

2023-2024 BUDGET PRELIMINARY

For the biennium January 1, 2023 through December 31, 2024



City of Burien, Washington
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Burien, WA 98166
(206) 241-4647



2023-2024 Preliminary Budget

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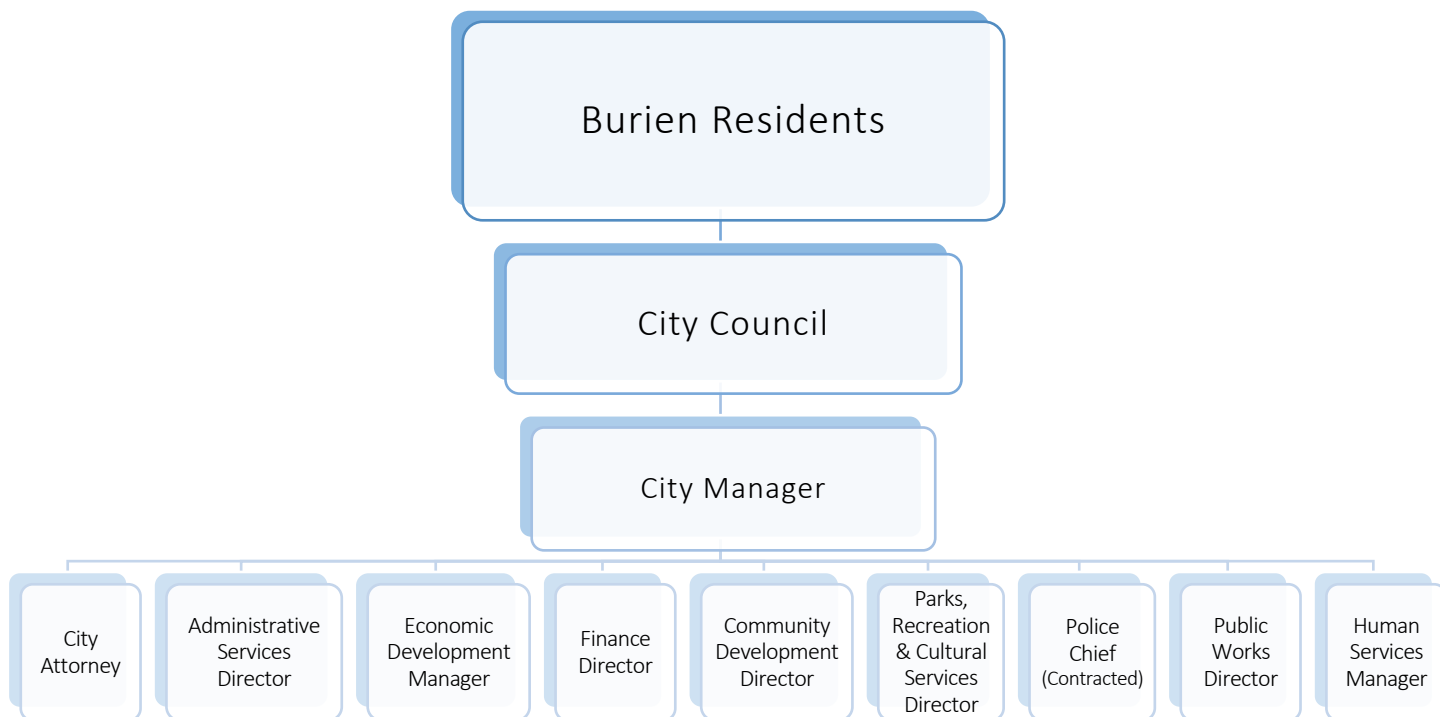
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City Officials

2022 City Council

Mayor
Deputy Mayor
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

Sofia Aragon
Kevin Schilling
Hugo Garcia
Cydney Moore
Jimmy Matta
Sarah Moore
Stephanie Mora

City Administration

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

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

2023-2024 Preliminary Budget Prepared by: Finance Department Personnel

Finance Director
Finance Manager
Financial Analyst
Accountant
Payroll and Benefits Administrator
Accounting Assistant
Accounting Assistant
ICMA Budget Fellow

Eric Christensen
Anna Swart
Kaitlyn Graham
Penelope Penaflor
Kevin Yiap
Alyssa Love
Nancy Maclean
Alla Smilnak Cross

City Boards and Commissions

Arts Commission

Jill Big Eagle
Melinda Behrman
Marco Mazzoni
Molly Lyman

Shelley Brittingham
Putsata Reang
Tess Rossi-Busichio

Gabriela Frank
Gaylloyd Sissòn
Andrew McMasters

City Staff:

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

Parks & Recreation Advisory Board

Geeta Fink
Jennifer Fichamba

Leit Myers
Jenn Neumann

Hayley Ventoza
Kellie Bassen

City Staff:

Casey Stanley, Recreation Manager, Parks, Recreation, and Cultural Services

Planning Commission

Rocco DeVito
Charles Schaefer
Joe Hauser

August Hahn
Amanda Kay
Rebecca Gobeille

Lena Pace
Ryan Davis

City Staff:

Nicole Gaudette, Senior Planner, Community Development

Human Services Commission

Carol Sandoval
Melodie Garcia
Brendon Scholtz

Ana Hernandez Blackstad
Mark Manuel
Daniel Martin

Fred Swanson
Michael Heinisch

City Staff:

Colleen Brandt-Schluter, Human Services Manager

Business & Economic Development Partnership

Joshua Halpin
Kim Davis
Cammy Tran
Rosario Romero
Seattle Southside Chamber of Commerce

Garry Crane
Linda Akey
Lindsay White
Robyn Desimone

Ingrid Miller
Luis Olivera
Nancy Scholl
Discover Burien
King County Labor Council

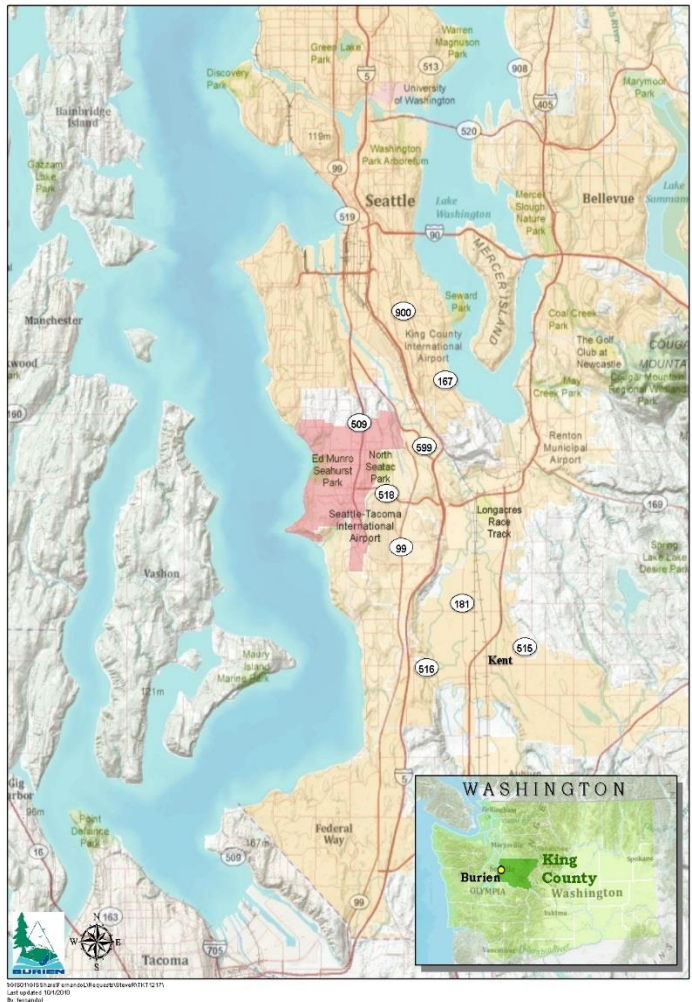
City Staff:

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 13.2 square miles.
- Current population is 52,490 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:

2023-2024 Preliminary Budget: The 2023-2024 Preliminary Budget as presented to the City Council on October 3, 2022.

2023-2028 Forecast: The 2023-2028 Long Range Financial Forecast for Operating Funds.

2022 Revised Budget: The 2022 Revised Budget as amended by the City Council.

2021 Actual: The 2021 Actual Revenues and Expenditures as reported in the City's 2021 Annual Financial Report (AFR).

2020 Actual: The 2020 Actual Revenues and Expenditures as reported in the City's 2020 Annual Financial Report (AFR).

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, economic development, 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, Federal Criminal 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 for major construction, infrastructure improvements, and land acquisitions, 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.

Budget Summary

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2023-2024 All Funds Revenue and Expenditure Summary

The summary tables show all revenues and expenditures of all City funds. The revenue tables show beginning fund balances, revenues, and transfers in. The expenditure tables show 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, Federal Drug Enforcement Forfeiture Fund, and Federal Criminal 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.

2023-2024 Revenue Summary – All Funds

2023 - 2024 Preliminary <u>REVENUE</u> Summary - All Funds				
Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 47,103,055	\$ 65,782,124	\$ 180,000	\$ 113,065,179
Street	755,382	6,043,134	-	6,798,516
Surface Water Management	1,924,944	8,416,477	-	10,341,422
Public Works Reserve	5,297,255	4,876,000	-	10,173,255
Equipment Reserve	3,846,900	723,200	-	4,570,100
Art in Public Places	131,907	200	52,524	184,631
Capital Projects Reserve	4,289,527	2,000	-	4,291,527
Transportation Benefit District	236,370	1,610,000	-	1,846,370
State Drug Enforcement Forfeiture	496,337	-	-	496,337
Federal Drug Enforcement Forfeiture	413,374	-	-	413,374
Federal Criminal Forfeiture Fund	3,500	-	23,500	27,000
Debt Service	150,415	407,054	3,439,785	3,997,254
Local Improvement District Reserve	330,000	-	-	330,000
Sub-Total Governmental Funds	\$ 64,978,967	\$ 87,860,189	\$ 3,695,809	\$ 156,534,965
Parks & General Government CIP	394,634	5,889,750	2,613,250	8,897,634
Transportation CIP	6,764,075	8,272,300	3,815,548	18,851,923
Surface Water Management CIP	1,054	-	700,000	701,054
Sub-Total Capital Projects Funds	\$ 7,159,764	\$ 14,162,050	\$ 7,128,798	\$ 28,450,612
TOTAL RESOURCES	\$ 72,138,730	\$ 102,022,239	\$ 10,824,607	\$ 184,985,576

2023-2024 Expenditure Summary – All Funds

2023 - 2024 Preliminary <u>EXPENDITURE</u> Summary - All Funds				
Fund Name	Expenditures	Transfers Out	Ending Funding Balance	Total Uses
General	\$ 70,920,107	\$ 429,419	\$ 41,715,653	\$ 113,065,179
Street	5,284,606	898,100	615,811	6,798,516
Surface Water Management	6,664,010	870,584	2,806,828	10,341,422
Public Works Reserve	-	5,641,653	4,531,602	10,173,255
Equipment Reserve	830,000	-	3,740,100	4,570,100
Art in Public Places	52,524	-	132,107	184,631
Capital Projects Reserve	-	1,513,250	2,778,277	4,291,527
Transportation Benefit District	-	1,448,100	398,270	1,846,370
State Drug Enforcement Forfeiture	100,000	-	396,337	496,337
Federal Drug Enforcement Forfeiture	120,000	23,500	269,874	413,374
Federal Criminal Forfeiture Fund	23,500	-	3,500	27,000
Debt Service	3,848,838	-	148,416	3,997,254
Local Improvement District Reserve	-	-	330,000	330,000
Sub-Total Governmental Funds	\$ 87,843,585	\$ 10,824,606	\$ 57,866,774	\$ 156,534,965
Parks & General Government CIP	8,704,000	-	193,634	8,897,634
Transportation CIP	15,626,000	-	3,225,923	18,851,923
Surface Water Management CIP	700,000	-	1,054	701,054
Sub-Total Capital Projects Funds	\$ 25,030,000	\$ -	\$ 3,420,612	\$ 28,450,612
TOTAL USES	\$ 112,873,585	\$ 10,824,606	\$ 61,287,385	\$ 184,985,576

2023 Revenue Summary – All Funds

2023 Preliminary <u>REVENUE</u> Summary - All Funds				
Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 24,834,651	\$ 32,545,032	\$ 90,000	\$ 57,469,683
Street	423,034	2,984,744	-	3,407,778
Surface Water Management	774,600	4,157,439	-	4,932,039
Public Works Reserve	3,054,562	2,438,000	-	5,492,562
Equipment Reserve	1,982,650	361,600	-	2,344,250
Art in Public Places	65,903	100	26,245	92,248
Capital Projects Reserve	2,652,888	1,000	-	2,653,888
Transportation Benefit District	79,285	801,000	-	880,285
State Drug Enforcement Forfeiture	273,168	-	-	273,168
Federal Drug Enforcement Forfeiture	248,437	-	-	248,437
Federal Criminal Forfeiture Fund	-	-	23,500	23,500
Debt Service	75,708	203,527	1,717,583	1,996,818
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	\$ 34,629,887	\$ 43,492,443	\$ 1,857,328	\$ 79,979,658
Parks & General Government CIP	297,817	5,530,750	1,817,250	7,645,817
Transportation CIP	4,864,114	4,180,140	2,132,708	11,176,962
Surface Water Management CIP	527	-	350,000	350,527
Sub-Total Capital Projects Funds	\$ 5,162,458	\$ 9,710,890	\$ 4,299,958	\$ 19,173,306
TOTAL RESOURCES	\$ 39,792,345	\$ 53,203,333	\$ 6,157,286	\$ 99,152,964

2023 Expenditure Summary – All Funds

2023 Preliminary <u>EXPENDITURE</u> Summary - All Funds				
Fund Name	Expenditures	Transfers Out	Ending Funding Balance	Total Uses
General	\$ 34,986,596	\$ 214,683	\$ 22,268,404	\$ 57,469,683
Street	2,617,229	458,200	332,349	3,407,778
Surface Water Management	3,311,111	470,584	1,150,344	4,932,039
Public Works Reserve	-	3,249,869	2,242,693	5,492,562
Equipment Reserve	480,000	-	1,864,250	2,344,250
Art in Public Places	26,245	-	66,003	92,248
Capital Projects Reserve	-	1,017,250	1,636,638	2,653,888
Transportation Benefit District	-	723,200	157,085	880,285
State Drug Enforcement Forfeiture	50,000	-	223,168	273,168
Federal Drug Enforcement Forfeiture	60,000	23,500	164,937	248,437
Federal Criminal Forfeiture Fund	20,000	-	3,500	23,500
Debt Service	1,922,110	-	74,708	1,996,818
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	\$ 43,473,292	\$ 6,157,286	\$ 30,349,080	\$ 79,979,658
Parks & General Government CIP	7,549,000	-	96,817	7,645,817
Transportation CIP	9,277,000	-	1,899,962	11,176,962
Surface Water Management CIP	350,000	-	527	350,527
Sub-Total Capital Projects Funds	\$ 17,176,000	\$ -	\$ 1,997,306	\$ 19,173,306
TOTAL USES	\$ 60,649,292	\$ 6,157,286	\$ 32,346,386	\$ 99,152,964

2024 Revenue Summary – All Funds

2024 Preliminary <u>REVENUE</u> Summary - All Funds				
Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 22,268,404	\$ 33,237,092	\$ 90,000	\$ 55,595,496
Street	332,349	3,058,390	-	3,390,738
Surface Water Management	1,150,344	4,259,038	-	5,409,382
Public Works Reserve	2,242,693	2,438,000	-	4,680,693
Equipment Reserve	1,864,250	361,600	-	2,225,850
Art in Public Places	66,003	100	26,279	92,382
Capital Projects Reserve	1,636,638	1,000	-	1,637,638
Transportation Benefit District	157,085	809,000	-	966,085
State Drug Enforcement Forfeiture	223,168	-	-	223,168
Federal Drug Enforcement Forfeiture	164,937	-	-	164,937
Federal Criminal Forfeiture Fund	3,500	-	-	3,500
Debt Service	74,708	203,527	1,722,201	2,000,436
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	\$ 30,349,080	\$ 44,367,747	\$ 1,838,480	\$ 76,555,307
Parks & General Government CIP	96,817	359,000	796,000	1,251,817
Transportation CIP	1,899,962	4,092,160	1,682,840	7,674,962
Surface Water Management CIP	527	-	350,000	350,527
Sub-Total Capital Projects Funds	\$ 1,997,306	\$ 4,451,160	\$ 2,828,840	\$ 9,277,306
TOTAL RESOURCES	\$ 32,346,386	\$ 48,818,907	\$ 4,667,320	\$ 85,832,612

2024 Expenditure Summary – All Funds

2024 Preliminary <u>EXPENDITURE</u> Summary - All Funds				
Fund Name	Expenditures	Transfers Out	Ending Funding Balance	Total Uses
General	\$ 35,933,510	\$ 214,736	\$ 19,447,249	55,595,496
Street	2,667,376	439,900	283,462	3,390,738
Surface Water Management	3,352,899	400,000	1,656,483	5,409,382
Public Works Reserve	-	2,391,784	2,288,909	4,680,693
Equipment Reserve	350,000	-	1,875,850	2,225,850
Art in Public Places	26,279	-	66,103	92,382
Capital Projects Reserve	-	496,000	1,141,638	1,637,638
Transportation Benefit District	-	724,900	241,185	966,085
State Drug Enforcement Forfeiture	50,000	-	173,168	223,168
Federal Drug Enforcement Forfeiture	60,000	-	104,937	164,937
Federal Criminal Forfeiture Fund	3,500	-	-	3,500
Debt Service	1,926,728	-	73,708	2,000,436
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	\$ 44,370,293	\$ 4,667,320	\$ 27,517,694	\$ 76,555,307
Parks & General Government CIP	1,155,000	-	96,817	1,251,817
Transportation CIP	6,349,000	-	1,325,962	7,674,962
Surface Water Management CIP	350,000	-	527	350,527
Sub-Total Capital Projects Funds	\$ 7,854,000	\$ -	\$ 1,423,306	\$ 9,277,306
TOTAL USES	\$ 52,224,293	\$ 4,667,320	\$ 28,941,000	\$ 85,832,612

2023-2024 All Funds Budget

2023 - 2024 All Funds Budget						
Fund Name	Beginning Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Ending Fund Balance	Designated Reserves	Undesignated Fund Balance
General	\$ 24,834,651	\$ 65,962,124	\$ 71,349,526	\$ 19,447,249	\$ 16,702,944	\$ 2,744,305
Street	423,034	6,043,134	6,182,706	283,462	152,919	130,543
Surface Water Management	774,600	8,416,477	7,534,594	1,656,483	212,952	1,443,531
Transportation Benefit District	79,285	1,610,000	1,448,100	241,185	-	241,185
State Drug Enforcement Forfeiture Fund	273,168	-	100,000	173,168	173,168	-
Federal Drug Enforcement Forfeiture Fund	248,437	-	143,500	104,937	104,937	-
Federal Criminal Forfeiture Fund	-	23,500	23,500	-	-	-
Sub-Total Operating Funds	\$ 26,633,176	\$ 82,055,235	\$ 86,781,926	\$ 21,906,485	\$ 17,346,921	\$ 4,559,564
Public Works Reserve	3,054,562	4,876,000	5,641,653	2,288,909	2,288,909	-
Equipment Reserve	1,982,650	723,200	830,000	1,875,850	-	1,875,850
Art in Public Places	65,903	52,724	52,524	66,103	-	66,103
Capital Projects Reserve	2,652,888	2,000	1,513,250	1,141,638	-	1,141,638
Sub-Total Reserve Funds	\$ 7,756,004	\$ 5,653,924	\$ 8,037,427	\$ 5,372,501	\$ 2,288,909	\$ 3,083,592
Debt Service	75,708	3,846,839	3,848,838	73,708	73,708	-
Local Improvement District Reserve	165,000	-	-	165,000	165,000	-
Sub-Total Debt Service Funds	\$ 240,708	\$ 3,846,839	\$ 3,848,838	\$ 238,708	\$ 238,708	\$ -
Parks & General Government CIP	297,817	8,503,000	8,704,000	96,817	-	96,817
Transportation CIP	4,864,114	12,087,848	15,626,000	1,325,962	-	1,325,962
Surface Water Management CIP	527	700,000	700,000	527	-	527
Sub-Total Capital Projects Funds	\$ 5,162,458	\$ 21,290,848	\$ 25,030,000	\$ 1,423,306	\$ -	\$ 1,423,306
TOTAL RESOURCES	\$ 39,792,345	\$ 112,846,846	\$ 123,698,191	\$ 28,941,000	\$ 19,874,538	\$ 9,066,462

2023-2024 Designated Reserves

2023-2024 Designated Reserves		
Fund	Reservation	Designated Reserves
General Fund	Operating Reserve - 20%	\$ 6,564,944
General Fund	Capital Partnership Reserve	9,000,000
General Fund	Capital Equipment Reserve	1,000,000
General Fund	Parking Reserve	138,000
Street Fund	Operating Reserve - 5.0%	152,919
Surface Water Management Fund	Operating Reserve - 5.0%	212,952
State Drug Enforcement Forfeiture Fund	Asset Forfeiture (Drug Seizure) Funds	173,168
Federal Drug Enforcement Forfeiture Fund	Asset Forfeiture (Drug Seizure) Funds	104,937
Federal Criminal Forfeiture Fund	Asset Forfeiture (Drug Seizure) Funds	-
Sub-Total Operating Funds Balance Reserves		\$ 17,346,921
Public Works Reserve Fund	Debt Service	2,288,909
Sub-Total Reserve Funds Balance Reserves		\$ 2,288,909
Debt Service Fund	Debt Service	73,708
LID Guaranty Fund	Debt Service	165,000
Sub-Total Debt Service Funds Balance Reserves		\$ 238,708
TOTAL FUND BALANCE RESERVATIONS		\$ 19,874,538

2023-2024 Fund Transfers

TRANSFERS IN			
Transfer <u>TO</u>	2023 Budget	2024 Budget	Transfer <u>FROM</u>
General Fund	40,000	40,000	Street Fund
General Fund	50,000	50,000	Surface Water Management Fund
Total General Fund	\$ 90,000	\$ 90,000	
Art in Public Places Fund	26,245	26,279	General Fund
Total Art in Public Places Fund	\$ 26,245	\$ 26,279	
Federal Criminal Forfeiture Fund	23,500	-	Federal Drug Enforcement Forfeiture Fund
Total Federal Criminal Forfeiture Fund	\$ 23,500	\$ -	
Debt Service Fund	188,438	188,457	General Fund
Debt Service Fund	273,200	274,900	Street Fund
Debt Service Fund	982,745	983,944	Public Works Reserve Fund
Debt Service Fund	273,200	274,900	Transportation Benefit District Fund
Total Debt Service Fund	\$ 1,717,583	\$ 1,722,201	
Parks & General Government CIP	800,000	300,000	Public Works Reserve Fund
Parks & General Government CIP	1,017,250	496,000	Capital Projects Reserve Fund
Total Parks & General Govt. CIP	\$ 1,817,250	\$ 796,000	
Transportation CIP Fund	145,000	125,000	Street Fund
Transportation CIP Fund	1,467,124	1,107,840	Public Works Reserve Fund
Transportation CIP Fund	450,000	450,000	Transportation Benefit District Fund
Transportation CIP Fund	70,584	-	Surface Water Management Fund
Total Transportation CIP Fund	\$ 2,132,708	\$ 1,682,840	
Surface Water Management CIP	350,000	350,000	Surface Water Management Fund
Total Surface Water Management CIP	\$ 350,000	\$ 350,000	
TOTAL TRANSFERS IN	\$ 6,157,286	\$ 4,667,320	

TRANSFERS OUT			
Transfer <u>FROM</u>	2023 Budget	2024 Budget	Transfer <u>TO</u>
General Fund	26,245	26,279	Art in Public Places Fund
General Fund	188,438	188,457	Debt Service Fund
Total General Fund	\$ 214,683	\$ 214,736	
Street Fund	40,000	40,000	General Fund
Street Fund	273,200	274,900	Debt Service Fund
Street Fund	145,000	125,000	Transportation CIP Fund
Total Street Fund	\$ 458,200	\$ 439,900	
Surface Water Management Fund	50,000	50,000	General Fund
Surface Water Management Fund	350,000	350,000	Surface Water Management CIP Fund
Surface Water Management Fund	70,584	-	Transportation CIP Fund
Total Surface Water Management Fund	\$ 470,584	\$ 400,000	
Public Works Reserve Fund	982,745	983,944	Debt Service Fund
Public Works Reserve Fund	800,000	300,000	Parks & General Government CIP
Public Works Reserve Fund	1,467,124	1,107,840	Transportation CIP Fund
Total Public Works Reserve Fund	\$ 3,249,869	\$ 2,391,784	
Capital Projects Reserve Fund	1,017,250	496,000	Parks & General Government CIP
Total Capital Projects Reserve Fund	\$ 1,017,250	\$ 496,000	
Transportation Benefit District Fund	273,200	274,900	Debt Service Fund
Transportation Benefit District Fund	450,000	450,000	Transportation CIP Fund
Total Transportation Benefit District	\$ 723,200	\$ 724,900	
Federal Drug Enforcement Forfeiture Fund	23,500	-	Federal Criminal Forfeiture Fund
Total Federal Drug Enforcement Forfeiture Fund	\$ 23,500	\$ -	
TOTAL TRANSFERS OUT	\$ 6,157,286	\$ 4,667,320	

General Fund

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General Fund Revenues

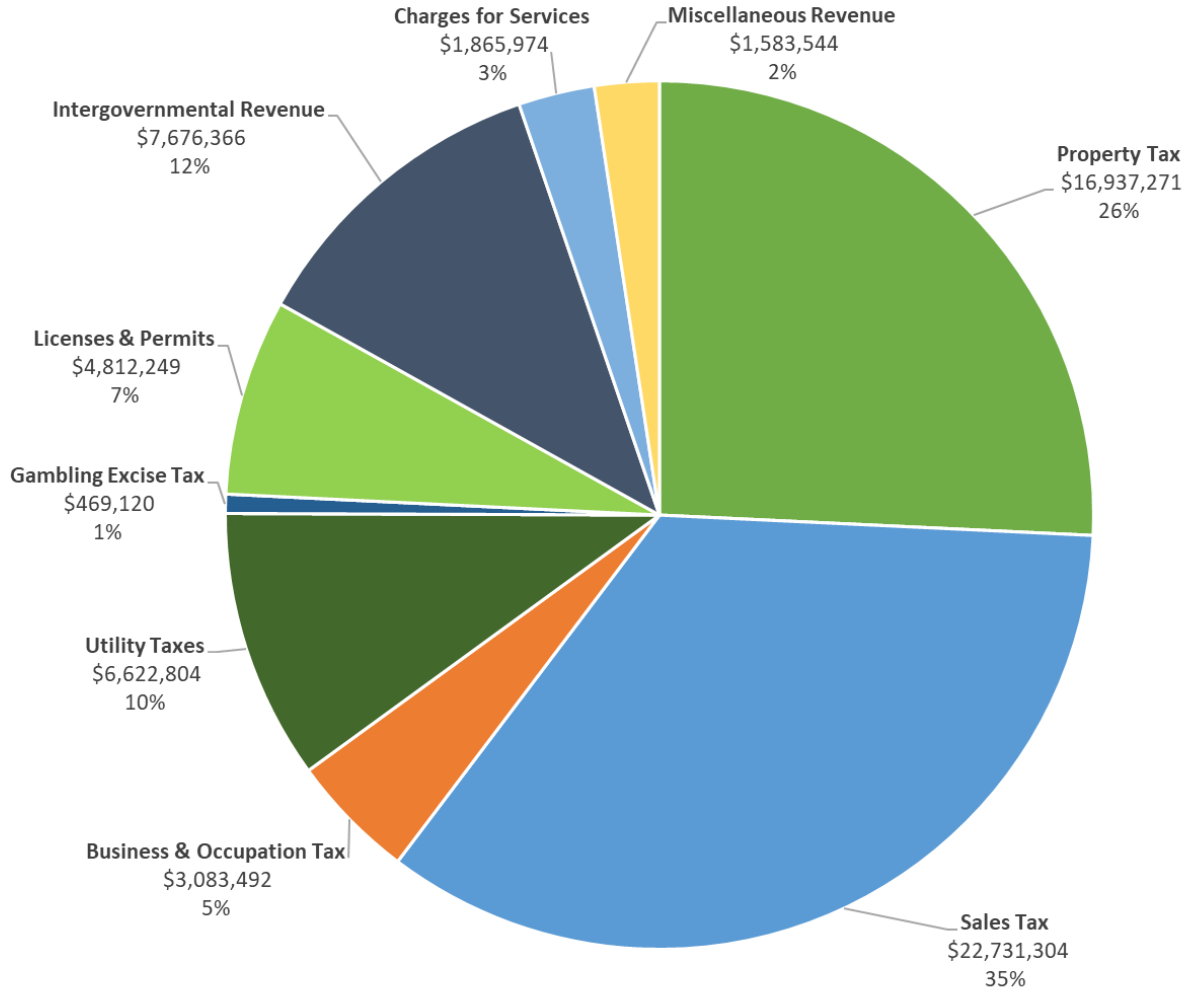
General Fund revenue for 2023 and 2024, excluding fund balances and transfers, is \$32.55 million in 2023 and \$33.24 million in 2024.

2023-2024 General Fund Revenue

	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
BEGINNING FUND BALANCE	\$ 25,081,094	\$ 25,325,992	\$ 27,419,577	\$ 24,834,651	\$ 22,268,403
Property Tax	8,010,753	8,180,920	8,325,000	8,388,863	8,548,408
Sales Tax	8,069,912	8,809,563	9,257,980	9,437,024	9,767,320
Sales Tax - Annexation Credit	430,024	-	-	-	-
Sales Tax - Affordable Housing	69,631	64,172	65,500	67,793	70,165
Sales Tax - Local Criminal Justice	1,487,923	1,732,700	1,680,000	1,665,357	1,723,645
Business & Occupation Tax	1,393,314	1,494,816	1,460,540	1,518,962	1,564,530
Utility Taxes	2,027,278	3,477,050	3,309,821	3,331,494	3,291,310
Gambling Excise Tax	128,244	249,099	357,500	233,000	236,120
Other Taxes	43,637	48,063	-	-	-
Total Taxes	\$ 21,660,716	\$ 24,056,382	\$ 24,456,341	\$ 24,642,493	\$ 25,201,498
Miscellaneous Licenses and Permits	45,905	41,780	46,000	46,000	46,000
Business License Fees	255,457	593,599	632,000	657,280	676,998
Rental Housing Business License Fees	-	97,462	130,000	135,200	139,256
Franchise Fees	609,850	591,992	627,700	627,500	627,500
Permits - Building Related	627,657	876,212	679,700	706,443	727,831
Permits - Electrical	199,392	290,584	200,000	208,000	214,240
Total Licenses and Permits	\$ 1,738,261	\$ 2,491,630	\$ 2,315,400	\$ 2,380,423	\$ 2,431,826
Federal Grants	2,552,000	533,786	1,681,753	596,960	596,960
State - Criminal Justice	184,784	525,598	185,500	192,720	198,352
Liquor Tax and Profit	759,942	782,345	796,825	828,698	853,559
Intergovernmental Revenues	382,641	428,136	1,195,845	292,540	297,577
Intergovernmental - Seattle City Light	1,837,625	1,856,723	2,000,000	1,900,000	1,919,000
Total Intergovernmental Revenues	\$ 5,716,992	\$ 4,126,588	\$ 5,859,923	\$ 3,810,918	\$ 3,865,448
Planning Fees	145,305	173,700	230,000	208,000	214,240
Building Plan Review Fees	309,224	543,140	380,100	395,304	407,163
Other Miscellaneous Charges	45,607	47,125	83,304	70,728	72,619
Parks and Recreation Charges	106,949	136,692	100,500	248,960	248,960
Total Charges for Goods and Services	\$ 607,086	\$ 900,657	\$ 793,904	\$ 922,992	\$ 942,982
Fines and Penalties	81,174	89,289	129,500	130,100	130,568
Facility Leases	89,692	106,265	136,750	89,000	89,000
Miscellaneous Revenues	226,411	283,084	306,000	569,106	575,770
Total Miscellaneous	\$ 397,277	\$ 478,638	\$ 572,250	\$ 788,206	\$ 795,338
TOTAL REVENUES	\$ 30,120,332	\$ 32,053,894	\$ 33,997,818	\$ 32,545,032	\$ 33,237,092
Transfers In	170,000	80,000	80,000	90,000	90,000
Other Financing Sources	60,561	34,664	-	-	-
Prior Period Adjustment	634,728	-	-	-	-
TOTAL REVENUES, TRANSFERS, OTHER FINANCING SOURCES, AND PRIOR PERIOD ADJUSTMENT	\$ 30,985,620	\$ 32,168,559	\$ 34,077,818	\$ 32,635,032	\$ 33,327,092
TOTAL ALL RESOURCES	\$ 56,066,714	\$ 57,494,551	\$ 61,497,395	\$ 57,469,683	\$ 55,595,495

2023-2024 General Fund Revenues

\$65.78 million (excluding Fund Balances and Transfers In)



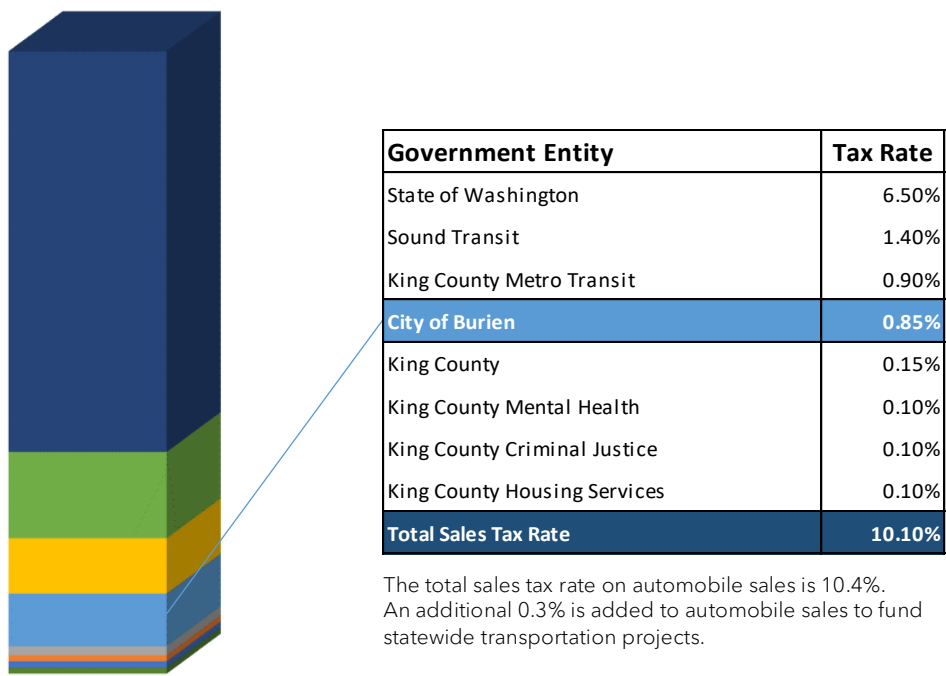
The City derives 76% of its total General Fund revenue through taxes. The three largest sources of revenue, excluding intergovernmental revenue, for the General Fund are sales tax (35%), property tax (26%), and utility tax (10%), which is composed of taxes on electric, natural gas, cable, telephone, water, and sewer utilities. The remaining 24% of General Fund revenue is derived through a variety of sources. Intergovernmental Revenue makes up 12%. 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 7% 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

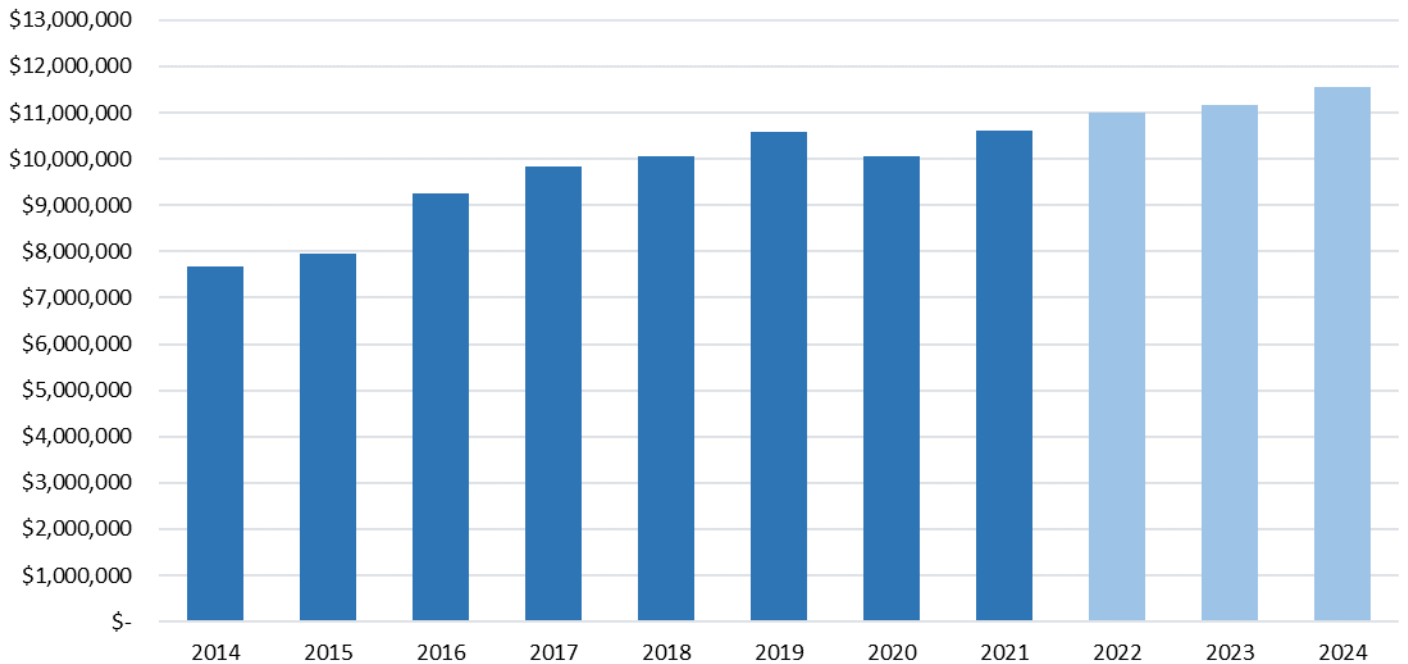
Sales Taxes

The City receives 35% of all General Fund revenues from three sources of sales tax. The main source of sales tax, \$9.44 million in 2023 and \$9.77 million in 2024, 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 \$1.67 million in 2023 and \$1.72 million in 2024. 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, approximately \$65,500 annually, for a 20-year state tax sharing period.

Sales Tax Distribution by Government Entity



Sales Tax



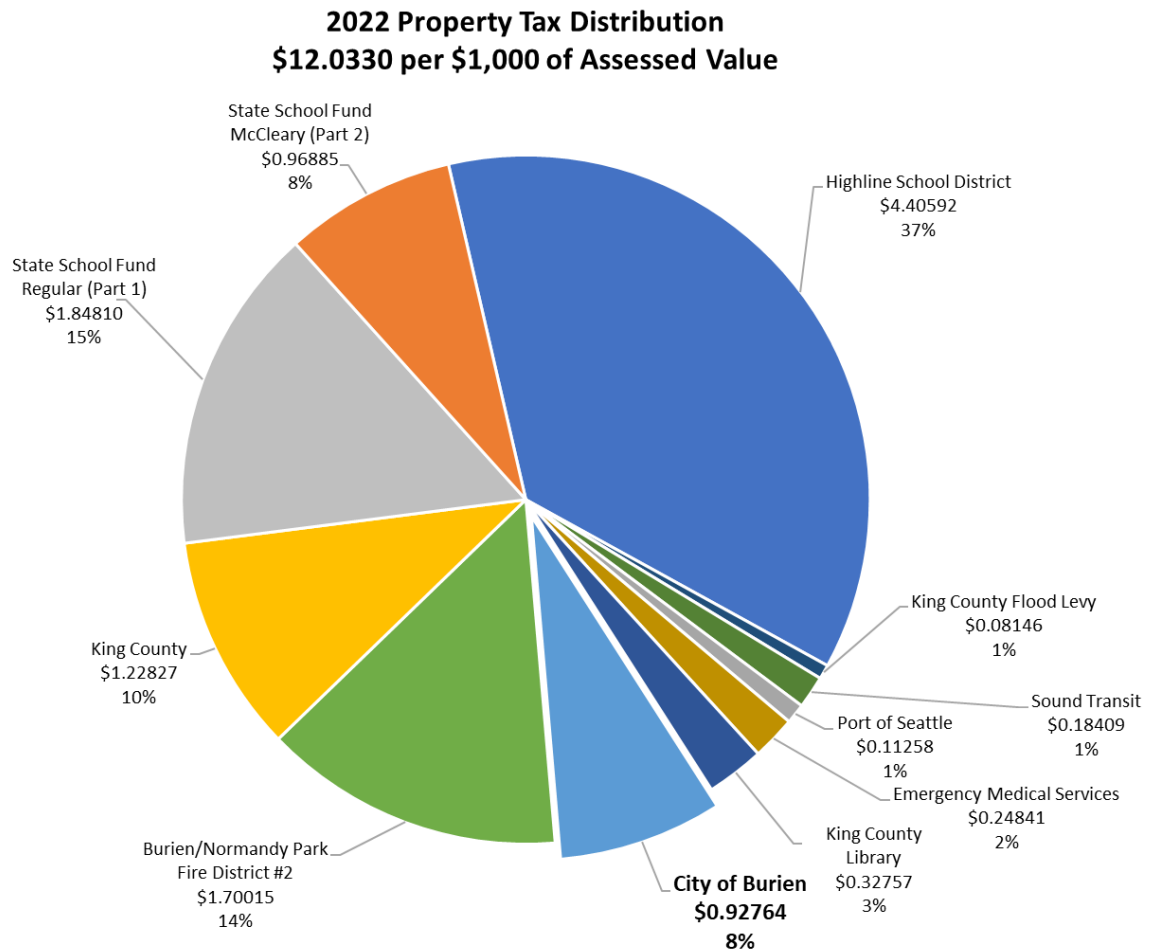
**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

The chart above illustrates the change in sales tax since 2014, along with forecasted sales tax revenues for 2023 and 2024. The increase in 2014 and 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 (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 decrease in 2020 was due to the expiration of the sales tax annexation credit and financial implications of the COVID-19 pandemic. The forecasted sales tax revenues in 2023 and 2024 illustrate continued growth following the economic recovery in 2021.

Property Tax

The City receives 26% of all General Fund revenues from property tax. The City estimates \$8.39 million will be collected in 2023 and \$8.55 million in 2024. This estimate includes a 1% increase and new construction in both years. The chart illustrates that the City receives a relatively small portion of a property owner's total bill.

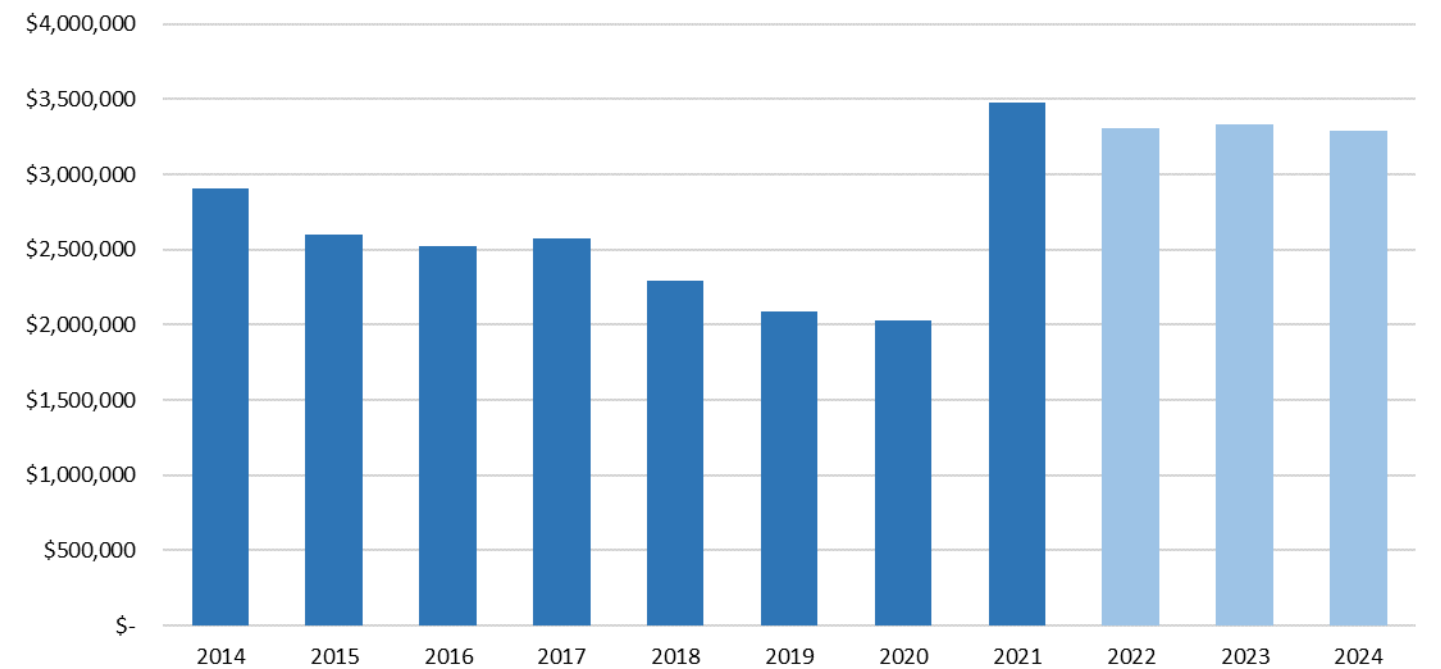
Even with the 1% increase in the 2022 City's property tax levy, the City's property tax rate decreased from \$1.01257 to \$0.92764 for every \$1,000 of assessed value. In 2022, the property bill for a homeowner with a median home value in Burien of \$476,000 will pay an additional \$16.28 to the City. This will pay for the City's general operations such as police and parks.



Utility Taxes

The City will receive 10% of all General Fund revenues from utility taxes in 2023 and 2024. An estimated \$3.33 million will be collected in 2023 and \$3.29 million in 2024. A new 8% tax on water and sewer utilities led to a revenue increase in 2021. Decreased collections continue in the telephone utility tax as an increasing number of consumers switch from land-line to cellular phone services. In addition, decreased collections continue in the cable utility tax with customers switching to internet-based streaming services. By utility type, 25% of utility taxes will come from water, 22% from sewer, 18% from cable, 18% from natural gas, 12% from telephone, and 6% from electricity.

Utility Tax

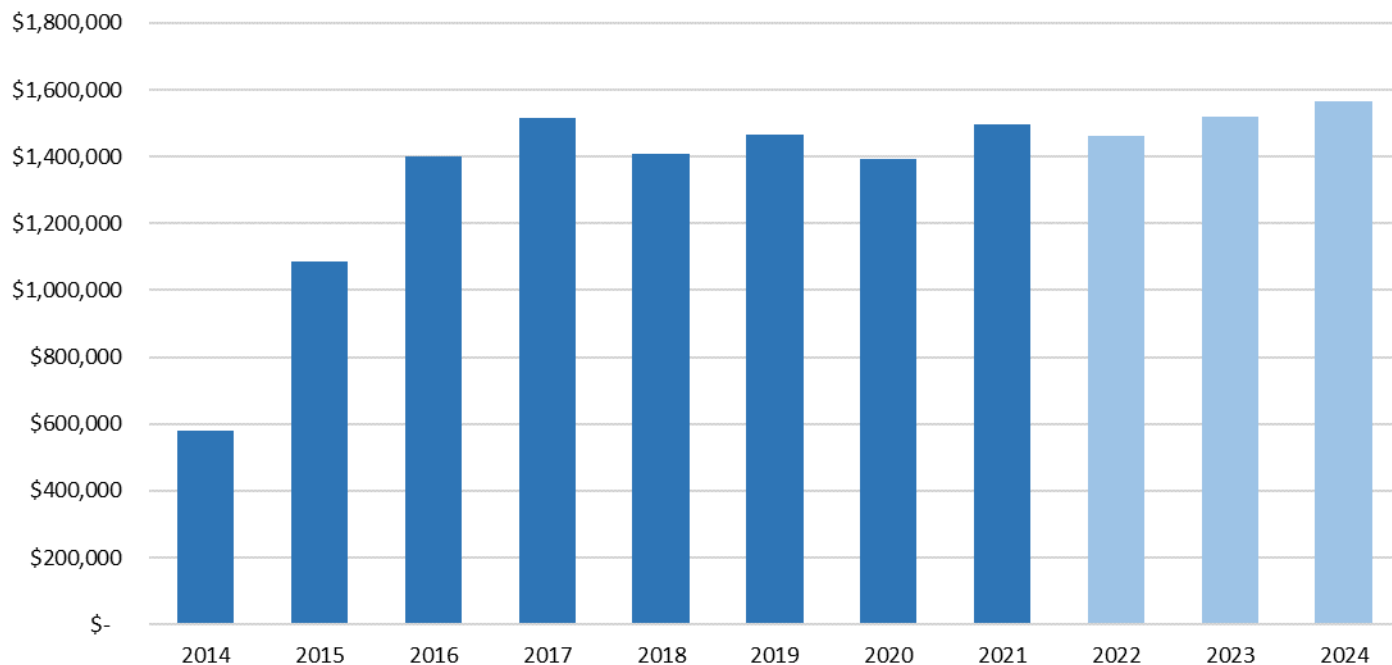


**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

Business & Occupation Taxes

The City receives 5% of all General Fund revenue from Business & Occupation taxes. The City estimates that \$1.52 million will be collected in 2023 and \$1.56 million will be collected in 2024. 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 decrease in 2020 was due to the financial implications of the COVID-19 pandemic with economic recovery occurring in 2021. The forecasted Business & Occupation tax revenues in 2023 and 2024 illustrate continued growth.

Business & Occupation Tax



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

General Fund Expenditures – by Line Item

	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
EXPENDITURES					
Salaries	\$ 5,698,065	\$ 5,830,058	\$ 7,211,120	\$ 7,959,880	\$ 8,270,620
Personnel Benefits	2,255,953	2,299,260	2,685,240	2,952,754	3,025,654
Total Salaries & Benefits	\$ 7,954,017	\$ 8,129,318	\$ 9,896,360	\$ 10,912,634	\$ 11,296,274
Total Supplies	452,573	331,657	330,694	457,638	404,355
Professional Services	19,622,358	17,676,889	22,354,897	21,607,050	22,549,404
Telephone/Internet/Postage	106,199	113,288	124,850	152,260	153,260
Travel, Meals, Mileage	9,039	11,491	39,945	51,645	52,645
Taxes and Assessments	31,234	31,519	33,695	34,736	35,643
Operating Rents and Leases	141,356	66,478	104,231	87,831	90,267
Insurance	378,948	420,158	474,720	746,602	501,716
Utility Services	183,967	176,462	234,470	246,087	250,932
Repairs and Maintenance	70,584	73,904	73,250	82,250	82,750
Admission/Entrance Fees	(92)	-	2,120	3,000	3,300
Dues and Memberships	151,945	158,092	170,245	170,658	171,151
Printing, Binding, and Copying	3,803	10,789	10,250	15,900	15,900
Registrations and Training	25,555	32,525	61,000	69,780	70,780
Subscriptions and Publications	18,364	15,005	18,490	16,025	16,084
Interfund Charges Equip Replacement	75,000	400,000	150,000	150,000	150,000
Miscellaneous	122,105	13,599	23,510	23,900	24,050
Total Services & Charges	\$ 20,940,363	\$ 19,200,199	\$ 23,875,673	\$ 23,457,722	\$ 24,167,882
Total Intergovernmental	487	-	-	-	-
Total Capital Outlay	397,715	191,191	1,383,223	158,602	65,000
TOTAL EXPENDITURES	\$ 29,745,155	\$ 27,852,365	\$ 35,485,949	\$ 34,986,596	\$ 35,933,510
Transfers Out	995,568	2,226,500	1,176,795	214,683	214,736
TOTAL EXPENDITURES & TRANSFERS	\$ 30,740,722	\$ 30,078,865	\$ 36,662,744	\$ 35,201,279	\$ 36,148,246
Ending Fund Balance	25,325,992	27,419,577	24,834,651	22,268,403	19,447,249
TOTAL ALL USES (including Fund Balance)	\$ 56,066,714	\$ 57,498,442	\$ 61,497,395	\$ 57,469,683	\$ 55,595,495

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

General Fund Expenditures – by Department

	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
EXPENDITURES					
City Council	\$ 265,943	\$ 275,778	\$ 432,675	\$ 306,575	\$ 306,575
City Manager	493,004	351,449	574,856	482,829	487,969
Economic Development	1,497,757	631,164	916,456	815,240	771,667
Human Services	1,123,227	940,527	1,721,156	1,208,693	1,218,014
Administrative Services	2,605,752	2,559,747	3,831,967	3,367,580	3,499,786
Finance	2,940,157	3,193,017	3,528,585	3,491,660	3,567,939
Legal	1,907,700	1,683,552	1,964,948	2,347,326	2,121,689
Police	13,360,941	12,713,817	13,897,970	15,144,400	16,044,400
Public Works	526,481	329,661	538,365	656,864	636,009
Community Development	1,777,264	1,903,807	3,552,727	2,380,120	2,294,504
Parks, Recreation & Cultural Services	3,246,929	3,269,847	4,526,245	4,785,310	4,984,959
TOTAL EXPENDITURES	\$ 29,745,155	\$ 27,852,365	\$ 35,485,949	\$ 34,986,596	\$ 35,933,510
Transfers Out	995,568	2,226,500	1,176,795	214,683	214,736
TOTAL EXPENDITURES & TRANSFERS	\$ 30,740,722	\$ 30,078,865	\$ 36,662,744	\$ 35,201,279	\$ 36,148,246

City Council

Responsible Manager: Adolfo Bailon, 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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00151160	110000	Salaries and Wages	\$ 52,200	\$ 52,200	\$ 59,900	\$ 59,850	\$ 59,850
00151160	200000	Personnel Benefits	54,595	54,614	55,325	55,325	55,325
00151160	310000	Office and Operating Supplies	442	372	200	200	200
00151160	350000	Small Tools & Minor Equipment	544	-	450	500	500
00151160	410000	Professional Services	1,271	20,000	144,500	20,000	20,000
00151160	424210	Telephone/Internet	11,496	11,387	11,500	11,500	11,500
00151160	430000	Travel	4,547	227	11,500	12,500	12,500
00151160	480000	Repairs and Maintenance	-	-	-	-	-
00151160	494910	Memberships and Dues	134,034	131,489	139,500	137,500	137,500
00151160	494920	Printing/Binding/Copying	322	-	200	500	500
00151160	494930	Registration-Training/Workshop	4,525	956	5,200	5,200	5,200
00151160	494950	Miscellaneous	1,968	642	4,400	3,500	3,500
TOTAL EXPENDITURES			\$ 265,943	\$ 271,887	\$ 432,675	\$ 306,575	\$ 306,575

Personnel

CITY COUNCIL	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Mayor	\$ 11,250	\$ 8,120	1.00	\$ 11,250	\$ 8,120	1.00
Councilmember	48,600	47,205	6.00	48,600	47,205	6.00
Division Total	\$ 59,850	\$ 55,325	7.00	\$ 59,850	\$ 55,325	7.00

Budget Highlights – City Council

Salaries and Benefits: The monthly salary paid to Councilmembers is \$600 to \$750 per month. The Mayor is paid \$937.50 per month.

Professional Services: Provides funding for potential consulting services such as 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.

Membership and Dues

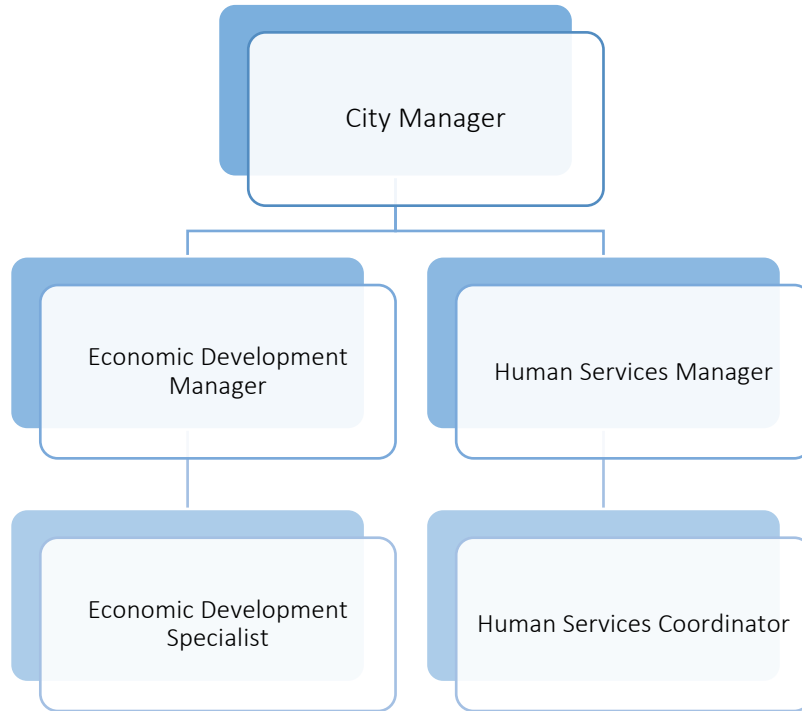
Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
MEMBERSHIPS AND DUES							
00151160	494910	Association of Washington Cities	\$ 38,527	\$ 38,719	\$ 41,474	\$ 41,474	\$ 41,474
		King County Cities Climate Collaboration	1,300	2,000	2,120	2,120	2,120
		National League of Cities	3,419	3,419	3,624	3,624	3,624
		Puget Sound Clean Air Agency	35,613	35,960	37,280	36,448	36,448
		Puget Sound Regional Council	16,815	16,741	17,427	17,260	17,260
		Sound Cities Association	34,650	34,650	37,575	36,575	36,575
		Other	3,710	-	-	-	-
TOTAL MEMBERSHIPS AND DUES			\$ 134,034	\$ 131,489	\$ 139,500	\$ 137,500	\$ 137,500

- **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: Adolfo Bailon, 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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00251310	110000	Salaries and Wages	\$ 236,037	\$ 185,810	\$ 207,070	\$ 215,080	\$ 215,080
00251310	200000	Personnel Benefits	87,949	70,836	71,556	58,249	58,769
00251310	310000	Office and Operating Supplies	1,005	247	2,100	2,100	2,100
00251310	350000	Small Tools & Minor Equipment	1,672	178	2,000	2,100	2,100
00251310	410000	Professional Services	162,123	88,532	275,300	188,000	192,620
00251310	424210	Telephone/Internet	1,591	791	2,030	2,000	2,000
00251310	424220	Postage	-	-	-	-	-
00251310	430000	Travel	-	-	5,000	5,000	5,000
00251310	450000	Operating Rentals and Leases	-	-	-	-	-
00251310	470000	Utilities	-	-	-	-	-
00251310	494910	Memberships and Dues	-	-	2,000	2,000	2,000
00251310	494920	Printing/Binding/Copying	-	64	500	-	-
00251310	494930	Registration-Training/Workshop	(35)	-	2,000	3,000	3,000
00251310	494940	Subscriptions and Publications	129	-	300	300	300
00251310	494950	Miscellaneous	2,534	4,990	5,000	5,000	5,000
00251310	640000	Machinery And Equipment	-	-	-	-	-
TOTAL EXPENDITURES			\$ 493,004	\$ 351,449	\$ 574,856	\$ 482,829	\$ 487,969

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
00151170	410010	Federal Lobbying Services	24,600	-	25,300	35,000	37,500
00151170	410020	State Lobbying Services	43,500	-	50,000	53,000	55,120
00251310	410000	Professional Services	94,023	67,121	200,000	100,000	100,000
00251310	410003	Encampment Clean-Up	-	21,331	-	-	-
00251310	410050	Burien Magazine	-	-	-	-	-
00251310	411550	Advertising	-	80	-	-	-
00251310	414100	Software Licensing Fees	-	-	-	-	-
TOTAL PROFESSIONAL SERVICES			\$ 162,123	\$ 88,532	\$ 275,300	\$ 188,000	\$ 192,620

Personnel

CITY MANAGER'S OFFICE	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
City Manager	\$ 215,080	\$ 58,249	1.00	\$ 215,080	\$ 58,769	1.00
Division Total	\$ 215,080	\$ 58,249	1.00	\$ 215,080	\$ 58,769	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 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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 City of Burien's economic development staff actively recruit and retain businesses, attract new development, promote the city to visitors, and work with local and regional partners to increase the quality of life for Burien residents. The important factors in determining whether people or businesses locate in Burien are the City's ability to provide public services and public safety, parks and natural beauty, good schools, strong neighborhoods, efficient traffic infrastructure, employment opportunities, and healthy businesses providing goods and services.

Economic Development Division

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00455870	110000	Salaries and Wages	198,616	211,070	230,580	244,700	250,630
00455870	200000	Personnel Benefits	89,067	91,040	95,545	97,940	100,437
00455870	310000	Office and Operating Supplies	796	515	1,500	1,500	1,500
00455870	350000	Small Tools & Minor Equipment	-	-	-	-	-
00455870	410000	Professional Services	366,874	311,426	569,031	450,800	398,800
00455870	424210	Telephone/Internet	1,590	1,510	1,600	1,600	1,600
00455870	424220	Postage	-	-	-	-	-
00455870	430000	Travel	13	-	-	-	-
00455870	494910	Memberships and Dues	-	9,412	10,000	10,000	10,000
00455870	494920	Printing/Binding/Copying	116	129	500	500	500
00455870	494930	Registration-Training/Workshop	-	363	2,000	2,000	2,000
00455870	494940	Subscriptions and Publications	5,694	5,699	5,700	6,200	6,200
00455870	494950	Miscellaneous	-	-	-	-	-
00451863	410000	Professional Services	\$ 834,992	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES			\$ 1,497,757	\$ 631,164	\$ 916,456	\$ 815,240	\$ 771,667

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
00455870	410000	Professional Services	203,953	140,977	340,436	241,000	185,000
00455870	410450	Discover Burien	93,660	81,000	81,000	100,200	103,200
00455870	410500	Discover Burien - Clean & Safe	38,000	35,000	35,000	44,000	45,000
00455870	411100	Burien Marketing Strategy	19,261	38,849	96,995	50,000	50,000
00455870	411150	SW King Co. Chamber of Comm.	-	3,600	3,600	3,600	3,600
00455870	411200	Small Business Dev. Center	12,000	12,000	12,000	12,000	12,000
TOTAL PROFESSIONAL SERVICES			\$ 366,874	\$ 311,426	\$ 569,031	\$ 450,800	\$ 398,800

Personnel

ECONOMIC DEVELOPMENT DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Economic Development Manager	\$ 144,900	\$ 49,410	1.00	\$ 144,900	\$ 49,925	1.00
Economic Development Specialist	99,800	48,531	1.00	105,730	50,512	1.00
Division Total	\$ 244,700	\$ 97,940	2.00	\$ 250,630	\$ 100,437	2.00

Budget Highlights – Economic Development Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

Professional Services: Funding for Council-approved economic development priorities. In the 2023-2024 biennium, \$60,000 in 2023 will fund an Economic Development Strategic Plan update. Further, \$100,000 in 2023 and \$100,000 in 2024 will support small businesses in Burien. \$43,000 in 2023 and \$45,000 in 2024 will be used to fund Holiday Lighting, and \$38,000 in 2023 and \$40,000 in 2024 will fund workforce and/or microenterprise development.

Discover Burien: Discover Burien manages various community events, provides downtown beautification services, supports recruitment and development services and provides marketing and support for local businesses.

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, both for business and investment attraction services and shop local small business support. \$50,000 is available in each year.

Small Business Development Center: Funds small business support programs at SBDC at Highline College, which provides financial and business advisory services to start-up and business expansion clients in Burien at no cost to businesses.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
02955720	110000	Salaries and Wages	\$ 109,298	\$ 112,713	\$ 205,740	\$ 213,650	\$ 220,070
02955720	200000	Personnel Benefits	42,241	42,178	86,467	87,928	90,501
02955720	310000	Office and Operating Supplies	398	247	400	400	400
02955720	350000	Small Tools & Minor Equipment	-	-	-	-	-
02955720	410000	Professional Services	940,943	773,808	1,404,459	904,215	904,543
02955720	424210	Telephone/Internet	735	828	1,090	1,000	1,000
02955720	430000	Travel	-	-	-	500	500
02955720	450000	Operating Rentals & Leases	29,612	10,752	23,000	-	-
02955720	494920	Printing/Binding/Copying	-	-	-	-	-
02955720	494930	Registration-Training/Workshop	-	-	-	1,000	1,000
02955720	494940	Subscriptions and Publications	-	-	-	-	-
TOTAL EXPENDITURES			\$ 1,123,227	\$ 940,527	\$ 1,721,156	\$ 1,208,693	\$ 1,218,014

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
02955720	410000	Professional Services	37,034	15,750	536,310	392,298	395,274
02955720	410950	Human Svc-Family/Youth	897,540	745,331	808,078	461,917	459,269
02955720	410951	Emergency Shelters	6,252	12,727	60,071	50,000	50,000
02955720	411550	Advertising	118	-	-	-	-
TOTAL PROFESSIONAL SERVICES			\$ 940,943	\$ 773,808	\$ 1,404,459	\$ 904,215	\$ 904,543

Personnel

HUMAN SERVICES DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Human Services Manager	\$ 125,080	\$ 45,021	1.00	\$ 128,840	\$ 46,350	1.00
Human Services Coordinator	88,570	42,907	1.00	91,230	44,151	1.00
Division Total	\$ 213,650	\$ 87,928	2.00	\$ 220,070	\$ 90,501	2.00

Budget Highlights – Human Services Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

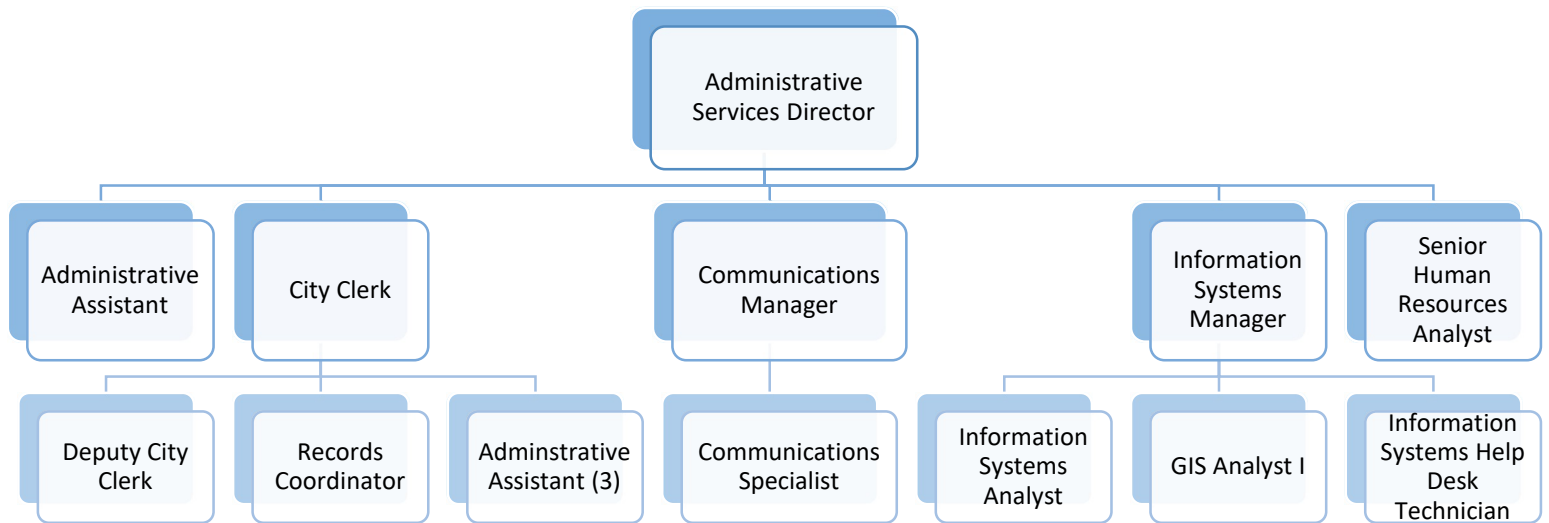
Professional Services: Includes funding for the South King Housing and Homelessness Partners interlocal agreement and Enhanced Public Safety program in 2023 and 2024. Further, funding is available in 2023 and 2024 for Community Cafes for community outreach and the Burien Back to School Resource Fair.

Human Services: Of this amount \$399,917 represents the City’s appropriation of \$7.62 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 human services work provided by not for profit organizations.

Emergency Shelters: Includes funding in 2023 and 2024 for emergency shelters.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00551420	110000	Salaries and Wages	\$ 387,399	\$ 442,122	\$ 514,080	\$ 583,600	\$ 618,880
00551420	200000	Personnel Benefits	189,270	198,694	208,824	232,136	242,072
00551420	310000	Office and Operating Supplies	4,286	4,266	4,000	7,000	7,000
00551420	350000	Small Tools & Minor Equipment	6,704	5,224	2,000	2,000	2,000
00551420	410000	Professional Services	188,587	326,809	199,530	246,000	328,000
00551420	424210	Telephone/Internet	2,106	2,754	2,820	3,600	3,600
00551420	424220	Postage	7,148	10,092	10,500	10,500	10,500
00551420	430000	Travel	1,311	165	-	2,000	2,000
00551420	450000	Operating Rentals and Leases	5,110	5,115	5,000	5,200	5,200
00551420	494910	Memberships and Dues	805	715	800	850	850
00551420	494920	Printing/Binding/Copying	1,870	3,991	2,400	3,000	3,000
00551420	494930	Registration-Training/Workshop	3,262	4,135	4,000	8,000	8,000
00551420	494940	Subscriptions and Publications	131	83	-	300	300
00551420	494950	Miscellaneous	459	-	-	-	-
00551420	640000	Machinery And Equipment	27,879	-	-	-	-
TOTAL EXPENDITURES			\$ 826,327	\$ 1,004,164	\$ 953,954	\$ 1,104,186	\$ 1,231,402

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	Revised Budget	Preliminary Budget	Preliminary Budget
Organization	Object						
00551420	410000	Professional Services	18,345	72,070	43,000	70,000	71,500
00551420	411550	Advertising	3,722	1,432	2,000	4,000	4,000
00551420	414100	Software Licensing Fees	24,529	14,595	14,530	16,000	16,500
00551420	414120	Code Supplement	4,697	5,269	5,000	6,000	6,000
00551490	415000	Voter Registration Costs	137,294	233,443	135,000	150,000	230,000
TOTAL PROFESSIONAL SERVICES			\$ 188,587	\$ 326,809	\$ 199,530	\$ 246,000	\$ 328,000

Personnel

CITY CLERK DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
City Clerk	\$ 105,480	\$ 49,634	1.00	\$ 107,610	\$ 50,869	1.00
Deputy City Clerk	84,350	25,966	1.00	97,780	29,058	1.00
Records Coordinator	78,340	26,846	1.00	84,720	28,417	1.00
Administrative Assistant (1 TLT)	315,430	129,690	4.00	328,770	133,727	4.00
Division Total	\$ 583,600	\$ 232,136	7.00	\$ 618,880	\$ 242,072	7.00

Budget Highlights – City Clerk Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

Professional Services: This budget is used for the City’s records and retention and translation and interpretation 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.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00351310	110000	Salaries and Wages	\$ 122,703	\$ 156,342	\$ 182,700	\$ 201,140	\$ 217,540
00351310	200000	Personnel Benefits	47,089	61,788	85,813	75,329	78,962
00351310	310000	Office and Operating Supplies	949	370	1,000	1,000	1,000
00351310	350000	Small Tools & Minor Equipment	265	-	1,100	500	500
00351310	410000	Professional Services	47,395	38,840	76,800	130,540	130,540
00351310	424210	Telephone/Internet	213	417	1,200	500	500
00351310	424220	Postage	9,002	10,645	12,000	16,000	16,000
00351310	430000	Travel	-	-	-	6,000	6,000
00351310	494910	Memberships and Dues	380	579	180	400	400
00351310	494920	Printing/Binding/Copying	-	-	250	-	-
00351310	494930	Registration-Training/Workshop	535	-	1,000	2,380	2,380
00351310	494940	Subscriptions and Publications	995	3,371	4,600	800	800
00351310	494950	Miscellaneous	-	-	500	-	-
TOTAL EXPENDITURES			\$ 229,525	\$ 272,353	\$ 367,143	\$ 434,589	\$ 454,622

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
00351310	410000	Professional Services	20,643	23,102	56,500	66,000	66,000
00351310	410050	Burien Magazine	26,339	14,758	20,000	54,000	54,000
00351310	411550	Advertising	197	-	300	1,000	1,000
00351310	414100	Software Licensing Fees	216	980	-	9,540	9,540
TOTAL PROFESSIONAL SERVICES			\$ 47,395	\$ 38,840	\$ 76,800	\$ 130,540	\$ 130,540

Personnel

COMMUNICATIONS DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Communications Manager	\$ 119,130	\$ 47,934	1.00	\$ 128,840	\$ 50,090	1.00
Communications Specialist	82,010	27,395	1.00	88,700	28,872	1.00
Division Total	\$ 201,140	\$ 75,329	2.00	\$ 217,540	\$ 78,962	2.00

Budget Highlights – Communications Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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

Burien Magazine: For costs related to the production of the Burien Magazine and newsletter.

Software Licensing Fees: Annual software licensing fees for digital communications tools.

Postage: Pays for the postage for the Burien Magazine and newsletter.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00651810	110000	Salaries and Wages	\$ 233,468	\$ 246,686	\$ 267,350	\$ 293,160	\$ 307,240
00651810	200000	Personnel Benefits	80,152	81,557	85,288	91,229	95,476
00651810	310000	Office and Operating Supplies	1,174	4,280	1,000	5,000	4,000
00651810	350000	Small Tools & Minor Equipment	216	-	-	3,500	3,500
00651810	410000	Professional Services	3,857	9,310	55,900	70,000	50,500
00651810	424210	Telephone/Internet	2,276	2,286	2,500	2,500	2,500
00651810	424220	Postage	308	-	-	-	-
00651810	430000	Travel	-	-	300	-	-
00651810	494010	Wellness Activities	972	1,365	3,500	3,500	3,500
00651810	494910	Memberships and Dues	209	699	300	800	900
00651810	494920	Printing/Binding/Copying	58	-	200	200	200
00651810	494930	Registration-Training/Workshop	92	842	2,000	1,500	1,500
00651810	494940	Subscriptions and Publications	199	-	250	250	250
00651810	494950	Miscellaneous	569	926	800	1,000	1,000
TOTAL EXPENDITURES			\$ 323,550	\$ 347,952	\$ 419,388	\$ 472,639	\$ 470,566

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
00651810	410000	Professional Services	531	3,188	50,000	60,000	40,000
00651810	411550	Advertising	1,394	4,696	4,000	7,500	7,500
00651810	414100	Software Licensing Fees	1,932	1,426	1,900	2,500	3,000
TOTAL PROFESSIONAL SERVICES			\$ 3,857	\$ 9,310	\$ 55,900	\$ 70,000	\$ 50,500

Personnel

HUMAN RESOURCES DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Administrative Services Director	\$ 190,320	\$ 59,425	1.00	\$ 196,020	\$ 61,736	1.00
Senior Human Resources Analyst	102,840	31,804	1.00	111,220	33,740	1.00
Division Total	\$ 293,160	\$ 91,229	2.00	\$ 307,240	\$ 95,476	2.00

Budget Highlights – Human Resources Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

Professional Services: Provides funding for background checks, organizational professional development training, recruitment, and Equity, Diversity, and Inclusion (EDI) consulting and training services.

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 Systems 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 Systems Division

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
00851880	110000	Salaries and Wages	\$ 350,374	\$ 373,436	\$ 400,680	\$ 427,320	\$ 444,360
00851880	200000	Personnel Benefits	123,056	129,509	125,112	141,456	146,576
00851880	310000	Office and Operating Supplies	14,721	5,263	7,000	8,000	9,000
00851880	313100	Computer Related Supplies	-	-	-	-	-
00851880	350000	Small Tools & Minor Equipment	137,258	6,443	11,650	86,625	34,500
00851880	410000	Professional Services	265,369	359,955	772,900	499,125	576,619
00851880	424210	Telephone/Internet	19,428	23,478	33,890	35,890	36,890
00851880	424220	Postage	92	14	-	-	-
00851880	430000	Travel	-	-	3,000	5,000	6,000
00851880	450000	Operating Rentals and Leases	18,867	10,973	25,000	20,000	20,000
00851880	480000	Repairs and Maintenance	863	820	1,000	1,500	2,000
00851880	494910	Memberships and Dues	755	-	250	250	250
00851880	494930	Registration-Training/Workshop	294	2,535	9,000	11,000	12,000
00851880	494940	Subscriptions and Publications	-	-	-	-	-
00851880	640000	Machinery And Equipment	295,274	22,852	702,000	120,000	55,000
TOTAL EXPENDITURES			\$ 1,226,351	\$ 935,279	\$ 2,091,482	\$ 1,356,166	\$ 1,343,195

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
00851880	410000	Professional Services	8,275	5,601	390,000	36,750	10,000
00851880	410400	Website	8,690	8,698	10,000	10,000	10,000
00851880	410700	Online Video Streaming	4,306	15,542	15,000	17,500	17,500
00851880	410750	Channel 21 Video Production	25,372	240	5,000	50,000	50,000
00851880	414100	Software Licensing Fees	218,727	329,874	352,900	384,875	489,119
TOTAL PROFESSIONAL SERVICES			\$ 265,369	\$ 359,955	\$ 772,900	\$ 499,125	\$ 576,619

Personnel

INFORMATION SYSTEMS DIVISION	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Information Systems Manager	\$ 141,510	\$ 39,810	1.00	\$ 145,750	\$ 40,970	1.00
Information Systems Analyst	110,560	31,493	1.00	113,860	32,357	1.00
GIS Analyst I	93,000	28,473	1.00	95,790	29,536	1.00
Information Systems Help Desk Technician	82,250	41,681	1.00	88,960	43,713	1.00
Division Total	\$ 427,320	\$ 141,456	4.00	\$ 444,360	\$ 146,576	4.00

Budget Highlights – Information Systems Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

Small Tools and Minor Equipment: For the purchase of small tools and replacement of minor equipment.

Professional Services: Includes funding for maintenance of the City’s network and telephone and software systems 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.

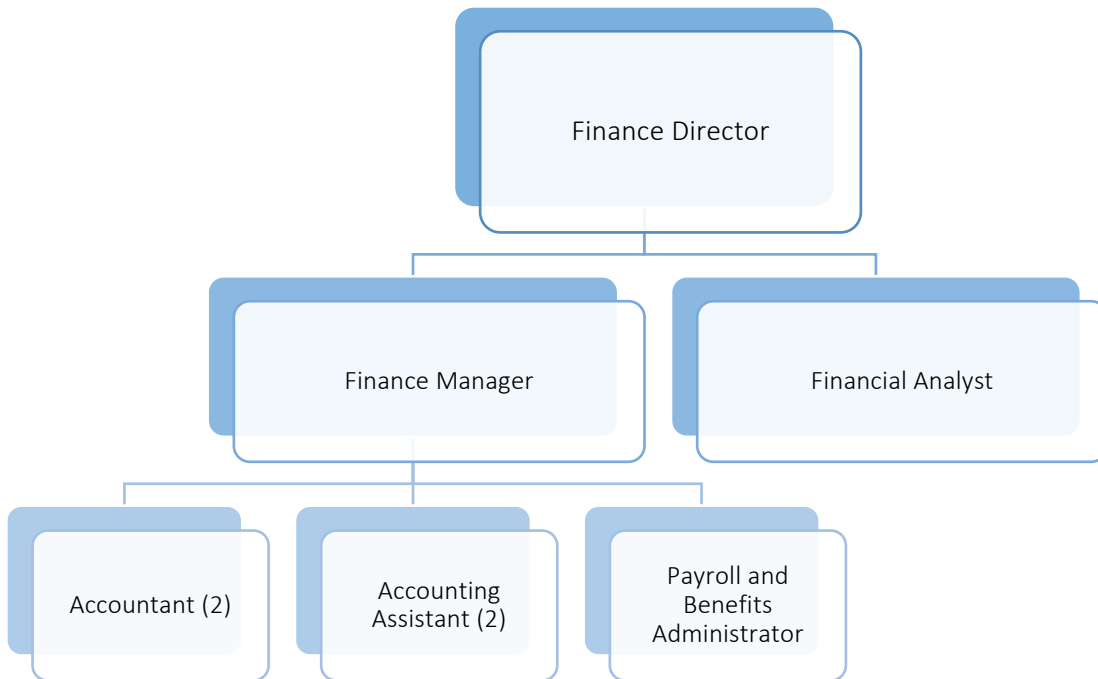
Software Licensing Fees: Maintenance and licensing costs for software used citywide. Major software licenses include the City’s GIS database, digital archiving software, document management software, desktop software, asset management software, and virtual software.

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

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

Machinery and Equipment: For the purchase and replacement of major equipment over \$5,000.

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, the City's Bond Rating was increased to Aa1 in 2021, reflecting the City's solid financial condition.

Finance & Citywide Services

Expenditure Summary

Account Number		Description	2020	2021	2022	2023	2024
Organization	Object		Actual	Actual	Revised Budget	Preliminary Budget	Preliminary Budget
EXPENDITURES							
00751420	110000	Salaries and Wages	\$ 643,805	\$ 629,158	\$ 749,590	\$ 864,010	\$ 911,320
00751420	200000	Personnel Benefits	240,706	239,111	272,814	338,201	352,094
00751420	310000	Office and Operating Supplies	4,061	2,672	6,100	6,500	6,500
00751420	350000	Small Tools & Minor Equipment	-	2,386	-	7,660	-
00751420	410000	Professional Services	1,690,655	1,774,084	2,131,431	2,002,239	2,024,625
00751420	424210	Telephone/Internet	1,575	1,975	2,000	2,500	2,500
00751420	424220	Postage	48	82	-	-	-
00751420	430000	Travel	850	-	6,000	7,000	7,000
00751420	450000	Operating Rentals and Leases	-	-	-	-	-
00751420	480000	Repairs and Maintenance	-	-	-	-	-
00751420	494910	Memberships and Dues	7,408	7,202	8,300	9,750	10,100
00751420	494920	Printing/Binding/Copying	169	683	1,250	2,500	2,500
00751420	494930	Registration-Training/Workshop	4,281	1,350	5,100	5,000	5,000
00751420	494940	Subscriptions and Publications	536	65	500	500	500
00751420	494950	Miscellaneous	5,710	2,165	2,300	2,300	2,300
00751420	494995	Bad Debt Expense	-	-	-	-	-
00751420	640000	Machinery And Equipment	14,080	44,302	100,000	-	-
00951420	310000	Office and Operating Supplies	2,183	-	-	-	-
00951420	440000	SWM Fee Assessment	3,995	4,033	4,200	4,500	4,500
00951420	470005	Utilities	83,750	83,750	89,000	89,000	89,000
00951863	410000	Professional Services	161,345	-	-	-	-
00100000	590000	Interfund Chg for Equip Replc	75,000	400,000	150,000	150,000	150,000
TOTAL EXPENDITURES			\$ 2,940,157	\$ 3,193,017	\$ 3,528,585	\$ 3,491,660	\$ 3,567,939

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022	2023	2024
Organization	Object				Revised Budget	Preliminary Budget	Preliminary Budget
00751420	410000	Professional Services	69,241	96,215	324,427	180,500	184,500
00951420	410950	Human Svc-Family/Youth	-	-	-	-	-
00955430	411300	Animal Control Services	256,698	258,609	267,000	285,000	285,000
00751420	411450	B&O Tax Collect and Audit	-	-			
00751420	411550	Advertising	-	150	-	500	500
00751420	414100	Software Licensing Fees	51,326	53,854	57,750	58,000	60,300
00751420	414250	Banking Svcs & Cr Card Fees	47,812	53,329	45,500	60,000	60,000
00951250	415000	District Court Costs	309,633	303,008	460,000	350,000	350,000
00952360	415000	Jail Contracts	944,508	989,510	962,254	1,048,739	1,064,825
00956600	415000	Substance Abuse Services	11,437	19,409	14,500	19,500	19,500
TOTAL PROFESSIONAL SERVICES			\$ 1,690,655	\$ 1,774,084	\$ 2,131,431	\$ 2,002,239	\$ 2,024,625

Personnel

FINANCE DEPARTMENT	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Finance Director	\$ 190,320	\$ 63,030	1.00	\$ 196,020	\$ 65,561	1.00
Finance Manager	132,640	42,224	1.00	143,450	44,789	1.00
Financial Analyst	97,820	30,648	1.00	105,790	32,523	1.00
Accountant (1 TLT)	187,070	78,472	2.00	200,220	81,501	2.00
Payroll and Benefits Administrator	95,780	42,851	1.00	100,640	44,386	1.00
Accounting Assistant	160,380	80,976	2.00	165,200	83,334	2.00
Department Total	\$ 864,010	\$ 338,201	8.00	\$ 911,320	\$ 352,094	8.00

Budget Highlights – Finance Department & Citywide Services

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

Professional Services: Provides funding for annual financial and accountability audits provided by the Washington State Auditor's Office, financial, accounting, and software consulting services 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.

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.

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

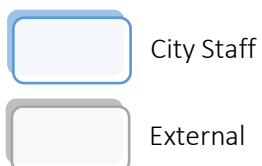
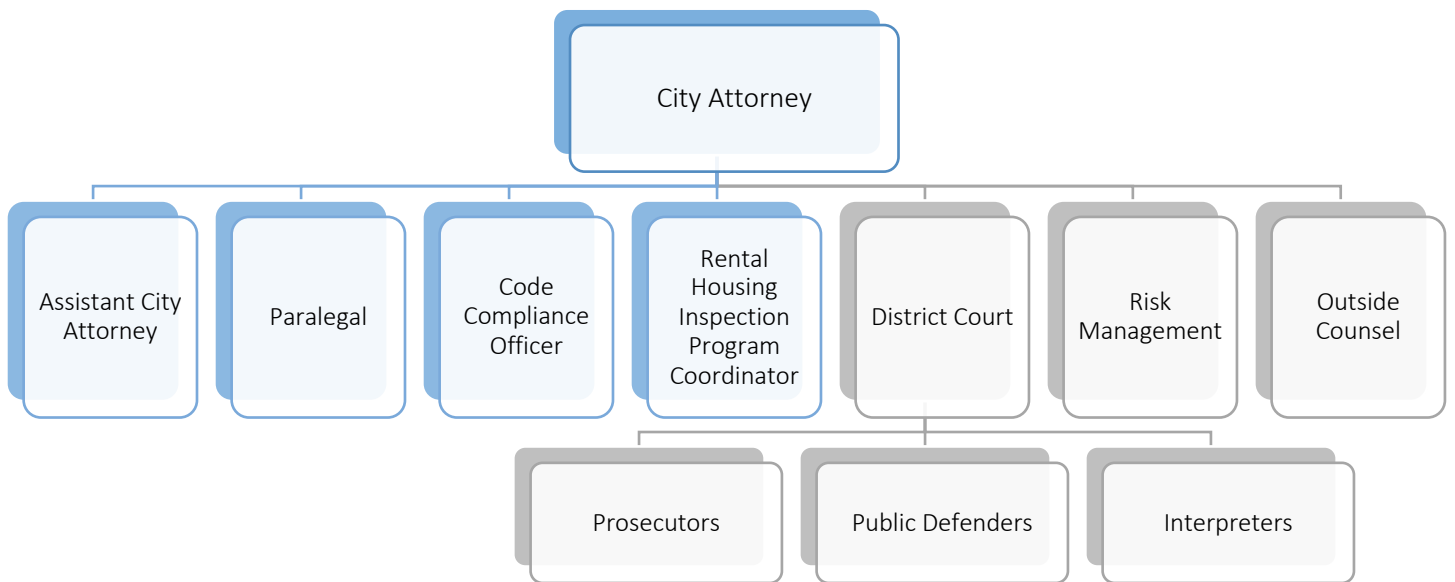
Jail Contract: Jail services are provided by the South Correctional Entity (SCORE), in which the City has a 5% ownership of the facility. The City also contracts for electronic home detention services.

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.

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

Interfund Charge for Equipment Replacement: Provides \$150,000 in both 2023 and 2024 to the Equipment Replacement Fund for future vehicles and equipment replacement.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01051530	110000	Salaries and Wages	\$ 398,102	\$ 386,468	\$ 558,370	\$ 607,830	\$ 639,940
01051530	200000	Personnel Benefits	137,478	156,760	216,538	218,394	227,533
01051530	310000	Office and Operating Supplies	1,596	1,557	2,300	2,300	2,300
01051530	320000	Fuel Consumed	731	363	1,000	1,000	1,000
01051530	350000	Small Tools & Minor Equipment	-	1,952	-	2,000	-
01051530	410000	Professional Services	872,867	709,644	704,300	741,800	741,800
01051530	424210	Telephone/Internet	2,854	3,005	2,420	2,400	2,400
01051530	424220	Postage	-	-	-	-	-
01051530	430000	Travel	620	-	-	-	-
01051530	450000	Operating Rentals and Leases	-	-	-	-	-
01051530	460000	Insurance	378,948	420,158	474,720	746,602	501,716
01051530	480000	Repairs and Maintenance	17	281	500	-	-
01051530	494910	Memberships and Dues	585	1,000	600	600	600
01051530	494920	Printing/Binding/Copying	58	147	600	500	500
01051530	494930	Registration-Training/Workshop	1,074	157	1,500	1,500	1,500
01051530	494940	Subscriptions and Publications	5,159	2,049	2,100	2,400	2,400
01051530	494950	Miscellaneous	-	13	-	-	-
01051530	640000	Machinery And Equipment	-	-	-	20,000	-
01051861	494020	Claims & Judgments	107,612	-	-	-	-
TOTAL EXPENDITURES			\$ 1,907,700	\$ 1,683,552	\$ 1,964,948	\$ 2,347,326	\$ 2,121,689

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022	2023	2024
Organization	Object				Revised Budget	Preliminary Budget	Preliminary Budget
01051530	410000	Professional Services	121,872	8,277	25,000	25,000	25,000
01051530	410150	Overflow Legal Services	56,590	18,427	22,000	22,000	22,000
01051530	410250	Litigation-Consulting Services	219,490	185,851	150,000	150,000	150,000
01051530	414050	Domestic Violence Advocate	14,351	17,468	20,000	23,000	23,000
01051530	414100	Software Licensing Fees	-	-	-	-	-
01051530	414140	Jury and Witness Fees	-	-	500	500	500
01051530	414180	Criminal Prosecution Services	219,996	219,996	228,800	228,800	228,800
01051530	414200	Nuisance and Abatement Costs	12,028	6,318	10,000	30,000	30,000
01151593	414130	Probate/Public Defender Screening	7,340	12,510	11,500	12,500	12,500
01151593	414150	Public Defender Investigations	5,475	8,372	11,500	15,000	15,000
01151593	414160	Public Defender	215,725	232,425	225,000	235,000	235,000
TOTAL PROFESSIONAL SERVICES			\$ 872,867	\$ 709,644	\$ 704,300	\$ 741,800	\$ 741,800

Personnel

LEGAL DEPARTMENT	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
City Attorney	\$ 190,320	\$ 66,160	1.00	\$ 196,040	\$ 68,101	1.00
Assistant City Attorney	148,680	54,619	1.00	153,160	56,215	1.00
Code Compliance Officer	87,180	31,506	1.00	94,270	33,200	1.00
Rental Housing Inspection Program Coordinator	88,590	27,307	1.00	95,810	29,166	1.00
Paralegal	93,060	38,803	1.00	100,660	40,851	1.00
Department Total	\$ 607,830	\$ 218,394	5.00	\$ 639,940	\$ 227,533	5.00

Budget Highlights - Legal Department

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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.

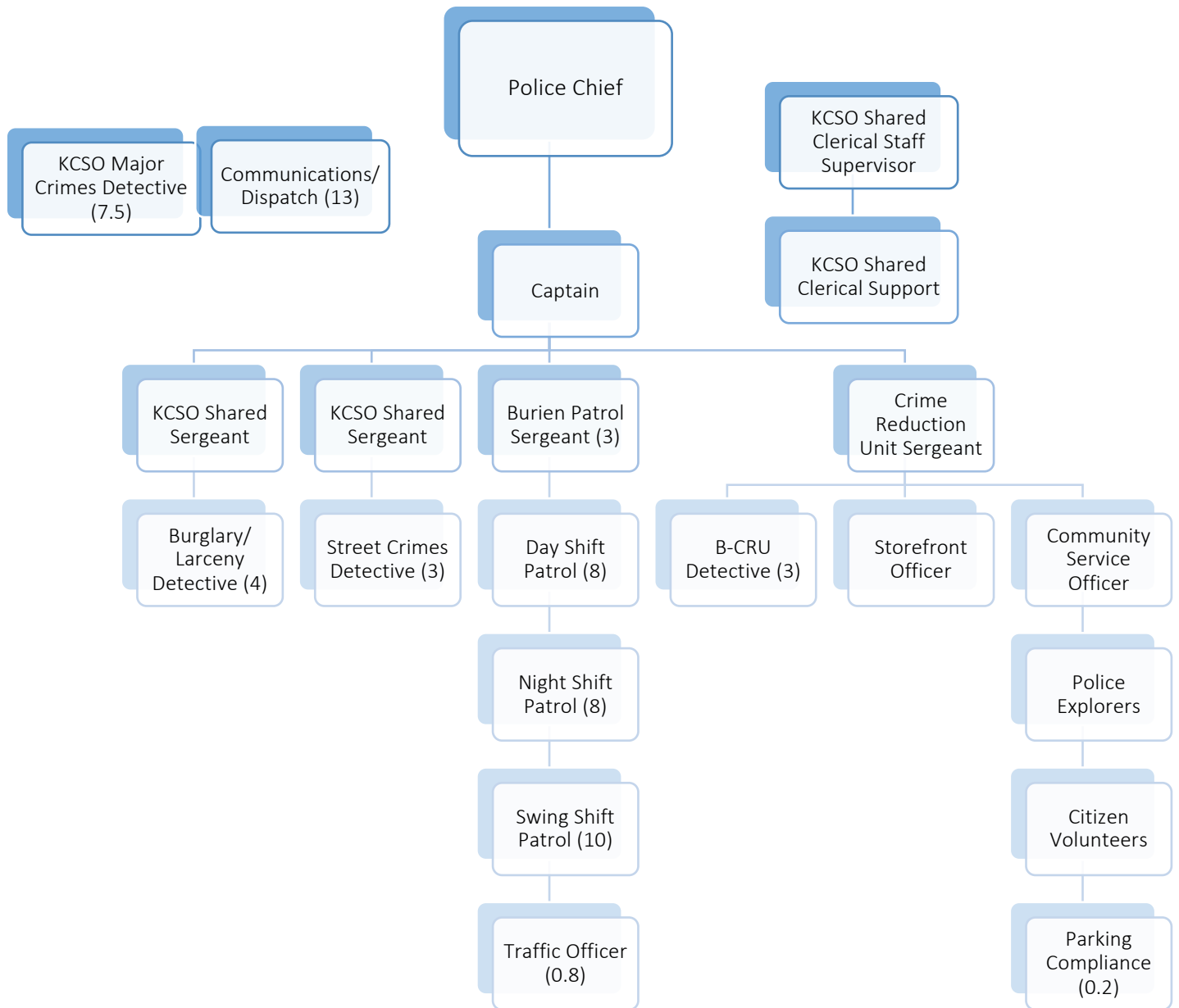
Public Defender Investigations: The City provides funding to its public defenders to cover the cost of experts and investigators during the course of defending their clients.

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.

Machinery and Equipment: For the implementation of Rental Housing Inspection Program functions to the permitting software.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01252120	120000	Overtime	-	-	-	-	-
01252120	200000	Personnel Benefits	17	12	-	-	-
01252120	310000	Office and Operating Supplies	3,521	3,776	5,000	5,000	5,000
01252120	320000	Fuel Consumed	47	-	-	-	-
01252120	350000	Small Tools & Minor Equipment	19,361	37,959	5,000	5,000	5,000
01252120	350010	Police Explorer Program	-	407	5,000	5,000	5,000
01252120	410000	Professional Services	13	183	-	-	-
01252120	414100	Software Licensing Fees	-	-	-	-	-
01252120	415000	Police Contract - King County	13,332,836	12,647,518	14,203,570	15,500,000	16,250,000
01252120	415001	Police Contract Contra Account	-	-	(350,000)	(400,000)	(250,000)
01252120	424210	Telephone/Internet	-	-	-	-	-
01252120	434310	Lodging	-	5,948	-	-	-
01252120	434320	Meals	-	2,182	-	-	-
01252120	434340	Other Travel	-	2,085	5,000	5,000	5,000
01252120	480000	Repairs and Maintenance	2,156	-	1,000	1,000	1,000
01252120	480200	Repairs and Maint - Fleet	-	1,514	-	-	-
01252120	494910	Memberships and Dues	745	211	1,000	1,000	1,000
01252120	494920	Printing/Binding/Copying	486	845	1,000	1,000	1,000
01252120	494930	Registration-Training/Workshop	695	10,559	8,400	8,400	8,400
01252120	494940	Subscriptions and Publications	913	-	-	-	-
01252120	494950	Miscellaneous	-	22	-	-	-
01252120	494970	Citizens Patrol/ Crime Prevent	-	595	2,000	2,000	2,000
01252120	494980	CERT / Citizens Academy	150	-	1,000	1,000	1,000
01252120	494990	Investigative Funds	-	-	-	-	-
01252120	510100	Police Contract - King County	-	-	-	-	-
01252120	640000	Machinery And Equipment	-	-	10,000	10,000	10,000
TOTAL EXPENDITURES			\$13,360,941	\$12,713,817	\$13,897,970	\$15,144,400	\$16,044,400

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).

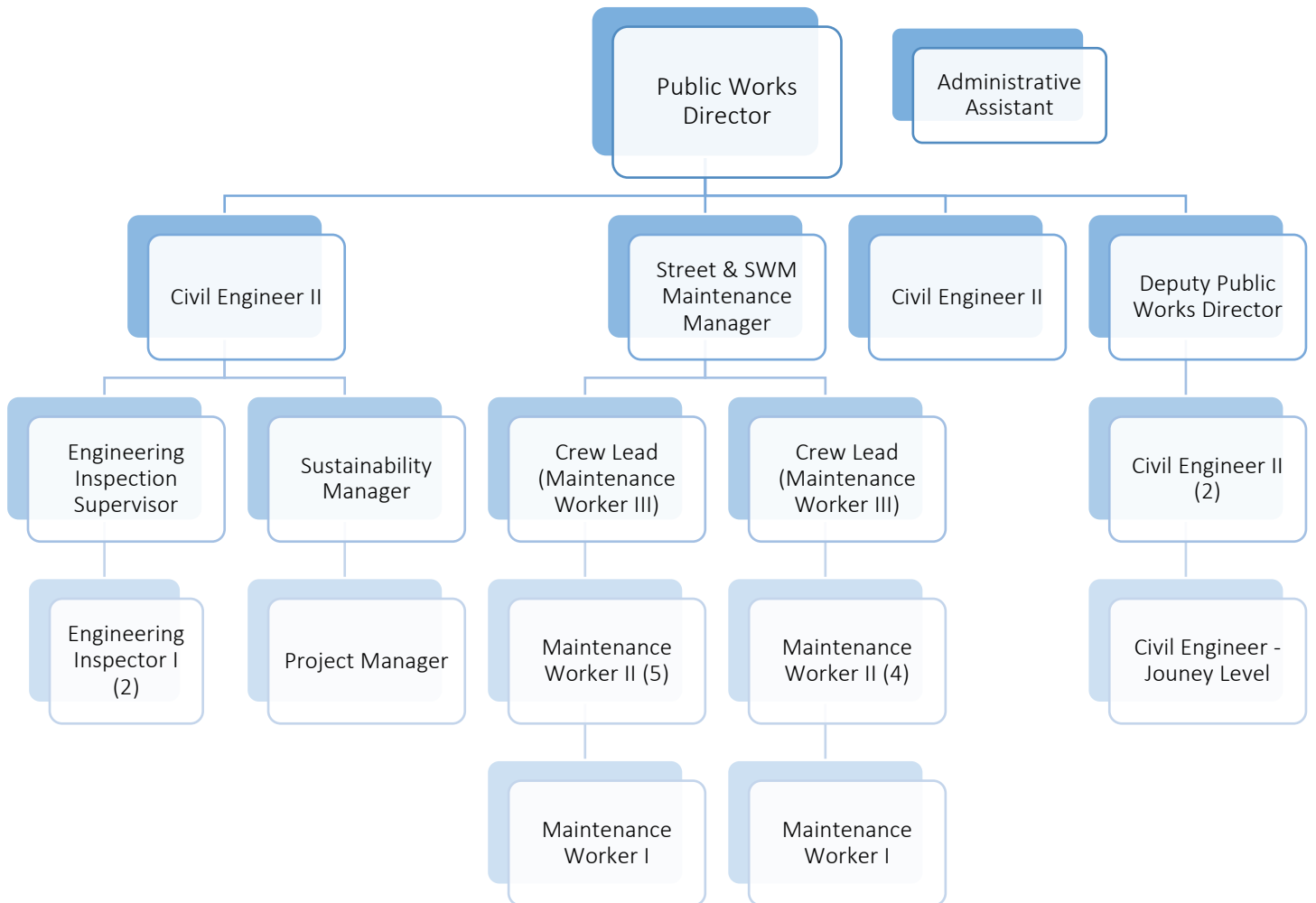
Explorer Program: The Police Explorer Program engages in community outreach and teaches teens about law enforcement through volunteer service and training.

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 2023 and 2024 to account for the estimated contract shortfalls that result from officer vacancies and other costs savings.

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

Machinery and Equipment: Purchase 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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01354190	110000	Salaries and Wages	\$ 151,453	\$ 57,759	\$ 180,810	\$ 178,440	\$ 184,700
01354190	200000	Personnel Benefits	46,755	21,375	31,555	62,424	64,309
01354190	310000	Office and Operating Supplies	25,224	5,794	11,000	11,000	11,000
01354190	320000	Fuel Consumed	116	31	200	200	200
01354190	350000	Small Tools & Minor Equipment	-	2,026	-	-	-
01354190	410000	Professional Services	259,665	210,771	285,250	365,000	335,000
01354190	424210	Telephone/Internet	3,641	4,305	50	4,800	4,800
01354190	430000	Travel	28	-	100	100	100
01354190	450000	Operating Rentals and Leases	23,870	25,538	24,500	30,000	31,000
01354190	480000	Repairs and Maintenance	898	380	2,250	2,250	2,250
01354190	494910	Memberships and Dues	1,451	1,347	1,500	1,500	1,500
01354190	494920	Printing/Binding/Copying	-	335	150	150	150
01354190	494930	Registration-Training/Workshop	727	-	1,000	1,000	1,000
01354190	494940	Subscriptions and Publications	-	-	-	-	-
01354190	494950	Miscellaneous	-	-	-	-	-
01354190	510000	Intergovt Professional Service	487	-	-	-	-
01354190	640000	Machinery And Equipment	-	-	-	-	-
01351830	630000	Other Improvements	12,166	-	-	-	-
TOTAL EXPENDITURES			\$ 526,481	\$ 329,661	\$ 538,365	\$ 656,864	\$ 636,009

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
01354190	410000	Professional Services	11	46,623	30,000	110,000	70,000
01354190	414100	Software Licensing Fees	-	-	250	-	-
01351830	414110	City Hall Bldg Maintenance	209,530	164,148	180,000	180,000	180,000
01351830	414190	Janitorial	50,123	-	75,000	75,000	85,000
TOTAL PROFESSIONAL SERVICES			\$ 259,665	\$ 210,771	\$ 285,250	\$ 365,000	\$ 335,000

Personnel

PUBLIC WORKS DEPARTMENT- GEN FUND	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 38,070	\$ 11,548	0.20	\$ 39,210	\$ 11,884	0.20
Deputy Public Works Director	32,830	8,706	0.20	33,810	8,977	0.20
Civil Engineer II	25,020	10,062	0.20	25,780	10,309	0.20
Civil Engineer - Journey Level	21,850	7,156	0.20	22,780	7,402	0.20
Sustainability Manager	18,800	8,382	0.20	19,680	8,668	0.20
Project Manager	31,230	12,515	0.40	32,170	12,811	0.40
Administrative Assistant	7,640	4,055	0.10	8,270	4,257	0.10
Overtime	3,000			3,000		
Division Total	\$ 178,440	\$ 62,424	1.50	\$ 184,700	\$ 64,309	1.50

The following personnel are funded by the Capital Improvement Program:

PUBLIC WORKS - CAPITAL IMPROVEMENT	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Civil Engineer II	\$ 62,550	\$ 24,246	0.50	\$ 64,420	\$ 24,865	0.50
Civil Engineer II - SWM	25,020	10,757	0.20	25,770	11,177	0.20
Division Total	\$ 87,570	\$ 35,003	0.70	\$ 90,190	\$ 36,042	0.70

Budget Highlights – Public Works Department

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

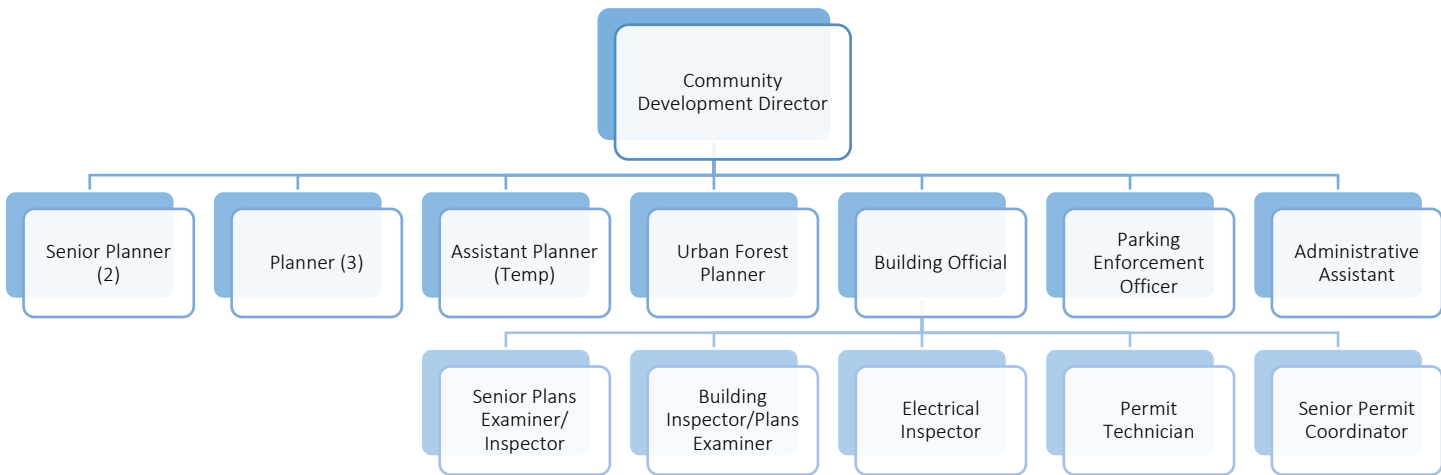
Professional Services: Includes funding for reimbursable engineering services for development review, as well as emergency preparedness coordination, and consulting for miscellaneous services such as grants, franchise, and solid waste assistance.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01455850	110000	Salaries and Wages	\$ 578,639	\$ 609,203	\$ 681,380	\$ 721,320	\$ 763,060
01455850	200000	Personnel Benefits	223,500	231,219	258,026	256,604	267,616
01455850	310000	Office and Operating Supplies	3,431	2,079	6,300	6,500	6,500
01455850	320000	Fuel Consumed	1,743	2,333	2,400	3,400	3,400
01455850	350000	Small Tools & Minor Equipment	682	842	-	900	900
01455850	410000	Professional Services	102,589	62,035	125,400	50,400	50,400
01455850	424210	Telephone/Internet	6,761	8,848	5,480	10,000	10,000
01455850	430000	Travel	517	708	500	500	500
01455850	480200	Repairs and Maint - Fleet	1,788	2,501	2,500	2,500	2,500
01455850	494910	Memberships and Dues	375	954	800	950	950
01455850	494920	Printing/Binding/Copying	667	500	500	750	750
01455850	494930	Registration-Training/Workshop	2,669	2,965	5,000	5,000	5,000
01455850	494940	Subscriptions and Publications	3,168	2,762	4,000	4,000	4,000
01455850	494950	Miscellaneous	229	177	600	600	600
01455850	640000	Machinery And Equipment	-	103,777	486,223	-	-
TOTAL EXPENDITURES			\$ 926,759	\$ 1,030,902	\$ 1,579,108	\$ 1,063,424	\$ 1,116,176

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
01455850	410000	Professional Services	78,713	36,018	25,000	25,000	25,000
01455850	410200	Engr Fees - Reimbursable	-	-	75,000	-	-
01455850	411550	Advertising	388	-	-	-	-
01455850	414100	Software Licensing Fees	23,488	26,017	25,400	25,400	25,400
TOTAL PROFESSIONAL SERVICES			\$ 102,589	\$ 62,035	\$ 125,400	\$ 50,400	\$ 50,400

Personnel

COMMUNITY DEVELOPMENT - BUILDING	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Community Development Director	\$ 95,160	\$ 26,790	0.50	\$ 98,020	\$ 27,454	0.50
Building Official	145,150	53,930	1.00	159,600	57,347	1.00
Senior Planner	27,640	8,988	0.25	28,470	9,091	0.25
Senior Plans Examiner/ Inspector	105,360	35,038	1.00	113,950	36,914	1.00
Building Inspector/Plans Examiner	95,000	32,895	1.00	100,660	34,122	1.00
Electrical Inspector	97,720	38,353	1.00	100,660	39,262	1.00
Senior Permit Coordinator	64,780	21,313	0.75	66,730	21,806	0.75
Permit Technician	54,130	19,376	0.75	58,540	20,336	0.75
Administrative Assistant	36,380	19,920	0.50	36,430	20,290	0.50
Division Total	\$ 721,320	\$ 256,604	6.75	\$ 763,060	\$ 266,623	6.75

Budget Highlights – Building Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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.

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

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01555860	110000	Salaries and Wages	\$ 545,946	\$ 620,728	\$ 687,060	\$ 846,170	\$ 803,660
01555860	200000	Personnel Benefits	204,931	213,770	235,309	289,734	262,478
01555860	310000	Office and Operating Supplies	2,599	4,607	4,000	-	-
01555860	350000	Small Tools & Minor Equipment	-	2,784	-	-	-
01555860	410000	Professional Services	91,977	22,733	1,011,700	155,500	95,500
01555860	424210	Telephone/Internet	931	1,147	2,000	2,000	2,000
01555860	424220	Postage	-	245	400	440	440
01555860	430000	Travel	301	70	2,500	2,500	2,500
01555860	494910	Memberships and Dues	2,828	1,955	3,600	3,600	3,600
01555860	494920	Printing/Binding/Copying	-	2,746	1,700	2,800	2,800
01555860	494930	Registration-Training/Workshop	890	1,983	4,500	4,500	4,500
01555860	494940	Subscriptions and Publications	47	114	100	100	100
01555860	494950	Miscellaneous	57	22	750	750	750
01555860	640000	Machinery and Equipment	-	-	20,000	8,602	-
TOTAL EXPENDITURES			\$ 850,505	\$ 872,905	\$ 1,973,619	\$ 1,316,696	\$ 1,178,328

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
01555860	410000	Professional Services	122,031	29,639	483,700	110,000	50,000
01555860	410200	Engr Fees - Reimbursable	(41,700)	(31,525)	30,000	-	-
01555860	410300	Hearing Exam Nonreimbursed	3,752	17,331	18,000	25,000	25,000
01555860	411550	Advertising	6,676	6,728	8,000	8,000	8,000
01555860	414090	Comprehensive Plan Costs	-	-	460,000	-	-
01555860	414100	Software Licensing Fees	719	60	2,000	2,000	2,000
01555860	414280	Neighborhood Fund Grant	-	-	10,000	10,000	10,000
01555860	415000	Intergovernmental Services	500	500	-	500	500
TOTAL EXPENDITURES			\$ 91,977	\$ 22,733	\$ 1,011,700	\$ 155,500	\$ 95,500

Personnel

COMMUNITY DEVELOPMENT - PLANNING	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Community Development Director	\$ 95,160	\$ 26,725	0.50	\$ 98,020	\$ 27,513	0.50
Senior Planner	193,480	60,413	1.75	199,290	62,172	1.75
Planner	281,960	100,465	3.00	294,900	104,825	3.00
Assistant Planner (TLT 2023)	71,060	36,192	1.00	-	-	0.00
Senior Permit Coordinator	21,600	7,105	0.25	22,250	7,313	0.25
Permit Technician	18,050	6,457	0.25	19,520	6,823	0.25
Urban Forest Planner	109,680	29,817	1.00	113,880	30,858	1.00
Parking Compliance Officer	18,800	2,640	0.30	19,370	2,690	0.30
Administrative Assistant	36,380	19,920	0.50	36,430	20,290	0.50
Division Total	\$ 846,170	\$ 289,734	8.55	\$ 803,660	\$ 262,483	7.55

Budget Highlights – Planning Division

Salaries and Benefits: Salaries are based on the City’s Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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

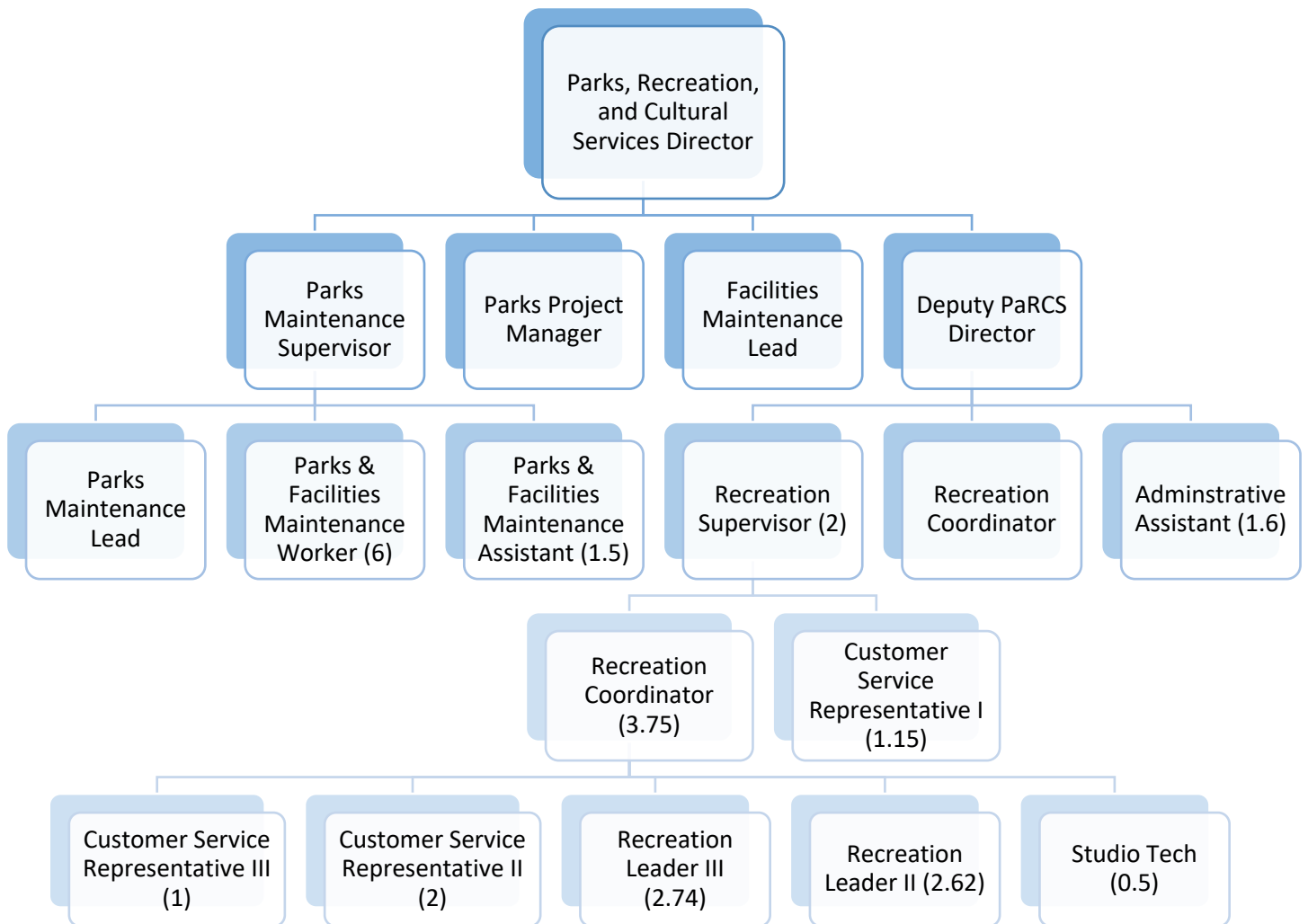
Hearing Examiner – Non-reimbursed: This covers the cost for hearing examiners which are not charged to the applicant.

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

Neighborhood Fund Grant: Provides funding for neighborhood improvement projects such as rain gardens, subdivision identification signs, and tree planting.

Machinery and Equipment: For the purchase of Global Positioning System (GPS) equipment to assist with conducting tree inventories.

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, parks, 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, two community centers, and several buildings within parks.

Parks, Recreation, and Cultural Services Department

Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
EXPENDITURES							
01657100	110000	Salaries and Wages	\$ 1,690,024	\$ 1,746,365	\$ 2,285,810	\$ 2,503,610	\$ 2,634,290
01657100	200000	Personnel Benefits	689,149	706,796	857,069	947,806	983,505
016*, 017*, 018*	310000	Office and Operating Supplies	154,113	146,130	197,749	186,607	194,209
016*, 017*, 018*	320000	Fuel Consumed	32,900	40,334	41,345	74,446	75,346
016*, 017*, 018*	350000	Small Tools & Minor Equipment	29,837	46,218	8,900	19,700	19,700
016*, 017*, 018*	410000	Professional Services	298,999	321,240	744,826	683,431	700,457
016*, 017*, 018*	424210	Telephone/Internet	34,404	29,480	32,840	44,000	44,000
01657100	424220	Postage	-	-	530	530	530
01657100	430000	Travel	853	106	6,045	6,045	6,045
01857680	440000	SWM Fee Assessment	27,238	27,487	29,495	30,236	31,143
016*, 017*, 018*	450000	Operating Rentals and Leases	63,897	14,100	26,731	32,631	34,067
018*	470000	Utilities	100,217	92,712	145,470	157,087	161,932
017*, 018*	480000	Repairs and Maintenance	64,863	68,408	66,000	75,000	75,000
017*	494900	Admission/Entrance Fees	(92)	-	2,120	3,000	3,300
01657100	494910	Memberships and Dues	2,370	2,530	1,415	1,457	1,501
016*, 017*, 018*	494920	Printing/Binding/Copying	58	1,028	1,000	4,000	4,000
01657100	494930	Registration-Training/Worksho	6,545	3,112	10,300	10,300	10,300
016*, 017*	494940	Subscriptions and Publications	1,393	861	940	1,175	1,234
016*, 017*, 018*	494950	Miscellaneous	1,846	2,682	2,660	4,250	4,400
01857680	630000	Other Improvements	7,610		-	-	-
016*, 017*, 018*	640000	Machinery And Equipment	40,706	20,260	65,000	-	-
TOTAL EXPENDITURES			\$ 3,246,929	\$ 3,269,847	\$ 4,526,245	\$ 4,785,310	\$ 4,984,959

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
016*, 017*, 018*	410000	Professional Services	114,526	164,340	349,858	259,377	261,385
01857680	410003	Encampment Clean-Up	-	-	30,000	15,000	15,000
01857680	410350	Seasonal Security	19,211	23,605	30,232	31,139	32,073
01857550	410800	Building Security	3,189	2,419	4,020	4,500	4,500
016*, 017*	410850	Instructors Prof Svcs	36,748	42,459	131,455	170,585	181,015
01757100	410900	Arts and Culture Grants	19,000	-	20,000	20,000	20,000
01657100	411250	Marketing	3,400	900	30,624	30,600	30,600
01757100	411500	Teen Late Night Security	2,296	5,000	4,400	4,840	5,324
01657100	411550	Advertising	510	295	1,061	1,200	1,200
01657100	414100	Software Licensing Fees	12,060	23,311	12,603	14,000	14,000
01757100	414170	Summer Youth	29,600	3,884	-	-	-
01857550	414190	Janitorial	52,511	51,090	104,050	105,667	108,837
01657100	414250	Banking Svcs & Cr Card Fees	5,948	3,937	26,523	26,523	26,523
TOTAL EXPENDITURES			\$ 298,999	\$ 321,240	\$ 744,826	\$ 683,431	\$ 700,457

Personnel

PARKS, RECREATION & CULTURAL SERVICES	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
PaRCS Director	\$ 190,320	\$ 48,850	1.00	\$ 196,040	\$ 50,266	1.00
Deputy PaRCS Director	135,020	51,958	1.00	150,280	54,927	1.00
Recreation Supervisor	200,320	80,683	2.00	206,340	83,001	2.00
Recreation Coordinator	420,520	182,581	4.75	433,160	187,822	4.75
Administrative Assistant	115,490	35,806	1.60	122,440	37,497	1.60
Customer Service Representative III	62,520	31,576	1.00	67,610	33,512	1.00
Customer Service Representative II	97,110	38,220	1.55	100,050	39,271	1.55
Parks Project Manager	119,130	52,289	1.00	128,840	55,015	1.00
Parks Maintenance Supervisor	96,590	28,981	1.00	103,170	30,800	1.00
Facilities Maintenance Lead	90,760	41,265	1.00	93,460	42,379	1.00
Parks Maintenance Lead	87,150	30,261	1.00	93,460	32,004	1.00
Parks & Facilities Maintenance Worker	427,600	208,783	6.00	457,860	217,605	6.00
Recreation Leader III	91,130	69,068	2.00	101,450	71,076	2.00
Studio Tech	29,840	4,270	0.50	30,740	4,345	0.50
Subtotal, Regular Staff:	\$ 2,163,500	\$ 904,591	25.40	\$ 2,284,900	\$ 939,520	25.40
Customer Service Representative I	45,190	4,455	1.15	46,550	4,570	1.15
Customer Service Representative II	26,860	2,520	0.45	27,660	2,585	0.45
Recreation Leader III	37,420	5,765	0.75	38,830	5,875	0.75
Recreation Leader II	113,320	18,705	2.62	116,690	18,985	2.62
Parks & Facilities Maintenance Assistant	77,320	11,770	1.50	79,660	11,970	1.50
Subtotal, Intermittent Staff:	\$ 300,110	\$ 43,215	6.46	\$ 309,390	\$ 43,985	6.46
Overtime	40,000			40,000		
Standby Time	-			-		
Department Total	\$ 2,503,610	\$ 947,806	31.86	\$ 2,634,290	\$ 983,505	31.86

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 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024.

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 youth and family programs. Professional services in parks and facilities maintenance will pay for contract services to remove graffiti, tree maintenance, play chip blowing, and consulting 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 adult and all age 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.

Marketing: Professional services to market the PaRCS Department programs and services.

Software Licensing Fees: Annual licensing fees for the Department’s recreation registration software.

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

Banking Services/Credit Card Fees: 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 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.

Repairs and Maintenance: Includes funding for services and 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 and youth programs.

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
Federal Criminal Forfeiture Fund	3-16
Debt Service Fund	3-17

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
10100000	316450	Solid Waste Utility Tax	\$ 481,258	\$ 496,192	\$ 497,390	\$ 526,410	\$ 542,202
10100000	318120	Parking Tax	89,951	172,403	177,000	207,000	213,210
10100000	321910	Franchise Fees	981,921	984,709	1,081,500	1,044,678	1,076,018
10100000	322400	Right of Way Use Permit	96,400	97,783	104,107	120,000	120,000
10100000	333219	US Treasury / DOC CARES Act	5,300	-	-	-	-
10100000	337100	Intergovernmental Revenue	12,423	-	-	-	-
10100000	395200	Compensation for Loss of Asset	18,613	-	-	-	-
01954230	336060 71	Multimodal Transportation	70,885	69,937	71,750	70,000	70,000
01954230	336060 87	Motor Vehicle Fuel Tax	933,071	1,007,710	996,230	1,015,157	1,035,460
10100000	360000	Miscellaneous Revenue	9,348	1,495	10,000	1,500	1,500
TOTAL REVENUES			\$ 2,699,170	\$ 2,830,229	\$ 2,937,977	\$ 2,984,744	\$ 3,058,390
10100000	308500	Beginning Fund Balance	1,539,204	1,767,801	1,174,472	423,034	332,349
TOTAL RESOURCES			\$ 4,238,373	\$ 4,598,029	\$ 4,112,449	\$ 3,407,778	\$ 3,390,738
EXPENDITURES							
01954310	110000	Salaries and Wages	\$ 674,728	\$ 737,734	\$ 932,140	\$1,030,500	\$1,072,980
01954310	200000	Personnel Benefits	302,720	307,048	391,325	423,729	437,896
01954230	310000	Office and Operating Supplies	77,947	106,805	160,000	175,000	175,000
01954230	320000	Fuel Consumed	13,503	18,337	20,000	29,000	29,000
01954230	350000	Small Tools & Minor Equipment	1,106	5,569	15,000	16,000	16,000
01954230	410000	Professional Services	258,857	244,717	448,250	463,000	463,000
01954230	424210	Telephone/Internet	9,379	9,933	10,700	17,500	17,500
01954310	424220	Postage	-	-	-	-	-
01954310	430000	Travel	-	-	-	-	-
01954230	450000	Operating Rentals and Leases	73,397	78,824	84,000	88,000	88,000
019*	470000	Utilities	202,844	197,663	262,500	254,500	254,500
01954230	480000	Repairs and Maintenance	4,653	2,634	15,000	12,000	12,000
01954230	480200	Repairs and Maint - Fleet	32,794	27,346	25,000	40,000	40,000
01954310	494910	Memberships and Dues	977	993	1,500	1,500	1,500
01954310	494920	Printing/Binding/Copying	-	37	-	-	-
01954310	494930	Registration-Training/Workshop	2,719	1,553	10,000	10,000	10,000
01954310	494950	Miscellaneous	5	303	-	-	-
10100000	590000	Interfund Chrgs for Equip Replc	-	50,000	50,000	50,000	50,000
01954230	640000	Machinery And Equipment	14,944	-	44,000	6,500	-
TOTAL EXPENDITURES			\$ 1,670,573	\$ 1,789,495	\$ 2,469,415	\$ 2,617,229	\$ 2,667,376
10100000	597000	Transfers Out	800,000	1,634,062	1,220,000	458,200	439,900
TOTAL EXPENDITURES AND TRANSFERS			\$ 2,470,573	\$ 3,423,557	\$ 3,689,415	\$ 3,075,429	\$ 3,107,276
10100000	508500	Ending Fund Balance	1,767,801	1,174,472	423,034	332,349	283,462
TOTAL USES			\$ 4,238,373	\$ 4,598,029	\$ 4,112,449	\$ 3,407,778	\$ 3,390,738

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
01954230	410000	Professional Services	57,717	61,613	118,000	130,000	130,000
01954264	410550	Neighborhood Traffic Control	495	-	-	-	-
01954310	414100	Software Licensing Fees	6,174	8,600	250	3,000	3,000
01954230	415000	Intergovernmental Services	83,026	34,985	160,000	160,000	160,000
01954264	415000	Traffic Signal/Control Maint	111,444	139,520	170,000	170,000	170,000
TOTAL PROFESSIONAL SERVICES			\$ 258,857	\$ 244,717	\$ 448,250	\$ 463,000	\$ 463,000

Personnel

STREET FUND	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 76,130	\$ 23,087	0.40	\$ 78,420	\$ 23,770	0.40
Deputy Public Works Director	65,650	17,423	0.40	67,620	17,936	0.40
Administrative Assistant	34,370	18,233	0.45	37,180	19,116	0.45
Civil Engineer II	100,080	31,636	0.80	103,080	32,490	0.80
Civil Engineer - Journey Level	43,700	14,317	0.40	42,980	14,312	0.40
Street & SWM Maintenance Mgr	64,180	26,798	0.50	69,410	28,175	0.50
Engineering Inspection Supervisor	40,070	20,614	0.40	41,270	21,181	0.40
Engineering Inspector I	34,550	19,531	0.40	35,590	20,072	0.40
PW Maintenance Worker III	94,420	32,915	1.00	97,240	33,788	1.00
PW Maintenance Worker II	307,890	158,452	4.00	324,580	164,469	4.00
PW Maintenance Worker I	71,950	37,603	1.00	74,120	38,616	1.00
Project Manager	23,430	9,436	0.30	25,330	9,903	0.30
Overtime	20,000			20,000		
Standby Time						
Maintenance Assistant- Temp	54,080	13,685	1.00	56,160	14,070	1.00
Division Total	\$ 1,030,500	\$ 423,729	11.05	\$ 1,072,980	\$ 437,896	11.05

Budget Highlights – Street Fund

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024. For union represented positions, the COLA adjustment in 2023 is 9.5% per the contract.

Professional Services: Provides funding for various on-call services, which include engineering consulting, emergency repairs, and tree removal and trimming. In addition, provides funding for litter and graffiti removal and traffic control at community events.

Operating Rentals & Leases: Primarily funds the temporary public works maintenance facility and equipment storage.

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 2023 and 2024 to the Equipment

Replacement Fund for future vehicles and equipment replacement.

Machinery and Equipment: 2023 funding includes the purchase of a new electric mower. The cost of the mower will be shared equally by the Street Fund and Surface Water Management Fund.

Transfers Out: In 2023 and 2024, 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. \$273,200 in 2023 and \$274,900 in 2024 are planned transfer to the Debt Service Fund to finance the debt service on the City's 2021 Limited Tax General Obligation (LTGO) bond for street overlay repairs. \$145,000 in 2023 and \$125,000 in 2024 are planned transfers to the Transportation Capital Improvement Program Fund.

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
02053100	334031	WA Dept of Ecology	\$ -	\$ 50,000	\$ -	\$ -	\$ -
02053100	333219	US Treasury / DOC CARES Act	\$ 4,891		\$ -	\$ -	\$ -
02053100	337100	Intergovernmental Revenue	4,557	50,253	-	68,000	68,000
02053100	343100	Storm Drainage Fees & Charges	3,739,159	3,757,688	3,772,594	4,063,939	4,165,538
10400000	360000	Miscellaneous Revenue	30,599	27,039	33,000	25,500	25,500
10400000	395200	Compensation for Loss of Asset	1,191	-	-	-	-
TOTAL REVENUES			\$ 3,780,397	\$ 3,884,980	\$ 3,805,594	\$ 4,157,439	\$ 4,259,038
10400000	308890	Beginning Fund Balance	2,450,336	2,230,166	1,647,941	774,600	1,150,344
TOTAL RESOURCES			\$ 6,230,733	\$ 6,115,146	\$ 5,453,535	\$ 4,932,039	\$ 5,409,382

EXPENDITURES							
02053100	110000	Salaries and Wages	\$ 1,032,265	\$ 1,160,873	\$ 1,256,050	\$ 1,463,410	\$ 1,534,700
02053100	200000	Personnel Benefits	454,288	502,939	537,925	625,109	646,523
02053100	310000	Office and Operating Supplies	32,191	41,043	90,000	97,000	97,000
02053100	320000	Fuel Consumed	16,398	24,718	23,000	36,000	36,000
02053100	350000	Small Tools & Minor Equipment	2,300	5,860	10,000	10,000	10,000
02053100	410000	Professional Services	321,704	383,901	547,250	576,500	577,500
02053100	424210	Telephone/Internet	14,565	14,763	14,000	16,000	16,000
02053100	424220	Postage	-	-	-	-	-
02053100	430000	Travel	-	-	-	-	-
02053100	440000	SWM Fee Assessment	649	657	700	700	700
02053100	450000	Operating Rentals and Leases	77,239	73,062	84,000	88,000	88,000
02053100	470000	Utilities	4,528	3,777	9,200	8,200	8,200
02053100	480000	Repairs and Maintenance	58,218	73,514	63,000	78,000	78,000
02053100	494910	Memberships and Dues	1,327	1,699	1,500	1,800	1,800
02053100	494920	Printing/Binding/Copying	-	828	1,000	1,000	1,000
02053100	494930	Registration-Training/Workshop	2,228	4,586	13,000	13,000	13,000
02053100	494940	Subscriptions and Publications	-	117	200	200	200
02053100	494950	Miscellaneous	5	303	-	-	-
02053100	590000	Interfund Chrgs for Equip Replc	70,000	70,000	70,000	160,000	160,000
02053100	640000	Machinery And Equipment	-	12,314	69,000	51,500	-
02053100	700090	PWTFLL Principal Payment	-	-	83,030	83,031	83,031
02053100	800090	Interest on PWTFLL Pond	2,664	2,249	2,080	1,661	1,245
TOTAL EXPENDITURES			\$ 2,090,567	\$ 2,377,205	\$ 2,874,935	\$ 3,311,111	\$ 3,352,899
10400000	597000	Transfers Out	1,910,000	2,090,000	1,804,000	470,584	400,000
TOTAL EXPENDITURES AND TRANSFERS			\$ 4,000,567	\$ 4,467,205	\$ 4,678,935	\$ 3,781,695	\$ 3,752,899
10400000	508890	Ending Fund Balance	2,230,166	1,647,941	774,600	1,150,344	1,656,483
TOTAL USES			\$ 6,230,733	\$ 6,115,146	\$ 5,453,535	\$ 4,932,039	\$ 5,409,382

Professional Services

Account Number		Contract Purpose	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
02053100	410000	Professional Services	114,818	208,577	285,000	300,000	300,000
02053100	410600	Miller Walker Basin Stewardship	47,559	27,127	62,000	68,000	68,000
02053100	411050	NPDES Phase II	23,143	21,599	23,000	27,000	28,000
02053100	411550	Advertising	-	-	-	-	-
02053100	414100	Software Licensing Fees	6,174	8,600	250	500	500
02053100	414310	TV Inspection and Vactoring	631	5,989	30,000	30,000	30,000
02053100	414320	Permits & Monitoring	65,937	66,988	79,000	83,000	83,000
02053100	415000	County Collection Fees	63,443	45,020	68,000	68,000	68,000
TOTAL PROFESSIONAL SERVICES			\$ 321,704	\$ 383,901	\$ 547,250	\$ 576,500	\$ 577,500

Personnel

SURFACE WATER MANAGEMENT FUND	2023 Preliminary Budget		2023 FTE	2024 Preliminary Budget		2024 FTE
	Salaries	Benefits		Salaries	Benefits	
Public Works Director	\$ 76,130	\$ 23,087	0.40	\$ 78,420	\$ 23,770	0.40
Deputy Public Works Director	65,650	17,423	0.40	67,620	17,936	0.40
Street & SWM Maintenance Mgr	64,180	26,798	0.50	69,410	28,175	0.50
Civil Engineer II	287,730	101,867	2.30	296,340	105,107	2.30
Civil Engineer - Journey Level	43,700	14,317	0.40	51,540	15,976	0.40
Engineering Inspection Supervisor	60,100	30,913	0.60	61,910	31,765	0.60
Engineering Inspector I	138,190	74,718	1.60	142,350	73,814	1.60
Sustainability Manager	72,770	37,043	0.80	78,700	38,780	0.80
Project Manager (Temp)	23,330	9,415	0.30	25,230	9,888	0.30
Administrative Assistant	34,370	13,813	0.45	37,180	14,561	0.45
PW Maintenance Worker III	94,420	47,790	1.00	97,240	49,713	1.00
PW Maintenance Worker II	385,110	177,906	5.00	408,080	185,085	5.00
PW Maintenance Worker I	71,950	43,413	1.00	74,120	45,206	1.00
Overtime	20,000			20,000		
Standby Time						
Maintenance Assistant- Temp	25,780	6,605	0.50	26,560	6,750	0.50
Division Total	\$ 1,463,410	\$ 625,109	15.25	\$ 1,534,700	\$ 646,523	15.25

Budget Highlights – Surface Water Management Fund

Salaries and Benefits: Salaries are based on the City's Salary Schedule for positions and include a 6% cost of living adjustment (COLA) in 2023 and a 3% COLA placeholder in 2024. For union represented positions, the COLA adjustment in 2023 is 9.5% per the contract.

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.

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.

Interfund Charges for Equipment Replacement: Provides \$160,000 in both 2023 and 2024 to the Equipment Replacement Fund for future vehicles and equipment replacement.

Machinery and Equipment: 2023 funding includes the purchase of a new pick-up truck for the new Engineering Inspector I position and a new electric mower. The cost of the mower will be shared equally by the Surface Water Management Fund and Street Fund.

Transfers Out: In 2023 and 2024, the Surface Water Management Fund will transfer in both years \$50,000 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 Program Fund in the amount of \$350,000 in 2023 and 2024. In addition, a transfer is planned to the Transportation Capital Improvement Program Fund in the amount of \$70,584 in 2023.

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, 2022 is \$332,123. 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>
7/1/2023	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	-
	332,123	4,152	336,275	

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
10604022	318340	Real Estate Excise Tax 1st Qtr	\$ 1,089,520	\$ 1,754,975	\$ 875,000	\$ 1,200,000	\$ 1,200,000
10604022	318350	Real Estate Excise Tax 2nd Qtr	1,089,520	1,741,602	875,000	1,200,000	1,200,000
10604022	345850	Parks Mitigation Fee	31,703	37,757	35,000	35,000	35,000
10600000	361100	Investment Interest	19,891	2,704	20,000	3,000	3,000
TOTAL REVENUES			\$ 2,230,634	\$ 3,537,038	\$ 1,805,000	\$ 2,438,000	\$ 2,438,000
10600000	308300	Beginning Fund Balance	2,898,845	2,102,479	3,726,999	3,054,562	2,242,693
TOTAL RESOURCES			\$ 5,129,479	\$ 5,639,517	\$ 5,531,999	\$ 5,492,562	\$ 4,680,693

EXPENDITURES							
10600000	597000	Transfers Out	3,027,000	1,912,518	2,477,437	3,249,869	2,391,784
TOTAL EXPENDITURES AND TRANSFERS			\$ 3,027,000	\$ 1,912,518	\$ 2,477,437	\$ 3,249,869	\$ 2,391,784
10600000	508300	Ending Fund Balance	2,102,479	3,726,999	3,054,562	2,242,693	2,288,909
TOTAL USES			\$ 5,129,479	\$ 5,639,517	\$ 5,531,999	\$ 5,492,562	\$ 4,680,693

Budget Highlights - Public Works Reserve Fund

Real Estate Excise Tax: The budgeted estimates for 2023 and 2024 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 and fund capital projects.

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
02354860	348000	Interfund Chg Equip Replace	195,000	520,000	220,000	310,000	310,000
10700000	361100	Investment Interest	9,086	1,604	10,000	1,600	1,600
TOTAL REVENUES			\$ 204,086	\$ 521,604	\$ 230,000	\$ 311,600	\$ 311,600
10700000	397000	Transfers In	-	-	50,000	50,000	50,000
TOTAL REVENUES AND TRANSFERS			\$ 204,086	\$ 521,604	\$ 280,000	\$ 361,600	\$ 361,600
10700000	308890	Beginning Fund Balance	1,501,048	1,601,851	2,004,150	1,982,650	1,864,250
TOTAL RESOURCES			\$ 1,705,134	\$ 2,123,455	\$ 2,284,150	\$ 2,344,250	\$ 2,225,850

EXPENDITURES							
02354860	350000	Small Tools & Minor Equipment	9,221	3,245	57,000	-	-
02354860	410000	Professional Services	-	200	-	-	-
02354860	501480	Depreciation Expense - Equipment	94,061	-	-	-	-
02354860	640000	Machinery & Equipment	-	115,860	244,500	480,000	350,000
TOTAL EXPENDITURES			\$ 103,283	\$ 119,305	\$ 301,500	\$ 480,000	\$ 350,000
10700000	508890	Ending Fund Balance	1,601,851	2,004,150	1,982,650	1,864,250	1,875,850
TOTAL USES			\$ 1,705,134	\$ 2,123,455	\$ 2,284,150	\$ 2,344,250	\$ 2,225,850

Budget Highlights – Equipment Reserve Fund

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
11300000	361100	Investment Interest	497	95	500	100	100
TOTAL REVENUES			\$ 497	\$ 95	\$ 500	\$ 100	\$ 100
11300000	397000	Transfers In	26,500	26,500	26,700	26,245	26,279
TOTAL REVENUES AND TRANSFERS			\$ 26,997	\$ 26,595	\$ 27,200	\$ 26,345	\$ 26,379
11300000	308400	Beginning Fund Balance	78,861	90,783	103,328	65,903	66,003
TOTAL RESOURCES			\$ 105,858	\$ 117,378	\$ 130,528	\$ 92,248	\$ 92,382

EXPENDITURES							
02457320	410000	Professional Services	15,075	14,050	-	-	-
02457320	480000	Repairs and Maintenance	-	-	-	-	-
02457320	640000	Public Art	-	-	64,625	26,245	26,279
TOTAL EXPENDITURES			\$ 15,075	\$ 14,050	\$ 64,625	\$ 26,245	\$ 26,279
11300000	508400	Ending Fund Balance	90,783	103,328	65,903	66,003	66,103
TOTAL USES			\$ 105,858	\$ 117,378	\$ 130,528	\$ 92,248	\$ 92,382

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 Downtown art displays; maintenance of city owned public art; and continue work on a long-term Public Art Plan and projects that may develop from this 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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
11500000	311100	Property Tax	\$ (3,755)	\$ -	\$ -	\$ -	\$ -
11500000	361100	Investment Interest	7,779	992	-	1,000	1,000
11500000	395100	Sale of Capital Assets	-	1,752,974	-	-	-
TOTAL REVENUES			\$ 4,024	\$ 1,753,966	\$ -	\$ 1,000	\$ 1,000
11500000	397000	Transfers In	-	1,200,000	500,000	-	-
TOTAL REVENUES AND TRANSFERS			\$ 4,024	\$ 2,953,966	\$ 500,000	\$ 1,000	\$ 1,000
11500000	308500	Beginning Fund Balance	1,247,433	1,457	2,955,423	2,652,888	1,636,638
TOTAL RESOURCES			\$ 1,251,457	\$ 2,955,423	\$ 3,455,423	\$ 2,653,888	\$ 1,637,638
EXPENDITURES							
11500000	597000	Transfers Out	1,250,000	-	802,535	1,017,250	496,000
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 1,250,000	\$ -	\$ 802,535	\$ 1,017,250	\$ 496,000
11500000	508500	Ending Fund Balance	1,457	2,955,423	2,652,888	1,636,638	1,141,638
TOTAL USES			\$ 1,251,457	\$ 2,955,423	\$ 3,455,423	\$ 2,653,888	\$ 1,637,638

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 Out: Transfers to the Parks and General Government Capital Improvement Project 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.

Transportation Benefit District Fund

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
02654310	317600	TBD Vehicle Fee	\$ 812,607	\$ 799,671	\$ 785,000	\$ 800,000	\$ 808,000
11800000	361100	Investment Interest	1,398	611	-	1,000	1,000
TOTAL REVENUES			\$ 814,005	\$ 800,281	\$ 785,000	\$ 801,000	\$ 809,000
11800000	308300	Beginning Fund Balance	97,651	814,004	454,285	79,285	157,085
TOTAL RESOURCES			\$ 911,656	\$ 1,614,285	\$ 1,239,285	\$ 880,285	\$ 966,085

EXPENDITURES							
02654310	597000	Transfers Out	97,652	1,160,000	1,160,000	723,200	724,900
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 97,652	\$ 1,160,000	\$ 1,160,000	\$ 723,200	\$ 724,900
11800000	508300	Ending Fund Balance	814,004	454,285	79,285	157,085	241,185
TOTAL USES			\$ 911,656	\$ 1,614,285	\$ 1,239,285	\$ 880,285	\$ 966,085

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: \$273,000 will be transferred to the Debt Service Fund to finance the debt service on the City's 2021 Limited Tax General Obligation (LTGO) bond for street overlay repairs. Another \$450,000 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.

State Drug Enforcement Forfeiture Fund

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
11900000	361100	Investment Interest	2,094	315	-	-	-
03052120	369300	Confiscated/Forfeited Property	16,520	18,894	-	-	-
TOTAL REVENUES			\$ 18,614	\$ 19,209	\$ -	\$ -	\$ -
11900000	397000	Transfers In	330,314	-	-	-	-
TOTAL REVENUES AND TRANSFERS			\$ 348,928	\$ 19,209	\$ -	\$ -	\$ -
11900000	308300	Beginning Fund Balance	-	332,218	328,768	273,168	223,168
TOTAL RESOURCES			\$ 348,928	\$ 351,427	\$ 328,768	\$ 273,168	\$ 223,168
EXPENDITURES							
03052120	310000	Office and Operating Supplies	1,289	-	-	-	-
03052120	350000	Small Tools & Minor Equipment	1,319	3,672	-	5,000	5,000
03052120	415000	Intergovernmental	161	-	-	-	-
03052120	424210	Telephone/Internet	4,130	3,317	4,000	5,000	5,000
03052120	494930	Registration-Training/Workshop	-	-	21,600	20,000	20,000
03052120	494990	Investigative Funds	9,810	15,669	30,000	20,000	20,000
TOTAL EXPENDITURES			\$ 16,710	\$ 22,658	\$ 55,600	\$ 50,000	\$ 50,000
11900000	508300	Ending Fund Balance	332,218	328,768	273,168	223,168	173,168
TOTAL USES			\$ 348,928	\$ 351,427	\$ 328,768	\$ 273,168	\$ 223,168

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.

Federal Drug Enforcement Forfeiture Fund

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
12000000	361100	Investment Interest	1,920	290	-	-	-
03152120	369300	Confiscated/Forfeited Property	-	21,205	-	-	-
TOTAL REVENUES			\$ 1,920	\$ 21,495	\$ -	\$ -	\$ -
12000000	397000	Transfers In	304,414	-	-	-	-
TOTAL REVENUES AND TRANSFERS			\$ 306,334	\$ 21,495	\$ -	\$ -	\$ -
12000000	308300	Beginning Fund Balance	-	302,942	324,437	248,437	164,937
TOTAL RESOURCES			\$ 306,334	\$ 324,437	\$ 324,437	\$ 248,437	\$ 164,937

EXPENDITURES							
03152120	350000	Small Tools & Minor Equipment	3,391	-	66,000	50,000	50,000
03152120	494930	Registration-Training/Workshop	-	-	10,000	10,000	10,000
TOTAL EXPENDITURES			\$ 3,391	\$ -	\$ 76,000	\$ 60,000	\$ 60,000
03152120	597000	Transfers Out	-	-	-	23,500	-
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 3,391	\$ -	\$ 76,000	\$ 83,500	\$ 60,000
12000000	508300	Ending Fund Balance	302,942	324,437	248,437	164,937	104,937
TOTAL USES			\$ 306,334	\$ 324,437	\$ 324,437	\$ 248,437	\$ 164,937

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.

Federal Criminal Forfeiture Fund

The Federal Criminal Forfeiture Fund accounts for Federal seizure funds received by the City due to staff participation in a federal task force led by the United States Treasury. The use of these funds is restricted to purchases that will enhance the ability of the City's police to investigate criminal related crimes and incidents.

Federal Criminal Forfeiture Fund

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
XXXXXX	361100	Investment Interest	-	-	-	-	-
XXXXXX	369300	Confiscated/Forfeited Property	-	-	-	-	-
TOTAL REVENUES			\$ -	\$ -	\$ -	\$ -	\$ -
XXXXXX	397000	Transfers In	-	-	-	23,500	-
TOTAL REVENUES AND TRANSFERS			\$ -	\$ -	\$ -	\$ 23,500	\$ -
XXXXXX	308300	Beginning Fund Balance	-	-	-	-	3,500
TOTAL RESOURCES			\$ -	\$ -	\$ -	\$ 23,500	\$ 3,500

EXPENDITURES							
XXXXXX	350000	Small Tools & Minor Equipment	-	-	-	20,000	3,500
XXXXXX	494930	Registration-Training/Workshop	-	-	-	-	-
TOTAL EXPENDITURES			\$ -	\$ -	\$ -	\$ 20,000	\$ 3,500
XXXXXX	597000	Transfers Out	-	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ -	\$ -	\$ -	\$ 20,000	\$ 3,500
XXXXXX	508300	Ending Fund Balance	-	-	-	3,500	-
TOTAL USES			\$ -	\$ -	\$ -	\$ 23,500	\$ 3,500

Budget Highlights – Federal Criminal Forfeiture Fund

Small Tools and Minor Equipment: Tools and equipment purchased to enhance criminal investigations related to crimes and incidents.

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

Revenue and Expenditure Summary

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
REVENUE							
20100000	332212	BABs Subsidy (2010 Bonds)	\$ 92,838	\$ 67,498	\$ 78,100	\$ -	\$ -
20100000	345851	Town Sq Mitigation Fees	152,527	152,527	152,600	152,527	152,527
20100000	361100	Investment Interest	990	487	2,000	1,000	1,000
20100000	368000	Special Assessment Revenue	41,503	38,750	100,000	50,000	50,000
20100000	360000	Miscellaneous Revenue	45,584	41,277	-	-	-
20100000	392000	Premium on Bond	-	1,164,951	-	-	-
20100000	393100	Refunding Bond	-	8,325,000	-	-	-
TOTAL REVENUES			\$ 333,441	\$ 9,790,490	\$ 332,700	\$ 203,527	\$ 203,527
20100000	397000	Transfers In	2,074,652	2,024,500	2,102,600	1,717,583	1,722,201
TOTAL REVENUES AND TRANSFERS			\$ 2,408,093	\$11,814,990	\$ 2,435,300	\$ 1,921,110	\$ 1,925,728
20100000	395000	Other Financing Sources	-	-	-	-	-
20100000	308300	Beginning Fund Balance	78,536	24,194	62,508	75,708	74,707
TOTAL RESOURCES			\$ 2,486,629	\$11,839,184	\$ 2,497,808	\$ 1,996,818	\$ 2,000,435
EXPENDITURES							
20100000	410000	Professional Services	900	425	2,000	2,000	2,000
20100000	700000	Debt Service Principal & Interest	2,371,535	2,483,789	2,420,100	1,920,110	1,924,728
20100000	596000	Issuance Discount	-	37,463	-	-	-
20100000	599950	Payment to Refund Debt Escrow	-	9,255,000	-	-	-
TOTAL EXPENDITURES			\$ 2,372,435	\$11,776,676	\$ 2,422,100	\$ 1,922,110	\$ 1,926,728
20100000	597000	Transfers Out	90,000	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS OUT			\$ 2,462,435	\$11,776,676	\$ 2,422,100	\$ 1,922,110	\$ 1,926,728
11800000	508300	Ending Fund Balance	24,194	62,508	75,708	74,708	73,707
TOTAL USES			\$ 2,486,629	\$11,839,184	\$ 2,497,808	\$ 1,996,818	\$ 2,000,435

Debt Service Principal and Interest

Account Number		Description	2020 Actual	2021 Actual	2022 Revised Budget	2023 Preliminary Budget	2024 Preliminary Budget
Organization	Object						
20100000	700010	SCORE 2009 A & B Principal	-	-	92,310	95,918	99,774
20100000	700040	2016 LTGO Refunding Principal	490,000	510,000	535,000	555,000	575,000
20100000	700050	2010 A & B LTGO Principal	435,000	-	460,000	415,000	435,000
20100000	700060	2011 LTGO & Refund Principal	500,000	-	545,000	295,000	305,000
20100000	700070	PWTFL Principal - SW 152nd St	181,955	181,955	52,780	-	-
20100000	700080	PWTFL Principal - 1st Ave S	120,270	120,270	120,270	120,270	126,070
20100000	700110	2021 LTGO Refunding Principal	-	1,045,000	-	-	-
20100000	800010	PWTFL Interest - SW 152nd St	2,083	1,174	270	-	-
20100000	800020	PWTFL Interest - 1st Ave S	3,007	2,405	1,810	1,203	601
20100000	800030	SCORE 2009 A & B Bond Interest	-	-	96,220	92,520	88,683
20100000	800060	2016 LTGO Refunding Interest	155,400	135,800	115,400	94,000	71,800
20100000	800070	2010 A & B LTGO Bonds Interest	278,420	208,830	236,440	131,400	114,800
20100000	800080	2011 LTGO & Refunding Interest	205,400	149,350	164,600	119,800	108,000
20100000	800100	Bond Issue Costs - Refunding	-	59,550	-	-	-
20100000	800110	2021 LTGO Refunding Interest	-	69,456	-	-	-
TOTAL DEBT SERVICE PRINCIPAL AND INTEREST			\$ 2,371,535	\$ 2,483,789	\$ 2,420,100	\$ 1,920,110	\$ 1,924,728

Summary of Outstanding Debt

General Obligation Bonds

2019 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 \$2,191,895 as of December 31, 2022. The interest rate for these bonds is 3.0 to 5.0%.

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, 2022 is \$2,350,000. 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.

2021 Refunding of 2010B and 2011 Limited Tax General Obligation Bonds (\$8,325,000): These bonds were issued to refund the remaining balances of the 2010B and 2011 Limited Tax Obligation Bonds. The 2010B bonds were originally issued to provide funds for a major street overlay project. The 2011 bonds were originally issued to refund the majority of the 2022 bonds and to provide funding to complete the first phase of the 1st Avenue South capital project. The outstanding balance as of December 31, 2022 is \$6,380,000. This is a 10-year bond with interest rates range from 3.0 to 4.0%.

Public Works Trust Fund Loans

1st Ave S. Phase I Public Works Trust Fund Loan PW-04-0691-011 (\$2,000,000): This Loan is for the 1st Avenue South Corridor Project – Phase 1. This loan is split, with half of it being paid by a special assessment on the benefitting property owners and half being repaid from real estate excise taxes. The outstanding balance as of December 31, 2022 is \$246,339. 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
2022	1,527,303	498,812	2,026,115
2023	1,360,918	437,720	1,798,638
2024	1,414,774	383,283	1,798,057
2025	1,463,871	326,692	1,790,563
2026	1,528,932	267,099	1,796,031
2027	944,475	204,852	1,149,327
2028	980,018	165,928	1,145,946
2029	1,021,043	125,527	1,146,570
2030	517,550	83,425	600,975
2031	539,057	61,398	600,455
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	\$ 12,449,198	\$ 2,722,485	\$ 15,171,683

Calculation of Limitation of Indebtedness

December 31, 2022

		General Purpose		Parks and	Utility
		Non-Voted	Voted	Open Space	Purpose
		(Limited GO)	(Unlimited GO)	Voted	Voted
2022 Assessed Valuation:	\$ 9,100,565,684 x	1.50%	1.00%	2.50%	2.50%
Non Voted Debt Limits		136,508,485			
Voted Limits			91,005,657	227,514,142	227,514,142
Less: General Obligation Bonds Outstanding		(12,449,198)	-	-	-
Add: Cash on Hand for Debt Service		-	-	-	-
Available Debt Capacity by Purpose		\$ 124,059,287	\$ 91,005,657	\$ 227,514,142	\$ 227,514,142
Total Debt Capacity		670,093,228			

Capital Improvement Program

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**2023-2028 Capital Improvement Program
PARKS AND GENERAL GOVERNMENT**

Total Project Expenditures

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
PG0002 - Parks Facilities Restoration	\$ -	\$ 218,930	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 1,448,930	\$ 1,230,000
PG0005 - Seahurst Slide	35,535	1,170,000	250,000	300,000	-	-	-	-	1,755,535	550,000
PG0006 - Moshier Park Field and Restroom	4,381,192	5,528,485	-	-	-	-	-	-	9,909,677	-
PG0007 - Lake Burien School Memorial Park Improvements	524,884	70,647	-	-	-	-	-	-	595,531	-
PG0009 - Parks & Facilities Planning Projects	-	300,000	300,000	350,000	-	-	-	-	950,000	650,000
<i>Unfunded - PG0009 - Parks & Facilities Planning Projects</i>	-	-	-	-	200,000	230,000	300,000	-	730,000	730,000
PG0010 - Eagle Landing Park Stairs Removal	77,082	680,000	-	-	-	-	-	-	757,082	-
PG0014 - Burien Community Center Restroom Renovation	270,832	231,165	-	-	-	-	-	-	501,997	-
PG0015 - Burien Community Center HVAC Replacement	81,587	1,803,046	-	-	-	-	-	-	1,884,633	-
PG0017 - Annex Demolition and Interim Parks Projects	688,587	145,000	-	-	-	-	-	-	833,587	-
PG0019 - Public Works/ParCS Maintenance Facility - Funded	182,431	317,569	2,100,000	-	10,000,000	-	-	-	12,600,000	12,100,000
<i>Unfunded - PG0019 - Public Works/ParCS Maintenance Facility</i>	-	-	-	-	16,500,000	-	-	-	16,500,000	16,500,000
PG00XX - Manhattan Park Playground Improvements	-	-	275,000	-	-	-	-	-	275,000	275,000
<i>Unfunded - Manhattan Park Playground Improvements</i>	-	-	-	-	-	-	-	-	-	-
PG00XX - Lakeview Park Acquisition	-	-	2,459,000	-	-	-	-	-	2,459,000	2,459,000
PG00XX - Lakeview Park Playground Replacement	-	-	-	300,000	-	-	-	-	300,000	300,000
PG00XX - Chelsea Park Playground & Path Improvements	-	-	-	-	-	190,000	-	-	190,000	190,000
<i>Unfunded - Chelsea Park Playground & Path Improvements</i>	-	-	-	-	-	250,000	-	-	250,000	250,000
PG00XX - Generator at Burien Community Center	-	-	1,610,000	-	-	-	-	-	1,610,000	1,610,000
PG00XX - Moshier Memorial Park Improvements	-	-	-	-	-	1,040,000	-	-	1,040,000	1,040,000
<i>Unfunded - Moshier Memorial Park Improvements</i>	-	-	-	-	-	415,300	-	-	415,300	415,300
PG00XX - Moshier Art Center Energy Retrofit	-	-	-	-	690,000	-	-	-	690,000	690,000
<i>Unfunded - Moshier Art Center Energy Retrofit</i>	-	-	-	-	2,810,000	-	-	-	2,810,000	2,810,000
PG00XX - Burien Community Center Structural Reinforcement	-	-	275,000	-	-	-	-	-	275,000	275,000
PG00XX EV Charging Stations	-	-	75,000	-	-	-	-	-	75,000	75,000
Total Projects - Funded	\$ 6,242,130	\$ 10,464,842	\$ 7,549,000	\$ 1,155,000	\$ 10,895,000	\$ 1,435,000	\$ 205,000	\$ 205,000	\$ 38,150,972	\$ 21,444,000
Total Projects - Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 19,510,000	\$ 895,300	\$ 300,000	\$ -	\$ 20,705,300	\$ 20,705,300

Total Project Resources

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
Fund Balance	\$ 6,242,130	\$ 4,441,775	\$ 201,000	\$ -	\$ -	\$ 205,000	\$ -	\$ -	10,686,905	406,000
King County Parks Levy Fund Balance	\$ -	\$ 401,082	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	401,082	-
Transfers										
Capital Projects Reserve	-	802,535	1,017,250	496,000	-	-	-	-	2,315,785	1,513,250
General Fund	-	450,095	-	-	10,000,000	-	-	-	10,450,095	10,000,000
SWM Fund	-	-	-	-	-	-	-	-	-	-
Public Works Reserve	-	394,837	800,000	300,000	-	-	205,000	205,000	1,904,837	1,510,000
Grants	-	3,021,117	5,151,750	-	500,000	850,000	-	-	9,522,867	6,501,750
CDBG	-	404,988	174,000	154,000	190,000	380,000	-	-	1,302,988	898,000
King County Parks Levy	-	205,000	205,000	205,000	205,000	-	-	-	820,000	615,000
Intergovernmental	-	343,413	-	-	-	-	-	-	343,413	-
<i>Unfunded</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>19,510,000</i>	<i>895,300</i>	<i>300,000</i>	<i>-</i>	<i>20,705,300</i>	<i>20,705,300</i>
TOTAL ALL PROJECTS (excludes unfunded)	\$ 6,242,130	\$ 10,464,842	\$ 7,549,000	\$ 1,155,000	\$ 10,895,000	\$ 1,435,000	\$ 205,000	\$ 205,000	\$ 38,150,972	\$ 21,444,000

**2023-2028 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 tuckpointing the Burien Community Center exterior brick envelope, pathway and fencing improvements throughout the park system, park building improvements, and similar types of projects on the deferred maintenance priority list.

		Funded	Unfunded
Total Project Cost:	\$ 1,448,930	1,448,930	-

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:	Minor changes to funding sources and expenditures.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Project Development									-
Planning									-
Design and Engineering									-
Land Purchase									-
R-O-W Acquisition									-
Repairs & Maintenance									-
Construction Management									-
Construction		218,930	205,000	205,000	205,000	205,000	205,000	205,000	1,448,930
Total Project Costs	-	218,930	205,000	205,000	205,000	205,000	205,000	205,000	1,448,930

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		183,930				205,000			388,930
Transfers									
General Fund		35,000							35,000
Public Works Reserve Fund							205,000	205,000	410,000
Grants									
KC Parks Levy Funds-2017									-
KC Parks Levy Funds-2018									-
KC Parks Levy Funds-2019									-
KC Parks Levy Funds-2020									-
KC Parks Levy Funds-2023-25			205,000	205,000	205,000				615,000
Highline School District									-
Total Funding Sources	-	218,930	205,000	205,000	205,000	205,000	205,000	205,000	1,448,930

**2023-2028 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0005
Project Name:	Seahurst Park Slide
Project Location:	Seahurst
Project Description:	This project is to construct a retaining wall at the top of the slope for stabilization and protection of the underground utilities and roadway. During design it was determined that additional stream stabilization work is needed downstream of the active slide in order to avoid erosion that will destabilize more roadway after the construction of the wall. This stream work will require significant permitting and is not necessary for the first phase of wall construction. However, the work will be necessary soon thereafter to prevent the need for more extensive wall construction. The budget shown for 2023/2024 is for this second phase. Design work for this phase has not begun and the construction costs are a placeholder until the design and permitting work is done next year.

Total Project Cost:	\$ 1,755,535	Funded 1,755,535	Unfunded -
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Account No.:	10459476
PM Task Code:	317
PROS Plan Page No.:	11.2
Comprehensive Plan:	-
Strategic Plan:	2, 7

Maintenance Costs:	Minimal costs to maintain.
Change from prior CIP:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	35,535	160,000	250,000						445,535
R-O-W Acquisition									-
Construction Management		160,000		50,000					210,000
Construction		850,000		250,000					1,100,000
Total Project Costs	35,535	1,170,000	250,000	300,000	-	-	-	-	1,755,535

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	35,535	367,465							
Transfers									
Capital Projects Reserve Fund		802,535							
Public Works Reserve			250,000	300,000					
General Fund	-								
Total Funding Sources	35,535	1,170,000	250,000	300,000	-	-	-	-	1,755,535

**2023-2028 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:	\$ 9,909,677	9,909,677	-

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:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	1,520,704								1,520,704
R-O-W Acquisition									-
Construction Management	268,893	600,000							868,893
Construction	2,591,595	4,928,485							7,520,080
Total Project Costs	4,381,192	5,528,485	-	-	-	-	-	-	9,909,677

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	4,381,192	2,672,368							7,053,560
Transfers									
Capital Project Reserve									-
SWM Fund									-
Public Works Reserve									-
Real Estate Excise Tax (REET)									-
Grants									
Commerce Grant									-
RCO Grant		197,957							197,957
Ecology SFAP		762,000							762,000
Ecology SFAP Construction		1,561,160							1,561,160
Grants-awarded									-
Other									
Intergovernmental (Highline School District)		335,000							335,000
KC Parks Levy Funds - 2018									-
Total Funding Sources	4,381,192	5,528,485	-	-	-	-	-	-	9,909,677

2023-2028 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:	\$ 595,531	595,531	-

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:	Carry over from prior year.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Project Development	40,802								40,802
Planning									-
Design and Engineering	72,082								72,082
R-O-W Acquisition									-
Construction Management	37,679								37,679
Construction	374,321	70,647							444,968
Total Project Costs	524,884	70,647	-	-	-	-	-	-	595,531

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	524,884	70,647							595,531
Transfers									
Capital Project Reserve									-
Grants									
CDBG - 2018									-
CDBG - 2019									-
Contribution									-
Total Funding Sources	524,884	70,647	-	-	-	-	-	-	595,531

2023-2028 Capital Improvement Program Parks and General Government CIP

Project Number:	PG0009
Project Name:	Parks and Facilities Planning Projects
Project Location:	Citywide.
Project Description:	Funding to support plans and studies necessary to allocate future capital funding, obtain grant funding, begin construction work. Many times these plans are required by state and federal agencies or regulations. In 2023-2204, planning needs include: continuation of the PROS plan work, an ADA Audit and Transition Plan for Parks and Facilities as required by the Americans with Disabilities Act, Hilltop Park preliminary design, Master Plan for the Community Center Annex and Garden. Some of these funds may also be used for a renewed easement and plans for improvements to Southern Heights Park and an assessment of buildings within parks. Additional plans will be prioritized in the upcoming PROS Plan.

		Funded	Unfunded
Total Project Cost:	\$ 1,680,000	950,000	730,000

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	6.4
Comprehensive Plan:	Pol. LU 2.1; PRO 1.4, 1.5, 2.9, 5.3, 6.1; CF 1.2, 2.1, 2.4, 3.2
Strategic Plan:	2.d., 5.a.

Maintenance Costs:	Not applicable.
Change from prior CIP:	This includes prior planning projects and new planning projects.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning		300,000	300,000	350,000	200,000	230,000	300,000		1,680,000
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	300,000	300,000	350,000	200,000	230,000	300,000	-	1,680,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		100,000	126,000						226,000
Transfers									
General Fund		200,000							200,000
Capital Projects Reserve			174,000	350,000					524,000
Unfunded					200,000	230,000	300,000		730,000
Total Funding Sources	-	300,000	300,000	350,000	200,000	230,000	300,000	-	1,680,000

2023-2028 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 removes the stairs and related infrastructure except potentially the uppermost landing.

Total Project Cost:	\$ 757,082	Funded 757,082	Unfunded -
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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:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	77,082	20,000							97,082
R-O-W Acquisition									-
Construction Management		60,000							60,000
Construction		600,000							600,000
Total Project Costs	77,082	680,000	-	-	-	-	-	-	757,082

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	77,082	680,000							757,082
Transfers									
General Fund									-
Total Funding Sources	77,082	680,000	-	-	-	-			757,082

2023-2028 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:	\$ 501,997	501,997	-

Account No.:	11459476
PM Task Code:	317-
PROS Plan Page No.:	61
Comprehensive Plan:	Policy No. 1.2, 2.4
Strategic Plan:	10.c.

Maintenance Costs:	No change.
Change from prior CIP:	Changes to expenditures and revenue sources.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	94,687								94,687
R-O-W Acquisition									-
Construction Management	12,433								12,433
Construction	163,712	231,165							394,877
Total Project Costs	270,832	231,165	-	-	-	-	-	-	501,997

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	270,832								270,832
Grants									
CDBG - 2018									-
CDBG - 2020		56,200							56,200
CDBG - 2021		174,965							174,965
Total Funding Sources	270,832	231,165	-	-	-	-	-	-	501,997

2023-2028 Capital Improvement Program Parks and General Government CIP

Project Number:	PG0015
Project Name:	Burien Community Center HVAC Replacement and Lighting Upgrade to LED
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. The project will also upgrade lighting to LED.

		Funded	Unfunded
Total Project Cost:	\$ 1,884,633	1,884,633	-

Account No.:	11559476
PM Task Code:	317-
PROS Plan Policy No.:	6.4
Comprehensive Plan:	CF 2.4, 7.2; Goal SU 3 and Pol SU 6.1
Strategic Plan:	5.a.

Maintenance Costs:	No change.
Change from prior CIP:	Project cost increase resulted in additional revenue sources.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	81,587								81,587
R-O-W Acquisition									-
Construction Management		540,914							540,914
Construction		1,262,132							1,262,132
Total Project Costs	81,587	1,803,046	-	-	-	-	-	-	1,884,633

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	81,587	(95,204)							(13,617)
KC Parks Levy Funds-2020		196,082							196,082
KC Parks Levy Funds-2021		205,000							205,000
KC Parks Levy Funds-2022		205,000							205,000
Transfers									
General Fund		215,095							215,095
Public Works Reserve		394,837							394,837
Grants									
King County VSHS Levy		8,413							8,413
CDBG - 2022		173,823							173,823
KC Capital Facilities & OS Grant		500,000							500,000
Total Funding Sources	81,587	1,803,046	-	-	-	-	-	-	1,884,633

**2023-2028 Capital Improvement Program
Parks and General Government CIP**

Project Number:	PG0017
Project Name:	Annex Demolition & Interim Parks Projects
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 and the basic restoration of the site including: parking lot sealing and striping, parking lot fencing, and irrigation and top dressing.

Total Project Cost:	\$ 833,587	Funded 833,587	Unfunded -
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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:	Changes in scope resulted in updates to costs and expenditures.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Professional Services	26,039								26,039
Construction	662,548	145,000							807,548
Total Project Costs	688,587	145,000	-	-	-	-	-	-	833,587

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	688,587	145,000							833,587
Parks Levy - 2018									-
Parks Levy - 2019									-
Transfers									
General Fund									-
Capital Project Reserve									-
Total Funding Sources	688,587	145,000	-	-	-	-	-	-	833,587

2023-2028 Capital Improvement Program

Parks and General Government CIP

Project Number:	PG0019
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 construction cost for a standalone facility (excluding property) is approximately \$25 million. The City is currently evaluating partnership opportunities. Costs cannot be refined until a site is selected. 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:	\$ 29,100,000	12,600,000	16,500,000

Account No.:	
PM Task Code:	317-
PROS Plan Page No.:	
Comprehensive Plan:	CA 1; CF 2.4, 7.2; Goal SU 3 and Pol SU 6.1
Strategic Plan:	10.c.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Project Development	113,503								113,503
Planning									-
Design and Engineering	68,928	317,569	2,100,000						2,486,497
R-O-W Acquisition					1,500,000				1,500,000
Construction Management									-
Construction					25,000,000				25,000,000
Total Project Costs	182,431	317,569	2,100,000	-	26,500,000	-	-	-	29,100,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	182,431	317,569							500,000
Transfers									
General Fund					10,000,000				10,000,000
Grants									
ARPA			2,100,000						2,100,000
Unfunded					16,500,000				16,500,000
Total Funding Sources	182,431	317,569	2,100,000	-	26,500,000	-	-	-	29,100,000

2023-2028 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:	\$ 275,000	275,000	-

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

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction			275,000						275,000
Total Project Costs	-	-	275,000	-	-	-	-	-	275,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									
Public Works Reserve			275,000						275,000
Grants									
									-
Total Funding Sources	-	-	275,000	-	-	-	-	-	275,000

2023-2028 Capital Improvement Program Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Lakeview Park Acquisition
Project Location:	Lakeview Park
Project Description:	Acquire park property from Highline Schools

		Funded	Unfunded
Total Project Cost:	\$ 2,459,000	2,459,000	-

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	72
Comprehensive Plan:	PRO Policy Nos. 1.1, 1.3; CF 8.1
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
Acquisition			2,459,000						2,459,000
Construction Management									-
Construction									-
Total Project Costs	-	-	2,459,000	-	-	-	-	-	2,459,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Grants									
CDBG - 2023 (proposed)			174,000						174,000
CFT Grant			1,844,250						1,844,250
Transfers									
Capital Projects Reserve			440,750						440,750
Total Funding Sources	-	-	2,459,000	-	-	-	-	-	2,459,000

2023-2028 Capital Improvement Program Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Lakeview Park Playground Replacement
Project Location:	Lakeview Park
Project Description:	Replace the 5 to 12 year old playground, picnic tables and benches

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

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	72
Comprehensive Plan:	PRO Policy Nos. 1.1, 1.3; CF 8.1
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
Acquisition									-
Construction Management									-
Construction				300,000					300,000
Total Project Costs	-	-	-	300,000	-	-	-	-	300,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Grants									
CDBG - 2025 (proposed)				154,000					154,000
Transfers									
Capital Projects Reserve				146,000					146,000
Total Funding Sources	-	-	-	300,000	-	-	-	-	300,000

2023-2028 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:	\$ 440,000	190,000	250,000

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

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction						440,000			440,000
Total Project Costs	-	-	-	-	-	440,000	-	-	440,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Grants									
CDBG - 2026 (need to apply)						190,000			190,000
Unfunded						250,000			250,000
Total Funding Sources	-	-	-	-	-	440,000	-	-	440,000

2023-2028 Capital Improvement Program

Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Generator at Burien Community Center
Project Location:	Burien Community Center is located at 14700 6th Avenue Southwest, Burien, WA 98166.
Project Description:	The Burien Community Center is used as an emergency day center for a variety of incidents from heat and cold advisories, smoke avoidance and could be used for storm events and earthquake sheltering. It is also used by the Red Cross as a shelter in case of emergencies. A generator is needed for backup power to adequately prepare for emergencies and support the use of the building as a shelter. The installation of the generator will require an extension of the electrical power to a new pad built outside the building. The generator will be mounted on a pad and fenced for security.

		Funded	Unfunded
Total Project Cost:	\$ 1,610,000	402,500	1,207,500

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	63 and Policy Nos. 1.1, 1.3, 8.1
Comprehensive Plan:	CF 1.2, 7.3
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction			1,610,000						1,610,000
Total Project Costs	-	-	1,610,000	-	-	-	-	-	1,610,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Grants									
CDBG - 2025 (need to apply)									-
CDBG - 2026 (need to apply)									-
WWRP (need to apply)									-
Other (need to apply)			1,207,500						1,207,500
Transfers									
Capital Projects Reserve			402,500						402,500
Total Funding Sources	-	-	1,610,000	-	-	-	-	-	1,610,000

2023-2028 Capital Improvement Program
Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Moshier Memorial Park Improvements
Project Location:	Moshier Memorial Park is located at 430 S 156th St, Burien, WA 98148.
Project Description:	This project is for the replacement of the grandstand seating for Field 1 and to replace all the field lighting for Fields 1-4 with energy efficient LED lighting.

		Funded	Unfunded
Total Project Cost:	\$ 1,455,300	1,040,000	415,300

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	78
Comprehensive Plan:	CF 2.4, 7.2; Goal SU 3 and Pol SU 6.1
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction						1,455,300			1,455,300
Total Project Costs	-	-	-	-	-	1,455,300	-	-	1,455,300

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance						-			-
Grants									
CDBG - 2027						190,000			190,000
King County Grants (Need to apply)						500,000			500,000
RCO YAF or WWRP						350,000			350,000
<i>Unfunded</i>						415,300			415,300
Total Funding Sources	-	-	-	-	-	1,455,300	-	-	1,455,300

2023-2028 Capital Improvement Program

Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Moshier Art Center Energy Retrofit
Project Location:	Moshier Art Center
Project Description:	This energy improvement project will help the city meet climate action goals and maintain an older but still viable building. The project will replace the oil boiler with a new solution to provide more energy efficient heating and cooling and healthy ventilation, to upgrade lighting to LED, replace windows to more energy efficient and sound proof windows, and replace the floors that are at the end of their life. These energy efficiency improvements are anticipated to reduce carbon dioxide emissions by 19.3 metric tonnes per year and save the city approximately \$10,000 per year in fuel costs.

		Funded	Unfunded
Total Project Cost:	\$ 3,500,000	690,000	2,810,000

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	77
Comprehensive Plan:	CA 1; CF 2.4, 7.2; Goal SU 3 and Pol SU 6.1
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering					1,400,000				1,400,000
Acquisition									-
Construction Management									-
Construction					2,100,000				2,100,000
Total Project Costs	-	-	-	-	3,500,000	-	-	-	3,500,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Grants									
CDBG - 2025					190,000				190,000
KC Capital Facilities and Parks Grant					500,000				500,000
<i>Unfunded</i>			-		2,810,000				2,810,000
Total Funding Sources	-	-	-	-	3,500,000	-	-		3,500,000

2023-2028 Capital Improvement Program
Parks and General Government CIP

Project Number:	PG00xx
Project Name:	Burien Community Center Structural Reinforcement
Project Location:	Burien Community Center
Project Description:	Design a solution to secure the building from structural damage during a seismic event and meet life safety standards to enable the use of the building as a public emergency shelter during such events. This is a priority project is the 2020 Burien Hazard Mitigation Plan.

		Funded	Unfunded
Total Project Cost:	\$ 275,000	275,000	-

Account No.:	
PM Task Code:	317-
PROS Plan Policy No.:	p. 61
Comprehensive Plan:	CF 1.2, 7.3
Strategic Plan:	2.d.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering			275,000						275,000
Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	275,000	-	-	-	-	-	275,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance			-						-
Transfers									
Public Works Reserve			275,000						
Grants									
KC Capital Facilities and Parks Grant									-
Total Funding Sources	-	-	275,000	-	-	-	-	-	275,000

2023-2028 Capital Improvement Program
Parks and General Government CIP

Project Number:	PGXXXX
Project Name:	EV Charging Stations
Project Location:	Citywide
Project Description:	Conduct a study to determine locations on public and private property that would be suitable and most beneficial to the community for EV charging stations; prepare final design of two EV charging stations on public property. Locations that would be considered in the study include grocery store parking lots and multi-family parking lots. The study would also identify opportunities for our permitting departments to reduce barriers for installation of charging stations and identify community partners in this process. Once designed, staff will seek grants for construction of the two charging stations.

		Funded	Unfunded
Total Project Cost:	\$ 75,000	75,000	-

Account No.:	XXXXXXXX
PM Task Code:	XXXXXXXX
PROS Plan Page No.:	XXXXXXXX
Comprehensive Plan:	XXXXXXXX
Strategic Plan:	XXXXXXXX

Maintenance Costs:	5000
Change from prior CIP:	XXXXXXXX

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering			75,000						75,000
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	75,000	-	-	-	-	-	75,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		-	75,000						75,000
Total Funding Sources	-	-	75,000	-	-	-	-	-	75,000

Unfunded Parks & General Government CIP Projects

CIP Priority	Project Description	Estimated Amount	Proposed Year
5	<u>Town Square Park Fountain Renovation</u> Town Square Park Fountain Renovation: The infrastructure for the fountain at Town Square Park requires upgrades to handle the use as a recreational amenity, stormwater infiltration, and the holding tanks and infrastructure being underground and exposed to possible flooding. Upon evaluation of the infrastructure needs, it may be necessary to move the facility to another location.	2,000,000	2025
1	<u>Burien Community Center: Structural Reinforcement</u> Pending the outcome of a structural evaluation and design of the Burien Community Center, the building may require structural improvements. This is prioritized in the 2020 Hazard Mitigation Plan to ensure the building is structurally sound enough to serve as an emergency shelter. (KCHMP, target date 2025)	920,000	2025
9	<u>Burien Community Center Interior Improvements</u> Replace flooring, furnishings, paint and signage to maintain building for customer use. The newest flooring and furnishings from 2010. This work ideally will occur after the structural reinforcement work.	350,000	2025
2	<u>Mathison Park Playground Replacement</u> 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.	400,000	2028
7	<u>Lake Burien Memorial Park Tot Playground</u> 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.	225,000	2026
6	<u>Lakeview Park ADA Access Improvements</u> Improve ADA access to the park by adding parking and a pathway that meets ADA standards leading to park amenities.	841,000	2028
8	<u>Southern Heights Park Improvements</u> 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.	1,100,000	2024
10	<u>Boulevard Park: Park Acquisition</u> After further discussion with community members and evaluating preferences for park type, amenities, and location; acquire park land.	3,000,000	2024
11	<u>Puget Sound Park Improvements</u> Replace the playground, make upgrades to the sports court and pathways and parking lot, replace fencing, and potentially add new park amenities.	500,000	2027
12	<u>Des Moines Memorial Park Improvements</u> Renovate and expand the World War I memorial, add a plaza and kiosk for community to learn about the memorial and drive and stand more safely during events, as the current sidewalk in front of the memorial is narrow.	1,550,000	2027
3	<u>Arbor Lake Park Improvements</u> Replace the playground and park furnishings requiring replacement, improve ADA access to the park including parking and pathways to the amenities.	500,000	2028
4	<u>Jacob Ambaum Park Improvements</u> Implement safety improvements, replace playground, and address non-functioning restroom.	550,000	2024
UNFUNDED PROJECTS TOTAL		<u>\$11,936,000</u>	

** Costs to be determined either after ongoing community engagement efforts to refine scope and/or ongoing planning and engineering studies.*

**2023-2028 Capital Improvement Program
TRANSPORTATION**

Total Project Expenditures

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
TR0002 - Pavement Management Program	-	1,300,000	900,000	900,000	900,000	900,000	900,000	900,000	6,700,000	5,400,000
TR0005 - Citywide ADA Barrier Mitigation	-	50,000	150,000	50,000	50,000	50,000	50,000	50,000	450,000	400,000
TR0008- 4th-6th Avenue SW/SW 148th St. Intersection - Funded	118,262	-	500,000	5,040,000	-	-	-	-	5,658,262	5,540,000
<i>Unfunded - TR0008- 4th-6th Avenue SW/SW 148th St. Intersection</i>	-	-	-	-	-	-	-	-	-	-
TR0009 - Signal Controller/Interconnect Upgrades Program	-	50,000	50,000	50,000	-	50,000	-	50,000	250,000	200,000
TR0017 - Peter Western Bridge Replacement	10,384,743	170,462	-	-	-	-	-	-	10,555,205	-
TR0018 - 4th Avenue SW Sidewalks	494,899	62,000	450,000	-	930,000	-	-	-	1,936,899	1,380,000
<i>Unfunded - TR0018 - 4th Avenue SW Sidewalks</i>	-	-	-	-	2,370,000	-	-	-	2,370,000	2,370,000
TR0019 - S. 144th Way Improvements	3,302,231	33,000	-	-	-	-	-	-	3,335,231	-
TR0023 - S. 136th St. Sidewalk Improvements	467,124	450,000	6,620,000	-	-	-	-	-	7,537,124	6,620,000
TR0024 - Ambaum Blvd-H Line Transit	2,935,000	7,065,000	-	-	-	-	-	-	10,000,000	-
TR0026 - 30th Ave SW Slope Stabilization	-	1,000,000	-	-	-	-	-	-	1,000,000	-
<i>Unfunded - 1st Avenue S. - Phase 3</i>	-	-	-	-	-	-	-	28,000,000	28,000,000	28,000,000
TR0006 - Lake to Sound Trail - Segment C	-	5,000	-	-	-	-	-	-	5,000	-
TR0027 - Transportation Master Plan	-	270,000	-	-	-	-	-	-	270,000	-
TR00XX - 152nd and 8th S Intersection Improvements	-	-	75,000	-	-	-	-	-	75,000	75,000
TR00XX - 21st Ave SW Crosswalk	-	-	436,000	-	-	-	-	-	436,000	436,000
TR00XX - Burien Safety Action Plan	-	-	-	210,000	-	-	-	-	210,000	210,000
Staff Coordination	-	91,000	96,000	99,000	102,000	105,000	105,000	105,000	703,000	612,000
Total Projects - Funded	\$ 17,702,259	\$ 10,546,462	\$ 9,277,000	\$ 6,349,000	\$ 1,982,000	\$ 1,105,000	\$ 1,055,000	\$ 1,105,000	49,121,721	20,873,000
Total Projects - Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 2,370,000	\$ -	\$ -	\$ 28,000,000	30,370,000	30,370,000

Total Project Resources

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
Fund Balance	\$ 17,702,259	\$ 761,462	\$ 2,964,152	\$ 574,000	\$ 702,584	\$ 30,000	\$ 5,000	\$ 5,000	22,744,457	4,280,736
Transfers										
Surface Water Management Fund	\$ -	\$ 200,000	\$ 70,584	\$ -	\$ 229,416	\$ -	\$ -	\$ -	500,000	300,000
Street Fund	\$ -	\$ 870,000	\$ 145,000	\$ 125,000	\$ 600,000	\$ 625,000	\$ 600,000	\$ 650,000	3,615,000	2,745,000
Capital Projects Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,467,124	1,467,124
Public Works Reserve	\$ -	\$ 800,000	\$ 1,467,124	\$ 1,107,840	\$ -	\$ -	\$ -	\$ -	3,374,964	2,574,964
Transportation Benefit District (TBD)	\$ -	\$ 850,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	3,550,000	2,700,000
Grants	\$ -	\$ 7,065,000	\$ 4,155,140	\$ 4,092,160	\$ -	\$ -	\$ -	\$ -	15,312,300	8,247,300
Intergovernmental	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000	25,000
<i>Unfunded</i>	-	-	-	-	2,370,000	-	-	28,000,000	30,370,000	30,370,000
Total Project Resources (excludes unfunded)	\$ 17,702,259	\$ 10,546,462	\$ 9,277,000	\$ 6,349,000	\$ 1,982,000	\$ 1,105,000	\$ 1,055,000	\$ 1,105,000	49,121,721	20,873,000

2023-2028 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:	\$ 6,700,000	Funded 6,700,000	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 Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering		67,700	67,700	67,700	67,700	67,700	67,700	67,700	473,900
R-O-W Acquisition									-
Construction Management		68,800	68,800	68,800	68,800	68,800	68,800	68,800	481,600
Construction		1,163,500	763,500	763,500	763,500	763,500	763,500	763,500	5,744,500
Total Project Costs	-	1,300,000	900,000	900,000	900,000	900,000	900,000	900,000	6,700,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance			450,000	450,000					900,000
Transfers									
Surface Water Mgmt Fund									-
Street Fund		450,000	-	-	450,000	450,000	450,000	450,000	2,250,000
Transportation Benefit District		850,000	450,000	450,000	450,000	450,000	450,000	450,000	3,550,000
Total Funding Sources	-	1,300,000	900,000	900,000	900,000	900,000	900,000	900,000	6,700,000

2023-2028 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.

Total Project Cost:	\$ 450,000	Funded 450,000	Unfunded -
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Account No.:	40559561
PM Task Code:	318-0039
TIP Project No.:	Program C
Comprehensive Plan:	Transportation Element-Goals 1, 2, 4, 6
Strategic Plan:	2.b.

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering		10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
R-O-W Acquisition									-
Construction Management									-
Construction		40,000	140,000	40,000	40,000	40,000	40,000	40,000	380,000
Total Project Costs	-	50,000	150,000	50,000	50,000	50,000	50,000	50,000	450,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance			150,000	50,000					200,000
Transfers									
Street Fund		50,000			50,000	50,000	50,000	50,000	250,000
Total Funding Sources	-	50,000	150,000	50,000	50,000	50,000	50,000	50,000	450,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR0006
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:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		5,000							5,000
Total Project Costs	-	5,000	-	-	-	-	-	-	5,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		5,000							5,000
Total Funding Sources	-	5,000	-	-	-	-	-	-	5,000

2023-2028 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:	\$ 5,658,262	Funded 5,658,262	Unfunded -
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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 2024. The King County Metro Mitigation Fee was spent on work completed by October 2021.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	84,553		250,000						334,553
R-O-W Acquisition	33,709		250,000						283,709
Construction Management				840,000					840,000
Construction				4,200,000					4,200,000
Total Project Costs	118,262	-	500,000	5,040,000	-	-	-	-	5,658,262

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	118,262		500,000						618,262
Restricted Fund Balance - King County Metro Mitigation Fee									-
Transfers									
Public Works Reserve				1,107,840					1,107,840
Grants									
TIB (applied for)				3,932,160					3,932,160
City Share									
Utility Undergrounding									
Total Funding Sources	118,262	-	500,000	5,040,000	-	-	-	-	5,658,262

2023-2028 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:	\$ 250,000	Funded 250,000	Unfunded -
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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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		50,000	50,000	50,000		50,000		50,000	250,000
Total Project Costs	-	50,000	50,000	50,000	-	50,000	-	50,000	250,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									
Street Fund		50,000	50,000	50,000		50,000		50,000	250,000
Total Funding Sources	-	50,000	50,000	50,000	-	50,000	-	50,000	250,000

2023-2028 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:	\$ 10,555,205	Funded 10,555,205	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:	No change.
Change from prior CIP:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Project Development	255,482								255,482
Emergency Measures/Demo									-
Design and Engineering	1,217,918								1,217,918
R-O-W Acquisition	12,416								12,416
Construction Management	1,812,326	170,462							1,982,788
Construction	7,086,601								7,086,601
Total Project Costs	10,384,743	170,462	-	-	-	-	-	-	10,555,205

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	10,384,743	170,462							10,555,205
Transfers									
Public Works Reserve									-
Grants									
FHWA Federal Funds-Demo									-
FHWA Federal Funds-Repl									-
State Legislative Approp.-Repl									-
Total Funding Sources	10,384,743	170,462	-	-	-	-	-		10,555,205

2023-2028 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. Right of way needs have not been determined and costs will be updated upon completion of design.

Total Project Cost:	\$ 4,306,899	Funded 1,936,899	Unfunded 2,370,000
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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:	Federal grant funds have been received for 2025.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	494,899	62,000	200,000						756,899
R-O-W Acquisition			250,000						250,000
Construction Management					600,000				600,000
Construction					2,700,000				2,700,000
Total Project Costs	494,899	62,000	450,000	-	3,300,000	-	-	-	4,306,899

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	494,899	62,000	379,416		700,584				1,636,899
Transfers									
Surface Water Mgmt Fund			70,584		229,416				300,000
Unfunded									-
Non-motorized STP - PSRC					2,370,000				2,370,000
City Unfunded					-				-
Total Funding Sources	494,899	62,000	450,000	-	3,300,000	-	-	-	4,306,899

2023-2028 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:	\$ 3,335,231	Funded 3,335,231	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:	Estimated \$5,000 per year.
Change from prior CIP:	Costs reduced.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	126	2,000							2,126
R-O-W Acquisition	3,909								3,909
Construction Management	490,662	1,000							491,662
Construction	2,807,534	30,000							2,837,534
Total Project Costs	3,302,231	33,000	-	-	-	-	-	-	3,335,231

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	3,302,231	33,000							3,335,231
Transfers									
Street Fund									-
Grants									
TIB Grant (awarded)									-
Total Funding Sources	3,302,231	33,000	-	-	-	-	-	-	3,335,231

2023-2028 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.

Total Project Cost:	\$ 28,000,000	Funded -	Unfunded 28,000,000
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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:	Updated costs.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering								2,500,000	2,500,000
R-O-W Acquisition								1,500,000	1,500,000
Construction Management								4,000,000	4,000,000
Construction								20,000,000	20,000,000
Total Project Costs	-	-	-	-	-	-	-	28,000,000	28,000,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									-
Grants									-
Unfunded								28,000,000	28,000,000
Total Funding Sources	-	-	-	-	-	-	-	28,000,000	28,000,000

2023-2028 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 associated infrastructure along the street. The City received a TIB grant.

Total Project Cost:	\$ 7,537,124	Funded 7,537,124	Unfunded -
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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:	No change.
Change from prior CIP:	Updated costs to reflect current estimate.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering	467,124	400,000							867,124
R-O-W Acquisition		50,000							50,000
Construction Management			820,000						820,000
Construction			5,800,000						5,800,000
Total Project Costs	467,124	450,000	6,620,000	-	-	-	-	-	7,537,124

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	467,124	450,000	1,331,336						2,248,460
Transfers									
Public Works Reserve			1,467,124						1,467,124
Street Fund									-
Surface Water Management Fund									-
Grants									
TIB State Grant (applied for)			3,821,540						3,821,540
									-
Total Funding Sources	467,124	450,000	6,620,000	-	-	-	-	-	7,537,124

2023-2028 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:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning		7,065,000							7,065,000
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	2,935,000								2,935,000
Total Project Costs	2,935,000	7,065,000	-	-	-	-	-	-	10,000,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	2,935,000								2,935,000
Grants									
WSDOT State grant - awarded		7,065,000							7,065,000
Total Funding Sources	2,935,000	7,065,000	-	-	-	-	-	-	10,000,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR0026
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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									
Public Works Reserve		800,000							800,000
Surface Water Mgmnt Fund		200,000							200,000
Total Funding Sources	-	1,000,000	-	-	-	-	-	-	1,000,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR0027
Project Name:	Transportation Master Plan Update
Project Location:	Citywide
Project Description:	The Transportation Master Plan is a long range plan that helps guide the City's capital investments, coordinates transportation improvements with land use plans and creates a unified vision for the City's transportation future. This plan was last updated in 2012.

Total Project Cost:	\$ 270,000	Funded	Unfunded
		-	270,000

Account No.:	
PM Task Code:	318-
TIP Project No.:	1
Comprehensive Plan:	Transportation Element-Goals 1-11
Strategic Plan:	Goal 2

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

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Design and Engineering		270,000							270,000
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	270,000	-	-	-	-	-	-	270,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		20,000							20,000
Transfers									
Street		250,000							250,000
Total Funding Sources	-	270,000	-	-	-	-	-	-	270,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR00xx
Project Name:	152nd St S and 8th Ave S Intersection Improvements
Project Location:	152nd St S and 8th Ave S
Project Description:	The first phase of this project is a planning study to reconfigure intersection for safety improvements. This will be a joint project with City of SeaTac for portions of related work on the adjacent intersection of Des Moines Memorial Drive. Construction costs will be estimated after a decision is made on design options for the two cities.

		Funded	Unfunded
Total Project Cost:	\$ 75,000	75,000	-

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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning			75,000						75,000
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	75,000	-	-	-	-	-	75,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance			50,000						50,000
Intergovernmental									
City of SeaTac (potential)			25,000						25,000
Total Funding Sources	-	-	75,000	-	-	-	-	-	75,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR00xx
Project Name:	21st Ave SW Crosswalk
Project Location:	21st Ave SW, south of SW 152nd St
Project Description:	Install midblock crossing improvements; including evaluating RRFB.

		Funded	Unfunded
Total Project Cost:	\$ 436,000	436,000	-

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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering			36,000						36,000
R-O-W Acquisition									-
Construction Management			50,000						50,000
Construction			350,000						350,000
Total Project Costs	-	-	436,000	-	-	-	-	-	436,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance			102,400						102,400
Grants									
TIB (applied for)			333,600						333,600
Total Funding Sources	-	-	436,000	-	-	-	-	-	436,000

2023-2028 Capital Improvement Program Transportation CIP

Project Number:	TR00xx
Project Name:	Burien Safety Action Plan
Project Location:	Citywide
Project Description:	Develop a local roads safety action plan consistent with requirements for future implementation grants; an approved safety action plan will allow the City to apply for "Safe Streets and Roads for All", a new federal program funding large transportation safety projects.

		Funded	Unfunded
Total Project Cost:	\$ 210,000	210,000	-

Account No.:	
PM Task Code:	
PROS Plan Page No.:	
Comprehensive Plan:	Transportation Element Goals- 1, 4, 6, 9, 10
Strategic Plan:	

Maintenance Costs:	None.
Change from prior CIP:	New project.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning				210,000					210,000
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	-	210,000	-	-	-	-	210,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance				50,000					50,000
Grants									
Federal DOT				160,000					160,000
Total Funding Sources	-	-	-	210,000	-	-	-	-	210,000

2023-2028 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:	\$ 703,000	Funded 703,000	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:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Staff Coordination		91,000	96,000	99,000	102,000	105,000	105,000	105,000	703,000
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	-	91,000	96,000	99,000	102,000	105,000	105,000	105,000	703,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	-	21,000	1,000	24,000	2,000	30,000	5,000	5,000	88,000
Transfers									
Street Fund		70,000	95,000	75,000	100,000	75,000	100,000	100,000	615,000
Total Funding Sources	-	91,000	96,000	99,000	102,000	105,000	105,000	105,000	703,000

2023-2028 Capital Improvement Program
SURFACE WATER MANAGEMENT

Total Project Expenditures

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
SW0001 - Residential Drainage Imp. Program (RDIP)	\$ -	\$ 671,500	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 2,471,500	\$ 1,800,000
SW0009 - 20th Avenue South Drainage Improvements	123,361	722,588	-	-	-	-	-	-	\$ 845,949	\$ -
SW0011 - Hermes Outlet Improvements	623,355	10,000	-	-	-	-	-	-	\$ 633,355	\$ -
SW0013 - Miller Creek Enhancements	420,071	4,700,000	-	-	-	-	-	-	\$ 5,120,071	\$ -
SW0014 - Eagle Landing Park Storm Drainage Improvements	1,021,340	4,000	-	-	-	-	-	-	\$ 1,025,340	\$ -
SW0015 - South 140th Street and Des Moines Memorial Drive Trunkline	156,466	940,000	-	-	-	-	-	-	\$ 1,096,466	\$ -
SW0016 - Stormwater Manangement Action Planning (SMAP)	-	326,367	-	-	-	-	-	-	\$ 326,367	\$ -
Staff Coordination	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	\$ 350,000	\$ 300,000
Total Projects	\$ 2,344,593	\$ 7,424,455	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 11,869,048	\$ 2,100,000

Total Project Resources

	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project	Total 2023-2028
Fund Balance	\$ 2,344,594	\$ 1,934,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,279,006	\$ -
Transfers										
Surface Water Mgmt Fund	-	1,564,000	350,000	350,000	350,000	350,000	350,000	350,000	\$ 3,664,000	\$ 2,100,000
Grants	-	1,366,043	-	-	-	-	-	-	\$ 1,366,043	\$ -
Other										
Intergovernmental	-	2,560,000	-	-	-	-	-	-	\$ 2,560,000	\$ -
Total Projects	\$ 2,344,594	\$ 7,424,455	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 11,869,049	\$ 2,100,000

2023-2028 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.

Total Project Cost:	\$ 2,471,500	Funded 2,471,500	Unfunded -
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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:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering		200,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
R-O-W Acquisition									-
Construction Management			50,000	50,000	50,000	50,000	50,000	50,000	300,000
Construction		471,500	200,000	200,000	200,000	200,000	200,000	200,000	1,671,500
Total Project Costs	-	671,500	300,000	300,000	300,000	300,000	300,000	300,000	2,471,500

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									
Surface Water Mgmt Fund		300,000	300,000	300,000	300,000	300,000	300,000	300,000	2,100,000
Grants									
KC Flood Control District (21st Ave SW)		371,500							371,500
Total Funding Sources	-	671,500	300,000	300,000	300,000	300,000	300,000	300,000	2,471,500

2023-2028 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:	\$ 845,949	845,949	-

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:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering	114,929	27,588							142,517
R-O-W Acquisition									-
Construction Mgmt	8,433	100,000							108,433
Construction		595,000							595,000
Total Project Costs	123,361	722,588	-	-	-	-	-	-	845,949

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	123,361	72,588							195,949
Transfers									
Surface Water Mgmt Fund	-	600,000							600,000
Grants									
DOE Capacity Grant		50,000							50,000
Total Funding Sources	123,361	722,588	-	-	-	-	-	-	845,949

2023-2028 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:	\$ 633,355	633,355	-

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:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering	140,109								140,109
R-O-W Acquisition									-
Construction Management	39,280								39,280
Construction	443,967	10,000							453,967
Total Project Costs	623,355	10,000	-	-	-	-	-	-	633,355

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	623,356	10,000							633,356
Transfers									
Surface Water Mgmnt Fund									-
Total Funding Sources	623,356	10,000	-	-	-	-	-	-	633,356

2023-2028 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.

		Funded	Unfunded
Total Project Cost:	\$ 5,120,071	5,120,071	-

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 \$5,000 annually starting in 2024.
Change from prior CIP:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering	393,527	100,000							493,527
R-O-W Acquisition									-
Construction Management	26,544	440,000							466,544
Construction		4,160,000							4,160,000
Total Project Costs	420,071	4,700,000	-	-	-	-	-	-	5,120,071

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	420,071	826,232							1,246,303
Transfers									
Surface Water Mgmnt Fund		614,000							614,000
Grants									
State Dept. of Ecology Grant (awarded)		699,768							699,768
Intergovernmental									
City of SeaTac		1,760,000							1,760,000
Port of Seattle		800,000							800,000
Total Funding Sources	420,071	4,700,000	-	-	-	-	-	-	5,120,071

2023-2028 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.

		Funded	Unfunded
Total Project Cost:	\$ 1,025,340	1,025,340	-

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:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering	253,250								253,250
R-O-W Acquisition									-
Construction Management	142,194	4,000							146,194
Construction	625,896								625,896
Total Project Costs	1,021,340	4,000	-	-	-	-	-	-	1,025,340

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	1,021,340	4,000							1,025,340
Transfers									
Surface Water Mgmnt Fund									-
Total Funding Sources	1,021,340	4,000	-	-	-	-	-	-	1,025,340

2023-2028 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.

		Funded	Unfunded
Total Project Cost:	\$ 1,096,466	1,096,466	-

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

Maintenance Costs:	Estimated increase of \$500 annually
Change from prior CIP:	Costs updated.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design & Engineering	156,466	50,000							206,466
R-O-W Acquisition									-
Construction Management		90,000							90,000
Construction		800,000							800,000
Total Project Costs	156,466	940,000	-	-	-	-	-	-	1,096,466

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance	156,466	940,000							1,096,466
Transfers									
Surface Water Mgmnt Fund									-
Total Funding Sources	156,466	940,000	-	-	-	-	-	-	1,096,466

2023-2028 Capital Improvement Program Surface Water Management

Project Number:	SW0017
Project Name:	Stormwater Management Action Planning (SMAP)
Project Location:	CITY-WIDE
Project Description:	Stormwater Management Action Planning is a current NPDES Phase 2 permit requirement. This planning process includes the following tasks: Receiving Water Assessment with Watershed Inventory; Receiving Water Prioritization; and a Stormwater Management Action Plan, which is a planning document for future stormwater improvements in the selected Burien watershed.

		Funded	Unfunded
Total Project Cost:	\$ 326,367	326,367	-

Account No.:	
PM Task Code:	319-
PROS Plan Page No.:	XXXXXXXX
Comprehensive Plan:	Storm Water Element-Goals 1, 2
Strategic Plan:	2., 7.

Maintenance Costs:	n/a
Change from prior CIP:	No change.

Project Costs	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Planning									-
Design and Engineering		326,367							326,367
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	326,367	-	-	-	-	-	-	326,367

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance		81,592							81,592
Grants									
Dept. of Ecology SFAP Grant		244,775							244,775
Total Funding Sources	-	326,367	-	-	-	-	-	-	326,367

2023-2028 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).

Total Project Cost:	\$ 350,000	Funded 350,000	Unfunded -
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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	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Staff Coordination		50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000

Funding Sources	Prior Years	2022 Revised	2023 Budget	2024 Budget	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	Total Project
Fund Balance									-
Transfers									
Surface Water Mgmt Fund		50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Total Funding Sources	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000

Appendix

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2023 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 Federal Criminal Forfeiture Fund accounts for federal seizure funds received by Burien related to participation in a federal task force. The use of these funds is restricted to purchases that will enhance the Burien Police Department’s ability to investigate criminal related crimes and incidents.](#)

7. 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 [\\$7.62 per capita](#) will be for Human Services programs. The per capita amount shall increase annually 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 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.

Salary Schedules

2023 Salary Schedule						
Grade	Title	0	1	2	3	4
280	Recreation Leader I	\$ 37,387.91	\$ 39,257.25	\$ 41,220.33	\$ 43,281.15	\$ 45,445.33
290	Economic Development Intern Emergency Management Intern	38,322.61	40,238.68	42,250.84	44,363.18	46,581.46
300	Customer Service Representative I Recreation Leader II	39,280.68	41,244.65	43,307.11	45,472.26	47,746.00
350	Recreation Leader III	44,442.48	46,664.53	48,998.02	51,447.69	54,020.21
410	Customer Service Representative II Parking Compliance Officer Parks & Facilities Maint. Assistant Public Works Maintenance Assistant Studio Tech	51,539.65	54,116.55	56,822.69	59,663.55	62,646.89
470	Customer Service Representative III	59,770.19	62,758.61	65,896.90	69,191.42	72,651.18
490	Parks & Facility Maintenance Worker	62,796.06	65,935.76	69,232.93	72,694.24	76,329.15
510	Accounting Assistant Administrative Assistant Permit Technician	65,975.11	69,273.76	72,737.84	76,374.38	80,193.31
520	Parks Facilities Operations Worker	67,624.49	71,005.61	74,556.29	78,283.74	82,198.14
540	Engineering Inspector I Information Systems Help Desk Tech. Records Coordinator Senior Permit Coordinator Assistant Planner	71,047.98	74,600.26	78,330.70	82,246.86	86,359.42
550	Recreation Coordinator Public Works Project Manager	72,824.18	76,465.27	80,288.97	84,303.03	88,518.41
560	Community Environ. Education Spec. Parks Maintenance Lead Facilities Maintenance Lead	74,644.78	78,376.90	82,296.19	86,410.60	90,731.37
570	Code Compliance Officer Executive Assistant GIS Analyst I Rental Housing Inspection Prgm Coord. Deputy City Clerk Human Services Coordinator Communications Specialist	76,510.90	80,336.33	84,353.60	88,570.87	92,999.65
580	Engineering Inspector II	78,423.67	82,344.73	86,462.44	90,785.14	95,324.64
590	Accountant Building Inspector/Plans Examiner Electrical Inspector Human Resources Analyst Planner Payroll and Benefits Administrator Paralegal	80,384.27	84,403.35	88,624.00	93,054.77	97,707.76

2023 Salary Schedule						
Grade	Title	0	1	2	3	4
600	Cultural Arts Supervisor Facilities Maintenance Supervisor Parks Maintenance Supervisor Recreation Supervisor Engineering Inspection Supervisor	82,393.87	86,513.44	90,839.60	95,381.14	100,150.45
610	Economic Development Specialist	84,453.72	88,676.27	93,110.59	97,765.67	102,654.22
620	Financial Analyst	86,565.06	90,893.18	95,438.35	100,209.81	105,220.57
640	Civil Engineer - Journey Level Information Systems Analyst Senior Planner Urban Forest Planner Sustainability Manager	90,947.42	95,494.65	100,269.92	105,282.93	110,547.36
650	Communications Officer Senior Financial Analyst	93,221.10	97,882.01	102,776.67	107,915.00	113,311.05
680	Recreation Manager	100,388.93	105,408.22	110,679.23	116,212.66	122,023.60
690	City Clerk Civil Engineer II Human Services Manager Parks Project Manager Communications Manager	102,898.66	108,043.43	113,446.21	119,117.97	125,074.19
740	Finance Manager Information Systems Manager Street & Stormwater Maint. Manager	116,420.38	122,241.22	128,353.97	134,771.05	141,509.97
760	Assitant City Attorney	122,314.17	128,429.68	134,851.89	141,593.84	148,673.91
770	Building Official	125,372.02	131,640.42	138,223.19	145,133.68	152,390.76
780	Economic Development Manager	128,506.32	134,931.43	141,678.77	148,762.03	156,200.53
800	Deputy Public Works Director Deputy PaRCS Director	135,011.95	141,762.34	148,851.26	156,293.10	164,108.18
860	Administrative Services Director City Attorney Community Development Director Finance Director Parks, Rec, and Cultural Svcs Director Public Works Director	156,572.47	164,400.85	172,621.83	181,252.08	190,315.18

2023 Union Salary Schedule						
Grade	Title	0	1	2	3	4
450U	PW Maintenance Worker I	\$ 59,188.97	\$ 62,148.36	\$ 65,255.67	\$ 68,518.41	\$ 71,944.38
500U	PW Maintenance Worker II	66,966.56	70,315.10	73,830.77	77,522.21	81,398.62
560U	PW Maintenance Worker III	77,660.94	81,544.02	85,620.99	89,902.14	94,397.21

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.