

# 2015-2016 Biennial Preliminary Budget



## Vision

The City of SeaTac is a premier global community offering a solid, sustainable economy and a healthy, inclusive, and vibrant quality of life.

## Goals

Develop and implement programs and projects that help position SeaTac as a healthy community, thereby enhancing quality of life.

Foster a positive business environment and aggressively pursue economic development opportunities to attract and retain businesses and jobs while maintaining reasonable laws and regulations.

In order to enhance quality of life and public image, enhance code compliance effectiveness within all neighborhoods and areas in the city.

Plan and construct infrastructure improvements in the South 154th Street Light Rail Station Area that increase the viability of commercial development while also continuing to pursue development opportunities, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.

Plan and construct infrastructure improvements in the South 200th Street Light Rail Station Area that increase the viability of commercial development while also engaging in strategic urban planning efforts to determine the highest and best land uses in this area, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.

Energetically advocate for completion of SR 509 to I-5 in local, statewide and federal forums including support of public-private partnerships, grants and revenue options that will result in funding necessary for construction of the highway.



Artist's Rendering of  
S. 200th Angle Lake Station



# 2015-2016 PRELIMINARY BIENNIAL BUDGET

To: City Council  
Through: Todd Cutts, City Manager  
From: Aaron Antin, Finance & Systems Director  
Date: October 29, 2014  
Re: Preliminary 2015-2016 Biennial Budget

The formation of the 2015-2016 preliminary budget has followed a series of public budget meetings occurring throughout 2014. The major process steps included the Macro Budget workshop in June, the presentation of the City Manager's and the City Council Budget Working Group's jointly recommended budget on October 9<sup>th</sup> and continued through the final City Council budget workshop on October 27. The following preliminary budget document is a comprehensive financial plan that includes not just the forecasted revenues and how they are to be utilized by department and by fund, but also the strategic Road Map for each department and how those goals align to the overall City wide goals to improve service performance throughout the community.

As part of the formation of the 2015-2016 preliminary budget, major funds were reviewed for compliance with governmental accounting board (GASB) pronouncements and other generally acceptable accounting principles (GAAP), and the State of Washington's budgeting, accounting, and reporting systems (BARS). Specific changes that resulted from these reviews are noted throughout the document, but in summary, the State Auditor's review of the BARS coding system is being implemented for the 2015-2016 biennium and several special revenue funds, capital funds, proprietary funds and debt service funds have been combined and/or eliminated to reflect the governmental services reporting requirements that have been in place for the 2013 reporting of the City's financial statements.

The preliminary 2015-2016 budget includes over \$900 thousand of expenditure cuts, and results in the elimination of 5.75 full time equivalent, non-public safety positions. This budget also includes limited approval of new decision cards, increases in cost of service fees (some of which have not been increased since the City's incorporation over 20 years ago) and the establishment of a utility tax. Overall, with these major adjustments, the general fund budget is projected to remain in positive territory beyond the 2015-2016 biennium and the strategic operating reserve is budgeted to remain fully funded at the 25% of budgeted operating expenditures amount throughout 2016. This budgeting result has been achieved, while preserving many of the key services and programs that remain important to the residents of SeaTac.

In comparing this budget to the 2013-2014 budget, it is noteworthy that this is the first biennial budget with the Kent RFA interlocal agreement in place, as that transition occurred at the beginning of 2014. Although the City was able to balance the 2013-2014 budget without establishing a utility tax, the city continued to balance available revenues and expenditures to sustain service levels while experiencing a large drop in property taxes and increasing labor and contracting costs. The long-term fiscal solvency became a focal point for the City Council early on in their Macro Budget discussions of the 2015-2016 budget and continued through the formulation of this preliminary 2015-2016 Biennial Budget plan.

Overall, this two-year budget is a solid financial plan for the 2015-2016 period that is designed to maintain and sustain the high level of service delivery that residents are used to and also positions the city for the future by preserving fund balance at the end of 2016 that can be utilized for the 2017-2018 biennium yet to come.

# PRELIMINARY

## 2015-2016 Biennial Budget

The attached document contains the following major budget inputs:

- 1** Construction Sales Tax funding of \$920,000 per year for 2015-2016
- 2** General Fund Decision Cards funded at an amount = \$650,976 for the biennium
- 3** General Fund Reductions = \$910,206 for the biennium, including cutting 4.75 FTE of non-public safety staff positions
- 4** Utility Tax at a 6% rate, estimated to generate \$5 million over the biennium
- 5** Cost of service fees increases, estimated to bring in \$903,649 over the biennium
- 6** Property Tax levied at the \$3.10/levy Rate (Same rate as 2013-2014)
- 7** 2015-2016 capital project funding that includes the first two years of the six year 2015-2020 Capital Improvement Program (CIP) planning document.
- 8** A 2016 budgeted ending fund balance in the General Fund = \$9.9 million, which is above the 25% strategic reserve restriction of \$8.8 million and is "Balanced thru 2016."

**CITY OF SEATAC, WASHINGTON**  
**2015-2016 PRELIMINARY BUDGET**

**APPROVED DECISION CARDS**

Dept/Fund	Description	2015-2016 Expenses		
		Total	One-Time	Ongoing
<b>Legal</b>	Add Prosecuting Attorney/Reclass to Chief Prosecutor	266,826		266,826
<b>CED</b>	Code Compliance-Reclass CE/Add 0.5 Admin. FTE	111,585		111,585
<b>CED</b>	Add Electrical Inspection Prof. Services	4,500		4,500
<b>HR</b>	Classification & Compensation Study	75,000	75,000	-
<b>City Clerk</b>	Add Part-Time (0.5) to Full-time (1.0) Records Coord.	96,555		96,555
<b>CMO</b>	Community Engagement Pilot Program	31,000	31,000	
<b>Public Works</b>	Neighborhood Grant Programs (2:1 match)	10,000		10,000
<b>Parks &amp; Recreation</b>	CLASS registration system replacement (Net cost)	906	906	-
	Add 2 Parks 3-month & 1 Parks 6-month positions	54,604		54,604
<b>General Fund Decision Cards</b>		<b>\$ 650,976</b>	<b>\$ 106,906</b>	<b>\$ 544,070</b>
<b>SWM FUND #403</b>	Add (1.0 FTE) SWM Specialist	259,858		259,858
	Add Asset Management Equipment	295,000	295,000	
	Add LID prof. services program costs	50,000	50,000	
<b>Subtotal SWM (403) Fund</b>		<b>604,858</b>	<b>345,000</b>	<b>259,858</b>
<b>FUND#105</b>	Botanical Garden Volunteer Coordinator	45,470		45,470
<b>Subtotal Cmu Relief (105) Fund</b>		<b>45,470</b>		<b>45,470</b>
<b>Fleet # 501</b>	Fleet Program Database Replacement	25,000	25,000	
	3000 Gallon Fuel Tank	50,000	50,000	
<b>Subtotal Fleet (501) Fund</b>		<b>75,000</b>	<b>75,000</b>	<b>-</b>
<b>Other City Funds' Decision Cards</b>		<b>\$ 725,328</b>	<b>\$ 420,000</b>	<b>\$ 305,328</b>
<b>Total All Decision Cards (NET Biennial Amount)</b>		<b>\$ 1,376,304</b>	<b>\$ 526,906</b>	<b>\$ 849,398</b>



# ROAD MAP



## VISION

The City of SeaTac is a premier global community offering a solid, sustainable economy and a healthy, inclusive, and vibrant quality of life.

## MISSION

The mission of the City of SeaTac is to steward the public's trust and deliver high value services in a financially responsible manner that enhances a safe, healthy and sustainable quality of life in partnership with the community.

## VALUES

### SERVICE

We deliver effective, quality and enduring service to all.

### INTEGRITY

We maintain a foundation of trust by being honest, respectful and true to our word.

### TEAMWORK

We work together to accomplish great results by valuing and respecting each other, being empathetic and communicating openly in the spirit of innovation.

### ACCOUNTABILITY

We embrace transparency, responsibility and ownership in our decisions and actions.

## TOP 3-5 YEAR GOALS

### ACHIEVE CITY COUNCIL GOALS

Embrace and achieve City Council goals and policy direction.

### ENHANCE OUR COMMUNITY

Enhance the livability of SeaTac by working hand in hand with community members and partners to create a safe, active and attractive city.

### FOSTER EMPLOYEE ENGAGEMENT

Foster an environment where team members are engaged, informed, empowered and recognized for their value.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Continually improve upon the successes of today to ensure a balanced, healthy, and stable financial future for delivery of services.

### BUILD INFRASTRUCTURE; PROMOTE DEVELOPMENT

Build and maintain enduring public infrastructure and promote economic development opportunities to enhance connectivity and quality of life.

**City of SeaTac**  
**2015-2016 BUDGET**  
**General Fund Revenue by Source**

<u>Source</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2015</u> <u>BUDGET</u>	<u>2016</u> <u>BUDGET</u>
Taxes:				
Property Tax	\$ 11,576,650	\$ 12,500,000	\$12,700,000	\$ 13,000,000
Property Tax - BLS	376,393	375,000	375,000	375,000
Sales & Use Tax (Includes Crim. Justice)	10,308,347	11,089,000	11,420,000	11,760,000
Leasehold Excise Tax	1,787,363	1,800,000	1,700,000	1,800,000
Gambling Tax	580,478	580,000	580,000	580,000
Utility Tax			2,700,000	2,700,000
Licenses and Permits	1,083,718	1,418,220	1,108,041	1,037,658
Grants and Entitlements	124,951	85,500	111,550	108,100
State Shared Revenue	388,408	446,000	383,000	446,000
Intergovernmental Service Revenue	59,522	144,500	140,300	140,000
General Government Charges	129,464	188,235	101,667	103,169
Security of Persons & Property Fees	190,549	217,750	201,550	201,550
Physical Environment Fees	180,161	0	0	0
Economic Development Fees (Planning)	339,676	732,980	869,836	818,683
Culture & Recreation Fees (Parks & Rec)	412,962	413,305	476,995	483,095
Fines and Forfeits	589,780	486,100	580,275	580,275
Interest and Miscellaneous	39,087	28,500	39,500	39,500
Rents, Leases and Concessions	234,234	208,550	195,400	197,700
Other Miscellaneous Revenues	41,550	16,500	726,156	15,000
Transfers from Other Funds	1,005,503	2,836,322	1,727,973	1,727,973
<b>Total General Fund Revenues</b>	<b>\$ 29,448,794</b>	<b>\$ 33,566,462</b>	<b>\$36,137,243</b>	<b>\$ 36,113,704</b>

**General Fund Expenditures by Department**

<u>Department</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2015</u> <u>BUDGET</u>	<u>2016</u> <u>BUDGET</u>
Council	287,537	\$ 333,245	\$ 320,877	\$ 321,705
Municipal Court (no Pub.Def. in 2013)	782,496	877,473	874,198	898,470
City Manager, Human Svcs, Pub. Def.	1,768,338	1,764,489	1,435,660	1,375,980
Finance & Systems	1,574,975	1,689,392	1,710,678	1,745,773
City Clerk	448,975	484,695	548,953	510,318
Legal	1,035,456	1,051,014	1,243,543	1,267,393
Human Resources	811,664	905,712	935,287	886,267
Police, SCORE, Animal Control Services	9,800,679	10,316,524	10,645,254	10,921,594
Fire & Emergency Services	7,969,058	9,069,700	9,730,110	10,067,123
Parks & Recreation (incl. Facilities Div.)	4,223,039	4,321,186	4,167,196	4,266,951
Public Works	593,694	640,493	576,396	593,689
Community & Economic Development	2,002,059	2,214,171	2,447,996	2,492,770
Non-Departmental	moved to above	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 31,297,970</b>	<b>\$ 33,668,094</b>	<b>\$34,636,147</b>	<b>\$ 35,348,032</b>
<b>YE Estimated Surplus/(Deficit)</b>	<b>\$ (1,849,176)</b>	<b>\$ (101,632)</b>	<b>\$ 1,501,096</b>	<b>\$ 765,672</b>
<b>Beginning Fund Balance</b>	<b>\$ 9,762,228</b>	<b>\$ 7,913,053</b>	<b>\$ 7,686,435</b>	<b>\$ 9,187,531</b>
<b>Ending Fund Balance</b>	<b>\$ 7,913,053</b>	<b>\$ 7,811,420</b>	<b>\$ 9,187,531</b>	<b>\$ 9,953,203</b>
<b>Fund Balance Target**</b>	<b>\$ 7,824,492</b>	<b>\$ 8,417,024</b>	<b>\$ 8,659,037</b>	<b>\$ 8,837,008</b>
<b>Over (Under) Fund Target</b>	<b>\$ 88,560</b>	<b>\$ (605,603)</b>	<b>\$ 528,494</b>	<b>\$ 1,116,196</b>

\*\* Note: Projected Fund Balance Target amount equals three (3) months of operating expenditures

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Balance Detail - General Fund #001

**FUND: General Fund (001)**

As a result of GASB 54; the final budget ordinance will consolidate the ending balances of previous fund numbers 103, 105, 110 and 303, which will be closed and unrestricted fund balances transferred to the General Government services fund #001. The Cities Annual Financial Reports have already combined the special revenue funds noted above into the governmental services fund as required for the 2012, 2013, and 2014 accounting reporting periods.

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>EGINNING FUND BALANCE, JANUARY 1ST</b>	5,608,653	8,357,020	9,762,228	8,328,750	7,686,435	9,187,531
Add: Operating Revenues	26,114,562	27,472,943	27,866,260	30,125,140	33,071,264	33,762,630
Add: Nonoperating Revenues/Grants	612,468	787,097	560,866	605,000	626,850	623,100
Other Financing Sources/Trans In/Asset Sales	2,159,717	2,056,370	1,021,668	2,836,322	2,439,129	1,727,973
<b>Total Revenues</b>	<b>28,886,747</b>	<b>30,316,410</b>	<b>29,448,794</b>	<b>33,566,462</b>	<b>36,137,243</b>	<b>36,113,704</b>
<b>Total Expenditures</b>	<b>(26,138,380)</b>	<b>(28,845,875)</b>	<b>(31,304,498)</b>	<b>(33,668,094)</b>	<b>(34,636,147)</b>	<b>(35,348,032)</b>
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>8,357,020</b>	<b>9,827,556</b>	<b>7,906,524</b>	<b>8,227,118</b>	<b>9,187,531</b>	<b>9,953,203</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>17.60%</b>	<b>-19.55%</b>	<b>4.05%</b>	<b>11.67%</b>	<b>8.33%</b>

## Revenue Detail General Fund # 001

**FUND: General Fund (001)**

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
	<b>GENERAL PROPERTY TAXES</b>						
311.10.00.000	Property Taxes	11,251,861	12,461,353	11,576,650	12,500,000	12,700,000	13,000,000
	<b>GENERAL PROPERTY TA</b>	<b>11,251,861</b>	<b>12,461,353</b>	<b>11,576,650</b>	<b>12,500,000</b>	<b>12,700,000</b>	<b>13,000,000</b>
	<b>SALES TAX</b>						
313.10.11.000	Sales Tax	8,364,994	9,214,114	9,697,593	10,550,000	10,810,000	11,130,000
313.71.00.000	Criminal Justice Funding	636,001	568,302	610,754	539,000	610,000	630,000
	<b>SALES TAX</b>	<b>9,000,995</b>	<b>9,782,416</b>	<b>10,308,347</b>	<b>11,089,000</b>	<b>11,420,000</b>	<b>11,760,000</b>
	<b>OTHER TAXES</b>						
	Utility Taxes					2,700,000	2,700,000
316.81.00.000	Gambling - Boards & Tabs	43,640	24,280	26,870	30,000	30,000	30,000
316.84.00.000	Gambling - Card Games	705,039	552,705	553,608	550,000	550,000	550,000
317.20.00.000	Leasehold Excise Tax	2,077,307	1,592,981	1,787,363	1,800,000	1,700,000	1,800,000
	<b>EXCISE TAXES</b>	<b>2,825,986</b>	<b>2,169,966</b>	<b>2,367,840</b>	<b>2,380,000</b>	<b>4,980,000</b>	<b>5,080,000</b>
	<b>TAXES</b>	<b>23,078,842</b>	<b>24,413,735</b>	<b>24,252,837</b>	<b>25,969,000</b>	<b>29,100,000</b>	<b>29,840,000</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
320.00.00.000	<b>LICENSES AND PERMITS</b>						
321.00.00.000	<b>BUSINESS LICENSES &amp; PERMITS</b>						
321.30.00.000	Fire Code Permits	10,990	10,955	8,880	7,500	9,000	9,000
321.60.00.000	Parks Concession Spec Use	5,000	5,000	6,505	5,000	5,000	5,000
321.70.00.000	Amusement Business License	1,635	2,435	2,075	2,500	2,500	2,500
321.91.00.000	Franchise Fees - Comcast	330,036	265,361	271,455	260,000	260,000	260,000
321.91.00.001	Franchise Fees - Olympic Pip	14,584	15,094	15,306	16,000	15,846	16,163
321.91.00.002	Franchise Fees - SCL	137,131	144,956	148,865	142,000	150,000	150,000
321.91.00.003	Franchise Fees - Application	-	-	2,000	-	2,000	-
321.91.00.004	Franchise Fee -CleanScapes					224,000	224,000
321.99.00.000	Other Business Licenses & Pe	64,057	65,293	66,809	57,200	57,200	57,200
	<b>BUSINESS LIC &amp; PERMIT</b>	<b>563,433</b>	<b>509,094</b>	<b>521,894</b>	<b>490,200</b>	<b>725,546</b>	<b>723,863</b>
322.00.00.000	<b>NON-BUSINESS LIC &amp; PERMITS</b>						
322.10.00.001	Building Permits	94,316	36,244	367,375	784,000	198,000	134,000
322.10.00.002	Plumbing Permits	11,635	11,867	19,023	19,000	10,000	8,000
322.10.00.003	Sign Permits	5,334	3,425	7,256	2,000	3,800	3,300
322.10.00.004	Electrical Permits	108,332	65,251	88,009	54,200	85,000	85,000
322.10.00.006	Demolition Permits	2,355	3,883	6,339	800	1,100	900
322.10.00.007	Storage Tank Permits	900	3,757	1,719	200	1,800	1,800
322.10.00.008	Mechanical Permits	23,986	19,534	27,755	19,200	27,000	25,000
322.10.00.009	Fire Sprinkler Permits	7,027	4,432	8,740	11,300	8,000	8,000
322.10.00.010	Mobile Home Permits	1,000	500	1,000	250	1,250	1,250
322.10.21.000	Code Enforcement	7,836	2,889		1,100	500	500
322.10.21.001	Code Enforcement Abatements					700	700
322.10.22.000	Recording Fee Reimbursements					150	150
322.10.21.003	Penalties on Building Permits					65	65
322.40.00.000	ROW Applic Fee Class A-E	29,594	26,601	28,386	26,690	22,000	22,000
322.90.00.000	Site permit - Grading		-	1,953		8,000	8,000
322.90.00.001	Minor Conditional Use		-	-	4,000	2,000	2,000
322.90.00.002	Major Conditional Use	4,000	-	4,000	4,000	4,000	4,000
322.90.00.004	Temporary Use	240	300	120	480	480	480
322.90.00.005	Shoreline Permit	150	150	-	-	300	300
322.90.00.006	Shoreline Substantial Dev.	350		150	800	8,350	8,350
	<b>NON-BUSINESS LIC &amp; PE</b>	<b>297,056</b>	<b>178,833</b>	<b>561,825</b>	<b>928,020</b>	<b>382,495</b>	<b>313,795</b>
	<b>LICENSES AND PERMITS</b>	<b>860,488</b>	<b>687,927</b>	<b>1,083,718</b>	<b>1,418,220</b>	<b>1,108,041</b>	<b>1,037,658</b>



# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
330.00.00.000	<b>INTERGOVERNMENTAL REVENUES</b>						
331.00.00.000	<b>DIRECT FEDERAL GRANTS</b>						
331.16.57.004	Justice Assistance Grant	29,533	12,764	15,042	19,000	19,000	19,000
331.16.80.000	Innocence Lost Task Force	-	6,405	5,813	-	19,000	19,000
	<b>DIRECT FEDERAL GRANTS</b>	<b>29,533</b>	<b>19,169</b>	<b>20,855</b>	<b>19,000</b>	<b>38,000</b>	<b>38,000</b>
333.00.00.000	<b>INDIRECT FEDERAL GRANTS</b>						
333.14.20.007	CDBG Minor Home Repair - H	28,360	16,752	21,092	26,000	26,000	26,000
333.20.60.001	Traffic Safety Commission	9,935	15,347	18,959	6,000	6,000	6,000
333.10.00.000	Other Federal Grants	146,504	196,083				
333.97.06.000	Urban Areas Security	-	4,327	10,223			
	<b>INDIRECT FEDERAL GRANTS</b>	<b>184,799</b>	<b>232,509</b>	<b>50,274</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
334.00.00.000	<b>STATE GRANTS</b>						
334.00.90.000	Commuter Trip Reduction Credit	-	2,531	218	500	100	100
334.01.20.001	Adm Off of the Courts - Interp	5,817	10,132	7,684	5,000	8,000	8,000
334.01.30.001	Fire Mobilization Plan reimb.		26,859	22,289			
334.03.10.001	Coordinated Prevention - WS	10,521	23,197	14,321	19,000	23,450	20,000
334.03.50.001	Various Grants - Traffic Safety	-	4,899	4,048			
334.04.90.001	Trauma Care - Dept of Health	1,738	1,534	1,208			
334.06.90.000	Stay at Work Program - WA L&I		10,000	4,053	10,000	10,000	10,000
	<b>STATE GRANTS</b>	<b>18,076</b>	<b>79,152</b>	<b>53,822</b>	<b>34,500</b>	<b>41,550</b>	<b>38,100</b>
336.00.00.000	<b>STATE ENTITLEMENTS</b>						
336.06.20.000	Criminal Justice - High Crime	55,993	57,164	29,749	50,000	50,000	50,000
336.06.21.000	Criminal Justice - Violent Crim	27,752	17,235	6,544	7,000	7,000	7,000
336.06.25.000	Criminal Justice - Contracted	38,698	40,135	41,857	35,000	35,000	35,000
336.06.26.000	Criminal Justice - Special Pro	22,333	22,970	24,358	24,000	24,000	24,000
336.06.51.000	DUI Other Crim Justice Assist	6,930	4,998	4,981			
336.06.94.000	Liquor & Beer Excise Tax	162,693	67,930	36,329	88,000	23,000	88,000
336.06.95.000	Liquor Control Board Profits	187,560	270,424	244,590	242,000	244,000	242,000
	<b>STATE ENTITLEMENTS</b>	<b>501,959</b>	<b>480,856</b>	<b>388,408</b>	<b>446,000</b>	<b>383,000</b>	<b>446,000</b>
337.00.00.000	<b>INTERLOCAL GRANTS</b>						
337.07.00.001	Waste Reduction/Recycling -	-	63,552	30,944	30,000	29,000	29,000
337.07.00.002	Local Haz Waste Mgt - KC De	10,572	13,491	11,041	11,000	11,300	11,000
337.07.00.004	Emergency Medical Svcs	358,599	364,557	376,393	375,000	375,000	375,000
337.07.04.000	CP-Arts Support - 4 Culture	7,500	7,500	7,500			
337.07.04.001	Other Interlocal Grants	3,389	7,167	10,037	3,500		
337.07.04.002	Sound Transit Reimbursemen	-	-	-	100,000	100,000	100,000
	<b>INTERLOCAL GRANTS</b>	<b>380,060</b>	<b>456,267</b>	<b>435,915</b>	<b>519,500</b>	<b>515,300</b>	<b>515,000</b>
	<b>INTERGOVERNMENTAL REVENUES</b>	<b>1,114,427</b>	<b>1,267,953</b>	<b>949,274</b>	<b>1,051,000</b>	<b>1,009,850</b>	<b>1,069,100</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
340.00.00.000	<b>CHARGES FOR GOODS &amp; SVCS</b>						
341.00.00.000	<b>GENERAL GOVERNMENT</b>						
341.22.03.000	Municipal Court Civil Filing Fee	19	-	16	10	-	-
341.22.11.000	Anti-Harassment Fee (Law Lit)	105	44	228	75	200	200
341.32.02.000	District/Municipal Court Record	-	52	60	20	50	50
341.32.03.000	Court/Appeal Record Preparation	-	-	80	-	-	-
341.32.04.000	Warrant Fees	5,375	4,861	5,030	4,800	5,000	5,000
341.33.03.000	Deferred Prosecution Administration	1,870	414	1,191	1,300	1,200	1,200
341.33.06.000	IT/Time Pay Fee-Court	3,997	10,266	10,451	8,000	10,000	10,000
341.35.00.000	Other Statutory Certifying/Copy	40	24	13	30	-	-
341.43.00.000	Admin. Fee - Republic Svcs.	67,369	65,594	70,592	90,000		
341.43.00.001	Contract Signing Fee-Cleanscape			30,000		-	-
341.62.00.000	Duplicating charges - Court	1,121	186	415	100		
341.70.00.000	Sale of Maps/Publications/CD	918	335	302	300	200	200
341.70.00.002	Sale of Mailing Labels	384	370	939	500	500	500
341.70.00.003	Picture ID/Badge	25	50	20	200	500	500
341.81.00.000	Report Copies	75	837	664	500	-	-
341.81.00.003	Custom GIS Services/Maps	440	130	9	150	150	150
341.93.00.000	Fire Facility Maintenance				73,500	75,117	76,619
341.98.01.000	Legislative Assessment	1,276	156	54	750	750	750
341.99.00.000	Passport Fees	6,900	9,075	9,400	8,000	8,000	8,000
	<b>GENERAL GOVERNMENT</b>	<b>89,914</b>	<b>92,394</b>	<b>129,464</b>	<b>188,235</b>	<b>101,667</b>	<b>103,169</b>
342.00.00.000	<b>SEC OF PERSONS &amp; PROPERTY</b>						
342.10.00.000	Law Enforcement Services	63,900	67,100	71,791	62,500	72,000	72,000
342.10.00.002	CERT Program fees - Police		630	560	250	900	900
342.20.00.000	DUI Emerg-Fire	65	9	76		-	-
342.20.00.003	SCORE Dispatch - Fire SKFR		1,375	625		-	-
342.20.00.004	CPR Classes/Fire Dept.	-	50	150		-	-
342.20.00.005	Fire Protection - HSD	4,255	4,481	4,630	-	4,500	4,500
342.33.00.000	Municipal Court Adult Probation	93,367	77,957	58,622	125,000	75,000	75,000
342.36.00.000	Housing and Monitoring/Prison	12,322	23,086	31,490	19,000	30,000	30,000
342.37.00.000	Booking Fees	9,003	7,480	6,640	8,400	7,500	7,500
342.37.00.002	Fingerprint/Picture Identification	1,099	2,265	1,433	-	-	-
342.38.00.000	Pre-Conviction Supervision Court	638	5,850	13,713	1,600	10,000	10,000
342.40.00.000	Code Enf. Recording Fee		63	63	100	750	750
342.50.00.000	DUI Emergency Response	840	892	756	900	900	900
	<b>SEC OF PERSONS &amp; PRO</b>	<b>185,490</b>	<b>191,238</b>	<b>190,549</b>	<b>217,750</b>	<b>201,550</b>	<b>201,550</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
345.00.00.000	<b>ECONOMIC DEVELOPMENT</b>						
345.81.00.001	Lot Line Adjustment Fees	800	1,200	-	1,600	800	1,200
345.81.00.002	Short Plat/Subdivision Fees	10,800	12,290	15,685	17,770	12,885	12,885
345.81.00.003	Rezone Fees	-	25,950	-	9,500	9,500	9,500
345.81.00.004	Variance Fees	2,400	600	600	4,000	1,000	1,000
345.81.00.005	Site Plan Review I	-	-	3,753	200	800	1,000
345.81.00.006	Zoning Compliance Requests	800	1,200	2,400	2,400	2,800	3,200
345.81.00.008	Development Agreement Fees	7,500	-	-	7,500	7,500	7,500
345.81.00.010	Appeals and Waivers	300	-	-	200	-	-
345.83.00.000	Plan Review/Sprinklers	2,087	663	-	750	750	750
345.83.00.001	Plan Review/Building Related	47,377	271,828	247,742	484,000	280,000	220,000
345.83.00.002	Electrical Plan Review Fees	13,595	8,027	9,498	5,000	12,000	11,000
345.83.00.004	ROW Permit Proc Fee Class	16,504	8,536	50,893	7,230	12,000	12,000
345.83.00.005	Sign Plan Review Fees	2,090	390	-	400	300	200
345.83.00.006	Investigative Fee	-	15,470	3,949	800	500	500
345.83.00.007	STE Permit Review Fee	753	22,945	756	47,300	3,000	3,000
345.83.00.008	ROW Construction Inspection	65,590	77,607	143,002	108,470	50,000	50,000
345.83.00.009	ROW Maintenance Inspection	12,150	17,133	37,159	17,660	10,000	10,000
345.83.00.010	STE Const Inspections	14,869	1,047	-		5,000	5,000
345.83.00.011	STE Maintenance Inspections					5,000	5,000
345.89.00.011	SEPA Checklist Fees	14,200	3,000	4,400	18,200	8,650	8,650
	Various Fees - 50% of Mkt					447,351	456,298
	<b>ECONOMIC DEVELOPMENT</b>	<b>211,815</b>	<b>467,886</b>	<b>519,836</b>	<b>732,980</b>	<b>869,836</b>	<b>818,683</b>
347.00.00.000	<b>CULTURE AND RECREATION</b>						
347.30.00.000	Sports Fields and Lighting Fees	32,810	33,552	24,584	35,000	35,000	35,000
347.31.00.000	YMCA Activity Fees	1,048	860	710	1,200	1,400	1,400
347.61.00.000	Sports	1,167	10,281	26,895	6,375	26,000	27,000
347.62.00.000	Classes	44,238	35,392	34,971	45,000	32,000	32,000
347.62.00.001	Drop In Activities	15,713	14,906	13,859	16,000	11,500	11,500
347.63.00.000	Senior Trips	39,310	38,626	39,691	45,050	36,000	36,000
347.65.00.000	Afterschool Program and Camp	234,666	244,573	248,502	249,120	293,535	298,935
347.66.00.000	Teen Programs	12,721	15,711	18,174	14,960	18,700	18,700
347.90.00.000	Art/Photo reg. fees		525	870	600	900	600
347.90.00.002	Other fees	1,290	-	4,706	-	21,960	21,960
	<b>CULTURE AND RECREATION</b>	<b>382,962</b>	<b>394,426</b>	<b>412,962</b>	<b>413,305</b>	<b>476,995</b>	<b>483,095</b>
	<b>CHARGES FOR GOODS &amp; SERVICES</b>	<b>870,181</b>	<b>1,145,944</b>	<b>1,252,811</b>	<b>1,552,270</b>	<b>1,650,048</b>	<b>1,606,497</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
350.00.00.000	<b>FINES AND FORFEITS</b>						
352.00.00.000	<b>CIVIL PENALTIES</b>						
352.30.00.000	Vehicle Insurance Administrat	2,698	2,346	2,542	250	250	250
352.90.01.000	Other Civil Penalties	119	126	-	100	100	100
	<b>CIVIL PENALTIES</b>	<b>2,817</b>	<b>2,472</b>	<b>2,542</b>	<b>350</b>	<b>350</b>	<b>350</b>
353.00.00.000	<b>NON-PARKING INFRACTIONS</b>						
353.10.00.000	Traffic Infraction Penalties - N	171,169	162,825	170,309	174,000	170,000	170,000
353.70.00.000	Other Non-Parking Infraction	1,141	556	427	1,000	500	500
	<b>NON-PARKING INFRACT</b>	<b>172,310</b>	<b>163,381</b>	<b>170,737</b>	<b>175,000</b>	<b>170,500</b>	<b>170,500</b>
354.00.00.000	<b>PARKING INFRACT PENALTIES</b>						
354.00.00.000	Parking Infraction Penalties	23,998	16,147	22,328	22,000	20,000	20,000
354.00.07.000	Accessible/Multimodal Trans	1,458	918	1,558	500	1,500	1,500
354.00.41.000	Red Light Photo Enforcement	217,377	223,584	309,067	212,500	310,000	310,000
	<b>PARKING INFRACT PENA</b>	<b>242,833</b>	<b>240,649</b>	<b>332,952</b>	<b>235,000</b>	<b>331,500</b>	<b>331,500</b>
355.00.00.000	<b>CRIMINAL TRAF MISDEMEANOR</b>						
355.20.00.000	Driving Under the Influence Fi	6,998	4,139	5,296	6,250	5,500	5,500
355.20.03.000	Criminal Conviction Fee-DUI	312	181	359	1,000	350	350
355.80.01.000	Other Criminal Traffic MISD	2,180	143	17,529	13,250	18,000	18,000
355.80.02.000	Criminal Conviction Fee-Traffi	16,156	14,463	2,046	1,400	2,500	2,500
	<b>CRIMINAL TRAF MISDEM</b>	<b>25,646</b>	<b>18,926</b>	<b>25,230</b>	<b>21,900</b>	<b>26,350</b>	<b>26,350</b>
356.00.00.000	<b>CRIMINAL NON-TRAF PENALTIES</b>						
356.90.04.000	Other Non-Traffic Penalties	5,673	6,556	6,047	4,125	6,500	6,500
356.90.08.000	Domestic Violence Assistance	358	364	460	400	500	500
356.90.13.000	D/M Prostitution		100	3,279			
356.90.14.000	Criminal Fee - Non-Traffic	735	2,587	556	700		
	<b>CRIMINAL NON-TRAF PE</b>	<b>6,766</b>	<b>9,607</b>	<b>10,343</b>	<b>5,225</b>	<b>7,000</b>	<b>7,000</b>
357.00.00.000	<b>CRIMINAL COSTS</b>						
357.31.00.000	Criminal Jury Demand Costs	1,014	1,336	-	500		
357.32.00.000	Criminal Witness Costs	13	131	-	100		
357.33.00.000	Public Defense Costs	26,275	23,136	24,599	25,250	25,000	25,000
357.34.00.000	Sheriff Service Costs	8,425	11,731	11,102	10,500	10,500	10,500
357.35.00.000	Court Interpreter Costs	2,115	2,116	581	2,500	500	500
	<b>CRIMINAL COSTS</b>	<b>37,842</b>	<b>38,450</b>	<b>36,282</b>	<b>38,850</b>	<b>36,000</b>	<b>36,000</b>
359.00.00.000	<b>NON-COURT FINES/PENALTIES</b>						
359.90.00.000	Miscellaneous Fines and Pen	746	2,041	2,105	2,425	325	325
359.90.00.002	Penalties on Business Licens	1,805	2,410	3,515	2,000	3,000	3,000
359.90.00.005	False Alarm Fines	5,075	7,800	5,800	5,000	5,000	5,000
359.90.00.006	False Alarm Penalties	325	825	275	350	250	250
	<b>NON-COURT FINES/PEN</b>	<b>7,951</b>	<b>13,076</b>	<b>11,695</b>	<b>9,775</b>	<b>8,575</b>	<b>8,575</b>
	<b>FINES AND FORFEITS</b>	<b>496,165</b>	<b>486,561</b>	<b>589,780</b>	<b>486,100</b>	<b>580,275</b>	<b>580,275</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	47,019	10,305	6,909	7,000	7,000	7,000
361.40.00.000	Interest on Sales Tax/AR/Leas	8,374	3,577	1,686	1,500	1,500	1,500
361.40.00.001	Interest on Court Collections	10,339	13,340	15,246	10,000	15,500	15,500
361.40.00.003	District/Municipal Court Intere	10,339	13,340	15,246	10,000	15,500	15,500
	<b>INTEREST EARNINGS</b>	<b>76,071</b>	<b>40,562</b>	<b>39,087</b>	<b>28,500</b>	<b>39,500</b>	<b>39,500</b>
362.00.00.000	<b>RENTS, LEASES &amp; CONCESSION</b>						
362.10.00.000	Equipment Rentals - CC	844	515	1,600	-	5,500	5,500
362.30.00.000	Parking Leases	5,670	5,350	5,389	5,500	5,500	5,500
362.40.00.000	Space & Facility Rental					-	2,300
362.40.00.001	Fitness Area Rental - Commu	28,582	20,258	18,931	25,000	18,000	18,000
362.40.00.002	Facility Rental - Community C	101,597	91,745	118,765	110,000	90,000	90,000
362.40.00.003	Park Shelter Rentals	6,901	7,663	9,915	7,400	16,000	16,000
362.50.00.000	Long-Term Facility Leases	49,460	50,356	59,932	51,000	51,000	51,000
362.60.00.000	Housing Rentals/Leases	8,241	4,963	7,134	8,400	8,400	8,400
362.80.00.000	Vending and Concessions	463	1,250	383	1,250	1,000	1,000
	<b>RENTS, LEASES &amp; CONC</b>	<b>201,759</b>	<b>182,100</b>	<b>222,049</b>	<b>208,550</b>	<b>195,400</b>	<b>197,700</b>
367.00.00.000	<b>CONTRIBUTIONS &amp; DONATIONS</b>						
367.00.00.000	Contributions - Private Source			5,000	-		
367.01.00.002	Contributions - Senior Center/	4,495	2,941	1,810	1,500	1,500	1,500
367.01.00.005	Senior Fund Raiser	4,278	4,714	5,385			
367.11.00.001	Wellness Grant - AWC	-	-	-	500	500	500
	<b>CONTRIBUTIONS &amp; DON</b>	<b>8,773</b>	<b>7,655</b>	<b>12,195</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
369.00.00.000	<b>OTHER MISCELLANEOUS REVS</b>						
369.10.00.000	Sale of Recyclable Material	3,718	2,825	3,241	1,500	-	-
369.30.00.000	Narcotic Seizure Fund	2,952	6,130	21,752	2,500	2,500	2,500
369.81.00.000	Overage/Shortage	(360)	146	(52)			
369.90.00.000	Other Miscellaneous Revenue	13,276	17,870	43	10,000	10,000	10,000
369.90.00.002	Misc Wellness Program Proce	424	433	312	500	500	500
369.90.00.004	Court NSF Check Revenue	313	199	79			
	<b>OTHER MISCELLANEOU</b>	<b>20,323</b>	<b>27,603</b>	<b>25,375</b>	<b>14,500</b>	<b>13,000</b>	<b>13,000</b>
	<b>MISCELLANEOUS REVENU</b>	<b>306,926</b>	<b>257,920</b>	<b>298,705</b>	<b>253,550</b>	<b>249,900</b>	<b>252,200</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail General Fund # 001

**FUND:** General Fund (001)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
395.00.00.000	<b>DISPOSITION OF CAP ASSETS</b>						
395.10.00.000	Proceeds from Sales of Capital Assets	-	-	16,165	-	711,156	-
	<b>TOTAL CAP ASSETS</b>	-	-	<b>16,165</b>	-	<b>711,156</b>	-
397.00.00.000	<b>TRANSFERS IN</b>						
397.03.00.000	Tr In/Fund #102	396,840	395,050	395,050	395,050	395,050	395,050
397.04.00.000	Tr In/Fund #403	176,090	174,300	113,328	115,823	115,823	115,823
397.41.00.000	Tr In/Fund #108	295,100	295,100	381,797	387,625	295,100	295,100
397.49.00.000	Tr In/Fund #205	17,500					
397.55.00.000	Tr In/Fund #501	352,187	269,920	113,328	115,823	-	-
397.65.00.000	Tr In/Fund #111	2,000	2,000	2,000	2,000	2,000	2,000
397.76.00.000	Tr In/Fund #303				900,000		
397.76.00.000	Tr In/Fund #301	920,000	920,000	-	920,000	920,000	920,000
	<b>TRANSFERS IN</b>	<b>2,159,717</b>	<b>2,056,370</b>	<b>1,005,503</b>	<b>2,836,322</b>	<b>1,727,973</b>	<b>1,727,973</b>
	<b>OTHER FINANCING SOURCES</b>	<b>2,159,717</b>	<b>2,056,370</b>	<b>1,021,668</b>	<b>2,836,322</b>	<b>2,439,129</b>	<b>1,727,973</b>
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>28,886,747</b>	<b>30,316,410</b>	<b>29,448,794</b>	<b>33,566,462</b>	<b>36,137,243</b>	<b>36,113,704</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** City Council (01)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>CITY COUNCIL - FTE'S</b>		<b>0.00</b>	<b>0.00</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>
		<b>MAYOR</b>		<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>
		<b>COUNCILMEMBER</b>		<b>0.36</b>	<b>0.36</b>	<b>0.36</b>	<b>0.36</b>
511.60.00.000	<b>LEGISLATIVE SERVICES</b>						
511.60.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>195,893</b>	<b>204,804</b>	<b>208,963</b>	<b>221,443</b>	<b>221,250</b>	<b>221,250</b>
511.60.30.000	<b>SUPPLIES</b>						
511.60.31.008	Office & Operating Supplies	\$ 899	\$ 1,802	\$ 1,584	\$ 1,800	\$ 1,800	\$ 1,800
511.60.31.011	Publications	-	-	29	200	200	200
511.60.31.013	Food Supplies	1,416	1,713	1,678	2,300	2,300	2,300
511.60.31.023	Uniforms	-	81	82	200	200	200
511.60.31.040	Volunteer Appreciation Dinner	2,985	3,090	2,866	3,600	3,600	3,600
511.60.35.000	Small Tools & Minor Equipment	-	1,469	-	1,000	500	500
		<b>5,300</b>	<b>8,154</b>	<b>6,239</b>	<b>9,100</b>	<b>8,600</b>	<b>8,600</b>
511.60.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
511.60.41.000	Professional Services	\$ 6,052	\$ 4,023	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
511.60.42.028	Telephone	6,364	4,666	4,859	7,000	7,000	7,000
511.60.42.029	Postage	81	4	9	80	80	80
511.60.43.031	Lodging	6,886	6,839	3,357	11,800	7,400	6,400
511.60.43.032	Meals	3,009	2,721	3,141	5,012	5,710	5,785
511.60.43.033	Transportation	4,971	5,767	3,306	7,200	5,400	5,500
511.60.43.034	Mileage Reimbursements	425	115	340	850	990	1,076
511.60.45.000	Operating Rentals & Leases			1,970	-	1,500	1,500
511.60.48.049	Equipment Repair & Maintenance			9	-	-	-
511.60.49.055	Miscellaneous Permit Fees			321	-	-	-
511.60.49.056	Filing & Recording				-	-	66
511.60.49.058	Printing & Binding	71	321	289	400	400	400
511.60.49.059	Memberships (From Non-Dept)		62,488	50,921	60,350	52,617	53,633
511.60.49.061	Registration	4,385	4,658	3,815	6,010	5,930	6,415
		<b>32,244</b>	<b>91,603</b>	<b>72,335</b>	<b>102,702</b>	<b>91,027</b>	<b>91,855</b>
<b>TOTAL CITY COUNCIL EXPENDITURES</b>		<b>233,437</b>	<b>304,562</b>	<b>287,537</b>	<b>333,245</b>	<b>320,877</b>	<b>321,705</b>



# CITY MANAGER'S OFFICE ROAD MAP

## VISION

Catalyze and realize our community's hopes and dreams.

## MISSION

Provide visionary leadership that inspires delivery of high quality, innovative and fiscally responsible public policy, services and projects through effective communications and coordination.



## SUPPORTING CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

Facilitate success of City Council goals and overall City Council direction.

### ENHANCE OUR COMMUNITY

Meet community needs with high quality services. Develop an inclusive public engagement program.

### FOSTER EMPLOYEE ENGAGEMENT

Build a foundation of shared knowledge to promote a healthy culture. Create opportunities for inter-departmental connectivity at all levels.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Facilitate development of and communication of proposed budget. Facilitate tie between budget and results.

### BUILD INFRASTRUCTURE; PROMOTE DEVELOPMENT

Ensure interdepartmental collaboration to enhance public/private investment. Develop and nurture external partnerships.

## DEPARTMENT GOALS

### LEAD ALIGN AND IMPROVE EFFORT

Ensure entire organization is aligned and working toward city priorities. Improve processes to most effectively deliver city services.





# MEMORANDUM

To: Todd Cutts, City Manager  
From: Todd Cutts, City Manager  
Date: September 20, 2014  
Re: 2015-2016 Budget Alignment

---

The City of SeaTac is approximately 18 months into our Align & Improve journey. As part of the City's alignment efforts, staff have developed citywide and departmental road maps to help us focus on what is most important, as defined by our vision, mission and goal statements. For the 2015-2016 budget cycle we anticipate supporting our goals through the major projects, programs and activities described below. Over time and through an iterative process, we anticipate seeing an increased degree of alignment between our road maps and the City's major budget elements.

## SUPPORTING CITYWIDE GOALS

Achieve City Council Goals-Overall, the City Manager's Department monitors the progress of every City Council goal and works with individual departments to ensure achievement. The City Manager's Office is directly responsible for achievement of the following goals:

- SR-509 Advocacy-The City Manager's Office is responsible steering and advocating for the City's legislative agenda. A primary focus is the completion of SR-509.
- Healthy Community-The City Manager's Office is responsible for assembling the work throughout the City that is being completed to achieve this goal, and to coordinate future tasks that may be achieved.

### Enhance Our Community

- Ensure relevant departments are doing their part to achieve this goal.
- Serve City Hall visitors with high-quality customer service at both 1<sup>st</sup> and 3<sup>rd</sup> floor reception areas.
- Provide service to customers on issues that do not fit neatly within any one City department.
- Communicate with the community through tools such as the City Manager's Weekly Update, the SeaTac Report, SeaTV and the City's website.
- Work with departments on public engagement strategies on various projects.
- Provide critical human service assistance to those in the community.
- Support youth by participating in programs through the school district.

### Foster Employee Engagement

- Ensure relevant departments are doing their part to achieve this goal.

- City Manager attends and engages with employees at semi-annual citywide staff meetings, annual individual department meetings, City Manager “walkabouts” and City Manager staff meetings.
- Takes lead on coordinating annual employee survey.
- Coordinates communication of all departments through weekly internal newsletter.

#### Sustain Financial Health & Stability

- Ensure relevant departments are doing their part to achieve this goal.
- City Manager works with departments to develop and recommend bi-annual city budget.
- Work with Finance Director to monitor performance of the budget.

#### Build Infrastructure; Promote Development

- Ensure relevant departments are doing their part to achieve this goal.
- Work with departments to develop and perform to the City’s Capital Improvement Plan.

#### DEPARTMENT GOALS

##### Lead Align & Improve Effort

- City Manager’s Office staff manage the project consultant and coordinate programming across City Departments.
- City Manager’s Office employees have been trained in facilitation and can actively lead process improvement projects.

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** City Manager's Office (03)

**PROGRAMS:** City Manager Adm (513.10)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>CITY MANAGER ADMINISTRATION FTE'S</b>		<b>6.3</b>	<b>5.6</b>	<b>5.6</b>	<b>5.6</b>	<b>5.6</b>	<b>5.6</b>
	<b>CITY MANAGER</b>			<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	<b>ASSISTANT CITY MANAGER</b>			<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	<b>EXECUTIVE ASSISTANT</b>			<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	<b>SENIOR PROJECT MANAGER</b>			<b>0.6</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>
	<b>ADMINISTRATIVE ASSISTANT III</b>			<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	<b>ADMINISTRATIVE ASSISTANT I</b>			<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
513.10.00.000	<b>CITY MANAGER ADMINISTRATION</b>						
513.10.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>428,705</b>	<b>572,047</b>	<b>696,339</b>	<b>697,926</b>	<b>758,350</b>	<b>772,250</b>
513.10.30.000	<b>SUPPLIES</b>						
513.10.31.008	Office & Operating Supplies	1,037	2,115	2,726	2,000	3,000	3,000
513.10.31.011	Publications	-	149	-	100	100	100
513.10.31.013	Food Supplies	17	94	72	100	100	100
513.10.35.000	Small Tools & Minor Equipment	284	219	706	550	500	500
	<b>SUPPLIES</b>	<b>1,337</b>	<b>2,577</b>	<b>3,504</b>	<b>2,750</b>	<b>3,700</b>	<b>3,700</b>
513.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
511.20.41.000	Prof. Svc - Lobbyist	-	-	23,250	30,000	30,000	30,000
513.10.41.000	Professional Services	21,100	44,263	142,524	154,000	93,000	28,500
513.10.41.065	Secretarial Pool Services	18,071	2,652	3,170	3,600	3,600	3,600
513.10.42.028	Telephone	2,238	2,392	2,831	2,900	2,900	2,900
513.10.42.029	Postage	7,665	8,175	8,161	8,600	8,600	8,600
513.10.43.031	Lodging	1,970	1,825	3,231	5,300	1,300	3,050
513.10.43.032	Meals	798	846	893	1,858	1,010	1,014
513.10.43.033	Transportation	1,228	1,538	1,537	2,639	1,100	2,000
513.10.44.000	Mileage cost	-	-	807	150	1,110	1,220
513.10.45.000	Operating Leases & Rentals	28	75	3,491	4,730	3,228	3,228
513.10.45.002	Equipment Rental - 501 Fund	1,740	768	2,064	912	-	-
513.10.48.049	Equipment Repair & Maintenance			1,309	1,100	1,100	1,100
513.10.49.053	Subscriptions	380	394	401	380	380	380
513.10.49.054	Memberships	1,331	1,351	2,563	2,805	2,920	2,975
513.10.49.058	Printing & Binding	20,570	25,420	23,897	27,150	27,150	27,150
513.10.49.061	Registration	2,249	2,095	2,985	4,335	4,080	3,000
513.10.49.099	Council Group Expenditure Reduc	-	-	-	-	(420,829)	(449,748)
515.93.41.014	Indigent Defense Costs		120,165	196,422	140,000	200,000	200,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>92,368</b>	<b>211,958</b>	<b>419,536</b>	<b>390,459</b>	<b>(39,351)</b>	<b>(131,031)</b>
	<b>CITY MANAGER ADMINISTRATION</b>	<b>522,410</b>	<b>786,582</b>	<b>1,119,379</b>	<b>1,091,135</b>	<b>722,700</b>	<b>644,920</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** City Manager's Office (03)

**PROGRAM:** Communications - SeaTV (557.20)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
557.20.00.000	<b>COMMUNICATIONS - SEATV</b>						
557.20.30.000	<b>SUPPLIES</b>						
557.20.31.008	Office & Operating Supplies	118	25	-	400	-	-
	<b>SUPPLIES</b>	<b>118</b>	<b>25</b>	<b>-</b>	<b>400</b>	<b>-</b>	<b>-</b>
557.20.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
557.20.41.000	Professional Services	17,928	14,693	26,615	27,900	27,900	27,900
557.20.49.000	Miscellaneous Services	788	721	770	711	720	720
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>18,716</b>	<b>15,414</b>	<b>27,385</b>	<b>28,611</b>	<b>28,620</b>	<b>28,620</b>
	<b>COMMUNICATIONS - SEATV</b>	<b>18,834</b>	<b>15,439</b>	<b>27,385</b>	<b>29,011</b>	<b>28,620</b>	<b>28,620</b>

**FUND:** General Fund (001)

**DEPT:** City Manager's Office (03)

**PROGRAM:** Human Services (565.10.)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>HUMAN SERVICES FTE'S</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>HUMAN SERVICES PROG. MGR</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
565.10.00.000	<b>HUMAN SERVICES</b>						
565.10.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>98,613</b>	<b>107,903</b>	<b>116,502</b>	<b>120,378</b>	<b>123,450</b>	<b>126,550</b>
565.10.30.000	<b>SUPPLIES</b>						
565.10.31.008	Office & Operating Supplies	-	70	11	150	150	150
565.10.31.011	Publications	77	-	-	100	100	100
565.10.31.013	Food Supplies	-	-	-	100	100	100
565.10.61.045	Human Services Supplies	-	-	4,464	5,300	5,300	5,300
	<b>SUPPLIES</b>	<b>77</b>	<b>70</b>	<b>4,475</b>	<b>5,650</b>	<b>5,650</b>	<b>5,650</b>
565.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
565.10.41.000	Professional Services	-	100	-	2,450	2,450	2,450
565.10.41.012	Human Services Contracts	351,376	351,376	471,690	473,075	510,000	525,000
565.10.41.048	Human Services CDBG Contracts	28,360	24,267	16,470	26,000	26,000	26,000
565.10.41.111	Museum of Flight- School Scholarships	-	5,346	2,904	6,000	6,000	6,000
565.10.42.028	Telephone	666	653	651	780	780	780
565.10.43.032	Meals	80	100	-	100	100	100
565.10.49.000	Human Services Vouchers	7,050	7,869	3,371	3,500	3,500	3,500
565.10.49.054	Memberships	500	500	500	500	500	500
565.10.49.055	Miscellaneous Permit Fees	-	-	-	60	60	60
565.10.49.058	Printing & Binding	-	162	-	100	100	100
565.10.49.061	Registration	-	240	120	750	750	750
566.00.51.000	MNTL HLTH/Chemical Abuse	-	6,767	4,892	5,000	5,000	5,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>388,032</b>	<b>397,381</b>	<b>500,597</b>	<b>518,315</b>	<b>555,240</b>	<b>570,240</b>
	<b>HUMAN SERVICES</b>	<b>486,722</b>	<b>505,354</b>	<b>621,574</b>	<b>644,343</b>	<b>684,340</b>	<b>702,440</b>
<b>TOTAL CITY MANAGER'S OFFICE EXP</b>		<b>1,027,966</b>	<b>1,307,376</b>	<b>1,768,338</b>	<b>1,764,489</b>	<b>1,435,660</b>	<b>1,375,980</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a*

**Department:** City Manager's Office  
**Division:**  
**Director:** Todd Cutts  
**Item:** Citywide Community Engagement Pilot Program  
**BARS#:**  
**Amount of Request:** \$15,500 in 2015; \$15,500-25,000 in 2016

**Description of Request (include detail of total funding request - see instructions):**

This request is for professional service funding to pilot a community liaison tool as part of SeaTac's evolving Community Engagement Program. The community liaison tool would help facilitate robust, all-inclusive community engagement by utilizing approximately six (6) SeaTac community members to conduct one-on-one, in-person surveys with a representative cross-section of all city residents. Information gathered through the survey would help the City align its programs and services with community needs. At the outset of each project, community liaisons receive training so that they can answer/refer questions they receive from residents. Each project culminates in a project workshop, attended by City Council, staff, residents and community liaisons who bring valuable knowledge of the community. A community engagement project would be conducted each year, with approximately 200 residents surveyed per project and 30 participants per project workshop. Over the two-year period, up to 400 residents would be surveyed and 60 participants would attend workshops. Potential projects that could utilize the community liaison pilot program include: Resident Satisfaction Survey (CMO); Code Enforcement (CED); Comprehensive city art plan, p-patch or Riverton Heights events planning (Parks); and side walk, road or resource conservation project (Public Works). The cost to conduct community engagement for each project would be \$15,500.

**Justification for Request:**

Currently each department conducts its own community engagement efforts. These efforts have employed inconsistent methods and produced inconsistent results. A citywide program, centrally administered by the City Manager's Office, will enable departments to learn from one another's experiences and from that learning develop a program that consistently delivers robust, all-inclusive community engagement. The community liaisons tool has been effectively utilized in the City's Angle Lake Station Area Planning process and the City of Tukwila's Comprehensive Plan update. This pilot program will build on these experiences to make effective and efficient use of available resources and help support the following outcomes: inform city departments on all aspects of their work, foster lasting relationships between residents and staff, enhance the community's engagement in and impact on decisions, and develop leadership and empowerment within the community.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

Staff from the City Manager's Office and Community and Economic Development Department (who are familiar with this tool) can encourage other departments to consider using the community liaison tool for their community engagement projects.

**What City Goal is addressed with this expenditure?**

Achieve City Council Goals - Many of the City Council goals would be supported, depending on which specific projects utilize the community liaison tool. Enhance our community - Enhance the livability of SeaTac by working hand in hand with community members and partners to create a safe, active and attractive city.

<b>Funding Source(s):</b>	<b>2015 Request</b>	<b>2016 Request</b>
Current Operations	\$15,500	\$15,500
Grant (Specify):		
Other (Specify):	\$0	\$0
<b>TOTAL</b>	<b>\$15,500</b>	<b>\$15,500</b>



# LEGAL DEPARTMENT ROAD MAP

## VISION

To become the finest municipal public law department that provides the highest quality legal representation to our clients in order to assist them in delivering excellent public service.

## MISSION

Provide sound legal advice to City Council, officers, and staff in a timely and efficient manner, and provide effective and ethical prosecution and crime victim advocacy in order to best serve and protect the safety, security and quality of life of the citizens of SeaTac.



## SUPPORTING CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

Provide legal representation to support the City Council goals.

### FOSTER EMPLOYEE ENGAGEMENT

Continue to inform, recognize and include all staff members in department decisions.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Incorporate fiscal responsibility in decision making.

## DEPARTMENT GOALS

### INCREASE EFFICIENCIES WITHIN THE DEPARTMENT

Utilize technology and ensure efficient use of resources.

### SUPPORT AND LEGALLY REPRESENT THE CITY

Responsible representation of the City in all civil and criminal matters to ensure the safety of the community and that justice is accomplished.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Mary Mirante Bartolo, City Attorney  
Date: July 31, 2014  
Re: 2015-2016 Budget Alignment

---

The Legal Department has been a major supporter of the City’s Align and Improve efforts during its first 18 months. The following is a list of accomplishments to date:

- Member(s) of the Legal Department staff have participated in the Agenda bill process improvement effort;
- Member(s) of the Legal Department staff have been involved as stakeholders in the job audit improvement process.
- Member(s) of the Legal Department staff have served on the Council Communications Initiative.
- Member(s) of the Legal Department has served on the Personnel Policies Committee.

In the future, the Legal Department will continue to be an active team member and/or leader in the Align & Improve efforts.

## **SUPPORTING CITYWIDE GOALS**

### **Achieve City Council Goals**

The Legal Department’s criminal prosecution services assists in providing a healthy community by keeping the community safe from criminal activity. Successful prosecution holds convicted defendants accountable for their actions, while also serving as a deterrent from the commission of future crimes. Likewise, both civil and criminal legal services have had an integral role in enhancing the quality of life in the City by its involvement in code enforcement matters, both civil and criminal in nature, as well as being involved in the problem locations aspect of code enforcement. One example of this is researching and writing a chronic nuisance property ordinance. The intent of this effort is to put the burden on the property owners to take affirmative steps towards not leasing/renting property to individuals who participate in activities that create problems in neighborhoods.

The Legal Department provides legal advice to Public Works, Finance, Parks, CED, City Manager, and City Council on any and all legal matters pertaining to infrastructure improvements, road improvements and economic development matters, all of which support the other City Council goals.

### **Foster Employee Engagement**

The Legal Department does not have a direct impact on employee engagement on a city wide basis. There are other departments who do have a direct impact on employee safety, health and financial benefits. The Legal Department is often times called upon to provide legal advice to affected departments on certain related issues. This also includes taking a collaborative approach to labor relations in an effort to build trust and enhance employee relations.

### **Sustain Financial Health and Stability**

The Legal Department takes fiscal responsibility into account in making legal decisions that affect the citizens, the City Council, and city staff. Some examples include 1) resolving disputes prior to litigation, 2) assessing legal liability to the city on a wide variety of issues, 3) mitigating/settling claims or lawsuits, and 4) including a cost benefit analysis in some of the strategic and/or substantive legal decisions.

### **DEPARTMENT GOALS**

#### **Increase Efficiencies within the department**

Improve the internal process relating to PDR requests and services to requestors by 1) refining the current policy, 2) providing the ongoing training to affected staff, exploring ways to make the documents more accessible to the requestor on the website, and 3) utilization of tracking and redaction software.

#### **Support and legally represent the City**

The Legal Department serves the public's interests by providing sound legal advice to City Council, Officers and staff in a timely and efficient manner on all legal matters, civil and criminal, that affect the City.



# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**PROGRAM:** Legal Administration (515.30)

**DEPT:** Legal (06)

DV Legal Services (565.50)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>LEGAL ADMINISTRATION FTE'S</b>		<b>7.0</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>
<b>CITY ATTORNEY</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>SENIOR ASSISTANT CITY ATTORNEY</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>ASSISTANT CITY ATTORNEY</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>ASSOC. CITY ATTORNEY/PROSECUTOR</b>				<b>1.0</b>	<b>1.0</b>		
<b>CHIEF PROSECUTOR</b>						<b>1.0</b>	<b>1.0</b>
<b>PROSECUTOR</b>						<b>1.0</b>	<b>1.0</b>
<b>PARALEGAL II</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>PARALEGAL I</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
515.30.00.000	<b>LEGAL ADMINISTRATION</b>						
515.30.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>819,570</b>	<b>879,231</b>	<b>830,983</b>	<b>836,239</b>	<b>1,029,013</b>	<b>1,052,963</b>
515.30.30.000	<b>SUPPLIES</b>						
515.30.31.008	Office & Operating Supplies	1,249	1,400	2,762	2,300	1,600	1,600
515.30.31.011	Publications	349	-	-	1,127	1,000	1,000
515.30.35.000	Small Tools & Minor Equipment	345	-	39	150	4,500	2,000
	<b>SUPPLIES</b>	<b>1,943</b>	<b>1,400</b>	<b>2,801</b>	<b>3,577</b>	<b>7,100</b>	<b>4,600</b>
515.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
515.30.41.000	Professional Services	2,087	669	450	1,500	1,500	1,500
515.30.41.022	Special Legal Service	20,338	76,229	77,612	78,750	78,000	78,000
515.30.41.031	Computerized Legal Research S	15,971	20,481	20,635	22,100	22,100	22,100
515.30.42.028	Telephone	1,137	892	1,060	950	800	800
515.30.42.029	Postage	640	701	650	800	700	700
515.30.43.031	Lodging	293	500	413	600	600	600
515.30.43.032	Meals	16	129	277	200	200	200
515.30.43.033	Transportation	453	548	238	600	600	600
515.30.45.000	Operating Rentals & Leases		-	1,280	1,281	1,000	1,000
515.30.48.049	Equipment Repair & Maintenance	-	-	2,536	2,000	1,000	1,000
515.30.49.000	Miscellaneous Services		-	367	-	-	-
515.30.49.052	Dues	2,340	2,401	1,923	2,140	2,140	2,140
515.30.49.053	Subscriptions	7,955	2,684	2,118	2,500	2,500	2,500
515.30.49.056	Filing & Recording		-	45	-	75	75
515.30.49.058	Printing & Binding	71	71	220	-	150	150
515.30.49.061	Registration	2,001	2,917	1,045	3,000	3,000	3,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>53,303</b>	<b>108,222</b>	<b>110,870</b>	<b>116,421</b>	<b>114,365</b>	<b>114,365</b>
	<b>LEGAL ADMINISTRATION</b>	<b>874,816</b>	<b>988,853</b>	<b>944,654</b>	<b>956,237</b>	<b>1,150,478</b>	<b>1,171,928</b>
<b>FUND: General Fund (001)</b>							
<b>DEPT: Legal (06)</b>							
<b>DV VICTIM ADVOCATE</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
565.50.10 & 20	<b>SALARIES AND BENEFITS</b>			<b>90,734</b>	<b>94,777</b>	<b>93,000</b>	<b>95,400</b>
565.50.42.028	Telephone			10	-	15	15
565.50.49.058	Printing & Binding			57	-	50	50
	<b>OTHER SERVICES &amp; CHARGES</b>	-	-	<b>67</b>	<b>-</b>	<b>65</b>	<b>65</b>
	<b>LEGAL SERVICES - DV</b>	-	-	<b>90,802</b>	<b>94,777</b>	<b>93,065</b>	<b>95,465</b>
<b>TOTAL LEGAL EXPENDITURES</b>		<b>874,816</b>	<b>988,853</b>	<b>1,035,456</b>	<b>1,051,014</b>	<b>1,243,543</b>	<b>1,267,393</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Legal  
**Division:** City Attorney  
**Director:** Mary Mirante Bartolo  
**Item:** Chief Criminal Prosecutor/Supervising Attorney  
**Amount of Request:** NET amount of \$133,413 per year

### **Description of Request (include detail of total funding request - see instructions):**

This is a request to reclassify the current Associate City Attorney position and hire an entry-level Associate City Attorney position.

### **Justification for Request:**

The biggest challenge facing the Legal Department is maintaining a high level of effective prosecution with one Associate City Attorney (also referred to as a prosecuting attorney).

The Legal Department's mission is to provide sound legal advice to the City Council, officers, and staff in a timely and efficient manner, and provide effective and ethical prosecution and crime victim advocacy in order to best serve and protect the safety, security and quality of life of the citizens of SeaTac.

The nature of today's crimes has required the sole prosecuting attorney to be proficient in a broader range of areas such as foreign cultures, banking, mental health, marijuana toxicology, and computer technology. This results in a demand for greater preparation by the prosecuting attorney.

In 2012, a total number of 6,455 cases were filed. In 2013, the City of SeaTac filed a total of 7,859 cases (including both criminal prosecutions and infractions). This represents nearly a 22% increase in one year. However, the numbers alone do not drive the workload increase. As stated above, the nature of crimes has required the prosecuting attorney to adapt and change her level of preparation for each case. Some of the reasons for the increase in demand for a greater level of preparation for criminal prosecution services are:

- Currently, the prosecuting attorney spends approximately 23 to 27.5 hours per week in court. This excludes trial weeks where the prosecuting attorney typically spends 32 hours per week in court. Therefore, during non-trial weeks, the prosecuting attorney only has 12.5 to 17 hours per week in her office to conduct the remainder of her duties. These in-office duties include, but are not limited to, conducting victim and witness interviews, researching case law, reviewing and responding to motions, reviewing and responding to appeals, meeting with officers, meeting with toxicologists or expert witnesses, coordinating with other agencies for potential overlapping charges or mental health resources, and thoroughly reviewing all referrals for criminal charges. Several of these tasks require extensive time and preparation by the prosecuting attorney. For example, the legal department has seen an increase in criminal appeals. Appeals require extensive time and resources from the attorney to thoroughly review the entire case, including transcripts, files and all exhibits. The prosecuting attorney must then review the appellant's brief, file a reply brief and prepare an oral argument. Many of these duties are being completed in the evenings and on weekends. Current workload is requiring unpaid overtime in excess of normal standards.

- Increase in mental health related cases. City, county and state-wide, many prosecuting agencies have been confronted with an increase in cases where the defendant is mentally ill or where the defendant's competency has been questioned. These types of cases require the prosecutor to comply with many complex statutes on a very short deadline. Due to statutory time constraints, the prosecuting attorney is forced to always place priority on these mental health cases. This means all other cases and duties must be delayed. In addition, due to lack of state funding and resources for mentally ill defendants, the prosecuting attorney must also spend additional time out of court coordinating with various other agencies to try and secure mental health resources for the defendant before statutory deadlines expire.

- Developments in technology have changed the nature of effectively prosecuting crimes. Many crimes involve communication service providers such as phone companies and internet providers. This requires the prosecuting attorney to spend considerable time coordinating with providers, law enforcement agencies and witnesses to locate and retrieve data such as text messages, email messages, GPS tracking, IP information and similar data. Additionally, the attorney must continually research case law related to the developments in technology.

In addition to the challenges facing the criminal prosecution division of the Legal Department, the civil division is also facing challenges due to the nature of today's civil matters. Some of the reasons for the increase in demand for civil representation are:

- The new Code Enforcement Program that is currently being developed by city staff in conjunction with the Council Work Group for Code Enforcement. It is anticipated that this program will require an increase in Legal Department time and resources. Specifically, it is anticipated that an attorney will be required to review and research code provisions, draft any necessary code amendments, assist staff in drafting policies and procedures for the new program, assist staff in drafting forms and templates, attend neighborhood meetings, file warrants of abatements in Superior Court, and any other duties necessary for the Program.

- The constantly changing nature of public records law has required the civil division to expend considerable time and resources.

In the event, the reclassification of the current Associate City Attorney position and hiring of an entry-level Associate City Attorney position is approved, it is anticipated the reclassified attorney position would be responsible for higher level prosecution duties and some civil division duties such as code enforcement and public records. Specifically, the reclassified attorney position would be responsible for supervising the entry-level Associate City Attorney position, thoroughly reviewing all referrals for criminal charges, all duties related to complex cases, appeals, and trials. This reclassification and hiring of an entry-level attorney position would allow the reclassified attorney position the much needed time to fulfill all of the required in-office duties as well as provide the requisite legal services for code enforcement and public records.

The Legal Department has not made any service reductions and has no plans to do so; however, our present staffing level of attorneys puts the Legal Department at risk of not being able to maintain a high level of service in the near future. The reclassification will enable the Legal Department to continually adapt to the changing needs for legal representation while still maintaining a high level of effective and ethical prosecution services to the citizens of SeaTac.

This proposed decision card does not take into account the impacts from the Employment Standards Ordinance because such an impact is still largely unknown at this time.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

In the event this request is not approved, an alternative would be to defer the approval of this decision card until 2016.

In the past, the Legal Department attempted to use Rule 9 Interns (Legal Interns in their third year of law school) to assist with criminal prosecution. Unfortunately, that was not very successful due to the amount of training required, the need for additional supervision as required by the Rules of Professional Conduct, and the length of time that an intern would work here.

**What City Goal is addressed with this expenditure?**

Enhance quality of life and public image; enhance code compliance effectiveness within all neighborhoods and areas in the City.

<b><u>Funding Source(s):</u></b>	<b><u>2015 Request</u></b>	<b><u>2016 Request</u></b>
Net difference of 1 Prosecutor vs. 1 Prosector + 1 Chief Prosecutor Position	\$ 133,413	\$ 133,413
<b>TOTAL</b>	<b>\$ 133,413</b>	<b>\$ 133,413</b>



# FINANCE & SYSTEMS ROAD MAP

## VISION

To become the premier provider of integrated, long-term technology and financial services.

## IT MISSION

Provide innovative, integrated, and stable technology solutions.

## FINANCE MISSION

Provide timely, accurate and carefully considered financial solutions.



## SUPPORTING CITYWIDE GOALS

### SUPPORT ALL CITY WIDE GOALS

Provide integrated technology and financial systems to support the achievement of department defined goals and priorities.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Continually improve upon the successes of today to ensure a balanced, healthy, and stable financial future for delivery of services.

## DEPARTMENT GOALS

### SUPPORT OTHER CITY-DEPARTMENT GOALS

Maintain system stability, availability and security. Coordinate, integrate and implement financial solutions.

### FOSTER FINANCE & SYSTEMS EMPLOYEE ENGAGEMENT

Foster an environment where team members are engaged, informed, empowered and recognized for their value by supporting various committees and task forces.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Aaron Antin, Finance & Systems Director  
Date: July 29, 2014  
Re: 2015-2016 Budget Alignment

---

The Finance and Systems Department has been a major supporter of the City's Align & Improve efforts during its first 18 months. Below is a sample of accomplishments to date.

- The Department provided direct support to 3 of the first 4 process improvement initiatives that were selected. This involved on-going work on the Business License, Job Audit and Council Agenda process improvement teams.
- The Department also assisted with the development of the departmental dashboard and is responsible for the incorporation of the City-wide and department-wide road maps and goals into the 2015-2016 Budget document.
- The Systems division has been central in evaluating various information technology solutions and challenges that have arisen as a result of the exploratory nature of the various process improvement efforts as well as coordinating a system wide approach to integrating the various custom and unique IT solutions that city departments have chosen to pursue.

In the future, the Finance and Systems Department will continue to be an active team member and/or leader in the Align & Improve efforts. Future efforts may include the holistic integration of City wide financial and information technology systems to better serve our customers.

Below are specific efforts that illustrate how the Department's efforts align with Citywide goals and efforts that will support Department goals.

## **SUPPORTING CITYWIDE/DEPARTMENT GOALS**

### **Achieve City Council Goals**

- Stable, efficient, timely and accurate financial and information system performance is essential to enable achievement of the City Council's goals. As both an internal and external customer facing department, the financial and system solutions that are in place must be reliable, safe, and efficient to meet customer needs. In addition, a drive toward innovation must be built on an acceptable bandwidth of risk tolerance to achieve flexibility without compromising functionality or accuracy. Management commits to continue performing this role for our departmental partners and external customers in an effective and timely manner in order to accomplish the Department's vision to become the premier provider of financial and technology solutions

### **Enhance Our Community**

Through the various system interfaces, security, business licensing, and general cashiering, payment and purchasing solutions, the Finance and Systems Department will continue to have a positive impact on the community. The department will continue through direct interactions with residents and the various in-direct system interfaces that exist, to transact, comply, inform and educate our community.

### **Foster Employee Engagement**

- The Finance & Systems Department will continue to support this goal through the conscious evaluation of engagements on teams outside of the department itself. Through the payroll and trust administration functions, we will continue to provide excellent benefit education and transactional accuracy to ensure employees feel confident in the City's compensation reporting and retirement trust administration practices. The department will continue safe, IRS compliant processes, providing accurate tax reporting and making employees aware of opportunities and resources that could enhance their future long-term financial well being. The department will also work to create realistic expectations of cross departmental commitments to prevent resource fatigue from over commitment and position employees to be able to provide focused engagement on key issues.

### **Sustain Financial Health & Stability**

- The Finance division retains a key role in maintaining stable, efficient, effective operations that provide the best value for the taxpayers' dollars. Examples of direct programmatic functions are the creation of the budget, the comprehensive annual financial report, the six year capital improvement plan, Standard and Poor's ratings reviews, debt administration, legal compliance, and continuing disclosure, investment portfolio management, and long-term financial forecasting. The Department looks to continue the national successes that have resulted in achieving the highest honors from the Governmental Finance Officers Association and the City's current AA+ S&P credit rating. Financial operations form the foundation needed to properly account for the decisions and activities of the past, the planning and budgeting of today, and the forecasting of tomorrow to achieve the needed financial performance that creates a balanced, stable, and healthy financial future.

### **Build Infrastructure; Promote Development**

- Integrated financial and systems solutions are needed to create the opportunities, resources, and tools for the city to achieve progress in this area. The department will continue efforts to plan and assist other city departments to obtain the necessary system and financial tools for achieving these goals.

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Finance and Systems (04)

**PROGRAM:** Finance Administration (514.23)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>FINANCE ADMINISTRATION FTE'S</b>		<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
	<b>FINANCE &amp; SYSTEMS DIRECTOR</b>			1.0	1.0	1.0	1.0
	<b>ASSISTANT FINANCE DIRECTOR</b>			1.0	1.0	1.0	1.0
	<b>TREASURY OPERATIONS SUPERVISOR</b>			1.0	1.0	1.0	1.0
	<b>PAYROLL COORDINATOR</b>			1.0	1.0	1.0	1.0
	<b>ACCOUNTING TECHNICIAN</b>			2.0	2.0	2.0	2.0
	<b>ADMINISTRATIVE ASSISTANT II</b>			1.0	1.0	1.0	1.0
514.23.00.000	<b>FINANCE ADMINISTRATION</b>						
514.23.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>727,907</b>	<b>727,961</b>	<b>782,982</b>	<b>817,598</b>	<b>833,757</b>	<b>864,093</b>
514.23.30.000	<b>SUPPLIES</b>						
514.23.31.008	Office & Operating Supplies	2,028	2,112	3,134	3,500	4,000	4,000
514.23.31.009	Forms	434	235	674	500	250	250
514.23.31.011	Publications	314	293	354	350	150	150
514.23.35.000	Small Tools & Minor Equipment	220	637	137	500	450	450
	<b>SUPPLIES</b>	<b>2,996</b>	<b>3,279</b>	<b>4,299</b>	<b>4,850</b>	<b>4,850</b>	<b>4,850</b>
514.23.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
514.23.41.000	Professional Services	-	8,874	-	3,900	3,500	-
514.23.41.018	Accounting and Auditing	45,163	46,452	50,536	42,230	47,680	47,680
514.23.42.028	Telephone	332	541	1,195	500	500	500
514.23.42.029	Postage	4,072	4,259	3,959	4,500	4,500	4,500
514.23.43.031	Lodging	-	258	825	2,600	2,600	2,600
514.23.43.032	Meals	-	339	57	630	630	630
514.23.43.033	Transportation	474	386	93	1,355	1,355	1,355
514.23.45.000	Operating Rentals & Leases			2,398	2,500	2,500	2,500
514.23.48.049	Equipment Repair & Maintenance		17,289	926	700	500	500
514.23.49.000	Banking Fees		16,734	5,584	-	6,000	6,000
514.23.49.001	Armored Car		9,228	9,750	9,600	11,000	11,000
514.23.49.054	Memberships	615	530	1,735	14,390	8,350	8,350
514.23.49.058	Printing and Binding	965	71	1,309	550	1,350	500
514.23.49.061	Registration	325	917	1,249	3,155	3,155	3,155
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>51,946</b>	<b>105,878</b>	<b>79,616</b>	<b>86,610</b>	<b>93,620</b>	<b>89,270</b>
	<b>FINANCE ADMINISTRATION</b>	<b>782,849</b>	<b>837,117</b>	<b>866,896</b>	<b>909,058</b>	<b>932,227</b>	<b>958,213</b>



# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Finance and Systems (04)

**PROGRAM:** Network Info Systems (518.88)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>NETWORK INFO. SYSTEMS FTE'S</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>INFORMATION SYSTEMS MANAGER</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>INFO. SYSTEMS TECHNICIAN</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>SYSTEMS/GIS ANALYST</b>				<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
518.88.00.000	<b>NETWORK INFORMATION SYSTEMS</b>						
518.88.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>252,732</b>	<b>277,777</b>	<b>292,864</b>	<b>307,076</b>	<b>324,768</b>	<b>335,886</b>
518.88.12.000	Overtime	1,200	386	787	1,000	1,200	1,200
518.88.30.000	<b>SUPPLIES</b>						
518.88.31.008	Office & Operating Supplies	195	-	-	2,050	100	100
518.88.31.012	Computer Supplies	8,705	6,245	3,747	8,000	8,000	8,000
518.88.35.000	Small Tools & Minor Equipment	545	522	700	300	300	300
<b>SUPPLIES</b>		<b>9,456</b>	<b>6,767</b>	<b>4,447</b>	<b>10,350</b>	<b>8,400</b>	<b>8,400</b>
518.88.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
518.88.41.000	Professional Services	650	13,601	7,097	20,000	10,000	10,000
518.88.42.027	Communication Service Provider	11,981	11,652	11,587	12,000	12,000	12,000
518.88.42.028	Telephone	2,188	2,768	10,525	2,200	17,600	17,600
518.88.42.029	Postage	39	10	90	100	100	100
518.88.43.031	Lodging	-	241	492	375	375	375
518.88.43.032	Meals	-	-	107	50	50	50
518.88.43.033	Transportation	-	146	391	165	165	165
518.88.45.000	Operating Rentals & Leases	195	195	195	5,065	195	195
518.88.48.049	Equipment Repair & Maintenance	676	57,793	13,319	25,800	800	800
518.88.48.050	Computer Repair & Maintenance	109,712	157,618	151,358	167,580	150,974	146,752
518.88.49.000	Web Hosting Fee			2,796	3,000	3,000	3,000
518.88.49.053	Subscriptions	-	-	-	-	150	150
518.88.49.058	Printing & Binding	-	1,171	71	-	-	-
518.88.49.061	Registration	-	3,524	4,062	4,350	4,350	4,350
518.88.49.066	Employee Training Programs	1,752	-	-	1,000	1,000	1,000
<b>OTHER SERVICES &amp; CHARGES</b>		<b>127,193</b>	<b>248,793</b>	<b>202,089</b>	<b>241,685</b>	<b>200,759</b>	<b>196,537</b>
<b>NETWORK INFORMATION SYS</b>		<b>390,581</b>	<b>533,723</b>	<b>500,187</b>	<b>560,111</b>	<b>535,127</b>	<b>542,023</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Finance and Systems (04)

**PROGRAM:** Geographic Info Systems (518.90)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>GEOGRAPHIC INFO. SYSTEMS FTE</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>GIS COORDINATOR/ANALYST</b>				<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>GIS ANALYST</b>				<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
518.90.00.000	<b>GEOGRAPHIC INFORMATION SYS</b>						
518.90.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>187,349</b>	<b>196,483</b>	<b>203,293</b>	<b>201,274</b>	<b>217,080</b>	<b>223,293</b>
518.90.12.000	Overtime	500	386	787	3,000	3,000	3,000
518.90.30.000	<b>SUPPLIES</b>						
518.90.31.008	Office & Operating Supplies	303	673	416	1,100	1,100	1,100
518.90.31.011	Publications	-	40	54	250	250	250
518.90.31.013	Meeting Food Supplies	-	-	-	50	50	50
518.90.35.000	Small Tools and Minor Equipment	3,176	1,162	164	1,000	1,000	1,000
	<b>SUPPLIES</b>	<b>3,479</b>	<b>1,876</b>	<b>634</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
518.90.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
518.90.41.000	Professional Services	3,104	2,104	-	4,200	4,200	4,200
518.90.42.028	Telephone	675	813	1,279	700	700	700
518.90.43.031	Lodging	-	-	-		2,200	2,200
518.90.43.032	Meals	-	-	-		500	500
518.90.43.033	Transportation	16	100	16	620	1,240	1,240
518.90.49.054	Memberships	-	175	175	450	450	450
518.90.49.058	Printing & Binding	111	-	-		4,000	-
518.90.49.061	Registration	735	1,256	1,708	7,054	7,054	7,054
518.90.49.066	Employee Training Programs	-	-	-	500	500	500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>4,641</b>	<b>4,448</b>	<b>3,178</b>	<b>13,524</b>	<b>20,844</b>	<b>16,844</b>
518.89.44.001	Business & Occuation Taxes		9,704	0	25	-	-
	<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>9,704</b>	<b>0</b>	<b>25</b>	<b>-</b>	<b>-</b>
	<b>GEOGRAPHIC INFORMATION S</b>	<b>195,969</b>	<b>212,897</b>	<b>207,892</b>	<b>220,223</b>	<b>243,324</b>	<b>245,537</b>
<b>TOTAL FINANCE &amp; SYSTEMS EXPENDITURE</b>		<b>1,369,399</b>	<b>1,583,738</b>	<b>1,574,975</b>	<b>1,689,392</b>	<b>1,710,678</b>	<b>1,745,773</b>



# CITY CLERK'S OFFICE ROAD MAP

## VISION

Foster trust in government with all customers by leveraging technology with compassionate and quality service.

## MISSION

The City Clerk's Office, in partnership with the community, City Council, and other City departments, is dedicated to continued preservation of the City's history, to developing innovative processes, and to accessible and responsive service as a representative of transparent and open government.



## SUPPORTING CITYWIDE GOALS

### FOSTER EMPLOYEE ENGAGEMENT

Participate in employee committees and events, and acknowledge fellow employees when they exceed expectations, in order to create a sense of family in the work place.

## DEPARTMENT GOALS

### AUTOMATE PROCESSES

Move documents and tracking systems to an electronic format.

### ENCOURAGE EMPLOYEE DEVELOPMENT

Enable and inspire employee growth and knowledge by encouraging training and development.

### COORDINATE RECORDS MANAGEMENT

Improve all areas of Records Management (RM) in order to maintain and preserve the City's history.

### IMPROVE INTERNAL PROCESSES

Evaluate, develop, and revise internal processes for efficiencies.



# MEMORANDUM

To: Todd Cutts, City Manager  
Through: Gwen Voelpel, Assistant City Manager  
From: Kristina Gregg, City Clerk  
Date: August 22, 2014  
Re: 2015-2016 Budget Alignment

---

The City Clerk's Office has been involved in the City's Align & Improve efforts during the first 18 months in the following ways:

- Participating in the employee surveys
- Participating in trainings at a leadership level and employee level
- Leading the Agenda Process Improvement Team
- Leading the Accountability and Transparency Initiative Team
- Participating as a member of the Council Communication Initiative Team
- Supporting the other process improvement and initiative teams in various ways
- Continuing to look for ways to improve internal processes in order to improve efficiencies and/or save money

As our mission states, the City Clerk's Office is always looking to work with others to make the job easier for everyone. Align & Improve is giving us the tools needed to do just that.

The information below illustrates how the City Clerk's Office is supporting Citywide and Departmental goals.

## **SUPPORTING CITYWIDE GOALS**

### **Foster Employee Engagement**

- The City Clerk's Office role in this effort is more support than leader. However, we feel that we can participate in ways that create a sense of family for employees:
  - Participate in various employee committees and events which show we are team members and allow our voice to be heard. The more an employee feels heard, the more engaged they will be.
  - Acknowledge other employees when they exceed expectations. What better way to engage fellow employees than to make them feel good for what they have accomplished.
- There are no direct budget costs related to this goal except staff time.

## **DEPARTMENT GOALS**

- 1. Automate Processes**
- 2. Encourage employee development**
- 3. Coordinate Records Management**
- 4. Improve internal processes**

- While all of the City Clerk's Office goals are different, they come down to one main idea: improving upon what is already in place. All of the goals listed above will move the office and the City forward by inspiring employees to continue to learn and find ways to make SeaTac an even better place to live, do business, and work.

All four of these goals also use the City's Align & Improve efforts to increase efficiencies and/or save money.

- Budget costs related to supporting these efforts include the following:
  - Salaries and Benefits
  - Professional Services – Records Management, Automated Agenda Program, and Public Records Requests Tracking Program,
  - Conference/Training and Memberships

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)  
**DEPT:** City Clerk's Office (05)

**PROGRAMS:** Election Costs (514.40)  
 Voter Registration (514.90)  
 City Clerk Adm (514.24)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
514.40.00.000	<b>ELECTION COSTS</b>						
514.40.50.000	<b>INTERGOVT SERVICES/TAXES</b>						
514.40.51.004	Election Costs	21,956	917	66,934	-	42,400	-
	<b>INTERGOVT SERVICES/TAX</b>	<b>21,956</b>	<b>917</b>	<b>66,934</b>	<b>-</b>	<b>42,400</b>	<b>-</b>
	<b>ELECTION COSTS</b>	<b>21,956</b>	<b>917</b>	<b>66,934</b>	<b>-</b>	<b>42,400</b>	<b>-</b>
514.90.00.000	<b>VOTER REGISTRATION COSTS</b>						
514.90.50.000	<b>INTERGOVT SERVICES/TAXES</b>						
514.90.51.011	Voter Registration Costs	27,543	-	33,492	31,000	35,000	36,000
	<b>INTERGOVT SERVICES/TAX</b>	<b>27,543</b>	<b>-</b>	<b>33,492</b>	<b>31,000</b>	<b>35,000</b>	<b>36,000</b>
	<b>VOTER REGISTRATION COSTS</b>	<b>27,543</b>	<b>-</b>	<b>33,492</b>	<b>31,000</b>	<b>35,000</b>	<b>36,000</b>
<b>CITY CLERK ADMINISTRATION FTE'S</b>		<b>3.0</b>	<b>3.0</b>	<b>3.5</b>	<b>3.5</b>	<b>4.0</b>	<b>4.0</b>
				<b>CITY CLERK</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
				<b>DEPUTY CITY CLERK</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
				<b>RECORDS COORDINATOR</b>	<b>0.5</b>	<b>0.5</b>	<b>1.0</b>
				<b>ADMINISTRATIVE ASSISTANT II</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
514.24.00.000	<b>CITY CLERK ADMINISTRATION</b>						
514.24.10 & 20	<b>SALARIES AND BENEFITS</b>	267,773	286,637	296,070	366,927	403,138	414,818
514.24.12.000	Overtime	151	194	-	500	500	500
514.24.30.000	<b>SUPPLIES</b>						
514.24.31.008	Office & Operating Supplies	770	1,847	3,305	2,800	2,600	2,600
514.24.31.011	Publications	4,456	302	65	500	255	455
514.24.31.013	Food Supplies	-	-	-	-	100	100
514.24.35.000	Small Tools and Minor Equipment	-	-	148	100	-	-
	<b>SUPPLIES</b>	<b>5,226</b>	<b>2,149</b>	<b>3,518</b>	<b>3,400</b>	<b>2,955</b>	<b>3,155</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)  
**DEPT:** City Clerk's Office (05)

**PROGRAM:** City Clerk Admin Cont'd (514.24)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
514.24.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
514.24.41.000	Professional Services	45,545	30,321	23,195	25,000	15,000	15,000
514.24.41.022	Code Publishing	8,101	10,237	3,427	14,850	16,000	6,500
514.24.42.028	Telephone	14	25	5	25	25	25
514.24.42.029	Postage	633	1,097	435	700	500	500
514.24.43.031	Lodging	-	88	-	2,543	950	1,080
514.24.43.032	Meals	149	174	35	825	385	460
514.24.43.033	Transportation	216	274	64	1,250	560	560
511.24.44.200	Advertising	1,405	6,930	-	16,500	16,500	16,500
514.24.44.005	Advertising - City Clerk	-		10,240		-	-
514.24.44.007	Advertising - Human Resources	420		-		-	-
514.24.44.010	Advertising - Parks & Recreation	234		-		-	-
514.24.44.011	Advertising - Public Works	2,641		-		-	-
514.24.44.013	Advertising - Planning	6,898		-		-	-
514.24.44.001	Business & Occupation Taxes			3	100	100	100
514.24.45.000	Operating Rentals & Leases			5,278	5,280	5,280	5,280
514.24.48.049	Equipment Repair & Maintenance	6,834	6,834	4,632	10,000	6,000	6,000
514.24.49.053	Subscriptions	329	307	338	340	-	-
514.24.49.054	Memberships	525	705	560	785	785	965
514.24.49.058	Printing & Binding	520	-	324	200	950	950
514.24.49.061	Registration	140	471	425	4,470	1,925	1,925
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>74,604</b>	<b>57,462</b>	<b>48,960</b>	<b>82,868</b>	<b>64,960</b>	<b>55,845</b>
	<b>CITY CLERK ADMINISTRATION</b>	<b>347,754</b>	<b>346,441</b>	<b>348,548</b>	<b>453,695</b>	<b>471,553</b>	<b>474,318</b>
	<b>TOTAL CITY CLERK'S OFFICE EXP</b>	<b>397,253</b>	<b>347,358</b>	<b>448,975</b>	<b>484,695</b>	<b>548,953</b>	<b>510,318</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** City Clerk's Office

**Division:**

**Director:** Kristina Gregg, City Clerk

**Item:** Records Management Coordinator

**BARS#:** various

**Amount of Request:** \$103,500.09 (\$103,500.09 - current part-time budget of \$55,222.69 = 48,277.40 NET)

*Total Salary \$66,632.10 + Total Benefits \$36,867.99 = 103,500.09*

**Description of Request (include detail of total funding request - see instructions):**

Increase part-time Records Management (RM) Coordinator position to full-time. This position monitors and maintains the City's RM Program and processes, which alone should be a full-time position. In addition, if made full-time, this position would track public disclosure requests. The total cost of salaries and benefits is \$103,500.09 - current part-time budget of \$55,222.69 = 48,277.40 net increase.

**Justification for Request:**

The part-time Records Management (RM) Coordinator position was approved in the 2013 budget. When the position was originally requested, the plan was to also have this position process and track Public Disclosure Requests (PDR). Due to the amount of work required in processing and tracking them, there would not have been any time for the RM duties, not to mention that with part-time hours, there would have been a need for coordination with another staff member to ensure PDR's were handled while they were away from the office.

Currently, the Deputy City Clerk is processing and tracking requests. However, at this time all departments are responsible for responding to their requests. In order to have one main point of contact, and reduce the City's risk for missed deadlines and lawsuits, the City Clerk's Office will be taking on a larger role:

- preparing all letters related to PDR's – 5-day, clarification, and denial;
- redacting records and preparing exemption logs for review by the Legal Department;
- coordinating with departments to determine time needed to respond and responsive records; and
- responding to requestor with records.

A revised PDR policy is currently being worked on. As soon as it has been completed, there may be a few more duties added.

PDR and RM are tied together. Without good RM, responding to PDR's in a timely and accurate manner is impossible.

Currently, responding to the requests that are the City Clerk's Office's responsibility is taking much of the Deputy City Clerk's time. As the increased duties are added to our office, if no additional resources are provided for us to dedicate this task to someone, the level of service and timeliness in providing the other services will decrease. Most duties in the City Clerk's Office are required such as PDRs, RM, public notices, Council packets, Council agendas, coordinating elections, etc.

There are

requirements that the City must comply with to maintain City records. Failing to meet these requirements can result in the City being fined, or a lawsuit brought against the City. A full-time RM person will allow the City to bring the RM program current in areas that have been set aside due to lack of resources and move us forward to handle electronic records. This position also is responsible for developing policies and procedures to avoid potential lawsuits or negative audit findings, archiving records for historical value, and working with the City departments to ensure all retention requirements are being met.



**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

PDR's will become the priority in the City Clerk's Office and other services will have to be postponed until resources are provided and an increase in overtime funding will need to be approved to assist with some of the responsibilities that can't be set aside due to legal requirements

**What City Goal is addressed with this expenditure?**

While this doesn't directly address one of the City Council goals, it addresses one of the initiatives for the City staff goal - Achieve City Council objectives; initiative - implement policies to improve transparency and accountability. The City has a responsibility to the citizens for providing efficient maintenance and access to City records. While a part-time RM Coordinator would assist the City Clerk's Office in complying with legal requirements and properly maintaining the City's records, a full-time RM Coordinator would be able to also accurately and efficiently process and track PDR's in addition to the RM duties.

<b><u>Funding Source(s):</u></b>	<b><u>2015 Request</u></b>	<b><u>2016 Request</u></b>
Current Operations: NET amount of increase from current	\$48,277	\$48,277
Grant (Specify):		
Other (Specify):	\$0	\$0
<b>TOTAL*</b>	<b><u>\$48,277</u></b>	<b><u>\$48,277</u></b>

\*Amount of Request: \$103,500.09 (\$103,500.09 - current part-time budget of \$55,222.69 = 48,277.40 NET)



# HUMAN RESOURCES ROAD MAP

## VISION

The Human Resources Department empowers our motivated employees to be accomplished, collaborative and innovative so that they reach their individual goals and remain invested in the City's success.

## MISSION

The Human Resources Department is a strategic partner that provides exceptional customer service to a high performing, diverse workforce and safeguards City assets.



## SUPPORTING CITYWIDE GOALS

### FOSTER EMPLOYEE ENGAGEMENT

Align all Human Resources policies and practices with the City's strategic direction and recognize staff for their contributions to furthering the City's goals. Support all staff by enhancing employee benefits, training, safety, recognition and wellness programs in a family-friendly work environment.

## DEPARTMENT GOALS

### CREATE AN EXEMPLARY WORK ENVIRONMENT

Increase the transparency and predictability of human resource practices to support positive morale. Enhance relationships with staff at all levels by modeling the City's values of service, integrity, teamwork and accountability.

### DEVELOP EFFICIENCIES AND NEW WAYS OF DOING BUSINESS

Implement lean process improvements and use tools and technology to their full potential to streamline personnel practices.

### SUPPORT STRATEGIC MANAGEMENT EFFORTS

Work collaboratively to identify the skills employees need to succeed. Provide employees with the training and support needed to develop and deploy those competencies.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Gwen Voelpel, Acting Human Resources Director  
Date: July 22, 2014  
Re: 2015-2016 Budget Alignment

---

The Human Resources (HR) Department has been a major supporter of the City’s Align & Improve efforts during its first 18 months. Below is a sample of accomplishments to date.

- The Department provided funding for the first Citywide survey of employees in 2013 and helped coordinate the follow-up “pulse” survey of staff members to gauge progress in 2014.
- The Department took on arguably the most difficult and contentious process improvement project with the creation of the Job Audit Process Improvement Team that continues to meet today.
- HR staff members have participated in the “Improve internal communications” Citywide initiative and the initiative to “Implement policies to improve transparency and accountability.”
- The Department has served as the initial convener and ongoing content lead for the collaborative Personnel Policy Committee.

In the future, the Human Resources Department will continue to be an active team member and/or leader in the Align & Improve efforts. Future efforts may include more refinements of the classification and compensation system, the holistic integration of the City organization’s new values into recruiting and performance review systems and, with the implementation of the Department’s goals, process improvement initiatives to better serve our customers in the City organization.

Below are specific efforts that illustrate how the Department’s efforts align with Citywide goals and efforts that will support Department goals, subject to refinement by the new Human Resources Manager with HR staff.

## **SUPPORTING CITYWIDE GOALS**

### **Achieve City Council Goals**

- The Human Resources Department does not have a direct impact on achieving City Council goals as those goals are focused on external operations. The Department’s impact is limited to coordinating the recruitment and development of personnel in service to the operating departments responsible for achieving those goals. The Department commits to continue performing this role for our departmental partners in an effective

and timely manner. The timeliness and predictability of these processes may be further improved under the Department's goal, "Develop efficiencies and new ways of doing business."

### **Enhance Our Community**

- The Human Resources Department does not have a significant direct impact on achieving this goal as it is focused on the community at large. However, the Department does want to help forge stronger relationships with the community by attracting a more diverse candidate pool. The new Human Resources Manager will work closely with other staff to identify innovative methods to attract a candidate pool that more closely reflects the diversity of our community. This action is reflected under the Department's goal, "Create an exemplary work environment."

### **Foster Employee Engagement**

- The Human Resources Department has a great responsibility for and impact on achieving this goal. Activities in support of this goal include providing excellent benefit administration so that staff members feel their health and safety is well protected, ensuring employees are able to return to work as soon as possible to remain connected to the workforce, acting as the convener/coordinator of many interdepartmental committees (Wellness, Recognition, Safety) to create forums for enhancing the working experience, offering appropriate training opportunities to meet professional certifications and requirements, and guaranteeing the performance management system is designed to effectively provide timely, constructive feedback to ensure employees' continued growth and satisfaction.

### **Sustain Financial Health & Stability**

- The Human Resources Department plays an important role in maintaining efficient, effective operations that provide the best value for the taxpayers' dollars. Examples of programs the Department administers include the Association of Washington Cities (AWC) Wellness Program that results in a 2% premium discount for all staff medical insurance benefits, the risk management/safety programs to minimize claims and keep the City's experience rating for workers' compensation low and appropriate classification of new and existing positions to reflect the marketplace value of various skill sets and abilities. In addition, the Department will convene a Health Care Task Force as outlined in the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME) and non-represented staff to research and recommend options for employee medical insurance in preparation for the impending discontinuation of the current plans offered through the Association of Washington Cities.

### **Build Infrastructure; Promote Development**

- The Human Resources Department does not have a direct impact on this goal as it is focused on external operations. The Department's impact is limited to coordinating the recruitment and development of personnel in service to the operating departments responsible for achieving those goals. The Department commits to continue performing this role for our departmental partners in an effective and timely manner. The timeliness

and predictability of these processes may be further improved under the Department's goal, "Develop efficiencies and new ways of doing business."

## **DEPARTMENT GOALS**

### **Create an exemplary work environment**

- Although the specific actions to support this Department goal will be refined with the new Human Resources Manager, actions proposed by staff include creating methods to attract a more diverse pool of job candidates, implementing the work of the Personnel Policy Committee and facilitating more effective conflict resolution avenues.

### **Develop efficiencies and new ways of doing business**

- Potential actions to support this goal include implementing the recommendations of the Job Audit Process Improvement Team and fully utilizing the capabilities of technology, including Eden and NeoGov. This goal may result in future Department-specific process improvement efforts.

### **Support strategic management efforts**

- Potential actions to support this goal include gathering more information on employee development needs, conducting regular evaluations of training offered at/by the City and initiating training for supervisors on risk management.

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Human Resources (07)

**PROGRAM:** Employee Benefit Program (517.90)

Human Resources Adm (518.10)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>HUMAN RESOURCES ADMIN. FTE'S</b>		<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
	<b>HR MANAGER</b>			1.0	1.0	1.0	1.0
	<b>SR. HR ANALYST</b>			1.0	1.0	1.0	1.0
	<b>HR ANALYST</b>			1.0	1.0	1.0	1.0
	<b>HR TECHNICIAN</b>			1.0	1.0	1.0	1.0
<b>Wellness Program</b>							
517.90.31.008	Wellness Supplies	1,652	2,368	1,067	550	550	550
517.90.31.013	Food Supplies-Wellness			1,882	1,750	1,750	1,750
517.90.41.000	Wellness: Professional Services			100	300	300	300
517.90.42.029	Postage			12	-	-	-
517.90.43.032	Meals			111	250	250	250
517.90.43.033	Transportation			-	25	25	25
517.90.43.034	Mileage Reimbursement			68	25	25	25
517.90.49.053	Subscriptions			102	100	100	100
<b>Employee Recognition Program</b>							
517.91.31.008	Employee Recognition	2,676	1,855	1,250	3,000	2,500	2,500
517.91.31.013	Employee Banquet			1,389	250	750	750
517.91.35.000	Small Tools and Minor Equipment			177	500	-	-
517.91.41.000	Professional Services			1,500	-	500	500
517.91.43.032	Meals			4,475	5,000	5,000	5,000
517.91.45.000	Operating Rentals & Leases			243	-	-	-
<b>Tuition Reimb Program</b>							
517.92.49.063	Tuition Reimbursement	259	2,000	400	4,200	2,000	2,000
<b>Employee Commute Trip Reduction</b>							
517.93.31.008	Office & Operating Supplies			-	7,700	6,700	6,700
517.93.42.029	Postage			44	-	-	-
517.93.43.033	Trip Reduction Program	-	4,326	1,435	6,250	4,250	4,250
<b>Employee Training Programs</b>							
517.94.31.008	Office & Operating Supplies			264	100	100	100
517.94.31.011	Publications			92	-	-	-
517.94.31.013	Food Supplies			-	250	250	250
517.94.41.000	Professional Services			-	32,714	27,714	27,714
517.94.43.032	Meals			-	250	250	250
517.94.49.066	Employee Training Program	21,364	10,043	10,511	5,000	5,000	5,000
517.94.51.000	Intergovernmental Services			-	1,000	-	-
<b>Safety Program</b>							
517.95.31.008	Safety Program			788	4,088	1,788	1,788
517.95.41.000	Professional Services			883	2,000	3,200	3,200
517.95.49.000	Miscellaneous Services			-	900	-	-
517.95.49.066	Employee Training Program	2,254	4,155	200	-	3,000	3,000
<b>Recruitment</b>							
517.96.31.013	Food Supplies			-	-	200	200
517.96.41.027	Physical Exams			725	-	-	-
517.96.41.110	Pre-Employment Testing			5,024	9,500	9,100	9,100
517.96.41.200	Advertising	12,500	14,053	11,370	20,000	20,000	20,000
517.96.42.029	Postage			35	-	-	-
517.96.43.032	Meals			-	-	1,000	1,000
517.96.48.050	Software Maintenance			-	-	400	400
<b>TOTAL PROGRAM EXPENSES</b>				<b>44,149</b>	<b>105,702</b>	<b>96,702</b>	<b>96,702</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Human Resources (07)

**PROGRAM:** Human Resources Adm (518.10)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
518.10.00.000	<b>HR ADMINISTRATION</b>						
518.10.10 & 20	<b>SALARIES AND BENEFITS</b>	434,144	484,002	498,660	521,568	508,200	528,950
518.10.30.000	<b>SUPPLIES</b>						
518.10.31.008	Office & Operating Supplies	1,115	797	1,462	3,100	3,100	3,100
518.10.31.011	Publications	-	53	-	-	-	-
518.10.31.012	Computer Supplies	1,247	1,520	998	1,500	1,500	1,500
518.10.31.013	Food Supplies	88	79	15	340	140	140
518.10.35.000	Small Tools & Minor Equipment	31	430	1,080	-	-	-
	<b>SUPPLIES</b>	<b>2,482</b>	<b>2,879</b>	<b>3,555</b>	<b>4,940</b>	<b>4,740</b>	<b>4,740</b>
518.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
518.10.41.000	Professional Services	-	6,549	47,891	31,000	106,000	31,000
518.10.41.027	Physical Exams	1,460	1,715	1,111	2,300	2,300	2,300
518.10.41.110	Pre-Employment Testing	10,144	6,701	605	-	-	-
518.10.42.028	Telephone	726	705	1,179	1,360	1,360	1,360
518.10.42.029	Postage	578	370	384	800	800	800
518.10.43.031	Lodging	705	934	843	1,200	1,200	1,200
518.10.43.032	Meals	2,054	1,697	1,482	2,901	1,901	1,901
518.10.43.033	Transportation	187	318	241	74	74	74
518.10.43.034	Mileage Reimbursement			9	900	900	900
518.10.45.000	Operating Rentals & Leases	28	75	484	671	671	671
518.10.48.049	Equipment Repair & Maintenance			387	200	200	200
518.10.49.000	Miscellaneous Services-Flex Plan			2,034			
518.10.49.053	Subscriptions	960	195	201	1,330	250	250
518.10.49.054	Memberships	995	647	706	885	1,014	1,014
518.10.49.058	Printing & Binding	219	-	162	250	250	250
518.10.49.061	Registration	1,203	1,633	2,086	4,375	4,375	4,375
518.33.46.000	Insurance-Property		161,010	114,873	80,000	88,000	91,580
518.33.49.006	Property Damages, Judgements, Settlements		2,150	8,919	5,000	5,000	5,000
518.91.46.000	Insurance-Liability			76,804	139,256	86,350	88,000
518.91.46.002	Liability Insurance Deductibles			1,000	1,000	5,000	5,000
518.91.49.006	Liability Damages, Judgements			-	-	20,000	20,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>19,259</b>	<b>184,798</b>	<b>261,400</b>	<b>273,502</b>	<b>325,645</b>	<b>255,875</b>
	<b>HUMAN RESOURCES ADMIN</b>	<b>455,885</b>	<b>671,678</b>	<b>807,764</b>	<b>905,712</b>	<b>935,287</b>	<b>886,267</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Human Resources (07)

**PROGRAM:** Civil Service Commission (522.11)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
522.11.00.000	<b>CIVIL SERVICE COMMISSION</b>						
522.11.30.000	<b>SUPPLIES</b>						
522.11.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.11.41.000	Professional Services	7,800	13,778	3,900			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>8,181</b>	<b>18,902</b>	<b>3,900</b>		-	-
	<b>CIVIL SERVICE COMMISSION</b>	<b>8,263</b>	<b>18,996</b>	<b>3,900</b>		-	-
<b>TOTAL HUMAN RESOURCES EXPENDITURE</b>		<b>464,148</b>	<b>690,675</b>	<b>811,664</b>	<b>905,712</b>	<b>935,287</b>	<b>886,267</b>



## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Human Resources  
**Director:** Gwen Voelpel, Acting  
**Item:** Classification and Compensation Study  
**BARS#:** 001.000.07.518.10.41.000  
**Amount of Request:** \$75,000 for 2015

**Description of Request (include detail of total funding request - see instructions):**

This is a request for professional service fees for the City to conduct a City-wide classification and compensation study. The study would recommend classification & compensation methodology to include:

- Identifying comparable cities
- Recommending percent of market match
- Recommending internal equity, market or a blend
- Review & update job descriptions
- Determine salary placement in class & comp plan
- Identify regular review cycle for citywide class & comp study

**Justification for Request:**

The City's first and only classification and compensation study was conducted in 1993 by Ewing Consulting. In 1993 only 23 jobs existed in the City and today over 80 jobs exist. A number of jobs have been reviewed over the years through addition to the City's classification and compensation system, bargaining, the job audit process or through salary surveys requested by non-represented employees, but a comprehensive city-wide study has not occurred in over 20 years and many positions have not had a comprehensive review as the City has no regular review cycle.

As part of the City's align and improve efforts, one of the process improvement projects was the job audit re-design. The team has worked diligently over the past year to meet three of its four customer goals (reduce pain and time involved, establish a clear process, and improve employee engagement and communication). It is the recommendation of the committee to conduct such a City-wide study to meet its fourth and final goal (provide consistency and fairness). Such a study would give everyone in the City a job audit and therefore reduce the volume of job audits in the Human Resources Department going forward.

Of 16 local cities surveyed, 4 of 11 cities conduct studies every 2-3 years. 3 of 11 have no regular review cycle, but have conducted a study in the last 6-7 years and 2 of 11 review non-reps as needed and all represented staff during bargaining.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

The City could continue to conduct classification and compensation work in-house, but at the expense of employee morale. The second option would be to hire a consultant but with a lesser scope to just define methodology and serve as an appeal body for job audits and salary surveys using the existing system.

**What City Goal is addressed with this expenditure?**

**Fostering Employee Engagement** - Fostering an environment where team members are engaged, informed, empowered and recognized for their value. **Sustain Financial Health & Stability** - Continually improve upon the successes of today to ensure a balanced, healthy, and stable financial future for delivery of services.

<u>Funding Source(s):</u>	<u>2015 Request</u>	<u>2016 Request</u>
Current Operations	\$75,000	\$0
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$0</b>

Without a formal RFP it is difficult to cost such a study. The City of Bainbridge Island conducted a similar scope of work for \$69,500 + travel expenses in 2014



# REGIONAL FIRE AUTHORITY ROAD MAP

## VISION

We will cultivate an environment of excellence, respect and fun.

## MISSION

Professionally and compassionately helping people.



## SUPPORTING CITYWIDE GOALS

**ENHANCE OUR COMMUNITY**  
Keep the City of SeaTac community safe.

## DEPARTMENT GOALS

**PURSUE FURTHER REGIONALIZATION**  
Pursue further regionalization in order to enhance the effectiveness and efficiency of our service to the City of SeaTac.

**DEVELOP SUCCESSION PLANS**  
Develop succession plans so that unique knowledge of the City of SeaTac is maintained in the Regional Fire Authority.

**IMPROVE COMMUNICATION**  
Improve the quality of communication between the RFA, SeaTac City Council, City leadership and the citizens of SeaTac.

To: Todd Cutts, City Manger  
From: Brian Wiwel, Deputy Fire Chief  
Date: September 16, 2014  
Re: 2015-2016 Budget and Goal Alignment

## Department Goals

- 1) **Pursue Further Regionalization** Continued regionalization will not only improve the economies of scale, they will allow seamless operations of emergency services across borders and a wider array of specialized and support services that would not be otherwise possible, in a cost effective manner. Key to this will be supporting and continue the operations and expansion of the training consortium. The department will continue to lay the groundwork with neighboring departments for consolidations through not only the training consortium, but the fire garage, logistics and other programs.
- 2) **Develop Succession Plans** The department has a high percentage of staff that is at or nearing retirement age. Some of these individuals possess unique skill sets that are critical to the continued successful operation of the department. The department needs to develop a succession plan not only for the replacement of retiring staff in general, but to identify unique skill sets and ensure we develop and mentor replacements.
- 3) **Improve Quality of Communications** As the organization continues to grow, the need for quality effective communications continues to increase. Communicating efficiently and strategically to keep all areas of the organization informed, yet not overwhelmed with information is the challenge.

## Supporting Citywide Goals

*Enhance our community; keep the City of SeaTac community safe.*

The 2015-2016 budget, includes the Interlocal Agreement (ILA) that reflects adequate staffing to allow the fire department to service the community to meet the Citywide Goal.

City leaders have ensured that we have enough staffing to provide quick response to, reduce and eliminate to the greatest extent possible, loss of life and property. Through the ILA not only can the department provide excellent emergency services, including those technical rescue operations that would not be possible in a smaller organization, the department can provide a full range of preventative services including plan review, code enforcement, public education, public information, fire investigations and emergency management.

Through the FD CARES (Fire Department Community Assistance Referrals and Education) program the department is blazing a new path in preventing the need for hospital emergency

department admission and re-admissions and preventing the need for repetitive use of the 911 system. This program is developed to prevent injury, illness and the need for emergency medicine for the members of the community that we serve. We are working to improve the quality of health throughout the community and provide for a longer healthier independent lifestyle.

All of these services allow the fire department to meet the city wide goal to keep the City of SeaTac community safe.

The fire department continues to maintain good communications with the other city departments to address design and code related issues and participate in city events to ensure enhancement of the community.

This ILA allows us to continue the partnership with the Kent Fire Department RFA which provides a depth of resources, experience and cost savings.

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Fire (09)

**PROGRAM:** Fire Administration (522.10)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>FIRE ADMINISTRATION FTE'S</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>			
522.10.00.000	<b>FIRE ADMINISTRATION</b>						
522.10.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>288,998</b>	<b>303,630</b>	<b>324,656</b>			
522.10.23	LEOFF 1 Medical & LT Care				<b>53,500</b>	<b>69,800</b>	<b>75,500</b>
522.10.30.000	<b>SUPPLIES</b>						
522.10.31.008	Office & Operating Supplies	6,723	8,225	6,954			
522.10.31.011	Publications		149	14			
522.10.31.013	Food Supplies	338	17	60			
522.10.31.023	Regular Uniforms	449	670	313			
522.10.35.000	Small Tools & Minor Equipment	-	926	356			
	<b>SUPPLIES</b>	<b>7,510</b>	<b>9,988</b>	<b>7,697</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.10.41.000	Professional Services	53,424	50,167	41,760			
522.10.42.028	Telephone	11,433	11,774	19,613			
522.10.42.029	Postage	1,167	722	680			
522.10.43.031	Lodging	253	1,033	1,166			
522.10.43.032	Meals	387	1,252	622			
522.10.43.033	Transportation	466	2,005	578			
522.10.45.000	Operating Rentals & Leases			5,239			
522.10.48.049	Equipment Repair & Maintenance	-	-	1,999			
522.10.49.054	Memberships	200	1,130	1,700			
522.10.49.058	Printing and Binding	1,646	1,242	71			
522.10.49.061	Registration	275	1,015	286			
522.10.51.025	Fire Chief Services ILA w/Kent RF	50,000	52,100	72,626			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>119,251</b>	<b>122,439</b>	<b>146,341</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>FIRE ADMINISTRATION</b>	<b>415,759</b>	<b>436,057</b>	<b>478,694</b>	<b>53,500</b>	<b>69,800</b>	<b>75,500</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Fire (09)

**PROGRAM:** Fire Suppression & EMS (522.20)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>FIRE SUPPRESSION &amp; EMS FTE'S</b>		<b>45.0</b>	<b>45.0</b>	<b>45.0</b>	<b>--</b>	<b>--</b>	<b>--</b>
522.20.00.000	<b>FIRE SUPPRESSION AND EMS</b>						
522.20.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>5,346,267</b>	<b>5,382,320</b>	<b>5,698,508</b>			
522.20.12.000	Overtime	376,987	433,019	682,706			
522.20.13.000	FLSA Overtime	46,295	27,832	25,828			
	<b>SALARIES AND WAGES</b>	<b>5,769,549</b>	<b>5,843,171</b>	<b>6,407,042</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.20.30.000	<b>SUPPLIES</b>						
522.20.31.008	Office & Operating Supplies			712			
522.20.31.010	Map Supplies	251	485	411			
522.20.31.015	SCBA Repair Supplies	19,194	9,296	480			
522.20.31.017	Passport Supplies	274	614	215			
522.20.31.020	Explorer Uniforms	1,083	1,044	1,096	1,200	1,200	1,200
522.20.31.021	Safety Uniforms - Bunker Gear	40,086	37,653	29,522			
522.20.31.023	Regular Uniforms	10,716	10,374	13,681			
522.20.31.024	EMS Disposable Supplies	15,282	14,646	16,024			
522.20.31.026	Explorer Rehab Supplies	260	268	296	350	350	350
522.20.31.029	Operating/Repair Supplies-Equip	3,660	1,613	2,482			
522.20.31.036	Operating/Repair Sup-Explorers	-	125	173	500	500	500
522.20.32.000	Fuel	43,403	42,134	45,697			
522.20.35.000	Small Tools & Minor Equipment	27,625	6,590	634			
522.20.35.004	Small Tools/Minor Equip-Equipme	12,732	11,677	17,093			
522.20.35.005	Small Tools/Minor Equip-Hose	4,090	3,872	26,605			
522.20.35.007	Small Tools/Minor Equipment-EM	4,150	2,968	4,436			
522.20.35.009	Sm Tools/Min Equip-Tech Rescue	8,729	11,362	7,828			
	<b>SUPPLIES</b>	<b>193,236</b>	<b>216,646</b>	<b>167,387</b>	<b>2,050</b>	<b>2,050</b>	<b>2,050</b>
522.20.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.20.41.000	Professional Services	2,361	2,564	392			
522.20.41.037	Biohazard Disposal	186	60	123			
522.20.42.028	Telephone/Wireless Communicati	58,906	61,137	54,898			
522.20.45.004	Operating Rentals - EMS	250	287	624			
522.20.48.044	Mobile Radio Repair & Maintenanc	2,970	1,743	58			
522.20.48.058	Bunker Gear Repair & Maintenanc	3,667	4,210	7,858			
	<b>OTHER SERVICES &amp; CHARG</b>	<b>206,301</b>	<b>185,026</b>	<b>63,952</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.20.50.000	<b>INTERGOVT SERVICES/TAXES</b>						
522.20.51.010	Interlocal Dispatch Agreement	103,014	139,610	153,766			
522.20.51.030	Fire Service ILA with Kent RFA	-	-	-	9,001,900	9,645,675	9,976,988
	<b>INTERGOVT SERVICES/TAX</b>	<b>103,014</b>	<b>147,110</b>	<b>153,766</b>	<b>9,001,900</b>	<b>9,645,675</b>	<b>9,976,988</b>
	<b>FIRE SUPPRESSION AND EMS</b>	<b>6,272,100</b>	<b>6,391,954</b>	<b>6,792,148</b>	<b>9,003,950</b>	<b>9,647,725</b>	<b>9,979,038</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**DEPT:** Fire (09)

**PROGRAM:** Fire Life and Safety (522.30)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>FIRE AND LIFE SAFETY FTE'S</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>--</b>	<b>--</b>	<b>--</b>
522.30.00.000	<b>FIRE AND LIFE SAFETY</b>						
522.30.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>169,167</b>	<b>182,787</b>	<b>191,181</b>			
522.30.12.000	Overtime	-	-	165			
522.30.30.000	<b>SUPPLIES</b>						
522.30.31.008	Office & Operating Supplies	90	2,814	671			
522.30.31.011	Publications	79	936	1,276			
522.30.31.023	Regular Uniforms	152	77	289			
	<b>SUPPLIES</b>	<b>619</b>	<b>4,328</b>	<b>2,237</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.30.41.000	Professional Services			19,055			
522.30.48.050	Computer Repair & Maintenance		164	25			
522.30.49.054	Memberships	858	190	1,598			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>6,193</b>	<b>3,023</b>	<b>20,678</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.30.50.000	<b>INTERGOVERNMENTAL SERVICES</b>						
522.30.51.025	Services ILA w/Kent RFA	81,681	73,185	61,520			
	<b>INTERGOVERNMENTAL SERVICES</b>	<b>81,681</b>	<b>73,185</b>	<b>61,520</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>FIRE AND LIFE SAFETY</b>	<b>257,660</b>	<b>263,323</b>	<b>275,780</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FIRE TRAINING FTE'S</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>--</b>	<b>--</b>	<b>--</b>
522.40.00.000	<b>FIRE TRAINING</b>						
522.40.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>133,256</b>	<b>137,043</b>	<b>143,500</b>			
522.40.12.000	Overtime	9,833	16,730	8,860			
522.40.30.000	<b>SUPPLIES</b>						
522.41.31.008	Office & Operating Supplies	4,770	1,844	3,494			
522.45.31.008	Office & Operating Supplies			502			
522.45.31.011	Publications	3,076	3,554	971			
522.45.31.013	Food Supplies	108	195	42			
522.45.35.000	Small Tools & Minor Equipment	764	2,279	327			
	<b>SUPPLIES</b>	<b>8,717</b>	<b>7,872</b>	<b>5,336</b>	<b>-</b>	<b>-</b>	<b>-</b>
522.45.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.45.41.000	Professional Services	4,800	6,160	8,557			
522.45.41.002	Outside Instructors	12,712	12,393	7,299			
522.45.43.031	Lodging	-	1,417	1,573			
522.45.43.032	Meals	1,039	866	2,155			
522.45.43.033	Transportation	-	1,288	1,311			
522.45.45.000	Operating Rentals & Leases	213	125	335			
522.45.48.049	Equipment Repair & Maintenance	-	2,516	60			
522.45.49.053	Subscriptions	99	33	25			
522.45.49.054	Memberships	400	420	400			
522.45.49.061	Registration	17,168	17,797	21,451			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>36,585</b>	<b>43,016</b>	<b>43,166</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>FIRE TRAINING</b>	<b>188,391</b>	<b>204,661</b>	<b>200,862</b>	<b>-</b>	<b>-</b>	<b>-</b>



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Fire (09)

**PROGRAM:** Emergency Preparedness (525.60)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>EMERGENCY PREPAREDNESS FTE'S</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
525.60.00.000	<b>EMERGENCY PREPAREDNESS</b>						
525.60.30.000	<b>SUPPLIES</b>						
522.60.31.007	Vehicle Operating Supplies			53,661			
525.60.31.008	Office & Operating Supplies	3,069	3,706	2,730			
522.60.31.015	SCBA Repair Supplies			6,207			
522.60.31.029	Operating/Repair Supplies-Fire Equip			301			
522.60.31.036	Operating/Repair Supplies-Explorers			-	450	450	450
525.60.35.000	Small Tools & Minor Equipment	-	2,610	450			
	<b>SUPPLIES</b>	<b>3,069</b>	<b>6,316</b>	<b>63,349</b>	<b>450</b>	<b>450</b>	<b>450</b>
525.60.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
525.60.41.000	CODE RED	23,950	21,370	18,027	10,000	10,000	10,000
522.60.41.111	Ladder Testing			1,014			
522.60.41.112	Fire Hose Testing			4,704			
525.50.42.028	Satellite Emerg. Phone			866		400	400
525.60.42.028	Telephone	1,474	1,496	678		275	275
525.60.43.031	Lodging	-	243	641	500	300	300
525.60.43.032	Meals	145	281	-	250	180	180
525.60.43.033	Transportation	-	140	-	300	80	80
522.50.48.000	Repairs & Maintenance			1,075			
525.50.48.000	Repairs & Maintenance	1,076	375	573			
522.60.48.001	SCBA Repair			882			
522.60.48.002	Fire Equipment Repairs			1,323			
522.60.48.003	Vehicle Repair & Maintenance			123,421			
522.60.48.044	Radio Repair & Maintenance			1,785			
522.60.48.051	Hose Repair & Maintenance			849			
522.60.48.052	Extinguisher Repair & Maintenance			643			
522.60.48.053	SCBA Compressor MTC/Testing			1,520			
525.60.49.058	Printing & Binding					500	500
525.60.49.061	Registration	597	-	225	750	400	400
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>27,242</b>	<b>23,905</b>	<b>158,225</b>	<b>11,800</b>	<b>12,135</b>	<b>12,135</b>
	<b>EMERGENCY PREPAREDNESS</b>	<b>30,311</b>	<b>30,221</b>	<b>221,575</b>	<b>12,250</b>	<b>12,585</b>	<b>12,585</b>
<b>TOTAL FIRE EXPENDITURES</b>		<b>7,164,221</b>	<b>7,326,215</b>	<b>7,969,058</b>	<b>9,069,700</b>	<b>9,730,110</b>	<b>10,067,123</b>



# POLICE ROAD MAP

## VISION

We provide premier police services with pride and integrity.

## MISSION

To provide proactive, engaging and educational law enforcement and public service, in our uniquely diverse community.



## SUPPORT CITYWIDE GOALS

### FOSTER EMPLOYEE ENGAGEMENT

Attract and retain employees who are outstanding partners to city Departments, local law enforcement/emergency response agencies and the community.

## DEPARTMENT GOALS

### REDUCE CRIME AND THE FEAR OF CRIME

Through quick response, thorough investigations and thoughtful use of resources, we instill confidence that SeaTac is a safe place to live, work and play.

### SUPPORT CITYWIDE EFFORTS TO REDUCE THE IMPACT OF PROBLEM LOCATIONS

To improve the living environment of SeaTac Residents.

### IMPROVE THE OVERALL EFFECTIVENESS OF INDIVIDUAL UNITS

To maximize our response and engagement capabilities.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Lisa Mulligan, Chief of Police  
Date: August 20, 2014  
Re: 2015-2016 Budget and Goal Alignment

---

## Department Goals

- 1) **Reduce Crime and the Fear of Crime** Through quick response, thorough investigations and thoughtful use of resources, we will instill confidence that SeaTac is a safe place to live, work and play.
- 2) **Support Citywide Efforts to Reduce the Impact of Problem Locations** *To improve the living environment and quality of life for SeaTac residents.*
- 3) **Improve the overall Effectiveness of Individual Units** *To Maximize our Response and Engagement Capabilities*

The 2015-2016 budget proposal reflects adequate staffing to allow the police department to serve the community in ways that affect all of the goals listed above.

We are not luxuriously staffed but City leaders have ensured that we have enough patrol officers to respond to emergency calls for service in a timely manner; that we have dedicated detectives who can thoroughly investigate property crimes; that we have dedicated detectives who specialize in neighborhood narcotics, prostitution and nuisance properties; that we have a dedicated Community Crime Prevention Officer who works to educate the community about their role in preventing crime and works with City Staff to address design and code related issues; that we have Community Service Officers to assist officers and city staff with community care issues, education campaigns and public relations; that we have a School Resource Officer and other officers working in our schools to develop relationships and mutual respect with our young residents, at an early age; and that we have traffic officers to address traffic complaints and assist city departments with analysis and response.

The budget proposal allows us to continue to educate our communities through yearly Community Police Academy sessions and yearly Community Emergency Response Training sessions. It allows us to recruit and staff volunteers to help us support city events and programs. It allows us to develop an ever-growing and exceptionally diverse Explorer Post which frequently reduces staffing costs as well as provides great P.R. for the City and the Police.

This budget proposal allows us to continue the partnership with the KCSO which provides a depth of resources, technology, experience and cost savings.

## Support City Wide Goals

*Foster Employee Engagement Attract and retain employees who are outstanding partners to City Departments, Local Law Enforcement/Emergency Response Agencies and the Community.*

This budget proposal allows me to recruit the best people the KCSO has to offer and to retain them for long periods of time. This occurs through training funds which allow me to build upon existing skills, as

well as develop new skills which, has a motivating affect for most officers. This also occurs through proper equipment and supplies to ensure that officers are safe when dealing with the community which results in a safer community as well.

This proposal allows us to fund a variety of internal units that offer lateral movement as well as professional satisfaction through partnerships with other city units.

This proposal allows us to provide a professional work environment that is clean, positive and encouraging of good work and outstanding representation to the community. Additionally, it allows us to ensure cost-savings through ergonomically correct equipment.

All of these things improve morale, talent, skills and will ultimately reduce injuries and lost work time.

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Police (08)

**PROGRAM:** Police Ops - Contract (521.20)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>POLICE (CITY EMPLOYEES)</b>		<b>1.7</b>	<b>1.7</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>POLICE SERVICE SPECIALIST</b>				<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
512.50.41.000	<b>COURT SECURITY</b> Professional Services			<b>40,882</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
521.20.00.000	<b>POLICE OPERATIONS</b>						
521.10.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>112,616</b>	<b>136,279</b>	<b>77,679</b>	<b>83,672</b>	<b>81,923</b>	<b>84,822</b>
521.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
521.10.49.054	Memberships			234	420	420	420
521.10.49.058	Printing & Binding			234	150	150	150
521.20.30.000	<b>SUPPLIES</b>						
521.20.31.008	Office & Operating Supplies	6,534	9,486	7,144	11,100	11,600	11,600
521.20.35.000	Small Tools & Minor Equipment	7,760	10,295	5,133	15,000	14,500	14,500
521.20.35.132	JAG Grant Program - Equipment	18,366	2,364	-	10,000	10,000	10,000
521.21.31.008	Office & Operating Supplies			748	2,000	2,000	2,000
521.21.31.013	Food Supplies			159			
521.23.35.000	Small Tools & Minor Equipment			290	9,500	9,500	9,500
521.24.31.008	Office & Operating Supplies			416	500	4,000	4,000
521.24.35.000	Small Tools & Minor Equipment			3,696	2,500	12,000	12,000
521.30.31.008	Office & Operating Supplies			651	1,500	1,500	1,500
521.30.31.013	Food Supplies			24			
521.31.31.008	Office & Operating Supplies			1,344	1,250	1,250	1,250
521.33.31.008	Office & Operating Supplies				500	500	500
521.34.31.008	Office & Operating Supplies			576	1,000	1,000	1,000
521.34.31.013	Food Supplies			121	500	500	500
521.80.31.008	Office & Operating Supplies			990			
<b>SUPPLIES</b>		<b>32,660</b>	<b>22,145</b>	<b>21,760</b>	<b>55,920</b>	<b>68,920</b>	<b>68,920</b>
521.20.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
521.20.11.131	Child Exploitation Task Force			234			
521.20.24.000	Worker's Compensation			24			
521.20.41.000	Professional Services	41,787	42,161	1,533			
521.20.41.132	JAG Grant Program - OT/Training	6,490	4,123	-	10,000	10,000	10,000
521.20.41.138	Special Park Patrols			24,575	30,000	30,000	30,000
521.20.42.028	Telephone	12,492	11,468	10,191	12,000	5,000	5,000
521.20.42.029	Postage	739	2,342	762	2,900	2,900	2,900
521.20.45.000	Operating Rentals & Leases			2,124	2,060	2,000	2,000
521.20.45.002	Equipment Rental - 501 Fund	4,416	3,480	-	-	288	264
521.20.48.049	Equipment Repair & Maintenance	8,805	2,134	7,503	7,000	8,500	8,500
521.20.49.000	Miscellaneous Services			396	-		
521.20.49.003	Narcotic Seizure Fund Expenses	2,787	18,437	7,436	10,000	10,000	10,000
521.20.49.054	Memberships	305	345	305	-	-	-
521.20.49.058	Printing & Binding	854	2,988	881	3,000	1,500	1,500
521.21.42.029	Postage			1,731			
521.21.43.032	Meals			231			
521.21.45.000	Operating Rentals & Leases			230			
521.21.48.000	Repairs & Maintenance			1,126			
521.21.49.000	Miscellaneous Services			10,136	25,000	25,000	25,000
521.21.49.058	Printing & Binding			1,559			
521.21.49.061	Registration			567			
521.22.43.031	Lodging			631	2,000	2,000	2,000
521.22.43.032	Meals			319	1,000	1,000	1,000
521.22.43.033	Transportation			973	1,000	1,000	1,000

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Police (08)

**PROGRAM:** Police Ops - Contract (521.20)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
521.22.49.061	Registration			568	2,000	2,000	2,000
521.23.43.031	Lodging			-	2,000	2,000	2,000
521.23.43.032	Meals			-	500	500	500
521.23.43.033	Transportation			-	1,700	1,700	1,700
521.23.45.000	Operating Rentals & Leases			-	500	500	500
521.23.49.054	Memberships			-	300	300	300
521.23.49.061	Registration			-	500	500	500
521.24.43.031	Lodging			2,212			
521.24.43.032	Meals			1,242			
521.24.43.033	Transportation			1,591			
521.24.49.061	Registration			900	1,000	12,000	12,000
521.30.43.032	Meals			84			
521.30.44.001	Business & Occupation Taxes			1	50	50	50
521.31.43.031	Lodging			471	900	900	900
521.31.43.032	Meals			114	500	500	500
521.31.43.033	Transportation			437	500	500	500
521.31.49.054	Memberships			185	100	100	100
521.31.49.061	Registration			293	1,000	1,000	1,000
521.32.43.031	Lodging			510	1,350	1,350	1,350
521.32.43.032	Meals			77	150	150	150
521.32.43.033	Transportation			-	500	500	500
521.32.49.054	Memberships			-	500	500	500
521.32.49.061	Registration			150	500	500	500
521.33.43.032	Meals			18	500	500	500
521.34.43.032	Meals			-	500	500	500
521.34.49.061	Registration			275	-	-	-
521.40.41.132	JAG Grant Program #2011-DJ-BX-14-TRNG			1,150	-	-	-
521.40.43.031	Lodging			-	500	500	500
521.40.43.032	Meals			-	200	200	200
521.40.49.061	Registration			124	300	300	300
521.70.45.002	Equipment Rental - 501 Fund			2,940	3,804	3,800	3,800
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>78,675</b>	<b>87,477</b>	<b>88,819</b>	<b>128,328</b>	<b>132,553</b>	<b>132,530</b>
	<b>INTERGOVT SERVICES/TAXES</b>						
521.20.50.000							
521.20.51.006	Base - Police Services	8,063,312	8,316,446	8,584,002	8,799,704	9,115,450	9,388,914
523.60.51.024	Jail Services		381,010	706,236	913,900	913,900	913,900
554.30.51.022	Animal Control Services	104,792	130,955	105,062	110,000	107,508	107,508
	<b>INTERGOVT SERVICES/TAXES</b>	<b>8,251,849</b>	<b>8,907,941</b>	<b>9,395,300</b>	<b>9,823,604</b>	<b>10,136,858</b>	<b>10,410,322</b>
	<b>POLICE OPERATIONS</b>	<b>8,475,799</b>	<b>9,153,842</b>	<b>9,624,439</b>	<b>10,136,524</b>	<b>10,465,254</b>	<b>10,741,594</b>

**FUND:** General Fund (001)

**DEPT:** Police (08)

**PROGRAM:** Red Light Photo Enf (521.70)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
521.70.00.000	<b>RED LIGHT PHOTO ENFORCEMENT</b>						
521.70.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
521.70.41.000	Professional Services	178,721	178,721	178,721	180,000	180,000	180,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>178,721</b>	<b>178,721</b>	<b>178,721</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
	<b>RED LIGHT PHOTO ENFORCEMENT</b>	<b>178,721</b>	<b>178,721</b>	<b>178,721</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
	<b>TOTAL POLICE EXPENDITURES</b>	<b>8,654,520</b>	<b>9,332,563</b>	<b>9,803,160</b>	<b>10,316,524</b>	<b>10,645,254</b>	<b>10,921,594</b>



# MUNICIPAL COURT ROAD MAP

## VISION

Promote respect for the law and constitutional rights.

## MISSION

Serve the community by providing a safe forum, accessible to all individuals, for the fair, impartial, and efficient administration of justice.



## SUPPORTING CITYWIDE GOALS

### ENHANCE OUR COMMUNITY

Continue to provide citizens access to information on constitutional rights, the law, and courts through the court webpage, Quarterly Newsletter, and Court Community Outreach Program.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Continue partnerships with neighboring jurisdictions to achieve economies of scale. Facilitate development of interns, electronic, and web-based solutions to maximize efficient and precise operations. Continue use of jail alternatives and warrant resolution options to reduce jail costs to city. Ensure regular monitoring of budget to achieve operational cost savings.

## DEPARTMENT GOALS

### IMPROVE PROCESSES

Ensure lean operations by reviewing processes with court stakeholders to achieve efficiencies. Increase training of staff to ensure provision of quality service to all court customers and stakeholders.

### ACCESS TO COURT

Deliver an annual State of the Court Address, inclusive of criminal justice statistics, to the community, detailing the operations of the court. Improve ADA access to court facilities. Create accessibility to recordings of court hearings on court webpage.

### TEAM BUILDING

Engage employees in regular team building activities. Involve employees in review of tasks, processes, and procedures to ensure the most efficient methods of operation.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Elizabeth Bejarano, Judge  
Date: July 31, 2014  
Re: 2015-2016 Budget Alignment

---

The Court values the City Council Goals, and as such, has developed programs to ensure that what is important to the citizens of SeaTac remains important to the Court. The Court's Law Week program was developed as an effort to reflect the Council's goal of increased outreach to the community. By embracing the City Council Goals, the SeaTac Municipal Court has become a leader in the area of community outreach, and other courts are beginning to increase outreach efforts in their own communities. We also provide a significant amount of information to the public on our webpage relative to other municipal courts in an effort to increase access to the court. We have embraced web-based and technology solutions in an effort to decrease costs of operation and meet increased workload demands. We have partnered with other jurisdictions to develop an electronic forms project and hearings manager for municipal courts. By partnering with our neighboring jurisdictions, we have been able to obtain these solutions for a fraction of the cost were we to attempt to secure this type of solution either after full development or without our multi-jurisdictional partnerships. The Court will continue to seek ways to enhance services and reduce costs through the use of technology and partnerships with other jurisdictions.

## SUPPORTING CITYWIDE GOALS

### Achieve City Council Goals

- Develop and implement projects to build a healthy community
- Involve residents in aspects of creating and preserving a healthy community
  - Court Goals that align with Creating and Preserving a Healthy Community
    - Continue SeaTac Municipal Court Community Outreach which focuses on increasing community appreciation and awareness of constitutional rights, the law and the courts
      - Law Week
      - Quarterly Newsletter
      - Broadcast court hearings and events on SeaTV
      - Student visits to the court
      - Build on established partnerships with local schools to foster civics education and awareness of employment opportunities in the legal field;
    - Deliver a State of the Court Address to Council that includes a Court statistics report

### Sustain Financial Health and Stability

- Court Goals that align with Financial Health and Stability:



- Continue to utilize Bench Warrant alternative resolution options as well as jail alternative programs when appropriate;
- Monitor and update policies and procedures when appropriate to streamline operations and achieve cost savings;
- Reduce the amount of uncollected court fines and fees by offering Amnesty to encourage payment of outstanding obligations; and the promotion of the Amnesty program through media outlets, including a video that promotes use of on-line resources and payment options;
- Continued use of qualified college interns for minor tasks, or large repetitive tasks;
- Continue to build on partnerships established with other jurisdictions to gain efficiencies and achieve operational cost reductions;
- Explore grant opportunities that support court functions, provide for continued improvements to services and increased access to the court;
- Implement new laws and mandates as set by the legislature and the Supreme Court;
- Continued use of electronic and web-based court resources to maximize efficiency in operations, and reduce staff time expended on certain tasks;
- Increase staff training to expand their knowledge of the court system as a whole and the processes within the court system to help decrease liability;
- Integrate electronic forms system along with electronic hearing wizard to become more efficient, reducing use of staff and office resources, increase accuracy in processing and decrease exposure to liability;
- Continue to enhance Court's webpage to offer on-line options and information to decrease staff time spent taking calls to provide the same information;

#### Enhance Our Community

- Court Goals that align with Enhancing our Community
  - Increase access to the services and information available at the court by ensuring interpreter services are available;
  - Continue to enhance Court webpage to allow for greater access to the court and to become more interactive;
  - Improve ADA access within the Court room and the Court Office Lobby;

#### Foster Employee Engagement

- Court Goals that align with Fostering Employee Engagement
  - Involve employees with review of tasks, procedures and processes to ensure the most efficient methods of operation;
  - Hold staff meetings at regular intervals to update staff on procedures, changes and issues relevant to court and city operations
  - Increase training for staff in areas of court performance, operations, software and equipment, safety and security, jail operations, communications and the global "Court system;"
  - Involve staff in office space planning to create a comfortable, organized and safe workspace;
  - Provision of updated equipment for workspace as needed;

Align and Improve

- Court Goals which support Align and Improve
  - Continued efforts to align Court Goals with City goals;
  - Continue to utilize process walks when appropriate to promote lean operations;
  - Continue to foster employee engagement by goals listed above;

COURT GOALS

(See above and attached)

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Municipal Court (02)

**PROGRAM:** Municipal Court - Judicial (512.50)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>MUNICIPAL COURT - JUDICIAL FTE'S</b>		<b>6.8</b>	<b>6.8</b>	<b>6.2</b>	<b>6.2</b>	<b>6.2</b>	<b>6.2</b>
	<b>JUDGE</b>			<b>0.72</b>	<b>0.72</b>	<b>0.72</b>	<b>0.72</b>
	<b>COURT ADMINISTRATOR</b>			<b>0.95</b>	<b>0.95</b>	<b>0.95</b>	<b>0.95</b>
	<b>LEAD JUDICIAL SPECIALIST</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>JUDICIAL SUPPORT SPECIALIST</b>			<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
512.50.00.000	<b>MUNICIPAL COURT - JUDICIAL</b>						
512.50.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>515,209</b>	<b>575,257</b>	<b>595,384</b>	<b>657,990</b>	<b>667,600</b>	<b>689,036</b>
512.50.12.000	Overtime	500	128	142	500	500	500
512.50.30.000	<b>SUPPLIES</b>						
512.50.31.008	Office & Operating Supplies	\$ 1,394	\$ 1,753	4,759	4,793	4,000	4,000
512.50.35.000	Small Tools & Equipment	423	563	602	-	-	-
	<b>SUPPLIES</b>	<b>1,817</b>	<b>2,315</b>	<b>5,361</b>	<b>4,793</b>	<b>4,000</b>	<b>4,000</b>
512.50.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
512.50.41.000	Professional Services		105	848	2,722	1,500	1,500
512.50.41.007	Judge	64,660	9,409	7,638	6,430	6,430	6,430
512.50.42.028	Telephone	1,174	1,589	1,562	1,900	1,900	1,900
512.50.42.029	Postage	5,826	6,464	4,744	5,000	5,000	5,000
512.50.43.031	Lodging	294	692	349	300	600	600
512.50.43.032	Meals	-	24	168	62	100	100
512.50.43.033	Transportation	226	375	735	200	480	480
512.50.45.000	Operating Rentals & Leases			1,929	2,118	328	328
512.50.48.000	Repairs & Maintenance			142	-	-	-
512.50.48.049	Equipment Repair & Maintenance		618	1,443	1,200	300	300
512.50.49.000	Misc Services-1Lingua.com			561	-	350	350
512.50.49.054	Memberships	884	500	825	625	675	675
512.50.49.057	Witness Fees	382	332	526	600	600	600
512.50.49.058	Printing & Binding	7,218	4,233	2,110	2,600	2,600	2,600
512.50.49.061	Registration	183	639	425	300	800	800
512.50.49.062	Laundry Services	33	34	31	100	100	100
512.50.49.064	Jury Fees	8,674	15,244	12,543	20,500	17,369	17,369
512.50.49.065	Interpreter Fees	30,265	26,511	26,992	38,000	28,000	28,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>119,819</b>	<b>66,768</b>	<b>63,573</b>	<b>82,657</b>	<b>67,132</b>	<b>67,132</b>
	<b>MUNICIPAL COURT - JUDICIAL</b>	<b>637,345</b>	<b>644,469</b>	<b>664,460</b>	<b>745,940</b>	<b>739,232</b>	<b>760,668</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**PROGRAMS:** Probation & Parole Svs (523.30)

**DEPT:** Municipal Court (02)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>MUNICIPAL COURT - FTE'S</b>		0.00	0.00	0.6	0.6	0.6	0.6
				<b>JUDGE</b>	0.08	0.08	0.08
				<b>COURT ADMINISTRATOR</b>	0.05	0.05	0.05
				<b>JUDICIAL SUPPORT SPECIALIST</b>	0.50	0.50	0.50
523.30.00.000	<b>MUNICIPAL COURT - LEGAL</b>						
523.30.11.000	<b>SALARIES AND WAGES</b>		54,419	57,639	62,426	65,859	68,695
<b>OTHER SERVICES &amp; CHARGES</b>							
523.30.31.008	Office & Operating Supplies		102	409	307	307	307
	<b>SUPPLIES</b>	-	102	409	307	307	307
523.30.41.017	Probation Services	28,800	7,200	58,450	-	-	-
	<b>INTERGOVERNMENTAL</b>	28,800	7,200	58,450	-	-	-
523.30.49.058	Printing & Binding	-	-	334	400	400	400
523.30.51.028	Intergov Prof Services	-	71,916	-	67,200	67,200	67,200
523.30.49.000	Misc Services	-	1,341	1,205	1,200	1,200	1,200
	<b>OTHER SERVICES &amp; CHARGES</b>	-	73,257	1,538	68,800	68,800	68,800
	<b>MUNICIPAL COURT - LEGAL</b>	28,800	134,978	118,036	131,533	134,966	137,802
<b>TOTAL MUNICIPAL COURT EXPENDITURES</b>		<b>666,145</b>	<b>779,447</b>	<b>782,496</b>	<b>877,473</b>	<b>874,198</b>	<b>898,470</b>



# CED ROAD MAP

## VISION

Support a strong, vibrant and prosperous community by being customer focused, business oriented, and by promoting the City’s competitive advantage and community attributes.

## MISSION

Enable and promote a sustainable community that is neighborhood and business focused, livable, safe and thriving economically through effective leadership, teamwork, innovation and collaboration.



## SUPPORTING CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

Successfully implement programs to achieve adopted Council goals and policy directions.

### ENHANCE OUR COMMUNITY

Develop and implement a community engagement strategy for CED as part of the city-wide community engagement effort.

### FOSTER EMPLOYEE ENGAGEMENT

Establish a training and professional development implementation plan incorporating standards for all positions and guidelines for individual employee development plans in performance evaluations. Continue to develop and foster a cohesive team environment.

### SUSTAIN FINANCIAL HEALTH & STABILITY

Work with the City Manager and City Council to examine and set appropriate fees for CED applications and permits, including a schedule for attaining future CED fee targets. Develop and implement a plan to utilize specific land acquisitions in order to foster and stimulate private development.

### BUILD INFRASTRUCTURE; PROMOTE DEVELOPMENT

Continue to improve timely permit review. Streamline application requirements and review processes.

## DEPARTMENT GOALS

### ENSURE, ENFORCE AND ENABLE

Review applications and plans to ensure compliance with State, local and City codes to ensure and enable the community to be safely built and maintained, and that property values are protected.

### ENVISION AND ENGAGE

Actively involve the community in current activities and issues, and in the development of future plans and programs through consistent and reliable public outreach-focused communications.



# CED ROAD MAP

## SUPPORTING CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

**Develop and implement programs and projects that help position SeaTac as a healthy community, thereby enhancing quality of life.**

Continue to support planning and regulatory efforts to facilitate transit oriented development involving the 154<sup>th</sup> St., Airport and Angle Lake Light Rail station areas; and

Continue to integrate the Safe and Complete Streets Plan and other adopted policies which support a healthy community into planning and regulatory documents.

**Foster a positive business environment and aggressively pursue economic development opportunities to attract and retain businesses and jobs while maintaining reasonable laws and regulations.**

Identify and prepare code amendments in order to support a consistent, user-friendly and streamlined development process; and

Support new locations, expansion and retention of existing employers, recruitment of new businesses, and expanded tourism promotion efforts.

**In order to enhance quality of life and public image, enhance code compliance effectiveness within all neighborhoods and areas in the city.**

Identify and prepare code amendments to strengthen and improve the effectiveness of code compliance and code enforcement activities.

Build on the effectiveness of the 154<sup>th</sup> Area Code Compliance emphasis pilot project to identify and implement overall program enhancements.

**Plan and construct infrastructure improvements in the South 154<sup>th</sup> Street Light Rail Station Area that increase the viability of commercial development while also continuing to pursue development opportunities, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.**

Participate in the ULI Technical Advisory Panel process for the Station Area; and

Complete efforts to prepare the SeaTac Center and adjoining properties for redevelopment; and

Continue to support and implement the adopted 154<sup>th</sup> Street Station Area Plan.

**Plan and construct infrastructure improvements in the South 200<sup>th</sup> Street Light Rail Station Area that increase the viability of commercial development while also engaging in strategic urban planning efforts to determine the highest and best land uses in this area, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.**

Support and engage the community in the Angle Lake Station Area planning effort and work to facilitate transit oriented development in the area upon adoption of the Area Plan; and

Continue to support development efforts, and facilitate regulatory approval of Sound Transit, Port of Seattle and private property owners in the Station Area as they bring transit and transit oriented development projects to completion.

**Energetically advocate for completion of SR 509 to I-5 in local, statewide and federal forums including support of public-private partnerships, grants and revenue options that will result in funding necessary for construction of the highway.**

Support staff, coalition and Council's advocacy efforts to bring this project to completion.





# MEMORANDUM

To: Todd Cutts, City Manager  
From: Joseph Scorcio, Director  
Date: September 17, 2014  
Re: 2015-2016 Budget Alignment- Community and Economic Development

---

The City of SeaTac is approximately 18 months into our Align & Improve journey. As part of the City's alignment efforts, staff have developed citywide and departmental road maps to help us focus on what is most important, as defined by our vision, mission and goal statements. For the 2015-2016 budget cycle we anticipate supporting our goals through the major projects, programs and activities described below. Over time and through an iterative process, we anticipate seeing an increased degree of alignment between our road maps and the City's major budget elements.

## SUPPORTING CITYWIDE GOALS

### Achieve City Council Goals

- CED programs and staff are engaged at various levels in all six of the current City Council Goals. CED plays a primary role in four: fostering a positive business community; enhancing code compliance effectiveness; planning for the 154<sup>th</sup> Street Light Rail Station Area; and planning for the 200<sup>th</sup> Street Light Rail Station Area.

### Enhance Our Community

- Over 2015-2016, CED staff will continue to build upon the recent community engagement efforts in both Code Compliance and Angle Lake Station Area planning to ultimately develop and implement a CED community engagement strategy as part of the city-wide community engagement effort .

### Foster Employee Engagement

- Over 2015-2016, CED staff and management will continue to develop and foster a cohesive team environment. CED management will continue efforts to establish a training and professional development plan for all positions in the Department.

### Sustain Financial Health & Stability

- CED management will work with the City Manager and the Council to examine and set appropriate fees for CED applications and permits, including a schedule for attaining future CED fee targets.
- CED staff and management will develop and implement a plan to utilize specific land acquisitions and dispositions in order to foster and stimulate private development, and to

generate resources to help fund the public infrastructure needed to support the development.

#### Build Infrastructure; Promote Development

- CED staff and management will continue to improve the timely review of permits and will streamline application requirements and review processes.

#### DEPARTMENT GOALS

##### Ensure, Enforce and Enable

- CED staff and management will review applications and plans to ensure compliance with State, local and City codes in order to ensure and enable the community to be safely built and maintained, and to protect property values.

##### Envision and Engage

- CED staff and management will actively involve the community in current activities and issues, and in the development of future plans and programs through consistent and reliable public outreach-focused communication methods



# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Comm. & Econ. Dev (13)

**PROGRAM:** Code Compliance (524.60)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>CODE COMPLIANCE- FTE'S</b>		0.00	0.00	2.00	2.00	2.50	2.50
<b>CODE ENF. OFFICER</b>				1.00	1.00	0.00	0.00
<b>ADMINISTRATIVE ASSISTANT (0.5 FTE)</b>						0.50	0.50
<b>CODE COMPLIANCE PROG. COORDINATOR</b>				1.00	1.00	2.00	2.00
<b>CODE COMPLIANCE</b>							
<b>SALARIES AND BENEFITS</b>				155,075	214,043	229,374	230,906
<b>SUPPLIES</b>							
524.60.30.000							
524.60.31.008	Office & Operating Supplies			98	600	600	600
524.60.31.011	Publications			189	60	300	200
524.60.31.013	Food Supplies			-	500	400	400
524.60.31.018	Uniforms & Safety Clothing			-	100	200	200
524.60.35.000	Small Tools & Minor Equipment			-	1,500	1,250	1,250
<b>SUPPLIES</b>		-	-	288	2,760	2,750	2,650
<b>OTHER SERVICES &amp; CHARGES</b>							
524.60.40.000							
524.60.41.000	Professional Services			876	1,500	1,992	1,992
524.60.42.028	Telephone			1,024	400	1,050	1,050
524.60.42.029	Postage			-	50	500	450
524.60.43.031	Lodging			106	600	600	600
524.60.43.032	Meals			12	100	100	100
524.60.43.033	Transportation			14	-	75	75
524.60.45.002	Equipment Rental- 501 Fund			4,584	4,584	5,712	3,012
524.60.47.042	Waste Disposal			-	1,000	1,000	1,000
524.60.49.054	Memberships			40	-	320	320
524.60.49.056	Filing & Recording			-	280	350	300
524.60.49.058	Printing & Binding			71	3,500	1,000	1,000
524.60.49.061	Registration			100	600	775	775
<b>OTHER SERVICES &amp; CHARGES</b>		-	-	6,827	12,614	13,474	10,674
<b>CODE COMPLIANCE</b>		-	-	162,190	229,417	245,598	244,230

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Comm. & Econ. Dev (13)

**PROGRAM:** Engineering Review (544.20)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>ENG. REVIEW DIVISION FTE'S</b>		4.00	4.00	3.00	3.00	3.50	3.50
<b>DEV. REVIEW ENG. MANAGER</b>				1.00	1.00	1.00	1.00
<b>CED DIRECTOR (16.5%)</b>						0.17	0.17
<b>ADMINISTRATIVE ASSISTANT III (33%)</b>						0.33	0.33
<b>SR. ENGINEERING TECHNICIAN</b>				2.00	2.00	2.00	2.00
<b>ENGINEERING REVIEW</b>							
<b>SALARIES AND BENEFITS</b>			303,248	363,729	393,578	429,194	450,486
<b>SUPPLIES</b>							
544.20.30.000	Office & Operating Supplies		1,146	589	1,500	1,000	1,000
544.20.31.008	Publications		613	-	300	300	300
544.20.31.011	Uniforms & Safety Clothing		441	360	500	300	300
544.20.31.018	Small Tools & Minor Equipment		562	739	820	520	400
544.20.35.000							
<b>SUPPLIES</b>		-	2,762	1,688	3,120	2,120	2,000
<b>OTHER SERVICES &amp; CHARGES</b>							
544.20.40.000	Telephone		1,494	1,454	950	950	950
544.20.42.028	Postage		-	-	100	105	100
544.20.42.029	Lodging		-	353	750	1,150	1,150
544.20.43.031	Meals		-	21	485	600	600
544.20.43.032	Transportation		90	517	550	1,000	1,000
544.20.43.033	Subscriptions		-	-	50	50	50
544.20.49.053	Memberships		342	711	810	810	930
544.20.49.054	Printing & Binding		301	58	100	80	80
544.20.49.058	Registration		170	1,003	1,360	1,360	1,360
544.20.49.061	King County-Row Permits-S. TRAN.		-	-	-	10,000	10,000
544.20.51.000	King County-Row Permits- POS		-	28,336	-	20,000	10,000
<b>OTHER SERVICES &amp; CHARGES</b>		-	2,397	32,453	5,155	36,105	26,220
<b>ENGINEERING REVIEW</b>		-	308,407	397,870	401,853	467,419	478,706

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Comm. & Econ. Dev (13)

**PROGRAM:** Planning (558.60)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>PLANNING DIVISION FTE'S</b>		<b>6.50</b>	<b>3.25</b>	<b>5.80</b>	<b>5.80</b>	<b>5.31</b>	<b>5.31</b>
<b>CED DIRECTOR (17%)</b>				<b>0.50</b>	<b>0.50</b>	<b>0.17</b>	<b>0.17</b>
<b>PLANNING MANAGER</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>SENIOR PLANNER</b>				<b>3.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>
<b>ADMINISTRATIVE ASSISTANT III (34%)</b>				<b>0.50</b>	<b>0.50</b>	<b>0.34</b>	<b>0.34</b>
558.60.00.000	<b>PLANNING</b>						
	<b>SALARIES AND BENEFITS</b>		<b>523,876</b>	<b>608,187</b>	<b>618,378</b>	<b>663,929</b>	<b>689,114</b>
558.60.30.000	<b>SUPPLIES</b>						
558.60.31.008	Office & Operating Supplies	1,155	1,319	2,251	3,600	3,370	3,370
558.60.31.011	Publications	84	-	-	150	150	150
558.60.31.013	Food Supplies	30	640	56	300	300	300
558.60.35.000	Small Tools & Minor Equipment	219	2,098	931	600	600	600
	<b>SUPPLIES</b>	<b>1,488</b>	<b>4,057</b>	<b>3,238</b>	<b>4,650</b>	<b>4,420</b>	<b>4,420</b>
558.60.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
558.60.41.000	Professional Services	52,334	16,496	(914)	70,000	34,500	33,245
558.60.41.011	Sign Language Interpreter			-	200	200	200
558.60.41.032	Hearing Examiner	1,311	1,831	813	5,000	5,000	5,000
558.60.41.065	Temporary Prof. Services	13,658	16,316	800	-	-	-
558.60.41.200	Advertising			-	1,200	1,200	1,200
558.60.42.028	Telephone	894	1,527	1,660	1,300	1,300	1,300
558.60.42.029	Postage	1,161	1,686	2,235	1,600	2,000	2,000
558.60.43.031	Lodging		221	602	1,360	750	1,000
558.60.43.032	Meals		196	484	370	700	700
558.60.43.033	Transportation	115	120	370	350	100	550
558.60.44.001	Business & Occupation Taxes			12	50	50	50
558.60.45.000	Operating Rentals & Leases			2,634	2,702	2,702	2,702
558.60.48.049	Equipment Repair & Maintenance			3,638	3,300	3,556	3,556
558.60.49.053	Subscriptions			-	104	100	100
558.60.49.054	Memberships	978	776	2,090	2,727	3,275	3,275
558.60.49.056	Filing & Recording			260	-	100	100
558.60.49.058	Printing & Binding	895	6,747	2,868	7,900	15,250	2,150
558.60.49.061	Registration	958	879	1,040	1,675	9,050	1,600
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>72,303</b>	<b>46,795</b>	<b>18,591</b>	<b>99,838</b>	<b>79,833</b>	<b>58,728</b>
	<b>PLANNING</b>	<b>73,791</b>	<b>574,728</b>	<b>630,016</b>	<b>722,866</b>	<b>748,182</b>	<b>752,262</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Comm. & Econ. Dev (13)

**PROGRAM:** Bldg Permits/Plan Review (558.50)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BUILDING &amp; PLAN REVIEW FTE'S</b>		11.00	12.00	7.30	7.30	7.80	7.80
<b>BUILDING SERVICES MANAGER</b>				1.00	1.00	1.00	1.00
<b>    CED DIRECTOR (16.5%)</b>						0.17	0.17
<b>    ADMINISTRATIVE ASSISTANT III (33%)</b>						0.33	0.33
<b>    ASSISTANT BUILDING SVCS MGR</b>				1.00	1.00	1.00	1.00
<b>    PLANS EXAMINER/INSPECTOR II</b>				2.00	2.00	2.00	2.00
<b>    SR. PERMIT COORDINATOR/TECHNICIAN</b>				2.50	2.50	2.50	2.50
<b>    PERMIT COORDINATOR (80%)</b>				0.80	0.80	0.80	0.80
558.50.00.000	<b>BUILDING</b>						
	<b>    SALARIES AND BENEFITS</b>	805,754	811,799	783,509	817,878	906,998	945,678
558.50.30.000	<b>    SUPPLIES</b>						
558.50.31.008	Office & Operating Supplies	2,174	3,344	3,679	3,800	3,200	3,200
558.50.31.011	Publications	-	421	2,551	1,190	900	2,750
558.50.31.018	Uniforms	26	411	-	150	400	400
558.50.35.000	Small Tools & Minor Equipment	651	951	114	-	500	500
	<b>    SUPPLIES</b>	2,851	5,128	6,344	5,140	5,000	6,850
558.50.40.000	<b>    OTHER SERVICES &amp; CHARGES</b>						
558.50.41.000	Professional Services	-	-	633	1,500	4,500	3,000
558.50.41.200	Advertising	-	-	-	300	100	100
558.50.42.028	Telephone	4,720	4,367	4,251	3,450	3,000	3,000
558.50.42.029	Postage	(10)	68	-	50	50	50
558.50.43.031	Lodging	1,446	1,695	1,312	2,600	2,510	2,510
558.50.43.032	Meals	182	124	297	500	570	570
558.50.43.033	Transportation	-	108	527	1,100	550	550
558.50.44.000	Advertising	155	-	-	-	-	-
558.50.45.000	Operating Rentals & Leases	-	-	1,501	1,502	1,500	1,500
558.50.45.002	Equipment Rental - 501 Fund	15,840	9,996	5,904	3,132	5,280	5,760
558.50.48.049	Equipment Repair & Maintenance	-	-	547	800	404	404
558.50.49.000	IVR Hosting	-	-	-	-	6,500	6,500
558.50.49.053	Subscriptions	60	-	-	60	60	60
558.50.49.054	Memberships	722	1,077	780	785	655	670
558.50.49.056	Filing & Recording	315	136	-	400	400	400
558.50.49.058	Printing & Binding	1,625	-	860	400	300	550
558.50.49.061	Registration	1,410	2,414	2,379	2,338	2,870	2,870
594.58.64.093	Computer Software (IVR)	-	-	-	10,000	10,000	-
	<b>    OTHER SERVICES &amp; CHARGES</b>	26,747	19,984	18,991	28,917	39,249	28,494
	<b>BLDG &amp; ENGR REVIEW</b>	835,351	836,910	808,843	851,935	951,247	981,022
	<b>ECONOMIC DEVELOPMENT</b>						
558.70.42.029	Postage	-	-	26	-	50	50
558.70.49.054	Memberships	-	13,000	3,113	8,100	8,500	8,500
	<b>ECONOMIC DEVELOPMENT</b>	-	13,000	3,138	8,100	8,550	8,550
<b>TOTAL COMMUNITY &amp; ECONOMIC DEV.</b>		<b>909,143</b>	<b>1,733,046</b>	<b>2,002,059</b>	<b>2,214,171</b>	<b>2,420,996</b>	<b>2,464,770</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** CED  
**Division:** Building  
**Director:** Joseph Scorcio  
**Item:** Professional Services for Temp Inspector/Plans Examiner  
**BARS#:** 001.000.13.558.50.41.000  
**Amount of Request:** \$4,500

**Description of Request (include detail of total funding request - see instructions):**

PROFESSIONAL SERVICES: Addition of funds to professional services to cover anticipated leave time taken by the one inspector / plans examiner that is able to perform electrical inspections.

**Justification for Request:**

Employees are being encouraged to use their vacation leave in order to get their balance down to a maximum of two years of accrued leave. The Inspector/Plans Examiner 2 that performs electrical inspections is being asked to use more of his vacation time in order to reduce his accrued balance. This will necessitate that if he is away for a period of more than a few days, a contracted electrical inspector would be needed to perform the inspections in order to maintain our current level of customer service. It is felt that this added amount to professional services, which has only been used for structural engineering review services in the past, would allow us to cover up to 3 weeks of scheduled leave time.

**What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?**

In order to perform the required electrical inspections, a state approved electrical inspector must be employed to perform that function. There is no existing personnel approved for that job and one from outside the organization must be obtained for this purpose. Tukwila is able to handle some of our work through our interlocal agreement, but not for extended periods of time as this would require.

**What City Goal is addressed with this expenditure?**

In order to enhance quality of life and public image and enhance inspection and plan review effectiveness for all of the city.

<u>Funding Source(s):</u>	<u>2015 Request</u>	<u>2016 Request</u>
Current Operations	\$3,000	\$1,500
Grant (Specify):		
Other (Specify):		
<b>TOTAL</b>	<b>\$3,000</b>	<b>\$1,500</b>
<b>2015/2016 TOTAL</b>		<b>\$4,500</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** CED  
**Division:** Building/CE  
**Director:** Joseph Scorcio  
**Item:** Enhanced Code Enforcement Program  
**BARS#:**  
**Amount of Request:** \$198,837

**Description of Request (include detail of total funding request - see instructions):**

The Code Enforcement Council Working Group has recommended the following to enhance the City's code compliance efforts: 1) Add the .5 FTE position of Admin. Asst. 2 to the ranks of the code enforcement staff. This position provides administrative support by way of writing letters to violators, mailing notices and citations, record keeping, addressing customers at the counter and answering phones. It also allows the Code Compliance Coordinators to devote more time in the field. Total cost would be \$48,141. 2) Reclassify the currently vacant Code Enforcement Officer position to a Code Compliance Coordinator. Total cost of reclassification would be \$7,296.

**Justification for Request:**

In keeping with the Council goal of increasing the code enforcement activities across the city, the Administrative Assistant II position provides the administrative support to the two code compliance coordinators that are proposed to be on board so that they have more time in the field for proactive code enforcement. The reclassification from Code Enforcement Officer to Code Compliance Coordinator also allows the City to provide a strong, well-rounded educational approach to the discipline, in addition to the every day proactive, regulatory approach.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

Not hire the additional staff members for an effective proactive program and keep the present complaint-based program with one officer and the pro-active, emphasis area approach of the existing Code Compliance Coordinator.

**What City Goal is addressed with this expenditure?**

The Council goal of enhancing the quality of life and public image, and to enhance code compliance effectiveness within all neighborhoods and areas in the city will be addressed with the hiring of an administrative support person and the reclassification of an additional Code Compliance Coordinator.

<b>Funding Source(s):</b>	<b>2015 Request</b>	<b>2016 Request</b>
Current Operations	\$55,477	\$56,108
Grant (Specify):		
Other (Specify):	\$0	\$0
<b>TOTAL</b>	<b>\$55,477</b>	<b>\$56,108</b>
<b>2015/2016 TOTAL</b>		<b>\$111,585</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Overview - Fund #106

---

**Fund:** Transit Planning Fund (106)

**Department:** Community & Economic Development (13)

**Responsible Manager:** Joe Scorcio, CED Director & Ali Shasti-Nazem, Developm't Review Mgr

---

### **Fund Description**

The Transit Planning Fund was created in 1998 to account for intergovernmental revenue the City receives from Sound Transit, a regional transit authority. As provided for in the Development and Transit Way Agreement between the City and Sound Transit, the revenues are restricted for expenditure on City and departmental efforts to facilitate the review and development of a light rail transit system in the City, as well as to construct capital improvements in the two station areas.

### **2015-2016 Budgetary Changes**

A development agreement was signed in 2012 that was specific to the planned Angle Lake station improvement, which would be a new station area in the City located at South 200th and 28th Avenue South. As part of this agreement, Sound Transit is to reimburse the city for staff time that is dedicated to accomplishing this development agreement. The number of FTE's associated with this work is estimated to be approximately 3.0 FTE's, with 2.5 of these identified as new project position hires beginning in 2013 and continuing through the 2016 budget period.

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Balance Detail - Transit Planning Fund #106**

**FUND:** Transit Planning Fund (106)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>136,992</b>	<b>93,524</b>	<b>93,775</b>	<b>72,660</b>	<b>234,567</b>	<b>138,350</b>
Add: Operating Revenues	180	176,264	355,867	440,100	320,256	337,024
Less: Expenditures	(64,511)	(35,221)	(311,292)	(502,500)	(320,156)	(336,924)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>72,660</b>	<b>234,567</b>	<b>138,350</b>	<b>10,260</b>	<b>234,667</b>	<b>138,450</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>223%</b>	<b>-41%</b>	<b>-93%</b>	<b>2187%</b>	<b>-41%</b>

**Revenue Detail - Transit Planning Fund #106**

**FUND:** Transit Planning Fund (106)

**SOURCE:** Intergovernmental Revs (330)  
Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
330.00.00.000	<b>INTERGOVERNMENTAL REVENUE</b>						
	<b>INTERGOVT SERVICE REVENUES</b>						
333.93.73.700	Trasform Health Grant (CTG)	-			48,000	-	-
338.47.00.000	Sound Transit Service Revenue	-	176,151	355,742	440,000	320,156	336,924
	<b>INTERGOVT SERVICE REVENUES</b>	<b>-</b>	<b>176,151</b>	<b>355,742</b>	<b>440,000</b>	<b>320,156</b>	<b>336,924</b>
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>-</b>	<b>176,151</b>	<b>355,742</b>	<b>440,000</b>	<b>320,156</b>	<b>336,924</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
	<b>INTEREST EARNINGS</b>						
361.00.00.000	Investment Interest	180	113	125	100	100	100
	<b>INTEREST EARNINGS</b>	<b>180</b>	<b>113</b>	<b>125</b>	<b>100</b>	<b>100</b>	<b>100</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>180</b>	<b>113</b>	<b>125</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL TRANSIT PLANNING FUND REV</b>		<b>180</b>	<b>176,264</b>	<b>355,867</b>	<b>440,100</b>	<b>320,256</b>	<b>337,024</b>

**Expenditure Detail - Transit Planning Fund #106**

**FUND:** Transit Planning Fund (106)

**DEPT:** City Manager's Office (03)

**PROGRAM:** Transit Systems Adm (519.70)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>TRANSIT SYSTEMS ADM FTE'S</b>		<b>0.33</b>	<b>0.30</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>CIVIL ENGINEER II</b>				<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>SR. PERMIT COORDINATOR</b>				<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
519.70.00.000	<b>TRANSIT SYSTEMS ADMIN</b>						
519.70.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>22,172</b>	<b>17,782</b>	<b>248,056</b>	<b>290,000</b>	<b>320,156</b>	<b>336,924</b>
519.70.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
519.70.41.000	Prof. Svcs. - Sound Transit	20,864	17,360	44,969	125,500	-	-
519.70.41.001	Prof. Svcs. - Angle Lake Sub-Area	20,864	-	1,013	87,000	-	-
519.70.41.002	Prof. Svcs. - Technical Asst.	-	-	15,000	-	-	-
519.70.42.028	Telephone	-	-	1,354	-	-	-
519.70.42.029	Postage	-	-	686	-	-	-
519.70.43.033	Transportation	17	79	98	-	-	-
519.70.49.061	Registration	595	-	117	-	-	-
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>42,339</b>	<b>17,439</b>	<b>63,236</b>	<b>212,500</b>	<b>-</b>	<b>-</b>
	<b>TRANSIT SYSTEMS ADMIN</b>	<b>64,511</b>	<b>35,221</b>	<b>311,292</b>	<b>502,500</b>	<b>320,156</b>	<b>336,924</b>
<b>TOTAL TRANSIT PLANNING FUND EXP</b>		<b>64,511</b>	<b>35,221</b>	<b>311,292</b>	<b>502,500</b>	<b>320,156</b>	<b>336,924</b>



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Balance Detail - Hotel/Motel Tax Fund #107**

**FUND:** Hotel/Motel Tax Fund (107)

<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>7,608,643</b>	<b>7,477,282</b>	<b>7,256,102</b>	<b>7,001,870</b>	<b>6,696,335</b>	<b>6,351,334</b>
<b>Total Revenues</b>	<b>863,053</b>	<b>824,602</b>	<b>951,485</b>	<b>881,136</b>	<b>997,789</b>	<b>1,024,633</b>
<b>Total Expenditures</b>	<b>(994,414)</b>	<b>(1,045,782)</b>	<b>(1,205,717)</b>	<b>(1,298,322)</b>	<b>(1,342,790)</b>	<b>(1,327,213)</b>
<b>ENDING FUND BALANCE, DECEMBER 31ST*</b>	<b>7,477,282</b>	<b>7,256,102</b>	<b>7,001,870</b>	<b>6,584,684</b>	<b>6,351,334</b>	<b>6,048,754</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>-3%</b>	<b>-4%</b>	<b>-6%</b>	<b>-4%</b>	<b>-5%</b>

\*Note: Ending fund balance includes restricted bond proceeds in the amount of \$5,001,021 for bonds that were issued in 1998.

**Revenue Detail - Hotel/Motel Tax Fund #107**

**FUND:** Hotel/Motel Tax Fund (107)

**SOURCES:** Taxes (313)  
Misc. Revenues (360)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
310.00.00.000	<b>TAXES</b>						
313.00.00.000	<b>SALES AND USE TAXES</b>						
313.30.00.000	Hotel/Motel Tax	771,614	814,425	929,146	874,136	993,789	1,020,633
	<b>SALES AND USE TAXES</b>	<b>771,614</b>	<b>814,425</b>	<b>929,146</b>	<b>874,136</b>	<b>993,789</b>	<b>1,020,633</b>
	<b>TAXES</b>	<b>771,614</b>	<b>814,425</b>	<b>929,146</b>	<b>874,136</b>	<b>993,789</b>	<b>1,020,633</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	66,179	10,177	7,153	7,000	4,000	4,000
361.32.00.000	Unrealized Gains (Losses) on Inv	25,259	-	-	-	-	-
361.90.00.000	Other Misc. Revenues	-	-	15,186	-	-	-
	<b>INTEREST EARNINGS</b>	<b>91,439</b>	<b>10,177</b>	<b>22,339</b>	<b>7,000</b>	<b>4,000</b>	<b>4,000</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>91,439</b>	<b>10,177</b>	<b>22,339</b>	<b>7,000</b>	<b>4,000</b>	<b>4,000</b>
	<b>TOTAL HOTEL/MOTEL TAX FUND REVENUES</b>	<b>863,053</b>	<b>824,602</b>	<b>951,485</b>	<b>881,136</b>	<b>997,789</b>	<b>1,024,633</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Hotel/Motel Tax Fund #107**

**FUND:** Hotel/Motel Tax Fund (107)

**DEPT:** City Manager's Office (03)

**PROGRAMS:** Tourism (557.30)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>TOURISM FTE'S</b>		<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>CED DIRECTOR (50%)</b>				<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>ECONOMIC DEVLMT MGR.</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
557.30.00.000	<b>TOURISM</b>						
557.30.10 & 20	<b>SALARIES AND BENEFITS</b>	111,742	166,663	198,064	220,797	244,150	258,573
557.30.30.000	<b>SUPPLIES</b>						
557.30.31.008	Office & Operating Supplies	-	13	-	500	500	500
	<b>SUPPLIES</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
557.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
557.30.41.000	Professional Services			8,522	-	20,000	10,000
557.30.41.088	Redevelopment Coord Program	6,542	-	-	50,000	60,000	40,000
557.30.41.097	Cooperative Tourism Promotion	719,536	720,017	809,483	850,000	835,000	835,000
557.30.41.103	Northwest Symphony Orchestra	5,000	5,000	5,000	5,000	5,000	5,000
557.30.41.111	Museum of Flight	25,000	25,000	50,000	50,000	50,000	50,000
557.30.41.113	Market Data Research	-	5,760	2,000	5,000	5,000	5,000
557.30.41.114	Brand Development & Marketing	95,237	81,400	97,193	80,000	80,000	80,000
557.30.41.134	Highline Botanical Garden			-		7,000	7,000
557.30.41.140	Small Business Dev. Ctr.			10,000	10,000	10,000	10,000
557.30.41.141	SKCEDI Bus. Attraction Program			3,000	3,000	3,000	3,000
557.30.41.135	Sports Complex Analysis	10,508	19,492	-	-	-	-
557.30.42.028	Telephone		663	673		400	400
557.30.43.031	Lodging	-	-	-	-	-	-
557.30.43.032	Meals	100	231	233	250	540	540
557.30.43.033	Transportation	-	16	41	250	200	200
557.30.49.054	Memberships	20,400	20,000	20,400	20,500	20,500	20,500
557.30.49.058	Printing & Binding	105	759	1,009	2,000	1,000	1,000
557.30.49.061	Registration	245	768	100	1,025	500	500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>882,672</b>	<b>879,106</b>	<b>1,007,653</b>	<b>1,077,025</b>	<b>1,098,140</b>	<b>1,068,140</b>
	<b>TOURISM</b>	<b>994,414</b>	<b>1,045,782</b>	<b>1,205,717</b>	<b>1,298,322</b>	<b>1,342,790</b>	<b>1,327,213</b>
<b>TOTAL HOTEL/MOTEL TAX FUND EXP</b>		<b>994,414</b>	<b>1,045,782</b>	<b>1,205,717</b>	<b>1,298,322</b>	<b>1,342,790</b>	<b>1,327,213</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Overview - Fund #108

**Fund:** Building Management Fund (108)

**Department:** Parks & Facilities (10)

**Responsible Manager:** Jeff Robinson, Economic Development Manager & Patrick Patterson, Facilities Manager

### Fund Description

The *Building Management Fund* was created in 2001 by *Ordinance #01-1025* to account for the lease revenues received from tenants and the operating costs for building maintenance, tenant improvements and management services associated with the lease of office space in City Hall. In addition, SeaTac Center property (near S 154th) was added to this Fund starting in 2010

### 2015-2016 Budgetary Changes

The City continues to utilize a property management company for the S. 154th property that was acquired in 2010. Both leasing locations are currently operating at full occupation, with no vacant lease space currently available.

### *Fund Balance Detail - Building Management Fund #108*

**FUND:** Building Management Fund (108)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	1,156,879	1,455,565	1,341,000	986,071	1,341,000	1,791,756
<b>Total Revenues</b>	1,122,167	1,121,385	1,348,818	1,501,065	1,529,700	1,493,200
Less: Expenditures	(421,700)	(1,039,527)	(599,389)	(516,938)	(591,319)	(415,100)
Less: Other Financing Uses/Transfers Out	(401,781)	(551,352)	(561,797)	(507,625)	(487,625)	(487,625)
<b>Total Expenditures</b>	<b>(823,481)</b>	<b>(1,590,879)</b>	<b>(1,161,186)</b>	<b>(1,024,563)</b>	<b>(1,078,944)</b>	<b>(902,725)</b>
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	1,455,565	986,071	1,528,633	1,462,573	1,791,756	2,382,231
<b>Percentage Change in Ending Fund Balance</b>	N/A	-32%	55%	-4%	23%	33%

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Revenue Detail - Building Management Fund #108**

**FUND:** Building Management Fund (108)

**SOURCE:** Fines & Forfeitures (350)

Miscellaneous Revenues (360)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
350.00.00.000	<b>FINES AND FORFEITURES</b>						
359.00.00.000	<b>NON-COURT FINES &amp; PENALTIES</b>						
359.90.00.001	Misc Fines/Pen - Late Fee SeaTac Ctr	537	3,595	2,560	300	500	500
	<b>FINES AND FORFEITURES</b>	<b>612</b>	<b>3,670</b>	<b>2,560</b>	<b>300</b>	<b>500</b>	<b>500</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	1,289	774	516	750	500	500
361.11.00.001	Investment Interest-SeaTac Center	365	1,077	893	750	500	500
	<b>INTEREST EARNINGS</b>	<b>1,654</b>	<b>1,851</b>	<b>1,409</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>
362.00.00.000	<b>RENTS, LEASES &amp; CONCESS</b>						
362.20.00.001	Sign Rental - SeaTac Center	4,335	6,530	2,063	4,000	2,000	2,000
362.30.00.000	Parking Rentals	2,700	-	10,546	-	-	-
362.50.00.000	LT Facility Leases - City Hall	401,661	382,170	408,262	442,670	450,000	450,000
362.50.00.002	LT Facility Leases - SeaTac Center	536,089	568,318	716,220	799,620	800,000	800,000
362.50.00.003	Storage Sp Rental - SeaTac Center	4,440	3,822	3,050	5,000	4,000	4,000
	<b>RENTS, LEASES &amp; CONCESS</b>	<b>949,226</b>	<b>960,841</b>	<b>1,140,140</b>	<b>1,251,290</b>	<b>1,256,000</b>	<b>1,256,000</b>
369.00.00.000	<b>OTHER MISCELLANEOUS REV</b>						
369.90.00.000	Other Misc Rev - City Hall Utilities	720	720	720	700	37,200	700
369.90.06.000	Real Estate Taxes - SeaTac Center	38,688	24,592	65,524	75,000	70,000	70,000
369.90.07.000	Cam Charges - SeaTac Center	119,988	118,525	125,493	152,275	150,000	150,000
369.90.08.000	Insurance Charges - SeaTac Center	11,281	11,187	12,973	20,000	15,000	15,000
	<b>OTHER MISCELLANEOUS REV</b>	<b>170,676</b>	<b>155,024</b>	<b>204,710</b>	<b>247,975</b>	<b>272,200</b>	<b>235,700</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>1,121,556</b>	<b>1,117,715</b>	<b>1,346,259</b>	<b>1,500,765</b>	<b>1,529,200</b>	<b>1,492,700</b>
	<b>TOTAL BUILDING MANAGEMENT FUND REV</b>	<b>1,122,167</b>	<b>1,121,385</b>	<b>1,348,818</b>	<b>1,501,065</b>	<b>1,529,700</b>	<b>1,493,200</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail - Building Management Fund #108

**FUND:** Building Mgt Fund (108)

**DEPT:** Facilities (10)

**PROGRAMS:** Prop Mgt Svs - City Hall (518.20)

Prop Mgt Svs - SeaTac Ctr (518.21)

Cap Exp - General Gov (594.58)

Transfers Out - #001 (597.41)

Transfers Out - #110 (597.80)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
518.20.00.000	<b>PROPERTY MGT SVS - CITY HALL</b>						
518.20.40.000	<b>INTERGOVT SERVICES/TAXES</b>						
518.20.44.003	Leasehold Excise Taxes	20,008	16,550	1,487	16,500	16,500	16,500
	<b>INTERGOVT SERVICES/TAXES</b>	<b>20,008</b>	<b>16,550</b>	<b>1,487</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>
518.21.00.000	<b>PROP MGT SVS - SEATAC CENTER</b>						
518.21.30.000	<b>SUPPLIES</b>						
518.21.31.001	Janitorial Supplies	5,445	6,000	6,898	5,000	7,000	7,000
518.21.31.008	Office & Operating Supplies	1,674	1,220	4,872	200	1,000	1,000
	<b>SUPPLIES</b>	<b>7,119</b>	<b>7,220</b>	<b>11,770</b>	<b>5,200</b>	<b>8,000</b>	<b>8,000</b>
	<b>OTHER SERVICES &amp; CHARGES</b>						
518.21.41.000	Professional Services	14,938	17,327	10,354		3,500	3,500
518.21.41.022	Special Legal Services	116	6,000	118	6,000	5,000	5,000
518.21.41.034	Janitorial Services	27,780	60,142	30,792	37,000	25,000	25,000
518.21.41.047	Alarm Monitoring/Confidence Testing	504	18,982	806	5,100	2,500	2,500
518.21.41.094	Property Management Services	37,853	40,662	39,794	42,210	43,000	43,000
518.21.41.136	Property Leasing/Repres Services	40,738	134,171	2,422	7,500	5,000	5,000
518.21.42.028	Telephone	4,627	-	5,379	4,450	2,700	2,700
518.21.44.003	Leasehold Excise Taxes	59,921	82,831	93,978	108,000	95,000	95,000
518.21.46.000	Insurance	21,251	21,654	24,445	24,000	25,000	25,000
518.21.47.038	Gas	6,052	3,080	4,231	5,260	9,000	9,000
518.21.47.039	Water	5,506	6,657	13,557	4,400	4,400	4,400
518.21.47.040	Sewer	4,829	6,657	10,708	3,340	16,000	16,000
518.21.47.041	Electricity	58,405	54,950	101,032	56,000	60,000	60,000
518.21.47.042	Waste Disposal		12,000	-	7,800	9,000	9,000
518.21.47.043	Storm Sewer	20,739	-	4,759	37,500	9,000	9,000
518.21.48.000	Repairs & Maintenance	77,045	49,329	52,795	46,340	50,000	50,000
518.21.48.047	Repairs & Maintenance	-	-	-	-	5,000	5,000
518.21.49.047	Improvements - Tenant	14,270	-	10,962	10,000	1,500	1,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>394,573</b>	<b>514,442</b>	<b>406,131</b>	<b>404,900</b>	<b>370,600</b>	<b>370,600</b>
	<b>PROP MGT SVS - SEATAC CENTER</b>	<b>401,692</b>	<b>521,662</b>	<b>417,902</b>	<b>410,100</b>	<b>378,600</b>	<b>378,600</b>
594.58.62.012	SeaTac Center Tenant Improvements	-	501,315	180,000	90,338	20,000	20,000
594.18.62.001	City Hall Atrium Glass Replacement	-				176,219	
	<b>CAPITAL OUTLAY - PLANNING</b>	<b>-</b>	<b>501,315</b>	<b>180,000</b>	<b>90,338</b>	<b>196,219</b>	<b>20,000</b>
597.00.00.000	<b>TRANSFERS OUT</b>						
597.41.00.000	Transfer Out/Fund #001 City Hall Mtc	295,100	295,100	381,797	387,625	387,625	387,625
597.52.00.000	Transfer Out/Fund #301 City Hall Imp	106,681	26,654	-	-	-	-
597.80.00.000	Transfer Out/Fund #110 Repair/Repl.	-	229,598	180,000	120,000	100,000	100,000
	<b>TRANSFERS OUT</b>	<b>401,781</b>	<b>551,352</b>	<b>561,797</b>	<b>507,625</b>	<b>487,625</b>	<b>487,625</b>
	<b>TRANSFERS OUT</b>	<b>401,781</b>	<b>551,352</b>	<b>561,797</b>	<b>507,625</b>	<b>487,625</b>	<b>487,625</b>
	<b>TOTAL BUILDING MANAGEMENT FUND EXP</b>	<b>823,481</b>	<b>1,590,879</b>	<b>1,161,186</b>	<b>1,024,563</b>	<b>1,078,944</b>	<b>902,725</b>



# PARKS & RECREATION ROAD MAP

## VISION

It is our vision to be the leader in providing safe, quality facilities and parks that accommodate healthy, fun recreation and art programs inclusive of all people in our diverse community.

## MISSION

To enhance the lives of residents and visitors in our diverse community, we offer high quality, low cost recreation programs in an inclusive environment. We are dedicated to providing well designed, maintained, sustainable facilities and parks for recreation and civic use.



## SUPPORTING CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

Successfully implement programs, facilities and parks to achieve adopted City Council goals and policy direction.

### ENHANCE OUR COMMUNITY

Meet community needs with high quality recreation programs, new parks and facilities while maintaining infrastructure to a level that generates community pride.

### BUILD INFRASTRUCTURE; PROMOTE DEVELOPMENT

Cost efficiently deliver high quality, long lasting public parks and buildings that are well designed and promote community pride. All parks and public buildings must connect with the community and create economic opportunity.

## DEPARTMENT GOALS

### ENHANCE OUR COMMUNITY

Create a sense of community through people, parks, facilities and programs.

### IMPROVE CULTURAL ARTS

Energize and enhance cultural arts program through development of an Arts Master Plan.

### FOSTER EMPLOYEE ENGAGEMENT

Increase Interdepartmental relationships through positive communication and cohesiveness.



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Kit Ledbetter, Parks & Recreation Director  
Date: September 23, 2014  
Re: 2015-2016 Budget Alignment

---

The Parks Recreation and Facilities Department has worked very hard on Align and Improve efforts. We have been involved in many of the City Wide efforts and really focused on our Department improvement. Below is a sample of accomplishments to date.

- The Department provided direct support on the Job Audit initiative.
- The Department also assisted with the development of the City Wide road map and goals.
- The Department completed the methodology for accounting for several dashboard evaluating tools.
- The Department Director serves on the “Improving Internal Communications Initiative.”
- The Division Managers completed the Department draft goals, dashboards and SWAT.
- A Committee comprised of two full-time staff from Parks Maintenance and Recreation Divisions and one staff person from Facilities Division was set up to test the draft goals, dashboards and SWAT.
  - The Committee was facilitated by Brian Tomisser and they met several times before our Department budget was due.
  - Several changes have been made to the final goals, dashboards and SWAT.
  - Each Division budget was tested with our goals.
  - All of our current and possible budget reductions have come from the test our goal and SWAT discussion.

The Parks Recreation and Facilities Department will continue to be an active member and leader with our future Align and Improve efforts.

Below are specific efforts that illustrate how the Department’s efforts align with the Citywide goals that will supported by our Department goals.

## SUPPORTING CITYWIDE/DEPARTMENT GOALS

### **Enhance Our Community**

**Goal:** Create a sense of community through people, parks, facilities and programs.

**Actions:**

- Coordinate recreation community wide special events.
- Promote city through publication, direct mail social media and electronic media for parks and recreation department.

- Create and maintain quality, safe facilities for residents.
- Create fun, healthy recreation programs that are inclusive of all cultures in the community.
- Hire staff that reflects ethnic and cultures of our residents.
- Conduct annual gatherings with dinner and child care to different cultures to promote our programs and inform them of services.
- Have front line staff attend quarterly customer service trainings.

### **Improve Cultural Arts**

**Goal:** Energize and enhance cultural arts program through development of an Arts Master Plan.

**Actions:**

- Solicit funds through General Funds and grants.
- Increase art programming.
- Evaluate the needs of an Arts Commission.
- Increase participation through marketing and social media.
- Evaluate past and current art programs.
- Additional staff/volunteer hours allocated to art programming.

### **Foster Employee Engagement**

**Goal:** Increase Interdepartmental relationships through positive communication and cohesiveness.

**Actions:**

- Department have quarterly meetings.
- Include a safe environment for staff participation in the quarterly staff meetings.
- Meetings held in different locations.
- Site tours.
- Include recreation in a park project
- Pot luck events.
- Distribute department weekly notes to all staff.
- All employees are provided with weekly department meeting minutes.
- Increase communication from full-time maintenance staff to administrative staff.
- Parks Director attend a division staff meeting quarterly to just listen to staff input.

### **Improve Parks & Facilities Infrastructure**

**Goal:** Cost efficiently deliver high quality, long lasting public parks and buildings that are well designed and promote community pride. All parks and public buildings must connect with the community and create economic opportunity.

**Actions:**

- Survey results shared with staff at quarterly staff meeting.
- Annual review/walk through by administration of each building/park.
- Advertising in multiple languages and at hotels.
- Increase staffing of parks/facilities.



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks & Facilities (10)

**PROGRAM:** Central Facilities (518.30)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>CITY HALL FTE'S</b>		<b>4.80</b>	<b>5.63</b>	<b>5.63</b>	<b>5.63</b>	<b>5.63</b>	<b>5.63</b>
<b>FACILITIES MANAGER</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>FACILITIES MAINTENANCE WORKER II</b>				<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>CUSTODIAN</b>				<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>CUSTODIAN- SEASONAL</b>				<b>0.63</b>	<b>0.63</b>	<b>0.63</b>	<b>0.63</b>
518.30.00.000	<b>Central Facilities</b>						
518.30.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>503,550</b>	<b>529,144</b>	<b>552,092</b>	<b>571,359</b>	<b>556,000</b>	<b>571,500</b>
518.30.30.000	<b>SUPPLIES</b>						
518.30.31.001	Janitorial Supplies	12,500	11,217	12,557	12,000	12,000	12,000
518.30.31.008	Office & Operating Supplies	30,002	24,189	25,170	19,000	19,000	19,000
518.30.31.011	Publications	-	-	-	200	200	200
518.30.31.018	Safety Clothing	1,023	746	212	400	400	400
518.30.31.023	Regular Uniforms	-	867	641	980	980	980
518.30.32.000	Fuel	768	4,995	-	4,000	4,000	4,000
518.30.35.000	Small Tools & Minor Equipment	4,987	2,691	5,840	2,000	2,000	2,000
518.31.31.008	Operating Supplies	53	387	917	-	-	-
518.32.31.008	Office & Operating Supplies	26	-	-	-	-	-
	<b>SUPPLIES</b>	<b>49,358</b>	<b>45,091</b>	<b>45,337</b>	<b>38,580</b>	<b>38,580</b>	<b>38,580</b>
518.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
518.30.41.000	Professional Services	4,940	13,247	1,779	7,160	4,900	4,900
518.30.41.034	Janitorial Services	14,461	13,782	15,476	12,140	13,900	13,900
518.30.41.047	Security Monitoring	990	1,020	990	1,020	1,020	1,020
518.30.41.104	City Hall Historical Displays	5,000	3,877	3,155	5,000	5,000	5,000
518.30.42.028	Telephone	2,590	3,180	3,328	2,600	2,600	2,600
518.30.42.029	Postage	26	52	337	50	50	50
518.30.43.034	Mileage Reimbursement	163	-	23	200	200	200
518.30.44.001	Business & Occupation Taxes	-	-	38	100	100	100
518.30.45.000	Operating Rentals & Leases	39,805	42,188	22,672	43,700	14,020	14,020
518.30.45.002	Equipment Rental - 501 Fund	19,488	16,656	10,620	11,076	9,420	4,980
518.30.47.039	Water	10,185	14,392	11,428	7,500	7,500	7,500
518.30.47.040	Sewer	2,269	3,588	2,379	1,800	1,800	1,800
518.30.47.041	Electricity	121,786	117,194	115,893	114,000	106,893	106,893
518.30.47.042	Waste Disposal	229	1,290	368	400	200	200
518.30.47.043	Storm Sewer Fees	2,780	2,912	2,673	3,000	3,215	3,215
518.30.47.050	Other Facilities Fees/services	1,353	-	-	-	-	-
518.30.48.000	Repairs & Maintenance	55,310	43,980	56,437	59,600	58,500	58,500
518.30.48.049	Equipment Repair & Maintenance	-	-	9	-	50	50
518.30.49.053	Subscriptions	134	134	269	150	150	150
518.30.49.054	Memberships	271	376	271	275	275	275
518.30.49.055	Miscellaneous Permit Fees	-	580	251	-	260	260
518.30.49.061	Registration	255	186	-	360	360	360
518.31.49.043	City Owned Parcel Fees-KC	-	-	90	95	110	110
518.32.47.043	City Owned Parcel Fees-KC	-	-	45	120	120	120
522.50.47.043	City Owned Parcel Fees-KC	-	-	8	38	40	40
518.31.48.000	Repairs & Maintenance	-	-	1,667	-	-	-
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>282,035</b>	<b>278,633</b>	<b>250,203</b>	<b>270,384</b>	<b>230,683</b>	<b>226,243</b>
	<b>CENTRAL FACILITIES</b>	<b>834,943</b>	<b>852,869</b>	<b>847,632</b>	<b>880,323</b>	<b>825,263</b>	<b>836,323</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)  
**DEPT:** Parks & Facilities (10)

**PROGRAMS:** Fire Station #45 (522.55)  
 Fire Station #46 (522.56)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
522.55.00.000	<b>FIRE STATION #45</b>						
522.55.30.000	<b>SUPPLIES</b>						
522.55.31.008	Office & Operating Supplies	3,806	2,375	3,576	4,000	4,000	4,000
522.55.35.000	Minor Tools & Equipment	437	-	242	500	500	500
	<b>SUPPLIES</b>	<b>4,243</b>	<b>2,375</b>	<b>3,818</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
522.55.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.55.41.000	Professional Services	1,112	1,164	-	2,500	500	500
522.55.41.034	Janitorial Services	950	-	1,525	2,500	2,500	2,500
522.55.41.047	Security Monitoring	360	360	720	360	-	-
522.55.47.038	Gas	12,718	11,694	11,350	12,000	-	-
522.55.47.039	Water	4,054	2,726	2,924	2,200	-	-
522.55.47.040	Sewer	456	376	672	1,000	-	-
522.55.47.041	Electricity	21,970	21,094	19,178	21,000	-	-
522.55.47.042	Waste Disposal	193	186	198	160	160	160
522.55.47.043	City Owned Parcel Fees	1,237	1,237	1,312	1,237	-	-
522.55.48.000	Repairs & Maintenance	12,250	12,853	12,382	10,900	10,900	10,900
522.55.49.055	Miscellaneous Permit Fees		479	331	-	-	-
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>55,300</b>	<b>52,168</b>	<b>50,593</b>	<b>53,857</b>	<b>14,060</b>	<b>14,060</b>
	<b>FIRE STATION #45</b>	<b>59,542</b>	<b>54,542</b>	<b>54,411</b>	<b>58,357</b>	<b>18,560</b>	<b>18,560</b>
522.56.00.000	<b>FIRE STATION #46</b>						
522.56.30.000	<b>SUPPLIES</b>						
522.56.31.001	Janitorial Supplies	5,436	6,961	5,049	9,500	-	-
522.56.31.008	Office & Operating Supplies	8,417	8,565	6,394	5,000	5,000	5,000
522.56.35.000	Small Tools & Minor Equipment	1,067	2,048	564	1,500	1,500	1,500
	<b>SUPPLIES</b>	<b>14,920</b>	<b>17,573</b>	<b>12,007</b>	<b>16,000</b>	<b>6,500</b>	<b>6,500</b>
522.56.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.56.41.000	Professional Services	-	423	-	500	500	500
522.56.41.034	Janitorial Services	797	797	1,500	2,000	4,500	4,500
522.56.41.047	Security Monitoring	360	-	571	360	-	-
522.56.47.038	Gas	9,714	9,663	6,350	10,800	-	-
522.56.47.039	Water	2,934	3,867	3,557	3,500	-	-
522.56.47.040	Sewer	1,925	2,557	2,342	1,000	-	-
522.56.47.041	Electricity	19,167	20,634	21,277	19,000	-	-
522.56.47.042	Waste Disposal	193	396	219	200	150	150
522.56.47.043	City Owned Parcel Fees	159	159	437	159	-	-
522.56.48.000	Repairs & Maintenance	12,296	10,525	14,929	8,000	8,000	8,000
522.56.49.055	Miscellaneous Permit Fees	252	169	171			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>47,796</b>	<b>49,189</b>	<b>51,353</b>	<b>45,519</b>	<b>13,150</b>	<b>13,150</b>
	<b>FIRE STATION #46</b>	<b>62,716</b>	<b>66,762</b>	<b>63,360</b>	<b>61,519</b>	<b>19,650</b>	<b>19,650</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)  
**DEPT:** Parks & Facilities (10)

**PROGRAMS:** Fire Station #47 (522.57)  
 Maintenance Facility (543.50)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
522.57.00.000	<b>FIRE STATION #47</b>						
522.57.30.000	<b>SUPPLIES</b>						
522.57.31.008	Office & Operating Supplies	1,059	1,059	4,029	2,000	2,000	2,000
522.57.35.000	Minor Tools & Equipment	1,376	1,422	-	700	700	700
	<b>SUPPLIES</b>	<b>2,435</b>	<b>2,482</b>	<b>4,029</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
522.57.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
522.57.41.000	Professional Services	-	-	-	500	200	200
522.57.41.034	Janitorial Services	-	-	-	500	500	500
522.57.47.038	Gas	-	-	865	-	-	-
522.57.47.039	Water	1,838	794	605	800	-	-
522.57.47.041	Electricity	2,973	2,714	3,015	3,500	-	-
522.57.47.042	Waste Disposal	193	396	182	200	-	-
522.57.47.043	City Owned Parcel Fees	451	338	635	451	-	-
522.57.48.000	Repairs & Maintenance	1,176	2,423	1,367	3,500	3,500	3,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>6,630</b>	<b>6,665</b>	<b>6,667</b>	<b>9,451</b>	<b>4,200</b>	<b>4,200</b>
	<b>FIRE STATION #47</b>	<b>9,065</b>	<b>9,146</b>	<b>10,696</b>	<b>12,151</b>	<b>6,900</b>	<b>6,900</b>
543.50.00.000	<b>MAINTENANCE FACILITY</b>						
543.50.30.000	<b>SUPPLIES</b>						
543.50.31.001	Janitorial Supplies	-	442	-	500	500	500
543.50.31.008	Office & Operating Supplies	2,163	4,312	6,844	4,000	4,300	4,300
543.50.35.000	Minor Tools & Equipment	1,283	497	1,560	500	500	500
	<b>SUPPLIES</b>	<b>3,446</b>	<b>5,251</b>	<b>8,404</b>	<b>5,000</b>	<b>5,300</b>	<b>5,300</b>
543.50.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
543.50.41.000	Professional Services	-	-	-	500	500	500
543.50.41.034	Janitorial Services	-	300	1,415	250	1,300	1,300
543.50.41.047	Security Monitoring	360	360	270	360	360	360
543.50.42.028	Telephone	831	875	952	790	-	-
543.50.45.000	Operating Rentals & Leases	-	-	310	-	-	-
543.50.47.038	Gas	7,120	6,460	5,298	8,500	7,500	7,500
543.50.47.039	Water	4,769	5,946	3,926	3,000	3,000	3,000
543.50.47.040	Sewer	1,655	2,000	1,787	1,050	1,620	1,620
543.50.47.041	Electricity	12,428	14,028	12,708	15,000	12,600	12,600
543.50.47.042	Waste Disposal	192	414	218	200	200	200
543.50.48.000	Repairs & Maintenance	8,185	6,338	4,631	6,000	8,500	8,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>35,540</b>	<b>36,722</b>	<b>31,516</b>	<b>35,650</b>	<b>35,580</b>	<b>35,580</b>
	<b>MAINTENANCE FACILITY</b>	<b>38,986</b>	<b>41,973</b>	<b>39,920</b>	<b>40,650</b>	<b>40,880</b>	<b>40,880</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks & Facilities (10)

**PROGRAMS:** Community Center (575.51)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
575.51.00.000	<b>COMMUNITY CENTER FACILITIES</b>						
575.51.30.000	<b>SUPPLIES</b>						
575.51.31.001	Janitorial Supplies	10,071	10,801	8,422	10,000	6,000	6,000
575.51.31.008	Office & Operating Supplies	18,853	26,852	11,286	12,500	12,500	12,500
575.51.32.000	Fuel	3,302	-	-	-	-	-
575.51.35.000	Small Tools & Minor Equipment	6,199	7,379	8,827	2,000	2,000	2,000
	<b>SUPPLIES</b>	<b>38,424</b>	<b>45,032</b>	<b>28,535</b>	<b>24,500</b>	<b>20,500</b>	<b>20,500</b>
575.51.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
575.51.41.000	Professional Services	1,439	-	-	2,000	1,000	1,000
575.51.41.034	Janitorial Services	3,227	5,101	6,157	5,000	6,500	6,500
575.51.41.047	Security Monitoring	2,441	2,251	2,687	2,888	2,890	2,890
575.51.42.028	Telephone	831	875	955	840	-	-
575.51.44.003	Leasehold Excise Taxes			14	100	100	100
575.51.45.000	Operating Rentals & Leases		241	157			
575.51.47.038	Gas	19,868	14,813	9,219	20,000	18,000	18,000
575.51.47.039	Water	2,764	3,427	3,252	2,700	2,700	2,700
575.51.47.040	Sewer	2,884	2,797	3,328	1,500	2,100	2,100
575.51.47.041	Electricity	26,752	25,016	24,832	19,200	19,200	19,200
575.51.47.042	Waste Disposal	313	334	382	300	300	300
575.51.48.000	Repairs & Maintenance	13,699	12,217	17,410	19,500	19,500	19,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>74,218</b>	<b>67,071</b>	<b>68,393</b>	<b>74,028</b>	<b>72,290</b>	<b>72,290</b>
	<b>COMMUNITY CENTER FACILITIES</b>	<b>112,642</b>	<b>112,103</b>	<b>96,928</b>	<b>98,528</b>	<b>92,790</b>	<b>92,790</b>
	<b>TOTAL FACILITIES EXPENDITURES</b>	<b>1,117,895</b>	<b>1,137,395</b>	<b>1,112,945</b>	<b>1,151,528</b>	<b>1,004,043</b>	<b>1,015,103</b>

<b>PARKS &amp; RECREATION ADMINISTRATION FTE'S</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
--	-------------	-------------	-------------	-------------	-------------	-------------

<b>PARKS &amp; RECREATION DIRECTOR</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
--	-------------	-------------	-------------	-------------	-------------	-------------

<b>ADMINISTRATIVE ASSISTANT III</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
-------------------------------------	-------------	-------------	-------------	-------------	-------------	-------------

<b>PARKS &amp; REC ADMINISTRATION</b>							
571.10.00.000	<b>SALARIES &amp; BENEFITS</b>	<b>243,933</b>	<b>254,738</b>	<b>291,491</b>	<b>280,840</b>	<b>294,874</b>	<b>304,283</b>
571.10.30.000	<b>SUPPLIES</b>						
571.10.31.008	Office & Operating Supplies	641	241	1,023	400	910	910
571.10.35.000	Small Tools And Minor Equipment			196		1,150	
	<b>SUPPLIES</b>	<b>641</b>	<b>241</b>	<b>1,219</b>	<b>400</b>	<b>2,060</b>	<b>910</b>
571.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.10.42.028	Telephone	678	666	884	570	570	570
571.10.42.029	Postage	1,859	2,312	1,974	2,000	2,000	2,000
571.10.43.031	Lodging			258		-	360
571.10.43.032	Meals	-	15	58	-	40	130
571.10.43.033	Transportation	-	30	14	-	-	320
571.10.43.034	Mileage Reimbursement	-	-	169	50	50	50
571.10.45.000	Operating Rentals & Leases			1,750	1,600	600	600
571.10.48.049	Equipment Repair & Maintenance			3,380	2,500	3,200	3,200
571.10.49.054	Memberships	552	802	654	1,460	1,460	1,460
571.10.49.061	Registration	159	348	269	160	430	430
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>3,248</b>	<b>4,173</b>	<b>9,410</b>	<b>8,340</b>	<b>8,350</b>	<b>9,120</b>
	<b>PARKS &amp; REC ADMINISTRATION</b>	<b>247,822</b>	<b>259,152</b>	<b>302,120</b>	<b>289,580</b>	<b>305,284</b>	<b>314,313</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Recreation Services (574.20)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>RECREATION SERVICES FTE'S</b>		<b>5.47</b>	<b>5.79</b>	<b>4.98</b>	<b>4.98</b>	<b>4.98</b>	<b>4.98</b>
<b>ASST PARKS &amp; REC. DIRECTOR</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>RECREATION SUPERVISOR</b>				<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>BEACH MANAGER</b>				<b>0.14</b>	<b>0.14</b>	<b>0.14</b>	<b>0.14</b>
<b>ASSISTANT BEACH MANAGER</b>				<b>0.28</b>	<b>0.28</b>	<b>0.28</b>	<b>0.28</b>
<b>LIFEGUARD</b>				<b>0.56</b>	<b>0.56</b>	<b>0.56</b>	<b>0.56</b>
571.20.00.000	<b>RECREATION SERVICES SALARIES &amp; BENEFITS</b>	<b>478,239</b>	<b>458,526</b>	<b>479,440</b>	<b>499,138</b>	<b>515,377</b>	<b>530,543</b>
571.20.30.000	<b>SUPPLIES</b>						
571.20.31.008	Office & Operating Supplies	456	1,067	1,489	1,500	1,500	1,500
571.20.31.013	Food Supplies	12	-	-	50	50	50
571.20.31.023	Regular Uniforms	53	680	456	720	720	720
571.20.35.000	Small Tools & Minor Equipment	828	447	-	500	500	500
	<b>SUPPLIES</b>	<b>1,349</b>	<b>2,194</b>	<b>1,945</b>	<b>2,770</b>	<b>2,770</b>	<b>2,770</b>
571.20.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.20.41.000	Professional Services	652	657	657	700	1,500	1,500
571.20.41.009	Recreation Professional Services	-	-	-	100	100	100
571.20.42.028	Telephone	3,381	3,297	3,262	3,200	3,000	3,000
571.20.42.029	Postage	7,332	7,580	7,835	7,800	7,500	7,500
571.20.43.031	Lodging			-	480	640	640
571.20.43.032	Meals			-	256	250	250
571.20.43.033	Transportation			-	450	620	620
571.20.43.034	Mileage reimbursement	-	39	-	250	250	250
571.20.44.001	Business & Occupation Taxes			78	150	150	150
571.20.49.000	RecWare					16,706	7,000
571.20.49.007	YMCA Purchases Services			51,555	51,555	51,555	51,555
571.20.49.054	Memberships	341	511	225	491	550	550
571.20.49.058	Printing and Binding	17,009	15,032	16,392	20,000	12,000	12,000
571.20.49.061	Registration			-	450	690	690
571.20.49.068	Recreation Scholarship program	33,481	40,232	38,990	40,000	40,000	40,000
	<b>OTHER SERVICES &amp; CHARG</b>	<b>62,196</b>	<b>67,348</b>	<b>118,995</b>	<b>125,882</b>	<b>135,511</b>	<b>125,805</b>
	<b>RECREATION SERVICES</b>	<b>541,784</b>	<b>528,068</b>	<b>600,380</b>	<b>627,790</b>	<b>653,658</b>	<b>659,118</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)  
**DEPT:** Parks and Recreation (10)

**PROGRAMS:** Sports (571.21)  
 Classes (571.22)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>SPORTS FTE'S</b>		<b>0.00</b>	<b>0.07</b>	<b>0.07</b>	<b>0.07</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION LEADER II</b>				<b>0.07</b>	<b>0.07</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>261</b>		<b>149</b>	<b>1,192</b>	<b>1,208</b>	<b>1,208</b>
571.21.30.000	<b>SUPPLIES</b>						
571.21.31.008	Office & Operating Supplies	119		-	15	15	15
571.21.35.000	Small Tools & Minor Equipment	-		-	100	100	100
	<b>SUPPLIES</b>	<b>119</b>	<b>-</b>	<b>-</b>	<b>115</b>	<b>115</b>	<b>115</b>
571.21.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.21.41.009	Recreation Professional Services	-		-	4,500	22,100	22,950
571.21.44.001	Business & Occupation Taxes			8	50	2,000	2,000
	<b>OTHER SERVICES &amp; CHARG</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>4,550</b>	<b>24,100</b>	<b>24,950</b>
	<b>SPORTS</b>	<b>119</b>	<b>-</b>	<b>8</b>	<b>4,665</b>	<b>24,215</b>	<b>25,065</b>
571.22.00.000	<b>CLASSES</b>						
571.22.30.000	<b>SUPPLIES</b>						
571.22.31.008	Office & Operating Supplies	23	67	14	100	100	100
571.22.35.000	Small Tools & Minor Equipment	173	-	1,033	800	800	800
	<b>SUPPLIES</b>	<b>196</b>	<b>67</b>	<b>1,047</b>	<b>900</b>	<b>900</b>	<b>900</b>
571.22.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.22.41.009	Recreation Professional Services	33,593	35,144	49,500	30,000	22,000	22,000
571.22.44.001	Business & Occupation Taxes			1,514	2,000	1,000	1,000
571.22.45.000	Operating Rentals			165	-	-	-
	<b>OTHER SERVICES &amp; CHARG</b>	<b>33,593</b>	<b>35,144</b>	<b>51,178</b>	<b>32,000</b>	<b>23,000</b>	<b>23,000</b>
	<b>CLASSES</b>	<b>33,789</b>	<b>35,211</b>	<b>52,225</b>	<b>32,900</b>	<b>23,900</b>	<b>23,900</b>
	<b>TOTAL SPORTS &amp; CLASSES</b>	<b>34,169</b>	<b>35,211</b>	<b>52,382</b>	<b>38,757</b>	<b>49,323</b>	<b>50,173</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Seniors (571.23)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>SENIOR PROGRAM FTE'S</b>		<b>1.86</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>
<b>REC. PROGRAM SPECIALIST</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>RECREATION LEADER II</b>				<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>
571.23.00.000	<b>SENIORS</b>						
	<b>SALARIES &amp; BENEFITS</b>	<b>97,372</b>	<b>102,518</b>	<b>111,841</b>	<b>118,118</b>	<b>121,355</b>	<b>124,272</b>
571.23.30.000	<b>SUPPLIES</b>						
571.23.31.008	Office & Operating Supplies	2,119	2,327	3,856	2,000	2,000	2,000
571.23.31.013	Food Supplies	3,854	3,429	3,423	4,000	3,800	3,800
571.23.31.023	Regular Uniforms	114	306	-	200	200	200
571.23.35.000	Small Tools & Minor Equipment	3,045	2,925	889	5,000	5,000	5,000
	<b>SUPPLIES</b>	<b>9,131</b>	<b>8,988</b>	<b>8,168</b>	<b>11,200</b>	<b>11,000</b>	<b>11,000</b>
571.23.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.23.41.009	Recreation Professional Services	9,958	7,776	6,799	10,000	10,000	10,000
571.23.41.200	Advertising	120	225	215	200	200	200
571.23.43.032	Meals	753	690	661	700	700	700
571.23.43.034	Mileage Reimbursement	27	46	-	100	100	100
571.23.44.001	Business & Occupation Taxes			873	700	300	300
571.23.45.000	Operating Rentals & Leases	-	1,235	2,455	2,400	2,400	2,400
571.23.45.002	Equipment Rental - 501 Fund	27,252	31,788	30,372	32,712	5,396	21,216
571.23.49.054	Memberships	45	65	45	45	50	50
571.23.49.055	Miscellaneous Permit Fees	-	50	45	40	40	40
571.23.49.058	Printing & Binding	256	-	887	200	200	200
571.23.49.061	Registration	-	175	40	400	450	450
571.23.49.063	Tuition & Fees	16,311	17,873	20,333	16,200	16,200	16,200
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>54,722</b>	<b>59,923</b>	<b>62,725</b>	<b>63,697</b>	<b>36,036</b>	<b>51,856</b>
	<b>SENIORS</b>	<b>161,225</b>	<b>171,428</b>	<b>182,734</b>	<b>193,015</b>	<b>168,391</b>	<b>187,128</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Afterschool Prog/Camps (571.25)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>AFTERSCHOOL PROGRAMS &amp; CAMPS FTE'S</b>		<b>0.08</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>
<b>RECREATION LEADER II</b>				<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>
571.25.00.000	<b>SPECIAL EVENTS</b>						
	<b>SALARIES &amp; BENEFITS</b>	<b>271</b>	<b>70</b>	<b>230,789</b>	<b>205,686</b>	<b>237,108</b>	<b>245,595</b>
571.25.30.000	<b>SUPPLIES</b>						
571.25.31.008	Office & Operating Supplies	498	282	7,420	4,500	5,000	5,000
571.25.31.011	Publications			36			
571.25.31.013	Food Supplies	708	696	3,407	4,000	4,000	4,000
571.25.31.023	Regular Uniforms			372	1,000	900	900
571.25.35.000	Small Tools & Minor Equipment	1,833	2,136	419	1,000	1,200	1,200
	<b>SUPPLIES</b>	<b>3,038</b>	<b>3,114</b>	<b>11,653</b>	<b>10,500</b>	<b>11,100</b>	<b>11,100</b>
571.25.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.25.41.000	Professional Services	10,568	5,537	834	300	1,000	1,000
571.25.41.009	Recreation Professional Services	17,916	18,463	-			
571.25.41.061	Special Event Street Banners	6	11	-			
571.25.41.200	Advertising		695	-	500	500	500
571.25.42.029	Postage	1,649	1,720	-	-	1,500	1,500
571.25.43.031	Lodging			255	330	-	360
571.25.43.032	Meals			34	200	200	200
571.25.43.033	Transportation			13			
571.25.43.034	Mileage Reimbursement			171	100		
571.25.44.001	Business & Occupation Taxes			716	1,000	1,000	1,000
571.25.45.000	Operating Rentals & Leases	291	1,536	4,704	6,000	6,500	6,500
571.25.49.000	Miscellaneous Services			20	-	-	-
571.25.49.053	Subscriptions			60	-	150	150
571.25.49.054	Memberships			-	100	170	170
571.25.49.058	Printing & Binding	3,340	2,781	1,395	2,500	3,250	3,250
571.25.49.061	Registration			159	600	730	730
571.25.49.063	Tuition & Fees			5,376	6,500	7,000	7,000
	<b>OTHER SERVICES &amp; CHARG</b>	<b>33,770</b>	<b>30,742</b>	<b>13,736</b>	<b>18,130</b>	<b>22,000</b>	<b>22,360</b>
	<b>AFTERSCHOOL PROGS &amp; CAM</b>	<b>37,080</b>	<b>33,926</b>	<b>256,179</b>	<b>234,316</b>	<b>270,208</b>	<b>279,055</b>



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Teen Programs (571.26)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>TEEN PROGRAM FTE'S</b>		<b>4.56</b>	<b>5.04</b>	<b>6.04</b>	<b>6.04</b>	<b>6.04</b>	<b>6.04</b>
<b>RECREATION PROGRAMS SPECIALIST</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PRESCHOOL TEACHER</b>				<b>1.15</b>	<b>1.15</b>	<b>1.15</b>	<b>1.15</b>
<b>RECREATION LEADER II</b>				<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>
<b>RECREATION LEADER I</b>				<b>1.03</b>	<b>1.03</b>	<b>1.03</b>	<b>1.03</b>
571.26.00.000	<b>TEEN PROGRAMS</b>						
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>185,194</b>	<b>216,506</b>	<b>132,691</b>	<b>134,426</b>	<b>137,329</b>	<b>140,846</b>
571.26.30.000	<b>SUPPLIES</b>						
571.26.31.008	Office & Operating Supplies	4,860	5,370	2,915	1,500	1,500	1,500
571.26.31.011	Publications	66	-	-	-	-	-
571.26.31.013	Food Supplies	3,564	4,632	3,308	3,500	3,500	3,500
571.26.31.023	Regular Uniforms	794	609	556	500	500	500
571.26.35.000	Small Tools & Minor Equipment	1,573	1,247	1,556	1,750	2,500	1,750
	<b>SUPPLIES</b>	<b>10,857</b>	<b>11,859</b>	<b>8,336</b>	<b>7,250</b>	<b>8,000</b>	<b>7,250</b>
571.26.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
571.26.41.000	Professional Services	-	75	759	-	600	600
571.26.41.009	Recreation Prof. Svcs.	-	-	-	300	300	300
571.26.42.009	Postage	-	-	-	-	500	500
571.26.43.031	Lodging	-	-	-	-	-	360
571.26.43.032	Meals	-	-	39	330	200	200
571.26.43.034	Mileage reimbursement	-	8	-	-	-	-
571.26.44.000	Advertising	-	-	-	200	200	200
571.26.44.001	Business & Occupation Taxes	-	-	207	500	300	300
571.26.45.000	Operating Rentals & Leases	4,257	5,369	-	-	-	-
571.26.49.005	Activity Participant Lodging	-	-	-	100	100	100
571.26.49.053	Subscriptions	-	66	-	-	-	-
571.26.49.054	Memberships	94	114	-	100	170	170
571.26.49.058	Printing & Binding	2,113	1,689	321	625	225	225
571.26.49.061	Registration	256	99	-	450	530	530
571.26.49.063	Tuition & Fees	5,395	5,165	3,752	3,200	3,200	3,200
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>12,115</b>	<b>12,584</b>	<b>5,078</b>	<b>5,805</b>	<b>6,325</b>	<b>6,685</b>
	<b>TEEN PROGRAMS</b>	<b>208,166</b>	<b>240,948</b>	<b>146,105</b>	<b>147,481</b>	<b>151,654</b>	<b>154,781</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Special Events (573.90)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>SPECIAL EVENTS FTE'S</b>		<b>2.83</b>	<b>2.19</b>	<b>2.19</b>	<b>2.20</b>	<b>2.19</b>	<b>2.19</b>
<b>RECREATION PROGRAMS SPECIALIST</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>RECREATION LEADER II</b>				<b>1.19</b>	<b>1.20</b>	<b>1.19</b>	<b>1.19</b>
573.90.00.000	<b>SPECIAL EVENTS TOTAL SALARIES &amp; BENEFITS</b>	<b>119,592</b>	<b>122,540</b>	<b>791</b>	<b>1,487</b>	<b>1,504</b>	<b>1,504</b>
573.90.30.000	<b>SUPPLIES</b>						
573.90.31.008	Office & Operating Supplies	1,321	1,951	258	100	500	500
573.90.31.013	Food Supplies	3,560	4,279	434	1,000	1,000	1,000
573.90.31.023	Regular Uniforms	245	419	-			
573.90.35.000	Small Tools & Minor Equipment	1,914	897	1,612	2,000	2,000	2,000
	<b>SUPPLIES</b>	<b>7,040</b>	<b>7,546</b>	<b>2,305</b>	<b>3,100</b>	<b>3,500</b>	<b>3,500</b>
573.90.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
573.90.41.000	Professional Services			6,363	20,550	13,660	13,660
573.90.41.009	Recreation Professional Services	-	-	23,117	20,400	30,400	30,400
573.90.41.061	Special Event Street Banners			(27)			
573.91.41.101	Highline Historical Society Services		5,000	5,000	5,000	5,000	5,000
573.90.41.200	Advertising			-	750	750	750
573.90.42.029	Postage			1,600	1,750	2,020	2,020
574.26.43.034	Mileage		19				
573.90.44.001	Business & Occupation Taxes			9	50	50	50
573.90.45.000	Operating Rentals & Leases	-	-	1,621	2,000	8,350	8,350
573.90.48.000	Repairs & Maintenance			37			
574.26.49.054	Memberships	94	114	-			
573.90.49.058	Printing & Binding	-	347	5,300	4,640	4,720	4,720
574.26.49.063	Tuition & Fees	2,997	3,428	-			
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>3,091</b>	<b>8,908</b>	<b>43,020</b>	<b>55,140</b>	<b>64,950</b>	<b>64,950</b>
	<b>SPECIAL EVENTS</b>	<b>129,723</b>	<b>138,993</b>	<b>46,116</b>	<b>59,727</b>	<b>69,954</b>	<b>69,954</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Community Center (575.50)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>COMMUNITY CENTER FTE'S</b>		<b>3.87</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>
<b>RECREATION ATTENDANT</b>				<b>1.93</b>	<b>1.93</b>	<b>1.93</b>	<b>1.93</b>
<b>COMMUNITY CENTER ATTENDANT</b>				<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>
575.50.00.000	<b>COMMUNITY CENTER TOTAL SALARIES &amp; BENEFITS</b>	<b>129,196</b>	<b>126,124</b>	<b>151,028</b>	<b>153,975</b>	<b>155,201</b>	<b>159,842</b>
575.50.30.000	<b>SUPPLIES</b>						
575.50.31.008	Office & Operating Supplies	3,262	3,229	2,935	3,000	3,000	3,000
575.50.31.023	Regular Uniforms	308	273	18	400	400	400
575.50.35.000	Small Tools & Minor Equipment	10,346	16,340	5,815	12,000	6,500	6,500
	<b>SUPPLIES</b>	<b>13,916</b>	<b>19,842</b>	<b>8,768</b>	<b>15,400</b>	<b>9,900</b>	<b>9,900</b>
575.50.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
575.50.41.000	Professional Services			312	-	600	600
575.50.42.028	Telephone	318	491	529	400	400	400
575.50.43.034	Mileage Reimbursement	-	-	-	50	50	50
575.50.44.001	Business & Occupation Taxes			2,992	2,500	2,500	2,500
575.50.45.000	Operating Retals & Leases			2,837	3,096	3,100	3,100
575.50.45.002	Equipment Rental - 501 Fund	46,572	45,252	73,572	86,748	29,208	19,980
575.50.47.044	Cable TV			3			
575.50.48.049	Equipment Repair & Maintenance	5,918	4,096	7,623	10,775	6,000	6,000
575.50.49.053	Subscriptions	243	-	346	225	225	225
575.50.49.054	Memberships	120	120	-	120	160	160
575.50.49.055	Miscellaneous Permit Fees	768	808	808	810	810	810
575.50.49.058	Printing & Binding	472	716	172	250	250	250
575.50.49.061	Registration	-	35	49	70	70	70
	<b>OTHER SERVICES &amp; CHARG</b>	<b>54,410</b>	<b>51,518</b>	<b>89,244</b>	<b>105,044</b>	<b>43,373</b>	<b>34,145</b>
	<b>COMMUNITY CENTER</b>	<b>197,522</b>	<b>197,485</b>	<b>249,040</b>	<b>274,419</b>	<b>208,474</b>	<b>203,887</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail General Fund # 001**

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Park Maintenance (576.80)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>PARK MAINTENANCE FTE'S</b>		<b>9.29</b>	<b>9.08</b>	<b>9.08</b>	<b>10.09</b>	<b>9.08</b>	<b>9.08</b>
<b>PARK OPERATIONS SUPERVISOR</b>				<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PARK OPERATIONS LEAD</b>				<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>PARK OPERATIONS WORKER</b>				<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>SEASONAL MAINTENANCE WORKER</b>				<b>2.08</b>	<b>3.09</b>	<b>2.08</b>	<b>2.08</b>
576.80.00.000	<b>PARK MAINTENANCE TOTAL SALARIES &amp; BENEFITS</b>	<b>661,901</b>	<b>674,081</b>	<b>752,848</b>	<b>786,083</b>	<b>814,435</b>	<b>845,493</b>
576.80.30.000	<b>SUPPLIES</b>						
576.80.31.001	Janitorial Supplies	-	10,373	9,200	11,300	11,300	11,300
576.80.31.008	Office & Operating Supplies	77,555	68,070	37,355	57,700	58,070	58,070
576.80.31.011	Publications	61	-	105	150	150	150
576.80.31.013	Food Supplies	102	127	118	100	100	100
576.80.31.018	Safety Clothing	1,800	1,856	1,551	2,360	2,360	2,360
576.80.31.023	Uniforms	2,043	2,015	1,758	2,100	2,100	2,100
576.80.31.046	Water Feature Supplies			2,617		3,000	3,000
576.80.32.000	Fuel		216	805	-	-	-
576.80.35.000	Small Tools & Minor Equipment	24,162	23,983	16,022	20,000	19,620	19,620
	<b>SUPPLIES</b>	<b>105,724</b>	<b>106,640</b>	<b>69,530</b>	<b>93,710</b>	<b>96,700</b>	<b>96,700</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Parks and Recreation (10)

**PROGRAM:** Park Maintenance Cont'd (576.80)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
576.80.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
576.80.41.000	Professional Services	16,829	16,448	5,100	16,000	17,000	17,000
576.80.42.028	Telephone	5,606	6,833	6,015	5,000	5,000	5,000
576.80.43.032	Meals	64	30	-	100	50	50
576.80.43.033	Transportation					-	-
576.80.44.001	Business & Occupation Taxes			152	200	200	200
576.80.44.003	Leasehold Excise Taxes			835	840	800	800
576.80.45.000	Operating Rentals & Leases	16,720	20,447	14,433	16,658	13,680	13,680
576.80.45.002	Equipment Rental - 501 Fund	141,540	134,988	156,264	175,056	101,369	116,868
576.80.45.046	Water Feature Rentals			126			
576.80.47.039	Water	74,574	79,382	74,924	43,000	42,500	42,500
576.80.47.040	Sewer	4,419	5,983	9,030	3,500	3,500	3,500
576.80.47.041	Electricity	46,521	49,952	45,606	50,000	50,000	50,000
576.80.47.042	Waste Disposal	180	550	2,099	500	750	750
576.80.47.043	City Owned Parcel Fees	5,848	10,126	10,024	10,126	10,126	10,126
576.80.48.000	Contract Repairs & Maintenance	28,373	35,640	28,013	17,000	25,350	26,000
576.80.48.047	Other Imp - Repair & Maintenance	13,921	5,936	2,409	12,500	11,500	11,500
576.80.48.049	Equipment Repair & Maintenance	2,501	2,018	1,417	3,700	1,500	1,500
576.80.48.050	Computer Repair & Maintenance	378	378	378	400	400	400
576.80.48.061	Tree Maintenance			13,095		13,650	13,650
576.80.49.006	Judgments & Damages	11,635	18,902	4,621	6,500	6,500	6,500
576.80.49.054	Memberships	368	391	300	600	847	847
576.80.49.055	Miscellaneous Permit Fees	433	453	-	500	525	550
576.80.49.061	Registration	1,285	870	2,495	2,100	2,895	2,895
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>371,195</b>	<b>389,326</b>	<b>377,337</b>	<b>364,280</b>	<b>308,142</b>	<b>324,316</b>
	<b>BALLFIELD MAINTENANCE</b>						
576.40.31.008	Office & Operating Supplies			24,822	20,000	19,980	19,980
576.40.35.000	Small Tools And Minor Equipment			5,413	4,500	4,800	4,800
576.40.41.000	Professional Services			3,088	6,500	6,500	6,500
576.40.44.001	Business & Occupation Taxes			413	-	500	500
576.40.45.000	Operating Rentals & Leases			1,950		2,120	2,120
576.40.48.000	Repairs & Maintenance			2,190	3,000	3,500	3,500
576.40.49.006	Judgements, Damages and Settlements			821			
	<b>PUBLIC GARDENS MAINTENANCE</b>						
576.90.31.008	Office & Operating Supplies			6,143	2,000	2,800	2,800
576.90.31.013	Food Supplies					100	100
576.90.35.000	Small Tools And Minor Equipment					350	350
576.90.41.000	Professional Services			4,048	1,000	1,000	1,000
576.90.45.000	Operating Rentals & Leases			4,048		780	780
576.90.47.039	Water			6,385	6,000	6,500	6,500
576.90.47.041	Electricity			509		500	500
576.90.48.000	Repairs & Maintenance			17,511	10,000	10,000	10,000
576.90.48.047	Other Imp - Repair & Maintenance			1,752	7,000	7,000	7,000
576.90.49.006	Judgments & Damages			279	500	500	500
	<b>OTHER PARK EXPENSES</b>			<b>79,372</b>	<b>60,500</b>	<b>66,930</b>	<b>66,930</b>
	<b>PARK MAINTENANCE</b>	<b>1,138,820</b>	<b>1,170,047</b>	<b>1,199,715</b>	<b>1,244,073</b>	<b>1,219,277</b>	<b>1,266,509</b>
<b>TOTAL PARKS, REC &amp; FACILITIES EXPENDITURE</b>		<b>3,813,945</b>	<b>3,912,654</b>	<b>4,227,086</b>	<b>4,321,186</b>	<b>4,167,196</b>	<b>4,266,951</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Parks & Recreation  
**Division:** Recreation  
**Director:** Kit Ledbetter  
**Item:** Registration Program and Hardware for Recreation Registration & Facility Booking  
**BARS#:** 301.000.04.518.88.35.000 and 001.000.10.571.20.49.000  
**Amount of Request:** \$16,706

**Description of Request (include detail of total funding request - see instructions):**

Hardware & set up fees for new recreation registration and facility booking program (RecWare). New hardware includes Membership Card Printer, Touch Screen Monitor, Cash Drawer, Thermal Receipt Printer, Credit Card Reader / Check Scanner and Card Barcode Reader. The dominate software provider (CLASS) is going out of business by the end of 2016. After researching with other Parks and Recreation Departments we are recommending this new system

301.000.04.518.88.35.000 Hardware - \$8,292  
 001.000.10.571.20.49.000 Initial setup - \$1,414  
 001.000.10.571.20.49.000 Ongoing maintenance. Estimated \$7,000 per year.  
 001.000.04.518.88.48.050 Ongoing savings from previous maintenance fee. (\$4,400 per year)

**Justification for Request:**

The current activity registration and facility booking program will no longer be supported by the parent company Active Network (CLASS). The current program is a software based program that is installed on one of the city servers. The current program requires an annual maintenance fee of \$4,400. The new system is a "Cloud" based program that does not require any space on the city servers. After initial purchase and set, there is a monthly fee of 1% of the gross revenue. The annual cost is estimate to be \$7,000 based on past year's revenue. The new system also gives participants, instructors and staff the ability to access the program online anywhere they have internet access. We do not have this capability with the current program.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

The current program (CLASS) can still be used. However, if we have technical problems, there will be no technical support from Active Network in this 2015- 2016 Budget. Additionally there will continue to be no online access.

**What City Goal is addressed with this expenditure?**

A goal of the City is to improve communication. With the change to a new "Cloud" based registration and facility booking program, participants will be able to shop, register and pay for programs online. Additionally, we will have better communication access with registered participants.

<b>Funding Source(s):</b>	<b>2015 Request</b>	<b>2016 Request</b>
Current Operations (one time cost)	\$9,706	\$0
Current Operations (estimated ongoing cost)	\$7,000	\$7,000
Convenience Fee (NEW Fee for online transactions \$2/transaction):	(\$7,000)	(\$7,000)
Other (Specify): Savings from previous maintenance fee.	(\$4,400)	(\$4,400)
<b>TOTAL</b>	<b>\$5,306</b>	<b>(\$4,400)</b>

**City of SeaTac 2015-2016 Budget  
New Position Request Worksheet**

*The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification for the position requested. Human Resources and Finance staff will coordinate in preparing a schedule of salary and benefit costs, which will be provided to you and should be attached to your decision card. In determining the total amount to be requested, please make sure that all costs associated with the position have been included. Each decision card for a new position must be accompanied by a completed New Position Request Worksheet which itemizes the total amount requested:*

**Position Title: Parks Seasonal Worker (2) 3 month positions, and (1) 6 month seasonal position  
List of Primary Duties/Responsibilities:**

**Assist with general Parks Maintenance Duties. With the addition of the water feature and other amenities such as 2 shelters and 12 barbeque areas at Angle Lake Park more assistance is needed to cover later in the day from Memorial Day to Labor Day. These positions could be scheduled to work flexible shifts as to not take away from ongoing maintenance and reduce overtime costs. The 6 month seasonal position would work from March to September and address maintenance needs that have been unable to be completed since staff reductions in 2011, without adding a full-teim position.**

Salary	\$	25,952	(Provided by Human Resources & Finance)
Benefits		-	
<b>Subtotal Salary and Benefits</b>	<b>\$</b>	<b>25,952</b>	

Associated Costs (indicate n/a where not applicable):

Furniture and office equipment	n/a		
Computer hardware and Software	n/a		
Uniform		450	
Vehicle		-	
Equipment Rental Charges (from 501 Fund)		-	(Provided by Public Works)
Training	n/a		
Telephone (cell/pager, etc.)		225	
Other (specify): _____		-	
<b>Subtotal Associated Costs</b>	<b>\$</b>	<b>675</b>	

<b>TOTAL:</b>	<b>\$</b>	<b>27,302</b>
---------------	-----------	---------------

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Overview - Community Relief Fund #105

**Fund:** Port of Seattle ILA Fund (105)

**Department:** City Manager (3) & Finance and Systems (04)

**Responsible Manager:** Todd Cutts, City Manager

### Fund Description

The Port of Seattle Interlocal Agreement (ILA) Fund was created in 1998 to account for the receipt of \$10 million in community relief monies from the Port of Seattle as part of a 1997 interlocal agreement and an additional \$3.5 million from proceeds of City street vacations. The City Council established a policy that beginning in 1999, only the interest earned on the ILA monies will be budgeted for expenditure. In 2008 discussions occurred regarding the purpose of the fund and it was determined that these funds will be considered as unrestricted.

### 2015-2016 Budgetary Changes

Due to GASB 54 and other financial statement requirements, as well as the minimal balance remaining in this fund at the end of 2014, this fund is to be closed and the balance transferred to the general fund after the last remaining obligations have been paid. This fund was budgeted to pay for sidewalks and the botanical garden through 2015. Those projects are expected to use the remaining fund balance, however, if any amount is left over it is to be transferred to the General Fund.

### Fund Balance Detail - 105 Fund

**FUND:** Port of Seattle ILA Fund (105)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>4,396,667</b>	<b>3,696,182</b>	<b>3,193,010</b>	<b>2,171,348</b>	<b>1,299,848</b>	<b>1,277,863</b>
Add: Operating Revenues	37,030	5,140	2,838	3,500	750	500
Less: Expenditures	(15,000)	(20,000)	(20,000)	(20,000)	(22,735)	(22,735)
Less: Other Financing Uses	(722,515)	(488,312)	(1,004,500)	(855,000)	-	-
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>3,696,182</b>	<b>3,193,010</b>	<b>2,171,348</b>	<b>1,299,848</b>	<b>1,277,863</b>	<b>1,255,628</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>-14%</b>	<b>-32%</b>	<b>-40%</b>	<b>-2%</b>	<b>-2%</b>

### Revenue Detail - Fund #105

**FUND:** Port of Seattle ILA Fund (105)

**SOURCE:** Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	30,688	5,140	2,838	3,500	750	500
361.31.00.000	Realized Gains (Losses) on Invest	-	-	-	-	-	-
361.32.00.000	Unrealized Gains (Losses) on Invest	6,342	-	-	-	-	-
361.40.00.004	Interfund Loan Interest	-	-	-	-	-	-
361.90.00.000	Other Interest Earnings	-	-	-	-	-	-
	<b>INTEREST EARNINGS</b>	<b>37,030</b>	<b>5,140</b>	<b>2,838</b>	<b>3,500</b>	<b>750</b>	<b>500</b>
	<b>TOTAL PORT OF SEATTLE ILA FUND REV</b>	<b>37,030</b>	<b>5,140</b>	<b>2,838</b>	<b>3,500</b>	<b>750</b>	<b>500</b>



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Fund #105**

**FUND:** Port of Seattle ILA Fund (105)

**Expenditures:** Other Financing Uses (590)  
Park Maintenance (576.10)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
576.10.00.000	<b>PARKS MAINTENANCE</b>						
576.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
576.10.41.000	Professional Services	15,000	20,000	20,000	20,000	22,735	22,735
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>15,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>22,735</b>	<b>22,735</b>
597.00.00.000	<b>TRANSFERS OUT</b>						
597.60.00.000	Trans Out/Fund #308 Land Acquisition	-	-	100,000	250,000	-	-
597.71.00.000	Tr Out/Fund #307 Sidewalks	722,515	488,312	904,500	605,000	-	-
	<b>TRANSFERS OUT</b>	<b>722,515</b>	<b>488,312</b>	<b>1,004,500</b>	<b>855,000</b>	<b>-</b>	<b>-</b>
	<b>TRANSFERS OUT</b>	<b>722,515</b>	<b>488,312</b>	<b>1,004,500</b>	<b>855,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL PORT OF SEATTLE ILA FUND EXP</b>		<b>737,515</b>	<b>508,312</b>	<b>1,024,500</b>	<b>875,000</b>	<b>22,735</b>	<b>22,735</b>

**City of SeaTac 2015-2016 Budget  
New Position Request Worksheet**

*The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification for the position requested. Human Resources and Finance staff will coordinate in preparing a schedule of salary and benefit costs, which will be provided to you and should be attached to your decision card. In determining the total amount to be requested, please make sure that all costs associated with the position have been included. Each decision card for a new position must be accompanied by a completed New Position Request Worksheet which itemizes the total amount requested:*

**Position Title: Volunteer Coordinator (Botanical Garden)**

**List of Primary Duties/Responsibilities:**

**Coordinate volunteer work parties and Community Service workers to maintain club gardens and public areas of the Highline SeaTac Botanical Garden. Coordinate ongoing general garden improvements. Operate appropriate equipment to maintain garden areas. Operate automated and manual irrigation systems. Work with partner gardens to insure they are contributing labor and materials as per agreements. Coordinate special events such as garden tours, plant sales, and social events. This position would need be a minimum of 9 months per year to cover the needs that are currently being done by the position without impacted regular Parks maintenance.**

Salary estimated to be approximately \$17.50/hour	\$	21,735	(Provided by Human Resources & Finance)
Benefits		-	
<b>Subtotal Salary and Benefits</b>	<b>\$</b>	<b>21,735</b>	

Associated Costs (indicate n/a where not applicable):

Furniture and office equipment	n/a		
Computer hardware and Software	n/a		
Uniform		500	
Vehicle		-	
Equipment Rental Charges (from 501 Fund)		-	(Provided by Public Works)
Training		-	
Telephone (cell/pager, etc.)		500	
Other (specify): _____		-	
<b>Subtotal Associated Costs</b>	<b>\$</b>	<b>1,000</b>	

<b>TOTAL:</b>	<b>\$</b>	<b>22,735</b>
---------------	-----------	---------------

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Overview - Fund #110

**Fund:** Facility Repair and Replacement Fund (110)

**Department:** Facilities (10)

**Responsible Manager:** Patrick Patterson, Facilities Director

### Fund Description

The *Facility Repair and Replacement Fund* was established in 2006 to provide for on-going renovation and major maintenance (non-capitalized) for City buildings and park related facilities under \$25,000. Projects exceeding this amount are funded in the *Municipal Capital Improvement Fund #301*. Also included in this Fund are small tools and minor equipment items related to facilities that are under \$5,000 each. Included in the minor equipment items are park benches, picnic tables and garbage cans.

### 2015-2016 Budgetary Changes

The *Facility Repair and Replacement Fund* does not have a restricted revenue source. As such, with the implementation of GASB 54 this fund will be considered for consolidation into other general governmental services funds. Projects were evaluated for remaining life and financial limitations on funding to determine prioritization for 2015-2016 projects vs. future year projects.

### Fund Balance Detail - 110 Fund

<b>FUND:</b> Facility Repair and Replacement Fund (110)						
DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	37,187	4,376	104,905	92,410	87,653	4,644
Add: Other Financing Sources/Transfers In	-	229,598	180,000	120,000	100,000	100,000
Add: Operating Revenues	53	84	171	50	50	50
<b>Total Revenues</b>	<b>53</b>	<b>229,682</b>	<b>180,171</b>	<b>120,050</b>	<b>100,050</b>	<b>100,050</b>
Less: Expenditures	(32,864)	(129,153)	(192,666)	(124,807)	(183,059)	(99,999)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>4,376</b>	<b>104,905</b>	<b>92,410</b>	<b>87,653</b>	<b>4,644</b>	<b>4,695</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>2297%</b>	<b>-12%</b>	<b>-5%</b>	<b>-95%</b>	<b>1%</b>

### Revenue Detail - Facility Repair Fund #110

<b>FUND:</b> Facility Repair & Repl Fund (110)		<b>SOURCE:</b> Miscellaneous Revenues (360) Other Financing Sources (390)					
ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	53	84	171	50	50	50
361.31.00.000	Realized Gains (Losses) on Inv	-	-	-	-	-	-
	<b>INTEREST EARNINGS</b>	<b>53</b>	<b>84</b>	<b>171</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>53</b>	<b>84</b>	<b>171</b>	<b>50</b>	<b>50</b>	<b>50</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
397.00.00.000	<b>TRANSFERS IN</b>						
397.80.00.000	Transfer In/Fund #108 Fac Rep & Repl	-	229,598	180,000	120,000	100,000	100,000
	<b>TRANSFERS IN</b>	<b>-</b>	<b>229,598</b>	<b>180,000</b>	<b>120,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>OTHER FINANCING SOURCES</b>	<b>-</b>	<b>229,598</b>	<b>180,000</b>	<b>120,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>TOTAL FACILITY REPAIR AND REPL FUND REV</b>	<b>53</b>	<b>229,682</b>	<b>180,171</b>	<b>120,050</b>	<b>100,050</b>	<b>100,050</b>

**Expenditure Detail - Facility Repair Fund #110**

**FUND:** Facility Repair & Repl Fund (110)

**PROGRAMS:** City Hall (518.30)  
Fire Stations (522.57)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
518.30.00.000	<b>CITY HALL</b>						
518.30.30.000	<b>SUPPLIES</b>						
518.30.35.000	Small Tools and Minor Equipment	-	3,449	4,005	-	-	-
	<b>SUPPLIES</b>	-	<b>3,449</b>	<b>4,005</b>	-	-	-
518.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
518.30.48.000	Repairs and Maintenance	-	-	36,691	25,064	48,624	30,275
	<b>OTHER SERVICES &amp; CHARGES</b>	-	-	<b>36,691</b>	<b>25,064</b>	<b>48,624</b>	<b>30,275</b>
	<b>CITY HALL</b>	-	<b>3,449</b>	<b>40,696</b>	<b>25,064</b>	<b>48,624</b>	<b>30,275</b>
522.57.48.000	<b>FIRE STATIONS</b>						
522.57.48.000	Repairs and Maintenance	-	-		9,186	4,047	-
	<b>OTHER SERVICES &amp; CHARGES</b>	-	-	-	<b>9,186</b>	<b>4,047</b>	-
	<b>FIRE STATIONS</b>	-	-	-	<b>9,186</b>	<b>4,047</b>	-
543.50.00.000	<b>MAINTENANCE FACILITY</b>						
543.50.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
543.50.48.000	Repairs and Maintenance	-	-	-	-	5,000	-
	<b>OTHER SERVICES &amp; CHARGES</b>	-	-	-	-	<b>5,000</b>	-
	<b>MAINTENANCE FACILITY</b>	-	-	-	-	<b>5,000</b>	-

**FUND:** Facility Repair & Repl Fund (110)  
**DEPT:** Facilities (12)

**PROGRAMS:** Community Centers (575.50)  
Parks Maintenance (576.80)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
575.50.00.000	<b>COMMUNITY CENTERS</b>						
575.50.30.000	<b>SUPPLIES</b>						
575.50.35.000	Small Tools and Minor Equipment	-	29,707	31,552	-	7,459	11,296
	<b>SUPPLIES</b>	-	<b>29,707</b>	<b>31,552</b>	-	<b>7,459</b>	<b>11,296</b>
575.50.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
575.50.48.000	Repairs and Maintenance	-	13,106	16,500	7,328	114,653	18,267
	<b>OTHER SERVICES &amp; CHARGES</b>	-	<b>13,106</b>	<b>16,500</b>	<b>7,328</b>	<b>114,653</b>	<b>18,267</b>
	<b>COMMUNITY CENTERS</b>	-	<b>42,813</b>	<b>48,052</b>	<b>7,328</b>	<b>122,112</b>	<b>29,563</b>
576.80.00.000	<b>PARKS MAINTENANCE</b>						
576.80.30.000	<b>SUPPLIES</b>						
576.80.31.008	Office & Operating Supplies	-	-	(2,500)	2,500	-	-
576.80.35.000	Small Tools and Minor Equipment	-	22,568	24,594	4,750	-	8,107
	<b>SUPPLIES</b>	-	<b>22,568</b>	<b>22,094</b>	<b>7,250</b>	-	<b>8,107</b>
576.80.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
576.80.48.000	Repairs and Maintenance	32,864	60,324	81,825	75,980	3,276	32,054
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>32,864</b>	<b>60,324</b>	<b>81,825</b>	<b>75,980</b>	<b>3,276</b>	<b>32,054</b>
	<b>PARKS MAINTENANCE</b>	<b>32,864</b>	<b>82,892</b>	<b>103,919</b>	<b>83,230</b>	<b>3,276</b>	<b>40,161</b>
	<b>TOTAL FACILITY REPAIR AND REPL FUND EXP</b>	<b>32,864</b>	<b>129,153</b>	<b>192,666</b>	<b>124,807</b>	<b>183,059</b>	<b>99,999</b>



# PUBLIC WORKS ROAD MAP

## VISION

To be a progressive public works leader that enhances public and natural resources.

## MISSION

To plan, construct and maintain safe, quality infrastructure and public works services that build a proud, healthy and prosperous community.



## SUPPORT CITYWIDE GOALS

### ACHIEVE CITY COUNCIL GOALS

Positively act to achieve the Council's Goals.

### ENHANCE OUR COMMUNITY

Maintain 5-star Envirostars rating.  
Maintain infrastructure to a level that generates pride.

### FOSTER EMPLOYEE ENGAGEMENT

### SUSTAIN FINANCIAL HEALTH & STABILITY

Continuously create efficiencies, monitor financial status and seek alternative revenues.  
Create and successfully implement Asset Management Systems.

### BUILD INFRASTRUCTURE; PROMOTE DEVELOPMENT

Efficiently deliver public infrastructure that effectively connects the community and creates economic opportunity and pride.

## DEPARTMENT GOALS

### LEVERAGE TECHNOLOGY

Integrate Office and Field Operations.  
Improve internal/external communication.

### EARN APWA ACCREDITATION



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Tom Gut, Public Works Director  
Date: September 12, 2014  
Re: 2015-2016 General Fund Budget Alignment

---

The City of SeaTac is approximately 18 months into our Align & Improve journey. As part of the City's alignment efforts, staff have developed citywide and departmental road maps to help us focus on what is most important, as defined by our vision, mission and goal statements. For the 2015-2016 budget cycle, we anticipate supporting our goals through the major projects, programs and activities described below. Over time and through an iterative process, we anticipate seeing an increased degree of alignment between our road maps and the City's major budget elements.

## SUPPORTING CITYWIDE GOALS

### Achieve City Council Goals

- **Special Recycling Events:** The residential recycling events support Council Goal #1 of enhancing and protecting the quality of life in this region by providing safe alternatives for disposing of targeted hard-to-handle and household hazardous waste materials. Residents benefit from slower increases in landfill costs and gain access to environmentally and economically sound options for how to handle targeted materials in their local community area.
- **Commercial Resource Conservation and Waste Reduction Support/Assistance** provides the commercial sector opportunities to reduce their waste to the landfill and possibly reduce their costs through smaller trash containers. Many SeaTac businesses over the years have been recognized for their efforts through King County's Best Workplaces for Waste Reduction and Recycling, including the City of SeaTac as an Honor Roll recipient. Provides a positive business environment through reasonable regulations.
- **Solid Waste Collection Contract:** Supported Council Goal #1 by completing a competitive process to secure a solid waste collection contract with Recology CleanScapes that provides for residential, multifamily and commercial sector garbage, recyclables, and compostables disposal, and also provides 300% increased revenue to the General Fund annually. The contract includes enhanced recycling for all sectors, decreased financial costs to the commercial sector with embedded commercial recycling,

and increased community-wide activities geared to waste reduction and environmental stewardship. Provides a positive business environment through reasonable regulations.

- Resource Conservation Programs, Hazardous Waste Programs, and Solid Waste Collection Contract: Supporting Council Goal #3, the overall resource conservation and hazardous waste programs support code compliance by providing residential recycling events, educational and King County program connections to all community sectors (directly or through the code compliance officer), in addition to direct staff support with the Code Compliance Program Coordinator task force. The new Recology CleanScapes contract provides specific code enforcement support with enhanced curbside services, 20 on-street litter containers, limited discounted code enforcement cleanup support, and 6 hours per month community cleaning services (in the form of: pressure washing, graffiti removal, sidewalk sweeping and/or illegal dumping remediation services).
- Continue to support advocacy for State Route 509 funding by providing technical analysis.

#### Foster Employee Engagement

- The Public Works Department is actively supporting Employee Engagement through semi-annual all department meetings. We learn about other department's programs, activities, projects to improve alignment, and promote teamwork. This also provides opportunities for staff to gain experience making presentations.
- The Public Works Department is supporting Employee Engagement by offering staff the opportunity to participate on various new initiatives and committees.

#### Enhance Our Community

- ClicknRequest Program: The citywide ClicknRequest program is effective in enhancing both quality of life and public image, as residents and other citizens report problems and ask for assistance on a variety of topics spanning all departments of the city. For the most part, staff is able to respond within a few days to correct problems and answer questions.
- Resource Conservation and Hazardous Waste Disposal: Through conscientious resource conservation and programming to manage proper disposal of hazardous waste, the City of SeaTac is able to maintain their 5-Star EnviroStars Certification. The all city facility EnviroStars 5-Star Certification shows "by example" what our community should strive for. Resource Conservation and Hazardous Waste supports and assists the commercial sector in meeting their goals for environmentally healthy business practices and sites.

### Sustain Financial Health & Stability

- The Public Works Department is exploring new ways to meet community needs that deliver programs effectively and more efficiently. We will look for opportunities to innovate, collaborate and experiment.

### Build Infrastructure; Promote Development

- The Engineering Division works to achieve the Citywide Goal of Promoting Development by providing inspection services for private development projects. Facilitating private development creates economic opportunity for the City's residents and the general public

### DEPARTMENT GOALS

#### Earn APWA Accreditation

- APWA accreditation would help accomplish several Citywide and Departmental goals - Foster Employee Engagement by documenting practices across all divisions of the PW Dept; Support Financial Health and Stability by improving efficiency of operations due to clarified goals and formal written policies; Enhance Our Community by improving practices in accordance with Public Works Industry Best Management Practices; Build Infrastructure; and Promote Development by continuing to efficiently deliver public infrastructure and services.



# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Public Works (11)

**PROGRAM:** Public Works Adm (543.10)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>PUBLIC WORKS ADMINISTRATION FTE'S</b>		<b>2.50</b>	<b>2.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.15</b>	<b>1.15</b>
<b>PUBLIC WORKS DIRECTOR (75%)</b>				<b>1.00</b>	<b>1.00</b>	<b>0.75</b>	<b>0.75</b>
<b>ADMINISTRATIVE ASSISTANT III (40%)</b>				<b>0.50</b>	<b>0.50</b>	<b>0.40</b>	<b>0.40</b>
<b>PUBLIC WORKS</b>							
<b>SALARIES AND BENEFITS</b>		<b>470,765</b>	<b>328,861</b>	<b>243,865</b>	<b>250,678</b>	<b>196,652</b>	<b>204,350</b>
<b>PUBLIC WORKS ADMINISTRATION</b>							
<b>SUPPLIES</b>							
543.10.00.000	<b>PUBLIC WORKS ADMINISTRATION</b>						
543.10.30.000	<b>SUPPLIES</b>						
543.10.31.008	Office & Operating Supplies	439	450	2,888	1,300	1,000	1,000
543.10.31.011	Publications	-	78	-	100	100	100
543.10.31.013	Food Supplies	227	73	206	400	400	400
543.10.31.023	Regular Uniforms	39	-	-	100	100	100
543.10.31.024	Paper Supplies					300	300
543.10.31.025	Copier & Priner Mtce					300	300
543.10.35.000	Small Tools & Minor Equipment	219	290	-	100	100	100
543.10.35.001	Furnishings & Fixtures	-	-	-	300	300	300
559.31.31.008	Neighborhood Grant Program	-	-	-	5,000	5,000	5,000
<b>SUPPLIES</b>		<b>924</b>	<b>890</b>	<b>3,095</b>	<b>7,300</b>	<b>7,600</b>	<b>7,600</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
543.10.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
543.10.41.000	Professional Services		612	17,507	24,000	9,167	12,500
543.10.41.030	Special Recycling Events	18,563	25,545	-			
543.10.41.043	Residential Recycling Program	12,052	4,942	-			
543.10.41.062	Commerical Recycling Program	7,947	7,385	-			
543.10.42.028	Telephone	1,747	1,646	1,327	1,140	1,140	1,140
543.10.42.029	Postage	1,174	1,331	1,133	2,000	2,000	2,000
543.10.43.031	Lodging	685	752	815	1,900	1,550	1,550
543.10.43.032	Meals	22	-	22	400	385	385
543.10.43.033	Transportation	324	404	27	700	1,050	1,050
543.10.45.000	Operating Rentals & Leases			1,594	1,560	1,560	1,560
543.10.45.002	Equipment Rental - 501 Fund	7,200	2,892	12,672	12,744	10,608	8,028
543.10.48.049	Equipment Repair & Maintenance			3,436	3,500	3,500	3,500
543.10.49.000	Miscellaneous Services			69			
543.10.49.054	Memberships	397	286	686	822	710	820
543.10.49.058	Printing & Binding	142	329	129	300	300	300
543.10.49.061	Registration	715	1,317	1,085	2,200	2,200	2,200
<b>OTHER SERVICES &amp; CHARGES</b>		<b>51,043</b>	<b>47,440</b>	<b>40,500</b>	<b>51,266</b>	<b>34,170</b>	<b>35,033</b>
<b>PUBLIC WORKS ADMINISTRATION</b>		<b>522,732</b>	<b>377,192</b>	<b>287,459</b>	<b>309,244</b>	<b>238,422</b>	<b>246,983</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Public Works (11)

**PROGRAM:** Engineering (544.21)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>ENGINEERING FTE'S</b>		<b>2.05</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PUBLIC WORKS INSPECTION SUPERVISOR</b>				<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>SR. PUBLIC WORKS INSPECTOR</b>				<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
544.21.00.000	<b>ENGINEERING</b>						
	<b>SALARIES AND BENEFITS</b>		<b>108,004</b>	<b>114,916</b>	<b>116,427</b>	<b>122,856</b>	<b>126,831</b>
544.21.30.000	<b>SUPPLIES</b>						
544.21.31.008	Office & Operating Supplies	1,154	520	1,427	2,495	2,600	2,600
544.21.31.011	Publications	524	53	-	300	300	300
544.21.31.013	Food Supplies	18	46	28	880	800	800
544.21.31.018	Safety Clothing	1,086	693	916	1,380	1,380	1,380
544.21.35.000	Small Tools & Minor Equipment	1,124	786	1,684	1,400	1,400	1,400
544.21.35.001	Furnishings & Fixtures	-	-	274	1,000	1,000	1,000
	<b>SUPPLIES</b>	<b>3,906</b>	<b>2,098</b>	<b>4,329</b>	<b>7,455</b>	<b>7,480</b>	<b>7,480</b>
544.21.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
544.21.41.200	Advertising	360		-	220	220	220
544.21.42.028	Telephone	4,589	5,451	6,923	8,400	8,400	8,400
544.21.43.031	Lodging	739	2,186	1,874	1,750	1,800	1,800
544.21.43.032	Meals	23	124	383	355	455	455
544.21.43.033	Transportation	217	534	358	800	800	800
544.21.45.002	Equipment Rental - 501 Fund	28,164	24,120	20,520	26,604	4,416	4,428
544.21.49.053	Subscriptions	199	-	-	200	100	200
544.21.49.054	Memberships	871	832	992	1,582	1,490	1,625
544.21.49.056	Filing & Recording	64	78	-	136	136	136
544.21.49.058	Printing & Binding	214	214	234	230	230	230
544.21.49.061	Registration	1,670	2,925	2,325	3,970	3,970	3,970
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>36,749</b>	<b>36,464</b>	<b>33,608</b>	<b>44,247</b>	<b>22,017</b>	<b>22,264</b>
	<b>ENGINEERING</b>	<b>40,655</b>	<b>146,566</b>	<b>152,852</b>	<b>168,129</b>	<b>152,353</b>	<b>156,575</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail General Fund # 001

**FUND:** General Fund (001)

**DEPT:** Public Works (11)

**PROGRAM:** Environmental (554.9X)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>RES. CONSERV/NEIGHBORHOOD COORD</b>				1.00	1.00	1.00	1.00
554.90.00.000	<b>ENVIRONMENTAL</b>						
	<b>SALARIES AND BENEFITS</b>			99,970	102,395	106,456	110,131
554.90.30.000	<b>SUPPLIES</b>						
554.91.31.013	Meeting Food Supplies			38	-		
554.92.31.008	Office & Operating Supplies			5,962	5,500	10,000	10,000
554.93.31.008	Office & Operating Supplies			1,135	3,400	7,000	7,000
	<b>SUPPLIES</b>			7,135	8,900	17,000	17,000
	<b>OTHER SERVICES &amp; CHARGES</b>						
554.91.42.029	Postage			4,505	4,500	4,500	4,500
554.92.42.029	Postage			1,273	1,350	2,500	2,500
554.91.43.032	Meals			272	400	700	700
554.95.44.001	Business & Occupation Taxes			1,178	1,300		
554.91.45.000	Operating Rentals & Leases			413	200	400	400
554.91.47.042	Recycling			7,316	8,700	14,000	14,000
554.91.48.000	Repairs & Maintenance			250	600		
554.91.49.000	Miscellaneous Services				2,000	2,800	2,800
554.91.49.058	Printing & Binding			4,686	5,000	5,000	5,000
554.92.49.054	Memberships			-	150	150	150
554.92.49.058	Printing & Binding			1,717	3,000	3,000	3,000
554.92.49.061	Registration	-	-	-	-	150	150
554.93.41.000	Professional Services			6,893	7,000	8,000	8,000
553.70.49.000	Miscellaneous Services- Clean Air Asses.		15,632	17,025	17,025	20,165	21,000
554.93.49.054	Memberships			750	600	800	800
	<b>OTHER SERVICES &amp; CHARGES</b>	-	15,632	46,278	51,825	62,165	63,000
	<b>ENVIRONMENTAL</b>	-	15,632	153,383	163,120	185,621	190,131
<b>TOTAL PUBLIC WORKS</b>		<b>563,387</b>	<b>539,390</b>	<b>593,694</b>	<b>640,493</b>	<b>576,396</b>	<b>593,689</b>

# City of SeaTac 2015-2016 Budget Requests

## Decision Card

**Department:** Public Works

**Division:** Admin

**Director:** Tom Gut

**Item:** APWA Public Works Accreditation Program

**BARS#:** 001.000.11.543.10.41.000

**Amount of Request:** \$10,000 in 2015, and an additional \$15,000 anticipated in 2017

**Description of Request (include detail of total funding request - see instructions):**

APWA Accreditation would be a three year program that would involve Public Works and the majority of the other Departments of the City. The schedule is as follows: 2015 - Self Assessment and payment of application fees; 2016 -Work to prepare and organize documentation of practices; 2017 - APWA Accreditation Team travels to SeaTac for assessment of the City's processes. The American Public Works Association would review the City's policies and procedures and suggests areas for improvement, as necessary, based on industry-wide accepted standards. The City would then implement improvements and document the changes.

**Justification for Request:**

When successfully completed, the Public Works Department receives formal APWA Accreditation for a three year period. Recreditation every three years provides a framework for a process of continous improvement. The following benefits are anticipated: improved effectiveness, better identification of operation and management needs, identify opportunities for organizational structure, enhanced professional image, clarification of budget needs, better interdepartmental coordination, improved communication, and easier transitions for personnel successions.

**What alternatives exist to accomplish the work if funding is not approved)?**

Continue to evaluate and improve our practices and policies without benefit of peer review and formal accreditation process based on the Public Works Management Practices Manual.

**What City Goal is addressed with this expenditure?**

APWA accreditation would help accomplish several Citywide and Departmental goals - Foster Employee Engagement by documenting practices across all departments of the City and divisions of the PW Dept; Support Financial Health and Stability by improving efficiency of operations due to clarified goals and formal written policies; Enhance Our Community by improving practices in accordance with Public Works Industry Best Management Practices; Build Infrastructure; Promote Development by continuing to efficiently deliver public infrastructure and services.

<b>Funding Source(s):</b>	<b>2015 Request</b>	<b>2016 Request</b>
Current Operations (001)	\$3,333	\$0
SWM Utility Fund (403)	\$3,333	
Street Fund (102)	\$3,334	
	\$0	\$0
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$0</b>

Note: 2017 Cost Estimate is \$15,000

## City of SeaTac 2015-2016 Budget Requests Decision Card

**Department:** Public Works  
**Division:** Admin  
**Director:** Tom Gut  
**Item:** Neighborhood Grant Programs  
**BARS#:**  
**Amount of Request:** \$5,000 in 2015; \$5,000 in 2016

### Description of Request (include detail of total funding request - see instructions):

The Neighborhood Grant Program (NGP) originally ran 2006-2009 and was suspended in 2010 due to budget restrictions. In 2014 the NGP was brought back as a pilot program with possible consideration to go forward beyond 2014. The 2014 NGP required a Neighborhood to City "4:1" match (a revision from the original 2006-2009 programs which had a "1:1" match) for applicants. One applicant was able to meet that match, fulfill the NGP requirements and was awarded funding in 2014. This proposal is for the NGP beyond the 2014 pilot to be based on the 2006-2009 program. Return the program at a "2:1" match as the "4:1" is very difficult to meet.

### Justification for Request:

The NGP is a positive partnership between the City and its residents that provides matching funds for collaborative local neighborhood projects that improve safety and quality of life for local neighborhoods. The NGP process of working together on projects encourages residents to connect with their neighbors and build identity within their community. By providing matching funds for collaborative local projects, the NGP encourages the formation of neighborhoods that work together building stronger community membership.

### What alternatives exist to accomplish the work if funding is not approved?

Discontinue the NGP for matching grant funded neighborhood projects.

### What City Goal is addressed with this expenditure?

Council City Goal #1: The NGP is designed to enhance quality of life by building solid community relationship.  
 Council City Goal #3: The NGP supports projects that include neighborhood cleanups therefore assisting with improved neighborhood code compliance.

<b>Funding Source(s):</b>	<b>2015 Request</b>	<b>2016 Request</b>
Current Operations	\$5,000	\$5,000
Grant (Specify):		
Other (Specify):	\$0	\$0
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Tom Gut, Public Works Director  
Date: September 12, 2014  
Re: 102 Street Fund 2015-2016 Budget Alignment

---

The City of SeaTac is approximately 18 months into our Align & Improve journey. As part of the City's alignment efforts, staff have developed citywide and departmental road maps to help us focus on what is most important, as defined by our vision, mission and goal statements. For the 2015-2016 budget cycle we anticipate supporting our goals through the major projects, programs and activities described below. Over time and through an iterative process, we anticipate seeing an increased degree of alignment between our road maps and the City's major budget elements.

## SUPPORTING CITYWIDE GOALS

### Achieve City Council Goals

- Maintain 51 traffic signal systems and over 720 street lights for a safe transportation system contributes to a healthy community and quality of life. Reliable traffic signals and street lighting also contribute to a positive business environment.
- The Annual Overlay Program ensures that 182 lane-miles of city street pavement sustain excellent condition to support commercial access thereby contributing to a positive business environment.
- Vegetation maintenance of over 15 acres of street median and 74 miles of mowing contributes to fostering a positive business environment and supports enhanced code compliance effectiveness throughout the city.
- Snow and ice program contributes to a positive business environment and quality of life by providing innovative salt brine to proactively control snow and ice versus reactive.

### Enhance Our Community

- SeaTac streets are cleaner and attractive with a city run sweeping program.
- Sidewalk repairs supports alternative transportation mode that is safe, active and attractive.
- Resolving neighborhood traffic complaints enhances our community by working with residents to create a safe, active and attractive city.

### Foster Employee Engagement

- Employees take great pride in the sweeper and are raising the clean standard for SeaTac streets.

- Provide individual email access for all full time department staff.

#### Sustain Financial Health & Stability

- Evaluate service delivery methods for efficiency and effectiveness. Switching to a City run Street Sweeping program versus contracting is a good example.
- Monitor parking tax program to ensure sustainable revenues to support well functioning city transportation system.
- Provide street maintenance services to preserve and protect \$38.6M of city assets.

#### Build Infrastructure; Promote Development

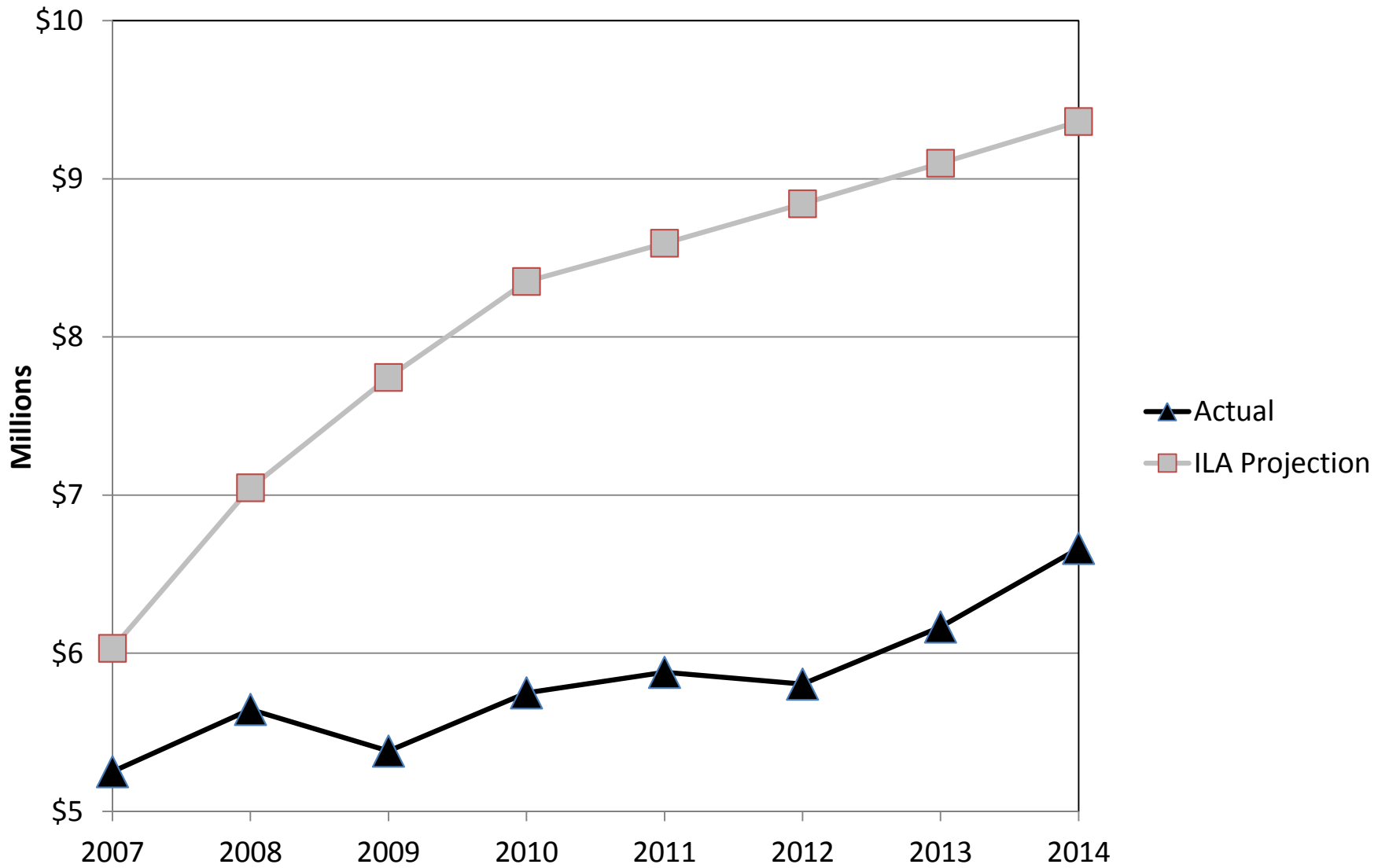
- Continue to seek efficiencies in Annual Overlay Program via utility partnerships.

#### DEPARTMENT GOALS

#### Leverage Technology

- Integrate computing capability into field operations for inspection and maintenance staff.

# Annual Parking Tax Revenue





**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Balance Detail - Street Fund #102**

**FUND:** Street Fund (102)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>4,791,132</b>	<b>8,691,279</b>	<b>11,505,528</b>	<b>12,558,037</b>	<b>8,531,781</b>	<b>6,247,896</b>
Add: Operating Revenues	6,631,813	7,155,485	6,865,397	6,030,838	7,530,337	7,807,509
Add: Other Financing Sources/Transfers In	113,155	158,016	-	-	-	-
Add: Nonoperating Revenues/Grants	13,341	42,402	28,268	28,628	28,628	28,268
<b>Total Revenues</b>	<b>6,758,309</b>	<b>7,355,903</b>	<b>6,893,665</b>	<b>6,059,466</b>	<b>7,558,965</b>	<b>7,835,777</b>
Less: Expenditures	(2,461,321)	(2,396,947)	(2,786,010)	(4,398,055)	(4,447,800)	(3,769,559)
Less: Other Financing Uses/Transfers Out	(396,840)	(1,986,692)	(545,050)	(12,245,050)	(5,395,050)	(2,395,050)
<b>Total Expenditures</b>	<b>(2,858,161)</b>	<b>(4,383,639)</b>	<b>(3,331,060)</b>	<b>(16,643,105)</b>	<b>(9,842,850)</b>	<b>(6,164,609)</b>
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>8,691,280</b>	<b>11,663,543</b>	<b>15,068,134</b>	<b>1,974,398</b>	<b>6,247,896</b>	<b>7,919,064</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>34%</b>	<b>29%</b>	<b>-87%</b>	<b>216%</b>	<b>27%</b>

**Revenue Detail - Street Fund #102**

**FUND:** Street Fund (102)

**REVENUES**

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
310.00.00.000	<b>TAXES</b>						
311.10.00.001	Property Tax/Prop II	1,292	-	-	-	-	-
316.30.00.000	Parking Tax	4,506,756	4,807,978	4,833,308	4,244,946	5,404,867	5,621,061
316.30.00.001	Parking Tax - POS South Access Pro	1,413,464	1,356,096	1,363,241	1,197,292	1,524,450	1,585,428
	<b>TAXES</b>	<b>5,921,511</b>	<b>6,164,074</b>	<b>6,196,549</b>	<b>5,442,238</b>	<b>6,929,317</b>	<b>7,206,489</b>
330.00.00.000	<b>INTERGOVERNMENTAL REVENUES</b>						
334.03.10.003	Commute Trip Reduction - WSDOT	13,341	42,402	28,268	28,628	28,628	28,268
343.00.00.000	Other State/Federal Grant Agencies	-	-	-	-	-	-
	<b>STATE/FEDERAL GRANTS</b>	<b>13,341</b>	<b>42,402</b>	<b>28,268</b>	<b>28,628</b>	<b>28,628</b>	<b>28,268</b>
336.00.87.000	Motor Vehicle Fuel Tax - City Streets	648,893	553,864	565,143	561,000	568,120	568,120
338.42.00.003	Snow Control Services - Des Moines	2,008					
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>664,243</b>	<b>596,266</b>	<b>593,411</b>	<b>589,628</b>	<b>596,748</b>	<b>596,388</b>
340.00.00.000	<b>CHARGES FOR GOODS &amp; SVCS</b>						
344.10.00.000	Street Mtc/Repair & Street Signs	390	350	-	-	-	-
344.20.00.000	Sales of Road Materials	-	1,587	9,993	5,000	6,000	6,000
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>390</b>	<b>1,937</b>	<b>9,993</b>	<b>5,000</b>	<b>6,000</b>	<b>6,000</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Interest Earnings	29,381	13,100	12,744	-	-	-
361.31.00.000	Realized Gain (Loss) on Investments	-	-	-	-	-	-
361.32.00.000	Unrealized Gains (Losses) on Inv	6,342	-	-	-	-	-
361.90.00.000	Other Interest Earnings	-	-	-	-	-	-
	<b>INTEREST EARNINGS</b>	<b>35,723</b>	<b>13,100</b>	<b>12,744</b>	<b>-</b>	<b>-</b>	<b>-</b>
362.00.00.000	<b>RENTS, LEASES &amp; CONCESSIONS</b>						
362.40.00.007	Maintenance Facility Space Rentals	6,900	6,900	6,900	6,900	6,900	6,900
	<b>INTERFUND/DEPT REVENUES</b>	<b>6,900</b>	<b>6,900</b>	<b>6,900</b>	<b>6,900</b>	<b>6,900</b>	<b>6,900</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Revenue Detail - Street Fund #102**

**FUND:** Street Fund (102)

**REVENUES**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
369.00.00.000	<b>OTHER MISCELLANEOUS</b>						
369.40.00.000	Judgments and Settlements	16,367	15,574	375	15,700	20,000	20,000
369.90.00.000	Other Miscellaneous Revenue	19	11,449	71,839	-	-	-
369.90.05.000	Misc Prior Year Adjustments	-	230,571	1,854	-	-	-
	<b>OTHER MISCELLANEOUS</b>	<b>16,387</b>	<b>257,594</b>	<b>74,068</b>	<b>15,700</b>	<b>20,000</b>	<b>20,000</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>59,010</b>	<b>277,594</b>	<b>93,712</b>	<b>22,600</b>	<b>26,900</b>	<b>26,900</b>
397.00.00.000	<b>TRANSFERS IN</b>						
397.56.00.000	Trans In/Fund 501	113,155	158,016	-	-	-	-
	<b>TRANSFERS IN</b>	<b>113,155</b>	<b>158,016</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL STREET FUND REVENUES</b>	<b>6,758,309</b>	<b>7,197,887</b>	<b>6,893,665</b>	<b>6,059,466</b>	<b>7,558,965</b>	<b>7,835,777</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Street Fund #102**

**FUND:** Street Fund (102)

**DEPT:** Public Works (11)

**EXPENDITURES**

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>STREET GENERAL SERVICES FTE'S</b>		<b>9.58</b>	<b>11.15</b>	<b>11.15</b>	<b>11.15</b>	<b>11.15</b>	<b>11.15</b>
	<b>CITY ENGINEER</b>			<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
	<b>CIVIL ENGINEER I</b>			<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
	<b>ADMINISTRATIVE ASSISTANT III</b>			<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
	<b>ADMINISTRATIVE ASSISTANT II</b>			<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
	<b>PUBLIC WORKS MAINTENANCE SUPERVISOR</b>			<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>
	<b>MAINTENANCE WORKER II</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>MAINTENANCE WORKER I</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
	<b>SEASONAL MAINTENANCE WORKER</b>			<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>OVERLAY/PED. REPAIR/SIDEWALKS</b>							
542.61.48.061	Pedestrian Impvmt. Program/Repairs		-	-	50,000	50,000	50,000
542.63.47.016	Puget Sound Energy/Int'l blvd	60,132	51,526	51,680	57,000	57,000	57,000
542.63.47.017	Seattle Light/Arterials	6,645	9,709	11,992	11,200	11,200	11,200
542.63.47.018	Puget Sound Energy/Arterials	139,332	129,147	132,322	129,000	133,000	133,000
542.63.47.019	Seattle Light/Signals	7,203	7,352	7,077	7,600	7,600	7,600
542.63.47.020	Puget Sound Engery/Signals	20,698	18,902	19,151	19,300	19,300	19,300
542.63.47.022	Port of Seattle/Int'l blvd	1,783	1,857	1,782	1,800	1,800	1,800
	<b>OTHER SERVICES AND CHARG</b>	<b>235,793</b>	<b>218,493</b>	<b>224,004</b>	<b>275,900</b>	<b>279,900</b>	<b>279,900</b>
542.64.48.063	Intersection Safety Impvmt - KC						
542.64.51.003	Traffic Control Maintenance - KC	227,173	188,904	213,773	212,000	212,000	212,000
542.64.51.100	Signal Controller Replacement	145,434	103,440	68,948	100,000	100,000	100,000
	<b>INTERGOVERNMENTAL</b>	<b>372,608</b>	<b>292,344</b>	<b>282,721</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</b>
<b>TOTAL OVERLAY/PED. REPAIR/SIDEWALKS</b>		<b>608,401</b>	<b>510,837</b>	<b>506,725</b>	<b>587,900</b>	<b>591,900</b>	<b>591,900</b>
<b>SNOW &amp; ICE</b>							
542.66.31.008	Office & Operating Supplies	-	14,264	9,621	30,000	30,000	30,000
542.66.31.011	Publications	-	181	-	200	200	200
542.66.35.000	Small Tools & Minor Equipment	-	351	-	1,500	1,500	1,500
	<b>SUPPLIES</b>	<b>-</b>	<b>14,796</b>	<b>9,621</b>	<b>31,700</b>	<b>31,700</b>	<b>31,700</b>
542.66.41.000	Professional Services	500	935				
542.66.43.031	Lodging	99	-	-	300	500	500
542.66.43.032	Meals	219	97	-	400	400	400
542.64.51.004	Operating Rentals & Leases	-	1,560	-	1,000	-	-
542.64.51.016	Equipment Rental - 501 Fund	20,832	20,088	21,804	21,864	21,408	21,096
542.64.51.016	Repair & Maintenance	-	1,255	-	2,200	-	-
542.64.51.016	Equipment Repair & Maintenance	-	-	-	2,500	-	-
	<b>OTHER SERVICES AND CHARG</b>	<b>21,650</b>	<b>23,935</b>	<b>21,804</b>	<b>28,264</b>	<b>22,308</b>	<b>21,996</b>
	<b>TOTAL SNOW &amp; ICE</b>	<b>21,650</b>	<b>38,731</b>	<b>31,425</b>	<b>59,964</b>	<b>54,008</b>	<b>53,696</b>
543.30.10 & 20	<b>GENERAL ADMINISTRATION SALARIES AND BENEFITS</b>	<b>839,176</b>	<b>825,025</b>	<b>873,253</b>	<b>931,260</b>	<b>972,554</b>	<b>1,012,585</b>
542.30.31.008	Office & Operating Supplies	1,951	1,611	2,364	3,000	3,000	3,000
542.30.31.018	Uniforms & Safety Clothing	2,326	2,644	2,544	2,500	2,500	2,500
542.30.31.023	Regular Uniforms	1,626	1,189	1,040	2,700	2,700	2,700
542.30.31.043	Street Supplies	32,976	33,311	43,189	50,000	45,000	45,000
542.30.31.044	Vegetation Supplies	19,456	25,879	14,729	25,000	25,000	25,000
542.30.32.000	Fuel	219	473	741	600	1,200	1,200
542.30.35.000	Small Tools & Minor Equipment	7,540	8,958	6,603	7,200	7,200	7,200
542.30.35.001	Furnishings and fixtures			-	-	1,500	1,000
	<b>SUPPLIES</b>	<b>66,094</b>	<b>74,065</b>	<b>71,210</b>	<b>91,000</b>	<b>88,100</b>	<b>87,600</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Street Fund #102**

**FUND:** Street Fund (102)

**DEPT:** Public Works (11)

**EXPENDITURES**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
542.30.41.000	Professional Services	1,100	18,049	11,935	4,000	666	4,000
542.30.42.028	Telephone	9,482	10,687	11,538	12,000	8,500	8,500
542.30.43.031	Lodging	2,663	1,911	2,255	3,900	4,100	4,100
542.30.43.032	Meals	550	770	586	1,950	1,900	1,900
542.30.43.033	Transportation	299	1,103	1,336	1,250	1,800	1,800
542.30.44.001	B&O Taxes			55	-	75	75
542.30.45.000	Operating Rentals & Leases	1,204	3,480	9,134	7,000	10,000	10,000
542.30.45.002	Equipment Rental - 501 Fund	111,036	137,928	143,064	153,012	73,068	82,074
542.30.47.039	Water	28,753	44,825	23,127	33,000	33,000	33,000
542.30.47.041	Electricity	2,872	1,444	1,207	2,000	2,000	2,000
542.30.47.042	Waste Disposal				3,800	4,000	4,000
542.30.47.043	City Owned Parcel Fees	122,000	122,000	2,155	122,000	163,329	163,329
542.30.48.001	Contract Road Maintenance	185,271	108,334	122,041	158,000	53,000	53,000
542.30.48.049	Equipment Repair & Maintenance	1,305	3,239	41,758	1,500	1,500	1,500
542.30.49.000	Miscellaneous Services	410	203	851	220	220	220
542.30.49.006	Judgments, damages, and settlem'ts	41,986	44,576	180	30,000	20,000	20,000
542.30.49.053	Subscriptions		63	7,435	75	75	75
542.30.49.054	Memberships	181	573	456	474	480	480
542.30.49.058	Printing & Binding	356	-	162	250	-	-
542.30.49.061	Registration	4,871	2,598	3,370	5,000	5,000	5,000
542.67.47.042	Waste Disposal	1,999	3,544	777	-	-	-
542.67.48.001	Contract Road Maintenance			22,710			
544.21.41.200	Advertising	300		-	1,000	1,000	1,000
544.21.43.032	Meals			-	-	100	100
544.21.49.058	Printing & Binding			-	-	125	125
544.40.41.000	Engineering Professional Services	52,437	15,459	52,362	60,000	50,000	60,000
554.94.41.046	Citywide CTR Program/WSDOT	40,044	23,289	18,475	26,000	26,000	26,000
	<b>OTHER SERVICES AND CHARG</b>	<b>609,117</b>	<b>544,074</b>	<b>476,969</b>	<b>626,431</b>	<b>459,938</b>	<b>482,278</b>
542.30.51.001	Basic Road Maintenance - KC	9,898	-	-	20,000	-	-
542.30.51.010	24 Hour Dispatch Services - KC	3,600	3,600	3,600	4,000	3,800	4,000
544.21.51.002	Discretionary Road Maintenance -KC	11,372	13,841	39,857	56,000	56,000	56,000
544.40.52.002	S. 170th Roundabout - POS			-	1,200,000	1,000,000	
544.40.52.003	Update Transportation Model			-		200,000	
544.40.52.004	ADA Transition Plan			-		55,000	55,000
	<b>INTERGOVERNMENTAL</b>	<b>24,870</b>	<b>17,441</b>	<b>43,457</b>	<b>1,280,000</b>	<b>1,314,800</b>	<b>115,000</b>
594.30.63.000	Capital Equipment	279,937	-	-	6,500	6,500	6,500
595.61.63.182	42ND AV S/176th to 188th	12,076					
595.30.63.200	2012 STR Overlay		386,774				
595.30.63.203	2013 STR Overlay			782,971	15,000	-	
595.30.63.205	2014 STR Overlay				800,000	960,000	500,000
595.30.63.206	2016 STR Overlay				-	-	920,000
	<b>CAPITAL</b>	<b>292,013</b>	<b>386,774</b>	<b>782,971</b>	<b>821,500</b>	<b>966,500</b>	<b>1,426,500</b>
	<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,831,270</b>	<b>1,847,379</b>	<b>2,247,860</b>	<b>3,750,191</b>	<b>3,801,892</b>	<b>3,123,963</b>
597.03.00.000	Trans Out/Fund #001 General Fund	396,840	395,050	395,050	395,050	395,050	395,050
597.25.00.000	Trans Out/Fund #307 Trans Projects		1,591,642	150,000	11,850,000	5,000,000	2,000,000
	<b>TRANSFERS OUT</b>	<b>396,840</b>	<b>1,986,692</b>	<b>545,050</b>	<b>12,245,050</b>	<b>5,395,050</b>	<b>2,395,050</b>
	<b>TOTAL STREET FUND EXP</b>	<b>2,858,161</b>	<b>4,383,639</b>	<b>3,331,060</b>	<b>16,643,105</b>	<b>9,842,850</b>	<b>6,164,609</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Overview - Fund #111**

**Fund:** Des Moines Creek Basin ILA Fund (111)  
**Department:** Public Works (11)  
**Responsible Manager:** Tom Gut, Public Works Director

**Fund Description**

Per interlocal agreement, the City of SeaTac serves as the Treasurer for the Des Moines Creek Basin Committee. Committee members currently include the Port of Seattle, the City of Des Moines, and the City of SeaTac. King County and the State of Washington have also participated as Committee members. The Committee was established to provide an effective and efficient way to protect the Basins' natural resource system and to address surface water related problems across jurisdictions. Committee members work in cooperation to conduct and fund Basin Plan implementation activities including the construction of various capital projects, continued maintenance and operation of the projects, ongoing monitoring of project effectiveness, creation of a replacement and improvement construction fund, establishment of an administrative structure and authorization of amendments to the scope and budgets previously approved.

**2015-2016 Budgetary Changes**

2015-2016 expenditures are based on the planned workplan of this intergovernmental partnership in which the City of SeaTac has a fiduciary role. The City of Des Moines and the Port of Seattle continue to provide annual contributions toward ongoing maintenance and future asset replacement for the Des Moines Creek Basin.

**Fund Balance Detail - Des Moines Creek Basin ILA Fund #111**

**FUND:** Des Moines Creek Basin ILA Fund (111)

<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>1,583,329</b>	<b>1,600,587</b>	<b>1,199,090</b>	<b>1,199,090</b>	<b>1,248,851</b>	<b>1,259,847</b>
Add: Other Financing Sources/Transfers In	131,200	136,530	142,872	147,092	147,827	148,387
Add: Operating Revenues	191,605	199,123	207,397	213,169	213,977	215,041
<b>Total Revenues</b>	<b>322,805</b>	<b>335,653</b>	<b>350,269</b>	<b>360,261</b>	<b>361,804</b>	<b>363,428</b>
Less: Expenditures	(305,547)	(737,150)	(516,500)	(310,500)	(350,808)	(387,808)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>1,600,587</b>	<b>1,199,090</b>	<b>1,032,859</b>	<b>1,248,851</b>	<b>1,259,847</b>	<b>1,235,467</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>-25%</b>	<b>-14%</b>	<b>21%</b>	<b>1%</b>	<b>-2%</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Revenue Detail - Des Moines Creek Basin ILA Fund #111**

**FUND:** Des Moines Creek Basin ILA Fund (111)

**SOURCE:** Intergovernmental Revs (330)  
 Miscellaneous Revenues (360)  
 Other Financing Sources (390)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
330.00.00.000	<b>INTERGOVERNMENTAL REVENUE</b>						
337.00.00.000	<b>INTERGOVERNMENTAL SVC REV</b>						
337.00.00.001	DMC ILA M&O-POS	60,475	60,475	64,915	67,187	67,523	67,861
337.00.00.002	DMC ILA M&O-Des Moines	26,550	26,550	28,499	29,497	29,644	29,792
337.00.00.003	DMC ILA Replacement Fund-POS	70,725	76,055	77,957	79,905	80,304	80,706
337.00.00.004	DMC ILA Repl Fund-Des Moines	31,050	33,390	34,225	35,080	35,256	35,432
	<b>INTERGOVERNMENTAL SVC REV</b>	<b>188,800</b>	<b>196,470</b>	<b>205,596</b>	<b>211,669</b>	<b>212,727</b>	<b>213,791</b>
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>188,800</b>	<b>196,470</b>	<b>205,596</b>	<b>211,669</b>	<b>212,727</b>	<b>213,791</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	2,805	2,653	1,801	1,500	1,250	1,250
	<b>INTEREST EARNINGS</b>	<b>2,805</b>	<b>2,653</b>	<b>1,801</b>	<b>1,500</b>	<b>1,250</b>	<b>1,250</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>2,805</b>	<b>2,653</b>	<b>1,801</b>	<b>1,500</b>	<b>1,250</b>	<b>1,250</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
397.00.00.000	<b>TRANSFERS IN</b>						
397.39.00.000	Transfer In-#403 (DMCB M&O)	60,475	60,475	64,915	67,187	67,523	67,681
397.39.00.001	Transfer In-#403 (DMCB Repl)	70,725	76,055	77,957	79,905	80,304	80,706
	<b>OTHER FINANCING SOURCES</b>	<b>131,200</b>	<b>136,530</b>	<b>142,872</b>	<b>147,092</b>	<b>147,827</b>	<b>148,387</b>
	<b>TOTAL DES MOINES CREEK BASIN ILA REVS</b>	<b>322,805</b>	<b>335,653</b>	<b>350,269</b>	<b>360,261</b>	<b>361,804</b>	<b>363,428</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**  
**Expenditure Detail - Des Moines Creek Basin ILA Fund #111**

**FUND:** Des Moines Creek Basin ILA (111)  
**DEPT:** Public Works (11)

**PROGRAMS:** Natural Resources (554.90)  
 Cap Outlay - Enviroment (595.54)  
 Transfers Out - #001 (597.65)  
 Transfers Out - #403 (597.67)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
554.90.00.000	<b>NATURAL RESOURCES</b>						
554.90.30.000	<b>SUPPLIES</b>						
554.90.31.008	Office & Operating Supplies	-	50	100	100	100	100
	<b>SUPPLIES</b>	-	50	100	100	100	100
554.90.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
554.90.41.106	Oversight/Compliance Coordinator	15,983	15,000	15,000	15,000	3,500	3,500
554.90.41.122	DMC Maint & Operations Coordinator	36,938	40,000	45,000	45,000	45,000	45,000
554.90.47.043	City-Owned Parcel Fees					8	8
554.90.48.057	Des Moines Creek Basin - M&O (ILA)	154,874	310,000	390,000	245,000	220,000	285,000
554.90.49.000	Miscellaneous Services	-	50	100	100	100	100
554.90.49.056	Filing & Recording	-	50	100	100	100	100
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>207,794</b>	<b>365,100</b>	<b>450,200</b>	<b>305,200</b>	<b>268,708</b>	<b>333,708</b>
	<b>NATURAL RESOURCES</b>	<b>207,794</b>	<b>365,150</b>	<b>450,300</b>	<b>305,300</b>	<b>268,808</b>	<b>333,808</b>
595.54.00.000	<b>CAP OUTLAY-ENVIRONMENTAL</b>						
595.54.60.000	<b>CAPITAL OUTLAY</b>						
595.54.63.143	DMC Regional Detention Facility	36,139	214,000	46,000	-	-	-
595.54.63.146	DMC Habitat Restoration/Enhance	58,181	152,000	15,000	-	-	-
595.54.63.216	DMC Capital Replacement				-	50,000	50,000
	<b>CAPITAL OUTLAY</b>	<b>94,319</b>	<b>366,000</b>	<b>61,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
	<b>CAP OUTLAY-ENVIRONMENTAL</b>	<b>94,319</b>	<b>366,000</b>	<b>61,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
590.00.00.000	<b>OTHER FINANCING USES</b>						
597.00.00.000	<b>TRANSFERS OUT</b>						
597.65.00.000	Transfer Out/Fund 001 Adm Reimb	2,000	2,000	2,000	2,000	2,000	2,000
597.67.00.000	Transfer Out/Fund 403 Exp Reimb	1,433	4,000	3,200	3,200	30,000	2,000
	<b>TRANSFERS OUT</b>	<b>3,433</b>	<b>6,000</b>	<b>5,200</b>	<b>5,200</b>	<b>32,000</b>	<b>4,000</b>
	<b>OTHER FINANCING USES</b>	<b>3,433</b>	<b>6,000</b>	<b>5,200</b>	<b>5,200</b>	<b>32,000</b>	<b>4,000</b>
	<b>TOTAL DES MOINES CREEK BASIN ILA EXP</b>	<b>305,547</b>	<b>737,150</b>	<b>516,500</b>	<b>310,500</b>	<b>350,808</b>	<b>387,808</b>



# MEMORANDUM

To: Todd Cutts, City Manager  
From: Click to enter text.  
Date: Click to enter a date.  
Re: 403 Fund SWM 2015-2016 Budget Alignment

---

The City of SeaTac is approximately 18 months into our Align & Improve journey. As part of the City's alignment efforts, staff have developed citywide and departmental road maps to help us focus on what is most important, as defined by our vision, mission and goal statements. For the 2015-2016 budget cycle we anticipate supporting our goals through the major projects, programs and activities described below. Over time and through an iterative process, we anticipate seeing an increased degree of alignment between our road maps and the City's major budget elements.

## SUPPORTING CITYWIDE GOALS

### Achieve City Council Goals

- Maintain newly implemented Vector cleaning program which increases city employee visibility in SeaTac and allows for more frequent cleaning of storm system, keeping sediment from reaching local streams and other bodies of water while supporting compliance with NPDES permit. Properly maintained infrastructure contributes to fostering a positive business environment.
- Maintain newly implemented Street Sweeping program which increases city employee visibility in SeaTac, allows for more frequent sweeping, keeps debris out of streams and reduces street litter while supporting compliance with NPDES permit. Supports Council's goals for programs that contribute to a healthy community, enhanced quality of life and enhanced code compliance effectiveness. Cleaner streets also contribute to fostering a positive business environment thereby supporting Council's goal.
- The Decision Card request for LID study supports a positive business environment by mitigating the financial impacts of NPDES stormwater regulations on the development community to help sustain development and redevelopment in the City..

### Foster Employee Engagement

- The City Vector program utilizes three trained employees who take great pride in the truck and the work they perform.

### Enhance Our Community



- The City's Surface Water Utility programs manages and protects the City's stormwater system and natural water ways, including the protection of beneficial uses of our lakes and streams. These programs include, but are not limited to: public education and outreach, illicit discharge detection and elimination, and stormwater inspection maintenance.

#### Sustain Financial Health & Stability

- The City Vactor program is less expensive to operate than contracting out the work; the city is able to clean more often for less money.
- The Stormwater Utility has a plan and supporting rate structure, both approved by Council.

#### Build Infrastructure; Promote Development

- The proposed Stormwater Asset Management Program, which is designed to evaluate, repair and replace our stormwater system before it fails, is essential to maintaining an enduring public infrastructure and promoting economic development. Repairing and replacing infrastructure before failures can occur is also necessary to maintain quality of life for our residents and business community.

#### DEPARTMENT GOALS

##### Leverage Technology

- The proposed Stormwater Asset Management Program leverages existing technology (i.e. cameras, database systems, geographic information systems and global positioning systems) to evaluate, rank and schedule needed repairs of the City stormwater system.

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Balance Detail - Surface Water Management Utility Fund #403

**FUND:** Surface Water Mgt Utility Fund (403)

As a result of new accounting and reporting statements and requirements the previous Surface Water Capital Fund #406 will be closed for the 2015-2016 period and the ending fund balances transferred to Proprietary Fund #403, the Surface Water Management Utility Fund.

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEG NET ASSETS (UNRESTRICTED), JAN 1ST</b>	<b>1,922,937</b>	<b>1,455,110</b>	<b>1,404,611</b>	<b>1,826,939</b>	<b>4,464,204</b>	<b>5,875,978</b>
Add: Operating Revenues	1,707,363	1,783,419	1,794,355	1,759,276	2,677,294	2,704,411
Add: Nonoperating Revenues/Miscellaneous Revs	59,321	126,718	162,694	5,000	500	500
Add: Other Financing Sources/Transfers In	146,142	128,847	3,171	3,200	30,000	2,000
<b>Total Revenues</b>	<b>1,912,825</b>	<b>2,038,983</b>	<b>1,960,220</b>	<b>1,767,476</b>	<b>2,707,794</b>	<b>2,706,911</b>
Less: Operating Expenses	(2,073,362)	(1,631,097)	(165,642)	(176,655)	(319,270)	(335,557)
Less: Capital Outlay	-	(147,555)	-	(200,000)	(720,550)	(200,000)
Less: Other Financing Uses/Transfers Out	(307,290)	(310,830)	(256,200)	(262,915)	(256,200)	(262,915)
<b>Total Expenses</b>	<b>(2,380,652)</b>	<b>(2,089,482)</b>	<b>(421,842)</b>	<b>(639,570)</b>	<b>(1,296,020)</b>	<b>(798,472)</b>
<b>ENDING NET ASSETS (UNRESTRICTED), DEC 31ST</b>	<b>1,455,110</b>	<b>1,404,611</b>	<b>2,942,989</b>	<b>2,954,845</b>	<b>5,875,978</b>	<b>7,784,417</b>
<b>Percentage Change in Ending Net Asset Balance</b>	<b>N/A</b>	<b>-3%</b>	<b>110%</b>	<b>0%</b>	<b>99%</b>	<b>32%</b>

## Revenue Detail - Surface Water Management Utility Fund #403

**FUND:** Surface Water Mgt Utility Fund (403)

**SOURCES:** Taxes (311)

Intergovernmental Revs (330)

Charges for Goods & Svcs (340)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
311.00.00.000	<b>TAXES</b>						
311.10.00.001	Property Tax/Prop 2 Parks Levy	1,369	138		-		-
	<b>TAXES</b>	<b>1,369</b>	<b>138</b>	-	-	-	-
330.00.00.000	<b>INTERGOVERNMENTAL REVS</b>						
334.00.00.000	<b>STATE GRANTS</b>						
334.03.10.006	Stormwater Implem Grant - DOE	50,000	-	-	-	-	-
334.03.10.007	Stormwater Capacity Grant - DOE	-	-	59,600	-	-	-
	<b>STATE GRANTS</b>	<b>50,000</b>	-	<b>59,600</b>	-	-	-
337.00.00.000	<b>INTERLOCAL GRANTS</b>						
337.07.10.001	Cityworks Software - KC Opp Fund	-	-	87,153	-	-	-
	<b>INTERLOCAL GRANTS</b>	-	-	<b>87,153</b>	-	-	-
338.00.00.000	<b>INTERLOCAL SERVICES</b>						
338.47.00.000	Sound Transit Reimbursement	-	10,396	-	-	-	-
	<b>INTERLOCAL SERVICES</b>	-	<b>10,396</b>	-	-	-	-
	<b>INTERGOVERNMENTAL REVS</b>	<b>50,000</b>	<b>10,396</b>	<b>146,753</b>	-	-	-
340.00.00.000	<b>CHARGES FOR GOODS &amp; SVCS</b>						
343.00.00.000	<b>PHYSICAL ENVIRONMENT</b>						
343.20.05.000	P/W Construction Inspection	14,659					
343.20.06.000	P/W Maintenance Inspections	7,330					
343.20.08.000	P/W Misc Plan Reviews	4,032					
343.10.00.000	Storm Drainage Fees and Charges	1,518,092	1,622,805	1,634,772	1,600,000	2,464,088	2,491,205
343.10.00.001	WSDOT SWM Fees	37,276	37,276	37,276	37,276	49,877	49,877
343.10.00.002	SWM - City Street Fund 102	122,000	122,000	122,000	122,000	163,329	163,329
343.83.01.002	Contract Maintenance Fee	2,604	1,200	307	-	-	-
	<b>PHYSICAL ENVIRONMENT</b>	<b>1,705,993</b>	<b>1,783,281</b>	<b>1,794,355</b>	<b>1,759,276</b>	<b>2,677,294</b>	<b>2,704,411</b>
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>1,705,993</b>	<b>1,783,281</b>	<b>1,794,355</b>	<b>1,759,276</b>	<b>2,677,294</b>	<b>2,704,411</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail - Surface Water Management Utility Fund #403

**FUND:** Surface Water Mgt Utility Fund (403)

**PROGRAM:** Miscellaneous Revenues (360)

**DEPT:** Public Works (11)

Transfers In (397)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	2,867	3,190	2,411	500	500	500
361.90.00.000	Other Interest Earnings	6,029					
	<b>INTEREST EARNINGS</b>	<b>8,896</b>	<b>3,190</b>	<b>2,411</b>	<b>500</b>	<b>500</b>	<b>500</b>
369.00.00.000	<b>OTHER MISCELLANEOUS REVS</b>						
369.90.00.000	Other Miscellaneous Revenue	425	113,131	13,530	4,500		
	<b>OTHER MISCELLANEOUS REVS</b>	<b>425</b>	<b>113,131</b>	<b>13,530</b>	<b>4,500</b>	-	-
	<b>MISCELLANEOUS REVENUES</b>	<b>9,321</b>	<b>116,322</b>	<b>15,941</b>	<b>5,000</b>	<b>500</b>	<b>500</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
397.00.00.000	<b>TRANSFERS IN</b>						
397.57.00.000	Trans In/Fund #501	144,709	127,944	-	-	-	-
397.67.00.000	Trans In/Fund #111 Reimb DMCB Svs	1,433	903	3,171	3,200	30,000	2,000
	<b>TRANSFERS IN</b>	<b>146,142</b>	<b>128,847</b>	<b>3,171</b>	<b>3,200</b>	<b>30,000</b>	<b>2,000</b>
	<b>OTHER FINANCING SOURCES</b>	<b>146,142</b>	<b>128,847</b>	<b>3,171</b>	<b>3,200</b>	<b>30,000</b>	<b>2,000</b>
	<b>TOTAL SWM UTILITY FUND REVENUES</b>	<b>1,912,825</b>	<b>2,038,983</b>	<b>1,960,220</b>	<b>1,767,476</b>	<b>2,707,794</b>	<b>2,706,911</b>

## Expenditure Detail - Surface Water Management Utility Fund #403

**FUND:** Surface Water Mgt Utility Fund (403)

**PROGRAM:** Surface Water Mgt Adm (531.31)

**DEPT:** Public Works (11)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
	<b>SURFACE WATER MGT ADMINISTRATION FTE'S</b>	<b>8.10</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>
	<b>CITY ENGINEER</b>			<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
	<b>PUBLIC WORKS MAINTENANCE SUPERVISOR</b>			<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
	<b>ASSISTANT CITY ENGINEER</b>			<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
	<b>PUBLIC WORKS MAINTENANCE WORKER II</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>PUBLIC WORKS MAINTENANCE WORKER I</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
	<b>ADMINISTRATIVE ASSISTANT II</b>			<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
	<b>STORMWATER COMPLIANCE MANAGER</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>WATER QUALITY TECHNICIAN</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
531.31.00.000	<b>SURFACE WATER MGT ADM</b>						
531.31.10 & 20	<b>SALARIES AND BENEFITS</b>	<b>868,102</b>	<b>693,684</b>	<b>67,845</b>	<b>69,887</b>	<b>140,099</b>	<b>148,039</b>
538.38.31.008	Office & Operating Supplies	31,366	27,914				
538.38.31.018	Safety Clothing	2,357	2,736				
538.38.31.023	Uniforms	1,540	183				
538.38.35.000	Small Tools & Minor Equipment	6,990	2,791				
	<b>SUPPLIES</b>	<b>42,253</b>	<b>33,624</b>	-	-	-	-
531.31.41.000	Professional Services	26,218	27,214		2,500	-	-
538.38.41.035	Underground Utility Locate Service	1,401	1,271				
538.38.41.079	Water Quality Program		7,775				
538.38.41.084	Contract Maintenance/Pass Through	6,793	3,966				
538.38.41.117	West Nile Virus	6,254	6,324				
538.38.41.119	SWM Education/outreach		2,523				
538.38.41.123	WRIA planning		10,192				
538.38.41.124	Miller Creek Basin Plan		1,961				
538.38.42.028	Telephone	3,421	3,915				
538.38.43.031	Lodging	1,054	400				
538.38.43.032	Meals	171	444				
538.38.43.033	Transportation	302	378				

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail - Surface Water Management Utility Fund #403

**FUND:** Surface Water Mngt Utility Fund (403)

**DEPT:** Public Works (11)

**PROGRAMS:** Surface Water Mgt Adm (538.38)

Capital Outlay - SWM (594.38)

Transfers Out (597)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
538.38.48.000	Repairs & Maintenance	102,479	99,591				
538.38.48.059	Spot Drainage Improvements	101,000	-				
538.38.49.000	Miscellaneous Services	63	122				
538.38.49.006	Judgements & Settlements	820	451				
538.38.49.054	Memberships	288	476				
538.38.49.055	Stormwater Discharge Permit Fee	6,297	6,664				
538.38.49.058	Printing & Binding	142	-				
531.31.44.001	Business & Occupation Taxes	30,131	32,561	28,267	32,000	36,961	37,368
531.31.47.043	City owned Parcel Fees	221	181	64	370	100	100
531.31.49.061	Registration	7,850	2,815	740	1,130	1,130	1,130
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>294,906</b>	<b>209,224</b>	<b>29,071</b>	<b>36,000</b>	<b>38,191</b>	<b>38,598</b>
531.31.51.101	Dam Safety Fee		881	881	881	881	881
	<b>INTERGOVT SERVICES &amp; TAXES</b>	<b>-</b>	<b>881</b>	<b>881</b>	<b>881</b>	<b>881</b>	<b>881</b>
	<b>SURFACE WATER MGT ADM</b>	<b>1,205,260</b>	<b>937,413</b>	<b>97,797</b>	<b>106,768</b>	<b>179,171</b>	<b>187,518</b>
531.32.00.000	<b>SURFACE WATER COMPLIANCE</b>						
531.32.10 & 20	<b>SALARIES AND BENEFITS</b>				236,571	373,211	380,373
531.32.30.000	<b>SUPPLIES</b>						
531.32.31.008	Office & Operating Supplies				1,400	1,400	1,400
531.32.31.018	Safety Clothing				520	520	520
531.32.35.000	Small Tools & Minor Equipment				1,000	700	700
	<b>SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,920</b>	<b>2,620</b>	<b>2,620</b>
531.32.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
531.32.41.000	Professional Services				20,000	66,667	20,000
531.32.41.079	Water Quality				27,627	27,627	27,627
531.32.41.119	SWM Education				10,250	10,250	10,250
531.32.41.123	WRIA Planning				10,192	11,000	11,500
531.32.41.124	Miller Creek				2,960	2,960	2,960
531.32.42.028	Telephone				1,000	1,000	1,000
531.32.43.031	Lodging				990	1,000	1,000
531.32.43.032	Meals				286	276	276
531.32.43.033	Transportation				600	600	600
531.32.48.050	Computer Repair				10,950	10,950	10,950
531.32.48.064	Construction Repair					2,100	11,710
531.32.49.054	Memberships				668	620	620
531.32.49.055	Stormwater Discharge				7,523	7,462	7,462
531.32.49.058	Printing & Binding				-	250	250
531.32.49.061	Registration				2,150	1,450	2,100
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,196</b>	<b>144,212</b>	<b>108,305</b>
531.32.50.000	<b>INTERGOVT SERVICES &amp; TAXES</b>						
531.32.51.097	SWM 1% collection Fee	25,929	25,443	25,182	16,160	24,640	24,910
531.32.51.098	SWM Billing Services			9,200	12,000	12,000	12,000
	<b>INTERGOVT SERVICES &amp; TAXES</b>	<b>25,929</b>	<b>25,443</b>	<b>34,381</b>	<b>28,160</b>	<b>36,640</b>	<b>36,910</b>
	<b>SURFACE WATER COMPLIANCE</b>	<b>25,929</b>	<b>25,443</b>	<b>34,381</b>	<b>362,847</b>	<b>556,683</b>	<b>528,208</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Surface Water Management Utility Fund #403**

531.35.00.000	<b>SURFACE WATER MAINTENANCE</b>							
531.35.10 & 20	<b>SALARIES AND BENEFITS</b>					<b>460,542</b>	<b>492,309</b>	<b>510,565</b>
531.35.30.000	<b>SUPPLIES</b>							
531.35.31.008	Office & Operating Supplies					25,000	27,000	27,000
531.35.31.018	Safety Clothing					2,200	2,200	2,200
531.35.31.023	Regular Uniforms					2,000	2,000	2,000
531.35.35.000	Small Tools & Minor Equipment					3,200	8,450	3,200
	<b>SUPPLIES</b>					<b>32,400</b>	<b>39,650</b>	<b>34,400</b>
531.35.40.000	<b>OTHER SERVICES &amp; CHARGES</b>							
531.35.41.000	Professional Services					4,000	4,000	4,000
531.35.41.035	Underground Utility					1,800	1,800	1,800
531.35.41.041	Material Testing					250	250	250
531.35.41.084	Contract Maintenance					6,500		
531.35.41.117	West Nile Virus					14,000	14,000	14,000
531.35.42.028	Telephone					2,900	2,900	2,900
531.35.43.031	Lodging					2,000	1,750	1,750
531.35.43.032	Meals					1,300	1,300	1,300
531.35.45.000	Operating Rentals					-	1,500	1,500
531.35.45.002	Equipment Rental	144,732	127,944			172,476	237,276	231,769
531.35.47.042	Waste Disposal	3,000	1,103			4,000	25,000	25,000
531.35.48.000	Repair & Maintenance					110,000		
531.35.48.049	Equipment Repair					500	500	500
531.35.49.000	Miscellaneous					75	110	110
531.35.49.054	Memberships					158	160	160
531.35.49.061	Registration					3,625	3,225	3,225
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>147,732</b>	<b>129,047</b>		<b>-</b>	<b>323,584</b>	<b>293,771</b>	<b>288,264</b>
	<b>SURFACE WATER MAINTENANCE</b>	<b>147,732</b>	<b>129,047</b>		<b>-</b>	<b>816,526</b>	<b>825,730</b>	<b>833,229</b>
594.31.00.000	<b>CAPITAL OUTLAY - SWM EQUIP</b>							
594.31.64.000	Capital Equipment	2,504		613,336			295,000	
594.31.64.093	Capital Outlay - Software	33,095	26,044					
	<b>CAPITAL OUTLAY - SWM EQUIP</b>	<b>35,599</b>	<b>26,044</b>	<b>613,336</b>		<b>-</b>	<b>295,000</b>	<b>-</b>
595.40.00.000	<b>CAPITAL OUTLAY - INFRASTRUC</b>							
595.40.63.201	2012 Spot Drainage Repairs		147,555					
595.40.63.204	2014 Spot Drainage Repairs				200,000		200,000	200,000
595.40.63.208	24th Ave Storm Repl.						275,000	-
595.40.63.209	S. 204th Pond Improvements						245,550	-
	<b>CAPITAL OUTLAY - SWM</b>	<b>-</b>	<b>147,555</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>720,550</b>	<b>200,000</b>
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>147,555</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>720,550</b>	<b>200,000</b>
590.00.00.000	<b>OTHER FINANCING USES</b>							
597.00.00.000	<b>TRANSFERS OUT</b>							
597.04.00.000	Trans Out/Fund #001	176,090	174,300	113,328		115,823	113,328	115,823
597.39.00.000	Trans Out/Fund #111 DMC Basin	131,200	136,530	142,872		147,092	142,872	147,092
	<b>TRANSFERS OUT</b>	<b>307,290</b>	<b>310,830</b>	<b>256,200</b>		<b>262,915</b>	<b>256,200</b>	<b>262,915</b>
	<b>OTHER FINANCING USES</b>	<b>307,290</b>	<b>310,830</b>	<b>256,200</b>		<b>262,915</b>	<b>256,200</b>	<b>262,915</b>
	<b>TOTAL SWM UTILITY FUND EXPENSES</b>	<b>1,721,811</b>	<b>1,576,331</b>	<b>1,001,714</b>		<b>1,749,056</b>	<b>2,833,334</b>	<b>2,011,870</b>

**City of SeaTac 2015-2016 Budget  
New Position Request Worksheet**

*The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification for the position requested. Human Resources and Finance staff will coordinate in preparing a schedule of salary and benefit costs, which will be provided to you and should be attached to your decision card. In determining the total amount to be requested, please make sure that all costs associated with the position have been included. Each decision card for a new position must be accompanied by a completed New Position Request Worksheet which itemizes the total amount requested:*

**Position Title: Stormwater Specialist/Asset Management Coordinator**

**List of Primary Duties/Responsibilities:**

1. Develop and implement the City's asset management program including:
  - a. Design, develop, guide, and manage the implementation of infrastructure asset management system including the development of concepts, data base design, cost estimates and procurement, decision making systems, and data collection methods.
  - b. Administer asset management program or system including, but not limited to: conducting and coordinating video inspections, evaluation and ranking of stormwater infrastructure assets and proposing repair or replacement schedules.
  - c. Plan work to be accomplished, propose program goals, and prepare preliminary budget information.
  - d. Provide technical assistance to team members and other department staff regarding policies, procedures and methods related to asset management.
  - e. Oversee the work of contractors used in the development or implementation of asset management systems.
  - f. Perform technical research as related to specific programs or systems and present findings in verbal or written format to decision makers, co-workers or the general public.
  - g. Lead technical meetings with engineering, maintenance, and stormwater staff.
  - h. Coordinate program activities with other City employees, departments or outside agencies.
  - i. Prepare a variety of written technical reports.
  - j. Prepare electronic or hard copy maps for displaying information.
  - k. Serve as a leader of a team for asset management field inspection activities.
  - l. Assist and train other employees in area of specialization.

Salary	\$ 83,220	(Provided by Human
Benefits	39,739	Resources & Finance)
<b>Subtotal Salary and Benefits</b>	<b>\$ 122,959</b>	

Indicate if this is a 2015 request or 2016 request **2015**

Associated Costs (indicate n/a where not applicable):

Furniture and office equipment	1,000	
Computer hardware and Software	1,000	
Uniform	n/a	
Vehicle		(See decision card)
Equipment Rental Charges (from 501 Fund)	3,600	
Training	600	
Telephone (cell/pager, etc.)	50	
Other (specify): Annual phone bill	720	
<b>Subtotal Associated Costs</b>	<b>\$ 6,970</b>	

<b>TOTAL:</b>	<b>\$ 129,929</b>
---------------	-------------------

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Public Works  
**Division:** Stormwater & Conservation Management (Proposed Name)  
**Director:** Tom Gut  
**Item:** Stormwater Asset Management Program Equipment  
**BARS#:** 403.000.11.594.31.64.000 (\$250,000 Equipment)  
403.000.11.531.32.48.050 (\$15,000 Software)  
403.000.11.531.32.41.000 (\$30,000 Professional Services)  
**Amount of Request:** \$295,000

### **Description of Request (include detail of total funding request - see instructions):**

Funding is needed to purchase a box truck, video equipment (computer, video cameras & accessories), GPS system, software and to create integrated custom database forms for the new Stormwater Asset Management Program. The program will conduct video evaluations of the City's underground stormwater system, then rank and develop a repair/replacement schedule. The goal of the program is to schedule, then repair or replace damaged sections of the storm system before they appear as sinkholes in the city right of way. Stormwater Asset Management Program was identified as needed in the 2013 Surface Water Plan to maintain the City's existing level of service to the community. Funding for the program was included in the Surface Water Utility rate increase approved in 2013.

### **Justification for Request:**

The City's stormwater infrastructure is aging. Some sections of the City's storm system are currently over 40 years old - well beyond its minimum life expectancy. An Asset Management Program is needed to evaluate, rank and schedule repairs or replacements of the City's underground stormwater infrastructure before the system fails.

#### Equipment - \$250,000

Equipment needed for this program include a box truck equipped with: a computer and monitor, two video cameras (i.e. a crawler video camera with a lift package and a pole mounted telescoping video camera, and accessories), and global positioning system (GPS).

#### Software - \$15,000

Geographic information system (GIS) integrated asset management video software, using a certified coding language, is needed to document and track video evaluations of the storm system.

#### Professional Services - \$30,000

Costs also include professional services to develop custom forms and integrate field data into the City's existing asset management database systems. Funding for this program was included in the Surface Water Utility Rate Increase which was approved in 2013.

If this program is not funded, the risk of stormwater system failure will continue to increase the longer the City delays implementation of an asset management program. Examples of stormwater system failure include blocked, crushed or eroded and undermined storm pipes. These system failures can appear on the surface of the right-of-way (ROW) as flooded streets or as sinkholes. Further, waiting and responding to stormwater system failures after they occur, will most likely incur higher construction costs and can result in personal injuries or damages to personal property.



**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

**Alternative 1 - Emergency Response:** If no action is taken the City will maintain its primarily reactionary response and fund emergency repairs of the stormwater system after failures occur. Costs for these emergency repairs will likely be significantly higher than scheduling repairs or replacements and can include off-site damages to personal property and also cause significant unscheduled traffic impacts. **Alternative 2 - Outsource Storm System Evaluation:** This will alleviate the need to purchase the box truck and video equipment, but not the software or custom database forms. Further, this alternative will cost significantly more over the life cycle of the equipment.

**What City Goal is addressed with this expenditure?**

The primary City goal addressed by this program is: Build Infrastructure, Promote Development - Evaluating, repairing and replacing our stormwater system before it fails, is essential to maintaining an enduring public infrastructure and promoting economic development. Repairing and replacing infrastructure before failures occur is also necessary to maintain quality of life for our residents and the business community.

<b><u>Funding Source(s):</u></b>	<b><u>2015 Request</u></b>	<b><u>2016 Request</u></b>
SWM Rates	\$295,000	\$0
Grant (Specify):		
Other (Specify):	\$0	\$0
<b>TOTAL</b>	<b>\$295,000</b>	<b>\$0</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Public Works  
**Division:** Stormwater & Conservation Management (Proposed Name)  
**Director:** Tom Gut, P.E.  
**Item:** Low Impact Development Citywide Infeasibility Study  
**BARS#:** 403.000.11.531.32.41.000 (Prof.Services)  
**Amount of Request:** \$50,000

**Description of Request (include detail of total funding request - see instructions):**

Fifty thousand dollars is requested to fund a professional services contract for a city-wide low impact development (LID) infeasibility study. The purpose of the study is to map geographic areas where specific LID BMPs (i.e. bioretention and pervious pavement) are infeasible due to limiting environmental factors, such as steep slopes, ground water hydrology, and soil types. Once completed, the LID Infeasibility Map will be used by development review staff to determine the need for LID site assessments for new construction or redevelopment projects.

**Justification for Request:**

During the appeal of the NPDES Phase II Municipal Stormwater Permit, both City staff and members of the development community raised concerns over the financial impacts of mandate starting in 2017 of Low Impact Development (LID) that meet the thresholds for stormwater review. This project will help mitigate the increased costs of LID by mapping areas where LID will not work due to existing site conditions. Construction projects proposed in these areas of infeasibility will not have to conduct expensive LID site evaluations just to demonstrate that specific LID BMPs are infeasible, allowing developers to use traditional stormwater mitigation measures. In addition to encouraging development by saving developers from unnecessary expenses, staff believes this study will also reduce the time it takes to review development permits once the LID requirements go into effect in 2017.

**What alternatives exist to accomplish the work if funding is not approved (reallocation of resources)?**

No alternative exists. If this project is not approved, developers will bear the full cost of LID feasibility site assessments, which will increase the cost of development - especially for small development projects.

**What City Goal is addressed with this expenditure?**

Build Infrastructure; Promote Development - This project is focused on promoting development, by reducing development design costs, as well as reducing the time it will take to conduct stormwater review once the LID mandate goes into effect in 2017.

<b>Funding Source(s):</b>	<b>2015 Request</b>
SWM Rates	\$50,000
	\$0
<b>TOTAL</b>	<b>\$50,000</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Balance Detail - Equipment Rental Fund #501**

**FUND:** Equipment Rental Fund (501)

<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
<b>BEG NET ASSETS (UNRESTRICTED), JAN 1ST</b>	<b>2,370,345</b>	<b>1,948,666</b>	<b>1,558,179</b>	<b>1,422,539</b>	<b>1,356,889</b>	<b>581,584</b>
Add: Operating Revenues	568,812	555,900	647,328	687,270	503,447	519,475
Add: Nonoperating Revenues/Interest Earnings	7,416	2,527	2,655	11,950	11,500	11,500
Add: Other Financing Sources/Asset Sales	19,748	49	-	-	-	-
<b>Total Revenues</b>	<b>595,976</b>	<b>558,476</b>	<b>649,983</b>	<b>699,220</b>	<b>514,947</b>	<b>530,975</b>
Less: Operating Expenses	(295,684)	(316,010)	(259,269)	(386,155)	(400,805)	(391,380)
Less: Other Financing Uses	(615,551)	(555,880)	(113,328)	(115,823)	(115,823)	(115,823)
Less: Capital Expenses	(106,420)	(77,073)	(125,324)	(911,561)	(773,624)	(551,020)
<b>Total Expenses</b>	<b>(1,017,655)</b>	<b>(948,963)</b>	<b>(497,921)</b>	<b>(1,413,539)</b>	<b>(1,290,252)</b>	<b>(1,058,223)</b>
<b>ENDING NET ASSETS (UNRESTRICTED), DEC 31ST</b>	<b>1,948,666</b>	<b>1,558,179</b>	<b>1,710,241</b>	<b>708,220</b>	<b>581,584</b>	<b>54,336</b>
<b>Percentage Change in Ending Net Assets Balance</b>	<b>N/A</b>	<b>-20%</b>	<b>10%</b>	<b>-59%</b>	<b>-18%</b>	<b>-91%</b>

**Revenue Detail - Equipment Rental Fund #501**

**FUND:** Equipment Rental Fund (501)

**SOURCES:** Charges for Services (340)  
 Miscellaneous Revenues (360)  
 Other Financing Sources (390)

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>	<b>2016 BUDGET</b>
348.00.00.000	<b>INTERNAL SERVICE FUND CHGS</b>						
348.30.00.001	Equipment Maintenance/Repair Chgs	186,756	196,248	247,296	202,270	218,530	194,688
348.30.00.002	Equipment Capital Recovery Charges	382,056	359,652	400,032	485,000	284,917	324,787
	<b>CHARGES FOR SERVICES</b>	<b>568,812</b>	<b>555,900</b>	<b>647,328</b>	<b>687,270</b>	<b>503,447</b>	<b>519,475</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	7,416	2,527	1,744	1,950	1,500	1,500
369.40.00.000	Judgments and Settlements	-	-	911	10,000	10,000	10,000
	<b>MISCELLANEOUS REVENUES</b>	<b>7,416</b>	<b>2,527</b>	<b>2,655</b>	<b>11,950</b>	<b>11,500</b>	<b>11,500</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
395.00.00.000	<b>DISPOSITION OF CAP ASSETS</b>						
395.10.00.000	Proceeds from Sale of Capital Assets	13,610	248	-	-	-	-
395.40.00.000	Gain (Loss) on Disp of Capital Assets	19,749	49	-	-	-	-
395.90.00.000	Net Book Value/Retired Assets	(13,611)	(248)	-	-	-	-
	<b>DISPOSITION OF CAP ASSETS</b>	<b>19,748</b>	<b>49</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>OTHER FINANCING SOURCES</b>	<b>19,748</b>	<b>49</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EQUIPMENT RENTAL FUND REVENUES</b>	<b>595,976</b>	<b>558,476</b>	<b>649,983</b>	<b>699,220</b>	<b>514,947</b>	<b>530,975</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Expenditure Detail - Equipment Rental Fund #501

**FUND:** Equipment Rental Fund (501)  
**DEPT:** Public Works (11)

**PROGRAMS:** Mtc of Facilities & Equip (548.65)  
 Cap Exp - Equip Rental (594.48)  
 Transfers Out (597)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>MTC OF FACILITIES &amp; EQUIPMENT FTE'S</b>		-	0.30	0.30	0.30	0.30	0.30
<b>PUBLIC WORKS MAINT. SUPV.</b>				0.30	0.30	0.30	0.30
548.65.00.000	<b>MTC OF FACILITIES &amp; EQUIPMENT</b>						
548.65.10 & 20	<b>SALARIES AND BENEFITS</b>	36,046	37,896	39,768	40,300	42,055	43,380
548.65.30.000	<b>SUPPLIES</b>						
548.65.31.007	Vehicle Operating/Repair Supplies	20,000	20,773	17,434	27,000	26,500	26,500
548.65.31.008	Office & Operating Supplies		1,438	5,338	1,000	3,500	3,500
548.65.32.000	Fuel	106,125	112,334	114,287	150,000	160,000	170,000
548.65.35.000	Small Tools & Minor Equipment	8,384	4,749	-	5,000	2,000	2,000
	<b>SUPPLIES</b>	<b>134,509</b>	<b>139,293</b>	<b>137,059</b>	<b>183,000</b>	<b>192,000</b>	<b>202,000</b>
548.65.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
548.65.41.000	Professional Services	3,336	3,032	-		25,000	
548.65.43.031	Lodging	-	-	-	500	700	700
548.65.43.032	Meals	-	-	-	150	150	150
548.65.43.033	Transportation	-	-	-	400	400	400
548.65.44.001	Business & Occupation Taxes			-	-	-	-
548.65.46.000	Insurance	43,800	52,356	23,773	50,835	23,780	23,780
548.65.47.042	Waste Disposal	-	-	-	250	250	250
548.65.48.049	Equipment Repair & Maintenance	77,892	82,837	58,549	100,000	105,000	110,000
548.65.49.006	Judgments, Damages & Settlements	-	495	-	10,000	10,000	10,000
548.65.49.054	Memberships	100	100	120	120	120	120
548.65.49.061	Registration	-	-	-	600	1,350	600
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>125,128</b>	<b>138,821</b>	<b>82,442</b>	<b>162,855</b>	<b>166,750</b>	<b>146,000</b>
	<b>MTC OF FACILITIES &amp; EQUIPMENT</b>	<b>259,638</b>	<b>278,114</b>	<b>219,501</b>	<b>345,855</b>	<b>358,750</b>	<b>348,000</b>
594.48.00.000	<b>CAPITAL EXP - EQUIP RENTAL</b>						
594.48.60.000	<b>CAPITAL OUTLAY</b>						
594.48.64.095	Vehicles/Heavy Equipment	35,200	59,196	106,806	421,286	227,254	296,352
594.48.64.097	Tools and Equipment	71,220	17,877	18,518	490,275	546,370	254,668
	<b>CAPITAL OUTLAY</b>	<b>106,420</b>	<b>77,073</b>	<b>125,324</b>	<b>911,561</b>	<b>773,624</b>	<b>551,020</b>
	<b>CAPITAL EXP - EQUIP RENTAL</b>	<b>106,420</b>	<b>77,073</b>	<b>125,324</b>	<b>911,561</b>	<b>773,624</b>	<b>551,020</b>
597.00.00.000	<b>TRANSFERS OUT</b>						
597.55.00.000	Transfer Out/Fund #001	357,687	269,920	113,328	115,823	115,823	115,823
597.56.00.000	Transfer Out/Fund #102	113,155	158,016	-	-	-	-
597.57.00.000	Transfer Out/Fund #403	144,709	127,944	-	-	-	-
	<b>TRANSFER OUT</b>	<b>615,551</b>	<b>555,880</b>	<b>113,328</b>	<b>115,823</b>	<b>115,823</b>	<b>115,823</b>
	<b>TRANSFERS OUT</b>	<b>615,551</b>	<b>555,880</b>	<b>113,328</b>	<b>115,823</b>	<b>115,823</b>	<b>115,823</b>
<b>TOTAL EQUIPMENT RENTAL FUND EXPENSES</b>		<b>1,017,655</b>	<b>948,963</b>	<b>497,921</b>	<b>1,413,539</b>	<b>1,290,252</b>	<b>1,058,223</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Public Works  
**Division:** Maintenance  
**Director:** Tom Gut  
**Item:** 3,000 Gallon unleaded fuel tank  
**BARS#:**  
**Amount of Request:** \$50,000

**Description of Request (include detail of total funding request - see instructions):**

3,000 gallon unleaded fuel tank for maintenance shop

**Justification for Request:**

Current 750 gallon tank needs to be filled weekly during peak season. Savings of \$1,800 per year tank is in use, from elimination of \$50.00 delivery surcharge fee. Tank would increase SeaTac's Disaster Ready preparedness; Maintenance Facility is Emergency Operations Center. Over 75% of SeaTac's fleet is located at the Maintenance Facility and 100% have Maintenance Facility pump access. The new tank & installation would initially be purchased from the 501 fund balance and then billed back to vehicles & equipment that use unleaded gas throughout its 20 year life. With the current fleet, the annual amount of \$4,836 would be expensed through Equipment Rental at \$2,786.85 from the general fund or \$232.24 monthly, beginning in 2017. Current tank can be transferred to the new Fire Station 45 thereby potentially saving \$10-15k.

**What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?**

Continue frequent fuel deliveries at shop and fuel at fire station #45.

**What City Goal is addressed with this expenditure?**

larger fuel tank will increase efficiency due to 75% of the fleet will not have to drive to another location to get fuel.

<u>Funding Source(s):</u>	<u>2015 Request</u>	<u>2016 Request</u>
Current Operations	\$50,000	\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$0</b>

## City of SeaTac 2015-2016 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 that are not on a Capital Equipment Request Form. Use the Capital Improvement Program Request Form for capital outlay projects greater than \$25,000, or \$100,000 for infrastructure (public works) projects.*

**Department:** Public Works  
**Division:** Maintenance  
**Director:** Tom Gut  
**Item:** Fleet Asset/Maintenance Software  
**BARS#:**  
**Amount of Request:** \$25,000

**Description of Request (include detail of total funding request - see instructions):**

Data Base for Fleet Asset/Maintenance Management

**Justification for Request:**

Eden Fleet database crashed in 2012, all financial & maintenance records lost. PW Maintenance Admin recompiled all available hard copy records into Excel for better but limited access. Current procedure limits report functions and the safety and integrity of SeaTac fleet data.

Continue storing data on Excel with limited functionality, accuracy and reliability and invest staff time in improving functionality and report options.

**What City Goal is addressed with this expenditure?**

Fleet program database will increase efficiency and provide more detailed information to our internal customers (other department) and improve forecasting and reporting abilities.

<b><u>Funding Source(s):</u></b>	<b><u>2015 Request</u></b>	<b><u>2016 Request</u></b>
Current Operations	\$25,000	\$0
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**  
**Fund Balance Detail - Municipal Capital Improvement Fund #301**

**FUND:** Municipal Capital Improvement Fund (301)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>3,900,205</b>	<b>3,642,600</b>	<b>2,373,416</b>	<b>2,373,416</b>	<b>258,682</b>	<b>369,597</b>
Add: Operating Revenues	1,649,930	1,301,574	875,932	1,693,050	1,977,399	2,234,550
Add: Nonoperating Revenues/Grants	11,840	41,811	251,934	-	-	-
Add: Other Financing Uses/Transfers In	112,181	10,611	-	-	-	-
<b>Total Revenues</b>	<b>1,773,951</b>	<b>1,353,997</b>	<b>1,127,866</b>	<b>1,693,050</b>	<b>1,977,399</b>	<b>2,234,550</b>
Less: Expenditures	(683,746)	(1,128,181)	(2,995,438)	(860,335)	(946,484)	(680,150)
Less: Other Financing Uses/Transfers Out	(1,347,809)	(1,495,000)	-	(920,000)	(920,000)	(920,000)
<b>Total Expenditures</b>	<b>(2,031,556)</b>	<b>(2,623,181)</b>	<b>(2,995,438)</b>	<b>(1,780,335)</b>	<b>(1,866,484)</b>	<b>(1,600,150)</b>
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>3,642,601</b>	<b>2,373,416</b>	<b>505,844</b>	<b>2,286,131</b>	<b>369,597</b>	<b>1,003,997</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>-35%</b>	<b>-79%</b>	<b>352%</b>	<b>-84%</b>	<b>172%</b>

**Revenue Detail - Municipal Capital Improvement Fund #301**

**FUND:** Municipal Capital Imp Fund (301)

**SOURCES:** Taxes (310)

Intergovernmental Revs (330)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
310.00.00.000	<b>TAXES</b>						
337.00.00.000	<b>PROPERTY TAX</b>						
337.07.00.003	Property Tax/Prop 2 Parks Levy	47,175	53,643	60,671	30,000	30,000	30,000
	<b>PROPERTY TAX</b>	<b>47,175</b>	<b>53,643</b>	<b>60,671</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
313.00.00.000	<b>SALES TAX</b>						
313.10.11.000	Sales Tax	823,852	492,828	244,676	1,000,000	890,000	1,340,000
	<b>SALES TAX</b>	<b>823,852</b>	<b>492,828</b>	<b>244,676</b>	<b>1,000,000</b>	<b>890,000</b>	<b>1,340,000</b>
317.00.00.000	<b>EXCISE TAXES</b>						
317.34.00.000	Real Estate Excise Taxes - 1st 1/4%	223,445	252,838	158,491	220,000	161,539	315,000
317.35.00.000	Real Estate Excise Taxes - 2nd 1/4%	223,445	252,828	158,491	220,000	161,310	315,000
	<b>EXCISE TAXES</b>	<b>446,890</b>	<b>505,666</b>	<b>316,981</b>	<b>440,000</b>	<b>322,849</b>	<b>630,000</b>
319.00.00.000	<b>PENALTY ON DELINQUENT TAXES</b>						
319.80.00.000	Penalties on Other Taxes	22	12	17	50	50	50
	<b>PENALTY ON DEL TAXES</b>	<b>22</b>	<b>12</b>	<b>17</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>TAXES</b>	<b>1,317,939</b>	<b>1,052,148</b>	<b>622,345</b>	<b>1,470,050</b>	<b>1,242,899</b>	<b>2,000,050</b>
330.00.00.000	<b>INTERGOVERNMENTAL REVENUES</b>						
333.00.00.000	State Grants		15,884	-	-	-	-
333.14.20.000	CDBG Project Grants		25,927	251,934	-	-	-
333.14.20.008	Comm Center Skate Park - CDBG	3,285	-	-	-	-	-
337.07.13.000	Conservation Res Grant - SCL	8,555	-	-	-	-	-
	<b>INTERGOVERNMENTAL REVS</b>	<b>11,840</b>	<b>41,811</b>	<b>251,934</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>INTERGOVERNMENTAL REVENUES</b>	<b>11,840</b>	<b>41,811</b>	<b>251,934</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**  
**Revenue Detail - Municipal Capital Improvement Fund #301**

**FUND:** Municipal Capital Imp Fund (301)

**SOURCES:** Charges for Goods & Svcs (340)  
 Miscellaneous Revs (360)  
 Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
340.00.00.000	<b>CHARGES FOR GOODS &amp; SVCS</b>						
343.00.00.000	<b>UTILITIES AND ENVIRONMENT</b>						
343.84.00.000	Cable TV Fees & Charges	18,531	-	-	-	-	-
	<b>UTILITIES AND ENVIRONMENT</b>	<b>18,531</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
347.00.00.000	<b>CULTURE AND RECREATION</b>						
347.30.00.000	Valley Ridge Park Turf Field Use Fees	213,680	203,802	233,341	210,000	230,000	230,000
	<b>CULTURE AND RECREATION</b>	<b>213,680</b>	<b>203,802</b>	<b>233,341</b>	<b>210,000</b>	<b>230,000</b>	<b>230,000</b>
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>232,211</b>	<b>203,802</b>	<b>233,341</b>	<b>210,000</b>	<b>230,000</b>	<b>230,000</b>
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST &amp; OTHER EARNINGS</b>						
361.11.00.000	Investment Interest	25,588	4,335	1,767	5,500	4,500	4,500
361.32.00.000	Unrealized Gains (Losses) on Inv	6,342	-	-	-	-	-
	<b>INTEREST &amp; OTHER EARNINGS</b>	<b>31,930</b>	<b>4,335</b>	<b>1,767</b>	<b>5,500</b>	<b>4,500</b>	<b>4,500</b>
367.11.00.000	Puget Sound Energy	38,164	41,289	15,340	7,500		-
	<b>CONTRIB/DONAT PRIVATE SRCS</b>	<b>38,164</b>	<b>41,289</b>	<b>15,340</b>	<b>7,500</b>		-
369.00.00.000	<b>OTHER MISCELLANEOUS REV</b>						
369.40.00.000	Judgements & Settlements	9,855	-	-	-	-	-
369.90.00.000	Other Miscellaneous Revenue	19,831	-	3,139	-	500,000	-
	<b>OTHER MISCELLANEOUS REV</b>	<b>29,686</b>	<b>-</b>	<b>3,139</b>	<b>-</b>	<b>500,000</b>	<b>-</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>99,780</b>	<b>45,624</b>	<b>20,246</b>	<b>13,000</b>	<b>504,500</b>	<b>4,500</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
397.00.00.000	<b>TRANSFERS IN</b>	5,500					
397.52.00.000	Transfer In/Fund #108	106,681	10,611	-	-	-	-
	<b>TRANSFERS IN</b>	<b>112,181</b>	<b>10,611</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>OTHER FINANCING SOURCES</b>	<b>112,181</b>	<b>10,611</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL MUNICIPAL CAP IMP FUND REVENUES</b>	<b>1,773,951</b>	<b>1,353,997</b>	<b>1,127,866</b>	<b>1,693,050</b>	<b>1,977,399</b>	<b>2,234,550</b>



**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**  
**Expenditure Detail - Municipal Capital Improvement Fund #301**

**FUND:** Municipal Capital Imp Fund (301)  
**DEPT:** Finance and Systems (04)

**PROGRAMS:** Network Information Sys (518.88)  
Parks Maintenance (576.10)  
Capital Project Expenses (594)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
518.88.00.000	<b>NETWORK INFORMATION SYSTEMS</b>						
518.88.30.000	<b>SUPPLIES</b>						
518.88.35.000	Minor Tools and Equipment	83,720	63,200	51,069	45,000	60,500	42,100
518.99.99.000	Other Misc. Supplies	8,348	-	-	-	-	-
	<b>SUPPLIES</b>	<b>92,068</b>	<b>63,200</b>	<b>51,069</b>	<b>45,000</b>	<b>60,500</b>	<b>42,100</b>
	<b>NETWORK INFORMATION SYSTEMS</b>	<b>92,068</b>	<b>63,200</b>	<b>51,069</b>	<b>45,000</b>	<b>60,500</b>	<b>42,100</b>
576.10.00.000	<b>PARKS MAINTENANCE</b>						
576.10.50.000	<b>INTERGOVERNMENTAL</b>						
576.10.53.000	Business & Occupation Taxes	3,998	3,780	3,843	3,800	3,800	3,800
	<b>INTERGOVERNMENTAL</b>	<b>3,998</b>	<b>3,780</b>	<b>3,843</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
	<b>PARKS MAINTENANCE</b>	<b>3,998</b>	<b>3,780</b>	<b>3,843</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
594.11.00.000	<b>CAPITAL EXPENSES</b>						
594.11.64.097	Council Chambers Equipment		135,000	-	-	-	-
594.12.64.093	Court/SCORE document sharing		75,000	-	60,500	-	-
594.18.64.092	Permitting Software	135,250	105,734	-	-	-	-
594.18.64.094	Computer Hardware	76,524	45,000	9,919	43,860		
594.19.62.001	City Hall Improvements	144,235	26,654	398,950	166,141		
594.19.63.195	Riverton Heights Neighborhood Park		80,000	63,230	-		
594.19.64.097	Tools and Equipment		20,516	-	-		
594.40.63.196	Fueling Station - MTC Facility		27,463	14,710	-		
594.59.64.093	CRW Mobile Software		14,500	-	-		
594.73.62.002	N. SeaTac Community Center	183,397	121,980	-	-		
594.76.63.119	Angle Lake Park - Phase 2		100,300	1,827,057	333,911		
594.76.63.153	Japanese Garden		29,434	-	-		
594.76.63.194	SeaTac CC Skate Park	3,285	279,620	252,125	-		
594.99.99.000	Other Capital Projects	44,989		374,535	207,123	882,184	634,250
	<b>CAPITAL EXPENSES</b>	<b>587,680</b>	<b>1,061,201</b>	<b>2,940,525</b>	<b>811,535</b>	<b>882,184</b>	<b>634,250</b>
590.00.00.000	<b>OTHER FINANCING USES</b>						
597.00.00.000	<b>TRANSFERS OUT</b>						
597.72.00.000	Tran Out/Fund #303 Capital Equip	350,000	375,000	-	-	-	-
597.75.00.000	Trans Out/Fund #307 S 138th St	77,809	200,000	-	-	-	-
597.76.00.000	Trans Out/Fund #001 Gen Fnd Ops	920,000	920,000	-	920,000	920,000	920,000
	<b>TRANSFERS OUT</b>	<b>1,347,809</b>	<b>1,495,000</b>	<b>-</b>	<b>920,000</b>	<b>920,000</b>	<b>920,000</b>
	<b>OTHER FINANCING USES</b>	<b>1,347,809</b>	<b>1,495,000</b>	<b>-</b>	<b>920,000</b>	<b>920,000</b>	<b>920,000</b>
<b>TOTAL MUNICIPAL CAPITAL IMP FUND EXP</b>		<b>2,031,556</b>	<b>2,623,181</b>	<b>2,995,438</b>	<b>1,780,335</b>	<b>1,866,484</b>	<b>1,600,150</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Fund Overview - Fund #306**

**Fund:** Municipal Facilities CIP Fund (306)

**Department:** Parks & Facilities (10)

**Responsible Manager:** Kit Ledbetter, Parks & Recreation Director

**Fund Description**

The *Municipal Facilities CIP Fund* was created to account for all expenditures pertaining to the acquisition and/or construction of municipal facilities. Transfers in from other funds are the major revenue source for this Fund.

**Fund Balance Detail - 306 Fund**

**FUND:** Municipal Facilities CIP Fund (306)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	3,685,841	3,716,584	3,713,940	3,500,510	3,274,810	1,154
Add: Operating Revenues	30,744	9,725	3,526	4,300	1,000	-
<b>Total Revenues</b>	<b>30,744</b>	<b>9,725</b>	<b>3,526</b>	<b>4,300</b>	<b>1,183,000</b>	<b>-</b>
Less: Expenditures	-	(12,369)	(216,956)	(1,460,248)	(4,456,656)	-
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>3,716,584</b>	<b>3,713,940</b>	<b>3,500,510</b>	<b>2,044,562</b>	<b>1,154</b>	<b>1,154</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>-55%</b>	<b>0%</b>	<b>-6%</b>	<b>-42%</b>	<b>-100%</b>	<b>0%</b>

**Revenue Detail - 306 Fund**

**FUND:** Municipal Facilities CIP Fund (306)

**SOURCE:** Miscellaneous Revenues (360)

Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	36,139	22,279	3,526	4,300	1,000	-
361.32.00.000	Unrealized Gains (Losses) on Invest	(5,395)	(12,555)	-	-	-	-
	<b>INTEREST EARNINGS</b>	<b>30,744</b>	<b>9,725</b>	<b>3,526</b>	<b>4,300</b>	<b>1,000</b>	<b>-</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>30,744</b>	<b>9,725</b>	<b>3,526</b>	<b>4,300</b>	<b>1,000</b>	<b>-</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
395.10.00.000	Proceeds from Sales of Capital Assets					1,182,000	
	<b>OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,182,000</b>	<b>-</b>
<b>TOTAL MUNICIPAL FACILITIES CIP FUND REV</b>		<b>30,744</b>	<b>9,725</b>	<b>3,526</b>	<b>4,300</b>	<b>1,183,000</b>	<b>-</b>

**Expenditure Detail - 306 Fund**

**FUND:** Municipal Facilities CIP Fund (306)

**PROGRAMS:** Fire Station #45 (522.55)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
594.22.60.000	<b>CAPITAL OUTLAY</b>						
594.22.62.011	New Fire Station #45 Design/Const	-	12,369	216,956	1,460,248	4,456,656	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>12,369</b>	<b>216,956</b>	<b>1,460,248</b>	<b>4,456,656</b>	<b>-</b>
	<b>CAPITAL EXP - FIRE</b>	<b>-</b>	<b>12,369</b>	<b>216,956</b>	<b>1,460,248</b>	<b>4,456,656</b>	<b>-</b>
<b>TOTAL MUNICIPAL FACILITIES CIP FUND EXP</b>		<b>-</b>	<b>12,369</b>	<b>216,956</b>	<b>1,460,248</b>	<b>4,456,656</b>	<b>-</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Balance Detail - Transportation CIP Fund #307

**FUND:** Transportation CIP Fund (307)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	5,156,609	4,192,521	3,407,531	3,407,531	866,375	508,835
Add: Operating Revenues	157,961	158,882	64,577	154,000	133,500	103,500
Add: Nonoperating Revenues/Grants	2,659,058	1,313,999	524,090	2,010,000	5,640,000	8,160,000
Add: Other Financing Sources	808,947	2,131,589	1,054,500	12,455,000	5,000,000	2,000,000
<b>Total Revenues</b>	<b>3,625,966</b>	<b>3,604,470</b>	<b>1,643,167</b>	<b>14,619,000</b>	<b>10,773,500</b>	<b>10,263,500</b>
Less: Expenditures	(4,590,054)	(4,389,460)	(4,353,878)	(17,944,800)	(11,131,040)	(9,737,368)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>4,192,521</b>	<b>3,407,531</b>	<b>696,820</b>	<b>81,731</b>	<b>508,835</b>	<b>1,034,967</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>-19%</b>	<b>-80%</b>	<b>-88%</b>	<b>523%</b>	<b>103%</b>

## Revenue Detail - Transportation CIP Fund #307

**FUND:** Transportation CIP Fund (307)

**SOURCES:** Licenses & Permits (320)  
Intergovernmental Revs (330)  
Charges for Goods & Svs (340)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
310.00.00.000	<b>TAXES</b>						
311.10.00.001	Property Tax/Prop 2 Parks Levy	7,275	1,073	-	-	-	-
	<b>TAXES</b>	<b>7,275</b>	<b>1,073</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
320.00.00.000	<b>LICENSES AND PERMITS</b>						
322.40.00.000	<b>STREET AND CURB PERMITS</b>						
322.40.02.000	Street Vacation Permit Fees	250	-	4,190	-	-	-
	<b>STREET AND CURB PERMITS</b>	<b>250</b>	<b>-</b>	<b>4,190</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>LICENSES AND PERMITS</b>	<b>250</b>	<b>-</b>	<b>4,190</b>	<b>-</b>	<b>-</b>	<b>-</b>
330.00.00.000	<b>INTERGOVERNMENTAL REVENUE</b>						
333.00.00.000	<b>INDIRECT FEDERAL GRANTS</b>						
333.20.20.018	S 154th Street/S 24th to 32nd	1,495,000	-	-	-	-	-
	<b>INDIRECT FEDERAL GRANTS</b>	<b>1,495,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
334.00.00.000	<b>STATE GRANTS</b>						
334.03.10.008	Military Rd. - Dept. of Ecology	-	-	-	-	270,000	-
334.03.81.007	Military Rd S/S 176th to S 188th - TIB	-	-	-	300,000	-	-
334.03.81.008	S 154th St/S 24th to S 32nd - TIB	1,115,160	1,055,640	23,272	-	-	-
334.03.81.009	Military Rd S/S 166th to S 176th	48,898	254,079	55,818	1,300,000	830,000	-
334.03.81.011	28th/24th State TIB Grant	-	-	-	-	2,710,000	4,090,000
334.03.90.001	28th/24th State FMSIB	-	-	-	-	830,000	1,670,000
	<b>STATE GRANTS</b>	<b>1,164,058</b>	<b>1,309,719</b>	<b>79,090</b>	<b>1,600,000</b>	<b>4,640,000</b>	<b>5,760,000</b>
338.00.00.000	<b>INTERGOVT SERVICE REVENUES</b>						
338.95.00.005	Sound Transit Mitigation	-	4,280	445,000	410,000	1,000,000	2,400,000
	<b>INTERGOVT SERVICE REVENUES</b>	<b>-</b>	<b>4,280</b>	<b>445,000</b>	<b>410,000</b>	<b>1,000,000</b>	<b>2,400,000</b>
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>2,659,058</b>	<b>1,313,999</b>	<b>524,090</b>	<b>2,010,000</b>	<b>5,640,000</b>	<b>8,160,000</b>
340.00.00.000	<b>CHARGES FOR GOODS &amp; SVS</b>						
345.00.00.000	<b>ECONOMIC ENVIRONMENT</b>						
345.85.00.000	GMA Impact Fees (Traffic Mitigation)	103,970	149,460	47,075	150,000	130,000	100,000
345.89.00.000	Other Plng & Dev/Other Mitigation	-	-	-	-	-	-
	<b>ECONOMIC ENVIRONMENT</b>	<b>103,970</b>	<b>149,460</b>	<b>47,075</b>	<b>150,000</b>	<b>130,000</b>	<b>100,000</b>
	<b>CHARGES FOR GOODS &amp; SVS</b>	<b>103,970</b>	<b>149,460</b>	<b>47,075</b>	<b>150,000</b>	<b>130,000</b>	<b>100,000</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Revenue Detail - Transportation CIP Fund #307

**FUND:** Transportation CIP Fund (307)

**SOURCES:** Miscellaneous Revenues (360)  
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.00.00.000	<b>INTEREST EARNINGS</b>						
361.11.00.000	Investment Interest	42,010	13,729	3,827	4,000	3,500	3,500
361.31.00.000	Realized Gains (Losses) on Inv	(5,880)	(5,381)	-	-	-	-
361.32.00.000	Unrealized Gains (Losses) on Inv	9,910	-	-	-	-	-
	<b>INTEREST EARNINGS</b>	<b>46,041</b>	<b>8,349</b>	<b>3,827</b>	<b>4,000</b>	<b>3,500</b>	<b>3,500</b>
367.00.00.000	<b>CONTRIB/DONATIONS-PRIVATE</b>						
367.12.00.000	Planning & Development Contributors	-	-	-	-	-	-
	<b>CONTRIB/DONATIONS-PRIVATE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
369.00.00.000	<b>OTHER MISCELANEOUS REV</b>						
369.90.00.000	Other Miscellaneous Revenue	-	-	-	-	-	-
369.90.05.000	Misc Prior Year Adjustments	425	-	9,486	-	-	-
	<b>OTHER MISCELANEOUS REV</b>	<b>425</b>	<b>-</b>	<b>9,486</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>MISCELLANEOUS REVENUES</b>	<b>46,465</b>	<b>8,349</b>	<b>13,313</b>	<b>4,000</b>	<b>3,500</b>	<b>3,500</b>
390.00.00.000	<b>OTHER FINANCING SOURCES</b>						
395.00.00.000	<b>DISP OF CAPITAL ASSETS</b>						
395.10.00.000	Disposition of Capital Assets	8,622	-	-	-	-	-
	<b>DISP OF CAPITAL ASSETS</b>	<b>8,622</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
397.00.00.000	<b>TRANSFERS IN</b>						
397.25.00.000	Tr In/Fund #102 Transp Projects	-	1,591,642	150,000	11,850,000	5,000,000	2,000,000
397.66.00.000	Tr In/Fund #111 DMCB Reimb	-	-	-	-	-	-
397.71.00.000	Tr In/Fund #105 S 138th St Sidewlk	722,515	488,312	904,500	605,000	-	-
397.75.00.000	Tr In/Fund #301 S 138th St Sidewlk	77,809	51,634	-	-	-	-
	<b>TRANSFERS IN</b>	<b>800,325</b>	<b>2,131,589</b>	<b>1,054,500</b>	<b>12,455,000</b>	<b>5,000,000</b>	<b>2,000,000</b>
	<b>OTHER FINANCING SOURCES</b>	<b>808,947</b>	<b>2,131,589</b>	<b>1,054,500</b>	<b>12,455,000</b>	<b>5,000,000</b>	<b>2,000,000</b>
	<b>TRANSPORTATION CIP FUND REVENUES</b>	<b>3,625,966</b>	<b>3,604,470</b>	<b>1,643,167</b>	<b>14,619,000</b>	<b>10,773,500</b>	<b>10,263,500</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Transportation CIP Fund #307**

**FUND:** Transportation CIP Fund (307)

**PROGRAM:** Roadway (542.30)

**DEPT:** Public Works (11)

Rd & Str Gnl Adm/OH (543.30)

Transit Systems (547.10)

Roads & Streets Constr (595.30)

Sidewalks (595.61)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
543.30.00.000	<b>ROAD &amp; STREET GNL ADM/OVRHD</b>						
543.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
543.30.41.131	Transportation Plan Update	-	-	-	500,000	80,000	-
	<b>OTHER SERVICES &amp; CHARGES</b>	-	-	-	<b>500,000</b>	<b>80,000</b>	-
	<b>ROAD &amp; STREET GNL ADM/OVRHD</b>	-	-	-	<b>500,000</b>	<b>80,000</b>	-
<b>ROAD &amp; STREET CONSTRUCTION - FTE'S</b>		<b>5.08</b>	<b>5.30</b>	<b>5.30</b>	<b>5.30</b>	<b>5.30</b>	<b>5.30</b>
	<b>ASST. CITY ENGINEER</b>			<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>
	<b>CIVIL ENGINEER</b>			<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
	<b>PUBLIC WORKS INSPECTION SUPERVISOR</b>			<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
	<b>SR. PUBLIC WORKS INSPECTOR</b>			<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
	<b>CIVIL ENGINEER II</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
595.30.00.000	<b>ROAD &amp; STREET CONST-ROADWAY</b>						
595.30.10 & 20	<b>SALARIES AND BENEFITS</b>	474,687	601,130	646,765	661,500	711,040	734,468
595.30.40.000	<b>OTHER SERVICES &amp; CHARGES</b>						
595.30.49.053	Subscriptions	1,862	-	-	2,100	2,800	2,900
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,862</b>	-	-	<b>2,100</b>	<b>2,800</b>	<b>2,900</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**

**Expenditure Detail - Transportation CIP Fund #307**

**FUND:** Transportation CIP Fund (307)  
**DEPT:** Public Works (11)

**PROGRAM:** Roads & Streets Constr (595.30)  
 Sidewalks - Capital (595.61)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
595.30.60.000	<b>CAPITAL OUTLAY</b>						
595.30.63.057	Connecting 28th/24th Ave S		169,325	1,003,193	8,909,200	5,144,000	8,300,000
595.30.63.112	Military Road S/S 166th to S 176th	123,304	504,072	1,791,398	5,600,000	3,338,200	-
595.30.63.115	International Blvd - Phase IV	-					
595.30.63.141	S 192nd/37th Avenue South	-					
595.30.63.152	S 154th Street/S 24th to S 32nd	-	2,296,435	9,971		-	
595.30.63.162	S 154th Station Area St Improvement	2,776,723	-		-		-
595.30.63.166	Military Road S/S 152nd St	-	-	-	800,000	-	300,000
595.30.63.181	Des Moines Mem Dr & S 200th Int	-	-	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>2,900,027</b>	<b>2,969,832</b>	<b>2,804,562</b>	<b>15,309,200</b>	<b>8,482,200</b>	<b>8,600,000</b>
	<b>ROAD &amp; STREET CONSTRUCTION</b>	<b>2,900,027</b>	<b>2,969,832</b>	<b>2,804,562</b>	<b>15,309,200</b>	<b>8,482,200</b>	<b>8,600,000</b>
595.61.00.000	<b>SIDEWALKS</b>						
595.61.60.000	<b>CAPITAL OUTLAY</b>						
595.61.63.183	S 138th St (24th Ave S-Military Rd S)	1,111,572	1,347	-	-	-	-
595.61.63.184	S 164th St (34th Ave S-Military Rd S)	101,907	737,632	831		-	
595.61.63.185	S 168th St (34th Ave S-Military Rd S)		79,518	801,102	22,000	-	-
595.61.63.186	S 204th St (30th to 32nd)			100,617	1,200,000	-	-
595.61.63.187	37th Ave S./40th Ave S. Sidewalk				250,000	1,605,000	-
595.61.63.188	2015/2016 Neighborhood Project					250,000	150,000
595.61.63.189	2016/2017 Neighborhood Project						250,000
	<b>CAPITAL OUTLAY</b>	<b>1,213,479</b>	<b>818,498</b>	<b>902,551</b>	<b>1,472,000</b>	<b>1,855,000</b>	<b>400,000</b>
	<b>SIDEWALKS</b>	<b>1,213,479</b>	<b>818,498</b>	<b>902,551</b>	<b>1,472,000</b>	<b>1,855,000</b>	<b>400,000</b>
<b>TOTAL TRANSPORTATION CIP FUND EXP</b>		<b>4,590,054</b>	<b>4,389,460</b>	<b>4,353,878</b>	<b>17,944,800</b>	<b>11,131,040</b>	<b>9,737,368</b>

# CITY OF SEATAC 2015-2016 BIENNIAL BUDGET

## Fund Overview - Light Rail Station Areas CIP Fund #308

**Fund:** Light Rail Station Areas CIP (308)

**Department:** City Manager (3) & Community & Economic Development (13,

**Responsible Manager:** Jeff Robinson, Economic Development Manager

### Fund Description

The Light Rail Station Areas CIP Fund was created in 2009 to account for expenditures related to infrastructure improvements and land acquisitions in the City's two light rail station areas.

### Fund Balance Detail - Light Rail Station Areas CIP Fund #308

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	735,773	736,843	737,836	1,629,022	1,804,772	555,522
Add: Other Financing Sources	1,070	993	901,372	250,750	750	750
Less: Expenditures	-	-	(10,186)	(1,000,000)	(1,250,000)	(500,000)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>736,843</b>	<b>737,836</b>	<b>1,629,022</b>	<b>879,772</b>	<b>555,522</b>	<b>56,272</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>0%</b>	<b>121%</b>	<b>-46%</b>	<b>-37%</b>	<b>-90%</b>

### Revenue Detail - Light Rail Station Areas CIP Fund #308

<b>FUND:</b> Light Rail Station Areas CIP (308)		<b>SOURCE:</b> Miscellaneous Revs (360) Other Financing Sources (390)					
ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
360.00.00.000	<b>MISCELLANEOUS REVENUES</b>						
361.11.00.000	Investment Interest	1,070	993	1,372	750	750	750
367.01.00.000	Developer Contribution			800,000			
	<b>MISCELLANEOUS REVENUES</b>	<b>1,070</b>	<b>993</b>	<b>801,372</b>	<b>750</b>	<b>750</b>	<b>750</b>
397.00.00.000	<b>OTHER FINANCING SOURCES</b>						
397.00.00.000	<b>TRANSFERS IN</b>						
397.60.00.000	Tr In/Fund #105 CAP Prop Acq	-	-	100,000	250,000	-	-
	<b>OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIGHT RAIL STATION AREAS CIP REV</b>		<b>1,070</b>	<b>993</b>	<b>901,372</b>	<b>250,750</b>	<b>750</b>	<b>750</b>

### Expenditure Detail - Light Rail Station Areas CIP Fund #308

<b>FUND:</b> Light Rail Station Areas CIP (308)		<b>PROGRAMS:</b> Capital Exp - Planning (594.58)					
<b>DEPT:</b> City Manager (03)							
ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
594.00.00.000	<b>CAPITAL EXPENDITURES</b>						
594.58.61.006	S 154th Station Area Property Acq	-	-	10,186	1,000,000	1,250,000	500,000
	<b>CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>10,186</b>	<b>1,000,000</b>	<b>1,250,000</b>	<b>500,000</b>
<b>TOTAL LIGHT RAIL STATION AREAS CIP EXP</b>		<b>-</b>	<b>-</b>	<b>10,186</b>	<b>1,000,000</b>	<b>1,250,000</b>	<b>500,000</b>

**CITY OF SEATAC 2015-2016 BIENNIAL BUDGET**  
**Fund Balance Detail - Debt Service Fund #206**

**FUND:** 2009 LTGO Refunding Bond Fund (206)

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
<b>BEGINNING FUND BALANCE, JANUARY 1ST</b>	<b>9,792</b>	<b>10,000</b>	<b>11,015</b>	<b>10,792</b>	<b>10,802</b>	<b>10,812</b>
Add: Operating Revenues	754,300	751,115	747,621	348,410	347,510	343,510
Less: Expenditures	(753,300)	(750,100)	(746,700)	(348,400)	(347,500)	(343,500)
<b>ENDING FUND BALANCE, DECEMBER 31ST</b>	<b>10,792</b>	<b>11,015</b>	<b>11,935</b>	<b>10,802</b>	<b>10,812</b>	<b>10,822</b>
<b>Percentage Change in Ending Fund Balance</b>	<b>N/A</b>	<b>2.06%</b>	<b>8.36%</b>	<b>-9.49%</b>	<b>0.09%</b>	<b>0.09%</b>

**Revenue Detail - Debt Service Fund #206**

**FUND:** 2009 LTGO Refunding Bond Fund (206)

**SOURCE:** Miscellaneous Revenues (360)  
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	2016 BUDGET
311.00.00.000	<b>GENERAL PROPERTY TAXES</b>						
311.10.00.000	Property Tax	403,610	406,008	403,200	-	-	-
	<b>GENERAL PROPERTY TAXES</b>	<b>403,610</b>	<b>406,008</b>	<b>403,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
313.30.00.000	Hotel/Motel Tax	350,310	344,712	344,100	348,400	347,500	343,500
	<b>SALES TAXES</b>	<b>350,310</b>	<b>344,712</b>	<b>344,100</b>	<b>348,400</b>	<b>347,500</b>	<b>343,500</b>
	<b>TAXES</b>	<b>753,920</b>	<b>750,720</b>	<b>747,300</b>	<b>348,400</b>	<b>347,500</b>	<b>343,500</b>
361.11.00.000	Investment Interest	380	395	321	10	10	10
	<b>INTEREST EARNINGS</b>	<b>380</b>	<b>395</b>	<b>321</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>TOTAL 2009 LTGO REFUNDING BOND FUND</b>		<b>754,300</b>	<b>751,115</b>	<b>747,621</b>	<b>348,410</b>	<b>347,510</b>	<b>343,510</b>

**Expenditure Detail - Debt Service Fund #206**

**FUND:** 2009 LTGO Refunding Bond Fund (206)

**PROGRAMS:** Redemption of LT Debt (591.79)  
Int & Debt Service Costs (592.79)

**DEPT:** Finance and Systems (04)

ACCOUNT	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET
591.19.70.000	<b>DEBT SERVICE: PRINCIPAL</b>						
591.19.71.008	2009 LTGO Refunding Bonds	380,000	390,000	395,000	-	-	-
	<b>DEBT SERVICE: PRINCIPAL</b>	<b>380,000</b>	<b>390,000</b>	<b>395,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
591.79.70.000	<b>DEBT SERVICE: PRINCIPAL</b>						
591.79.71.007	2009 Hotel/Motel Refunding Bonds	280,000	280,000	285,000	295,000	300,000	305,000
	<b>DEBT SERVICE: PRINCIPAL</b>	<b>280,000</b>	<b>280,000</b>	<b>285,000</b>	<b>295,000</b>	<b>300,000</b>	<b>305,000</b>
	<b>REDEMP OF LONG-TERM DEBT</b>	<b>660,000</b>	<b>670,000</b>	<b>680,000</b>	<b>295,000</b>	<b>300,000</b>	<b>305,000</b>
592.19.80.000	<b>DEBT SERVICE: INT &amp; COSTS</b>						
592.19.83.008	2009 LTGO Refunding Bond Interest	23,300	15,700	7,900	-	-	-
	<b>DEBT SERVICE: INT &amp; COSTS</b>	<b>23,300</b>	<b>15,700</b>	<b>7,900</b>	<b>-</b>	<b>-</b>	<b>-</b>
592.79.83.007	2009 Hotel/Motel Ref Bond Interest	70,000	64,400	58,800	53,100	47,200	38,200
592.79.85.007	2009 Hotel/Motel Ref Debt Reg Costs	-	-	-	300	300	300
	<b>DEBT SERVICE: INT &amp; COSTS</b>	<b>70,000</b>	<b>64,400</b>	<b>58,800</b>	<b>53,400</b>	<b>47,500</b>	<b>38,500</b>
	<b>INTEREST/DEBT SERVICE COSTS</b>	<b>93,300</b>	<b>80,100</b>	<b>66,700</b>	<b>53,400</b>	<b>47,500</b>	<b>38,500</b>
<b>TOTAL TRANSPORTATION BOND FUND EXP</b>		<b>753,300</b>	<b>750,100</b>	<b>746,700</b>	<b>348,400</b>	<b>347,500</b>	<b>343,500</b>