5,000, 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 Burien 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.

2021 Salary Schedule

Grade	Title	0	1	2	3	4
590	Accountant	71,343	74,910	78,655	82,588	86,717
510	Accounting Assistant	58,554	61,482	64,556	67,784	71,173
510	Administrative Assistant	58,554	61,482	64,556	67,784	71,173
860	Administrative Services Director	138,961	145,909	153,205	160,865	168,908
730	Building Official	100,805	105,846	111,138	116,695	122,529
860	City Attorney	138,961	145,909	153,205	160,865	168,908
690	City Clerk	91,325	95,891	100,685	105,720	111,006
690	Civil Engineer II	91,325	95,891	100,685	105,720	111,006
640	Civil Engineer Journey Level	80,718	84,754	88,991	93,441	98,113
570	Code Compliance Officer	67,905	71,300	74,865	78,608	82,539
590	Combination Building Inspector/Plans Examiner	71,343	74,910	78,655	82,588	86,717
650	Communications Officer	82,736	86,872	91,216	95,777	100,566
510	Communications Specialist	58,554	61,482	64,556	67,784	71,173
860	Community Development Director	138,961	145,909	153,205	160,865	168,908
560	Community Environmental Education Specialist	66,249	69,561	73,039	76,691	80,526
300	Customer Service Representative I	34,862	36,606	38,436	40,358	42,375
410	Customer Service Representative II	45,742	48,030	50,431	52,953	55,600
470	Customer Service Representative III	53,047	55,700	58,485	61,409	64,479
860	Deputy City Attorney*	138,961	145,909	153,205	160,865	168,908
550	Deputy City Clerk	64,633	67,865	71,258	74,821	78,562
800	Deputy Public Works Director	119,826	125,817	132,108	138,713	145,649
780	Economic Development Manager	114,052	119,755	125,742	132,029	138,631
610	Economic Development Specialist	74,954	78,702	82,637	86,769	91,107
590	Electrical Inspector	71,343	74,910	78,655	82,588	86,717
290	Emergency Management Intern	34,012	35,713	37,498	39,373	41,342
540	Engineering Inspector I	63,057	66,209	69,520	72,996	76,646
580	Engineering Inspector II	69,603	73,083	76,737	80,574	84,602
600	Facilities Maintenance Supervisor	73,126	76,783	80,622	84,653	88,885
620	Financial Analyst	76,828	80,670	84,703	88,938	93,385
860	Finance Director	138,961	145,909	153,205	160,865	168,908
740	Finance Manager	103,325	108,492	113,916	119,612	125,593
570	GIS Analyst I	67,905	71,300	74,865	78,608	82,539
590	Human Resources Analyst	71,343	74,910	78,655	82,588	86,717
690	Human Services Manager	91,325	95,891	100,685	105,720	111,006
640	Information Systems Analyst	80,718	84,754	88,991	93,441	98,113
540	Information Systems Help Desk Technician	63,057	66,209	69,520	72,996	76,646
740	Information Systems Manager	103,325	108,492	113,916	119,612	125,593
550	Paralegal	64,633	67,865	71,258	74,821	78,562
410	Parking Compliance Officer	45,742	48,030	50,431	52,953	55,600
410	Parks & Facilities Maintenance Assistant	45,742	48,030	50,431	52,953	55,600
560	Parks & Facilities Maintenance Lead	66,249	69,561	73,039	76,691	80,526
490	Parks & Facilities Maintenance Worker	55,733	58,519	61,445	64,518	67,744
600	Parks Maintenance Supervisor	73,126	76,783	80,622	84,653	88,885
640	Parks Project Manager	80,718	84,754	88,991	93,441	98,113
860	Parks, Recreation & Cultural Services Director	138,961	145,909	153,205	160,865	168,908
510	Permit Technician	58,554	61,482	64,556	67,784	71,173
590	Planner	71,343	74,910	78,655	82,588	86,717
860	Public Works Director	138,961	145,909	153,205	160,865	168,908

*This is a placeholder subject to the development of the job description and completion of salary survey. The salary schedule will be updated as of the mid-biennium review and modification period.

2021 Salary Schedule

Grade	Title	0	1	2	3	4
410	Public Works Maintenance Assistant	45,742	48,030	50,431	52,953	55,600
450	PW Maintenance Worker I	50,491	53,016	55,666	58,450	61,372
500	PW Maintenance Worker II	57,126	59,982	62,982	66,131	69,437
560	PW Maintenance Worker III	66,249	69,561	73,039	76,691	80,526
550	Recreation Coordinator	64,633	67,865	71,258	74,821	78,562
280	Recreation Leader I	33,183	34,842	36,584	38,413	40,334
300	Recreation Leader II	34,862	36,606	38,436	40,358	42,375
350	Recreation Leader III	39,444	41,416	43,487	45,661	47,944
680	Recreation Manager	89,097	93,552	98,230	103,141	108,298
600	Recreation Supervisor	73,126	76,783	80,622	84,653	88,885
570	Rental Housing Inspection Program Coordinator	67,905	71,300	74,865	78,608	82,539
650	Senior Financial Analyst	82,736	86,872	91,216	95,777	100,566
640	Senior Planner	80,718	84,754	88,991	93,441	98,113
740	Street & Stormwater Maintenance Manager	103,325	108,492	113,916	119,612	125,593

Position History

Full-Time Equivalent (FTE) Positions	2018 Authorized FTE	2019 Authorized FTE	2020 Authorized FTE	2021 Adopted FTE	2022 Adopted FTE
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	2.00	1.50	1.75	2.00	2.00
Administrative Assistant	0.00	0.00	4.23	4.60	4.60
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	1.33	1.00	0.00	0.00	0.00
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	2.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	5.00	5.00	5.00	4.00	4.00
Civil Engineer Journey Level	0.00	0.00	0.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00
Combination Building Inspector	2.00	2.00	2.00	2.00	2.00
Communications Officer	1.00	1.00	1.00	1.00	1.00
Communications Specialist	0.00	0.00	0.00	0.80	0.80
Community Development Director	1.00	1.00	1.00	1.00	1.00
Community Environmental Education Specialist	1.00	1.00	1.00	1.00	1.00
Contract Management Analyst	0.80	0.80	0.80	0.00	0.00
Customer Service Representative III	1.00	1.00	1.00	0.00	0.00
Customer Service Representative II	1.55	1.55	1.55	1.55	1.55
Department Assistant	7.30	6.23	2.00	2.00	2.00
Deputy City Attorney	0.00	0.00	0.00	1.00	1.00
Deputy City Clerk	0.00	0.00	1.00	1.00	1.00
Deputy Public Works Director	0.00	0.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Inspector I	0.00	0.00	1.00	1.00	1.00
Engineering Inspector II	0.00	0.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	0.00	0.00
Facilities Maintenance Supervisor	0.00	0.00	0.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
GIS Analyst I	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	0.00	0.00	0.00
Human Services Manager	1.00	1.00	1.00	1.00	1.00
Information Systems Analyst	1.00	1.00	1.00	1.00	1.00
Information Systems Help Desk Technician	1.00	1.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00
Parks & Facilities Maintenance Lead	0.00	1.00	1.00	1.00	1.00
Parks & Facilities Maintenance Supervisor	1.00	1.00	1.00	0.00	0.00
Parks & Facilities Maintenance Worker	2.00	4.00	4.00	5.00	5.00
Parks Facilities Operations Worker	0.00	1.00	1.00	0.00	0.00
Parks Maintenance Supervisor	0.00	0.00	0.00	0.80	0.80
Parks Project Manager	1.00	1.00	1.00	0.60	0.60

Position History

Full-Time Equivalent (FTE) Positions	2018 Authorized FTE	2019 Authorized FTE	2020 Authorized FTE	2021 Adopted FTE	2022 Adopted FTE
Parks, Recreation & Cultural Services Director	1.00	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	1.00	2.00
Planner	3.00	3.00	3.00	3.00	3.00
Public Records Officer	1.00	1.00	0.00	0.00	0.00
Public Works Director	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker I	1.00	1.00	1.00	2.00	2.00
PW Maintenance Worker II	7.00	7.00	7.00	7.00	7.00
PW Maintenance Worker III	3.00	3.00	3.00	2.00	2.00
Recreation Coordinator	3.75	3.75	3.75	4.75	4.75
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Program Specialist - Youth	0.00	0.00	1.00	0.00	0.00
Recreation Supervisor	1.75	1.75	1.75	1.75	1.75
Rental Housing Inspection Program Coordinator	0.00	0.00	1.00	0.80	0.80
Right of Way Inspector	1.00	1.00	0.00	0.00	0.00
Senior Financial Analyst	1.00	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00	2.00
Stormwater Inspector	1.00	1.00	0.00	0.00	0.00
Street & Stormwater Maintenance Mgr	1.00	1.00	1.00	1.00	1.00
Teen Programmer	1.00	1.00	0.00	0.00	0.00
TOTAL REGULAR FTE	80.48	82.58	84.83	82.65	83.65

Intermittent & Temporary Positions	2018 Authorized FTE	2019 Authorized FTE	2020 Authorized FTE	2021 Adopted FTE	2022 Adopted FTE
Custodian	0.45	0.45	0.45	0.00	0.00
Communications Intern	0.00	0.00	0.50	0.00	0.00
Emergency Management Intern	0.00	0.00	1.00	0.00	1.00
Maintenance Assistant - Street	3.00	3.00	3.00	0.00	0.00
Maintenance Assistant - SWM	2.00	2.00	2.00	0.00	0.00
Management Intern	1.50	1.00	0.00	0.00	0.00
Parking Compliance Officer	0.30	0.30	0.30	0.30	0.30
Recreation Leader I	0.52	0.52	0.52	0.00	0.00
Recreation Leader II	5.50	5.50	5.50	0.00	0.00
Recreation Leader III	1.34	1.34	1.34	0.64	0.64
Customer Service Representative I	1.15	1.15	1.15	1.15	1.15
Customer Service Representative II	0.45	0.45	0.45	2.62	2.62
Recreation Coordinator	0.40	0.40	0.40	0.00	0.00
Parks & Facilities Maintenance Assistant	0.00	2.00	2.00	2.00	2.00
TOTAL INTERMITTENT & TEMPORARY	16.61	18.11	18.61	6.71	7.71

TOTAL AUTHORIZED STAFFING	97.09	100.69	103.44	89.36	91.36
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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.