2019-2020 BUDGET PRELIMINARY

For the biennium January 1, 2019 through December 31, 2020



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

Burien

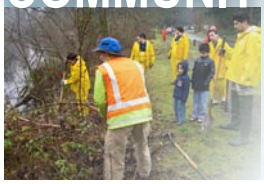
Burien

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

VISION FOR BURIEN

Our Future. Our Choices.

COMMUNITY



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

Engaged — Burien residents enjoy robust civic and cultural participation.

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

DIVERSITY



Inclusive — Burien embraces diversity and welcomes all residents.

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

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

ENVIRONMENT

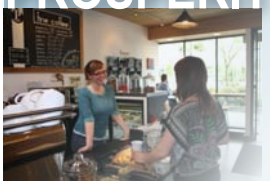


Natural — Burien conserves its natural environment and public waterfronts.

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

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

PROSPERITY



Local — Burien values local services and supports local businesses.

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

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

EDUCATION & YOUTH



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

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

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

HEALTH & SAFETY



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

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

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

GOVERNANCE



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

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

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

Final Approved Vision - July 11, 2011

VISION FOR BURIEN

Our Future. Our Choices.



Final Approved Vision - July 11, 2011

2019-2020 Preliminary Budget

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City of Burien
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Dear City Councilmembers,

I am pleased to present the 2019-2020 Preliminary Budget for your consideration. This budget is guided by the City's 2017-2020 Strategic Plan that was adopted by the City Council on June 20, 2016 and amended in June 2017. This budget proposal reports on the accomplishments made to date in fulfilling the plan and proposes initiatives for the coming biennium. A copy of the strategic plan is included in this budget document.

The 2019-2020 Preliminary Budget is an important part of implementing the Strategic Plan. While the Plan guides the City's priorities, the budget provides the funding necessary for implementation. It also funds important ongoing City programs and services to the community. The proposed budget highlights the financially sound position of the City. General Fund revenues are balanced with ongoing expenditures. The City also set aside a 20% required reserve of $5.76 million and $7.5 million for future investment in a Public Works Maintenance and Operations Facility for the City. It also maintains in the unassigned fund balance an amount over three months of ongoing operating expenditures.

This budget proposal was carefully crafted to address the financial challenges facing the City. The ten-year Sales Tax Annexation Credit that the City receives for annexing the North Highline neighborhood will expire on June 30, 2020. Furthermore, the City's revenues are not keeping pace with the cost of providing services, primarily because the growth in City property taxes is limited to a 1% increase each year. Despite these challenges, the City's revenues are balanced with ongoing expenditures. Staff will continue to implement cost efficiencies to reduce the growth in expenditures in the future.

Revenues and Expenditures

The main challenges for the City in this proposed budget are addressing the structural imbalance and the loss of the Sales Tax Annexation Credit. This credit will expire on June 30, 2020 and reduce the City's revenues by $470,000 in 2020. The proposed budget will allocate 100% of the City's property tax levy to the General Fund to cover the loss of this tax credit. This was recommended in the City's financial policies to address the loss of this revenue.

The loss of the sales tax credit underlines the urgency for the City to address its structural imbalance. A structural imbalance occurs when the City's revenue growth is slower than the growth in ongoing expenditures. City staff is continuing to identify efficiencies and cost reductions to address this structural imbalance. The City's ongoing professional services are reduced by 10%, including using City staff for parks landscape maintenance instead of contracting, and combining the publishing of the Burien Magazine with the Recreation Guide to reduce costs.

The City is also investing in new technology, upgrading key software systems for building permits and document management that will improve both operating efficiency and customer service, as well as key security upgrades to ensure the City is protected against cyber-attacks. This budget also proposes a Permit Technology Fee to improve efficiency and streamline the permitting process once

new permitting software is implemented. The City will also complete an Urban Center Plan in 2019 to update and modernize the Comprehensive Plan to encourage growth and revitalization in the City's downtown area.

There are still significant challenges ahead. Personnel and law enforcement costs – 75% of the General Fund budget – continue to increase by an average 4% per year while General Fund Revenues will increase only 1.5% per year on average. Furthermore, the City will lose the remaining portion of the Sales Tax Annexation Credit in 2021 – an estimated $530,000 in lost revenue. As the needs of our city grow, we must identify new or enhanced revenue sources to address emerging issues and maintain our sound financial health. We will work collaboratively with our community partners to identify those needs in the future, and the best way forward to pay for them.

Staffing Levels

Recognizing the fiscal challenges the City will face, the proposed budget takes a status-quo approach to staffing levels. The only major change is to increase Parks landscape maintenance staff to replace the previously contracted service. As recently approved by the City Council, this proposal includes 4.0 FTE full-time maintenance workers, and proposes 2.0 FTE seasonal maintenance workers. The cost for these positions is offset by the cancelation of the City's landscape maintenance contract. An intermittent Accounting Assistant position will be extended in 2019 to continue accommodating the City's increased workload for Business & Occupation Tax collection. Several one-time staffing increases will end in 2018 and offset staffing levels by 2.41 FTE. This will provide a net increase to staffing levels by 3.60 FTE in 2019.

Capital Funding

The proposed budget includes the financing of two key previously unfunded projects. The Lake Burien School Memorial Park Improvements and sidewalk improvements along South 136th Street are now completely funded with a combination of grant and City funding. Furthermore, the City received a federal grant award for the 1st Avenue South Phase III paving project and the City is actively working to obtain additional grants to fully fund the project to begin construction by 2020.

Significant challenges remain for funding capital projects in Burien. The City's financial policies currently allocate 10% of the City's property tax levy ($785,000 in 2019) to fund capital projects. However, to address the loss of the City's Sales Tax Annexation Credit, that 10% for capital projects will be reallocated to the General Fund in 2020 to finance operating expenditures. The City must address the loss of this funding source for capital and explore other revenue sources in the years ahead to finance capital projects at current levels. In the meantime, City staff will continue to actively pursue grant opportunities to fund capital projects.

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

Sincerely,



Brian Wilson
City Manager

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



CITY OF BURIEN

STRATEGIC PLAN 2017-2020

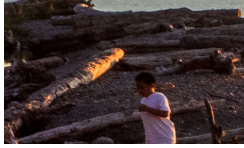
BURIEN COMMUNITY VISION

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

BURIEN'S FOCUS FOR THE COMING FOUR YEARS

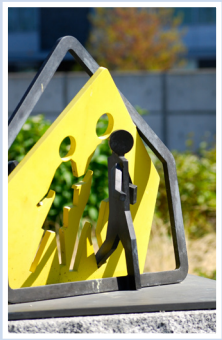
Through 2020, the City of Burien will prioritize delivering core services and ensuring the community's key infrastructure needs are met. This Strategic Plan identifies how City Council and staff will advance these shared commitments during the 2017/18 and 2019/20 biennia.

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



GOALS, INITIATIVES, & STRATEGIES

SAFE Community



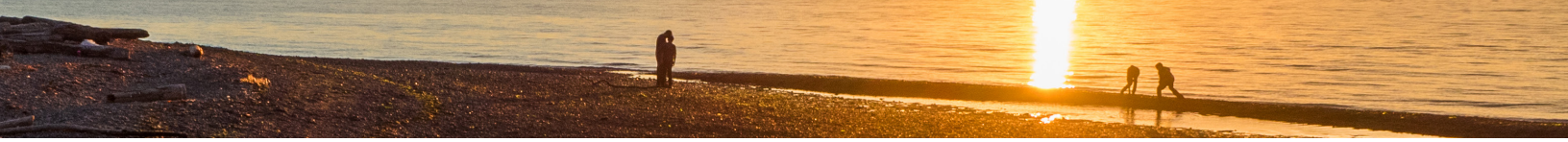
1. *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*
   a. Support community interest to build staffing capacity for both supervision and response.*
   b. Increase community engagement, including crime prevention strategies.
   c. Focus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

HEALTHY Community



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

** designates a 2017/18 priority*



DYNAMIC Community



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

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

b. Focus on increasing locally-owned small businesses.

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

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

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

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

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

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

i. Vision Plan.

j. Youth leadership academy/council.

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

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

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

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

STRONG City Organization



9. *Continue to strengthen the City team.*

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

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

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

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

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

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

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

** designates a 2017/18 priority*

PLAN DEVELOPMENT & IMPLEMENTATION

How was the Strategic Plan developed?

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

How will the Plan be implemented?

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

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

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

CITY COUNCIL

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

LEADERSHIP TEAM

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







FIND OUT MORE

www.burienwa.gov/strategicplan

Burien

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Burien

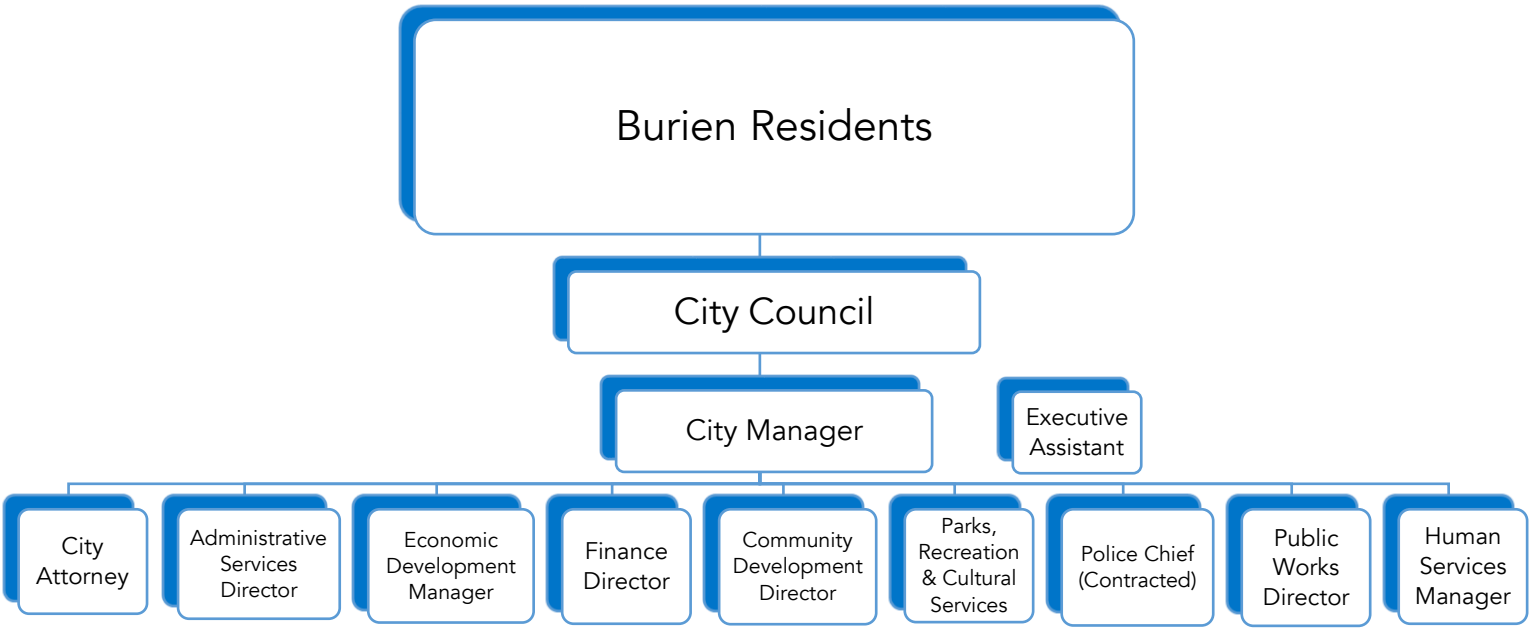
Washington

For the Biennium Beginning

January 1, 2017

Christopher P. Morrill

Executive Director


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

City Officials

2018 City Council

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

City Administration

City Manager	Brian Wilson
Finance Director	Eric Christensen
Administrative Services Director	Cathy Schrock
City Attorney	Lisa Marshall
Community Development Director	Chip Davis
Parks, Recreation, and Cultural Services Director	Steve Roemer
Public Works Director	Maiya Andrews
Chief of Police	Theodore Boe

2019-2020 Preliminary Budget Prepared by:

Finance Department Personnel

Finance Director	Eric Christensen
Finance Manager	Patti Rader
Financial Analyst	Joshua White
Management Analyst	Lori Fleming
Accountant	Ellen Mounts
Accounting Assistant	Cathy Rossick

City Boards and Commissions

Arts Commission

Shelley Brittingham
Alastair Christopherson
Kathy Justin
Gaylloyd Sisson
Michael Salmon
Erik Christopherson
Jade Makana
Melinda Behrman
Dane Johnson
Tess Rosii-Busichio

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

Parks & Recreation Board

Kate Kelly
Linda Stryker
Kellie Bassen
Linda Schwaber
Siri Nelson
Sarah Moore
Lee Moyer

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

Planning Commission

Curtis Olsen
Kate Kelly
Hugo Garcia
Kaelene Nobis
Kim Davis
Christopher Guizlo
Anna Markee

City Staff:
David Johanson, Senior Planner, Community Development

Business & Economic Development Partnership

Robyn Desimone
Garry Crane
Jay Hasbrouck, Jr.
Michael Prato
Discover Burien
Joshua Halpin
Pier David
Rodolfo Hernandez-McIntyre
Nancy Scholl
Dean Anderson
Suzanne Greive
Robbie Howell
Matthew Wendland

City Staff:
Andrea Snyder, Economic Development Manager

City of Burien Background

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

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



City of Burien Details

- A 100-year old community incorporated in 1993, encompassing an area of approximately 10 square miles.
- Current population is 51,850 reflecting an 88 percent growth since incorporation.
- Council–manager form of government.
- Administered by a full-time City Manager and a seven-member City Council, with one of its members serving as Mayor. All terms are for a period of four years.
- Located on Puget Sound across from Vashon Island, 12 miles south of Seattle, and served by State Routes 518 and 509.
- Additional information about the City is included in the Appendix.

Biennial Budget Process

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

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

City staff prepares the six-year financial plan and presents it to the Council in June or July of each. 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:

2019-2020 Preliminary Budget: The 2019-2020 Preliminary Budget as presented to the City Council on October 1, 2018.
2019-2024 Forecast: The 2019-2024 Long Range Financial Forecast for Operating Funds.
2018 Budget: The 2018 Budget as amended by the City Council in December 2017.
2017 Actual: The 2017 Actual Revenues and Expenditures as reported in the City's 2017 Comprehensive Annual Financial Report (CAFR).
2016 Actual: The 2016 Actual Revenues and Expenditures as reported in the City's 2016 Comprehensive Annual Financial Report (CAFR).

Fund Definitions

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

General Fund

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

Special Revenue Funds

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

Debt Service Fund

This fund accounts for resources necessary to pay the principal and interest on general long-term debt. In 2019 and 2020, the annual operating budget includes transfers from the General Fund, Public Works Reserve Fund, Street Fund and Transportation Benefit District Fund to the Debt Service Fund to pay for the annual debt service requirements. Bonds were issued in late 2006 ($9,805,000) for Town Square and the Community Center. These bonds were refunded with new bonds issued in 2016 ($5,320,000). In late 2010 ($8,615,000) for a street overlay project and in 2011 ($8,550,000) to refund the remaining 2002 bonds and to complete and close out the 1st Avenue South , Phase 1 project. In 2009 the City joined a coalition of cities to form the South Correctional Entity (SCORE) to build and operate a regional jail facility. Based on the City's 4% ownership interest, the city is responsible for $3,449,400 of the $86 million in bonds sold to construct this facility.

Capital Project Funds

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

Operating Funds

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

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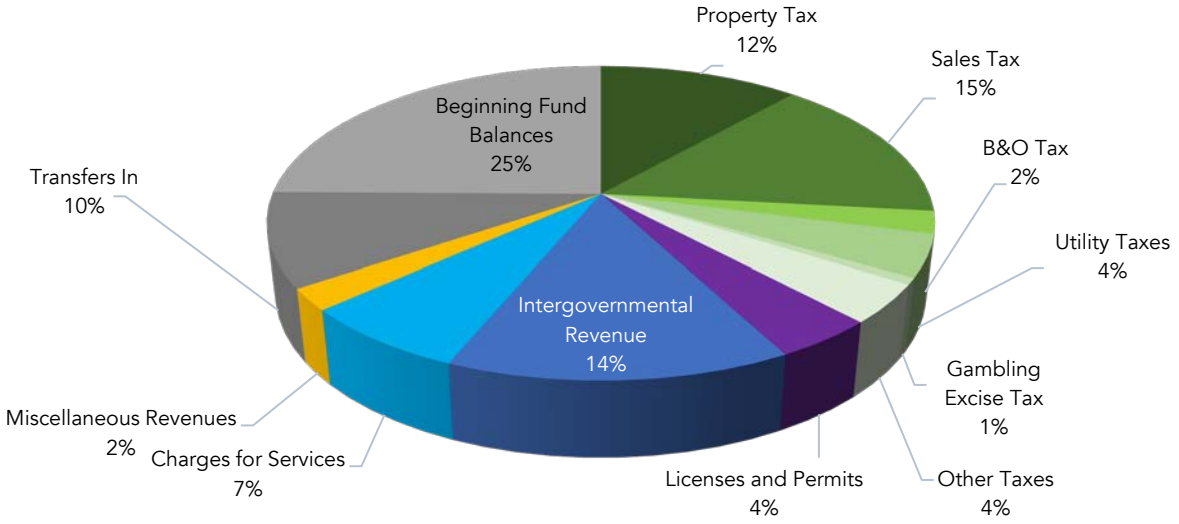
All Funds Summary

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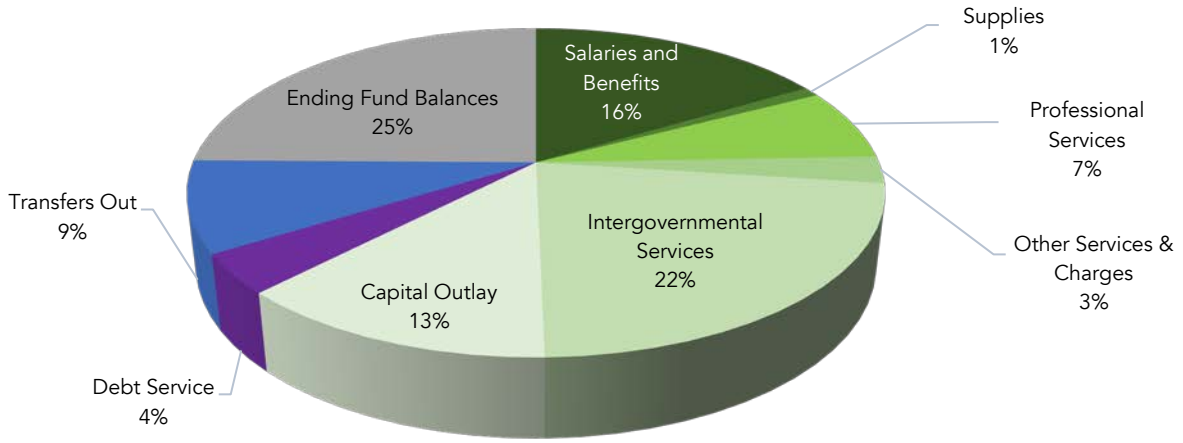
2019-2020 All Funds Revenue and Expenditure Summary

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

2019 - 2020 Resources by Type: All Funds
$137.7 million



2019 - 2020 Uses by Type: All Funds
$137.7 million



2019-2020 Revenue Summary – All Funds

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 23,736,990	$ 58,581,200	$ 160,000	$ 82,478,190
Street	1,394,350	6,075,000	-	7,469,350
Surface Water Management	1,326,825	7,216,000	-	8,542,825
Public Works Reserve	1,936,720	3,630,000	-	5,566,720
Equipment Reserve	1,226,215	50,000	540,000	1,816,215
Art in Public Places	35,830	-	53,000	88,830
Capital Projects Reserve	439,800	845,000	-	1,284,800
Transportation Benefit District	99,660	1,585,000	-	1,684,660
Debt Service	53,075	716,000	4,474,000	5,243,075
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	$ 30,414,465	$ 78,698,200	$ 5,227,000	$ 114,339,665
Parks & General Government CIP	738,365	2,016,764	1,000,000	3,755,129
Transportation CIP	601,210	6,600,000	4,630,000	11,831,210
Surface Water Management CIP	2,393,685	2,985,000	2,400,000	7,778,685
Sub-Total Capital Projects Funds	$ 3,733,260	$ 11,601,764	$ 8,030,000	$ 23,365,024
TOTAL RESOURCES	$ 34,147,725	$ 90,299,964	$ 13,257,000	$ 137,704,689

2019-2020 Expenditure Summary – All Funds

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 58,770,399	$ 753,000	$ 22,954,791	$ 82,478,190
Street	4,462,530	2,465,000	541,820	7,469,350
Surface Water Management	5,264,818	2,620,000	658,007	8,542,825
Public Works Reserve	-	3,894,000	1,672,720	5,566,720
Equipment Reserve	205,500	-	1,610,715	1,816,215
Art in Public Places	53,000	-	35,830	88,830
Capital Projects Reserve	-	1,000,000	284,800	1,284,800
Transportation Benefit District	-	1,600,000	84,660	1,684,660
Debt Service	5,198,925	-	44,150	5,243,075
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	$ 73,955,172	$ 12,332,000	$ 28,052,493	$ 114,339,665
Parks & General Government CIP	3,436,764	-	318,365	3,755,129
Transportation CIP	7,074,000	-	4,757,210	11,831,210
Surface Water Management CIP	6,765,000	925,000	88,685	7,778,685
Sub-Total Capital Projects Funds	$ 17,275,764	$ 925,000	$ 5,164,260	$ 23,365,024
TOTAL USES	$ 91,230,936	$ 13,257,000	$ 33,216,753	$ 137,704,689

2019 Revenue Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 23,736,990	$ 28,793,600	$ 80,000	$ 52,610,590
Street	1,394,350	2,990,000	-	4,384,350
Surface Water Management	1,326,825	3,558,000	-	4,884,825
Public Works Reserve	1,936,720	1,790,000	-	3,726,720
Equipment Reserve	1,226,215	25,000	270,000	1,521,215
Art in Public Places	35,830	-	26,500	62,330
Capital Projects Reserve	439,800	815,000	-	1,254,800
Transportation Benefit District	99,660	792,500	-	892,160
Debt Service	53,075	358,000	2,237,000	2,648,075
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	$ 30,414,465	$ 39,122,100	$ 2,613,500	$ 72,150,065
Parks & General Government CIP	738,365	431,764	-	1,170,129
Transportation CIP	601,210	150,000	1,225,000	1,976,210
Surface Water Management CIP	2,393,685	-	1,200,000	3,593,685
Sub-Total Capital Projects Funds	$ 3,733,260	$ 581,764	$ 2,425,000	$ 6,740,024
TOTAL RESOURCES	$ 34,147,725	$ 39,703,864	$ 5,038,500	$ 78,890,089

2019 Expenditure Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 29,110,297	$ 376,500	$ 23,123,793	$ 52,610,590
Street	2,217,835	910,000	1,256,515	4,384,350
Surface Water Management	2,587,252	1,310,000	987,573	4,884,825
Public Works Reserve	-	1,317,000	2,409,720	3,726,720
Equipment Reserve	115,500	-	1,405,715	1,521,215
Art in Public Places	26,500	-	35,830	62,330
Capital Projects Reserve	-	-	1,254,800	1,254,800
Transportation Benefit District	-	800,000	92,160	892,160
Debt Service	2,608,285	-	39,790	2,648,075
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	$ 36,665,669	$ 4,713,500	$ 30,770,896	$ 72,150,065
Parks & General Government CIP	841,764	-	328,365	1,170,129
Transportation CIP	1,782,000	-	194,210	1,976,210
Surface Water Management CIP	2,365,000	325,000	903,685	3,593,685
Sub-Total Capital Projects Funds	$ 4,988,764	$ 325,000	$ 1,426,260	$ 6,740,024
TOTAL USES	$ 41,654,433	$ 5,038,500	$ 32,197,156	$ 78,890,089

2020 Revenue Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	$ 23,123,793	$ 29,787,600	$ 80,000	$ 52,991,393
Street	1,256,515	3,085,000	-	4,341,515
Surface Water Management	987,573	3,658,000	-	4,645,573
Public Works Reserve	2,409,720	1,840,000	-	4,249,720
Equipment Reserve	1,405,715	25,000	270,000	1,700,715
Art in Public Places	35,830	-	26,500	62,330
Capital Projects Reserve	1,254,800	30,000	-	1,284,800
Transportation Benefit District	92,160	792,500	-	884,660
Debt Service	39,790	358,000	2,237,000	2,634,790
Local Improvement District Reserve	165,000	-	-	165,000
Sub-Total Governmental Funds	$ 30,770,896	$ 39,576,100	$ 2,613,500	$ 72,960,496
Parks & General Government CIP	328,365	1,585,000	1,000,000	2,913,365
Transportation CIP	194,210	6,450,000	3,405,000	10,049,210
Surface Water Management CIP	903,685	2,985,000	1,200,000	5,088,685
Sub-Total Capital Projects Funds	$ 1,426,260	$ 11,020,000	$ 5,605,000	$ 18,051,260
TOTAL RESOURCES	$ 32,197,156	$ 50,596,100	$ 8,218,500	$ 91,011,756

2020 Expenditure Summary – All Funds

FOR REFERENCE ONLY

Fund Name	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	$ 29,660,102	$ 376,500	$ 22,954,791	52,991,393
Street	2,244,695	1,555,000	541,820	4,341,515
Surface Water Management	2,677,566	1,310,000	658,007	4,645,573
Public Works Reserve	-	2,577,000	1,672,720	4,249,720
Equipment Reserve	90,000	-	1,610,715	1,700,715
Art in Public Places	26,500	-	35,830	62,330
Capital Projects Reserve	-	1,000,000	284,800	1,284,800
Transportation Benefit District	-	800,000	84,660	884,660
Debt Service	2,590,640	-	44,150	2,634,790
Local Improvement District Reserve	-	-	165,000	165,000
Sub-Total Governmental Funds	$ 37,289,503	$ 7,618,500	$ 28,052,493	$ 72,960,496
Parks & General Government CIP	2,595,000	-	318,365	2,913,365
Transportation CIP	5,292,000	-	4,757,210	10,049,210
Surface Water Management CIP	4,400,000	600,000	88,685	5,088,685
Sub-Total Capital Projects Funds	$ 12,287,000	$ 600,000	$ 5,164,260	$ 18,051,260
TOTAL USES	$ 49,576,503	$ 8,218,500	$ 33,216,753	$ 91,011,756

2019-2020 All Funds Preliminary Budget

Fund Name	Beginning Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Ending Fund Balance	Designated Reserves	Undesignated Fund Balance
General	$ 23,736,990	$ 58,741,200	$ 59,523,399	$ 22,954,791	$ 14,666,720	$ 8,288,071
Street	1,394,350	6,075,000	6,927,530	541,820	149,500	392,320
Surface Water Management	1,326,825	7,216,000	7,884,818	658,007	177,900	480,107
Sub-Total Operating Funds	$ 26,458,165	$ 72,032,200	$ 74,335,747	$ 24,154,618	$ 14,994,120	$ 9,160,498
Public Works Reserve	1,936,720	3,630,000	3,894,000	1,672,720	1,672,720	-
Equipment Reserve	1,226,215	590,000	205,500	1,610,715	-	1,610,715
Art in Public Places	35,830	53,000	53,000	35,830	-	35,830
Capital Projects Reserve	439,800	845,000	1,000,000	284,800	-	284,800
Transportation Benefit District	99,660	1,585,000	1,600,000	84,660	84,660	-
Sub-Total Special Revenue Fun	$ 3,738,225	$ 6,703,000	$ 6,752,500	$ 3,688,725	$ 1,757,380	$ 1,931,345
Debt Service	53,075	5,190,000	5,198,925	44,150	44,150	-
Local Improvement District Reserve	165,000	-	-	165,000	165,000	-
Sub-Total Debt Service Funds	$ 218,075	$ 5,190,000	$ 5,198,925	$ 209,150	$ 209,150	$ -
Parks & General Government CIP	738,365	3,016,764	3,436,764	318,365	-	318,365
Transportation CIP	601,210	11,230,000	7,074,000	4,757,210	-	4,757,210
Surface Water Management CIP	2,393,685	5,385,000	7,690,000	88,685	-	88,685
Sub-Total Capital Projects Fund	$ 3,733,260	$ 19,631,764	$ 18,200,764	$ 5,164,260	$ -	$ 5,164,260
TOTAL RESOURCES	$ 34,147,725	$ 103,556,964	$ 104,487,936	$ 33,216,753	$ 16,960,650	$ 16,256,103

2019 Designated Reserves

Fund	Reservation	Designated Reserves
General Fund	Operating Reserve - 20%	$ 5,758,720
General Fund	Capital Partnership Reserve	7,500,000
General Fund	Capital Equipment Reserve	1,000,000
General Fund	Asset Forfeiture (Drug Seizure) Funds	270,000
General Fund	Parking Reserve	138,000
Street Fund	Operating Reserve - 5.0%	149,500
Surface Water Management Fund	Operating Reserve - 5.0%	177,900
Sub-Total Operating Fund Balance Reserves		$ 14,994,120
Public Works Reserve Fund	Debt Service	1,672,720
Transportation Benefit District Fund	Debt Service	84,660
Sub-Total Special Revenue Fund Balance Reserves		$ 1,757,380
Debt Service Fund	Debt Service	44,150
LID Guaranty Fund	Debt Service	165,000
Sub-Total Debt Service Fund Balance Reserves		$ 209,150
TOTAL FUND BALANCE RESERVATIONS		$ 16,960,650

2019-2020 All Funds Revenues & Expenditures

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	TOTAL ALL FUNDS
Beginning Fund Balance	**$ 23,736,990**	**$ 6,459,400**	**$ 218,075**	**$ 3,733,260**	**$ 34,147,725**
REVENUES					
Property Tax	15,045,000	785,000	-	99,500	15,929,500
Sales Tax	17,655,000	-	-	-	17,655,000
Sales Tax - Criminal Justice	3,235,000	-	-	-	3,235,000
Business & Occupation Tax	3,180,000	-	-	-	3,180,000
Real Estate Excise Taxes	-	3,450,000	-	-	3,450,000
Utility Taxes	5,005,000	915,000	-	-	5,920,000
Gambling Excise Tax	920,000	-	-	-	920,000
Other Taxes	-	2,025,000	-	-	2,025,000
Total Taxes	**$ 45,040,000**	**$ 7,175,000**	**$ -**	**$ 99,500**	**$ 52,314,500**
Licenses & Permits	3,709,000	2,125,000	-	-	5,834,000
Intergovernmental	5,077,200	2,570,000	220,000	11,502,264	19,369,464
Charges for Services	2,320,000	7,100,000	286,000	-	9,706,000
Other Revenues	2,435,000	431,000	210,000	-	3,076,000
TOTAL REVENUE	$ 58,581,200	$ 19,401,000	$ 716,000	$ 11,601,764	$ 90,299,964
Transfers In	160,000	593,000	4,474,000	8,030,000	13,257,000
TOTAL REVENUE & TRANSFERS	$ 58,741,200	$ 19,994,000	$ 5,190,000	$ 19,631,764	$ 103,556,964
TOTAL ALL RESOURCES	$ 82,478,190	$ 26,453,400	$ 5,408,075	$ 23,365,024	$ 137,704,689
EXPENDITURES					
Salaries & Benefits	16,604,745	5,788,960	-	291,000	22,684,705
Supplies	622,400	680,000	-	-	1,302,400
Professional Services	7,595,330	1,341,900	6,000	691,000	9,634,230
Other Services & Charges	2,529,924	1,089,200	-	-	3,619,124
Intergovernmental Services	30,488,000	670,000	-	-	31,158,000
Capital Outlay	930,000	243,500	-	16,293,764	17,467,264
Debt Service	-	172,288	5,192,925	-	5,365,213
TOTAL EXPENDITURES	$ 58,770,399	$ 9,985,848	$ 5,198,925	$ 17,275,764	$ 91,230,936
Transfers Out	753,000	11,579,000	-	925,000	13,257,000
TOTAL EXPENDITURES & TRA	$ 59,523,399	$ 21,564,848	$ 5,198,925	$ 18,200,764	$ 104,487,936
Ending Fund Balance	22,954,791	4,888,552	209,150	5,164,260	33,216,753
TOTAL ALL USES	$ 82,478,190	$ 26,453,400	$ 5,408,075	$ 23,365,024	$ 137,704,689

2019-2020 Fund Transfers

TRANSFERS IN			
Transfer TO	2019 Budget	2020 Budget	Transfer FROM
General Fund	40,000	40,000	Street Fund
General Fund	40,000	40,000	Surface Water Management Fund
Total General Fund	**$ 80,000**	**$ 80,000**	
Equipment Reserve Fund	150,000	150,000	General Fund
Equipment Reserve Fund	50,000	50,000	Street Fund
Equipment Reserve Fund	70,000	70,000	Surface Water Management Fund
Total Equipment Reserve Fund	**$ 270,000**	**$ 270,000**	
Art in Public Places Fund	26,500	26,500	General Fund
Total Art in Public Places Fund	**$ 26,500**	**$ 26,500**	
Debt Service Fund	200,000	200,000	General Fund
Debt Service Fund	320,000	310,000	Street Fund
Debt Service Fund	1,317,000	1,327,000	Public Works Reserve Fund
Debt Service Fund	400,000	400,000	Transportation Benefit District Fund
Total Debt Service Fund	**$2,237,000**	**$2,237,000**	
Parks & General Government CIP	-	1,000,000	Capital Projects Reserve Fund
Total Parks & General Govt. CIP	**$ -**	**$1,000,000**	
Transportation CIP Fund	500,000	1,155,000	Street Fund
Transportation CIP Fund	-	1,250,000	Public Works Reserve Fund
Transportation CIP Fund	400,000	400,000	Transportation Benefit District Fund
Transportation CIP Fund	325,000	600,000	Surface Water Management CIP Fund
Total Transportation CIP Fund	**$1,225,000**	**$3,405,000**	
Surface Water Management CIP	1,200,000	1,200,000	Surface Water Management Fund
Total Surface Water Management	**$1,200,000**	**$1,200,000**	
TOTAL TRANSFERS IN	**$5,038,500**	**$8,218,500**	

TRANSFERS OUT			
Transfer FROM	2019 Budget	2020 Budget	Transfer TO
General Fund	150,000	150,000	Equipment Reserve Fund
General Fund	26,500	26,500	Art in Public Places Fund
General Fund	200,000	200,000	Debt Service Fund
Total General Fund	**$ 376,500**	**$ 376,500**	
Street Fund	40,000	40,000	General Fund
Street Fund	50,000	50,000	Equipment Reserve Fund
Street Fund	320,000	310,000	Debt Service Fund
Street Fund	500,000	1,155,000	Transportation CIP Fund
Total Street Fund	**$ 910,000**	**$1,555,000**	
Surface Water Management Fund	40,000	40,000	General Fund
Surface Water Management Fund	70,000	70,000	Equipment Reserve Fund
Surface Water Management Fund	1,200,000	1,200,000	Surface Water Management CIP Fund
Total Surface Water Management	**$1,310,000**	**$1,310,000**	
Public Works Reserve Fund	1,317,000	1,327,000	Debt Service Fund
Public Works Reserve Fund	-	1,250,000	Transportation CIP Fund
Total Public Works Reserve Fund	**$1,317,000**	**$2,577,000**	
Capital Projects Reserve Fund	-	1,000,000	Parks & General Govt CIP Fund
Total Capital Projects Reserve Fu	**$ -**	**$1,000,000**	
Transportation Benefit District Fund	400,000	400,000	Debt Service Fund
Transportation Benefit District Fund	400,000	400,000	Transportation CIP Fund
Total Transportation Benefit Distri	**$ 800,000**	**$ 800,000**	
Surface Water Management CIP Fund	325,000	600,000	Transportation CIP Fund
Total Surface Water Management	**$ 325,000**	**$ 600,000**	
TOTAL TRANSFERS OUT	**$5,038,500**	**$8,218,500**	

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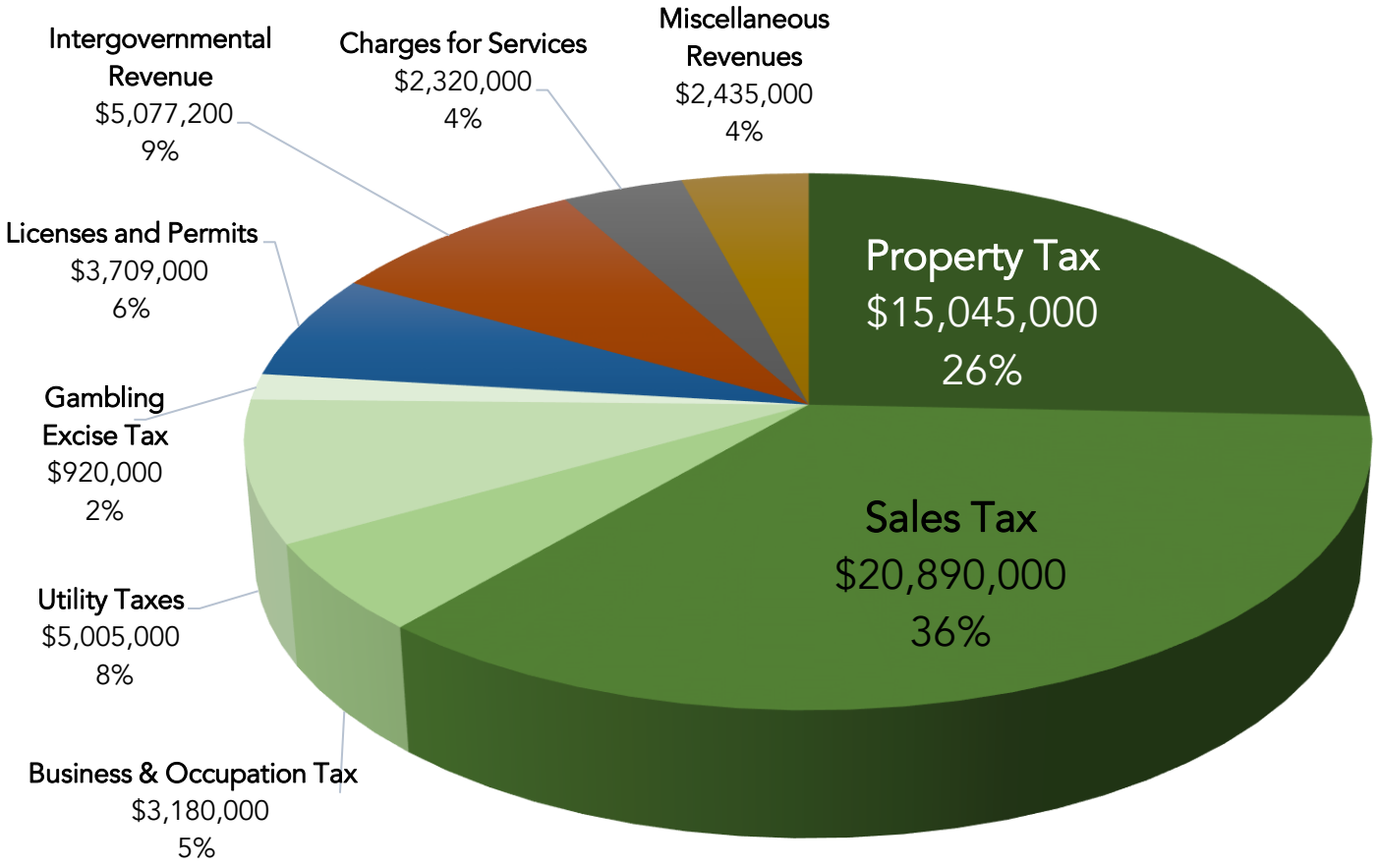
General Fund Revenues

General Fund revenue for 2019 and 2020, excluding fund balances and transfers, is $28.79 million in 2019 and $29.79 million in 2020. This is a 6.4% increase from the 2018 Revised Budget.

2019-2020 General Fund Revenue

	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
BEGINNING FUND BALANCE	$13,895,234	$18,241,925	$18,197,995	$23,736,990	$23,125,870
Property Tax	6,646,646	6,919,638	7,055,000	7,065,000	7,980,000
Parks Levy	95,166	-	-	-	-
Sales Tax	7,086,228	7,524,372	7,160,000	7,925,000	8,240,000
Sales Tax - Annexation Credit	837,933	892,992	940,000	980,000	510,000
Sales Tax - Local Criminal Justice	1,342,861	1,408,268	1,465,000	1,600,000	1,635,000
Business & Occupation Tax	1,402,572	1,514,984	1,345,000	1,575,000	1,605,000
Utility Taxes	2,519,742	2,575,255	2,605,000	2,480,000	2,525,000
Gambling Excise Tax	461,884	452,720	455,000	460,000	460,000
Other Taxes	4,025	7,026	-	-	-
Total Taxes	$20,397,056	$21,295,256	$21,025,000	$22,085,000	$22,955,000
Miscellaneous Licenses and Permits	67,640	65,220	70,000	71,000	71,000
Business License Revenue	-	325,178	315,000	325,000	325,000
Franchise Fees	680,511	695,826	726,000	666,000	686,000
Permits - Building Related	825,764	675,277	600,000	577,000	593,000
Permits - Electrical	209,240	162,395	125,000	195,000	200,000
Permits - Right of Way	119,403	550	-	-	-
Total Licenses and Permits	$ 1,902,558	$ 1,924,447	$ 1,836,000	$ 1,834,000	$ 1,875,000
Federal Grants	33,484	134,331	100,000	69,600	27,600
State - Criminal Justice	168,165	177,600	223,000	222,500	232,500
Liquor Tax and Profit	652,605	665,984	660,000	700,000	710,000
Intergovernmental Revenues	167,730	155,675	212,000	267,500	267,500
Intergovernmental - Seattle City Light	975,481	1,106,054	1,025,000	1,245,000	1,335,000
Total Intergovernmental Revenues	$ 1,997,465	$ 2,239,644	$ 2,220,000	$ 2,504,600	$ 2,572,600
Planning Fees	200,199	229,071	205,000	290,000	295,000
Building Plan Review Fees	424,283	388,987	330,000	320,000	325,000
Other Miscellaneous Charges	46,087	48,311	35,000	50,000	50,000
Parks and Recreation Charges	523,237	503,514	510,000	495,000	495,000
Total Charges for Goods and Services	$ 1,193,807	$ 1,169,883	$ 1,080,000	$ 1,155,000	$ 1,165,000
Fines and Penalties	192,923	183,790	200,000	200,000	205,000
Facility Leases	298,929	321,287	305,000	360,000	360,000
Miscellaneous Revenues	169,526	282,464	390,000	655,000	655,000
Total Miscellaneous	$ 661,378	$ 787,542	$ 895,000	$ 1,215,000	$ 1,220,000
TOTAL REVENUES	$26,152,264	$27,416,772	$27,056,000	$28,793,600	$29,787,600
Transfers In	173,000	80,000	80,000	80,000	80,000
Other Financing Sources	4,500,000	22,052	-	-	-
TOTAL REVENUES, TRANSFERS IN & OTHER FINANCING SOURCES	$30,825,264	$27,518,823	$27,136,000	$28,873,600	$29,867,600
TOTAL ALL RESOURCES	$44,720,498	$45,760,748	$45,333,995	$52,610,590	$52,993,470

2019 - 2020 General Fund Revenues
$58.58 million (excluding transfers in)



The City derives 77% of its total General Fund revenue through taxes. Of this amount are the two biggest sources of revenue for the General Fund: sales taxes (36%) and property taxes (26%). The remaining 23% of General Fund revenue are derived through a variety of sources. 9% are from Intergovernmental Revenue – various grants and payments for services from federal, state, and other local governments. 6% are for license and permit fees, primarily from cable franchises, building and electrical permits, and business licenses. 4% are for charges for City services related to Community Development plan reviews and Recreation programs. A further discussion of major tax revenues are provided on the following pages.

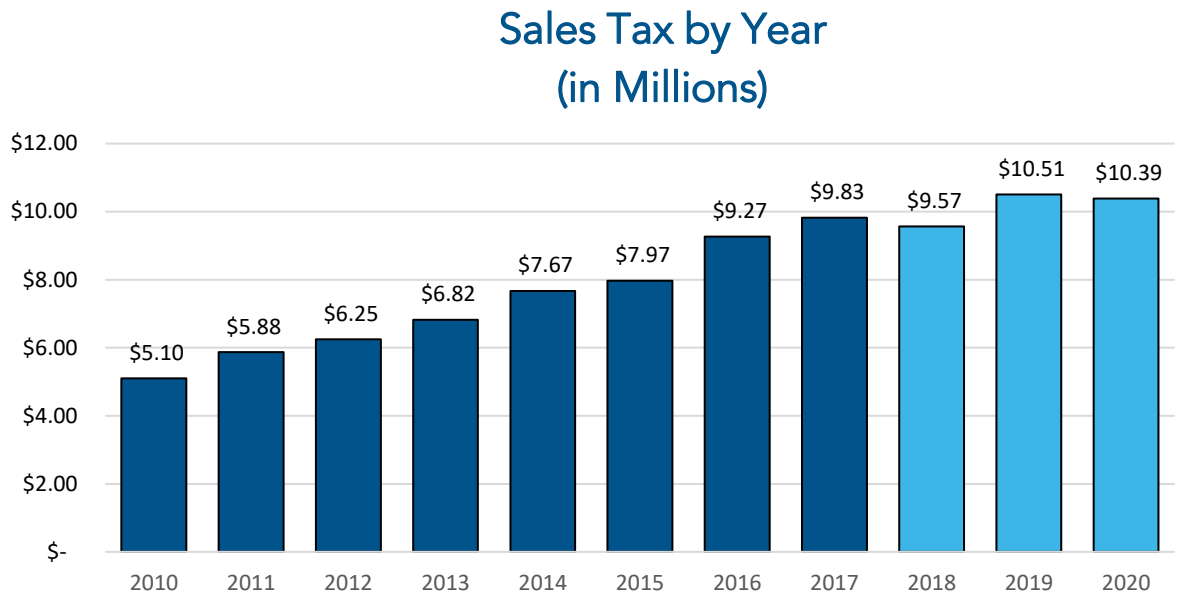
Major Revenue Sources

Sales Taxes

The City receives 36% of all General Fund revenues from three sources of sales tax. The main source of sales tax, $7.92 million in 2019 and $8.24 million in 2020, 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 $1.60 million in 2019 and $1.64 million in 2020. The third source is an additional 0.1% sales tax credit provided by the State for ten years to cities that have recently annexed new areas. This accounts for $0.98 million in 2019 and $0.51 million in 2020. The reduced amount in 2020 is due to the City's sales tax credit expiring on June 30, 2020.

Sales Tax Distribution by Government Entity

Government Entity	Tax Rate
Washington State	6.50%
Sound Transit	1.40%
King County Metro Transit	0.90%
City of Burien	**0.85%**
King County	0.15%
King County Mental Health	0.10%
King County Criminal Justice	0.10%
Total Sales Tax:	**10.00%**



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

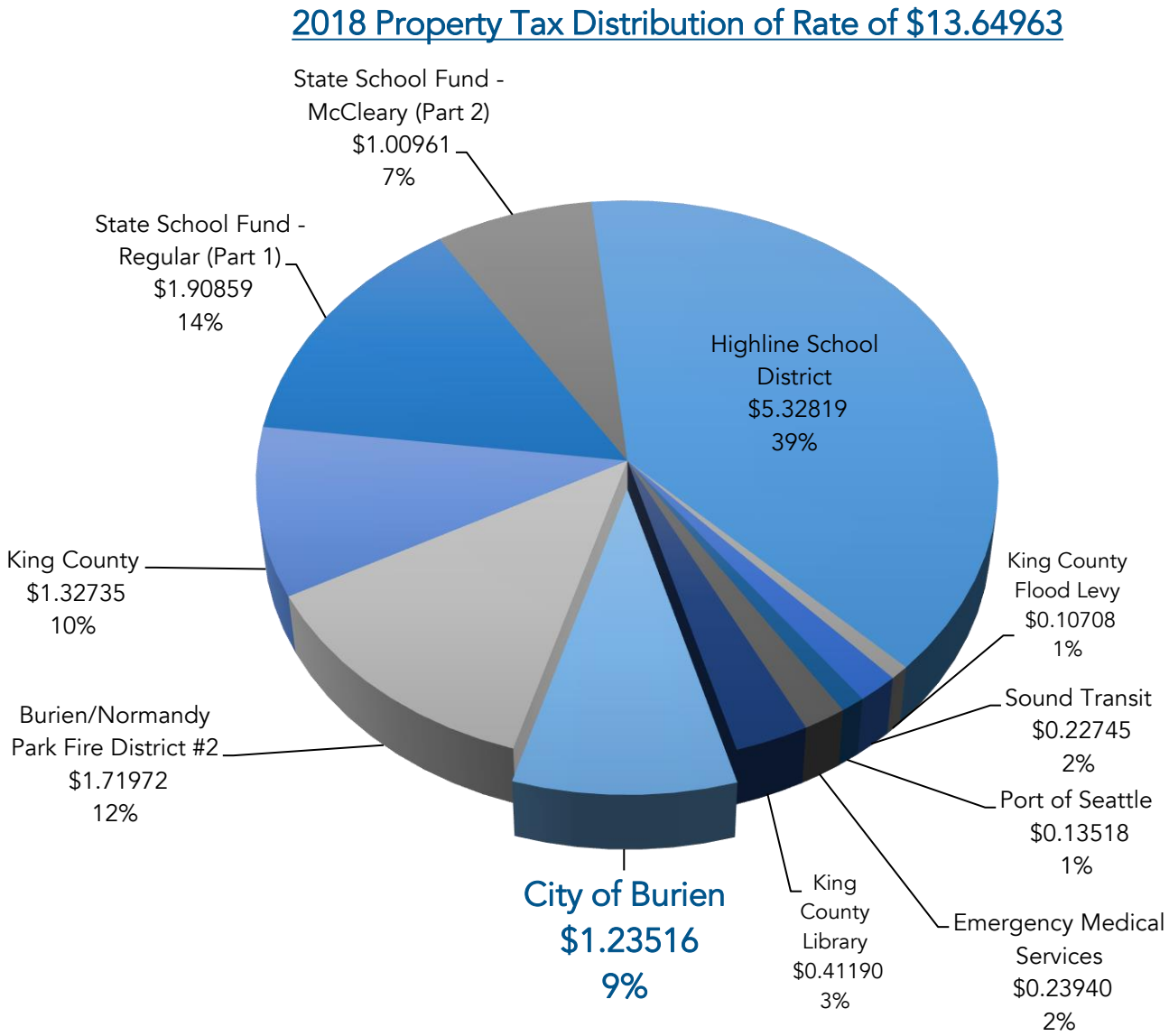
The chart above illustrates the change in sales tax since 2010, along with forecasted sales tax revenues for 2019 and 2020. The growth in 2011 is due to the receipt of the Sales Tax Annexation Credit, provided by Washington State for the increased population as a result of annexing North Burien. The steady increase from 2011 to 2015 is due to the strong and continued rebound in economic activity after the Great Recession, primarily driven by auto sales. The large increase in 2016 and 2017 is due to a substantial increase in construction activity for several large residential and commercial developments in the City. However, this is considered a "one-time" revenue because of the short-term nature of the economic activity, and are not included in 2019 and 2020 estimates.

The forecasted revenues in 2019 and 2020 are increased compared to the 2018 Revised Budget due to the continued expansion of the retail sector. However, this is offset by an anticipated slowdown in the growth of auto sales. The decrease in 2020 is due to the loss of the City's sales tax annexation credit on June 30, 2020.

Property Tax

The City receives 26% of all General Fund revenues from property tax. The City estimates $7.07 million will be collected in 2019 and $7.98 million in 2020. This estimates includes a 1% increase in both years, and anticipates 99% of the property tax levy will be collected in the year it is due. The significant increase in 2020 is due to collecting 100% of the property tax levy in the General Fund, compared to 90% in the General Fund and 10% devoted to capital projects in 2019.

Even with the 1% increase in the City's property tax levy, the City's property tax rate decreased from $1.362 for every $1,000 of assessed value to $1.235. A homeowner with a median home value in Burien of $330,000 will pay an additional $3.48 per year to the City. This will pay for the City's general operations such as police and parks.

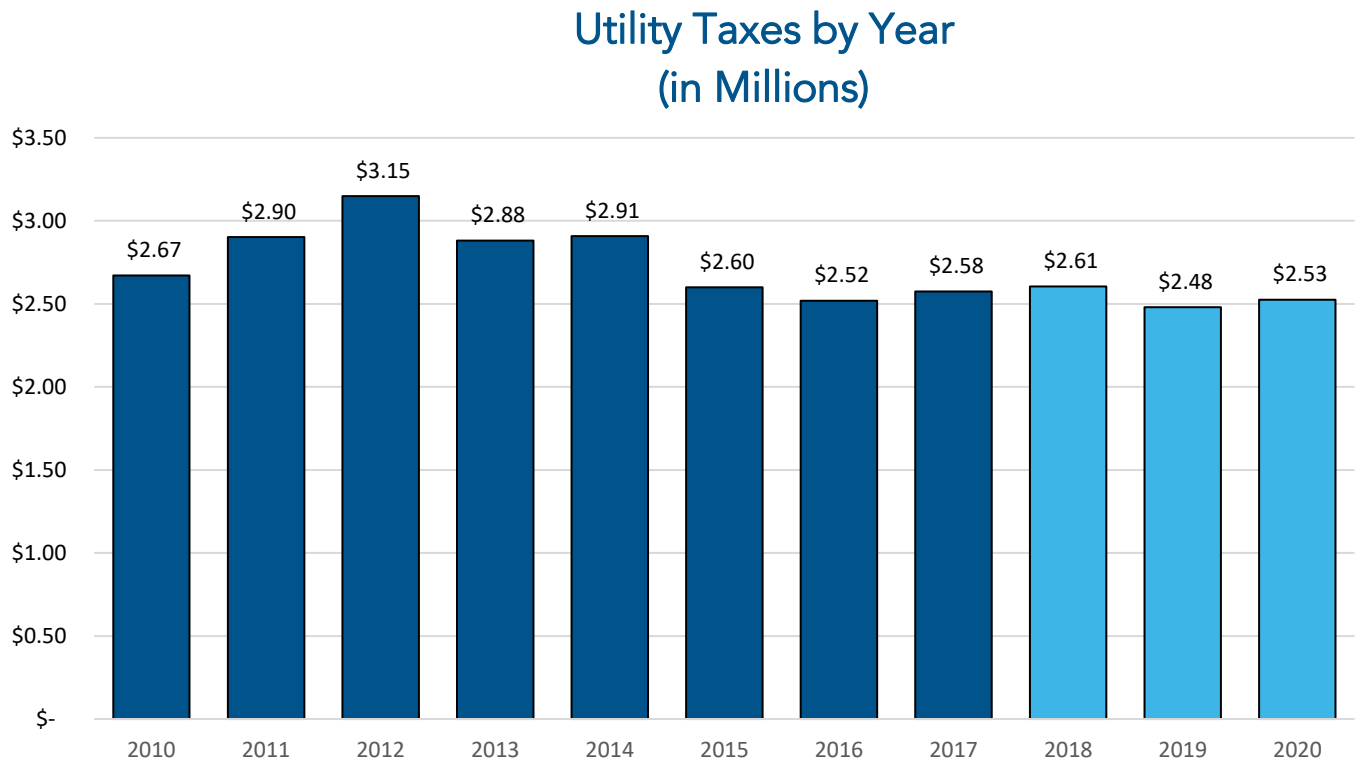


The City of Burien receives a relatively small portion of a property owner's total bill (9%). By comparison, the Highline School District and the State School Fund receives 60% of a property owner' total bill, Fire District receives 12%, and King County receives 10%.

Utility Taxes

The City receives 8% of all General Fund revenues from utility taxes. A 6% tax on electricity, natural gas, cable and telephone utilities are levied, and the City estimates that $2.48 million will be collected in 2019 and $2.53 million in 2020. This is a 4% decrease from the 2018 Revised Budget estimate. The decreased estimate in the 2019-2020 biennium is due to the continued decrease in collections of telephone utility tax because an increasing number of consumers are switching from land-line to cellular phone services.

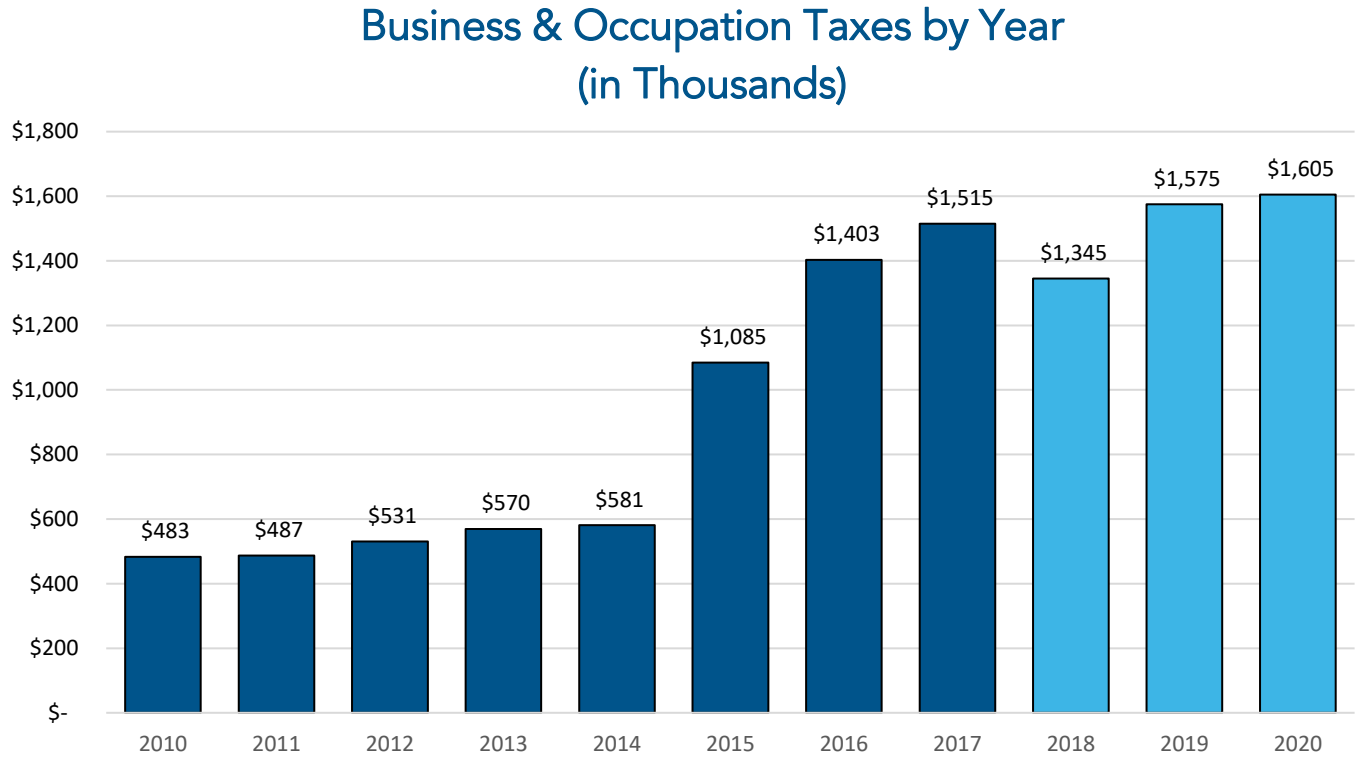
By utility type, 36% of utility taxes come from telephones, 33% from cable, 23% from natural gas, and 8% from electricity.



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

Business & Occupation Taxes

The City receives 5% of all General Fund revenue from Business & Occupation taxes. The City estimates that $1.57 million will be collected in 2019 and $1.61 will be collected in 2020. Originally adopted in 2002 as a 0.25% tax on gross receipts over $100,000, the City Council increased the tax in 2015 to 0.50%, but also increased the tax threshold to $200,000. The further increase in 2016 and 2017 is due to growth in construction activity, as well as strong growth in the retail and warehouse distribution sectors.



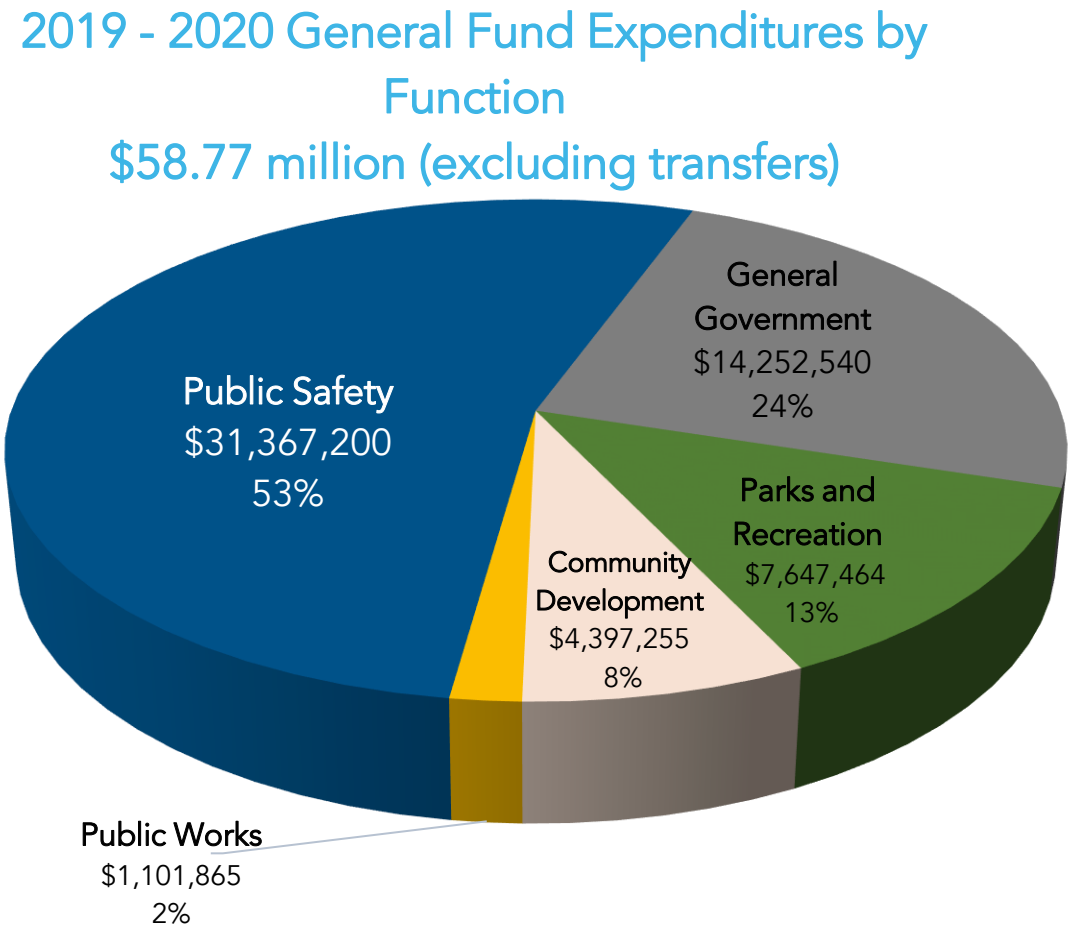
**Dark blue boxes represent actual collections. Light blue boxes represent budget estimates.*

General Fund Expenditures – by Line Item

	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
EXPENDITURES					
Salaries	$ 4,208,932	$ 4,540,530	$ 5,417,900	$ 5,862,200	$ 6,088,600
Personnel Benefits	1,459,902	1,678,976	2,071,320	2,279,520	2,374,425
Total Salaries & Benefits	**$ 5,668,834**	**$ 6,219,506**	**$ 7,489,220**	**$ 8,141,720**	**$ 8,463,025**
Total Supplies	**215,054**	**232,975**	**252,850**	**319,450**	**302,950**
Professional Services	3,253,175	3,157,496	4,668,300	3,873,065	3,722,265
Communications	77,690	72,610	85,050	85,250	85,250
Travel, Meals, Mileage	18,830	37,043	41,200	41,750	40,550
Taxes and Assessments	-	28,425	29,500	30,500	30,500
Operating Rents and Leases	75,429	83,682	100,800	94,400	94,400
Insurance	230,408	258,261	260,000	355,000	375,000
Utility Services	230,791	243,316	217,800	268,000	276,000
Repairs and Maintenance	138,531	50,503	49,300	43,650	43,650
Admissions and Trips	23,507	26,924	29,700	26,400	26,400
Dues and Memberships	123,507	142,298	143,700	145,830	149,830
Printing, Binding, and Copying	12,507	12,305	16,050	10,725	10,725
Registrations and Training	34,396	34,997	74,450	78,272	78,272
Subscriptions and Publications	23,471	14,130	20,850	20,935	20,935
Miscellaneous	42,152	46,595	48,750	48,850	48,850
Total Services & Charges	**$ 4,284,394**	**$ 4,208,585**	**$ 5,785,450**	**$ 5,122,627**	**$ 5,002,627**
Total Intergovernmental	**12,403,605**	**12,943,868**	**14,073,100**	**14,746,500**	**15,741,500**
Total Capital Outlay	**66,688**	**391,078**	**1,355,000**	**780,000**	**150,000**
TOTAL EXPENDITURES	$ 22,638,574	$ 23,996,012	$ 28,955,620	$ 29,110,297	$ 29,660,102
Transfers Out	3,840,000	223,075	370,000	376,500	376,500
TOTAL EXPENDITURES & TRANSFERS	$ 26,478,574	$ 24,219,087	$ 29,325,620	$ 29,486,797	$ 30,036,602
Ending Fund Balance	**18,241,925**	**21,640,161**	**16,008,375**	**23,123,795**	**22,954,795**
TOTAL ALL USES (including Fund Balance)	$ 44,720,499	$ 45,859,248	$ 45,333,995	$ 52,610,592	$ 52,991,397

General Fund Expenditures – by Department

	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
EXPENDITURES					
City Council	$ 231,492	$ 252,238	$ 265,395	$ 260,005	$ 264,005
City Manager's Office	660,597	765,752	1,419,940	767,225	771,970
Human Services	-	-	-	560,355	564,575
Economic Development	1,037,981	495,885	904,420	920,430	844,575
Administrative Services	1,059,951	1,314,898	2,324,665	2,227,845	2,417,890
Finance	2,505,881	3,147,185	3,509,595	2,932,825	3,405,085
Legal	1,107,090	1,324,959	1,271,270	1,476,470	1,494,360
Police	11,152,875	11,468,683	12,490,000	13,096,100	13,616,100
Public Works	546,910	504,593	592,715	544,325	557,540
Community Development	1,387,571	1,503,133	2,581,420	2,539,885	1,857,370
Parks, Recreation & Cultural Services	2,948,227	3,218,685	3,596,200	3,784,832	3,866,632
TOTAL EXPENDITURES	$ 22,638,574	$ 23,996,012	$ 28,955,620	$ 29,110,297	$ 29,660,102
Transfers Out	3,840,000	223,075	370,000	376,500	376,500
TOTAL EXPENDITURES & TRANSFERS	$ 26,478,574	$ 24,219,087	$ 29,325,620	$ 29,486,797	$ 30,036,602



Analysis of Department Expenditure

City Manager's Office

The decrease in expenditure mainly reflects a department reorganization, transferring the Communications Division to the Administrative Services Department. The City Manager's Office is now primarily responsible for addressing emerging issues in the city, and lobbying services to advance the City's legislative agenda and secure grant funding at the state and federal levels.

Administrative Services

The increase in 2020 is related to several enhancement of the City's information technology network, including one-time costs related to document management system and council chamber technology upgrades, and providing for software to increase citizen engagement and upgrade office technology. The transfer of the Communications Division from the City Manager's Office is also reflected.

Finance & Citywide Services

The decrease in 2019 expenditure is due to the reorganization of Human Services into its own division, as well as a decrease in capital expenditure upon the implementation of the City's new financial system. The increase in 2020 is due to the City's jail contract. The City's increased utilization of the South Correctional Entity (SCORE) means the City's contribution to SCORE's operating costs will increase by $455,000.

Legal

The City is expanding its prosecutor and public defender services to contribute to the establishment of a Community Court in Burien. The City's insurance premiums also increased by $95,000 compared to the 2018 Revised Budget, primarily based on increased total worker hours and the City's higher than average liability risk.

Police

The City has experienced an average increase of 3-4% for its contract with the King County Sheriff's Office. The $612,000 increase accommodates that average increase, plus the addition of KCSO shared services such as data management system upgrades, as well as anti-bias and de-escalation training for all officers.

Public Works

The decrease in expenditures is primarily due to the City's utility payments for fire hydrants being transferred to Citywide Services.

Community Development

The City is anticipating the replacement of its permit software system in 2019, and the decrease in 2020 reflects the anticipated completion of that project.

Parks, Recreation, and Cultural Services

The department will see a significant reorganization of its budget as the landscape maintenance of City parks will now be performed by City staff, resulting in an increase in personnel costs and a corresponding decrease in professional contract services.

City Council

Responsible Manager: Brian Wilson, City Manager

Goals and Activities

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

2017-2018 Accomplishments

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Enhanced infrastructure funding by using the Transportation Benefit District Vehicle License Fee as the primary revenue source for the City's Pavement Management Program to maintain City streets.

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ Adopted a new City brand.
- ✓ Provided direction for implementing the Downtown Mobility Study, including the installation of new City signage, and parking exemptions for existing downtown businesses from November 2020.

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- ✓ The City is partnering with the Cities of Des Moines, Federal Way, Normandy Park, SeaTac and Tukwila to fund a study evaluating the current impacts of the airport on the surrounding area.
- ✓ The City is partnering with the Cities of Des Moines, Normandy Park, and SeaTac to analyze and respond to the environmental impacts related to the SeaTac Sustainable Airport Master Plan.

Other Accomplishments

- ✓ Improved the allocation of the City's Human Services funding by establishing the funding level on a per capita basis.
- ✓ Reflected the strategic plan goals and accomplishments in the City's budget.

2019-2020 Initiatives

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Review and adopt the Urban Center Plan, to update and modernize the City code and Comprehensive Plan to promote growth in the City's downtown area.
- Increase marketing efforts to attract economic development into the City, including implementing hotel development and tourism promotion

Goal 4: *Optimize customer service and support private investment in Burien.*

- Review and adopt the Shoreline Master Program Update, as required by the Washington State Department of Ecology.
- Review and adopt amendments to the Comprehensive Plan housing element, goals, and policies.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Implement the Framework for Strengthening Families to review current human services resources available to families, identify unmet needs, and adopt a collaborative approach with human services organizations to fund those needs.

2019-2020 Initiatives (cont.)

Goal 9: *Continue to strengthen the City team.*

- Continue to explore potential new revenue options and operating efficiencies to address the structural imbalance.

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

- Continue planning for a future Public Works Maintenance and Operations Facility, focusing on partnership opportunities.

City Council

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00151160	110000	Salaries and Wages	$ 52,200	$ 52,200	$ 52,200	$ 52,200	$ 52,200
00151160	200000	Personnel Benefits	54,482	58,685	54,495	54,605	54,605
00151160	310000	Office and Operating Supplies	47	397	500	200	200
00151160	350000	Small Tools & Minor Equipment	13	-	-	700	700
00151160	410000	Professional Services	1,659	4,462	8,000	4,500	4,500
00151160	424210	Telephone/Internet	2,840	3,047	4,000	3,200	3,200
00151160	430000	Travel	2,185	4,154	10,000	10,000	10,000
00151160	480000	Repairs and Maintenance	1,528	261	5,000	600	600
00151160	494910	Memberships and Dues	110,963	118,009	124,500	127,300	131,300
00151160	494920	Printing/Binding/Copying	99	49	200	200	200
00151160	494930	Registration-Training/Workshop	2,085	4,789	4,000	5,000	5,000
00151160	494950	Miscellaneous	3,392	6,184	2,500	1,500	1,500
TOTAL EXPENDITURES			$ 231,492	$ 252,238	$ 265,395	$ 260,005	$ 264,005
REVENUES							
General Fund			231,492	252,238	265,395	260,005	264,005
TOTAL REVENUES			$ 231,492	$ 252,238	$ 265,395	$ 260,005	$ 264,005

Personnel

CITY COUNCIL	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Mayor	0.00	$ 9,000	$ 7,925	$ 9,000	$ 7,925	0.00
Councilmember	0.00	43,200	46,680	43,200	46,680	0.00
Division Total	0.00	$ 52,200	$ 54,605	$ 52,200	$ 54,605	0.00

Budget Highlights – City Council

Salaries and Benefits: The monthly salary paid to Councilmembers is $600 per month. The Mayor is paid $750 per month. Benefits include a supplemental health savings account to partially cover out-of-pocket medical expenses.

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

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

Memberships and Dues

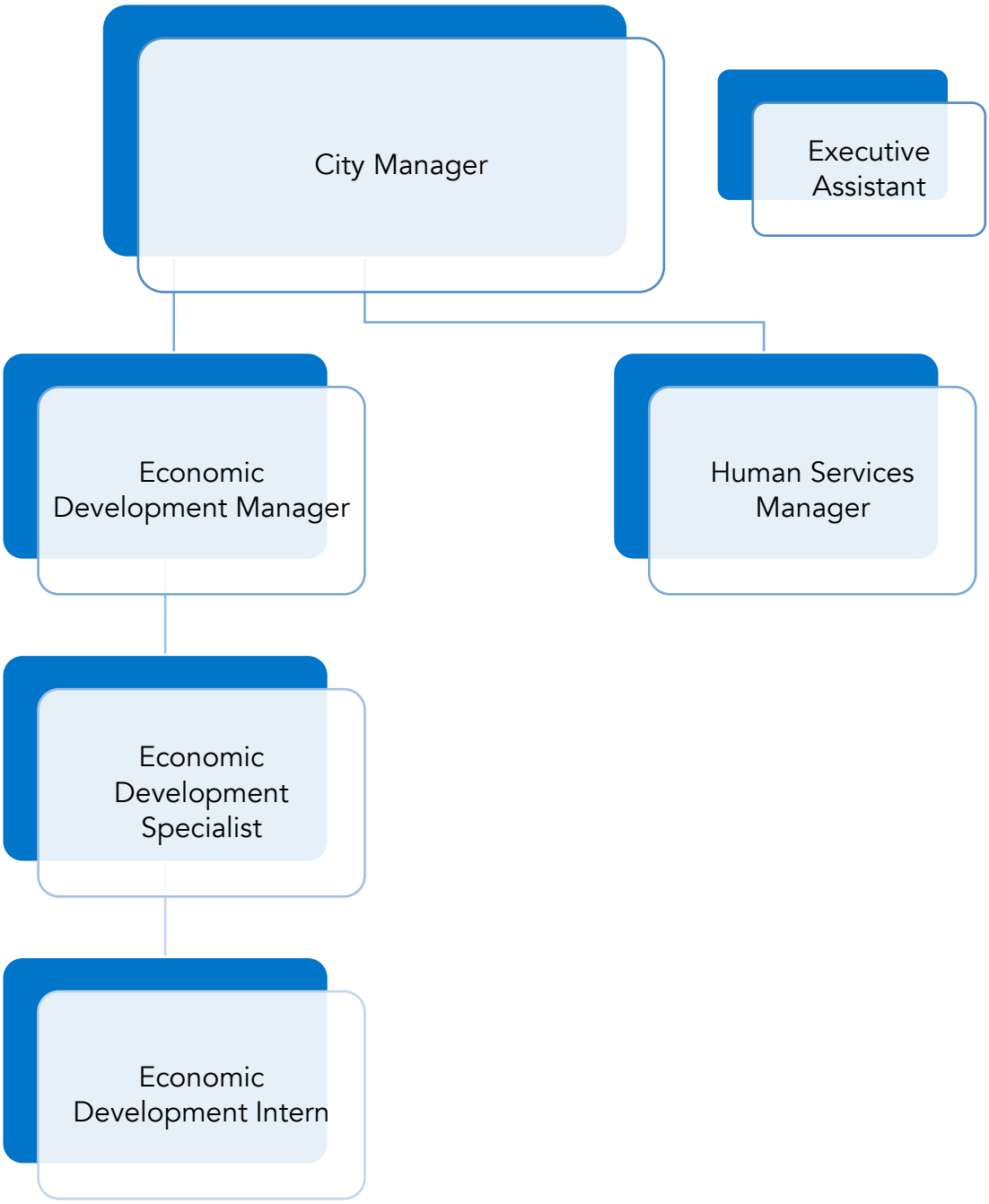
Account Number Organization	Object	Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
MEMBERSHIPS AND DUES							
00151160	494910	Association of Washington Cities	$ 33,846	$ 34,888	$ 35,000	$ 37,500	$ 39,000
		King County Cities Climate Collaboration	1,200	1,200	3,000	1,500	1,500
		National League of Cities	-	3,258	3,500	3,300	3,300
		Puget Sound Clean Air Agency	31,934	32,641	34,000	34,500	35,500
		Puget Sound Regional Council	14,429	15,142	16,000	16,500	17,000
		Sound Cities Association	29,554	30,880	33,000	34,000	35,000
TOTAL MEMBERSHIPS AND DUES			$ 110,963	$ 118,009	$ 124,500	$ 127,300	$ 131,300

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

Registration and Training: Funds registration costs for Councilmembers at conferences sponsored by the National League of Cities in Washington, D.C. and by the Association of Washington Cities at various locations in Washington State.

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

City Manager's Office



City Manager's Office

Responsible Manager: Brian Wilson, City Manager

Goals and Activities

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

2017-2018 Accomplishments

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ Initiated a hotel request for proposal process.
- ✓ Successfully implemented the City's new website.
- ✓ Implemented economic development initiatives in the NERA business development, wayfinding program implementation, 153rd St. business and property owner's survey, and pursuing funding for affordable housing on transit oriented development property.
- ✓ Revised the admissions tax ordinance, which included outreach to impacted businesses.
- ✓ Conducted the 2018 Biennial Community Assessment Survey to measure residents' satisfaction with City functions and services across a broad range of areas as shown in the community survey. (3)

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- ✓ Hired a full-time Human Services Manager and established a 7 –member Human Services Commission.
- ✓ CDBG joint entitlement funding / became a Joint Agreement City with King County for the 2018-20 grant period.

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- ✓ Partnered with the Quiet Skies Airport Coalition, Burien Airport Committee, and the Sea-Tac Airport Stakeholders Advisory Round Table (StART), and the Highline Forum to identify and resolve impacts from the operation of the airport.
- ✓ Filed petition against the Federal Aviation Administration (FAA) challenging the turbo prop flights diverted over Burien.
- ✓ Supported stormfest grant funded program by staff with over 1,300 youth from the Highline School District in attendance.

Goal 9: *Continue to strengthen the City team.*

- ✓ Initiated a reorganization of staff workspaces in City Hall to enhance operational efficiency and effectiveness.
- ✓ Increased public records compliance (document management and destruction schedules).
- ✓ Conducted an inclusive Police Chief selection process, resulting in the selection of Police Chief Theodore Boe.

2019-2020 Initiatives

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- Identify and implement collaborative solutions to reduce gun and youth violence in the city, including gang prevention and intervention policies.

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Explore options to support the growth of affordable housing in Burien, and to assist housing cost burdened households.
- Engage area businesses to attract new economic development into Burien, including hotel and tourism development, and provide advisory and entrepreneurship services to strengthen local businesses.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Explore new solutions to assist offenders who struggle with behavioral issues or extreme poverty to seek human services, with the goal of reducing incarceration and recidivism rates.

Goal 9: *Continue to strengthen the City team.*

- Work collaboratively with Councilmembers and community partners to identify top priorities for City services, and determine the best option to fund emerging needs, to maintain the sound financial health of the City.

City Manager's Office

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00251310	110000	Salaries and Wages	$ 353,926	$ 376,395	$ 424,700	$ 251,200	$ 253,600
00251310	200000	Personnel Benefits	103,432	140,642	160,890	102,275	104,620
00251310	310000	Office and Operating Supplies	2,514	1,982	5,000	2,050	2,050
00251310	350000	Small Tools & Minor Equipment	-	3,488	200	-	-
00251310	410000	Professional Services	189,963	216,316	800,000	400,000	400,000
00251310	424210	Telephone/Internet	1,208	1,215	2,000	1,100	1,100
00251310	424220	Postage	(3)	19,094	15,000	-	-
00251310	430000	Travel	1,784	854	6,000	5,000	5,000
00251310	450000	Operating Rentals and Leases	-	-	-	-	-
00251310	470000	Utilities	3,298	-	-	-	-
00251310	494910	Memberships and Dues	1,900	2,170	500	400	400
00251310	494920	Printing/Binding/Copying	435	287	500	1,500	1,500
00251310	494930	Registration-Training/Workshop	1,908	908	2,000	2,000	2,000
00251310	494940	Subscriptions and Publications	80	265	150	-	-
00251310	494950	Miscellaneous	151	2,136	3,000	1,700	1,700
00251310	640000	Machinery And Equipment	-	-	-	-	-
TOTAL EXPENDITURES			$660,597	$765,752	$1,419,940	$ 767,225	$ 771,970

REVENUES					
General Fund	660,597	765,752	1,419,940	767,225	771,970
TOTAL REVENUES	$660,597	$765,752	$1,419,940	$ 767,225	$ 771,970

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00251310	410000	Professional Services	126,878	127,571	700,000	326,000	320,000
00151170	410010	Federal Lobbying Services	19,500	20,400	21,000	27,000	30,000
00151170	410020	State Lobbying Services	43,500	39,875	44,000	47,000	50,000
00251310	410050	Burien Magazine	-	28,276	35,000	-	-
00251310	411550	Advertising	85	194	-	-	-
TOTAL PROFESSIONAL SERVICES			$189,963	$216,316	$ 800,000	$ 400,000	$ 400,000

Personnel

CITY MANAGER'S OFFICE	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
City Manager	1.00	$ 170,000	$ 69,280	$ 170,000	$ 70,455	1.00
Executive Assistant	1.00	81,200	32,995	83,600	34,165	1.00
Division Total	2.00	$ 251,200	$ 102,275	$ 253,600	$ 104,620	2.00

Budget Highlights – City Manager's Office

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

Federal Lobbying Services: Lobbying to support 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.

Burien Magazine: Funding for the City's magazine has been transferred to Administrative Services Department.

Postage: Funding for the postage for the City's magazine, which has been transferred to the Administrative Services Department.

Economic Development Division

Responsible Manager: Andrea Snyder, Economic Development Manager

Goals and Activities

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

2017-2018 Accomplishments

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ The City substantially increased expenditures for marketing to promote Burien businesses to attract visitors, airport travelers, and hotel patrons to Burien.
- ✓ The City proactively visited and provided outreach to over 350 Burien businesses.
- ✓ Outreach by City staff resulted in attracting PCC Community Markets, McBride Construction, and Zoo Break Productions to do business in Burien.
- ✓ The City achieved Opportunity Zone status for three census tracts within the City. These zones grant significant relief from Capital Gains taxes, which has attracted substantial interest from businesses.
- ✓ The City implemented a new brand program and new logo, which includes key messaging for community outreach.
- ✓ The City Council adopted Ordinance 680, to provide parking exemptions for existing downtown businesses from November 2020.
- ✓ The City's Wayfinding Plan was completed in 2017, with sign installation completed in August 2018.
- ✓ The City is preparing a request for proposals for hotel development on City-owned land. A hotel developer is anticipated to be selected by December 2018.

2019-2020 Initiatives

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Continue emphasis on growing our local economy and assisting small business through proactive outreach to businesses, partnering with agencies to provide technical assistance, and providing customized solutions to business concerns.
- Increase marketing efforts to attract visitors as well as new businesses and investment.
- Increase place making efforts in commercial districts that support business traffic.
- Execute a Disposition and Development Agreement for the development of a hotel.
- Engage the public for visioning and revising city zoning in key commercial areas including the Ambaum corridor and Boulevard Park.

Goal 7: *Protect and improve the quality of Burien's natural environment*

- Provide business outreach and technical assistance for more environmentally sustainable practices.
- Continue to provide trash and litter pick up services throughout the downtown.

Economic Development Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00455870	110000	Salaries and Wages	$ 308,750	$ 175,415	$ 234,500	$ 244,800	$ 252,100
00455870	200000	Personnel Benefits	97,913	62,812	78,920	84,030	87,075
00455870	310000	Office and Operating Supplies	4,050	3,386	1,200	2,100	2,100
00455870	350000	Small Tools & Minor Equipment	-	417	-	-	-
00455870	410000	Professional Services	584,084	233,788	568,000	570,600	485,600
00455870	424210	Telephone/Internet	1,884	1,590	1,000	1,100	1,100
00455870	424220	Postage	15,154	-	-	-	-
00455870	430000	Travel	-	3,991	1,000	2,200	1,000
00455870	494910	Memberships and Dues	5,210	11,869	7,000	7,000	7,000
00455870	494920	Printing/Binding/Copying	148	82	1,000	500	500
00455870	494930	Registration-Training/Workshop	979	2,423	6,500	2,500	2,500
00455870	494940	Subscriptions and Publications	181	112	5,300	5,600	5,600
00455870	640000	Machinery And Equipment	19,627	-	-	-	-
TOTAL EXPENDITURES			$1,037,981	$ 495,885	$904,420	$920,430	$844,575
REVENUES							
Business & Occupation Tax			561,029	605,994	538,000	630,000	642,000
General Fund			476,952	(110,109)	366,420	290,430	202,575
TOTAL REVENUES			$1,037,981	$ 495,885	$904,420	$920,430	$844,575

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00455870	410000	Professional Services	347,879	53,287	275,000	263,000	195,000
00455870	410050	Burien Magazine	22,472	-	-	-	-
00455870	410450	Discover Burien	76,832	73,500	75,000	89,000	89,000
00455870	410500	Discover Burien - Clean & Safe	36,648	39,980	40,000	40,000	40,000
00455870	411100	Burien Marketing Strategy	90,110	53,420	146,000	165,000	148,000
00455870	411150	SW King Co. Chamber of Comm.	-	3,600	22,000	3,600	3,600
00455870	411200	Small Business Dev. Center	10,000	10,000	10,000	10,000	10,000
00455870	411550	Advertising	143	-	-	-	-
TOTAL PROFESSIONAL SERVICES			$ 584,084	$ 233,788	$568,000	$570,600	$485,600

Personnel

ECONOMIC DEVELOPMENT DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Economic Development Manager	1.00	$ 136,300	$ 48,110	$ 140,400	$ 49,815	1.00
Economic Development Specialist	1.00	89,600	34,275	92,300	35,570	1.00
Management Intern-Economic Development	0.50	18,900	1,645	19,400	1,690	0.50
Division Total	2.50	$ 244,800	$ 84,030	$ 252,100	$ 87,075	2.50

Budget Highlights – Economic Development Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: Funding for Council-approved economic development priorities. In the 2019-2020 biennium, $100,000 in 2019 and $50,000 in 2020 will fund visioning and re-zoning studies for the Boulevard Park neighborhood and the Ambaum Boulevard corridor. An additional $88,000 in 2019 and $95,000 in 2020 will support entrepreneurship programs to support small businesses in Burien.

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

Discover Burien – Clean and Safe: This funds Discover Burien's employment of special needs individuals to provide general sweeping and clean-up services to maintain streets in the Downtown Business District.

Burien Marketing Strategy: The Burien Marketing Strategy funds promotional efforts to encourage economic development in Burien. $115,000 in 2019 and $88,000 in 2020 will be used to develop the creation and placements of advertisements, engagement with area businesses and media outlets, and for trade show sponsorships. $50,000 in 2019 and $60,000 in 2020 will be used to implement the City's brand on signage and kiosks throughout Burien.

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

Memberships and Dues: Includes memberships in the International Economic Development Council, Seattle King County Economic Development Corporation, and the Urban Land Institute.

Human Services Division

Responsible Manager: Colleen Brandt-Schluter, Human Services Manager

Goals and Activities

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 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.

2017-2018 Accomplishments

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ Assisted with community engagement efforts throughout Burien, including community meetings for police chief selection, and two community resource fairs.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- ✓ Created the Human Services Manager position to develop and administer human services activities in Burien.
- ✓ Created the Human Services Commission to review and allocate the City's appropriation for human services organizations to help Burien residents.
- ✓ Developed a rating tool for the Human Services Commission, to more accurately assess community needs when distributing the City's Human Services funds.
- ✓ Established a Navigation Team to coordinate outreach and services for unsheltered residents.

2019-2020 Initiatives

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Implement Community Cafes to receive feedback and inform the Framework for Strengthening Families.
- Build partnerships with the Highline School District and other community organizations to establish resource fairs and expand access to human services for youth and unsheltered residents.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Implement programs to assist offenders who struggle with behavioral conditions or extreme poverty to seek human services, with the goal of reducing incarceration and recidivism rates.
- Contract with grant writing services to enhance opportunities for expanded and grant-funded human services projects.
- Implement the Framework for Strengthening Families to review current human services resources available to families, complete a gap analysis to address unmet needs, and create a holistic approach that addresses Burien specific needs.
- Create and propose alternative solutions and attract new funding sources to expand human services for Burien Residents.

Human Services Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
02955720	110000	Salaries and Wages	$ -	$ -	$ -	$ 94,100	$ 96,900
02955720	200000	Personnel Benefits	-	-	-	39,055	40,475
02955720	310000	Office and Operating Supplies	-	-	-	900	900
02955720	410000	Professional Services	-	-	-	425,000	425,000
02955720	424210	Telephone/Internet	-	-	-	200	200
02955720	430000	Travel	-	-	-	350	350
02955720	494920	Printing/Binding/Copying	-	-	-	100	100
02955720	494930	Registration-Training/Workshop	-	-	-	550	550
02955720	494940	Subscriptions and Publications	-	-	-	100	100
TOTAL EXPENDITURES			$ -	$ -	$ -	$ 560,355	$ 564,575
REVENUES							
Community Development Block Grant			-	-	-	92,000	92,000
General Fund			-	-	-	468,355	472,575
TOTAL REVENUES			$ -	$ -	$ -	$ 560,355	$ 564,575

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
02955720	410000	Professional Services	-	-	-	35,000	35,000
02955720	410950	Human Svc-Family/Youth	-	-	-	390,000	390,000
TOTAL PROFESSIONAL SERVICES			$ -	$ -	$ -	$ 425,000	$ 425,000

Personnel

HUMAN SERVICES DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Human Services Manager	1.00	94,100	39,055	96,900	40,475	1.00
Division Total	1.00	$ 94,100	$ 39,055	$ 96,900	$ 40,475	1.00

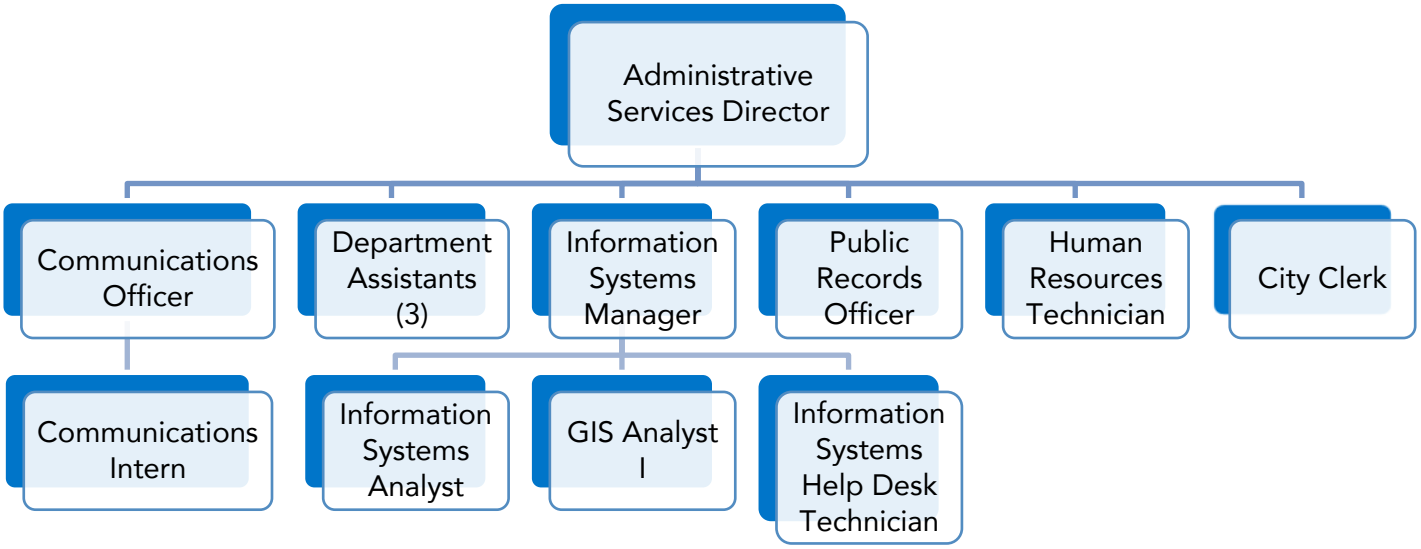
Budget Highlights – Human Services Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: Includes funding for Community Cafes for community outreach, grant writing services to enhance the amount of grants for expanded human services programs, and a south King County housing supply assessment to provide solutions to reduce the number of housing cost burdened households.

Human Services: $345,000 is the City's appropriation of $6.50 per capita to fund to the Human Services Commission, which provides funding to not for profit organizations providing human services for Burien residents. The other $45,000 is a Community Development Block Grant to support the New Futures family support program at the Alturas Apartments, provided by Southwest Youth and Family Services.

Administrative Services Department



City Clerk Division

Responsible Director: Cathy Schrock, Administrative Services Director

Goals and Activities

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 operation. 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.

2017-2018 Accomplishments

Goal 9: *Continue to strengthen the City team.*

- ✓ Provided records management training to all City department, to include City Council members.
- ✓ Provided a strategic approach to efficient records retention and retrieval processes, through analysis of current records and strategic planning with departments on best practices.
- ✓ Completed destruction of all paper files retained in City departments that had reached the retention limit.
- ✓ Provided support for the selection and implementation of the iCompass software which has proven to streamline the Council agenda packet process.

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

- ✓ Provided support for the selection and implementation of the City's animal licensing software financial and pet licensing systems.

2019-2020 Initiatives

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

- Lead the implementation of a new document management system to streamline document storage, retrieval, and destruction.
- Provide support in the implementation of the City's Business License and B&O Tax system.

City Clerk Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00551420	110000	Salaries and Wages	$ 225,368	$ 259,403	$ 345,600	$ 360,800	$ 374,500
00551420	200000	Personnel Benefits	74,604	99,904	136,175	158,585	165,965
00551420	310000	Office and Operating Supplies	2,445	2,310	3,500	4,600	4,600
00551420	350000	Small Tools & Minor Equipment	-	-	-	-	-
00551420	410000	Professional Services	9,642	85,230	43,000	36,000	36,000
00551420	424210	Telephone/Internet	814	733	1,200	1,500	1,500
00551420	424220	Postage	5,167	10,434	15,000	10,000	10,000
00551420	430000	Travel	55	208	1,200	-	-
00551420	450000	Operating Rentals and Leases	-	4,047	4,500	5,000	5,000
00551420	494910	Memberships and Dues	220	300	500	500	500
00551420	494920	Printing/Binding/Copying	205	3,210	1,500	1,500	1,500
00551420	494930	Registration-Training/Workshop	288	635	1,200	1,200	1,200
00551420	494940	Subscriptions and Publications	-	-	-	-	-
00551420	494950	Miscellaneous	11,735	80	-	-	-
00551490	510250	Voter Registration Costs	110,208	165,070	135,100	177,500	177,500
00551420	640000	Machinery And Equipment	-	-	-	130,000	40,000
TOTAL EXPENDITURES			$440,750	$631,564	$688,475	$ 887,185	$ 818,265

REVENUES					
Business License Fees (Previously in Street Fund)	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
General Fund	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00551420	410000	Professional Services	1,396	15,132	18,000	14,500	14,500
00551420	410100	Business License Services	-	48,208	-	-	-
00551420	411550	Advertising	3,371	3,408	5,000	3,500	3,500
00551420	414100	Software Licensing Fees	-	12,375	13,000	13,000	13,000
00551420	414120	Code Supplement	4,875	6,108	7,000	5,000	5,000
TOTAL PROFESSIONAL SERVICES			$ 9,642	$ 85,230	$ 43,000	$ 36,000	$ 36,000

Personnel

CITY CLERK DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
City Clerk	1.00	96,500	30,730	99,400	31,785	1.00
Department Assistant	3.00	190,800	91,930	199,400	96,220	3.00
Public Records Officer	1.00	73,500	35,925	75,700	37,960	1.00
Division Total	5.00	$ 360,800	$ 158,585	$ 374,500	$ 165,965	5.00

Budget Highlights – City Clerk Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: Funds the City's retention and disposition of the City's public records.

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.

Postage: Funds the twice yearly refill of the City's postage meter.

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. The budget for 2019 and 2020 aligns with increased costs experienced in 2017.

Machinery and Equipment: Provides funding for the initial implementation of new document management software, with additional onboarding costs as the City's records are migrated to the new software.

Communications Division

Responsible Manager: Emily Inlow-Hood, Communications Officer

Goals and Activities

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 operation. 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.

2017-2018 Accomplishments

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ Launched a redesigned City website.
- ✓ Established a pilot Community Connectors program to reach traditionally underrepresented communities through public engagement efforts.
- ✓ Implemented the City's new brand.
- ✓ Supported public engagement in several key City initiatives, such as the selection of the City Manager, Police Chief, and community outreach on the budget.
- ✓ Implemented marketing and educational campaigns, including fireworks ban, photo contests, and Coffee with a Cop.
- ✓ Published eight issues of the City magazine.

Goal 9: *Continue to strengthen the City team*.

- ✓ Developed internal policy and guideline documents including staff communication guidelines, the City of Burien style guide, and website training materials for City employees.

2019-2020 Initiatives

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- Update emergency communications plan.

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Develop and implement a strategic communications plan, including a social media strategy and public engagement toolkit for City staff.
- Support department public engagement and communications, including assisting with outreach for the Burien Marketing Strategy.
- Implement the 2020 Community Survey using lessons learned from the 2018 survey.
- Refresh the content and design of the City website.
- Include the Recreation Guide into the distribution of Burien Magazine.
- Develop citywide guidelines and process for language access services.

Communications Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00351310	110000	Salaries and Wages	$ -	$ -	$ -	$ 113,100	$ 121,300
00351310	200000	Personnel Benefits	-	-	-	42,015	45,285
00351310	310000	Office and Operating Supplies	-	-	-	1,150	1,150
00351310	410000	Professional Services	-	-	-	49,650	79,150
00351310	424210	Telephone/Internet	-	-	-	700	700
00351310	424220	Postage	-	-	-	20,750	20,750
00351310	430000	Travel	-	-	-	1,000	1,000
00351310	494910	Memberships and Dues	-	-	-	175	175
00351310	494920	Printing/Binding/Copying	-	-	-	500	500
00351310	494930	Registration-Training/Workshop	-	-	-	1,000	1,000
00351310	494950	Miscellaneous	-	-	-	2,400	2,400
TOTAL EXPENDITURES			$ -	$ -	$ -	$232,440	$273,410
REVENUES							
General Fund			-	-	-	232,440	273,410
TOTAL REVENUES			$ -	$ -	$ -	$232,440	$273,410

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00351310	410000	Professional Services	-	-	-	40,350	75,350
00351310	410050	Burien Magazine	-	-	-	8,300	2,800
00351310	411550	Advertising	-	-	-	1,000	1,000
TOTAL PROFESSIONAL SERVICES			$ -	$ -	$ -	$ 49,650	$ 79,150

Personnel

COMMUNICATIONS DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Communications Officer	1.00	$ 94,200	$ 40,370	$ 101,900	$ 43,595	1.00
Management Intern-Communications	0.50	18,900	1,645	19,400	1,690	0.50
Division Total	1.50	$ 113,100	$ 42,015	$ 121,300	$ 45,285	1.50

Budget Highlights – Communications Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: Primarily consists of support services for outreach, graphic design and photography. Also includes the Community Survey scheduled for 2020.

Burien Magazine: Costs related to the production of the quarterly Burien Magazine and Recreation Guide. The decrease reflects the additional advertising revenue used to offset the cost of printing and distribution. This advertising revenue is anticipated to completely cover these costs by the end of 2019, with the City paying the remaining translation costs.

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

Human Resources Division

Responsible Director: Cathy Schrock, Administrative Services Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 9: *Continue to strengthen the City team.*

- ✓ Implemented new performance review process.
- ✓ Conducted a benefit review to assess current level of benefits offered by the City.
- ✓ Assisted employees' transition off a medical plan that was ended as of January 1, 2018
- ✓ Sustained and enhanced the City's Wellness Program.

2019-2020 Initiatives

Goal 9: *Continue to strengthen the City team.*

- Develop an organization development training program.
- Provide a variety of supervisory training programs.

Human Resources Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00651810	110000	Salaries and Wages	$ 119,259	$ 133,186	$ 204,500	$ 230,400	$ 240,500
00651810	200000	Personnel Benefits	37,000	38,640	73,165	81,720	85,570
00651810	310000	Office and Operating Supplies	600	560	1,750	1,800	1,800
00651810	350000	Small Tools & Minor Equipment	-	3,055	-	-	-
00651810	410000	Professional Services	11,196	5,047	32,600	32,600	32,600
00651810	424210	Telephone/Internet	271	244	350	1,300	1,300
00651810	424220	Postage	724	17	-	-	-
00651810	430000	Travel	456	324	700	700	700
00651810	450000	Operating Rentals and Leases	-	-	-	-	-
00651810	480000	Repairs and Maintenance	-	-	-	-	-
00651810	494010	Wellness Activities	1,234	366	3,500	3,500	3,500
00651810	494910	Memberships and Dues	275	200	300	300	300
00651810	494920	Printing/Binding/Copying	602	-	-	-	-
00651810	494930	Registration-Training/Workshop	1,113	299	650	650	650
00651810	494940	Subscriptions and Publications	-	-	250	250	250
00651810	494950	Miscellaneous	835	739	2,000	1,000	1,000
00651810	640000	Machinery And Equipment	-	-	95,000	-	-
TOTAL EXPENDITURES			$173,565	$182,678	$414,765	$354,220	$368,170
REVENUES							
General Fund			173,565	182,678	414,765	354,220	368,170
TOTAL REVENUES			$173,565	$182,678	$414,765	$354,220	$368,170

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00651810	410000	Professional Services	5,552	1,552	26,000	26,000	26,000
00651810	411550	Advertising	4,226	2,077	5,000	5,000	5,000
00651810	414100	Software Licensing Fees	1,418	1,418	1,600	1,600	1,600
TOTAL PROFESSIONAL SERVICES			$ 11,196	$ 5,047	$ 32,600	$ 32,600	$ 32,600

Personnel

HUMAN RESOURCES DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Administrative Services Director	1.00	$ 166,100	$ 59,410	$ 171,000	$ 61,485	1.00
Human Resources Technician	1.00	64,300	22,310	69,500	24,085	1.00
Division Total	2.00	$ 230,400	$ 81,720	$ 240,500	$ 85,570	2.00

Budget Highlights – Human Resources Division

In the 2017-2018 mid-biennium amendments, the Administrative Services Manager was reclassified as the Administrative Services Director to accommodate the creation of the department. The Human Resources Technician position became a full-time position upon the creation of the new department in 2018.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

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

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

Wellness Activities: Funds the City's Wellness Program

Information Technology Division

Responsible Manager: Fernando Llamas, Information Systems Manager

Goals and Activities

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 operation. The Information Technology 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, and integrated components. The Division also provides a help desk to City staff, maintains the City's Intranet, and administers, develops, and maintains the Geographic Information System (GIS).

2017-2018 Accomplishments

Goal 5: *Enhance Parks and Recreation facilities and programs*

- ✓ Participated and supported the Parks department launch of their new registration system.

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

- ✓ Provided critical implementation support for the upgrade of the City's new financial and pet licensing systems.
- ✓ Launched the new City website.
- ✓ Upgraded City telephone system at City Hall and the Burien Community Center.

2019-2020 Initiatives

Goal 4: *Optimize customer service and support private investment in Burien.*

- Participate and provide support in the upgrade of the City's permitting and land management system.

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

- Participate and provide support in the implementation of the City's records management system and City's Business License and B&O Tax system.
- Upgrade and replace the City Council meeting room technology that includes the voting and audio/video systems.
- Replace core backbone technology systems related to business productivity (Microsoft Office and email), backup, storage, network security, and directory services.

Information Technology Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
00851880	110000	Salaries and Wages	$ 192,986	$ 224,707	$ 310,300	$ 336,400	$ 358,900
00851880	200000	Personnel Benefits	54,930	70,738	113,825	123,910	131,155
00851880	310000	Office and Operating Supplies	2,321	2,272	2,000	5,500	5,500
00851880	313100	Computer Related Supplies	1,387	3,040	2,000	-	-
00851880	350000	Small Tools & Minor Equipment	11,409	10,358	20,000	13,700	13,700
00851880	410000	Professional Services	131,968	146,148	217,300	222,440	296,740
00851880	424210	Telephone/Internet	9,075	6,893	15,000	14,300	14,300
00851880	424220	Postage	43	-	-	-	-
00851880	430000	Travel	640	907	1,000	2,500	2,500
00851880	450000	Operating Rentals and Leases	26,460	26,529	30,000	25,000	25,000
00851880	480000	Repairs and Maintenance	763	410	2,500	2,500	2,500
00851880	494910	Memberships and Dues	75	75	-	250	250
00851880	494930	Registration-Training/Workshop	1,117	5,447	7,500	7,500	7,500
00851880	494940	Subscriptions and Publications	-	-	-	-	-
00851880	494950	Miscellaneous	-	3,133	-	-	-
00851880	640000	Machinery And Equipment	12,462	-	500,000	-	100,000
TOTAL EXPENDITURES			$445,635	$500,657	$1,221,425	$ 754,000	$ 958,045

REVENUES					
Comcast Video Equipment Franchise Fee	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
General Fund	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
00851880	410000	Professional Services	34,005	3,696	35,000	24,000	24,000
00851880	410400	Website	10,443	18,665	10,000	10,000	10,000
00851880	410700	Online Video Streaming	5,019	3,495	3,000	4,000	4,000
00851880	410750	Channel 21 Video Production	14,496	19,432	30,000	45,000	45,000
00851880	414100	Software Licensing Fees	68,005	100,860	139,300	139,440	213,740
TOTAL PROFESSIONAL SERVICES			$131,968	$146,148	$ 217,300	$ 222,440	$ 296,740

Personnel

INFORMATION TECHNOLOGY DIVISION	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Information Systems Manager	1.00	$ 112,000	$ 34,705	$ 121,100	$ 37,110	1.00
Information Systems Analyst	1.00	91,900	28,500	94,600	29,370	1.00
GIS Analyst I	1.00	68,400	23,190	73,900	25,025	1.00
Information Systems Help Desk Technician	1.00	64,100	37,515	69,300	39,650	1.00
Division Total	4.00	$ 336,400	$ 123,910	$ 358,900	$ 131,155	4.00

Budget Highlights – Information Technology Division

The 2017-2018 mid-biennium budget amendments created a limited-term Information Systems Help Desk Technician, increasing the Division's capacity to address day-to-day information systems issues. This position will be active through 2020. The mid-biennium amendments also reclassified the Information Services Technician to an Information Systems Analyst, primarily responsible for project management and addressing complex information systems issues.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

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

Online Video Streaming: Provides online broadcasts of 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.

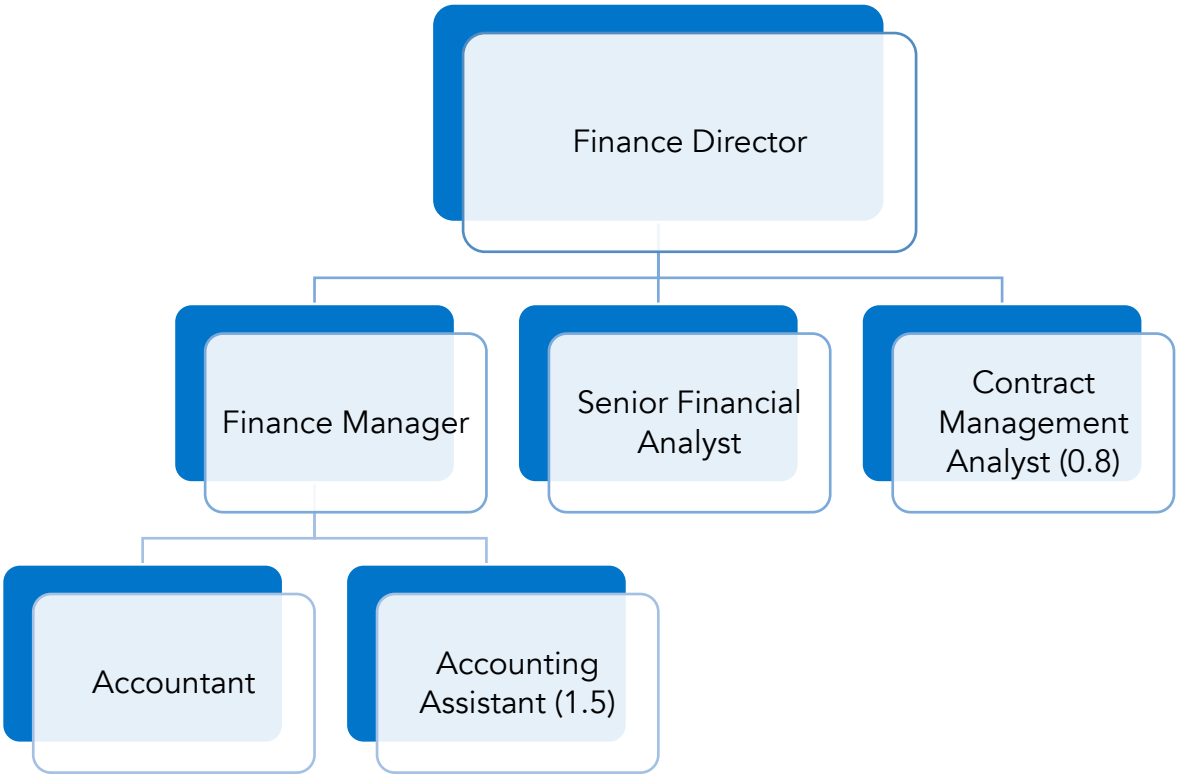
Software Licensing Fees: Maintenance and licensing costs for software used citywide. Major software licenses include the City's GIS database, digital archiving software, document management software, desktop software, and permit software. The increased costs in 2020 reflect upgrades of current software licenses to improve security, and new software to expand accessibility of government services to residents.

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: Provides funding in 2020 for upgrades of equipment used in the City Council chambers.

Finance Department & Citywide Services



Finance Department & Citywide Services

Responsible Director: Eric Christensen, Finance Director

Goals and Activities

The Finance Department provides financial management and contract 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, and purchasing coordination. Contract management provides central guidance for the preparation of contract documents and the management of contracts and grants, including contracted municipal court, jail, and animal control services.

The Finance Department has received an unmodified audit opinion for the last eighteen years in addition to achieving the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA). In 2017, the department received the GFOA award for Distinguished Budget presentation for the thirteenth time. The City's Bond Rating was increased to Aa3 in 2016, reflecting the City's good financial condition.

2017-2018 Accomplishments

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

- ✓ Implemented a new financial management system starting January 1, 2018.

Other Accomplishments:

- ✓ Provided digital access to employees to view paychecks and other personal information.
- ✓ Implemented electronic timecards to improve entry and review in the payroll process.
- ✓ Transitioned from bank credit card program to purchasing card program to simplify purchasing for staff with enhanced security options.

2019-2020 Initiatives

Goal 4: *Optimize customer service and support private investment in Burien.*

- Provide more opportunities for customers to make payments online.

Goal 9: *Continue to strengthen the City team.*

- Assist Administrative Services with the transition to new business license system, as mandated by the Washington State Legislature.
- Develop Equipment Replacement schedule and determine annual funding requirements.
- Continue to improve monthly, quarterly, and year-end financial processes and reports.
- Continue to explore potential new revenue sources and implement operating efficiencies to address the structural imbalance.

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

- Implement new Business & Occupation tax software in conjunction with the new business license system.
- Implement the use of ACH or electronic payments to vendors and for employee reimbursements.

Finance & Citywide Services

Expenditure and Revenue Summary

Account Number Organization	Object	Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
EXPENDITURES							
00751420	110000	Salaries and Wages	$ 447,993	$ 505,100	$ 716,700	$ 602,000	$ 602,000
00751420	200000	Personnel Benefits	150,077	172,633	281,395	232,480	237,340
00751420	310000	Office and Operating Supplies	4,144	4,420	6,000	5,800	5,800
00751420	350000	Small Tools & Minor Equipment	253	15,849	-	-	-
00751420	410000	Professional Services	614,935	684,632	717,500	419,200	408,600
00751420	424210	Telephone/Internet	1,744	1,221	2,000	2,400	2,400
00751420	424220	Postage	4,163	2,130	2,000	-	-
00751420	430000	Travel	721	355	3,000	3,000	3,000
00951420	440000	SWM Fee Assessment	-	3,605	4,000	4,000	4,000
00751420	450000	Operating Rentals and Leases	634	-	-	-	-
00951420	470000	Utilities	65,526	67,081	70,000	80,000	83,000
00751420	480000	Repairs and Maintenance	55	-	500	-	-
00751420	494910	Memberships and Dues	869	650	1,000	1,170	1,170
00751420	494920	Printing/Binding/Copying	1,984	2,454	2,000	1,975	1,975
00751420	494930	Registration-Training/Workshop	2,236	1,470	4,000	4,000	4,000
00751420	494940	Subscriptions and Publications	68	297	500	500	500
00751420	494950	Miscellaneous	1,830	2,138	1,000	2,300	2,300
00751420	494995	Bad Debt Expense	-	11,853	-	-	-
00956600	510050	Substance Abuse Treatment	13,052	13,320	13,000	14,000	14,000
00952360	510300	Jail Contracts	786,314	902,556	1,015,000	1,015,000	1,470,000
00951250	510350	District Court Contract Costs	409,284	469,747	520,000	545,000	565,000
00751420	640000	Machinery And Equipment	-	285,676	150,000	-	-
TOTAL EXPENDITURES			$2,505,881	$3,147,185	$3,509,595	$2,932,825	$3,405,085

REVENUES					
Liquor Tax and Profits	13,052	13,320	13,000	14,000	14,000
Pet Licences	44,085	41,485	50,000	45,000	45,000
Court Fees	32,686	33,341	35,000	35,000	35,000
Fines and Penalties	171,261	151,333	200,000	200,000	205,000
General Fund	2,244,796	2,907,706	3,211,595	2,638,825	3,106,085
TOTAL REVENUES	$2,505,881	$3,147,185	$3,509,595	$2,932,825	$3,405,085

Professional Services

Account Number Organization	Object	Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
00751420	410000	Professional Services	46,354	47,665	80,000	84,000	69,000
00951420	410950	Human Svc-Family/Youth	294,745	317,034	320,000	-	-
00955430	411300	Animal Control Services	175,776	217,164	245,000	250,000	250,000
00751420	411400	Sales Tax Auditing Costs	2,371	1,222	-	-	-
00751420	411450	B&O Tax Collect and Audit	31,644	34,288	-	-	-
00751420	411550	Advertising	357	-	500	-	-
00751420	414100	Software Licensing Fees	28,081	28,770	30,000	42,500	45,000
00751420	414250	Banking Svcs & Cr Card Fees	35,606	38,489	42,000	42,700	44,600
TOTAL PROFESSIONAL SERVICES			$ 614,935	$ 684,632	$ 717,500	$ 419,200	$ 408,600

Personnel

FINANCE DEPARTMENT	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Finance Director	1.00	$ 155,000	$ 57,030	$ 167,700	$ 60,775	1.00
Finance Manager	1.00	123,500	36,520	127,200	37,750	1.00
Senior Financial Analyst	1.00	81,400	25,990	88,000	28,050	1.00
Contract Management Analyst	0.80	64,900	36,055	66,900	37,445	0.80
Accountant	1.00	77,300	35,795	83,600	38,035	1.00
Accounting Assistant	1.50	99,900	41,090	68,600	35,285	1.00
Department Total	**6.30**	**$ 602,000**	**$ 232,480**	**$ 602,000**	**$ 237,340**	**5.80**

Budget Highlights – Finance Department & Citywide Services

A temporary intermittent Accounting Assistant position for 2019 to accommodate increased workload in processing Business & Occupation taxes.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

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

Software Licensing Fees: Annual maintenance fees for the City's financial management system. The increase in the 2019-2020 budget reflects the City's new financial management system implemented in 2018.

Banking Services and Credit Card Fees: Includes all costs associated with City's banking services, and credit card fees on all credit card payments made to the City, except for recreation programs. The increases in the 2019-2020 budget reflects anticipated increase in the volume of credit card payments made to the City.

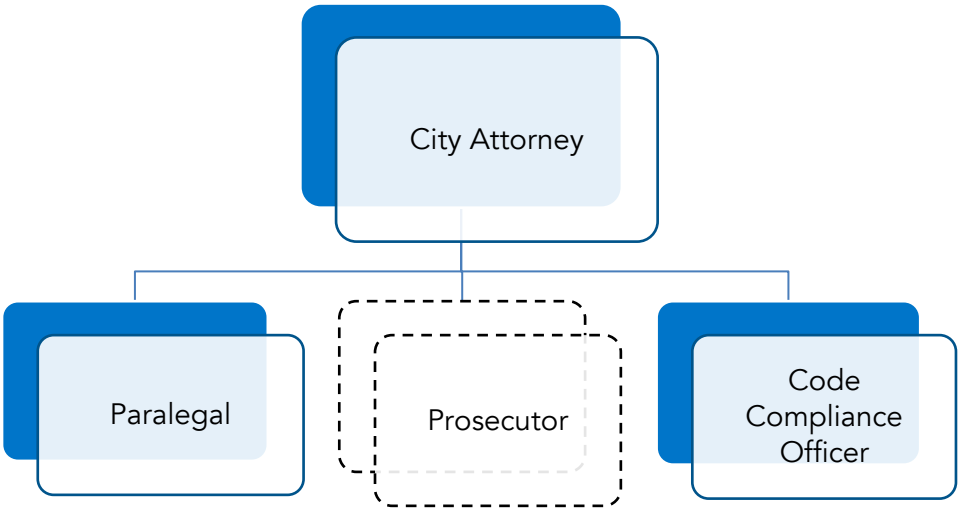
Utilities: Funds utility payments made to Seattle Public Utilities for the operation of the City's fire hydrants.

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

Jail Contract: Jail services are provided by the South Correctional Entity (SCORE), in which the City has a 4% ownership of the facility. The City also contracts with the City of Renton for electronic home detention services. The increase in 2020 reflects an increased share of the total inmate population as a result of increased law enforcement.

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

Legal Department



Legal Department

Responsible Director: Lisa Marshall, City Attorney

Goals and Activities

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

2017-2018 Accomplishments

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- ✓ Filed eight nuisance abatement cases in King County Superior Court; obtained Orders of Abatement in four cases; all four property owners brought property into compliance upon service of Orders. City entered two properties with Orders and accomplished cleanup, leaving only two remaining.

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Drafted an Interlocal Agreement and supporting documents for execution by the Port of Seattle and the City for the SE 144th Street Roadway Improvements in the North East Redevelopment Area (NERA)

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- ✓ Assisted with review and approval of the Limited Multi-Family Tax Exemption contracts for Merrill Gardens and the Apartments at Town Square.
- ✓ Advised the Parks and Public Works Departments regarding risk reduction strategies at Eagle Landing Park.
- ✓ Filed Petition against the FAA in the Ninth Circuit Court of Appeals to stop 250 degree heading of Q400s over Burien.
- ✓ Assisted in drafting and review of Interlocal Agreement among Burien, Des Moines, Normandy Park, and SeaTac for the joint review of the Port's SAMP EIS process.

Goal 9: *Continuing to strengthen the City team.*

- ✓ Assisted in procurement of agenda preparation software.

2019-2020 Initiatives

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- o Obtain code compliance from chronic nuisance properties pursuant to BMC 9.120.
- o Improve efficiency and effectiveness of nuisance abatement and code compliance services, with emphasis on obtaining compliance through filing of cases in King County Superior Court;

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- o Assist with drafting and negotiating franchise agreements with utilities having facilities in City rights of way, including possible emphasis on mutually acceptable utility tax provisions.

Goal 4: *Optimize customer service and support private investment in Burien.*

- o Provide legal support for sign code amendments and wireless code amendments.

2019-2020 Initiatives (cont.)

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Assist the Human Services Manager, Prosecutor, and Public Defender in the implementation programs assisting offenders who struggle with behavioral conditions or extreme poverty to reduce incarceration and recidivism rates.
- Participate in the implementation of a Community Court to gather numerous human services providers in a single venue to address users' needs.

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- Obtain satisfactory resolution of the City's Petition against the FAA filed in the Ninth Circuit Court of Appeals

Legal Department

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
01051530	110000	Salaries and Wages	$ 264,283	$ 330,179	$ 306,500	$ 320,800	$ 330,300
01051530	200000	Personnel Benefits	88,937	121,062	107,770	115,470	119,860
01051530	310000	Office and Operating Supplies	2,047	2,297	3,000	2,900	2,900
01051530	320000	Fuel Consumed	879	915	1,000	1,000	1,000
01051530	350000	Small Tools & Minor Equipment	-	2,146	-	-	-
01051530	410000	Professional Services	503,292	594,339	572,000	660,500	644,500
01051530	424210	Telephone/Internet	1,743	1,661	2,000	1,800	1,800
01051530	424220	Postage	101	13	-	-	-
01051530	430000	Travel	561	22	3,000	3,000	3,000
01051530	450000	Operating Rentals and Leases	-	-	-	-	-
01051530	460000	Insurance	230,408	258,261	260,000	355,000	375,000
01051530	480000	Repairs and Maintenance	1,076	12	1,000	1,000	1,000
01051530	494910	Memberships and Dues	15	490	1,000	1,000	1,000
01051530	494920	Printing/Binding/Copying	457	320	1,000	1,000	1,000
01051530	494930	Registration-Training/Workshop	734	489	3,000	3,000	3,000
01051530	494940	Subscriptions and Publications	12,206	12,753	10,000	10,000	10,000
01051530	494950	Miscellaneous	352	-	-	-	-
01051530	640000	Machinery And Equipment	-	-	-	-	-
TOTAL EXPENDITURES			$1,107,090	$1,324,959	$1,271,270	$1,476,470	$1,494,360
REVENUES							
General Fund			1,107,090	1,324,959	1,271,270	1,476,470	1,494,360
TOTAL REVENUES			$1,107,090	$1,324,959	$1,271,270	$1,476,470	$1,494,360

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
01051530	410000	Professional Services	7,242	11,106	10,000	10,000	10,000
01051530	410150	Overflow Legal Services	18,086	36,679	20,000	20,000	20,000
01051530	410250	Litigation-Consulting Services	54,862	121,590	75,000	75,000	75,000
01051530	414050	Domestic Violence Advocate	20,667	22,020	25,000	25,000	25,000
01051530	414140	Jury and Witness Fees	393	64	2,000	2,000	2,000
01051530	414180	Criminal Prosecution Services	189,996	189,996	195,000	236,000	220,000
01051530	414200	Nuisance and Abatement Costs	7,527	3,983	15,000	17,500	17,500
01151593	414130	Probatn/Publc Defndr Screenng	10,850	10,620	15,000	15,000	15,000
01151593	414150	Public Defender Investigations	8,324	5,006	5,000	10,000	10,000
01151593	414160	Public Defender	185,345	193,275	210,000	250,000	250,000
TOTAL PROFESSIONAL SERVICES			$ 503,292	$ 594,339	$ 572,000	$ 660,500	$ 644,500

Personnel

LEGAL DEPARTMENT	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
City Attorney	1.00	$ 166,100	$ 62,745	$ 171,000	$ 64,970	1.00
Code Compliance Officer	1.00	81,200	27,625	83,600	28,605	1.00
Paralegal	1.00	73,500	25,100	75,700	26,285	1.00
Department Total	3.00	$ 320,800	$ 115,470	$ 330,300	$ 119,860	3.00

Budget Highlights - Legal Department

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

Overflow Legal Services: Provides additional funding for legal consulting for matters not related to pending litigation, including negotiation of franchises and additional legal research.

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. The increase in funding reflects additional hours regarding the City's participation in the Community Court program.

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.

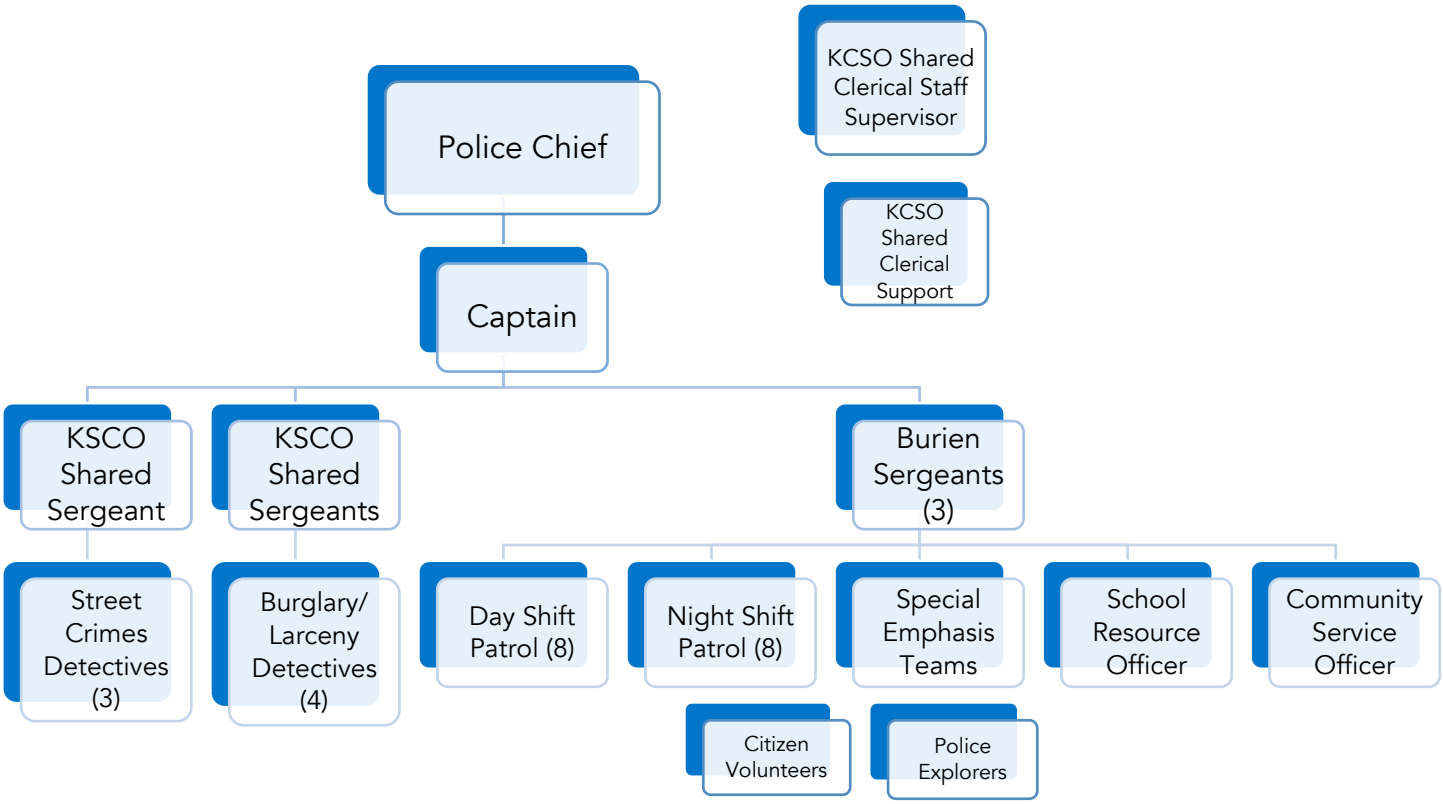
Public Defender Screening: This service determines whether a defendant is eligible for an appointed public defender.

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. The increase in funding reflects additional hours regarding the City's participation in the Community Court program.

Insurance: The City's annual insurance premium, paid to the Washington Cities Insurance Authority. The increase in premiums are due to an increase of total worker hours and the City's higher than average five-year liability risk.

Police Department



Police Department

Responsible Director: Theodore Boe, Police Chief

Goals and Activities

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

2017-2018 Accomplishments

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- ✓ Increased positive communications through social media, including officer of the month and award recognition at city council meetings.
- ✓ Increased use of bicycle officers in the downtown core and parks. These officers are focused on both positive community engagement and addressing criminal behaviors
- ✓ Creation of our "Nav Team," providing collaboration between police, human services, parks and service providers to address chronic offenders with options other than criminal enforcement.
- ✓ Provided dedicated officer presence at community events, festivals, fairs and farmers markets.
- ✓ Participation in coffee with a cop events.
- ✓ Coordinated both adult community police academy and new teen police academy program in partnership with SeaTac Police and King County Sheriff's Office.
- ✓ Increased participation in local schools, including coordination with Burien Parks Department and School Staff on programming.
- ✓ Coordination with King County Prosecuting Attorney's Office to provide accurate information when using emphasis patrols to target known violent offenders.
- ✓ All officers attended Crisis Intervention Training and will have an additional 24 hours of de-escalation training by the end of the year.
- ✓ Implemented less lethal shotguns into patrol operations, providing an additional tool in engaging those in crisis.
- ✓ Patrol and detectives went through interactive simulator training, focused on engaging people in crisis and de-escalation.
- ✓ Purchase of additional equipment to increase efficiency on traffic investigations (Sector) and effectiveness at impaired driving identification (Portable Breath Test- PBT)

2019-2020 Initiatives

Goal 1: *Enhance public safety through effective policing and an increasing focus on prevention and community engagement.*

- Utilize data to increase directed and proactive response to criminal behaviors.
- Reduce impaired driving behaviors through both enforcement and collaboration with private businesses to encourage responsible drinking behaviors.
- Engage our employees in crime prevention and community programming.

Goal 3: *Promote a thriving local business community and positive community spirit.*

- Develop and implement a Police Department community engagement plan, including engaging our community in the design process.
- Increase positive contacts between community members and police including all community groups.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Implement programs to address underlying criminal behaviors and reduce recidivism.

Goal 9: *Continuing to strengthen the City team.*

- Recognize the high quality work of our employees internally and externally.
- Expand employee awareness and knowledge of implicit bias and cultural competency.
- Develop career develop plans for each of our employees. These plans will be used to identify and support employee specific training.

Police Department

Expenditure and Revenue Summary

Account Number Organization	Object	Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
EXPENDITURES							
01252120	200000	Personnel Benefits	39	18	-	-	-
01252120	310000	Office and Operating Supplies	29	575	7,000	7,000	7,000
01252120	350000	Small Tools & Minor Equipment	1,198	14,697	5,000	5,000	5,000
01252120	350010	Police Explorer Program	1,401	1,855	2,000	5,000	5,000
01252120	410000	Professional Services	9,368	6,617	-	-	-
01252120	424210	Telephone/Internet	4,200	4,233	5,000	3,100	3,100
01252120	424230	Radio Communications	8,075	-	-	-	-
01252120	430000	Travel	8,683	19,797	5,000	5,000	5,000
01252120	480000	Repairs and Maintenance	137	416	1,000	1,000	1,000
01252120	494910	Memberships and Dues	865	500	1,000	1,000	1,000
01252120	494920	Printing/Binding/Copying	383	569	1,000	1,000	1,000
01252120	494930	Registration-Training/Workshop	14,003	8,647	30,000	30,000	30,000
01252120	494970	Citizens Patrol/ Crime Prevent	3,240	1,630	2,000	2,000	2,000
01252120	494980	CERT / Citizens Academy	-	602	1,000	1,000	1,000
01252120	494990	Investigative Funds	16,507	15,350	30,000	30,000	30,000
01252120	510100	Police Contract - King County	11,084,747	11,393,176	12,390,000	12,995,000	13,515,000
01252120	640000	Machinery And Equipment	-	-	10,000	10,000	10,000
TOTAL EXPENDITURES			$11,152,875	$11,468,683	$12,490,000	$13,096,100	$13,616,100

REVENUES					
Sales Tax - Criminal Justice	1,342,861	1,408,268	1,465,000	1,600,000	1,635,000
State Criminal Justice	168,165	161,642	205,000	162,500	172,500
Intergovernmental	42,004	154,423	115,000	160,500	118,500
Fines and Fees	27,013	36,680	-	15,000	15,000
Confiscated/Forfeited Property	53,071	54,516	85,000	55,000	55,000
General Fund	9,519,761	9,653,154	10,620,000	11,103,100	11,620,100
TOTAL REVENUES	$11,152,875	$11,468,683	$12,490,000	$13,096,100	$13,616,100

Budget Highlights - Police Department

Small Tools and Minor Equipment: The equipment purchased is used for investigative purposes and is primarily 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. The increase in the program's funding is to provide more supplies as a result of increased enrollment.

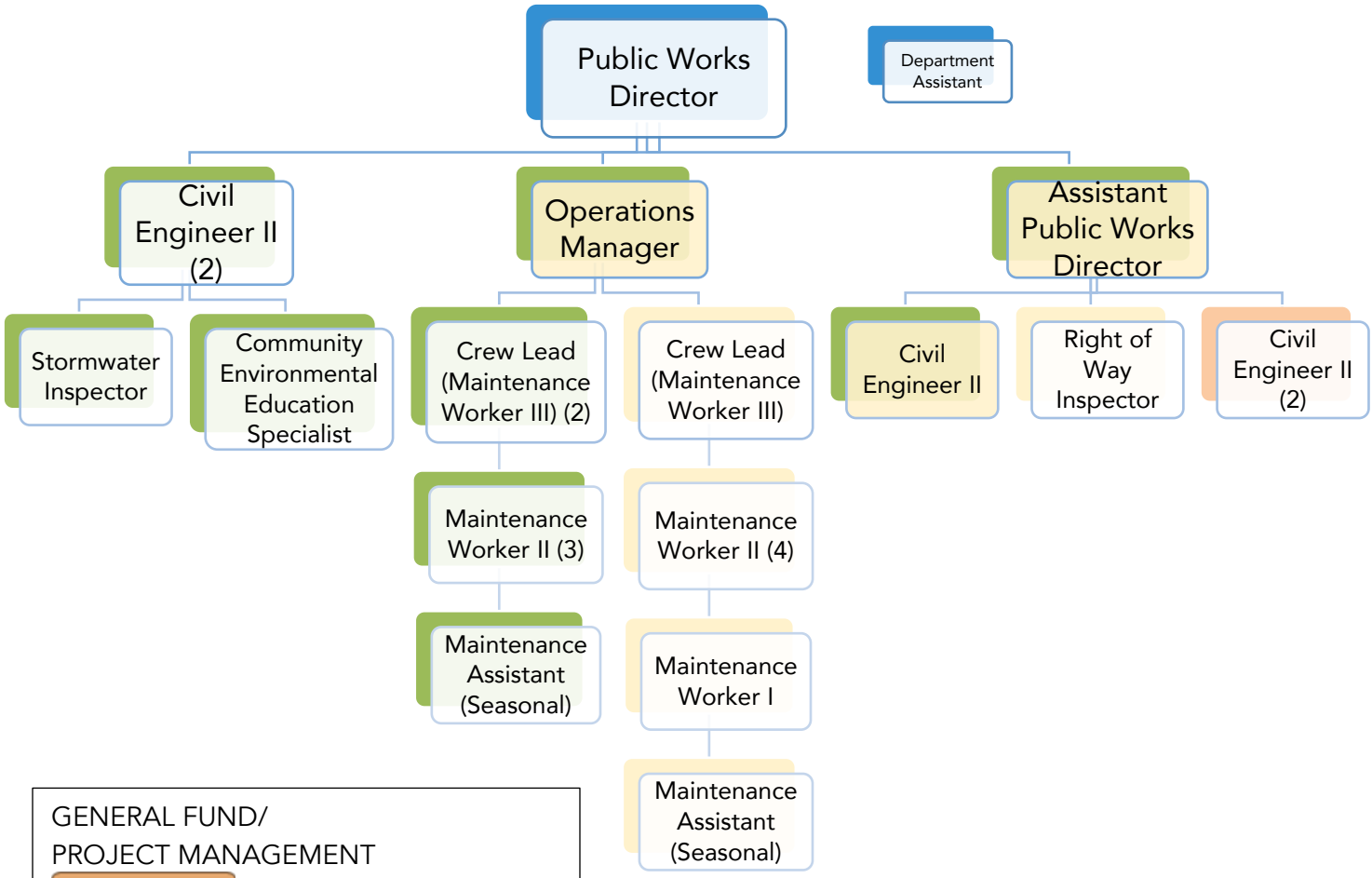
Registration – Training/Workshop: Provides additional training for police officers that is supported by either a Justice Assistance Grant (JAG) or drug seizure funds.

Investigative Funds: Drug seizure funds finance support for covert investigations, including payments to confidential informants.

Police Contract – King County: The City contracts with the King County Sheriff's Office to provide law enforcement services for the city. In 2019 the City will see a higher than average increase due to the addition of shared services, including data management system upgrades, and anti-bias and de-escalation training for all officers.

Machinery and Equipment: Purchases of equipment over $5,000 is primarily financed through Justice Assistance Grants.

Public Works Department



Public Works Department

Responsible Director: Maiya Andrews, Public Works Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Completed the re-construction of the City Hall Spray Park, in cooperation with the Parks, Recreation and Cultural Services (PaRCS) Department.
- ✓ Represented Burien during the construction of King County's Lake to Sound Trail Segment B.

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

- ✓ Replaced several key vehicles and equipment to improve maintenance efficiency and timeliness.
- ✓ Held several meetings with two potential partners for a shared Public Works maintenance facility. The City has reserved funds for the project, and is continuing to accumulate additional funds for the project.

Other Accomplishments:

- ✓ Worked with Metro to develop preliminary plans for the RapidRide H-Line Project to provide premium bus service to Burien citizens. Applied for a Regional Mobility grant to enhance the project improvements.

2019-2020 Initiatives

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Participate and provide input to WSDOT to complete the SR 518 Corridor Planning Study.
- ✓ Work with transit agencies to design the 405 Bus Rapid Transit and Metro RapidRide H-Line Projects.
- ✓ Represent the City during development of the SR 509 portion of the Puget Sound Gateway Project.
- ✓ Represent the City during design development of the Lake to Sound Trail Segment C.

Goal 10: *Upgrade critical information technology system and address key facility needs.*

- ✓ Continue planning for a future Public Works Maintenance and Operations Facility, focusing on partnership opportunities.

Public Works Department

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
01354190	110000	Salaries and Wages	$ 206,276	$ 143,996	$ 152,300	$ 151,000	$ 155,600
01354190	200000	Personnel Benefits	63,163	42,456	48,815	48,275	49,890
01354190	310000	Office and Operating Supplies	13,408	11,574	23,000	12,000	12,000
01354190	320000	Fuel Consumed	1,055	833	1,500	1,200	1,200
01354190	350000	Small Tools & Minor Equipment	-	1,669	-	-	-
01354190	410000	Professional Services	190,090	219,062	324,100	300,750	307,750
01354190	424210	Telephone/Internet	3,726	2,716	5,000	3,600	3,600
01354190	430000	Travel	344	294	300	300	300
01354190	450000	Operating Rentals and Leases	32,578	34,572	34,300	23,000	23,000
01354190	480000	Repairs and Maintenance	663	2,590	1,500	750	750
01354190	494910	Memberships and Dues	240	116	500	1,000	1,000
01354190	494920	Printing/Binding/Copying	53	-	150	150	150
01354190	494930	Registration-Training/Workshop	289	35	1,000	2,000	2,000
01354190	494940	Subscriptions and Publications	294	118	250	300	300
01354190	494950	Miscellaneous	132	-	-	-	-
01354190	640000	Machinery And Equipment	34,599	44,562	-	-	-
TOTAL EXPENDITURES			$546,910	$504,593	$592,715	$ 544,325	$ 557,540

REVENUES					
Engineering Review - Reimbursable	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
General Fund	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
01354190	410000	Professional Services	7,874	12,818	90,000	75,000	75,000
01354190	411550	Advertising	170	-	-	-	-
01354190	414100	Software Licensing Fees	-	-	-	250	250
01351830	414110	City Hall Bldg Maintenance	123,292	150,665	175,000	160,000	164,000
01351830	414190	Janitorial	58,754	55,579	59,100	65,500	68,500
TOTAL PROFESSIONAL SERVICES			$190,090	$219,062	$324,100	$ 300,750	$ 307,750

Personnel

PUBLIC WORKS DEPARTMENT	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Public Works Director	0.10	$ 16,600	$ 5,460	$ 17,100	$ 5,660	0.10
Assistant Public Works Director	0.20	27,900	8,000	28,800	8,280	0.20
Civil Engineer II - Development Review	1.00	106,500	34,815	109,700	35,950	1.00
Division Total	1.30	$ 151,000	$ 48,275	$ 155,600	$ 49,890	1.30

Budget Highlights – Public Works Department

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

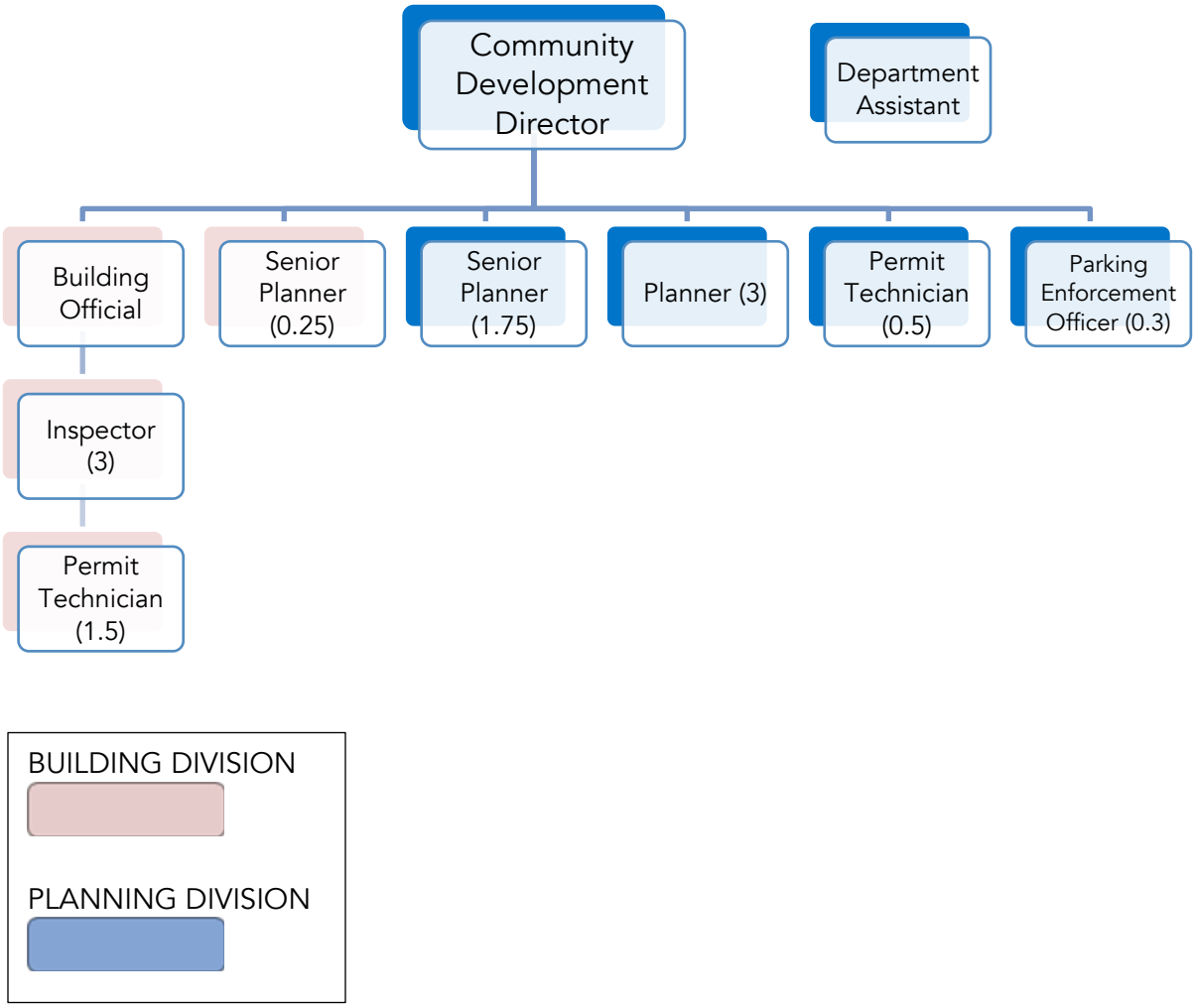
Professional Services: Funds reimbursable engineering services for development review completed with the Community Development Department, emergency preparedness coordination, and consulting for miscellaneous services such as grants, franchise, and solid waste assistance.

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: Chip Davis, Community Development Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 4: *Optimize customer service and support private investment in Burien.*

- ✓ Completed study of current permit processing system to improve review procedures and streamline development permit reviews in anticipation of replacing permit processing software.
- ✓ Updated applications, checklists and supporting materials to reflect adoption of the 2015 Construction Codes.
- ✓ Adopted and implemented the 2017 National Electrical Code, including updating applications, checklists and supporting materials.

Other Accomplishments

- ✓ Completed inspections and approved occupancy for Burien Toyota Renovation, Highline Heritage Museum, Merrill Gardens Senior Housing, Maverick Apartments at Town Square, Kaiser Permanente Clinic, Southwest Suburban Sewer District Operations Facility, Puget Sound Skill Center Health Sciences Building, Mary's Place Family Shelter, Western Distribution Warehouse, Seattle Gateway Center 1 and Seattle Gateway Center 2 in NERA.

2019-2020 Initiatives

Goal 4: *Optimize customer service and support private investment in Burien.*

- Replace permit processing software with the goal of improving development review efficiency and expanding electronic permit service offerings.
- Implement a technology fee to support expanded electronic development review process.
- Adopt and implement the 2018 Construction Codes, including updating applications, checklists and supporting materials.

Building Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
01455850	110000	Salaries and Wages	$ 493,094	$ 572,481	$ 612,000	$ 606,400	$ 633,900
01455850	200000	Personnel Benefits	181,630	211,452	238,110	238,760	249,095
01455850	310000	Office and Operating Supplies	4,836	4,823	4,400	6,300	6,300
01455850	320000	Fuel Consumed	2,364	2,146	5,000	2,400	2,400
01455850	350000	Small Tools & Minor Equipment	136	884	500	-	-
01455850	410000	Professional Services	106,394	46,226	250,000	203,500	53,500
01455850	424210	Telephone/Internet	3,636	2,829	3,600	3,500	3,500
01455850	430000	Travel	56	872	2,000	1,500	1,500
01455850	480200	Repairs and Maint - Fleet	2,255	1,768	2,500	2,500	2,500
01455850	494910	Memberships and Dues	667	655	800	800	800
01455850	494920	Printing/Binding/Copying	1,062	422	600	600	600
01455850	494930	Registration-Training/Workshop	2,475	4,140	5,000	4,000	4,000
01455850	494940	Subscriptions and Publications	10,546	479	4,000	3,000	3,000
01455850	494950	Miscellaneous	317	148	1,000	600	600
01455850	640000	Machinery And Equipment	-	-	600,000	600,000	-
TOTAL EXPENDITURES			$809,466	$849,323	$1,729,510	$1,673,860	$ 961,695
REVENUES							
Building & Electrical Permits			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Plan Review Fees			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Intergovernmental			36,000	36,000	36,000	36,000	36,000
General Fund			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
01455850	410000	Professional Services	86,532	20,389	225,000	180,000	30,000
01455850	414100	Software Licensing Fees	19,862	25,837	25,000	23,500	23,500
TOTAL PROFESSIONAL SERVICES			$106,394	$ 46,226	$ 250,000	$ 203,500	$ 53,500

Personnel

COMMUNITY DEVELOPMENT - BUILDING	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Community Development Director	0.50	$ 83,000	$ 27,255	$ 85,500	$ 28,200	0.50
Department Assistant	0.50	33,300	12,160	34,300	12,585	0.50
Building Official	1.00	102,400	49,070	110,800	52,045	1.00
Combination Building Inspector	2.00	157,200	56,620	165,600	59,200	2.00
Electrical Inspector	1.00	85,300	34,295	87,800	35,470	1.00
Permit Technician	1.50	105,000	47,855	108,200	49,660	1.50
Senior Planner	0.25	23,800	7,620	24,800	7,945	0.25
Parking Compliance Officer	0.30	16,400	3,885	16,900	3,990	0.30
Division Total	7.05	$ 606,400	$ 238,760	$ 633,900	$ 249,095	7.05

Budget Highlights – Building Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: In 2019, $150,000 will be appropriated for consulting services related to streamlining the permitting process and the selection of new permitting software. Ongoing professional services are for on-call building and electrical inspection services to cover vacations, vacancies, and accommodate higher than usual workloads or complex projects.

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

Machinery and Equipment: Provides funding for the implementation of a new permit software system. This project was originally scheduled to begin in 2018 but was postponed due to limited capacity for major projects from Building Division and Information Technology staff.

Planning Division

Responsible Director: Chip Davis, Community Development Director

Goals and Activities

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.

2017-2018 Accomplishments

Goal 3: *Promote a thriving local business community and positive community spirit.*

- ✓ Initiated urban center subarea plan consolidating all downtown policy, planning, and design documents.

Goal 4: *Optimize customer service and support private investment in Burien.*

- ✓ Completed amendments to the municipal code to provide parking exemptions for existing buildings in downtown zones through November 2020.
- ✓ Completed amendments to the municipal code regarding wireless communications facilities towers in the right-of-way and private property.

Goal 7: P*rotect and improve the quality of Burien's natural environment.*

- ✓ Commenced participation in Green Cities Partnership to develop urban forest assessment.
- ✓ Completed amendments to the municipal code to enhance tree preservation and establish a tree canopy recover program.

Goal 9: *Continue to strengthen the City team.*

- ✓ Restored Community Development staffing to pre-recession levels.

2019-2020 Initiatives

Goal 3: *Promote a thriving local business community and positive community spirit.*

- o Complete Burien regional growth center subarea plan.

Goal 4: *Optimize customer service and support private investment in Burien.*

- o Complete amendments to Comprehensive Plan housing element, goals and policies.
- o Amend the municipal code to comply with Reed v. Town of Gilbert regarding temporary and special events signs and content-based speech restrictions.
- o Complete Department of Ecology's required review of the City's Shoreline Master Program.
- o Complete Ambaum Corridor and Boulevard Park visioning and subarea planning efforts.
- o Complete amendments to the municipal code to create a modern property division code.

Goal 7: P*rotect and improve the quality of Burien's natural environment.*

- o Complete Urban Forestry Enhancement Plan and initiate forest stewardship program with community-based urban forestry projects.

Planning Division

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
01555860	110000	Salaries and Wages	$ 406,124	$ 452,210	$ 534,500	$ 568,200	$ 588,600
01555860	200000	Personnel Benefits	149,140	174,759	215,460	221,175	230,425
01555860	310000	Office and Operating Supplies	3,612	3,463	5,100	5,700	5,700
01555860	350000	Small Tools & Minor Equipment	-	609	-	-	-
01555860	410000	Professional Services	8,908	15,691	81,600	59,000	59,000
01555860	424210	Telephone/Internet	1,381	1,099	1,700	1,900	1,900
01555860	424220	Postage	-	-	100	100	100
01555860	430000	Travel	3,109	1,185	2,500	1,500	1,500
01555860	494910	Memberships and Dues	1,673	3,049	5,100	3,600	3,600
01555860	494920	Printing/Binding/Copying	2,157	545	1,700	1,700	1,700
01555860	494930	Registration-Training/Workshop	1,882	1,100	3,100	2,100	2,100
01555860	494940	Subscriptions and Publications	36	-	300	300	300
01555860	494950	Miscellaneous	83	100	750	750	750
TOTAL EXPENDITURES			$578,104	$653,810	$851,910	$ 866,025	$ 895,675

REVENUES					
Planning & Development Fees and Charges	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
General Fund	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
01555860	410000	Professional Services	3,192	-	50,000	25,000	25,000
01555860	410200	Engr Fees-Reimbursable	-	-	10,000	10,000	10,000
01555860	410300	Hearing Exam Nonreimbursed	-	7,709	7,000	8,000	8,000
01555860	411550	Advertising	4,711	7,982	4,600	6,000	6,000
01555860	414090	Comprehensive Plan Costs	954	-	-	-	-
01555860	414100	Software Licensing Fees	51	-	-	-	-
01555860	414280	Neighborhood Fund Grant	-	-	10,000	10,000	10,000
TOTAL EXPENDITURES			$ 8,908	$ 15,691	$ 81,600	$ 59,000	$ 59,000

Personnel

COMMUNITY DEVELOPMENT - PLANNING	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Community Development Director	0.50	$ 83,000	$ 27,255	$ 85,500	$ 28,200	0.50
Department Assistant	0.50	33,300	12,160	34,300	12,585	0.50
Senior Planner	1.75	165,400	57,715	173,900	60,510	1.75
Planner	3.00	251,500	108,070	258,900	112,585	3.00
Permit Technician	0.50	35,000	15,975	36,000	16,545	0.50
Division Total	6.25	$ 568,200	$ 221,175	$ 588,600	$ 230,425	6.25

Budget Highlights – Planning Division

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: This provides funding for the department's portion of the City's Urban Center Plan, which will update and modernize key City codes and policy documents, most notably the City's Comprehensive Plan, to encourage growth in the downtown area.

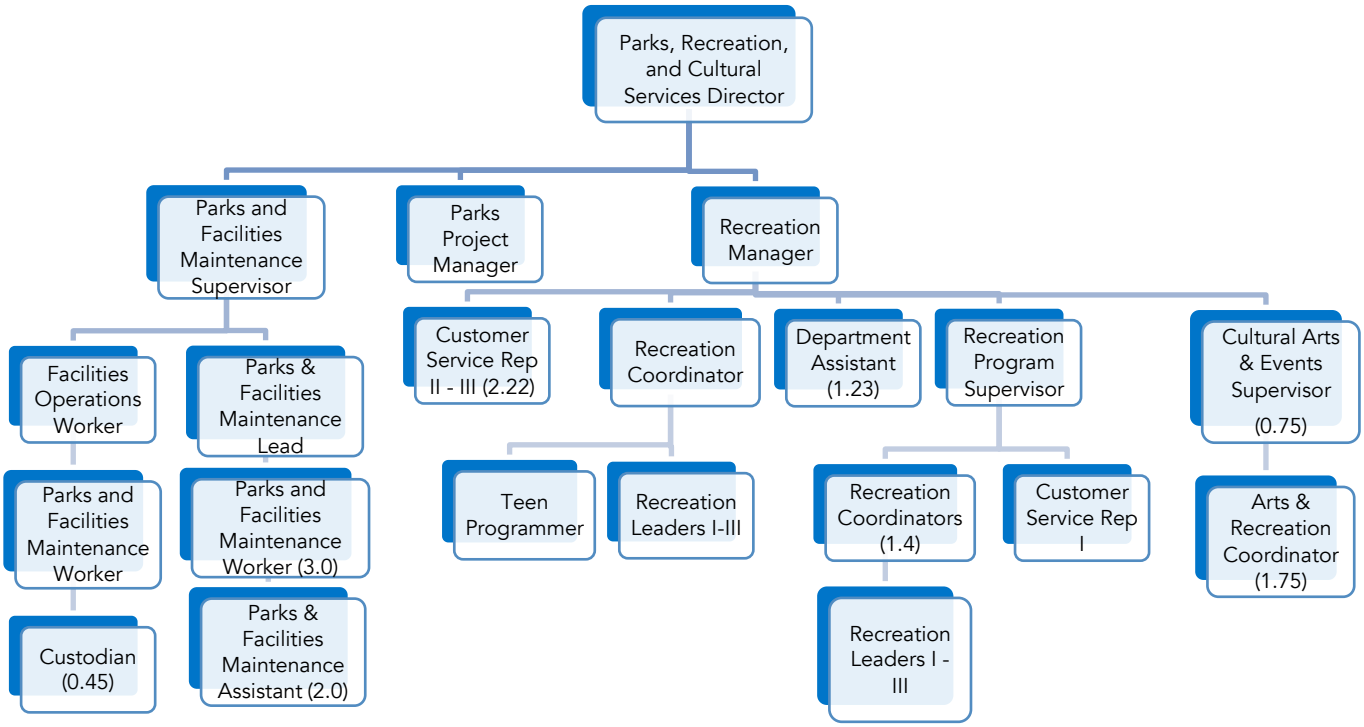
Engineering Fees – Reimbursable: Consulting charges for permit review, primarily peer reviews, which can be charged to the applicant. These services may include geotechnical engineering, stream and wetland biology testing, and outside plan reviews.

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

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

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

Parks, Recreation, and Cultural Services Department (PaRCS)



Parks, Recreation, and Cultural Services Department (PaRCS)

Responsible Director: Steve Roemer, PaRCS Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 5: *Enhance Parks and Recreation facilities and programs.*

- ✓ The PaRCS Department will complete the Lakeview Park playground replacement project at the end of 2018.
- ✓ Completed the re-construction of the City Hall Spray Park.
- ✓ Completed the Parks, Recreation and Open Space Plan. Upon completion of the plan, City Council requested a further study to determine the feasibility of constructing a new community center.
- ✓ Completing the design of the Moshier Park Field and Restroom Improvements, and will secure funding for construction for 2020.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- ✓ A new after school program is being provided at Highline High School. The existing Sylvester Middle School After School program and Teen Late Night programs were expanded in 2017 to accommodate increased demand.
- ✓ Developed a new Teen Service Club that served youth between the grades 7 – 12.
- ✓ Provided free swim lessons during the fall quarter of the Cedarhurst Afterschool Program.
- ✓ Developed and initiated a survey focusing on vulnerable senior population to help determine needs.

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- ✓ Completed the Seahurst Road Slide Repair Project, in cooperation with the Public Works Department.
- ✓ Monitored Seahurst post-construction Eel Grass beds and shoreline vegetation to assess project success and report to federal and state regulatory agencies.
- ✓ Continued collaboration with utility agencies to construct the Seahurst Road Slide Repair Project, in cooperation with the Public Works Department.

Goal 8: *Celebrate Arts and Culture*

- ✓ Provided four new Neighborhood Celebrations throughout Burien during 2017.
- ✓ Hosted a new, family oriented Great Day of Play at Moshier Park and Art Center in 2018.
- ✓ Provided new public art exhibits in collaboration with Merrill Gardens and The Maverick Apartments.
- ✓ Hosted an Artist Meet and Greet in February 2018.

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

- ✓ Upgrade of PaRCS program registration, facility booking, and point of sale software platforms.

2019-2020 Initiatives

Goal 5: *Enhance Parks and Recreation facilities and programs.*

- Convert Parks and Facility landscape maintenance from a contracted service to in-house. Provide a better level of customer service at a lower annual expense.
- Conduct satisfaction surveys of the Parks system.
- Complete design and construction of the Lake Burien Memorial Park Site Improvements.
- Complete design and construction of the Moshier Field 1 and Restroom Improvements.
- Continue success monitoring of the Seahurst Seawall project measuring physical and biological condition changes.

Goal 6: *Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Develop educational resource materials and programs for the vulnerable senior population specifically non-English speaking that were identified in the Senior Survey conducted in 2018.
- Support the development of a youth driven Teen Council.
- Continue to offer after school programs at Cedarhurst Elementary, Sylvester Middle School and Highline High School.
- To foster public engagement by participating and hosting in community resource forums.

Parks, Recreation, and Cultural Services Department

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
EXPENDITURES							
01657100	110000	Salaries and Wages	$ 1,138,672	$ 1,315,259	$ 1,524,100	$ 1,930,800	$ 2,028,200
01657100	200000	Personnel Benefits	404,556	485,174	562,300	737,165	773,065
016*, 017*, 018*	310000	Office and Operating Supplies	119,350	90,549	118,600	172,050	172,050
016*, 017*, 018*	320000	Fuel Consumed	22,223	27,628	29,300	38,700	38,700
016*, 017*, 018*	350000	Small Tools & Minor Equipment	13,334	14,780	5,300	21,700	5,200
016*, 017*, 018*	410000	Professional Services	891,678	899,939	1,054,200	489,325	489,325
016*, 017*, 018*	424210	Telephone/Internet	9,775	10,245	10,900	14,200	14,200
01657100	424220	Postage	1,970	3,194	3,200	500	500
01657100	430000	Travel	235	4,080	1,500	5,700	5,700
01857680	440000	SWM Fee Assessment	-	24,821	25,500	26,500	26,500
016*, 017*, 018*	450000	Operating Rentals and Leases	15,757	18,533	32,000	41,400	41,400
018*	470000	Utilities	161,967	176,235	147,800	188,000	193,000
017*, 018*	480000	Repairs and Maintenance	132,056	45,046	35,300	35,300	35,300
017*	494900	Admission/Entrance Fees	23,507	26,924	29,700	26,400	26,400
01657100	494910	Memberships and Dues	535	4,215	1,500	1,335	1,335
016*, 017*, 018*	494920	Printing/Binding/Copying	4,922	4,367	6,400	-	-
01657100	494930	Registration-Training/Workshop	5,286	4,615	6,500	12,772	12,772
016*, 017*	494940	Subscriptions and Publications	60	106	100	885	885
016*, 017*, 018*	494950	Miscellaneous	2,345	2,137	2,000	2,100	2,100
01857680	630000	Other Improvements	-	17,582	-	-	-
016*, 017*, 018*	640000	Machinery And Equipment	-	43,258	-	40,000	-
TOTAL EXPENDITURES			$2,948,227	$3,218,685	$3,596,200	$3,784,832	$3,866,632

REVENUES					
Parks and Recreation Charges	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Facility Leases	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Intergovernmental	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
General Fund	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL REVENUES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Professional Services

Account Number		Contract Purpose	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
016*, 017*, 018*	410000	Professional Services	85,035	82,186	121,800	121,625	121,625
01857680	410350	Seasonal Security	17,365	12,194	18,400	18,400	18,400
01757100	410650	Strawberry Festival	27,413	33,465	34,200	-	-
01857550	410800	Building Security	2,565	2,551	2,800	2,800	2,800
016*, 017*	410850	Instructors Prof Svcs	158,486	149,224	147,600	159,500	159,500
01757100	410900	Arts and Culture Grants	20,000	26,400	20,000	20,000	20,000
01857680	411000	Parks Maintenance	417,706	413,324	488,600	-	-
01657100	411250	Recreation Guide	26,936	29,895	30,000	12,000	12,000
01857680	411350	Seahurst Seawall Monitoring	-	-	30,000	-	-
01757100	411500	Teen Late Night Security	9,210	7,853	8,600	8,600	8,600
01657100	411550	Advertising	1,630	816	1,000	1,000	1,000
01657100	414100	Software Licensing Fees	8,097	25,658	6,900	10,800	10,800
01757100	414170	Summer Youth	29,650	29,650	29,600	29,600	29,600
01857550	414190	Janitorial	66,419	64,995	74,700	80,000	80,000
01657100	414250	Banking Svcs & Cr Card Fees	21,165	21,729	40,000	25,000	25,000
TOTAL EXPENDITURES			$ 891,678	$ 899,939	$1,054,200	$ 489,325	$ 489,325

Personnel

PARKS, RECREATION & CULTURAL SERVICES	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Parks, Recreation & Cultural Services Director	1.00	$ 156,900	$ 52,535	$ 169,700	$ 56,105	1.00
Recreation Manager	1.00	106,500	46,620	109,700	48,325	1.00
Recreation Supervisor	1.00	81,200	36,630	83,600	38,035	1.00
Cultural Arts Supervisor	0.75	60,900	27,565	62,700	28,575	0.75
Recreation Coordinator	3.75	289,800	105,720	298,500	109,690	3.75
Teen Programmer	1.00	55,700	20,475	60,200	22,080	1.00
Department Assistant	1.23	81,600	38,925	84,100	41,040	1.23
Customer Service Representative III	1.00	51,700	21,115	55,900	22,440	1.00
Customer Service Representative II	1.55	84,800	43,965	87,300	45,700	1.55
Parks Project Manager	1.00	88,600	37,870	95,800	40,235	1.00
Parks & Facilities Maintenance Supervisor	1.00	73,900	40,900	80,000	43,235	1.00
Parks & Facilities Maintenance Lead	1.00	70,100	24,845	75,800	26,715	1.00
Facilities Operations Worker	1.00	65,100	39,015	70,400	41,170	1.00
Parks & Facilities Maintenance Worker	4.00	244,900	147,830	261,800	155,350	4.00
Subtotal, Regular Staff:	20.28	$ 1,511,700	$ 684,010	$ 1,595,500	$ 718,695	20.28
Custodian	0.45	21,200	5,110	21,900	5,270	0.45
Customer Service Representative II	0.45	21,300	1,830	21,900	1,885	0.45
Customer Service Representative I	1.15	32,300	2,885	33,300	2,965	1.15
Recreation Leader III	1.34	45,900	5,740	47,200	5,850	1.34
Recreation Leader II	5.50	158,400	21,160	163,200	21,550	5.50
Recreation Leader I	0.52	12,900	1,830	13,300	1,865	0.52
Recreation Coordinator	0.40	27,100	2,285	29,300	2,460	0.40
Parks & Facilities Maintenance Assistant	2.00	90,000	10,315	92,600	10,525	2.00
Overtime	-	10,000	2,000	10,000	2,000	-
Subtotal, Intermittent Staff:	11.81	$ 419,100	$ 53,155	$ 432,700	$ 54,370	11.81
Department Total	32.09	$ 1,930,800	$ 737,165	$ 2,028,200	$ 773,065	32.09

Budget Highlights – Parks, Recreation, and Cultural Services Department

The 2019-2020 budget proposes that the landscape maintenance of City parks will be performed by City staff instead of through contract services. The 2019-2020 budget proposes that a Parks & Facilities Maintenance Lead position be created, a Facilities Operations Worker, and an additional 4.0 FTE of additional Parks & Facilities Maintenance Workers – 2.0 FTE will be full-time employees and 2.0 FTE will be seasonal intermittent employees. In the 2017-2018 mid-biennium amendments, a Customer Service Supervisor position was added to supervise all Community Center facility and customer service activities. This budget will reclassify that position as a Customer Service Representative III. Similarly, the previous Front Desk Assistant will be reclassified as a Customer Service Representative II position.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

Professional Services: General professional services are split between two key areas: recreation and maintenance of City parks. Professional services in recreation will pay for performers at special events, after school programs, arts education, and a partnership with Evergreen Pool to provide swim passes to low-income youth and entry for Day Camp programs. Professional services in parks maintenance will pay for contract services to remove graffiti, fallen trees, and yard waste disposal.

Seasonal Security: Funds security at summer special events.

Strawberry Festival: Funding for this event, and the associated revenue from vendors, is eliminated because the City discontinued organizing this event in 2018.

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

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

Parks Maintenance: Funds the City's contract to provide landscape maintenance for City parks. Due to an anticipated and substantial increase in the cost of the contracted landscape maintenance service, the City is proposing that staff wholly perform these functions.

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

Software Licensing Fees: Annual licensing fees for the Department's recreation registration software. Implementation began in 2017, which is the reason for the increased expenditure in this account.
Summer Youth: Partnerships for after school programs with the Highline School District and summer

programs for Latino youth with Para Los Niños.

Janitorial: For contract custodial services at the Burien Community Center and Moshier Arts Center. Also provides funding for occasional exterior repairs, HVAC maintenance, and floor waxing.

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

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

Utilities: Charges for all utility services for City parks and PaRCS department buildings, which includes water, sewer, gas, and electricity. The increase in the 2019-2020 budget primarily reflects the rate increases approved by Seattle City Light.

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

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

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Other Funds

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

Street Fund	3-5
Surface Water Management Fund	3-9
Public Works Reserve Fund	3-13
Equipment Reserve Fund	3-15
Art in Public Places Fund	3-16
Capital Projects Reserve Fund	3-17
Transportation Benefit District Fund	3-18
Debt Service Fund	3-19

Street Fund

Responsible Manager: Maiya Andrews, Public Works Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Increased funding in 2017 for the pavement management program getting to about two-thirds of the required funding level needed to maintain current conditions.
- ✓ Maintained more lane miles by using less expensive alternative treatments such as slurry seals in addition to traditional overlay methods.
- ✓ Received a $3.7 million grant for 1st Avenue South Phase III paving, and started the design phase of the project.
- ✓ Submitted a TIB grant for construction of the South 136th Street Sidewalk Improvements Project.
- ✓ Completed a transportation study of the S/SW 160th Street Corridor.
- ✓ Commenced design on the 4th Avenue SW Project between SW 156th Street and SW 160th Street, and the 5th Avenue South Traffic Calming Project.

Goal 9: *Continue to strengthen the City team.*

- ✓ Added a Maintenance Worker to the City's street crew in 2017 to increase the City's street maintenance capacity.

2019-2020 Initiatives

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Maintain legislative support for the State Route 518/Des Moines Memorial Drive Interchange.
- ✓ Obtain design funding for the State Route 518 wastbound on-ramp.
- ✓ Pursue additional revenue to expand the Pavement Management Program.
- ✓ Pursue grant funding to leverage additional revenues for high priority projects in the Transportation Master Plan and/or Transportation Improvement Plan.
- ✓ Seek funding for construction of the 4th Avenue SW/SW 148th Street and 6th Avenue SW/SW 148th Street Intersections Project.
- ✓ Seek funding for construction of the 4th Avenue SW Sidewalks Project.
- ✓ Continue to investigate cost-saving measures for maintenance.

Goal 9: *Continue to strengthen the City team.*

- ✓ Improve service and response times; reduce maintenance costs by evaluating in-house vs. contracted tasks.
- ✓ Continue regional discussion on partnership opportunities for traffic signal maintenance services.
- ✓ Purchase equipment that increases maintenance efficiency.

Goal 10: *Upgrade critical information technology system and address key facility needs.*

- ✓ Pursue partnership opportunities for a shared decant facility.

Street Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
10100000	316450	Solid Waste Utility Tax	$ 379,974	$ 423,580	$ 420,000	$ 450,000	$ 465,000
10100000	318120	Parking Tax	247,377	244,548	250,000	225,000	230,000
10100000	321910	Franchise Fees	844,196	895,118	905,000	915,000	945,000
10100000	321990	Business Licenses	307,626	-	-	-	-
10100000	322400	Right of Way Use Permit	-	116,293	125,000	130,000	135,000
01954230	336060 71	Multimodal Transportation	49,944	52,567	70,000	75,000	75,000
01954230	336060 87	Motor Vehicle Fuel Tax	1,048,864	1,090,831	1,085,000	1,155,000	1,195,000
10100000	360000	Miscellaneous Revenue	15,150	22,172	6,000	40,000	40,000
TOTAL REVENUES			$2,893,131	$2,845,110	$2,861,000	$2,990,000	$3,085,000
10100000	395100	Sale of Capital Assets	-	819,996	-	-	-
10100000	308500	Beginning Fund Balance	620,281	1,103,869	759,855	1,394,350	1,256,515
TOTAL RESOURCES			$3,513,412	$4,768,974	$3,620,855	$4,384,350	$4,341,515
EXPENDITURES							
01954310	110000	Salaries and Wages	$ 534,435	$ 730,052	$ 774,400	$ 879,100	$ 911,200
01954310	200000	Personnel Benefits	212,914	297,337	306,795	344,460	358,720
01954230	310000	Office and Operating Supplies	96,434	145,761	140,000	150,000	150,000
01954230	320000	Fuel Consumed	13,532	16,489	21,000	20,000	20,000
01954230	350000	Small Tools & Minor Equipment	3,484	16,230	10,000	15,000	15,000
01954230	410000	Professional Services	86,533	189,210	124,700	166,225	166,225
01954230	424210	Telephone/Internet	4,815	8,511	9,300	8,550	8,550
01954310	424220	Postage	3,904	-	-	-	-
01954310	430000	Travel	59	246	-	-	-
01954230	450000	Operating Rentals and Leases	62,263	43,709	62,000	60,000	60,000
019*	470000	Utilities	151,198	203,350	174,200	255,000	255,000
01954230	480000	Repairs and Maintenance	17,709	7,893	30,000	30,000	30,000
01954230	480200	Repairs and Maint - Fleet	16,190	32,504	18,000	25,000	25,000
01954310	494910	Memberships and Dues	952	648	1,000	1,500	1,500
01954310	494920	Printing/Binding/Copying	1,150	-	-	-	-
01954310	494930	Registration-Training/Workshop	2,754	2,913	8,000	8,500	8,500
01954310	494940	Subscriptions and Publications	-	50	-	-	-
01954310	494950	Miscellaneous	252	-	-	-	-
01954230	510000	Intergovt Professional Service	-	-	50,000	15,000	15,000
01954264	515100	Traffic Signal/Control Maint	242,206	211,947	220,000	220,000	220,000
01954230	640000	Machinery And Equipment	760	34,319	60,000	19,500	-
TOTAL EXPENDITURES			$1,451,543	$1,941,171	$2,009,395	$2,217,835	$2,244,695
10100000	597000	Transfers Out	958,000	970,000	1,325,000	910,000	1,555,000
TOTAL EXPENDITURES AND TRANSFERS			$2,409,543	$2,911,171	$3,334,395	$3,127,835	$3,799,695
10100000	508500	Ending Fund Balance	1,103,869	1,857,803	286,460	1,256,515	541,820
TOTAL USES			$3,513,412	$4,768,974	$3,620,855	$4,384,350	$4,341,515

Professional Services

Account Number			2016	2017	2018 Revised	2019 Preliminary	2020 Preliminary
Organization	Object	Contract Purpose	Actual	Actual	Budget	Budget	Budget
01954230	410000	Professional Services	74,770	91,240	106,000	141,000	141,000
01954230	410040	PW Shop Relocation	-	86,289	-	-	-
01954264	410550	Neighborhood Traffic Control	5,729	3,050	10,000	10,000	10,000
01954310	414100	Software Licensing Fees	6,033	8,631	8,700	15,225	15,225
TOTAL PROFESSIONAL SERVICES			$ 86,533	$ 189,210	$ 124,700	$ 166,225	$ 166,225

Personnel

STREET FUND	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Public Works Director	0.45	$ 74,700	$ 24,535	$ 77,000	$ 25,400	0.45
Assistant Public Works Director	0.40	55,900	16,010	57,600	16,545	0.40
Department Assistant	0.50	33,300	15,900	34,300	16,415	0.50
Civil Engineer II	0.95	101,100	46,460	104,200	48,160	0.95
Street & SWM Maintenance Mgr	0.50	51,900	23,280	53,500	24,470	0.50
Right of Way Inspector	0.80	63,300	23,155	65,300	23,950	0.80
PW Maintenance Worker III	2.00	154,600	64,630	159,200	66,870	2.00
PW Maintenance Worker II	3.00	188,400	110,360	199,400	116,390	3.00
Maintenance Assistant-Temp	3.00	134,600	15,430	139,400	15,820	3.00
Overtime	0.00	15,000	3,300	15,000	3,300	0.00
Standby Time	0.00	6,300	1,400	6,300	1,400	0.00
Division Total	11.60	$ 879,100	$ 344,460	$ 911,200	$ 358,720	11.60

Budget Highlights – Street Fund

The City approved an additional Civil Engineer II position, primarily responsible for capital project management, and the cost of the position is offset by the elimination of the Management Analyst position. Of this 1.0 FTE position, 0.7 FTE is funded by Street Fund revenues.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

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

Utilities: Primarily funds the payment of utilities to Seattle City Light for the City's street lights and signals. The increase in utility expenditure is due to the increase in utility rates approved by Seattle City Light in 2018.

Intergovernmental Professional Service: This funds the street maintenance contract with King County to perform additional maintenance as needed. The reduction in expenditure reflects the City's increased capacity to maintain City streets.

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

Machinery and Equipment: 2019 funding includes the purchase of a salt and sand spreader to salt and sand smaller roadways during a snow event. This also includes the purchase with Street and Surface Water Management Funds of a light tower to provide adequate lighting for the City's maintenance crew for night time operations.

Transfers Out: In 2019 and 2020, 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 Technology services, and $50,000 to Equipment Replacement Fund for future equipment replacement. $320,000 in 2019 and $310,000 in 2020 will be transferred to the Debt Service Fund to finance the debt service on the City's 2010 Limited Tax General Obligation (LTGO) bond for street overlay repairs. $500,000 in 2019 and $1,155,000 in 2020 will be transferred to Transportation Capital Improvement projects.

Surface Water Management Fund

Responsible Manager: Maiya Andrews, Public Works Director

Goals and Activities

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

2017-2018 Accomplishments

Goal 2: *Steward the City's basic infrastructure, making sure it is safe and maintained to standard.*

- ✓ Installed a new stormwater detention system on SW 151st Street to alleviate chronic flooding issues on SW 152nd Street and 8th Ave SW.

Goal 7: *Protect and improve the quality of Burien's natural environment.*

- ✓ Held the first "StormFest" event, an interactive stormwater science education festival attended by all 6th grade students in the Highline School District. Partnered with several other entities.
- ✓ Installed ten residential rain gardens at no cost to residents, and provided free workshop training sessions for the community.
- ✓ In cooperation with Sylvester Middle School, helped develop a stormwater science curriculum, with the final project resulting in the construction of a rain garden on campus.
- ✓ Completed the construction of a water quality retrofit project along Southwest 165th Street.
- ✓ Implemented new requirements for Low Impact Development (LID) techniques into new and redevelopment projects.
- ✓ Constructed a water quality retrofit project on South 152nd Street in NERA to treat previously untreated stormwater runoff that drains to Miller Creek.
- ✓ Inspected over half of the City's catch basins, all commercial stormwater facilities, and all city owned stormwater facilities.
- ✓ Provided native trees to residents along with education on stormwater and urban forestry in exchange for an environmental pledge.

2019-2020 Initiatives

Goal 7: *Protect and improve the Quality of Burien's natural environment.*

- o Work with adjacent cities to develop a long term program with funding for an annual StormFest event.
- o Work with King County and local businesses to implement a "depave" program to remove impervious surfaces and install green stormwater infrastructure.
- o Continue offering free natural yard care classes to Burien residents emphasizing chemical use reduction.
- o Work with the Port of Seattle and City of SeaTac to fund and construct improvements on Miller Creek in NERA to remove an existing fish barrier and enhance water quality along the creek corridor.
- o Develop an implementation schedule for the new NPDES Permit which goes into effect in 2019.
- o Improve the force main conveyance system from Hermes Pond to alleviate chronic flooding on private property.

2019-2020 Initiatives (cont.)

- Continue to participate in regional forums including: Puget Sound Starts Here and STORM (Stormwater Outreach for Regional Municipalities).

Goal 9: *Continue to strengthen the City team.*

- Improve service and response times; reduce maintenance costs by evaluating in-house versus contracted services.
- Purchase equipment that increases maintenance efficiency.

Surface Water Management Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
02053100	334031	WA Dept of Ecology	$ -	$ 25,000	$ -	$ 25,000	$ -
02053100	337100	Intergovernmental Revenue	-	3,950	-	-	45,000
02053100	343100	Storm Drainage Fees & Charges	3,299,755	3,388,442	3,455,000	3,475,000	3,555,000
02053100	343101	Stormwater Fac Connection Fee	303,018	526,817	-	-	-
10400000	360000	Miscellaneous Revenue	43,589	70,774	10,000	58,000	58,000
TOTAL REVENUES			$ 3,646,362	$ 4,014,982	$3,465,000	$3,558,000	$3,658,000
10400000	308890	Beginning Fund Balance	960,141	$ 2,753,674	$ 1,419,510	$ 1,326,825	$ 987,575
TOTAL RESOURCES			$ 4,606,503	$ 6,768,656	$4,884,510	$4,884,825	$4,645,575
EXPENDITURES							
02053100	110000	Salaries and Wages	$ 804,569	$ 828,415	$ 1,043,800	$ 1,124,200	$ 1,171,400
02053100	200000	Personnel Benefits	346,006	226,870	442,495	488,425	511,455
02053100	310000	Office and Operating Supplies	66,180	58,530	85,000	100,000	96,000
02053100	320000	Fuel Consumed	19,095	22,490	30,000	23,000	23,000
02053100	350000	Small Tools & Minor Equipment	8,698	12,609	5,000	10,000	10,000
02053100	410000	Professional Services	320,536	423,230	497,800	485,725	523,725
02053100	424210	Telephone/Internet	8,193	11,859	11,300	7,700	7,700
02053100	424220	Postage	-	-	-	-	-
02053100	430000	Travel	249	570	-	-	-
02053100	440000	SWM Fee Assessment	28,724	314	500	500	500
02053100	450000	Operating Rentals and Leases	43,294	44,008	62,000	60,000	60,000
02053100	470000	Utilities	6,136	7,665	10,200	9,200	9,200
02053100	480000	Repairs and Maintenance	56,460	49,383	63,000	63,000	63,000
02053100	494910	Memberships and Dues	889	764	1,000	1,500	1,500
02053100	494920	Printing/Binding/Copying	655	58	1,000	1,000	1,000
02053100	494930	Registration-Training/Workshop	4,913	5,190	13,000	12,750	12,750
02053100	494940	Subscriptions and Publications	50	19	400	400	400
02053100	494950	Miscellaneous	-	-	-	-	-
02053100	510400	SWM Billed by KC SWM	45,777	-	10,000	10,000	10,000
02053100	510450	SWM Billed by KC Roads	-	-	50,000	30,000	30,000
02053100	510500	County Collection Fee	48,080	52,301	88,000	60,000	60,000
02053100	640000	Machinery And Equipment	-	-	15,000	13,500	-
02053100	700090	PWTFL Principal Payment	-	-	83,030	83,030	83,030
02053100	800090	Interest on PWTFL Pond	4,325	3,909	3,740	3,320	2,905
TOTAL EXPENDITURES			$ 1,812,829	$ 1,748,183	$2,516,265	$2,587,250	$2,677,565
10400000	597000	Transfers Out	40,000	1,560,000	2,010,000	1,310,000	1,310,000
TOTAL EXPENDITURES AND TRANSFERS			$ 1,852,829	$ 3,308,183	$4,526,265	$3,897,250	$3,987,565
10400000	508890	Ending Fund Balance	2,753,674	3,460,472	358,245	987,575	658,010
TOTAL USES			$ 4,606,503	$ 6,768,656	$4,884,510	$4,884,825	$4,645,575

Professional Services

Account Number			2016	2017	2018 Revised	2019 Preliminary	2020 Preliminary
Organization	Object	Contract Purpose	Actual	Actual	Budget	Budget	Budget
02053100	410000	Professional Services	143,782	183,368	235,000	247,500	285,500
02053100	410040	PW Shop Relocation	-	81,669	-	-	-
02053100	410600	Miller Walker Basin Stwardship	58,109	50,732	62,000	62,000	62,000
02053100	411050	NPDES Phase II	17,636	20,178	24,000	22,000	22,000
02053100	411550	Advertising	-	-	-	-	-
02053100	414100	Software Licensing Fees	7,615	7,479	7,800	15,225	15,225
02053100	414310	TV Inspection and Vactoring	18,228	11,699	100,000	60,000	60,000
02053100	414320	Permits & Monitoring	75,167	68,105	69,000	79,000	79,000
TOTAL PROFESSIONAL SERVICES			$ 320,536	$ 423,230	$ 497,800	$ 485,725	$ 523,725

Personnel

SURFACE WATER MANAGEMENT FUND	2019 FTE	2019 Preliminary Budget Salaries	2019 Preliminary Budget Benefits	2020 Preliminary Budget Salaries	2020 Preliminary Budget Benefits	2020 FTE
Public Works Director	0.45	$ 74,700	$ 24,535	$ 77,000	$ 25,400	0.45
Assistant Public Works Director	0.40	55,900	16,010	57,600	16,545	0.40
Department Assistant	0.50	33,300	15,900	34,300	16,415	0.50
Civil Engineer II	1.55	165,800	76,670	170,000	80,055	1.55
Civil Engineer II - SWM	0.80	85,200	38,310	87,700	39,675	0.80
Street & SWM Maintenance Mgr	0.50	51,900	23,280	53,500	24,470	0.50
Community Environmental Education Spec.	1.00	74,200	36,410	80,300	38,610	1.00
Stormwater Inspector	1.00	77,900	36,860	81,600	38,480	1.00
Right of Way Inspector	0.20	15,800	5,785	16,300	5,980	0.20
PW Maintenance Worker III	1.00	77,300	36,735	79,600	38,050	1.00
PW Maintenance Worker II	4.00	252,000	142,835	265,600	150,605	4.00
PW Maintenance Worker I	1.00	55,000	21,605	59,500	23,225	1.00
Maintenance Assistant-Temp	2.00	89,700	10,090	92,900	10,545	2.00
Overtime	0.00	6,000	1,300	6,000	1,300	0.00
Standby Time	0.00	9,500	2,100	9,500	2,100	0.00
Division	14.40	$ 1,124,200	$ 488,425	$ 1,171,400	$ 511,455	14.40

Budget Highlights – Surface Water Management Fund

The City approved an additional Civil Engineer II position, primarily responsible for capital project management, and the cost of the position is offset by the elimination of the Management Analyst position. Of this 1.0 FTE position, 0.3 FTE is funded by Surface Water Management Fund revenues.

Salaries and Benefits: Salaries are based on actual costs for existing positions and include a 3.6% cost of living adjustment (COLA) in 2019 and a 3.0% COLA placeholder in 2020.

Professional Services: Includes funding for street sweeping, pond cleaning, and on-call services for on-call engineering and emergency repair services. Also includes increased funding for Stormfest in 2020.

Miller/Walker Basin Stewardship: Funds the City's share of the Basin Stewardship program.

NPDES Phase II: Funding to provide public education, car wash kits and continue implementation of new NPDES permit requirements.

TV Inspection and Vactoring: Video inspection and vactoring of the stormwater drainage system. The decrease in expenditure 2019 is due to one-time additional video inspection services in 2018 to determine the need for future inspections.

SWM Billed by KC SWM: King County SWM Division provides additional assistance when needed on historic stormwater issues.

SWM Billed by King County Roads: Work orders that are performed by King County Roads due to the need for specialized equipment. The decrease in expenditures is due to the City's increased capacity to manage specialized work orders.

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

Machinery and Equipment: 2019 funding includes the purchase of an arrow board to be installed on the City's vactor truck. This also includes the purchase with Street and Surface Water Management Funds of a light tower to provide adequate lighting for the City's maintenance crew for night time operations.

Transfers Out: In 2019 and 2020, the Surface Water Management Fund will transfer in both years $40,000 to the General Fund to pay for its share of the City's GIS and Information Technology services, $70,000 to Equipment Replacement Fund for future equipment replacement, and $1,200,000 for Surface Water Management Capital Improvement projects.

Public Works Trust Fund Loan Principal and Interest: This budget is for debt service for the Ambaum Sub-Basin Public Works Trust Fund Loan PW06-962-010. This loan was issued in 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, 2018 is $664,247. This is a 20-year loan at 0.50% interest.

Debt Service to Maturity Schedule Public Works Trust Fund Loan PW-06-962-010 Ambaum Regional Detention Pond Expansion Project					
Year	*Due*	*Principal*	*Interest*	*Total Debt Service*	*Outstanding Balance*
2019	7/1/2019	83,031	3,321	86,352	581,216
2020	7/1/2020	83,031	2,906	85,937	498,185
2021	7/1/2021	83,031	2,491	85,522	415,154
2022	7/1/2022	83,031	2,076	85,107	332,123
2023	7/1/2023	83,031	1,661	84,691	249,093
2024	7/1/2024	83,031	1,245	84,276	166,062
2025	7/1/2025	83,031	830	83,861	83,031
2026	7/1/2026	83,031	415	83,446	-
Total		*664,247*	*14,946*	*679,192*	

Public Works Reserve Fund

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

Per State law, the City is authorized to levy a real estate excise tax (REET) on all sales of real estate. All cities and counties may levy a quarter percent tax (described as "the first quarter percent of the real estate excise tax" or "REET 1"). Cities and counties planning under the Growth Management Act (GMA) have the authority to levy a second quarter percent tax (REET 2).

- Real Estate Excise Tax 1 (REET 1) (RCW 82.46.010): Cities and counties with a population of 5,000 or more planning under the GMA must spend REET 1 receipts solely on capital projects that are listed in the capital facilities plan element of their comprehensive plan. Capital projects are defined as: public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, parks, recreational facilities, law enforcement facilities, fire protection facilities, trails, library facilities, administrative facilities, and judicial facilities.

- Real Estate Excise Tax 2 (REET 2) (RCW 82.46.035): The second quarter percent of the real estate excise tax provides funding for cities and counties to finance capital improvements required to occur concurrently with growth under the Growth Management Act. Capital projects are defined as: Public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

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

Public Works Reserve Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
10604022	318340	Real Estate Excise Tax 1st Qtr	$ 1,009,096	$ 1,411,710	$ 800,000	$ 850,000	$ 875,000
10604022	318350	Real Estate Excise Tax 2nd Qtr	1,004,096	1,411,710	800,000	850,000	875,000
10604022	345850	Parks Mitigation Fee	25,518	46,661	15,000	35,000	35,000
10600000	361100	Investment Income	3,996	19,208	1,000	55,000	55,000
TOTAL REVENUES			$2,042,705	$2,889,289	$1,616,000	$1,790,000	$1,840,000
10600000	308300	Beginning Fund Balance	344,198	1,286,903	1,582,900	1,936,720	2,409,720
TOTAL RESOURCES			$2,386,903	$4,176,192	$3,198,900	$3,726,720	$4,249,720
EXPENDITURES							
10600000	597000	Transfers Out	1,100,000	1,720,000	3,075,000	1,317,000	2,577,000
TOTAL EXPENDITURES AND TRANSFERS			$1,100,000	$1,720,000	$3,075,000	$1,317,000	$2,577,000
10600000	508300	Ending Fund Balance	1,286,903	2,456,192	123,900	2,409,720	1,672,720
TOTAL USES			$2,386,903	$4,176,192	$3,198,900	$3,726,720	$4,249,720

Budget Highlights - Public Works Reserve Fund

Real Estate Excise Tax: Actual tax collections in 2017 were substantially higher than the budgeted estimates due to the sale of two large apartment complexes, a warehouse, and a nursing home. The budgeted estimates for 2019 and 2020 reflect a baseline amount of revenue, without any anticipated sales of large commercial or residential properties.

Miscellaneous Revenue: The budgeted estimate for investment income is $55,000 in 2019 and 2020 due to higher interest rates received from the City's investment pool, combined with a substantially higher cash balance in the Fund due to several large sales of commercial and residential properties during 2017 and 2018.

Transfers Out: Revenues collected in this fund are primarily used to cover the City's debt service. $1,317,000 in 2019 and $1,327,000 in 2020 will be transferred to the Debt Service Fund for this purpose. In 2020, $500,000 will be transferred to partially fund the 1st Avenue South Phase III paving project, and $750,000 will be transferred to partially fund the South 136th Street Sidewalk Improvements 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

Expenditure and Revenue Summary

Account Number Organization	Object	Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
REVENUE							
10700000	361100	Investment Income	4,783	11,549	-	25,000	25,000
TOTAL REVENUES			$ 4,783	$ 11,549	$ -	$ 25,000	$ 25,000
10700000	397000	Transfers In	200,000	270,000	270,000	270,000	270,000
TOTAL REVENUES AND TRANSFERS			$ 204,783	$ 281,549	$ 270,000	$ 295,000	$ 295,000
10700000	308890	Beginning Fund Balance	$ 1,063,481	$ 1,329,549	$ 1,299,550	$ 1,226,215	$ 1,405,715
TOTAL RESOURCES			$1,268,264	$1,611,098	$1,569,550	$1,521,215	$1,700,715
EXPENDITURES							
02354860	350000	Small Tools & Minor Equipment	8,715	30,246	-	48,000	-
02354860	640000	Machinery And Equipment	-	-	850,000	67,500	90,000
TOTAL EXPENDITURES			$ 8,715	$ 30,246	$ 850,000	$ 115,500	$ 90,000
10700000	508890	Ending Fund Balance	1,259,548	1,580,852	719,550	1,405,715	1,610,715
TOTAL USES			$1,268,264	$1,611,098	$1,569,550	$1,521,215	$1,700,715

Budget Highlights – Equipment Reserve Fund

Miscellaneous Revenue: The budgeted estimate for investment income is $25,000 in 2019 and 2020 due to higher interest rates received from the City's investment pool, combined with a healthy cash balance in the Equipment Reserve Fund for the accumulation of funds for future equipment replacement.

Transfers In: 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 replacement in 2019 of desktop monitors, desktop computers, and printers for all City departments.

Machinery and Equipment: Includes replacement in 2019 of a data storage system, backup and domain servers, and an asphalt ride-on roller. IT firewalls and a flatbed truck will be replaced in 2020.

Art in Public Places Fund

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

Art in Public Places Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
11300000	361100	Investment Income	138	340	-	-	-
TOTAL REVENUES			$ 138	$ 340	$ -	$ -	$ -
11300000	397000	Transfers In	-	20,000	20,000	26,500	26,500
TOTAL REVENUES AND TRANSFERS			$ 138	$ 20,340	$ 20,000	$ 26,500	$ 26,500
11300000	308400	Beginning Fund Balance	$ 30,426	$ 29,567	$ 49,565	$ 35,830	$ 35,830
TOTAL RESOURCES			$ 30,564	$ 49,907	$ 69,565	$ 62,330	$ 62,330
EXPENDITURES							
02457320	480000	Repairs and Maintenance	997	-	-	-	-
02457320	640000	Public Art	-	-	35,000	26,500	26,500
TOTAL EXPENDITURES			$ 997	$ -	$ 35,000	$ 26,500	$ 26,500
11300000	508400	Ending Fund Balance	29,567	49,907	34,565	35,830	35,830
TOTAL USES			$ 30,564	$ 49,907	$ 69,565	$ 62,330	$ 62,330

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. This is estimated to be $26,500 in 2019 and 2020.

Public Art: This finances the creation or acquisition of public art. In 2019 and 2020, the City's Arts Commission will commission artwork on various utility boxes and bus shelters throughout Burien.

Capital Projects Reserve Fund

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

Capital Projects Reserve Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
11500000	311100	Property Tax	738,516	768,849	785,000	785,000	-
11500000	361100	Investment Income	3,250	8,420	1,000	30,000	30,000
TOTAL REVENUES			$ 741,766	$ 777,269	$ 786,000	$ 815,000	$ 30,000
11500000	308300	Beginning Fund Balance	$ 511,593	$ 482,359	$ 1,133,360	$ 439,800	$ 1,254,800
TOTAL RESOURCES			$1,253,359	$1,259,628	$1,919,360	$1,254,800	$1,284,800
EXPENDITURES							
11500000	597000	Transfers Out	771,000	25,000	1,600,000	-	1,000,000
TOTAL EXPENDITURES			$ 771,000	$ 25,000	$1,600,000	$ -	$1,000,000
11500000	508300	Ending Fund Balance	482,359	1,234,628	319,360	1,254,800	284,800
TOTAL USES			$1,253,359	$1,259,628	$1,919,360	$1,254,800	$1,284,800

Budget Highlights – Capital Projects Reserve Fund

Property Tax: The Capital Projects Reserve Fund is funded with 10% of the City's Property Tax Levy, according to the City's Financial Policies. In the 2019 Proposed Financial Policies, the City is proposing to collect 100% of the City's property tax levy in the General Fund starting in 2020, in order to address the budget shortfall caused by the loss of the Sales Tax Annexation Credit.

Miscellaneous Revenue: The budgeted estimate for investment income is $30,000 in 2019 and 2020 due to higher interest rates received from the City's investment pool, combined with a healthy cash balance in the Capital Projects Reserve Fund as it accumulates funds throughout the year for capital projects.

Transfers Out: In 2020, $500,000 will be used to partially finance the improvements to Lake Burien School Memorial Park, and another $500,000 will be used to partially finance field and restroom improvements at Moshier Park.

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

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
02654310	317600	TBD Vehicle Fee	380,863	659,726	750,000	785,000	785,000
11800000	361100	Investment Income	471	2,278	-	7,500	7,500
TOTAL REVENUES			$381,334	$662,004	$750,000	$ 792,500	$ 792,500
11800000	308300	Beginning Fund Balance	$ 37,185	$ 68,519	$ 38,520	$ 99,660	$ 92,160
TOTAL RESOURCES			$418,519	$730,523	$788,520	$ 892,160	$ 884,660
EXPENDITURES							
02654310	410000	Professional Services	-	2,097	-	-	-
02654310	597000	Transfers Out	350,000	672,500	720,000	800,000	800,000
TOTAL EXPENDITURES			$350,000	$674,597	$720,000	$ 800,000	$ 800,000
11800000	508300	Ending Fund Balance	68,519	55,926	68,520	92,160	84,660
TOTAL USES			$418,519	$730,523	$788,520	$ 892,160	$ 884,660

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: $400,000 will be transferred to the Debt Service Fund to finance the debt service on the City's 2010 Limited Tax General Obligation (LTGO) bond for street overlay repairs. Another $400,000 will be transferred to the Transportation Capital Improvement Program Fund to partially finance the City's Pavement Management Program to maintain City streets.

Debt Service Fund

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

Debt Service Fund

Expenditure and Revenue Summary

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
REVENUE							
20100000	332212	BABs Subsidy (2010 Bonds)	$ 110,672	$ 106,794	$ 110,000	$ 110,000	$ 110,000
20100000	345851	Town Sq Mitigation Fees	48,164	48,164	48,000	143,000	143,000
20100000	361100	Investment Income	1,954	1,563	-	5,000	5,000
20100000	368000	Special Assessment Revenue	-	-	-	-	-
20100000	360000	Miscellaneous Revenue	6,234,181	91,573	84,000	100,000	100,000
TOTAL REVENUES			$ 6,394,971	$ 248,095	$ 242,000	$ 358,000	$ 358,000
20100000	397000	Transfers In	$ 5,965,000	$ 1,975,000	$ 2,355,000	$ 2,237,000	$ 2,237,000
TOTAL REVENUES AND TRANSFERS			$12,359,971	$2,223,095	$2,597,000	$2,595,000	$2,595,000
20100000	395000	Other Financing Sources	-	-	-	-	-
20100000	308300	Beginning Fund Balance	$ 79,202	$ 247,550	$ 97,585	$ 53,075	$ 39,790
TOTAL RESOURCES			$12,439,173	$2,470,645	$2,694,585	$2,648,075	$2,634,790
EXPENDITURES							
20100000	410000	Professional Services	$ 628	$ 1,173	$ 3,000	$ 3,000	$ 3,000
20100000	700000	Debt Service Principal & Interest	12,190,995	2,398,362	2,615,670	2,605,285	2,587,640
TOTAL EXPENDITURES			$12,191,623	$2,399,534	$2,618,670	$2,608,285	$2,590,640
20100000	508300	Ending Fund Balance	247,550	71,111	75,915	39,790	44,150
TOTAL USES			$12,439,173	$2,470,645	$2,694,585	$2,648,075	$2,634,790

Debt Service Principal and Interest

Account Number		Description	2016 Actual	2017 Actual	2018 Revised Budget	2019 Preliminary Budget	2020 Preliminary Budget
Organization	Object						
20100000	700010	SCORE 2009 A & B Principal	-	-	92,400	95,400	98,600
20100000	700020	2006 LTGO Debt Svc Principal	470,000	-	-	-	-
20100000	700030	2013 LTGO Debt Svc Principal	3,538,562	-	-	-	-
20100000	700040	2016 LTGO Refunding Principal	50,000	450,000	460,000	475,000	490,000
20100000	700050	2010 A & B LTGO Principal	395,000	405,000	415,000	425,000	435,000
20100000	700060	2011 LTGO & Refund Principal	440,000	450,000	470,000	485,000	500,000
20100000	700070	PWTFL Principal - SW 152nd St	181,955	177,144	181,955	181,955	181,955
20100000	700080	PWTFL Principal - 1st Ave S	120,270	125,080	120,270	120,270	120,270
20100000	800010	PWTFL Interest - SW 152nd St	5,723	9,624	3,905	2,995	2,085
20100000	800020	PWTFL Interest - 1st Ave S	5,412	-	4,210	3,610	3,010
20100000	800030	SCORE 2009 A & B Bond Interest	-	-	123,090	120,500	117,500
20100000	800040	2006 LTGO Bonds Interest	141,311	-	-	-	-
20100000	800050	2013 LTGO Key LOC Interest	66,162	-	-	-	-
20100000	800060	2016 LTGO Refunding Interest	64,966	197,200	188,200	174,400	155,400
20100000	800070	2010 A & B LTGO Bonds Interest	339,458	327,213	313,040	296,355	278,420
20100000	800080	2011 LTGO & Refunding Interest	270,300	257,100	243,600	224,800	205,400
20100000	800100	Bond Issue Costs - Refunding	79,410	-	-	-	-
TOTAL DEBT SERVICE PRINCIPAL AND INTEREST			$ 6,168,529	$2,398,362	$2,615,670	$2,605,285	$2,587,640

Summary of Outstanding Debt

General Obligation Bonds

2009 SCORE Series A and B Special Obligation Bonds: In 2009, the South Correctional Entity (SCORE) Public Development Authority (PDA) issued $86 million of Special Obligation Bonds. The City of Burien's 4% ownership responsibility in this long-term liability has an outstanding balance of $2,957,200 as of December 31, 2017. The interest rate for these bonds is 2.0 to 5.346%.

2010A and 2010B Limited Tax General Obligation Bonds ($8,615,000): These bonds funded a major street overlay project. Series A are tax-exempt municipal debt, while series B are Build America Bonds (BABs), which are taxable municipal debt with a rebate from the Federal Government to subsidize a portion of the interest cost. The outstanding balance as of December 31, 2017 is $5,895,000. This a 20-year bond with interest rates range from 2.0 to 6.13%.

2011 Limited Tax General Obligation Bonds ($8,550,000): In 2011, this bond was issued to refund the majority of the 2002 bonds and to provide funding to complete the first phase of the 1st Avenue South capital project. The outstanding balance as of December 31, 2017 is $6,090,000. This a 20-year bond with interest rates range from 2.0 to 4.0%.

2016 Refunding of 2006 Limited Tax General Obligation Bonds ($5,320,000): These bonds were issued to refund the remaining balance of the 2006 Limited Tax Obligation Bonds, which were originally issued for $9,805,000 to provide funds for a future Senior and Activity Center and to continue development of the Town Square Project. The balance as of December 31, 2017 is $4,820,000. The refunding bonds were issued for a period of 10 years with interest rates ranging from 2.0 to 4.0%. The refunding resulted in a net present value savings of more than $735,000 over the repayment period.

Public Works Trust Fund Loans

152nd St Public Works Trust Fund Loan PW-02-691-007 ($1,000,000): A portion of this loan is being repaid with revenues from a special assessment (LID #1) against the benefiting property owners on the 152nd Street Enhancement Project, completed in 2003. The remaining portion being repaid with Real Estate Excise Taxes received in the Public Works Reserve Fund. This is a 20-year loan at 0.50% interest. These funds were received in 2002 and 2003. The outstanding balance of this loan as of December 31, 2017 is $263,888.

152nd St Enhancement Project Public Works Trust Fund Loan PW-02-691-009 ($2,440,016): The loan has an outstanding balance of $516,710 as of December 31, 2017 and is being repaid with Real Estate Excise Taxes received in the Public Works Reserve Fund. This is a 20-year loan at 0.50% interest. These funds were received between 2001 and 2004.

1st Ave S. Phase I Public Works Trust Fund Loan PW-04-0691-011 ($2,000,000): This Loan is for the 1st Avenue South Corridor Project – Phase 1. This loan is split, with half of it being paid by a special assessment on the benefitting property owners and half being repaid from real estate excise taxes. The outstanding balance as of December 31, 2017 is $841,886. 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
2018	1,515,952	867,926	2,383,878
2019	1,558,952	815,640	2,374,592
2020	1,602,152	756,205	2,358,357
2021	1,657,152	692,491	2,349,643
2022	1,725,952	624,708	2,350,660
2023	1,559,752	553,957	2,113,709
2024	1,613,952	489,696	2,103,648
2025	1,668,752	422,514	2,091,266
2026	1,733,752	352,964	2,086,716
2027	1,075,400	275,360	1,350,760
2028	1,115,800	220,407	1,336,207
2029	1,156,400	163,403	1,319,803
2030	592,600	104,155	696,755
2031	613,800	80,008	693,808
2032	160,400	54,994	215,394
2033	167,400	48,096	215,496
2034	174,600	40,897	215,497
2035	182,000	33,388	215,388
2036	189,800	25,562	215,362
2037	198,000	17,399	215,399
2038	206,600	8,885	215,485
Total	$ 20,469,167	$ 6,648,654	$ 27,117,821

Calculation of Limitation of Indebtedness

December 31, 2018

			General Purpose		Parks and	Utility
			Non-Voted	Voted	Open Space	Purpose
			(Limited GO)	(Unlimited GO)	Voted	Voted
2017 Assessed Valuation (2018 Tax Base):	$ 6,385,711,481	x	1.50%	1.00%	2.50%	2.50%
Non Voted Debt Limits			95,785,672			
Voted Limits				63,857,115	159,642,787	159,642,787
Less: General Obligation Bonds Outstanding			(20,469,167)	-	-	-
Add: Cash on Hand for Debt Service			-	-	-	-
Available Debt Capacity by Purpose			**$ 75,316,505**	**$ 63,857,115**	**$ 159,642,787**	**$ 159,642,787**
Total Debt Capacity				**458,459,194**		

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City of Burien, Washington
Capital Improvement Program Overview

The 2019-2024 Capital Improvement Program (CIP) estimates the cost of approved capital projects for the six-year period and identifies the revenues expected to fund them. With several new projects added last year, the focus of the 2019-2020 Capital Improvement Program (CIP) is to work on existing projects and continue to seek grants to supplement existing funding. Project numbers have been added to the capital projects to improve financial reporting. Projects starting with "PG" are Parks and General Government CIP projects, "TR" are Transportation CIP Projects, and "SW" are Surface Water Management CIP projects. Projects have been organized numerically by project number in each CIP Fund.

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

The Parks and General Government Capital Improvement Program section has a list of projects that have been identified as necessary but remain unfunded during the forecast period 2019 to 2024. The Transportation CIP section has a list of higher priority unfunded Transportation projects. Lower priority unfunded Transportation projects are listed in the six-year Transportation Improvement Plan (TIP) and unfunded Surface Water Management projects are listed in the Storm Drainage Master Plan, separately adopted by Council.

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

Parks and General Government Capital Improvement Plan projects scheduled to begin or continue in 2019-2020 include the following:

- PG0006 - Moshier Park Field and Restroom Improvements – This project is for design and construction of an all-season multi-purpose field at Field 1 and replacement of the restroom building at Moshier Park. Design is underway and construction is scheduled for 2020.
- PG0007 - Lake Burien School Memorial Park Improvements – Design for this project may start in 2018, however, construction is scheduled for 2019-2020. The project includes Community Development Block Grant (CDBG) funds to make the pathway around the park compliant with the Americans with Disabilities Act (ADA); and installation of new play equipment.
- Seahurst Park Roadside Parking Improvements – This project is for design of additional street parking near Seahurst Park.
- Burien Community Center Restroom Renovation – This new project includes Community Development Block Grant (CDBG) funds for design and construction to add a third family style (uni-sex) restroom at the Burien Community Center.

Parks and General Government Capital Improvement Plan projects expected to be complete or nearly complete in 2018 include the following:

- PG0005 - Seahurst Park Slide – This project is for construction of a soldier pile wall for stabilization near the lower end of the upper parking lot.
- PG0010 - Eagle Landing Park Stair Reconfiguration – This project is for removal of the stairs and rails.
- PG0011 - Lakeview Park Playground/Path Improvements – A federal Community Development Block Grant (CDBG) was awarded to replace the old play area with new play equipment for ages 2-5 and renovate the adjacent tree impacted park pathway.

Transportation Capital Improvement Plan projects scheduled to begin or continue in 2019-2020 include the following:

- TR0002 - Pavement Management Program – This is an annual program for resurfacing arterial and residential streets. It was previously named Street Overlay Program.
- TR0005 - Citywide ADA Barrier Mitigation Program – The repair and replacement of various ramps and sidewalks citywide to meet ADA requirements.
- TR0009 - Signal Controller/Interconnect Upgrades Program – This is a bi-annual program to update outdated signal controllers at various intersections to coordinate the timing of traffic lights.
- TR0014 - 5th Avenue South Traffic Calming – This project evaluates and constructs traffic calming features on 5th Avenue South between SW 116th Street and SW 124th Street.
- TR0017 - Peter Western Bridge Replacement – This project replaces the bridge that was demolished due to severe erosion to the footings.
- TR0019 - South 144th Way Improvement – This project realigns South 144th Way to facilitate commercial traffic into and out of the North East Redevelopment Area (NERA).
- TR0021 - 1st Avenue South Phase 3 – This project provides reconstruction on 1st Avenue South between South 128th Street and South 140th Street.
- TR0023 - South 136th Street Sidewalk Improvements – This project constructs bicycle lanes and repairs the sidewalks along South 136th Street between 1st Avenue South and Des Moines Memorial Drive.

Transportation Capital Improvement Plan projects expected to be complete or nearly complete in 2018 include the following:

- TR0008 - 4th and 6th Avenues SW/SW 148th Street Intersection – Design work to upgrade the existing signal and add protected left-turn phasing on all approaches continues.
- TR0010 - North East Redevelopment Area (NERA) Infrastructure Improvements-Pilot Program – This project is in partnership with the Port of Seattle to plan and design infrastructure improvements in NERA.
- TR0015 - South 156th Street at 4th Avenue South Pedestrian HAWK – A pedestrian actuated High intensity activated crosswalk (HAWK) signal will be installed at this crosswalk.
- TR0020 - 4th Avenue SW Bike Lanes Striping – This project restripes bikes lanes along 4th Avenue SW between SW 116th Street and SW 128th Street.
- TR0022 - South 128th Street Corridor Study – Traffic operations will be analyzed along the South 128th Street corridor between Ambaum Boulevard SW and Des Moines Memorial Drive.

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

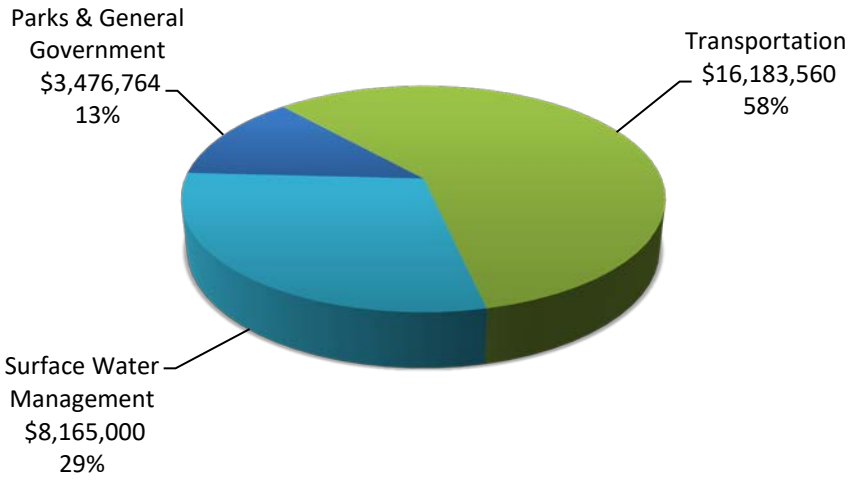
Surface Water Management Capital Improvement Plan projects scheduled to begin or continue in 2019-2020 include the following:

- SW0001 - Residential Drainage Improvement Program (RDIP) – This is an annual program to address gaps in the drainage system that impact private property.
- SW0009 - 20th Avenue South Drainage Improvements – This project replaces an existing stormwater system along 20th Avenue South between South 120th Street and South 124th Street.
- SW0010 - Cove Point Outfall Repair – This project replaces the failing outfall pipe within Seahurst Park.
- SW0011 - Hermes Outlet Improvements – Design and construction of a new conveyance for the outflows from Hermes Pond.
- SW0012 - Storm Drainage Master Plan Update – Plan will be updated to include required National Pollutant Discharge Elimination System (NPDES) Phase II permit elements.
- SW0013 - Miller Creek Enhancements – This project realigns Miller Creek to enhance riparian features.
- SW0014 – Eagle Landing Park Storm Drainage Improvements – This new project will improve the drainage at Eagle Landing Park.

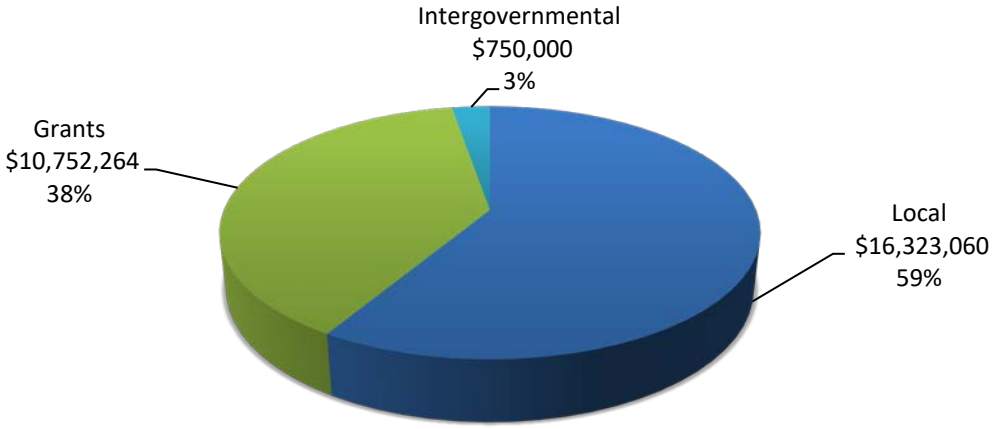
Surface Water Management Capital Improvement Plan projects expected to be complete or nearly complete in 2018 include the following:

- SW0004 - SW 151st Street and 8th Avenue SW Drainage Improvements – Capacity improvements to the stormwater system in this area.
- SW0006 - SW 165th Street Drainage Improvements – This project will eliminate road ponding during heavy rain at this site.
- SW0007 - 8th Avenue South Sub-basin Retrofit – This project reroutes an existing storm drain trunk line in the North East Redevelopment Area (NERA).

2019 - 2024 Capital Improvement Program
Projects by Category - $27.8 Million
(Excludes Unfunded)



2019 - 2024 Capital Improvement Program
Revenue Sources - $27.8 Million
(Excludes Unfunded)



Parks and General Government Capital Improvement Program

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2019 - 2024 Capital Improvement Program

PARKS AND GENERAL GOVERNMENT

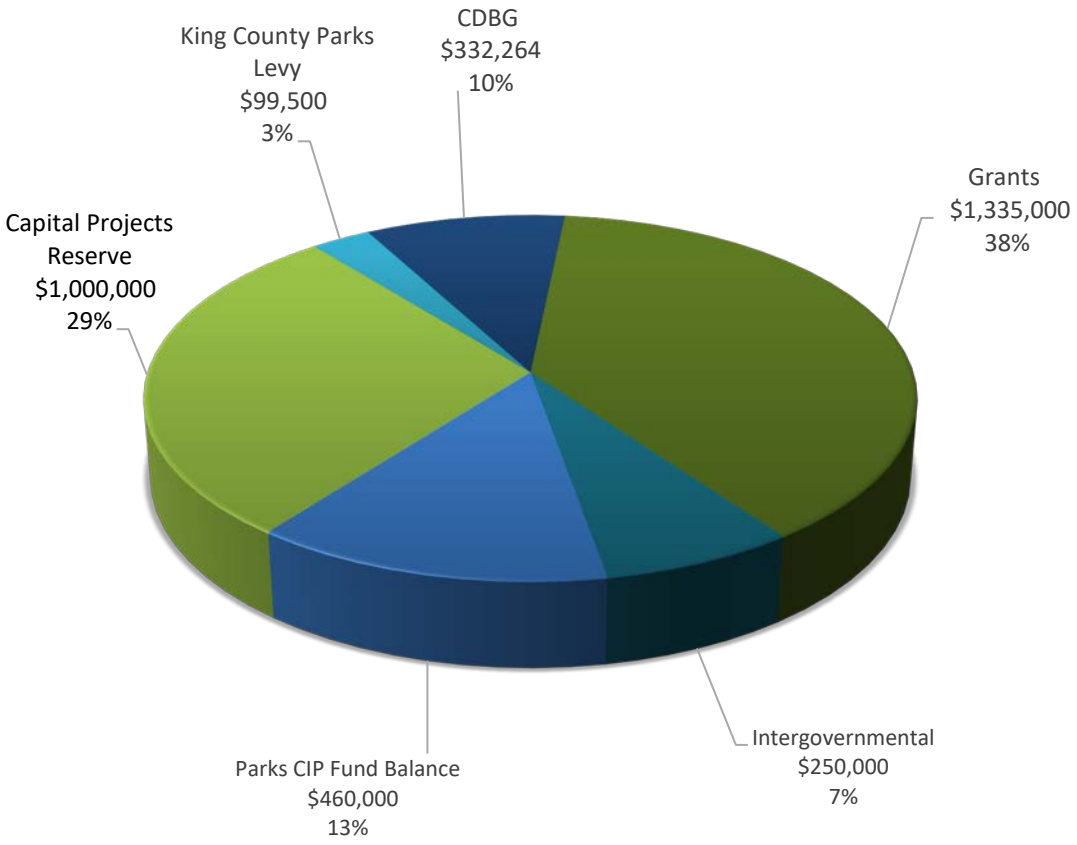
Total Project Expenditures

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-Year CIP
PG0002 - Parks Facilities Restoration	53,639	197,510	99,500	-	-	-	-	-	350,649	99,500
PG0005 - Seahurst Park Slide	30,997	149,003	-	-	-	-	-	-	180,000	-
PG0006 - Moshier Park Field and Restroom Improvements	426,464	295,536	-	1,585,000	-	-	-	-	2,307,000	1,585,000
PG0006 - Moshier Park Field-Restroom Improvements - Unfunded	-	-	-	*225,000*	-	-	-	-	*225,000*	*225,000*
PG0007 - Lake Burien School Memorial Park Improvements	42,520	107,480	499,016	1,000,000	-	-	-	-	1,649,016	1,499,016
PG0010 - Eagle Landing Park Stairs	-	275,000	-	-	-	-	-	-	275,000	-
PG0011 - Lakeview Park Playground/Path Improvements	-	218,000	-	-	-	-	-	-	218,000	-
PG0012 - Parks, Recreation, and Open Space (PROS) Plan Update	83,111	1,889	-	-	-	-	-	-	85,000	-
Seahurst Park Roadside Parking Improvements	-	-	100,000	-	-	-	-	-	100,000	100,000
Burien Community Center Restroom Renovation - NEW	-	-	133,248	-	-	-	-	-	133,248	133,248
Public Works Maintenance and Operations Facility - Unfunded	-	-	-	*11,500,000*	-	-	-	-	*11,500,000*	*11,500,000*
Staff Coordination of Parks CIP Projects	3,641	10,000	10,000	10,000	10,000	10,000	10,000	10,000	73,641	60,000
Total Projects - Funded	**$ 640,372**	**$ 1,254,418**	**$ 841,764**	**$ 2,595,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 5,371,554**	**$ 3,476,764**
Total Projects - Unfunded	***$ -***	***$ -***	***$ -***	***$ 11,725,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 11,725,000***	***$ 11,725,000***

Total Project Resources

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-Year CIP
Parks CIP Fund Balance	$ 79,272	$ 394,369	$ 410,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 933,641	$ 460,000
Capital Projects Reserve	425,000	-	-	1,000,000	-	-	-	-	1,425,000	1,000,000
King County Parks Levy	53,639	197,510	99,500	-	-	-	-	-	350,649	99,500
SWM Fund	30,000	-	-	-	-	-	-	-	30,000	-
Subtotal Local Funds	**$ 587,911**	**$ 591,879**	**$ 509,500**	**$ 1,010,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 2,739,290**	**$ 1,559,500**
Grants	304,919	142,081	-	1,335,000	-	-	-	-	1,782,000	1,335,000
CDBG	-	243,000	332,264	-	-	-	-	-	575,264	332,264
Intergovernmental	-	-	-	250,000	-	-	-	-	250,000	250,000
Utilities	-	25,000	-	-	-	-	-	-	25,000	-
Unfunded	-	-	-	*11,725,000*	-	-	-	-	*11,725,000*	*11,725,000*
TOTAL ALL PROJECTS (excludes unfunded)	**$ 892,830**	**$ 1,001,960**	**$ 841,764**	**$ 2,595,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 5,371,554**	**$ 3,476,764**

2019 - 2024 Capital Improvement Program
Parks and General Government Funding Sources
$3.5 million



2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**PG0002**
Project Name:	**Parks Facilities Restoration**
Project Location:	Citywide.
Project Description:	This project is to replace outdated playground equipment at various parks and restore/maintain parks facilities. Projects may include tree work, facility repairs, parking lot resurfacing, tennis court resurfacing, and other miscellaneous parks projects.

		Funded	Unfunded
Total Project Cost:	**$ 350,649**	350,649	-

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:	No change.

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	53,639	197,510	99,500						**350,649**
Total Project Costs	**53,639**	**197,510**	**99,500**	-	-	-	-	-	**350,649**

Funding Sources	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance									-
Capital Projects Reserve									-
KC Parks Levy Funds-2016 Balance	53,074								**53,074**
KC Parks Levy Funds-2017	565	98,240							**98,805**
KC Parks Levy Funds-2018		99,270							**99,270**
KC Parks Levy Funds-2019			99,500						**99,500**
									-
									-
Total Funding Sources	**53,639**	**197,510**	**99,500**	-	-	-	-	-	**350,649**

2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**PG0005**
Project Name:	**Seahurst Park Slide**
Project Location:	Seahurst Park - South Embankment of SW Seahurst Park Road below the lower end of the upper parking lot, between the road and Seahurst Creek.
Project Description:	This project is to construct a soldier pile wall at the top of the slope for stabilization and protection of the underground utilities and roadway.

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

Account No.:	10459476
PM Task Code:	317-
PROS Plan Policy No.:	11.2
Comprehensive Plan:	-
Strategic Plan:	2., 7.

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	30,997	24,003							**55,000**
R-O-W Acquisition									-
Construction Management									-
Construction		125,000							**125,000**
Total Project Costs	**30,997**	**149,003**	-	-	-	-	-	-	**180,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance									-
Capital Projects Reserve*	125,000								**125,000**
SWM Fund*	30,000								**30,000**
Utilities		25,000							**25,000**
									-
									-
									-
									-
Total Funding Sources	**155,000**	**25,000**	-	-	-	-	-	-	**180,000**

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

2019-2024 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 improvements to Moshier Park Field 1 Turf; design improvements to the stormwater system for all fields and the parking lot; and design a new restroom and concession building. Construction costs for the recreational features of the ballfield, restroom/concession building, and ADA trail is estimated at $1.8 million and is shown in 2020. Construction costs for stormwater drainage improvements are not included in the estimates below. The City continues to seek grant funding for these costs. Stormwater drainage improvements are needed in order to do the recreation features.

		Funded	Unfunded
Total Project Cost:	**$ 2,532,000**	2,307,000	225,000

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:	Funding was added for the recreational features of the project.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	426,464	295,536							**722,000**
R-O-W Acquisition									-
Construction Management				200,000					**200,000**
Construction				1,610,000					**1,610,000**
Total Project Costs	**426,464**	**295,536**	-	**1,810,000**	-	-	-	-	**2,532,000**

$225,000 is unfunded.

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance		25,000							**25,000**
Capital Project Reserve	250,000			500,000					**750,000**
State Dept. of Ecology Grant	304,919	142,081							**447,000**
State Dept. of Commerce Grant				485,000					**485,000**
RCO YAF Grant (applied for)				350,000					**350,000**
Intergovernmental (Highline School District)				250,000					**250,000**
Unfunded				*225,000*					***225,000***
									-
Total Funding Sources	**554,919**	**167,081**	-	**1,810,000**	-	-	-	-	**2,532,000**

2019-2024 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:	This project includes the preparation of an updated 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 ADA compliant, as well as constructing drainage, and landscaping improvements, to be paid with CDBG funds; and the replacement of the outdated play equipment.

		Funded	Unfunded
Total Project Cost:	**$ 1,649,016**	1,649,016	-

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:	Project costs were revised to add City and grant funding for the replacement of the play equipment in 2020, which was previously unfunded.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning	42,520	7,480							**50,000**
Design and Engineering		100,000	150,000						**250,000**
R-O-W Acquisition									-
Construction Management			75,000						**75,000**
Construction			274,016	1,000,000					**1,274,016**
Total Project Costs	**42,520**	**107,480**	**499,016**	**1,000,000**	-	-	-	-	**1,649,016**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance	42,520	82,480	300,000						**425,000**
Capital Project Reserve				500,000					**500,000**
CDBG - 2018		25,000	199,016						**224,016**
RCO grant (applied for)				500,000					**500,000**
									-
									-
									-
									-
Total Funding Sources	**42,520**	**107,480**	**499,016**	**1,000,000**	-	-	-	-	**1,649,016**

2019-2024 Capital Improvement Program
Parks and General Government CIP

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

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

Account No.:	10759476
PM Task Code:	317-0035
PROS Plan Page No.:	104 and Policy Nos. 4.1, 4.2, 4.3.
Comprehensive Plan:	Parks Element-Goals 1,3.
Strategic Plan:	2.d.

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		50,000							**50,000**
R-O-W Acquisition									-
Construction Management		25,000							**25,000**
Construction		200,000							**200,000**
Total Project Costs	-	**275,000**	-	-	-	-	-	-	**275,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance		275,000							**275,000**
Capital Projects Reserve									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**275,000**	-	-	-	-	-	-	**275,000**

2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**PG0011**
Project Name:	**Lakeview Park Playground/Path Improvements**
Project Location:	Lakeview Park is located at 442 SW 160th Street.
Project Description:	This project is to replace the old play area with new play equipment for ages 2-5, including ADA compliant surfacing, and renovate the adjacent tree-impacted park pathway on the south end of the park.

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

Account No.:	10859476
PM Task Code:	317-0036
PROS Plan Page No.:	108 and Policy No. 8.1
Comprehensive Plan:	-
Strategic Plan:	2.d.

Maintenance Costs:	No change.
Change from prior CIP:	No change. This project was awarded FY2017 Community Development Block Grant (CDBG) funds. *The CDBG grant award is $228,000 with King County Environmental Review set-aside costs of $10,000 not included in estimate below.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		25,000							**25,000**
R-O-W Acquisition									-
Construction Management		20,000							**20,000**
Construction		173,000							**173,000**
Total Project Costs	-	**218,000**	-	-	-	-	-	-	**218,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance									-
CDBG - 2017*		218,000							**218,000**
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**218,000**	-	-	-	-	-	-	**218,000**

2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**PG0012**
Project Name:	**Parks, Recreation, and Open Space Plan Update**
Project Location:	Citywide.
Project Description:	This project is to update the current Parks, Recreation, and Open Space (PROS) Plan. The Plan is required to be updated every six years to maintain grant eligibility, with the last update completed in 2011.

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

Account No.:	10957100
PM Task Code:	317-0037
PROS Plan Policy No.:	6.4.
Comprehensive Plan:	-
Strategic Plan:	5.a.

Maintenance Costs:	Not applicable.
Change from prior CIP:	Project was completed in first quarter 2018.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning	83,111	1,889							**85,000**
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**83,111**	**1,889**	-	-	-	-	-	-	**85,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance	33,111	1,889							**35,000**
Capital Projects Reserve	50,000								**50,000**
									-
									-
									-
									-
									-
									-
Total Funding Sources	**83,111**	**1,889**	-	-	-	-	-	-	**85,000**

2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**To be determined.**
Project Name:	**Seahurst Park Roadside Parking Improvements**
Project Location:	Seahurst Park is located at 1600 SW Seahurst Park Road.
Project Description:	This project is to design additional street parking along SW Seahurst Park Road above the lower parking lot in Seahurst Park. Construction costs will added after design is complete.

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

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering			100,000						**100,000**
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	-	**100,000**	-	-	-	-	-	**100,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance			100,000						**100,000**
Capital Projects Reserve									-
									-
									-
									-
Total Funding Sources	-	-	**100,000**	-	-	-	-	-	**100,000**

2019-2024 Capital Improvement Program
Parks and General Government CIP

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

		Funded	Unfunded
Total Project Cost:	**$ 133,248**	133,248	-

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering			15,000						**15,000**
R-O-W Acquisition									-
Construction Management			15,000						**15,000**
Construction			103,248						**103,248**
Total Project Costs	**-**	**-**	**133,248**	**-**	**-**	**-**	**-**	**-**	**133,248**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance									-
CDBG - 2019			133,248						**133,248**
									-
									-
									-
Total Funding Sources	**-**	**-**	**133,248**	**-**	**-**	**-**	**-**	**-**	**133,248**

2019-2024 Capital Improvement Program
Parks and General Government CIP

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

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

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering				*1,000,000*					***1,000,000***
R-O-W Acquisition				*1,500,000*					***1,500,000***
Construction Management									-
Construction				*9,000,000*					***9,000,000***
Total Project Costs	-	-	-	***11,500,000***	-	-	-	-	***11,500,000***

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Unfunded				*11,500,000*					***11,500,000***
									-
									-
									-
									-
Total Funding Sources	-	-	-	***11,500,000***	-	-	-	-	***11,500,000***

2019-2024 Capital Improvement Program
Parks and General Government CIP

Project Number:	**Not applicable.**
Project Name:	**Staff Coordination of Parks CIP Projects**
Project Location:	Citywide.
Project Description:	This project is for salary and benefit costs of Parks and/or Public Works staff to plan, coordinate, and manage Parks and General Government Capital Improvement Projects.

		Funded	Unfunded
Total Project Cost:	**$ 73,641**	73,641	-

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

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

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Staff Coordination	3,641	10,000	10,000	10,000	10,000	10,000	10,000	10,000	**73,641**
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**3,641**	**10,000**	**10,000**	**10,000**	***10,000***	***10,000***	**10,000**	**10,000**	**73,641**

Funding Sources	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Parks CIP Fund Balance	3,641	10,000	10,000	10,000	10,000	10,000	10,000	10,000	**73,641**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**3,641**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**73,641**

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

All - Play Playground	**$2,500,000**
Potential multi-agency partnership to design and construct an all inclusive playground for children of all abilities. May be a phased project.	
Des Moines Memorial Park	**600,000**
Design and develop a plaza area in front of the current 84-foot long granite World War I memorial located east of Sunnydale School. This area would serve as a gathering place for memorial celebrations and events.	
Master Planning	**350,000**
Develop master plans for underdeveloped parks in Burien including Hazel Valley, Hilltop, Puget Sound, and Salmon Creek. May be a phased project.	
Mathison Park Expansion - Phase 3	**2,300,000**
Expand Mathison Park to include a restroom, picnic shelter, paved parking, and trails.	
Moshier Field Lights	**120,000**
Renovate the field lights at the Moshier Fields.	
Moshier Sports Fields No. 2, 3, and 4	**3,000,000**
Convert Moshier sports fields #2, 3, and 4 from grass to turf.	
Park Acquisition and Development	**1,800,000**
Acquire and develop properties in areas of Burien currently underserved by parks.	
Seahurst Park - Upper Parking Lot	**4,900,000**
Improve upper parking lot and main road as identified in the Seahurst Park Master Plan.	
UNFUNDED PROJECTS TOTAL	**$15,570,000**

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Transportation Capital Improvement Program Project Descriptions
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2019 - 2024 Capital Improvement Program

TRANSPORTATION

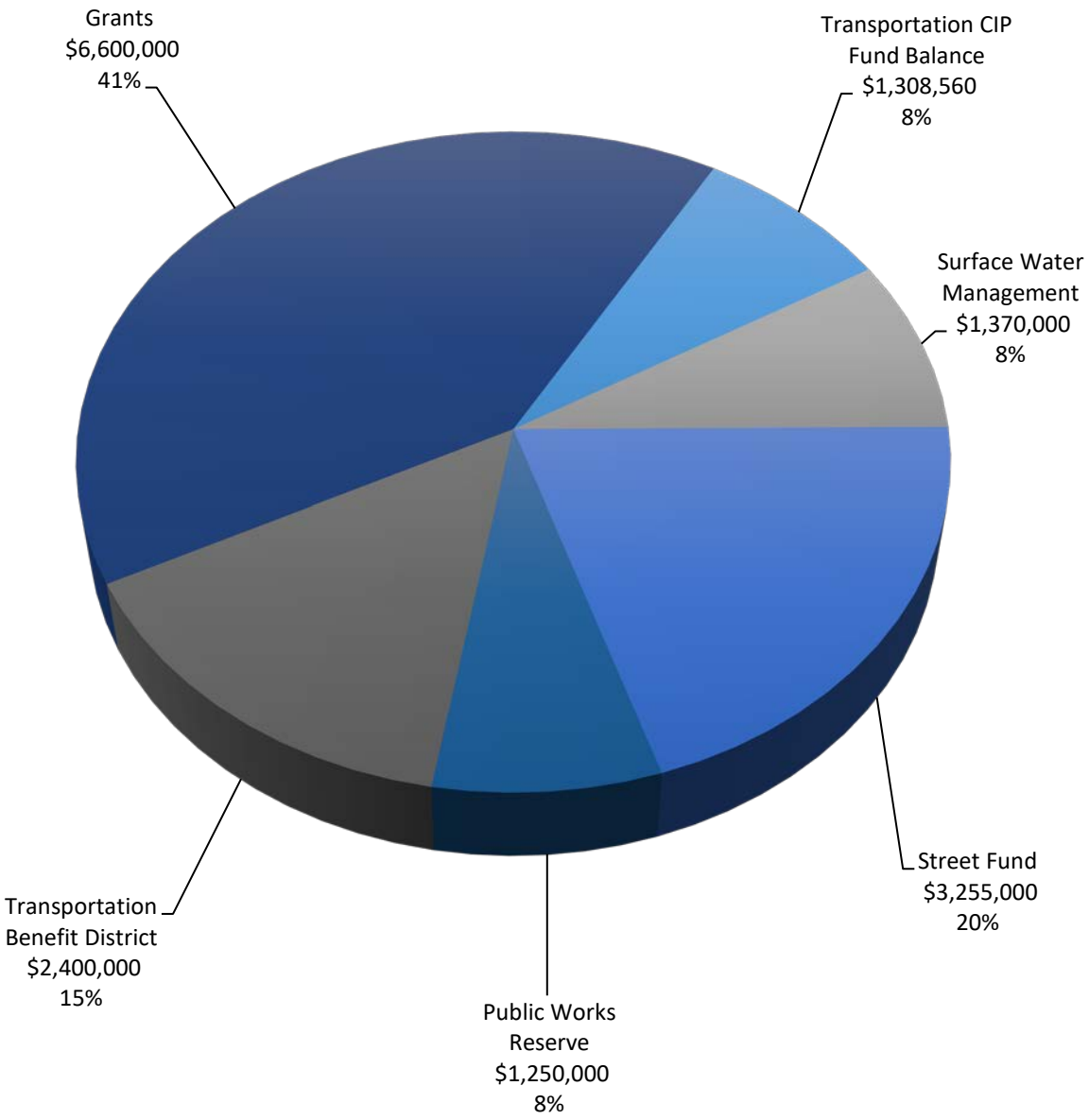
Total Project Expenditures

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-Year CIP
TR0002 - Pavement Management Program	667,370	1,020,000	850,000	850,000	850,000	850,000	850,000	850,000	6,787,370	5,100,000
TR0005 - Citywide ADA Barrier Mitigation	744,687	450,313	50,000	50,000	50,000	50,000	50,000	50,000	1,495,000	300,000
TR0008- 4th-6th Avenue SW/SW 148th St. Intersection - Funded	337,223	164,777	-	-	-	-	-	-	502,000	-
TR0008- 4th-6th Avenue SW/SW 148th St. Intersection - Unfunded	-	-	-	*3,205,000*	-	-	-	-	*3,205,000*	*3,205,000*
TR0009 - Signal Controller/Interconnect Upgrades	6,901	149,614	-	50,000	-	50,000	-	50,000	306,515	150,000
TR0010 - NERA Infrastructure - Pilot Program	249,141	317,359	-	-	-	-	-	-	566,500	-
TR0014 - 5th Avenue S. Traffic Calming	2,045	1,297,955	270,000	-	-	-	-	-	1,570,000	270,000
TR0015 - S. 156th St./4th Avenue S. Pedestrian HAWK	19,299	365,701	-	-	-	-	-	-	385,000	-
TR0017 - Peter Western Bridge Replacement	775,655	7,789,345	-	-	-	-	-	-	8,565,000	-
TR0018 - 4th Avenue SW Sidewalks (between SW 156th-160th St.)	-	600,000	278,000	-	331,560	-	-	-	1,209,560	609,560
TR0018 - 4th Avenue SW Sidewalks (between SW 156th-160th St.) - Unfunded	-	-	-	-	*2,124,440*	-	-	-	*2,124,440*	*2,124,440*
TR0019 - S. 144th Way Improvements	-	3,800,000	-	-	-	-	-	-	3,800,000	-
TR0020 - 4th Avenue SW Bike Lanes Striping	-	30,000	-	-	-	-	-	-	30,000	-
TR0021 - 1st Avenue S. - Phase 3 - Funded	-	2,600,000	-	4,700,000	-	-	-	-	7,300,000	4,700,000
TR0021 - 1st Avenue S. - Phase 3 - Unfunded	-	-	-	*15,300,000*	-	-	-	-	*15,300,000*	*15,300,000*
TR0022 - S. 128th St. Corridor Study	-	80,000	-	-	-	-	-	-	80,000	-
TR0023 - S. 136th St. Sidewalk Improvements - Funded	-	800,000	250,000	4,255,000	-	-	-	-	5,305,000	4,505,000
Staff Coordination	79,547	80,000	84,000	87,000	90,000	93,000	96,000	99,000	708,547	$ 549,000
Total Projects - Funded	**$ 2,881,868**	**$ 19,545,064**	**$ 1,782,000**	**$ 9,992,000**	**$ 1,321,560**	**$ 1,043,000**	**$ 996,000**	**$ 1,049,000**	**$ 38,610,492**	**$ 16,183,560**
Total Projects - Unfunded	***$ -***	***$ -***	***$ -***	***$ 18,505,000***	***$ 2,124,440***	***$ -***	***$ -***	***$ -***	***$ 20,629,440***	***$ 20,629,440***

Total Project Resources

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-Year CIP
Transportation CIP Fund Balance	$ 868,533	$ 2,591,458	$ 407,000	$ 137,000	$ 376,560	$ 143,000	$ 96,000	$ 149,000	$ 4,768,551	$ 1,308,560
Surface Water Management	250,000	918,250	325,000	600,000	145,000	100,000	100,000	100,000	2,538,250	1,370,000
Street Fund	326,316	1,421,054	500,000	1,155,000	400,000	400,000	400,000	400,000	5,002,370	3,255,000
Capital Projects Reserve	-	1,600,000	-	-	-	-	-	-	1,600,000	-
Public Works Reserve	30,000	1,665,000	-	1,250,000	-	-	-	-	2,945,000	1,250,000
Impact/Mitigation Fees	371,321	-	-	-	-	-	-	-	371,321	-
Transportation Benefit District (TBD)	350,000	350,000	400,000	400,000	400,000	400,000	400,000	400,000	3,100,000	2,400,000
Subtotal Local Funding	**2,196,170**	**8,545,762**	**1,632,000**	**3,542,000**	**1,321,560**	**1,043,000**	**996,000**	**1,049,000**	**20,325,492**	**9,583,560**
Grants	720,655	10,964,345	150,000	6,450,000	-	-	-	-	18,285,000	6,600,000
Unfunded	-	-	-	*18,505,000*	*2,124,440*	-	-	-	*20,629,440*	*20,629,440*
Total Project Resources (excludes unfunded)	**$ 2,916,825**	**$ 19,510,107**	**$ 1,782,000**	**$ 9,992,000**	**$ 1,321,560**	**$ 1,043,000**	**$ 996,000**	**$ 1,049,000**	**$ 38,610,492**	**$ 16,183,560**

2019 - 2024 Capital Improvement Program
Transportation Funding Sources
$16.2 million



2019-2024 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.

		Funded	Unfunded
Total Project Cost:	**$ 6,787,370**	6,787,370	-

Account No.:	40259530
PM Task Code:	318-0009
TIP Project No.:	38
Comprehensive Plan:	Transportation Element-Goal 1
Strategic Plan:	2.a.

Maintenance Costs:	No change.
Change from prior CIP:	Revenue sources were adjusted in 2019-2024 by moving $50,000 from Street Fund to Transportation Benefit District (TBD) Fund.

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	108,951	138,000	128,000	128,000	128,000	128,000	128,000	128,000	**1,014,951**
R-O-W Acquisition									-
Construction Management	47,637	140,000	130,000	130,000	130,000	130,000	130,000	130,000	**967,637**
Construction	510,782	742,000	592,000	592,000	592,000	592,000	592,000	592,000	**4,804,782**
Total Project Costs	**667,370**	**1,020,000**	**850,000**	**850,000**	**850,000**	**850,000**	**850,000**	**850,000**	**6,787,370**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance									-
Surface Water Management CIP		270,000	100,000	100,000	100,000	100,000	100,000	100,000	**870,000**
Street Fund (Recology)	317,370	400,000	350,000	350,000	350,000	350,000	350,000	350,000	**2,817,370**
Transportation Benefit District	350,000	350,000	400,000	400,000	400,000	400,000	400,000	400,000	**3,100,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**667,370**	**1,020,000**	**850,000**	**850,000**	**850,000**	**850,000**	**850,000**	**850,000**	**6,787,370**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0005**
Project Name:	**Citywide ADA Barrier Mitigation**
Project Location:	Various intersections citywide.
Project Description:	Upgrade curb ramps, driveways, sidewalks, and pedestrian push buttons citywide to meet Americans with Disabilities Act (ADA) requirements. The project includes an update to the ADA Transition Plan.

		Funded	Unfunded
Total Project Cost:	**$ 1,495,000**	1,495,000	-

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	195,000	45,000	10,000	10,000	10,000	10,000	10,000	10,000	**300,000**
R-O-W Acquisition									-
Construction Management	148,712	16,288							**165,000**
Construction	400,975	389,025	40,000	40,000	40,000	40,000	40,000	40,000	**1,030,000**
Total Project Costs	**744,687**	**450,313**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**1,495,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance	744,687	400,313	-						**1,145,000**
Street Fund		50,000	50,000	50,000	50,000	50,000	50,000	50,000	**350,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**744,687**	**450,313**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**1,495,000**

2019-2024 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.

		Funded	Unfunded
Total Project Cost:	**$ 3,707,000**	502,000	3,205,000

Account No.:	40859564
PM Task Code:	318-0002
TIP Project No.:	31 & 32
Comprehensive Plan:	Transportation Element-Goals 2,6
Strategic Plan:	2

Maintenance Costs:	No change.
Change from prior CIP:	Right-of-way costs increased by $40,000. The King County Metro Mitigation Fee must be spent by October 2021.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	303,143	8,857		*20,000*					**332,000**
R-O-W Acquisition	34,080	155,920							**190,000**
Construction Management				*638,000*					***638,000***
Construction				*2,547,000*					***2,547,000***
Total Project Costs	**337,223**	**164,777**	-	***3,205,000***	-	-	-	-	**3,707,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		130,679							**130,679**
King County Metro Mitigation Fee*	371,321								**371,321**
Unfunded-City Share				*2,950,000*					***2,950,000***
Unfunded-Utility Undergrounding				*255,000*					***255,000***
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**371,321**	**130,679**	-	***3,205,000***	-	-	-	-	**3,707,000**

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

2019-2024 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.

			Funded	Unfunded
Total Project Cost:	**$**	**306,515**	306,515	-

Account No.:	40959564
PM Task Code:	318-
TIP Project No.:	F
Comprehensive Plan:	Transportation Element-Goals 1,6
Strategic Plan:	2

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

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	6,901	149,614		50,000		50,000		50,000	**306,515**
Total Project Costs	**6,901**	**149,614**	**-**	**50,000**	**-**	**50,000**	**-**	**50,000**	**306,515**

Funding Sources	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		56,515		50,000		50,000		50,000	**206,515**
Street Fund	6,901	93,099							**100,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**6,901**	**149,614**	**-**	**50,000**	**-**	**50,000**	**-**	**50,000**	**306,515**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0010**
Project Name:	**North East Redevelopment Area (NERA) Infrastructure Improvements - Pilot Program**
Project Location:	The North East Redevelopment Area (NERA) is bounded by South 138th Street on the north, 8th Avenue South on the west, and Des Moines Memorial Drive South on the south/east.
Project Description:	This project will plan and design additional infrastructure improvements for stormwater, streets, and utilities in the NERA area. The City of Burien and Port of Seattle are co-recipients of a $4 million Federal Aviation Administration (FAA) grant for this pilot program which is managed by the Port of Seattle. Costs shown are the City's share for design.

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

Account No.:	41059510
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	Transportation Element-Goals 1,2,3,11
Strategic Plan:	2, 7

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	249,141	317,359							**566,500**
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**249,141**	**317,359**	-	-	-	-	-	-	**566,500**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		283,250							**283,250**
Surface Water Management CIP*	250,000	33,250							**283,250**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**250,000**	**316,500**	-	-	-	-	-	-	**566,500**

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

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0014**
Project Name:	**5th Avenue South Traffic Calming (Between South 116th Street and South 124th Street)**
Project Location:	5th Avenue South between S. 116th Street and S. 124th Street.
Project Description:	This project evaluates and constructs traffic calming features such as compact roundabouts at intersections, mid-block chicanes, narrowed lanes, and integrated low impact design (LID) features.

		Funded	Unfunded
Total Project Cost:	**$ 1,570,000**	1,570,000	-

Account No.:	41459564
PM Task Code:	318-0043
TIP Project No.:	55
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Project cost was increased by $170,000.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	2,045	347,955							**350,000**
R-O-W Acquisition									-
Construction Management		220,000							**220,000**
Construction		730,000	270,000						**1,000,000**
Total Project Costs	**2,045**	**1,297,955**	**270,000**	-	-	-	-	-	**1,570,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance			45,000						**45,000**
Surface Water Management CIP		175,000	225,000						**400,000**
Street Fund	2,045	767,955							**770,000**
Public Works Reserve		355,000							**355,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**2,045**	**1,297,955**	**270,000**	-	-	-	-	-	**1,570,000**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0015**
Project Name:	**South 156th Street at 4th Avenue South Pedestrian HAWK Signal**
Project Location:	South 156th Street at 4th Avenue South, near Highline High School.
Project Description:	This project will install a pedestrian actuated high intensity activated crosswalk (HAWK) signal to replace the always-on crosswalk beacon.

		Funded	Unfunded
Total Project Cost:	**$ 385,000**	385,000	-

Account No.:	41559564
PM Task Code:	318-0044
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	No change.
Change from prior CIP:	Project cost was increased by $100,000. The City was awarded a Ped-Bike Program Grant that does not have match requirements.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering	19,299	20,701							**40,000**
R-O-W Acquisition		10,000							**10,000**
Construction Management		28,100							**28,100**
Construction		306,900							**306,900**
Total Project Costs	**19,299**	**365,701**	-	-	-	-	-	-	**385,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance	19,299	80,701							**100,000**
State Ped-Bike Program Grant		285,000							**285,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**19,299**	**365,701**	-	-	-	-	-	-	**385,000**

2019-2024 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 demolish it on May 19, 2017. Design and construction of the new bridge will start in late 2017, with federal, state, and local funding.

		Funded	Unfunded
Total Project Cost:	**$ 8,565,000**	8,565,000	-

Account No.:	41759550
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	
Strategic Plan:	

Maintenance Costs:	To be determined after final design.
Change from prior CIP:	No change.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Emergency Measures/Demo	514,959	295,041							**810,000**
Design and Engineering	260,696	1,544,304							**1,805,000**
R-O-W Acquisition		150,000							**150,000**
Construction Management		1,000,000							**1,000,000**
Construction		4,800,000							**4,800,000**
Total Project Costs	**775,655**	**7,789,345**	-	-	-	-	-	-	**8,565,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance	25,000								**25,000**
Public Works Reserve	30,000	510,000							**540,000**
State Legislative Approp.		500,000							**500,000**
FHWA Emergency Funds	720,655	6,779,345							**7,500,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**775,655**	**7,789,345**	-	-	-	-	-	-	**8,565,000**

2019-2024 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.

		Funded	Unfunded
Total Project Cost:	**$ 3,334,000**	1,209,560	2,124,440

Account No.:	41859561
PM Task Code:	318-
TIP Project No.:	20.0, 20.1
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2.b.

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Construction phase moved from 2020 to 2021. City did not get the Transportation Alternative Program (TAP) grant and will seek other grants.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		600,000							**600,000**
R-O-W Acquisition			278,000						**278,000**
Construction Management					232,000				**232,000**
Construction					*2,224,000*				***2,224,000***
Total Project Costs	-	**600,000**	**278,000**	-	***2,456,000***	-	-	-	**3,334,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		550,000	278,000		286,560				**1,114,560**
Surface Water Mgmnt CIP		50,000			45,000				**95,000**
Unfunded					*2,124,440*				***2,124,440***
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**600,000**	**278,000**	-	**2,456,000**	-	-	-	**3,334,000**

2019-2024 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.

		Funded	Unfunded
Total Project Cost:	**$ 3,800,000**	3,800,000	-

Account No.:	41959530
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		80,000							**80,000**
R-O-W Acquisition									-
Construction Management		620,000							**620,000**
Construction		3,100,000							**3,100,000**
Total Project Costs	-	**3,800,000**	-	-	-	-	-	-	**3,800,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		320,000							**320,000**
Street Fund		80,000							**80,000**
SWM Fund									-
TIB Grant (awarded)		3,400,000							**3,400,000**
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**3,800,000**	-	-	-	-	-	-	**3,800,000**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0020**
Project Name:	**4th Avenue SW Bike Lanes Striping**
Project Location:	4th Avenue SW between SW 116th Street and SW 128th Street.
Project Description:	Restripe to add bike lanes along 4th Avenue SW between SW 116th Street and SW 128th Street.

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

Account No.:	42059530
PM Task Code:	318-
TIP Project No.:	48
Comprehensive Plan:	Transportation Element-Goals 1,2,4,6
Strategic Plan:	2

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		30,000							**30,000**
Total Project Costs	-	**30,000**	-	-	-	-	-	-	**30,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Street Fund		30,000							**30,000**
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**30,000**	-	-	-	-	-	-	**30,000**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0021**
Project Name:	**1st Avenue South - Phase 3**
Project Location:	1st Avenue South from SW 128th Street to SW 140th Street.
Project Description:	This project will reconstruct 1st Avenue S. to principal arterial standards with access control. The project includes reconstruction of pavement; installation of curb, gutter, sidewalk, two traffic signals, a pedestrian high intensity activated crosswalk (HAWK) signal, and storm drainage; utility undergrounding; and landscaping. No preliminary work has been done on this project. The costs are calculated on a simple per-foot basis.

		Funded	Unfunded
Total Project Cost:	**$ 22,600,000**	7,300,000	15,300,000

Account No.:	42159530
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	No change.
Change from prior CIP:	Construction phase was moved from 2021 to 2020. Revenue resources were adjusted to include a Washington State Department of Transportation (WSDOT) grant and city funds to provide matches for potential grants.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		2,600,000							**2,600,000**
R-O-W Acquisition				*1,500,000*					***1,500,000***
Construction Management				*3,000,000*					***3,000,000***
Construction				*15,500,000*					***15,500,000***
Total Project Costs	-	**2,600,000**	-	***20,000,000***	-	-	-	-	***22,600,000***

$15,300,000 is unfunded.

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		610,000							**610,000**
Capital Projects Reserve		800,000							**800,000**
Public Works Reserve		800,000		500,000					**1,300,000**
Surface Water Management CIP		390,000		500,000					**890,000**
WSDOT Federal Asset Management Grant				3,700,000					**3,700,000**
Unfunded - City Share				*1,300,000*					***1,300,000***
Unfunded - TIB Grant				*8,000,000*					***8,000,000***
Unfunded - Grant				*6,000,000*					***6,000,000***
									-
									-
									-
Total Funding Sources	-	**2,600,000**	-	**20,000,000**	-	-	-	-	***22,600,000***

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0022**
Project Name:	**South 128th Street Corridor Study**
Project Location:	South 128th Street from Ambaum Boulevard SW to Des Moines Memorial Drive.
Project Description:	This project analyzes traffic operations on the South 128th Street corridor between Ambaum Boulevard SW and Des Moines Memorial Drive. The study will identify changes to improve traffic operations and safety along the corridor.

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

Account No.:	42254440
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	
Strategic Plan:	

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning		80,000							**80,000**
Design and Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	-	**80,000**	-	-	-	-	-	-	**80,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance		80,000							**80,000**
Capital Project Reserve									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**80,000**	-	-	-	-	-	-	**80,000**

2019-2024 Capital Improvement Program
Transportation CIP

Project Number:	**TR0023**
Project Name:	**South 136th Street Sidewalk Improvements**
Project Location:	South 136th Street from 1st Avenue South to Des Moines Memorial Drive.
Project Description:	This project includes construction of bicycle lanes on both sides of the road, repair of existing sidewalk, striping, and trees along the street. The City continues to seek grant sources.

		Funded	Unfunded
Total Project Cost:	**$ 5,305,000**	5,305,000	-

Account No.:	42359561
PM Task Code:	318-
TIP Project No.:	05
Comprehensive Plan:	Transportation Element-Goals 1,4,6,7
Strategic Plan:	2

Maintenance Costs:	Maintenance and operating costs to be determined.
Change from prior CIP:	Project costs were adjusted to include funding for the construction phase.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design and Engineering		800,000							**800,000**
R-O-W Acquisition			250,000						**250,000**
Construction Management				705,000					**705,000**
Construction				3,550,000					**3,550,000**
Total Project Costs	-	**800,000**	**250,000**	**4,255,000**	-	-	-	-	**5,305,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance									-
Capital Projects Reserve		800,000							**800,000**
Street Fund			100,000	755,000					**855,000**
Public Works Reserve				750,000					**750,000**
TIB Grant (applied for)			150,000	2,750,000					**2,900,000**
									-
									-
									-
									-
									-
									-
Total Funding Sources	-	**800,000**	**250,000**	**4,255,000**	-	-	-	-	**5,305,000**

2019-2024 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.

		Funded	Unfunded
Total Project Cost:	**$ 708,547**	708,547	-

Account No.:	40040000
PM Task Code:	318-
TIP Project No.:	
Comprehensive Plan:	
Strategic Plan:	

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

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Staff Coordination	79,547	80,000	84,000	87,000	90,000	93,000	96,000	99,000	**708,547**
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	**79,547**	**80,000**	**84,000**	**87,000**	**90,000**	**93,000**	**96,000**	**99,000**	**708,547**

Funding Sources	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Transportation CIP Fund Balance	79,547	80,000	84,000	87,000	90,000	93,000	96,000	99,000	**708,547**
									-
									-
									-
									-
									-
									-
									-
									-
									-
Total Funding Sources	**79,547**	**80,000**	**84,000**	**87,000**	**90,000**	**93,000**	**96,000**	**99,000**	**708,547**

Unfunded Transportation CIP Projects. These are very preliminary estimates.

1st Avenue South - Phase 4 (116th to 128th) Reconstruct roadway to Principal Arterial standards, including pedestrian, stormwater detention and water quality facilities, center medians and left-turn lanes, signal improvements and interconnections, landscaping and irrigation, and driveway consolidation where feasible. Convert utilities from overhead to underground. Replace drainage system.	**$11,400,000**
SW 136th Street (1st Ave S. to Ambaum Blvd SW) Reconstruct road including storm drainage, bike lanes, parking, curb, gutter and sidewalks.	**9,980,000**
8th Avenue S. (S. 128th St. to S. 136th St.) Improve pedestrian access. Install sidewalk, curb and gutter, bike lanes, drainage, landscaping and illumination. Note: Consider phases along this corridor based on funding sources.	**1,160,000**
8th Avenue S. (S. 136th St. to Des Moines Memorial Drive (DMMD)) Reconstruct road to include curb, gutter, sidewalks, bicycle lanes, parking, drainage, landscaping, and illumination. Note: Consider phases along this corridor based on funding sources.	**16,800,000**
S. 152nd Street (1st Ave S. to 8th Ave S.) Construct sidewalks on both sides of street. Fill in gaps in intermittent sidewalk and ensure implementation of American with Disabilities Act (ADA) standards. Construct bicycle lanes on both sides of street. Connect to Highline High School.	**1,260,000**
S. 152nd Street (8th Ave S. to Des Moines Memorial Drive) Evaluate existing three intersections (8th Ave S/S 152nd St, DMMD/8th Ave S, and S 152nd St/DMMD) for comprehensive revisions to improve safety and general awkwardness; consider eliminating an intersection.	**790,000**
Ambaum Blvd SW Corridor Study (SW 116th St to 1st Ave S.) Study Ambaum corridor for safety, capacity, & non-motorized issues.	**60,000**
SR 518/Des Moines Memorial Drive Westbound On-Ramp Construct westbound on-ramp from SR 518 to DMMD. Note: Ensure design is consistent with the DMMD Corridor Management Plan.	**73,500,000**
Pedestrian and Bicycle Facilities (Citywide) Construct bicycle/pedestrian/shared use facilities in unopened rights of way that are not being used for, and not planned to be used for, vehicle access.	**60,000**
Pedestrian Access Near Schools Study (Citywide) Evaluate and prioritize pedestrian access needs near schools, giving consideration to parking and surface water impacts.	**60,000**
S. 132nd Trail Completion (10th Ave S to 12th Ave S.) Install a multi-use bike path on unopened right of way. Completes the physical connection for the 1st Ave S to DMMD neighborhood bikeway.	**190,000**
S. 132nd Trail Completion (1st Ave SW to 1st Ave S.) Install a multi-use bike path on unopened right of way. Install a pedestrian-actuated HAWK signal on 1st Ave South. Completes the physical connection for the 8th Ave SW to 1st Ave S neighborhood	**730,000**
SW 152nd St Downtown Sharrows (10th Ave SW to 1st Ave S.) Revise pavement markings to provide sharrow lanes and restripe parking for back-in angle parking.	**170,000**
Pedestrian Improvements for 21st Ave SW Mid-Block Crosswalk (SW 152nd St. to SW 154th St.) Install a Rectangular Rapid Flashing Beacon and bulb-outs to serve the existing mid-block crosswalk.	**80,000**
UNFUNDED PROJECTS TOTAL	**$116,240,000**

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Surface Water Management (SWM) Capital Improvement Program
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2019 - 2024 Capital Improvement Program

SURFACE WATER MANAGEMENT

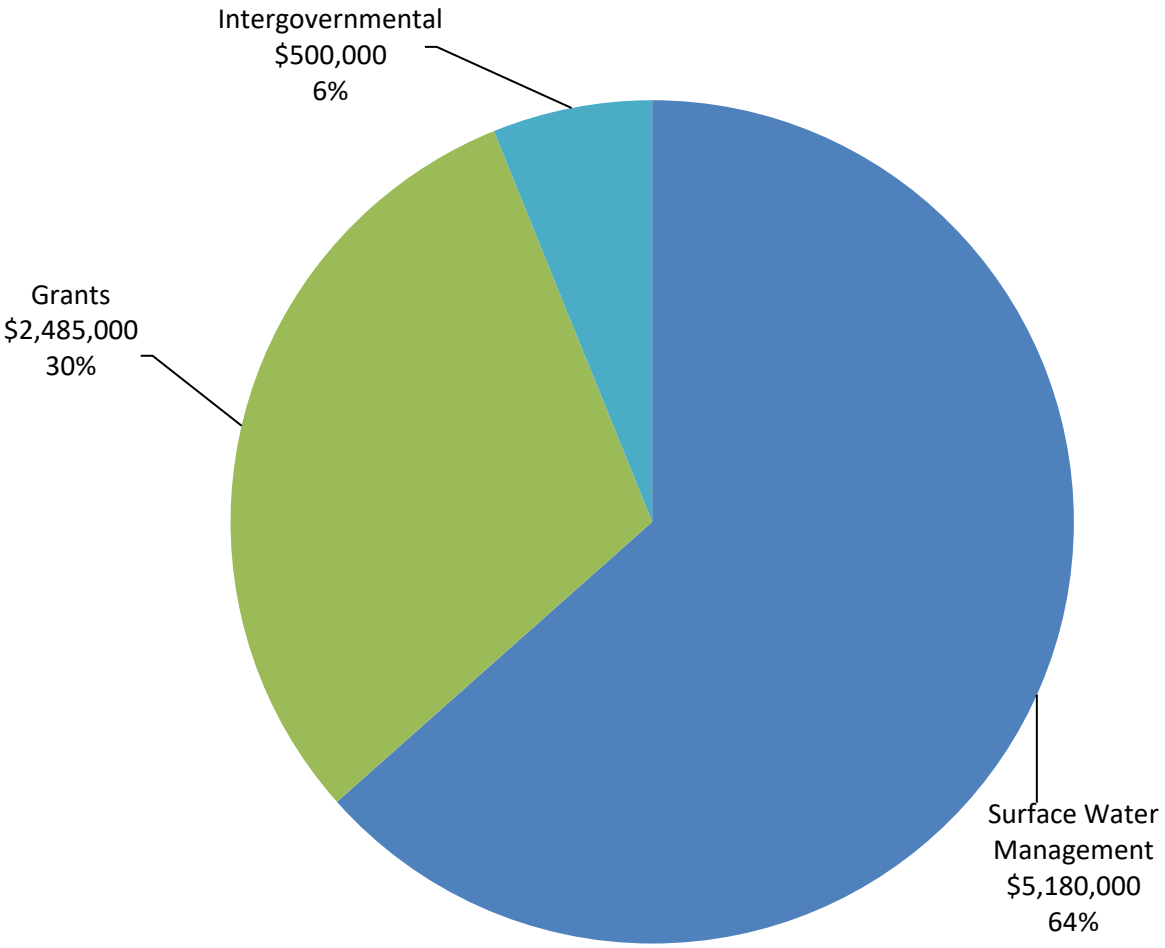
Total Project Expenditures

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-year CIP
SW0001 - Residential Drainage Imp. Program (RDIP)	7,103	300,000	300,000	300,000	300,000	300,000	300,000	300,000	2,107,103	1,800,000
SW0004 - SW 151st Street and 8th Ave SW Drainage Improvements	118,400	521,600	-	-	-	-	-	-	640,000	-
SW0006 - SW 165th Street Drainage Improvements	590,537	119,463	-	-	-	-	-	-	710,000	-
SW0007 - 8th Ave S. Sub-basin Retrofit Improvements	$ 1,632,167	$ 568,678	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,200,845	$ -
SW0008 - King County Courthouse Stormwater Project	-	20,000	60,000	-	-	-	-	-	80,000	60,000
SW0009 - 20th Ave. S. Drainage Improvements	-	20,000	130,000	550,000	-	-	-	-	700,000	680,000
SW0010 - Cove Point Outfall Repair	1,152	48,848	170,000	-	-	-	-	-	220,000	170,000
SW0011 - Hermes Outlet Improvements	41,379	108,621	700,000	-	-	-	-	-	850,000	700,000
SW0012 - Storm Drainage Master Plan	-	150,000	20,000	-	-	-	-	-	170,000	20,000
SW0013 - Miller Creek Enhancements	-	50,000	-	3,500,000	-	-	-	-	3,550,000	3,500,000
SW0014 - Eagle Landing Park Storm Drainage Improvements	-	135,000	935,000	-	-	-	-	-	1,070,000	935,000
Staff Coordination	26,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	376,000	300,000
Total Projects	**$ 2,416,738**	**$ 2,092,210**	**$ 2,365,000**	**$ 4,400,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 12,673,948**	**$ 8,165,000**

Total Project Resources

	Prior Years	2018	2019	2020	2021	2022	2023	2024	TOTAL PROJECT	2019-2024 Six-year CIP
Surface Water Management	$ 1,183,948	$ 1,509,368	$ 2,365,000	$ 1,415,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 7,873,316	$ 5,180,000
Street Fund	50,000	-	-	-	-	-	-	-	50,000	-
Grants	1,182,790	582,842	-	2,485,000	-	-	-	-	4,250,632	2,485,000
Intergovernmental	-	-	-	500,000	-	-	-	-	500,000	500,000
Total Projects	**$ 2,416,738**	**$ 2,092,210**	**$ 2,365,000**	**$ 4,400,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 12,673,948**	**$ 8,165,000**

2019 - 2024 Capital Improvement Program
Surface Water Management Funding Sources
$8.2 million



2019 - 2024 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 project provides for smaller additions to or rehabilitation/ replacement of the city's drainage systems.

		Funded	Unfunded
Total Project Cost:	**$ 2,107,103**	2,107,103	-

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

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

Project Costs	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction	7,103	300,000	300,000	300,000	300,000	300,000	300,000	300,000	**2,107,103**
Total Project Costs	**7,103**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	2,107,103

Funding Sources	**Total Prior Year**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	7,103	300,000	300,000	300,000	300,000	300,000	300,000	300,000	**2,107,103**
									-
									-
									-
									-
									-
Total Funding Sources	**7,103**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	**300,000**	2,107,103

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0004**
Project Name:	**SW 151st Street and 8th Avenue SW Drainage Improvements**
Project Location:	SW 151st Street and 8th Avenue SW.
Project Description:	Provide capacity improvements to the city's stormwater system in the vicinity of SW 151st Street and 8th Avenue SW. Phase 1 in 2013-2014 mitigated a flooding problem on private property caused by the City's capacity issues. Phase 2 will resolve long-term capacity issues.

		Funded	Unfunded
Total Project Cost:	**$ 640,000**	640,000	-

Account No.:	70459540
PM Task Code:	319-0019
SDMP Project No.:	CIP #6
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	2, 7

Maintenance Costs:	No change.
Change from prior CIP:	Street name was updated from SW 152nd Street to SW 151st Street to reflect the location of the improvement.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering	118,400	96,600							**215,000**
R-O-W Acquisition									-
Construction Mgmt		75,000							**75,000**
Construction		350,000							**350,000**
Total Project Costs	**118,400**	**521,600**	**-**	**-**	**-**	**-**	**-**	**-**	**640,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	80,846	509,154							**590,000**
King Cty Flood Control Grant	37,554	12,446							**50,000**
									-
									-
									-
									-
Total Funding Sources	**118,400**	**521,600**	**-**	**-**	**-**	**-**	**-**	**-**	**640,000**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0006**
Project Name:	**SW 165th Street Drainage Improvements**
Project Location:	SW 165th Street between 16th Avenue SW and 19th Avenue SW.
Project Description:	This project provides for storm conveyance and road regrading to eliminate road ponding during heavy rain. Water quality and/or low impact development (LID) elements may be included as well.

		Funded	Unfunded
Total Project Cost:	**$ 710,000**	710,000	-

Account No.:	70659540
PM Task Code:	319-0021
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering	79,000								**79,000**
R-O-W Acquisition									-
Construction Management	100,150	9,850							**110,000**
Construction	411,387	109,613							**521,000**
Total Project Costs	**590,537**	**119,463**	-	-	-	-	-	-	**710,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	540,537	119,463							**660,000**
Street Fund (2015)	50,000								**50,000**
									-
									-
									-
									-
Total Funding Sources	**590,537**	**119,463**	-	-	-	-	-	-	**710,000**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0007**
Project Name:	**8th Avenue South Sub-basin Retrofit Improvements**
Project Location:	8th Avenue S. between S. 146th Street and S. 152nd Street.
Project Description:	Reroute an existing storm drain trunk line that runs down 8th Avenue S. in the North East Redevelopment Area (NERA) and crosses a private parcel to a new pipe within the 8th Avenue Right-of-Way. Project includes constructing water quality and flow control for this basin, as well as the portion of NERA south of State Route 518 if deemed feasible.

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

Account No.:	70759540
PM Task Code:	319-0020
SDMP Project No.:	CIP #6
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7.a.

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering	350,000								**350,000**
R-O-W Acquisition									-
Construction Mgmt	150,000	25,000							**175,000**
Construction	1,132,167	543,678							**1,675,845**
Total Project Costs	**1,632,167**	**568,678**	-	-	-	-	-	-	**2,200,845**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	486,931	(1,718)							**485,213**
State Dept. of Ecology Grant	1,145,236	310,396							**1,455,632**
Port of Seattle		260,000							**260,000**
									-
									-
									-
Total Funding Sources	**1,632,167**	**568,678**	-	-	-	-	-	-	**2,200,845**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0008**
Project Name:	**King County Courthouse Stormwater Retrofit**
Project Location:	601 SW 149th Street (King County District Court).
Project Description:	King County will be managing this Low Impact Development retrofit project at the King County District Court property including a portion of City drainage from SW 148th Street.

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

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction		20,000	60,000						**80,000**
Total Project Costs	-	**20,000**	**60,000**	-	-	-	-	-	**80,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management		20,000	60,000						**80,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	**20,000**	**60,000**	-	-	-	-	-	**80,000**

2019 - 2024 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:	**$ 700,000**	700,000	-

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

Maintenance Costs:	No change.
Change from prior CIP:	Construction phase moved from 2019 to 2020.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering		20,000	130,000						**150,000**
R-O-W Acquisition									-
Construction Mgmt				80,000					**80,000**
Construction				470,000					**470,000**
Total Project Costs	-	**20,000**	**130,000**	**550,000**	-	-	-	-	**700,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management		20,000	130,000	550,000					**700,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	**20,000**	**130,000**	**550,000**	-	-	-	-	**700,000**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0010**
Project Name:	**Cove Point Outfall Repair**
Project Location:	SW Cove Point Road in Seahurst Park.
Project Description:	An existing stormwater outfall pipe from SW Cove Point Road is causing significant erosion to a steep slope within Seahurst Park. This project includes filling and stabilizing the area of erosion below the outfall. The site will be monitored post-project to assess ongoing stability of the repairs.

		Funded	Unfunded
Total Project Cost:	**$ 220,000**	220,000	-

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

Maintenance Costs:	No change.
Change from prior CIP:	Project cost increased by $45,000 and the construction phase moved from 2018 to 2019.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering	1,152	48,848							**50,000**
R-O-W Acquisition									-
Construction Mgmt									-
Construction			170,000						**170,000**
Total Project Costs	**1,152**	**48,848**	**170,000**	-	-	-	-	-	**220,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	1,152	48,848	170,000						**220,000**
									-
									-
									-
									-
									-
Total Funding Sources	**1,152**	**48,848**	**170,000**	-	-	-	-	-	**220,000**

2019 - 2024 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:	**$ 850,000**	850,000	-

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

Maintenance Costs:	No change.
Change from prior CIP:	Project cost increased by $100,000 and construction phase moved from 2018 to 2019.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering	41,379	108,621							**150,000**
R-O-W Acquisition									-
Construction Management			100,000						**100,000**
Construction			600,000						**600,000**
Total Project Costs	**41,379**	**108,621**	**700,000**	**-**	**-**	**-**	**-**	**-**	**850,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	41,379	108,621	700,000						**850,000**
									-
									-
									-
									-
									-
Total Funding Sources	**41,379**	**108,621**	**700,000**	**-**	**-**	**-**	**-**	**-**	**850,000**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**SW0012**
Project Name:	**Storm Drainage Master Plan Update**
Project Location:	City-wide.
Project Description:	The Storm Drainage Master Plan will be updated to include elements required in the current National Pollutant Discharge Elimination System (NPDES) Phase II Permit.

		Funded	Unfunded
Total Project Cost:	**$ 170,000**	170,000	-

Account No.:	71253100
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	7

Maintenance Costs:	Not applicable.
Change from prior CIP:	Project cost increased by $20,000 in 2019.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning		150,000	20,000						**170,000**
Design & Engineering									-
R-O-W Acquisition									-
Construction Mgmt									-
Construction									-
Total Project Costs	-	**150,000**	**20,000**	-	-	-	-	-	**170,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management		150,000	20,000						**170,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	**150,000**	**20,000**	-	-	-	-	-	**170,000**

2019 - 2024 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:	**$ 3,550,000**	3,550,000	-

Account No.:	71359540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	

Maintenance Costs:	Maintenance costs will be approximately $500 annually starting in 2019.
Change from prior CIP:	Construction phase moved from 2018 to 2020.

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering		50,000							**50,000**
R-O-W Acquisition									-
Construction Management				500,000					**500,000**
Construction				3,000,000					**3,000,000**
Total Project Costs	-	**50,000**	-	**3,500,000**	-	-	-	-	**3,550,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management		50,000		515,000					**565,000**
State Dept. of Ecology Grant (to be applied for)				2,485,000					**2,485,000**
Intergovernmental (City of SeaTac)				500,000					**500,000**
									-
									-
									-
Total Funding Sources	-	**50,000**	-	**3,500,000**	-	-	-	-	**3,550,000**

2019 - 2024 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:	**$ 1,070,000**	1,070,000	-

Account No.:	71459540
PM Task Code:	319-
SDMP Project No.:	
Comprehensive Plan:	Storm Water Element-Goals 1,2
Strategic Plan:	

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Planning									-
Design & Engineering		135,000							**135,000**
R-O-W Acquisition									-
Construction Management			135,000						**135,000**
Construction			800,000						**800,000**
Total Project Costs	-	**135,000**	**935,000**	-	-	-	-	-	**1,070,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management		135,000	935,000						**1,070,000**
									-
									-
									-
									-
									-
Total Funding Sources	-	**135,000**	**935,000**	-	-	-	-	-	**1,070,000**

2019 - 2024 Capital Improvement Program
Surface Water Management

Project Number:	**Not applicable.**
Project Name:	**Staff Coordination of Surface Water Management (SWM) CIP Projects**
Project Location:	Citywide.
Project Description:	This project is for salary and benefit costs of Public Works staff to plan, coordinate, and manage Surface Water Management Capital Improvement Projects (CIP).

		Funded	Unfunded
Total Project Cost:	**$ 376,000**	376,000	-

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

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

Project Costs	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Staff Coordination	26,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**376,000**
Design & Engineering									-
R-O-W Acquisition									-
Construction Management									-
Construction									-
Total Project Costs	**26,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**376,000**

Funding Sources	**Total Prior Years**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**Total Project**
Surface Water Management	26,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**376,000**
									-
									-
									-
									-
									-
Total Funding Sources	26,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	**376,000**

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Appendix

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2019 Proposed Financial Policies
City of Burien

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

A. City Funds

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

OPERATING FUNDS

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

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

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

RESERVE FUNDS

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

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

3. The *Capital Project Reserve* was established to accumulate monies from the City's annual

property tax levy for future Capital Improvement Program projects.

4. The *Art in Public Places Fund* ~~accounts for contributions, donations, and commissions on sales of art displayed in public places along with 1% of construction contracts for City owned buildings, transit centers, and parks~~ 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 upon 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 the City's outstanding LID assessments. All monies in the Fund come from the Street Fund; any monies in excess of the needs of the LID Guaranty Fund are returned to the Street Fund.

DEBT SERVICE FUND

1. The City maintains a single *Debt Service Fund* to account for the resources necessary to pay principal and interest when due on the City's outstanding General Obligation Bonds, Local Improvement District Bonds, and Public Works Trust Fund Loans.

CAPITAL IMPROVEMENT PROGRAM FUNDS

Three Capital Improvement Program Funds have been established to account for the revenues and expenditures associated with the following Capital Improvement Program project areas:

1. Parks and General Government;
2. Transportation; and
3. Surface Water Management.

B. Resource Planning

1. To assure stability and continuity in City services, the City will prepare and update on a biennial basis a six-year Financial Forecast for all City Operating and Reserve Funds. This biennial planning process will enable citizens, staff, advisory committees, and the City Council to discuss current and future programs, service levels, and capital facility needs.

2. The relationship between the Operating and Capital Budgets will be incorporated into the Financial Forecasts and Budgets. Maintenance and operating costs associated with new Capital Improvement Program projects shall be disclosed in the Capital Budget when projects are being considered and included in the Operating Budget when the projects are complete.

3. The City Manager shall develop on a biennial basis a Financial Planning calendar that will provide for the timely update of the six-year Financial Forecasts for all City Operating

and Reserve Funds along with the biennial process to develop, review, and adopt the City's Operating and Capital Budgets.

4. The City's Operating and Capital Budgets will implement City Council adopted goals and policies, long-range plans, and service choices for the community. To the extent financially feasible, the City Manager shall develop a proposed budget that implements the adopted Strategic Plan. The City Council shall use the adopted Strategic Plan and other applicable policies and plans to inform and guide their review and adoption of the biennial budget.

5. The City will use "prudent revenue and expenditure assumptions" in the development of the six-year Financial Forecasts, and Operating and Capital Budgets. Revenue and expenditure estimates shall be conservative to generally produce variances from budget estimates in the 3% to 5% range for overall fund revenues and 3% to 5% range for overall fund expenditures.

6. One-time resources shall be identified and shall be used to support one-time expenditures. Ongoing expenditure programs shall only be supported by ongoing resources.

7. Where estimated expenditures and fund balances exceed estimated resources for any Financial Forecast, potential options to bring the six-year Financial Forecasts into balance shall be included as an integral part of the Budget process.

~~8. To address the anticipated budget implications associated with the loss of the Annexation Sales Tax Credit revenue in the 2019-2020 biennial budget, the city should consider the following options:~~

~~a. Take steps as feasible to limit annual expenditure increases for contract services to the lesser of 2% per year or the annual inflation index listed in Policy J.4.~~
~~b. Direct 100% of the Property Tax revenue to the General Fund (instead of 90%).~~
~~c. Identify and adopt new revenue sources.~~

C. Fund Balance and Reserve Levels

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

The City hereby establishes and will maintain reservations of Fund Balance, as defined in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy shall only apply to the City's governmental funds. Fund Balance shall be composed of the following five categories:

1. Non-Spendable Fund Balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the principal of an

endowment fund).

2. Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use). Restrictions may only be changed or lifted with the consent of the resource providers.

3. Committed Fund Balance – Amounts that can be used only for the specific purposes determined by formal action of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.

4. Assigned Fund Balance – Amounts the City intends to use for a specific purpose.

5. Unassigned Fund Balance – The residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are the portion of fund balance that is not obligated or specifically designated and is available for any purpose.

The Finance Director shall have the authority to assign amounts of fund balance to a specific purpose; however, before expenditure, amounts must be appropriated by the City Council.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for purposes for which amounts in any of unrestricted fund balance classifications can be used, committed amounts shall be reduced first, followed by assigned amounts and then unassigned amounts.

The General Fund includes a $~~3~~ 7.5 million dollar Capital Partnership Reserve. ~~With the adoption of the 2017-18 Mid-biennial Budget, the reserve is increased by $4.5 million for a total of $7.5 million.~~ 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 City facilities. The funds are available for appropriation if the first criteria is met and one or more of the following criteria is also met.

1. Partnership with a public or private entity.
2. The project or the need is identified in an adopted plan or the adopted budget.
3. The estimated cost of the project is a minimum of $1 million and Burien's share is at least $500,000.
4. The project can be accomplished better and/or faster with a partnership.

D. Resource Allocation

The City Council has established the following allocations for designated revenues:

1. Not less than ~~1.25% of annual General Fund expenditures~~ $6.50 per capita will be for Human Services programs. The per capita amount shall increase each biennium by the same cost of living adjustment according to section F.2. of the Financial Policies. ~~Effective with the 2019-2020 Biennial Budget, the funding formula shall be $6.50 per capita with the per capita amount increasing each biennium by the same cost of living adjustment used for budget purposes.~~

2. A minimum of 40% and a maximum of 50% of Business and Occupation Tax Revenues are dedicated to expanded Economic Development programs and activities.

E. Accounting, Budget, and Financial Practice Policies

1. The City will maintain an accounting and financial reporting system that fully meets professional standards, state accounting requirements, and standards used by debt rating agencies.

2. Financial procedures shall be developed to assure appropriate controls are in place to protect City assets and to provide for the development of timely financial reporting.

3. Procurement policies and procedures shall be developed and periodically updated as needed to meet legal requirements and assure effective and competitive purchasing practices.

4. The City will strive to maintain at least an "A1" bond rating from Moody's Investor Services.

5. The Finance Director shall provide to the City Council not less than quarterly a Financial Status Report for all City Funds. This Report will include comparisons of actual revenue and expenditure performance to the respective Budget estimates. Where revenue collections are, or are anticipated to be significantly less than Budget estimates, and/or, where expenditures are, or are anticipated to be significantly greater than Budget estimates, the Finance Director shall include recommendations for possible adjustments or actions.

6. In accordance with state law, the City Manager is authorized to transfer budgeted amounts within any fund; however, any revisions that alter the total expenditure authority (appropriation) of a fund, that increase the total number of authorized employee positions, or that increase any salary range within the pay classification system in the budget by more than 5% must be approved by the City Council.

7. City checks for the payment of claims may be issued prior to the City Council's review and approval of such claims, provided that the City Manager and/or Finance Director have put in place the provisions of RCW 42.24.180 which include the following:

a. The Auditing Officer and individuals designated to sign checks shall have in place an official bond for the faithful discharge of his or her duties in an amount equal to or exceeding $50,000;

b. The City Manager shall adopt contracting, hiring, purchasing and disbursing policies that implement effective internal controls;

c. The City Council shall provide for its review of the documentation supporting claims paid and for City Council approval of all checks issued for payment of claims at a Council meeting within one month of issuance of the checks; and

d. The City Council shall require that if, upon its review, it disapproves some claims, the Finance Director and individuals designated to sign checks shall jointly establish the disapproved claims as receivables of the City and pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims.

F. Revenue Policies

1. To minimize the impact of cyclical economic downturns on General Fund revenues and services, the City will attempt to diversify its economic base.

2. Where the City has authority to establish and change fees and charges, all such fees and charges shall be adjusted annually for inflation, based on the change in the Seattle-Tacoma~~-Bremerton~~ Bellevue Consumer Price Index - All Urban Consumers for all items for the twelve-month period ending June 30, or other applicable index or measure.

3. The City will establish cost recovery policies for fee supported services which consider the relative public/private benefits received from the services being provided and/or the desirability of providing access to services for specialized populations. These policies will determine the percentage of full service costs to be recovered through fees. The level of cost recovery may be adjusted to ensure that rates are current, equitable, and competitive and cover that percentage of the total cost deemed appropriate. Staff shall submit periodic financial reports to the Council on the progress in meeting the policies.

4. Grant revenue will be included in the City's Financial Forecasts and Budgets when it is probable the City will receive the grant award.

5. As a general guideline, property taxes levied for general government operations will be at least 1% more than levied in the prior year plus the amount received as a result of new construction. ~~Effective with the 2012 Property Tax Levy, 90% of the Property Taxes will be allocated to the General Fund and 10% will be allocated to the Capital Projects Reserve Fund. (Note, see Section B.8. above)~~ Effective January 1, 2020, 100% of the Property Tax Levy shall be allocated to the

General Fund.

G. Capital Improvement Program Policies

1. The City will plan for capital improvements over a multi-year period. The Capital Improvement Program will directly relate to the City's long-range plans and policies. When capital improvements are being planned, maintenance & operating costs will be estimated and identified within the City's Financial Forecasts. When the capital projects are complete, monies will be included in the City's Operating Budget to provide for maintenance and operating costs.

2. To plan for replacement of the City's physical assets, the City shall maintain a current inventory of all of the City assets, their condition, and estimated replacement costs. The City shall maintain an Equipment Replacement Reserve Fund consisting of cash reserves set aside each year to provide for the timely and orderly replacement of assets. The Equipment Replacement Reserve Fund shall be included in the update of the City's Financial Forecasts.

~~3. The City will maintain an "Art in Public Places Fund" for the purpose of providing funds for art in capital improvement projects funded wholly or in part by the City of Burien for construction or remodeling of government owned public buildings, transit centers and parks.~~

~~4.~~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, however, should not be included in capital requests.

~~5.~~4. The Adopted Capital Facilities Element of the Burien Comprehensive Plan provides guidance regarding the development of the City's Capital Improvement Program.

~~6.~~5. For each Fund included in the Capital Improvement Program (Parks and General Government, Transportation, and Surface Water Management), funding sources will be identified so that it will be clear what local funds, grant funds, and other revenue sources are supporting each program.

~~7.~~6. The City will use Community Development Block Grant capital funds for eligible capital projects that are included in the City's adopted Capital Improvement Program. The funds will only be spent on eligible projects that benefit low and moderate income individuals as defined in the Community Development Block Grant regulations.

~~8.~~7. To help improve competitiveness for capital project construction grants and loans, the City should identify and budget resources for project design and matching funds. Potential sources may include water and sewer district franchise fees or utility taxes, and new or updated impact fees for streets and parks to be imposed on new development.

H. Debt Policies

1. When evaluating the use of councilmanic debt and the associated debt service obligations, a financial feasibility analysis will be performed including the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles.

2. Voted and councilmanic debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating.

3. The City will establish appropriate procedures to assure compliance with its bond covenants and all other applicable federal, state, and local laws, policies or regulations.

4. Debt may be used on a limited basis for specific short-term cash flow needs. Debt will not be used to fund long-term revenue shortages. For major capital projects with long-term useful lives (normally 20 years or more) and where costs exceed short-term cash flows, debt may be used provided there is sufficient discretionary revenue within the Financial Forecasts Plan to service the debt without disrupting the City's existing service delivery programs.

I. Investment Policies

1. The City will follow state law and the following criteria in priority order when investing City monies:
    a. Preserve capital through prudent financial investments;

    b. Maintain sufficient liquidity so that monies are available when needed;

    c. Achieve the best available rate of return.

    d. Manage the investment yields of bond proceeds to avoid the potential for payment of rebates;

    e. Ensure that investment instruments acquired with bond proceeds are purchased at fair market value; and

2. The City will provide the appropriate accounting and reporting for any private donations or monies held in trust by the City.

J. Financial Management and Organizational Review Policies

1. The City Manager will periodically review the City's organizational structure to assure that it is responsive to current conditions; and to eliminate service duplication within the organization and with other local government jurisdictions. Periodic performance audits may be used to assess organizational costs and effectiveness. Periodic budget reviews shall be made to examine departmental and/or program line-item costs. The City Manager has the authority to revise the

organizational structure to improve performance and address opportunities, within the adopted budget.

2. The City Manager will periodically evaluate the City's administrative and direct service delivery systems to determine whether a service should be provided by the City, by agreement with a qualified and competitively priced private or public contractor, or eliminated due to changes in community needs and expectations.

3. The City Council will adopt, through the biennial Budget, service levels, a work program, and performance standards that reflect City revenues, community expectations and legal requirements. The City is committed to examining how it provides services so that service levels and performance standards are met or exceeded at the least cost to the public.

4. The City's compensation structure (salaries and benefits) will be reviewed at least every three years. The City's compensation structure shall be competitive with that of comparable public sector employers in the relevant recruiting or market area; however, no adjustments shall be made if it is determined the City does not have the ability to pay. The criteria for reviewing employee salaries and benefits will also include internal comparability for similar jobs. If relevant private sector comparisons are available, they will be considered. Annual cost of living adjustments will be based on 100% of the change in the Seattle-Tacoma-~~Bremerton~~ 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. The City will, within available resources, maintain the productivity of staff through a supportive working environment, which includes appropriate equipment, supplies, materials, and professional staff development.

6. The City will evaluate its use of intergovernmental service contracts to prevent duplication of services and to assure an effective and efficient service delivery system to the community.

7. The City adopts biennial budgets at the start of every odd-numbered year. The biennial budget provides a two-year expenditure appropriation with side-by-side one-year budget displays. To avoid overspending the two-year appropriation too quickly, departments are held to single-year budgets and are generally not able to commit funds from the second year of the biennium before it begins. The City Manager may approve the carryover of unspent funds from the first year to the second year if it is determined that a program and/or project was not complete at the end of the year and funds are available.

K. Contract Approval Authority

The approval authority for execution of City contracts is as follows:

1. The City Manager will have authority to sign contracts up to $25,000.

2. The City Manager will have authority to sign contracts over $25,000 for equipment, goods, and

services that are included in the Adopted Budget. The City Manager shall provide a report of such contracts signed as part of the quarterly financial report.

3. Contracts that exceed Adopted Budget spending authority must be placed on the Council agenda for discussion and approval.

4. Contracts over $25,000 for initiatives not included in the Adopted Budget must be placed on the Council agenda for discussion and approval.

5. All capital projects in which there is a material change in scope must be placed on the Council agenda for discussion and approval.

L. Debt Collection

1. The Finance Director shall establish and maintain policies and procedures relating to the collection of debt.

2. The Finance Director shall establish policies and procedures governing the assignment or other referral of delinquent accounts or debt to a collection agency that has entered into a contract with the City for that purpose.

3. In certain cases, amounts which are due any City department, from an individual or a corporate debtor may remain unpaid for long periods of time. After the Finance Director and the City Manager have determined that there is no cost effective means of collecting the debt, the debt may be cancelled, written off, or reduced.

4. Amounts due to the City which are $1,000 or less, after reasonable efforts for collection and or settlement have been made, may be written off upon approval of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.

5. Amounts due to the City between $1,001 and $5,000 due to the City, after reasonable efforts for collection and or settlement have been made, may be written off by the City Manager upon the recommendation of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.

6. Amounts due to the City greater than $5,000, after reasonable efforts for collection and or settlement have been made, will be presented to the City Council for approval to be written off.

2019 Salary Schedule

Grade	Title	0	1	2	3	4
570	Accountant	$ 66,766	$ 70,104	$ 73,609	$ 77,289	$ 81,153
490	Accounting Assistant	54,797	57,537	60,414	63,435	66,607
860	Administrative Services Director	136,630	143,462	150,635	158,167	166,075
790	Assistant Public Works Director	114,943	120,690	126,724	133,060	139,713
730	Building Official	99,114	104,070	109,273	114,737	120,474
860	City Attorney	136,630	143,462	150,635	158,167	166,075
640	City Clerk	79,362	83,330	87,497	91,872	96,466
680	Civil Engineer II	87,602	91,982	96,581	101,410	106,481
570	Code Compliance Officer	66,766	70,104	73,609	77,289	81,153
590	Combination Building Inspector/Plans	70,145	73,652	77,335	81,202	85,262
650	Communications Officer	81,348	85,415	89,686	94,170	98,878
860	Community Development Director	136,630	143,462	150,635	158,167	166,075
560	Community Environmental Education	65,136	68,393	71,813	75,404	79,174
570	Contract Management Analyst	66,766	70,104	73,609	77,289	81,153
570	Cultural Arts Supervisor	66,766	70,104	73,609	77,289	81,153
350	Custodian	38,781	40,720	42,756	44,894	47,139
220	Customer Service Representative I	28,132	29,539	31,016	32,567	34,195
410	Customer Service Representative II	44,974	47,223	49,584	52,063	54,666
450	Customer Service Representative III	49,644	52,126	54,732	57,469	60,342
490	Department Assistant	54,797	57,537	60,414	63,435	66,607
780	Economic Development Manager	112,138	117,745	123,632	129,814	136,305
610	Economic Development Specialist	73,696	77,381	81,250	85,313	89,579
590	Electrical Inspector	70,145	73,652	77,335	81,202	85,262
570	Executive Assistant	66,766	70,104	73,609	77,289	81,153
860	Finance Director	136,630	143,462	150,635	158,167	166,075
740	Finance Manager	101,592	106,672	112,006	117,606	123,486
620	Financial Analyst	75,539	79,316	83,282	87,446	91,818
540	GIS Analyst I	61,997	65,097	68,352	71,770	75,359
520	Human Resources Technician	59,010	61,961	65,059	68,312	71,728
640	Information Systems Analyst	79,362	83,330	87,497	91,872	96,466
540	Information Systems Help Desk	61,997	65,097	68,352	71,770	75,359
740	Information Systems Manager	101,592	106,672	112,006	117,606	123,486
260	Management Intern	31,053	32,606	34,236	35,948	37,745
530	Paralegal	60,486	63,510	66,686	70,020	73,521
410	Parking Compliance Officer	44,974	47,223	49,584	52,063	54,666
410	Parks & Facilities Maintenance Assistant	44,974	47,223	49,584	52,063	54,666
550	Parks & Facilities Maintenance Lead	63,549	66,726	70,062	73,565	77,243
570	Parks & Facilities Maintenance Supervisor	66,766	70,104	73,609	77,289	81,153
490	Parks & Facilities Maintenance Worker	54,797	57,537	60,414	63,435	66,607
520	Parks Facilities Operations Worker	59,010	61,961	65,059	68,312	71,728
640	Parks Project Manager	79,362	83,330	87,497	91,872	96,466
860	Parks, Recreation, and Cultural Services Director	136,630	143,462	150,635	158,167	166,075
510	Permit Technician	57,571	60,450	63,473	66,647	69,979
590	Planner	70,145	73,652	77,335	81,202	85,262
530	Public Records Officer	60,486	63,510	66,686	70,020	73,521
860	Public Works Director	136,630	143,462	150,635	158,167	166,075

2019 Salary Schedule

Grade	Title	0	1	2	3	4
410	Public Works Maintenance Assistant	44,974	47,223	49,584	52,063	54,666
450	Public Works Maintenance Worker I	49,644	52,126	54,732	57,469	60,342
490	Public Works Maintenance Worker II	54,797	57,537	60,414	63,435	66,607
550	Public Works Maintenance Worker III	63,549	66,726	70,062	73,565	77,243
550	Recreation Coordinator	63,549	66,726	70,062	73,565	77,243
130	Recreation Leader I	22,525	23,651	24,834	26,076	27,380
190	Recreation Leader II	26,124	27,430	28,801	30,241	31,753
260	Recreation Leader III	31,053	32,606	34,236	35,948	37,745
680	Recreation Manager	87,602	91,982	96,581	101,410	106,481
570	Recreation Supervisor	66,766	70,104	73,609	77,289	81,153
560	Right-of-Way Inspector	65,136	68,393	71,813	75,404	79,174
640	Senior Financial Analyst	79,362	83,330	87,497	91,872	96,466
640	Senior Planner	79,362	83,330	87,497	91,872	96,466
560	Stormwater Inspector	65,136	68,393	71,813	75,404	79,174
670	Street & Stormwater Maintenance Manager	85,466	89,739	94,226	98,937	103,884
450	Teen Programmer	49,644	52,126	54,732	57,469	60,342

Position History

Full-Time Equivalent (FTE) Positions	2016 Authorized FTE	2017 Authorized FTE	2018 Authorized FTE	2019 Preliminary FTE	2020 Preliminary FTE
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	2.00	1.50	1.00
Administrative Services Director	0.00	0.00	1.00	1.00	1.00
Administrative Services Manager	1.00	0.85	0.00	0.00	0.00
Assistant Public Works Director	1.00	1.25	1.33	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	3.00	3.00	5.00	5.00	5.00
Civil Engineer Journey Level	1.00	1.00	0.00	0.00	0.00
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00
Combination Building Inspector	2.00	2.00	2.00	2.00	2.00
Communications Officer	1.00	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00	1.00
Community Environmental Education Specialist	1.00	1.00	1.00	1.00	1.00
Computer Support Technician	1.00	0.00	0.00	0.00	0.00
Contract Management Analyst	0.70	0.70	0.80	0.80	0.80
Customer Service Representative III	0.00	0.00	1.00	1.00	1.00
Customer Service Representative II	0.00	0.00	1.55	1.55	1.55
Department Assistant	5.23	5.23	7.30	6.23	6.23
Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Front Desk Assistant	2.08	3.06	0.00	0.00	0.00
GIS Analyst I	0.00	1.00	1.00	1.00	1.00
Human Resources Technician	0.00	0.60	1.00	1.00	1.00
Human Services Manager	0.00	0.00	1.00	1.00	1.00
Information Systems Analyst	0.00	0.00	1.00	1.00	1.00
Information Systems Help Desk Technician	0.00	0.00	1.00	1.00	1.00
Information Systems Manager	0.00	1.00	1.00	1.00	1.00
IT Support Technician	0.00	1.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Paralegal	1.00	1.00	1.00	1.00	1.00
Parks & Facilities Maintenance Lead	0.00	0.00	0.00	1.00	1.00
Parks & Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Parks & Facilities Maintenance Worker	1.75	2.00	2.00	4.00	4.00
Parks Facilities Operations Worker	0.00	0.00	0.00	1.00	1.00
Parks Operations Manager	1.00	0.00	0.00	0.00	0.00
Parks Project Manager	0.00	1.00	1.00	1.00	1.00

Position History

Full-Time Equivalent (FTE) Positions	2016 Authorized FTE	2017 Authorized FTE	2018 Authorized FTE	2019 Preliminary FTE	2020 Preliminary FTE
Parks, Recreation & Cultural Services Director	1.00	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	2.00	2.00
Planner	3.00	3.00	3.00	3.00	3.00
Public Records Officer	0.00	0.60	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker I	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker II	6.00	7.00	7.00	7.00	7.00
PW Maintenance Worker III	3.00	3.00	3.00	3.00	3.00
Recreation Coordinator	0.00	3.75	3.75	3.75	3.75
Recreation Leader III	1.00	0.00	0.00	0.00	0.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Specialist	3.55	0.00	0.00	0.00	0.00
Recreation Supervisor	1.75	1.75	1.75	1.75	1.75
Right of Way Inspector	1.00	1.00	1.00	1.00	1.00
Senior Financial Analyst	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	2.00	2.00	2.00	2.00
Stormwater Inspector	1.00	1.00	1.00	1.00	1.00
Street & Stormwater Maintenance Mgr	1.00	1.00	1.00	1.00	1.00
Systems & GIS Administrator	1.00	0.00	0.00	0.00	0.00
Teen Programmer	0.00	1.00	1.00	1.00	1.00
TOTAL REGULAR FTE	**69.06**	**74.79**	**80.48**	**82.58**	**82.08**

Intermittent & Temporary Positions	2016 Authorized FTE	2017 Authorized FTE	2018 Authorized FTE	2019 Preliminary FTE	2020 Preliminary FTE
Custodian	0.45	0.45	0.45	0.45	0.45
GIS Tech	0.50	0.00	0.00	0.00	0.00
Maintenance Assistant - Street	3.50	3.00	3.00	3.00	3.00
Maintenance Assistant - SWM	2.00	2.00	2.00	2.00	2.00
Management Intern	1.00	1.00	1.50	1.00	1.00
Parking Compliance Officer	0.30	0.30	0.30	0.30	0.30
Recreation Leader I	0.57	0.52	0.52	0.52	0.52
Recreation Leader II	2.94	5.50	5.50	5.50	5.50
Recreation Leader III	1.61	1.34	1.34	1.34	1.34
Customer Service Representative I	0.58	0.58	1.15	1.15	1.15
Customer Service Representative II	0.69	0.32	0.45	0.45	0.45
Recreation Coordinator	0.40	0.40	0.40	0.40	0.40
Parks & Facilities Maintenance Assistant	0.00	0.00	0.00	2.00	2.00
TOTAL INTERMITTENT & TEMPORARY	**14.54**	**15.41**	**16.61**	**18.11**	**18.11**

TOTAL AUTHORIZED STAFFING	**83.60**	**90.20**	**97.09**	**100.69**	**100.19**

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.