



# 2017–2018 Proposed Operating & Capital Budget

---

City of Normandy Park, Washington

Finance Committee

October 11, 2016



Normandy Park City Hall  
801 S.W. 174<sup>th</sup> Street  
Normandy Park, WA 98166  
[www.normandyparkwa.gov](http://www.normandyparkwa.gov)

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INTRODUCTION .....	5
BUDGET MESSAGE .....	6
2017-2018 BUDGET CALENDAR .....	13
FINANCIAL POLICIES .....	14
BUDGET INFORMATION .....	18
ORGANIZATIONAL CHART .....	21
COMMITTEES, BOARDS, & COMMISSIONS .....	23
STAFFING SUMMARY BY YEAR .....	24
BUDGET SUMMARY INFORMATION .....	26
ALL FUNDS REVENUE & EXPENDITURE SUMMARY .....	27
GENERAL FUND REVENUE & EXPENDITURE SUMMARY .....	30
REVENUE SUMMARY .....	32
EXPENDITURE SUMMARY .....	37
GENERAL FUND .....	38
CITY COUNCIL OVERVIEW .....	40
LEGISLATIVE SERVICES .....	41
VOTER REGISTRATION SERVICES .....	43
EXECUTIVE DEPARTMENT OVERVIEW .....	44
CITY MANAGER'S OFFICE .....	46
LEGAL SERVICES .....	47
EMPLOYEE TRAINING .....	48
NATURAL RESOURCES .....	49
FINANCE DEPARTMENT OVERVIEW .....	50
FINANCE ADMINISTRATION .....	51
AUDITING SERVICES .....	52
MUNICIPAL COURT SERVICES .....	53
OPERATING TRANSFERS .....	54
CITY CLERK'S OFFICE OVERVIEW .....	55
CITY CLERK'S OFFICE ADMINISTRATION .....	56
CENTRAL SERVICES .....	58

PUBLIC SAFETY OVERVIEW .....	59
LAW ENFORCEMENT SERVICES.....	60
CIVIL SERVICE.....	62
EMERGENCY PREPAREDNESS .....	63
PUBLIC WORKS OVERVIEW .....	64
CITY HALL .....	65
ENGINEERING.....	66
COMMUNITY DEVELOPMENT OVERVIEW .....	67
PLANNING SERVICES.....	69
BUILDING SERVICES .....	71
RECYCLING SERVICES .....	73
PARKS & RECREATION OVERVIEW .....	75
SUBSTANCE ABUSE SERVICES .....	76
PRESCHOOL PROGRAM.....	77
SENIOR SERVICES.....	78
RECREATION ADMINISTRATION .....	79
RECREATION CENTER.....	80
MOUNT RAINIER POOL .....	81
PARKS MAINTENANCE .....	82
SPECIAL REVENUE FUNDS .....	85
SPECIAL REVENUE FUNDS OVERVIEW .....	87
STREET FUND.....	88
ARTS COMMISSION FUND .....	92
UIRC FUND.....	94
ANTI DRUG RESERVE FUND .....	96
EQUIPMENT RESERVE & REPLACEMENT FUND.....	98
DEBT SERVICE FUNDS .....	100
DEBT SERVICE FUNDS OVERVIEW.....	102
DEBT SERVICE FUND .....	103
CAPITAL PROJECT FUNDS .....	105
CAPITAL IMPROVEMENT FUND.....	107
ENTERPRISE FUNDS .....	110
STORMWATER UTILITY FUND.....	112
TRUST FUNDS .....	115

TRUST FUNDS OVERVIEW .....	117
T.A. WILSON ENDOWED FUND .....	118
BEACONSFIELD NEARSHORE ON THE SOUND STEWARDSHIP FUND .....	120
APPENDIX .....	121
HISTORY OF NORMANDY PARK.....	122
MAP OF NORMANDY PARK.....	123
POPULATION OF NORMANDY PARK.....	124
PARKS IN NORMANDY PARK.....	125
MILES OF STREET IN NORMANDY PARK.....	126
POLICE STATISTICS.....	127
GLOSSARY.....	128

# **INTRODUCTION**

# **BUDGET MESSAGE**



**CITY OF NORMANDY PARK**  
**City Manager's Office**  
**801 SW 174<sup>th</sup> Street**  
**Normandy Park, WA 98166**  
**206-248-7603**  
[www.normandyparkwa.gov](http://www.normandyparkwa.gov)

September 13, 2016:

Honorable Mayor and Councilmembers:

I am pleased to present to you the proposed 2017-2018 budget. This budget is a culmination of collaborative work between Council, the budget advisory group comprised of members in the community and City staff, and reflects the priorities and objectives set at the Council retreat earlier this year in March. These priorities and objectives were derived from Council's strategic goals as follows:

- ❖ *SG-1. Stabilize City finances with sustainable economic development.*
- ❖ *SG-2. Provide excellent customer/citizen service through efficient open, accessible and transparent City government.*
- ❖ *SG-3. Enhance environmental sustainability and overall community quality of life.*
- ❖ *SG-4. Enhance & sustain community public safety, with safe neighborhoods and streets.*
- ❖ *SG-5. Make the City of Normandy Park a great place to work.*
- ❖ *SG-6. Raise the City's regional presence, profile & influence.*
- ❖ *SG-7. Provide two-way communications with community, citizens and staff.*

The biennial budget document presents the overall plan for allocating City resources to the variety of programs necessary to provide for public safety, enhance the quality of life and natural resources, and to maintain and develop the City's facilities and infrastructure. The 2017-2018 Budget has been developed to include the voter-approved passage of Proposition No. 1, the levy lid lift. Passage of the levy lid lift will help provide the resources necessary for an appropriate and responsible level of local government services for the next biennium. City staff is committed to providing the highest quality municipal services possible with the limited resources available.

During the past decade, the City of Normandy Park responded to lost revenues by spending down reserves, reducing levels of service, and deferring maintenance of public facilities and infrastructure. As a result, the City is now faced with minimal reserve funds and a substantial number of serious infrastructure repair and maintenance needs, which become more costly each year. Although development activity during 2006 to 2007 indicated a positive outlook for the City's property tax base and sales taxes, the economic downturn, known as the Great Recession, has created additional challenges and established a "new normal" for local government budgets. The impact of the Great Recession has required significant cuts and changes to the past two biennial budgets.

## **ORGANIZATION OF THE BUDGET**

The budget document is organized in a manner that effectively and efficiently reviews the resources of the City as well as the uses of those resources. Overviews of general policies and

background information are made first, followed by a summarized, yet comprehensive, overview of all revenues and expenditures. Following this, a specific review is provided of each fund, its departments, and its departments' programs. The budget document concludes with a series of useful data sets and information for referencing purposes (e.g. glossary).

## **PROCESS**

The 2017-2018 budget process began in early 2016, with the completion of the 2015 Year End Financial Statements. In April, the City's executive staff members (at that time, the City Manager, the Finance Director, the Chief of Police, and Community Development Director) developed and started to review their budget targets alongside the City Council's adopted goals and priorities. The executive staff members then prepared budget requests, which were later submitted to and reviewed by the City Manager and Finance Director in July/August.

The executive staff members then began meeting to discuss requested increases and decreases as well as program/service level proposals. A copy of these proposals are included at the end of your budget document.

## **MAJOR FUNDS**

The 2017-2018 Budget is balanced in all funds and totals \$12.4 million for 2017 and \$12.1 million for 2018. These figures include anticipated ending fund balances. The Budget has a number of components including the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Trust Funds. The most significant of these are the General Fund, the Street Fund, the Capital Improvement Fund, and the Stormwater Utility Fund.

### **Operating Funds**

The City's operating funds consist of the General Fund, Anti Drug Reserve Fund, the Equipment Reserve & Replacement Fund, the UIRC, and the Arts Commission Fund. General Fund, which was the recipient of the benefit from the levy lid lift in 2016, has a projected revenue balance of \$5.2 million 2017 and \$5.3 million in 2018. Expenditures during these years are projected to be \$5.1 million and \$5 million, respectively.

Notable expenditures, budget cuts, extraordinary one-time expenditures, or new programs included in the General and Street Fund portions of the 2017-2018 Budget include:

- Beginning 2017, the property tax level will be at its maximum; subsequent years will also be near the maximum rate, but it will not be more than \$1.60/AV.
- A 2% percent cost of living adjustment.
- Step increases up to 4% are provided to City staff members where applicable.
- Healthcare costs are anticipated to increase 4%-5%.
- Capital outlay for a new permitting software, payroll portal, fixed assets, and service/work order system are included in this budget.
- One additional Public Works FTE is budgeted, which is funded by a reduction of landscaping/mowing and custodial contracts.

## Capital Improvement Fund

Total expenditures for this Fund are estimated to be \$995,627 in 2017 and \$993,630 in 2018. There are three primary funding purposes for the Capital Improvement Fund in the 2017-2018 period: roadway/walkway improvements, capital improvements for the Normandy Park Metropolitan Parks District, and repayment of debt incurred for capital improvement purposes.

## Stormwater Utility Fund

In existence since 2003, the Stormwater Utility Fund is an enterprise fund designed to support the maintenance and future development of the City's stormwater utility via user fees from businesses and residences. Expected revenue from these fees is estimated at about \$580,000 for 2017 and \$591,000 in 2018.

## **PERSONNEL**

Two full-time officers and .50 FTE records clerk are scheduled to be reinstated in the police department in 2017 increasing the total number of FTE's from 22.80 to 26.30. Included in this budget is a proposal to bring back custodial services in house and reduce the landscaping/mowing contract to fund one additional employee to provide services to parks, stormwater utility, and city hall.

## **FINANCIAL CONDITION**

Despite the necessity of reducing service levels in December, 2015, in order to adhere to the City's ending fund balance policies, the City is poised to meet its projected year-end forecast for the remainder of 2016. Current estimates for the General Fund's 2016 ending balance place it at about \$900,000. This balance was materially the result of several undertakings fostered by the City Council: increasing the tax on the Stormwater Utility Fund, elimination of the community service officer position, and implementing the \$20 vehicle license fee. In addition to this, the City's residents voted to pass a levy lid lift which will serve to further support police services and street funding for 2017-2022.

The progressive steps made by the City in the past biennial period are positioning it for the challenges to come. The General Fund is expected to grow by several hundred thousand dollars over the next two years, assessed valuations are expected to increase, and additional cost-savings and grant opportunities continue to be a major staff focus.

## **CITY SERVICES**

The 2017–2018 Budget provides for services in support of the City Council's directives, areas of policy focus, and goals that have been created to guide the development of the budget process and City operations.

Police Department. The majority of the General Fund (~37%) is spent on public safety. This includes animal services and emergency management. The Normandy Park Police Department is authorized to staff seven police officers, two sergeants, a records manager, a part-time records specialist, and a police chief. This totals 11.5 FTE's. The Community Service Officer position was eliminated. Inclusive of records management, the Police Department is tasked with investigation of crimes and patrolling the City as well as responding to calls for service.

Community Development Department. The Community Development Department represents the Planning and Building and accounts for 10% of General Fund expenditures. A large portion of this Department's expenditures is attributable to contracting out to service providers. However, 2.25 FTE's are assigned to perform the majority of planning and building services for the City.

Parks & Recreation Department. The Parks & Recreation Department houses the following programs: Senior Services, Recreation Administration, Recreation Services, Recreation Center, and Parks Maintenance. Sixteen percent of General Fund expenditures are attributable to this department, which is paid for by the Metropolitan Parks District. The Metropolitan Parks District also pays for the Mount Rainier Pool and contributes \$25,000 to the City of Des Moines senior center.

Legislative Department. Comprising only about 1% of expenditures, the Legislative Department encompasses the City Council as well as Voter Registration Services. The task of the City Council is the creation of policies. Councilmembers are unpaid volunteers and the majority of costs for their department are training and membership dues. Voter Registration Services represent the State-mandated cost of voting services in the City. No staff positions exist for this department.

Executive Department. The Executive Department is tasked with the management of the City as well as the enforcement of the policies developed by the City Council. This also includes management of the following programs: City' Manager's office (State-mandated), Municipal Court, legal services, risk management, substance abuse services, employee training, and natural resources. The Executive Department represents 10% of all General Fund Expenditures.

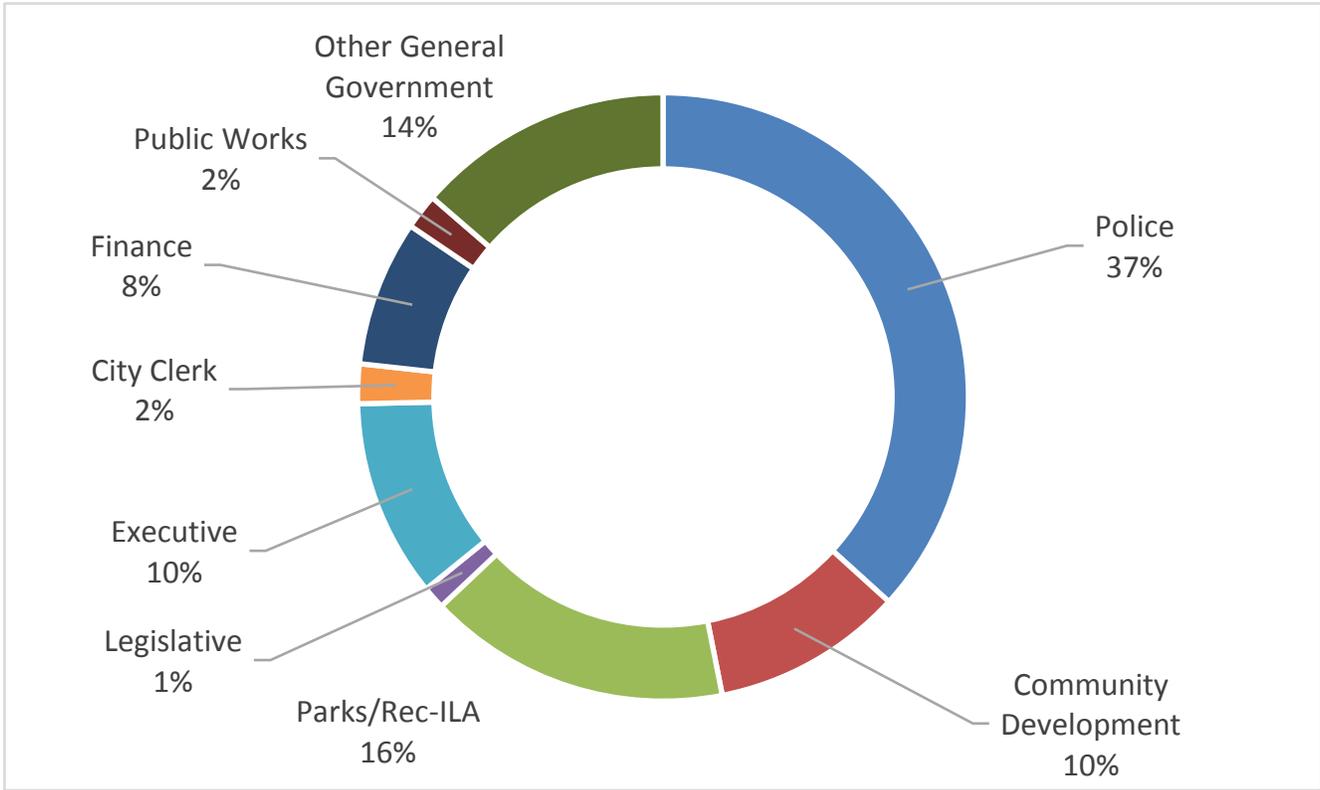
Finance Department. The Finance Department is staffed by 3.0 FTE's and includes the following programs: Finance Administration, and Auditing Services (State-mandated), front office reception, facility reservations, and preschool support. In addition to assisting the Executive Department with the implementation of City Council policies and the management of the City, the Finance Department also is tasked with performing all accounting-related work for the City. This Department manages the City's preschool establishment with 1.8 FTE's. The Finance Department represents 8% of General Fund expenditures.

City Clerk. The Clerk's office is responsible for preparing City Council meeting minutes and agendas and comprises about 2% of expenditures.

Public Works. The Public Works Department is responsible for maintenance and oversight of city buildings and comprise about 2% of expenditures.

Other General Government. "Other General Government" includes central services and operational transfers (transfers from the General Fund to another Fund). Together, these departments and programs comprise about 14% of the General Fund expenditures.

### City Services as a percentage of the General Fund:

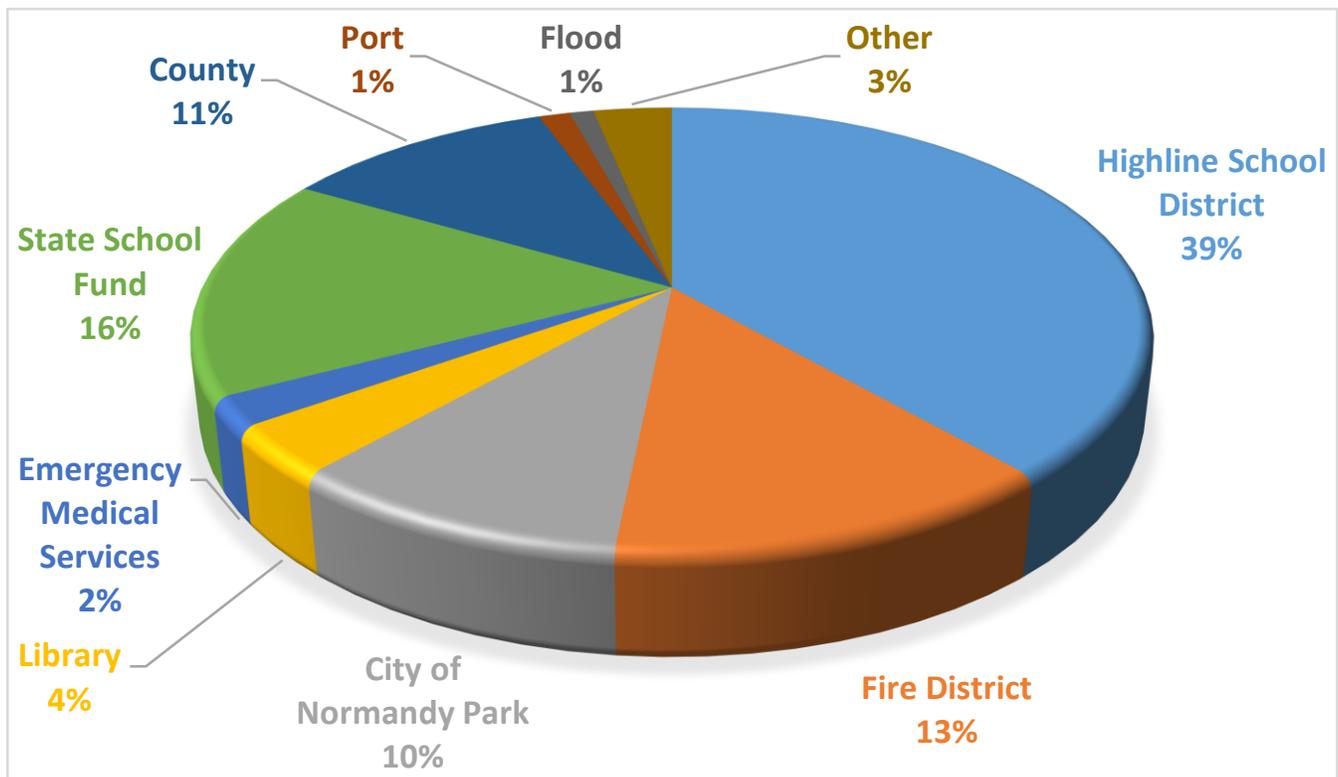


**PROPERTY TAX**

The General Fund’s single largest revenue source is the property tax (36% in 2016). For cities like Normandy Park that are relatively small and have limited commercial and industrial development, this is the norm both nationally and within the State of Washington.

Prior to the passage of the levy lid lift in 2016, the property tax rate for the City was approximately \$1.33 per \$1,000 of assessed valuation. The breakdown of all property taxes combined for residents of Normandy Park this last year equated to \$0.09 out of every \$1.00 in property taxes available to the City.

Highline School District	\$	5.16
Fire District	\$	1.73
<b>City of Normandy Park</b>	<b>\$</b>	<b>1.33</b>
Library	\$	0.48
Emergency Medical Services	\$	0.28
State School Fund	\$	2.17
County	\$	1.48
Port	\$	0.17
Flood	\$	0.13
Other	\$	0.43
	<u>\$</u>	<u>13.36</u>



This \$1.33 rate equated to 84% of the City's maximum taxing authority on property taxes. On August 2nd, the majority of voters in the City approved a rate increase of approximately \$0.27, bringing the effective rate for 2017 to \$1.60. This new rate equates to 100% of the City's maximum taxing authority. This increase is expected to generate an additional \$450,000 in 2017. Property tax revenues are expected to increase from \$1,809,560 in 2016 to \$2,261,871 in 2017. This represents an increase of about 25% in property taxes collected over the upcoming biennial period, which will go towards reinstatement of officer positions and records support that were issued layoff notices in December 2015. The remaining funds will provide additional support for street maintenance and pavement repairs. The effective levy rate for the City of Normandy Park will be \$1.60 per \$1,000 AV or lower for each of the years from 2017-2022.

## **CONCLUSION**

Despite several past setbacks, the City is resilient. New revenue sources are being identified, the total number of FTE's will slightly grow, staff retention measures are in place, and the City is increasing its focus on economic development. These achievements, coupled with the increasingly proactive nature of the City Council with respect to regional concerns, are resulting in an incremental progression toward long-term fiscal and operational sustainability.

Respectfully submitted,

Mark Hoppen  
City Manager

## **2017-2018 BUDGET CALENDAR**

<b>TASK/BUDGET PREPARATION STEP</b>	<b>DATE</b>
Budget kickoff – documents to staff	Tuesday, May 3rd
Budget worksheets / revenue projections due to Finance	Tuesday, May 10th
Department managers meet w/Finance & City Manager to discuss individual budgets	Week of August 22nd
Budget meeting w/Finance Committee	Monday, September 6th
First Preliminary Budget, revenues, and message filed w/City Clerk	Monday, September 12th
Preliminary Budget, revenues, and message available to City Council	Tuesday, September 13th
Publish notice of filing of Preliminary Budget, public hearing on tax levy, and Final Budget adoption w/City Clerk (publish once per week for two weeks)	Friday, September 16th (posting date)
Council budget workshops	Tuesday, September 20 <sup>th</sup> /27 <sup>th</sup>
Second Preliminary Budget	Tuesday, October 11th
Public hearing on tax levy & Final Budget hearing / adoption; Amend 2016 budget, if needed	Tuesday, November 22nd
Continue public hearing, if necessary	Tuesday, November 29 <sup>th</sup>
Tax levy filed w/King County	Wednesday, November 30th
Final Budget document distribution (MRSC, SAO, staff, etc.)	January 2017

# **FINANCIAL POLICIES**

The following financial policies adopted by Council on August 11, 2015 by Ordinance 923 replaced the financial policies developed in 1994.

## **Budget and Financial Policy Objectives**

Normandy Park's budget and financial policies are intended to provide a framework for the financial planning and management of the city. These policies are intended to provide a level of protection for the citizens and their tax dollars by establishing financial practices that are conservative, responsible, accountable, and savings-oriented. Most of these policies represent long-standing policies, procedures, and practices that are already in practice and have worked well for the city. These policies express the following goals:

- Preserve financial assets in order to meet normal operating expenses, planned future obligations, and to adjust to changes in the service requirements of the community;
- Take advantage of strategic opportunities as they arise;
- Operate storm utilities in a fiscally sound manner;
- Maintain existing infrastructure and capital assets in good repair, working order, and condition;
- Provide insulation from fiscal crisis, revenue fluctuations, general economic disruption, and other contingencies, and;
- Maintain a strong credit rating, thus ensuring lower cost financing when needed. A sound credit rating also demonstrates to taxpayers that the city is well-managed and follows financially sound business practices.

Due to Normandy Park's finite revenue base and the limited potential for future revenue growth, the City must prioritize its services in order to maintain the most important services should revenues become constrained. The following services are considered priorities in the following order:

- Public Life, Health and Safety: police; emergency preparedness; building inspections; traffic control; water, sewer, storm drainage.
- Legal Mandates: Accounting/auditing/financial reporting; land use planning; environmental regulations.
- City Facilities and Property: Maintenance of buildings; streets and right of way; and equipment.
- Other City Council and Community goals.

In keeping with the above goals and priorities, the following budget policies have been established.

### **Budgeting**

- The budget process will be scheduled and coordinated so that major policy issues are identified for City Council review and discussion at least two months prior to budget approval. Doing so will allow adequate time for public input and analysis of options.
- The City Council will utilize its vision, goals, and the *Comprehensive Plan* as the framework for informing the biennial budget.

- To facilitate openness and public participation, the budget approval process will include noticed public hearings, Council study sessions that are open to the public, and opportunities for public comment. The City Manager's proposed budget will be posted on the City's web page as soon as it is made available to the City Council. The City Manager, City Council, and department heads will be available to respond to public inquiries and comments concerning the proposed budget.
- The budget shall balance recurring operating expenses to recurring operating revenue.
- Revenues shall be conservatively estimated and based upon the best information available.
- When appropriate, user charges and fees should reflect the full cost of providing the related service or the percentage of total service cost as determined by the City. All fees for licenses, permits, fines, and other miscellaneous charges shall be reviewed annually.
- One-time revenues are non-recurring in nature, and therefore shall not be relied upon to fund regular operating budgets for ongoing programs. Cash balances in excess of the amount required to maintain reserves may be used to fund one-time or non-recurring costs.
- Enterprise funds will be self-supporting through user fees and charges.

### Multi-Year Forecast

Each year the City will update expenditure and revenue forecasts for the next five years. The purpose of this forecast is to determine the long-term sustainability of operational and capital programs given the limited revenue streams and resources. A multi-year forecast also facilitates budget decisions and strategic planning that go beyond the biennial budget horizon.

### Debt

- The City will only sell bonds for lasting capital projects and property acquisitions and not for funding ongoing operations.
- The maturity date for debt will not exceed the reasonable expected useful life of the asset or project so financed.
- The City will strive toward net operating revenues of an enterprise fund (stormwater) at 1.5 times (or more) the annual debt service requirements.
- Long-term borrowing (both general obligation and revenue) will only be used for capital improvements that cannot be financed through current revenues.
- The impact of proposed capital improvements on the operating budget shall be considered when deciding whether such projects are feasible.

In deciding whether to issue debt, the City should ask and answer the following questions:

- Alternative Funding Sources. Are there alternative sources of funding available that can be used to minimize the level of debt or avoid debt completely? Will the debt issue leverage outside funding?
- Cost of Money. Given current interest rates and projected price inflation (or deflation) of construction materials and labor, does it make sense to issue bonds now or save up the funds and pay for the project in full in a future year?

- Revenue Source. Will the annual debt be serviced with a dedicated, stable revenue source for the full term of the bond? For example, if the City is going to fund its debt service payments with real estate excise tax (REET), is the City developing its annual REET projections with cyclical housing market downturns in mind?

### Capital Projects and Purchases

Capital projects, from roads to utilities, are among the core purposes of city government. The preservation, maintenance, retrofitting, and eventual replacement of the City's capital infrastructure must be a top priority of the City. In city budgeting, there is constant tension between funding operating programs and capital projects and acquisitions. It is vital that neither be ignored and that operating programs do not, over time, crowd out funding for the capital projects that are needed to preserve the City's core infrastructure and carry out essential functions.

The City should update its capital facilities element of the Comprehensive Plan annually. Using the Capital Facilities Element as a basis, the City should plan for and include capital projects in its multi-year financial forecasts.

- Capital projects that preserve existing infrastructure should take a higher priority over acquiring or constructing new assets. Preservation and/or replacement of capital infrastructure assets should be a high priority in the City's biennial budgeting and multi-year financial forecasting.
- When planning and financing capital projects and acquisitions, ongoing maintenance and operation of new facilities should be built into the financing plan.
- The City's capital improvement plans should account for and include future growth. Growth-related capital projects should, when possible, be funded with impact fees, developer contributions, grants, and other outside sources.
- Capital Projects that preserve existing infrastructure, construct or acquire new assets, shall be consistent with and implement the Comprehensive Plan.

### Financial Compliance and Reporting

- The accounting system will maintain records on a basis consistent with generally accepted accounting standards for local government accounting and the State of Washington Budgeting, Accounting, and Reporting systems.
- The City's financial policies, practices, and reporting will comply with State and Federal regulations and will be subject to an annual audit by the State Auditor's Office.
- The City's Finance Director will provide a quarterly financial report to the City Manager and City Council.
- On at least a quarterly basis, the Finance Director and City Manager will review year-to-date revenues by source and expenditures by department. This quarterly review will also include:
  - Analysis and explanations of revenue and expenditure trends and projections, including deviations from trends and projections;
  - Identification of one-time and/or cyclical revenues and expenditures (the construction component of sales tax on a large project, for example); and
  - Study and examination of economic trends on all levels (local, regional, etc).

## Fund Balances

- The City will strive to maintain General Fund and Street Operating Fund unassigned balances at a level at least 10% of the total budgeted operating revenue, as referenced in the Budget and Financial Policy Summary sheet at the end of this document.
- Because budgeted capital projects are established with a contingency amount, non-enterprise capital project funds (Fund 320 Capital Improvement Fund, for example) are not required to maintain a 10% unassigned fund balance.
- The City will strive to maintain fund balances in enterprise funds at levels established through rate studies or at levels equal to a target of 60 days, with a minimum of 45 days, of operations and maintenance expenses that are necessary to meet operating, capital, and contingency requirements.
- Balances in other funds will comply with Washington State law and/or debt service requirements.

## Cumulative Reserve Fund “Strategic Reserve Fund”

The purpose of this Cumulative Reserve Fund is to establish and build a reserve fund equal to 20% of General Fund revenues, or \$1,000,000, whichever is greater. Establishing a Cumulative Reserve Fund helps mitigate the effects of revenue fluctuations and economic downturns.

The City may use General Fund operating revenues and undesignated fund balances to build up this fund. Each budget cycle, the City Council will establish a target amount for this fund based on a percentage of operating revenues or some other method at the City Council’s discretion. The amount transferred into this fund shall not be less than \$50,000 and may be up to 50% of the General Fund’s undesignated ending fund balance. If drawn down, the Strategic Reserve Fund should be replenished back to the targeted amount within three years. Spending from this fund without attaining desired level of funding mentioned above shall not be done without City Council authorization and requires a 2/3 vote of the Council.

## Equipment Replacement Reserve Fund

Establishing a fund by which to save for significant purchases levels out the financial peaks and valleys that come from owning vehicles and equipment. This fund is not intended to be an equipment rental fund, nor is it intended to fully fund equipment or vehicle purchases at the time of acquisition. Rather, this fund is intended to establish a reserve that will fund at least a portion of vehicles and equipment as they are replaced, thereby reducing the expenditure spikes that can otherwise occur. Only the General Fund will contribute to this Fund. Enterprise Funds will pay for their share of equipment and vehicles on a pay-as-you-go basis, as established and planned for in the utility rate studies. As part of the City’s multi-year financial forecasting, the Finance Director will recommend a target amount for this fund over multiple years, based on projected equipment and vehicle needs and life spans. Each year, the City Council, at its discretion, will add to and/or spend from this fund, based on the needs of the City. No spending from this fund will be authorized without City Council approval. In extenuating and difficult financial times, the City Council may delay vehicle and equipment purchases and transfer money from this fund back into the General Fund.

# **BUDGET INFORMATION**

## **BUDGET PROCESS:**

In 1998, the City switched to biennial budgeting and passed its first two-year budget for the years 1999 and 2000. The City adopted the budget ordinance as though it was two one-year budgets. Doing so allows the City improved financial controls and makes it easier to prepare annual reports and to compare one year to the next. The process as stated below is essentially the same process used in the City's annual budget process. Any differences will be noted.

The informal budget process begins in May when the Finance Department begins to gather information on salaries and benefits, the largest part of the City's operating budget. The department managers will then begin to prepare/update the Equipment Reserve & Replacement Fund schedule. The formal budget process for all departments occurs in June when the City Manager makes a call to all department managers to begin preparing budgets, specifically the development of departmental goals, objectives, and performance measures. During this period, the City Council is also establishing their goals and objectives for the coming budget year.

Following the goals and objectives phase comes the actual program budget preparation phase in which each department manager or program manager works on preparing itemized budget requests. This involves preparing detailed line item budgets on budget worksheets that allow each object to be broken down into lists that describe the request with a high level of detail. As noted earlier, the Finance Department prepares the estimates for salaries and benefits and these figures are submitted to the department managers for their review. The Finance Department also estimates the majority of the revenues and utilizes the expertise of each department to assist with these estimates.

Once the departments submit their budgets, the City Manager and Finance Director review and make recommendations on each one. The results of this review are then examined by the City Council, followed by a minimum of two public hearings. During these public hearings, copies of the draft budgets are provided to citizens to review and comment on. Upon closure of the last public hearing, the City Council finalizes the budget by ordinance and publishes and distributes the end product.

## **BUDGET BASIS & METHODS:**

Normandy Park's budget is prepared on the cash basis (a basis of accounting under which transactions are recognized only when cash is received or disbursed) and follows the guidelines of the State's Revised Code of Washington (RCW's) and the State Auditor's Office. The cash basis is in line with the method the City uses to report its year-end operating results or financial statements.

Each accounting fund is separated by department, which oversees its portion of the budget. The basic budget units are called *programs*. These programs describe the type of service being provided and allow a comprehensive look at how much the City spends in a particular area. The programs are further segregated into classifications by type of expenditure or *object codes*. (Please refer to the "Budget Summary Information" section for a comprehensive look at the City's expenditures by object code, revenues by category, and fund balance by fund). The object code listings show specifically what the City is budgeting for. When the City's final operating budget is complete, it is adopted not at the object code or program level, but by Fund total (i.e. General Fund total expenditures). An ordinance is adopted that sets the City's total expenditure appropriations and revenue estimates. Expenditures are carefully

monitored during the year to confirm that spending does not exceed the fund appropriation. (See the section below called "Budgeting System" for additional information).

### **BUDGET AMENDMENTS:**

The City Manager is authorized to transfer budgeted amounts between departments within any Fund. However, revisions that alter the total expenditures of a Fund must be approved by the City Council through an ordinance. Simple majority is all that is necessary to approve a budget amendment for any Fund.

City Council budget amendments occasionally occur during the year, but generally the City Council is updated on finances monthly and is kept informed of necessary budget changes to be made in December. Additionally, a review must be held eight to twelve months into the budget cycle. A public hearing will be held during this review period.

### **BUDGETARY POLICIES:**

The "Introduction" section lists the budgetary financial policies recommended by the Finance Committee to the City Council. Changes made to the financial policies are noted in the relevant section and are referenced by ordinance or resolution number, if relevant. In August 2015, the Finance Committee and City Council adopted budget goals and priorities, which are identified in the City Manager's Budget Message.

The purpose behind the City's budgetary financial policies are to create a plan that will enable the City to maintain its strong financial condition. The City has implemented policies to maintain minimum fund balance reserves, which will assist in meeting unexpected revenue shortfalls or expenditure overages. The City is also maintaining its position of estimating revenues conservatively and implementing controls that will curtail and monitor spending by the various departments. Additionally, City Councilmembers thoroughly review and approve all vouchers that are prepared for City expenditures.

### **BUDGETING SYSTEM:**

Cities in the State of Washington use BARS (Budgeting, Accounting, and Reporting System). This system is designed to allow formal integration of budgeting and accounting for all Fund types in a governmental accounting system. The budget formats allow for different levels of detail for different levels of management.

Governmental accounting and budgeting systems are organized and operated on a Fund basis. Funds are guided by the following code numbers (see specific sections for definitions on each particular fund):

- 001: The General Fund (or Current Expense Fund);
- 100 Series Funds: Special Revenue Funds;
- 200 Series Funds: Debt Service Funds;
- 300 Series Funds: Capital Project Funds;
- 400 Series Funds: Enterprise Funds; and
- 600 Series Funds: Trust Funds.

The budget ordinance is adopted by Fund totals and expenditures cannot exceed these amounts.

The following lists provide an example of listings and accounts used by the City for budgeting and accounting purposes:

- Revenues:
  - Fund: 001.XXX.XX.XX (General Fund)
  - Basic Revenue Account: 001.34X.XX.XX (Charges for Goods & Services)
  - Sub-account: 001.342.XX.XX (Public Safety)
  - Element & Sub-element: 001.342.10.XX (Law Enforcement)
  - Object & Sub-object: 001.342.10.11 (State & Federal Grants)
  
- Expenditures/Expenses
  - Fund: 001.XXX.XXX.XX.XX.XX (General Fund)
  - Department: 001.521.XXX.XX.XX.XX (Law Enforcement)
  - Basic Account: 001.521.52X.XX.XX.XX (Public Safety)
  - Sub-account: 001.521.521.XX.XX.XX (Law Enforcement)
  - Element & Sub-element: 001.521.521.10.XX.XX (Administration)
  - Object & Sub-object: 001.521.521.10.43.XX (Travel)
  - Additional Object & Sub-object: 001.521.521.10.43.40 (Training)

For the City of Normandy Park, departmental budget preparation concentrates on expenditures, specifically in the areas of the basic account/subaccount combination called the *program* and the object code/sub-object code combination which specifically designates what is being budgeted for. The budget demonstrates that the same pattern and coding is consistently followed, providing an easy to read format.

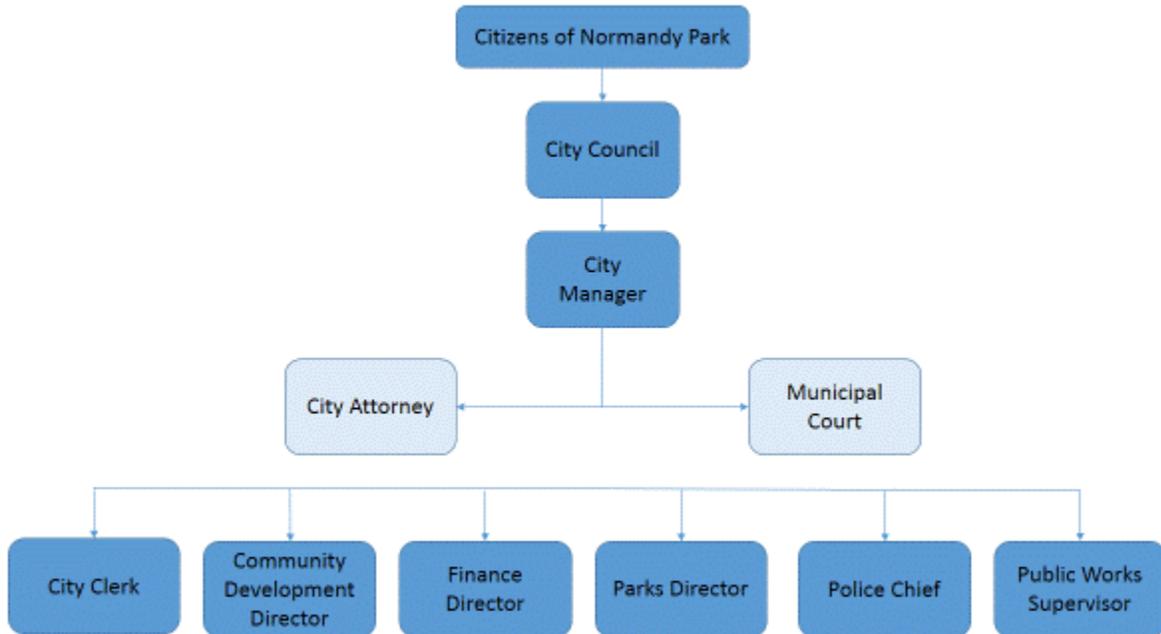
## **CAPITAL BUDGET:**

The City's Capital Improvement Plan (CIP) is prepared by the Community Development/Finance Director with input from the City's leadership team, advisory boards, and public input. This plan was prepared to be in compliance with the State's Growth Management Act and was authorized by the City Council in June, 2016. The Capital Improvement Plan is a six-year plan, but is meant to be updated annually.

A full copy of the City's Six-Year Capital Improvement Plan may be obtained by contacting the City Clerk's Office at (206) 248-7603. The entire plan may include streets, bridges, sidewalks, storm drainage, parks, and facilities improvements.

In addition, to the Capital Improvement Plan, the City has developed an Equipment Reserve & Replacement Fund for equipment (items other than facilities). The Equipment Reserve & Replacement Fund (150) sub-section under the "Special Revenue Funds" section of this budget is based on the annual depreciation of equipment and vehicles owned by the City of Normandy Park.

# ORGANIZATIONAL CHART



*Lighter shade above represents contracted services*

# **CITY OFFICIALS**

## **2016 City Council**

Mayor  
Mayor Pro Tem  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Councilmember

Jonathan Chicquette  
Mike Bishoff  
Kathleen Waters  
Michelle Sipes-Marvin  
Tom Munslow  
John Rankin  
Susan West

## **City Administration**

City Manager  
City Attorney (Contract)  
City Clerk  
Community Development Director  
Engineer  
Finance Director  
Parks Director  
Police Chief  
Public Works Supervisor

Mark Hoppen  
Jim Haney  
Debbie Burke  
David Nemens  
Brenda O'Neil  
Jennifer Ferrer-Santa Ines  
Amanda Leon  
Dan Yourkoski  
Ken Courter

## **Municipal Court**

Judge

Lisa Leone

# **COMMITTEES, BOARDS, & COMMISSIONS**

## **Arts Commission**

Zen McManigal, Chair  
Amber Nichol  
Vacant Position

Raymond Street  
Nadia Counter

Anna Pierce  
Josefin Kannin

City Staff:  
Amanda León, Parks Director

## **Civil Service Commission**

Larry Shoemaker, Chair

Mindy McClean

Dale Wamsley

Staff:  
Debbie Burke, City Clerk

## **Park Commission**

James Osborne, Chair  
Jennifer Lover  
Bill Vilonza

Ron Ebbers  
Mary Ann MacKay

Scott Salzer  
Aimee Lloyd

Staff:  
Amanda León, Parks Director

## **Planning Commission**

Pat Presentin, Chair  
Clayton Brunt  
Ryan Weller

Tim Sorensen  
Patrick Harney

Earnest Thompson  
Moira Bradshaw

Staff:  
David Nemens, Community Development Director

## **Economic Development Committee**

Susan West, Chair

Patti Gifford

## **Community Development Committee**

Jonathan Chicquette, Chair

John Rankin

Michelle Sipes-Marvin

Staff:  
David Nemens, Community Development Director

## **Finance Committee**

Kathleen Waters, Chair

Mike Bishoff

Michelle Sipes-Marvin

Staff:  
Jennifer Ferrer-Santa Ines, Finance Director

## **STAFFING SUMMARY BY YEAR**

<b>Position Title/Department</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	-	-	-	-	-	-	-	-
Admin/HR Assistant	-	-	-	-	-	-	1.00	-	-	-
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	-	-	-	-	1.00	1.00	1.00
Community Development Director	1.00	1.00	-	-	-	-	1.00	1.00	1.00	1.00
Engineer	-	-	-	-	-	-	1.00	-	1.00	1.00
Senior/Principal Planner	1.00	-	-	-	-	-	1.00	1.00	-	-
Associate Planner	-	1.00	1.00	1.00	-	-	1.00	-	-	-
Planning Technician	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-
Permit Technician	-	-	-	-	-	-	-	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	-	1.00	1.00	-	-	-	-
Public Works/Parks Director	-	-	-	-	1.00	1.00	-	-	1.00	1.00
Parks Planner	-	-	-	-	-	-	1.00	-	-	-
Public Works Supervisor	1.00	1.00	1.00	1.00	-	-	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	-	-	-	-	-	1.00	1.00	1.00	1.00
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00	3.00	1.00	1.00	2.00	2.00
Facilities Maintance Worker	1.00	1.00	1.00	-	-	-	-	-	-	-
Recreation Manager	1.00	-	-	-	-	-	-	-	-	-
Pre-School Director	0.60	0.60	0.60	0.60	0.48	0.48	-	-	-	-
Pre-School Teacher	0.60	0.60	0.26	0.26	0.46	0.46	0.46	0.46	1.60	1.60
Pre-School Teaching Assistant	-	-	0.34	0.34	0.64	0.64	0.34	0.34	0.20	0.20
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police	1.00	1.00	1.00	-	-	-	-	-	-	-
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Police Officers	8.00	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-
Records Manager/Police	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records Specialist II	0.50	0.50	0.50	0.50	0.50	0.50	1.00	-	0.50	0.50
	<b>32.70</b>	<b>30.70</b>	<b>27.70</b>	<b>24.70</b>	<b>25.08</b>	<b>25.08</b>	<b>26.80</b>	<b>22.80</b>	<b>26.30</b>	<b>26.30</b>

## **STAFFING SUMMARY HIGHLIGHTS:**

The highlights of the past biennium as well as for the upcoming biennial period are as follows:

- In 2015, the Community Service Officer was eliminated.  
Two officers and a records Clerk were issued layoff notices.  
The Executive/HR Assistant position was eliminated.
- In 2016, the Administrative Assistant position was established to provide front desk reception, facility rentals and other miscellaneous responsibilities.
- In September 2016, the Parks Director position was established.
- The Principal Planner assumed the Community Development Director title.
- A .80 FTE engineer position is included in the biennial budget.
- One Public Works FTE is budgeted to focus on parks (.50), city hall (.25) and storm utility efforts (.25). Funding for this position is from a reduced landscaping contract and elimination of the custodial contract.

# **BUDGET SUMMARY** **INFORMATION**

# ALL FUNDS REVENUE & EXPENDITURE SUMMARY

Below is a table showing total revenues including beginning fund balance and total expenditures including ending fund balance for each of the funds budgeted.

		2017 Budget	
FUND #	FUND NAME	TOTAL REVENUES (INCLUDES BEGINNING FUND BALANCE)	TOTAL EXPENDITURES (INCLUDES ENDING FUND BALANCE)
001	General Fund	\$ 6,169,861	\$ 6,169,861
101	Street Fund	\$ 1,053,813	\$ 1,053,813
104	Arts Commission	\$ 25,181	\$ 25,181
105	U.I.R.C. Fund	\$ 112,402	\$ 112,402
120	Anti-Drug Reserve	\$ 9,301	\$ 9,301
150	Equip Reserve/Replacement	\$ 170,337	\$ 170,337
204	Debt Service Fund	\$ 269,084	\$ 269,084
320	Capital Improvement Fund	\$ 1,686,969	\$ 1,686,969
402	Storm Water Fund	\$ 2,762,893	\$ 2,762,893
621	Wilson Endowed	\$ 61,938	\$ 61,938
623	Beaconsfield Steward	\$ 47,654	\$ 47,654
	<b>2017 Total Budget</b>	<b>\$ 12,369,434</b>	<b>\$ 12,369,434</b>

		2018 Budget	
FUND #	FUND NAME	TOTAL REVENUES (INCLUDES BEGINNING FUND BALANCE)	TOTAL EXPENDITURES (INCLUDES ENDING FUND BALANCE)
001	General Fund	\$ 6,277,031	\$ 6,277,031
101	Street Fund	\$ 707,637	\$ 707,637
104	Arts Commission	\$ 21,541	\$ 21,541
105	U.I.R.C. Fund	\$ 143,252	\$ 143,252
120	Anti-Drug Reserve	\$ 8,616	\$ 8,616
150	Equip Reserve/Replacement	\$ 200,387	\$ 200,387
204	Debt Service Fund	\$ 311,599	\$ 311,599
320	Capital Improvement Fund	\$ 1,680,363	\$ 1,680,363
402	Storm Water Fund	\$ 2,571,479	\$ 2,571,479
621	Wilson Endowed	\$ 60,148	\$ 60,148
623	Beaconsfield Steward	\$ 47,704	\$ 47,704
	<b>2018 Total Budget</b>	<b>\$ 12,029,757</b>	<b>\$ 12,029,757</b>



Total revenues and expenditures are shown for each of the budgeted funds below.

Fund	Fund Name	2016 Ending Fund Balance	2017 Revenues (Sources)	2017 Expenditures (Uses)	2017 Ending Fund Balance
001	General Fund	\$ 921,934	\$ 5,247,927	\$ 5,144,533	\$ 1,025,328
101	Street Fund	\$ 401,299	\$ 652,514	\$ 1,001,940	\$ 51,872
104	Arts Commission	\$ 11,321	\$ 13,860	\$ 17,650	\$ 7,531
105	U.I.R.C. Fund	\$ 72,639	\$ 39,763	\$ 10,000	\$ 102,402
120	Anti-Drug Reserve	\$ 9,291	\$ 10	\$ 700	\$ 8,601
150	Equip.Reserv/Replac	\$ 90,287	\$ 80,050	\$ 50,000	\$ 120,337
204	Debt Service Fund	\$ 119,069	\$ 150,015	\$ 110,500	\$ 158,584
320	Capital Improv.Fund	\$ 940,148	\$ 746,821	\$ 995,627	\$ 691,342
402	Storm Water Fund	\$ 1,819,643	\$ 943,250	\$ 1,139,264	\$ 1,623,629
621	Wilson Endowed	\$ 61,888	\$ 50	\$ 1,840	\$ 60,098
623	Beaconsfield Stwd.	\$ 47,604	\$ 50	\$ -	\$ 47,654
	<b>Total</b>	<b>\$ 4,495,124</b>	<b>\$ 7,874,310</b>	<b>\$ 8,472,054</b>	<b>\$ 3,897,380</b>

Fund	Fund Name	2017 Ending Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
001	General Fund	\$ 1,025,328	\$ 5,251,703	\$ 5,021,025	\$ 1,256,006
101	Street Fund	\$ 51,872	\$ 655,764	\$ 664,050	\$ 43,587
104	Arts Commission	\$ 7,531	\$ 14,010	\$ 18,300	\$ 3,241
105	U.I.R.C. Fund	\$ 102,402	\$ 40,850	\$ 10,000	\$ 133,252
120	Anti-Drug Reserve	\$ 8,601	\$ 15	\$ 700	\$ 7,916
150	Equip.Reserv/Replac	\$ 120,337	\$ 80,050	\$ 50,000	\$ 150,387
204	Debt Service Fund	\$ 158,584	\$ 153,015	\$ 110,500	\$ 201,099
320	Capital Improv.Fund	\$ 691,342	\$ 989,021	\$ 993,630	\$ 686,733
402	Storm Water Fund	\$ 1,623,629	\$ 947,850	\$ 766,550	\$ 1,804,929
621	Wilson Endowed	\$ 60,098	\$ 50	\$ 1,890	\$ 58,258
623	Beaconsfield Stwd.	\$ 47,654	\$ 50	\$ -	\$ 47,704
	<b>Total</b>	<b>\$ 3,897,379</b>	<b>\$ 8,132,378</b>	<b>\$ 7,636,645</b>	<b>\$ 4,393,112</b>

# GENERAL FUND REVENUE & EXPENDITURE SUMMARY

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beginning Fund					
Balance January 1	\$ 1,237,872	\$ 930,651	\$ 930,651	\$ 921,934	\$ 1,025,328
Add: Op. Rev.	4,510,933	4,963,901	4,659,205	5,247,927	5,251,703
Add: Other Non-Op Rev.	111,279	-	50,000	-	-
Add: Other Rev.		-	-	-	-
Less: Expenditures	4,374,434	4,572,505	4,461,923	4,484,533	4,357,525
Less: Op. Trans. Out	555,000	256,000	256,000	660,000	663,500
<b>End Fund Balance, December 31</b>	<b>\$ 930,651</b>	<b>\$ 1,066,047</b>	<b>\$ 921,934</b>	<b>\$ 1,025,328</b>	<b>\$ 1,256,006</b>

Operating transfers above include funds transferred out of the General Fund into other funds as revenues. Detail on these transfers are provided in the "Operating Transfers" section of the General Fund section.

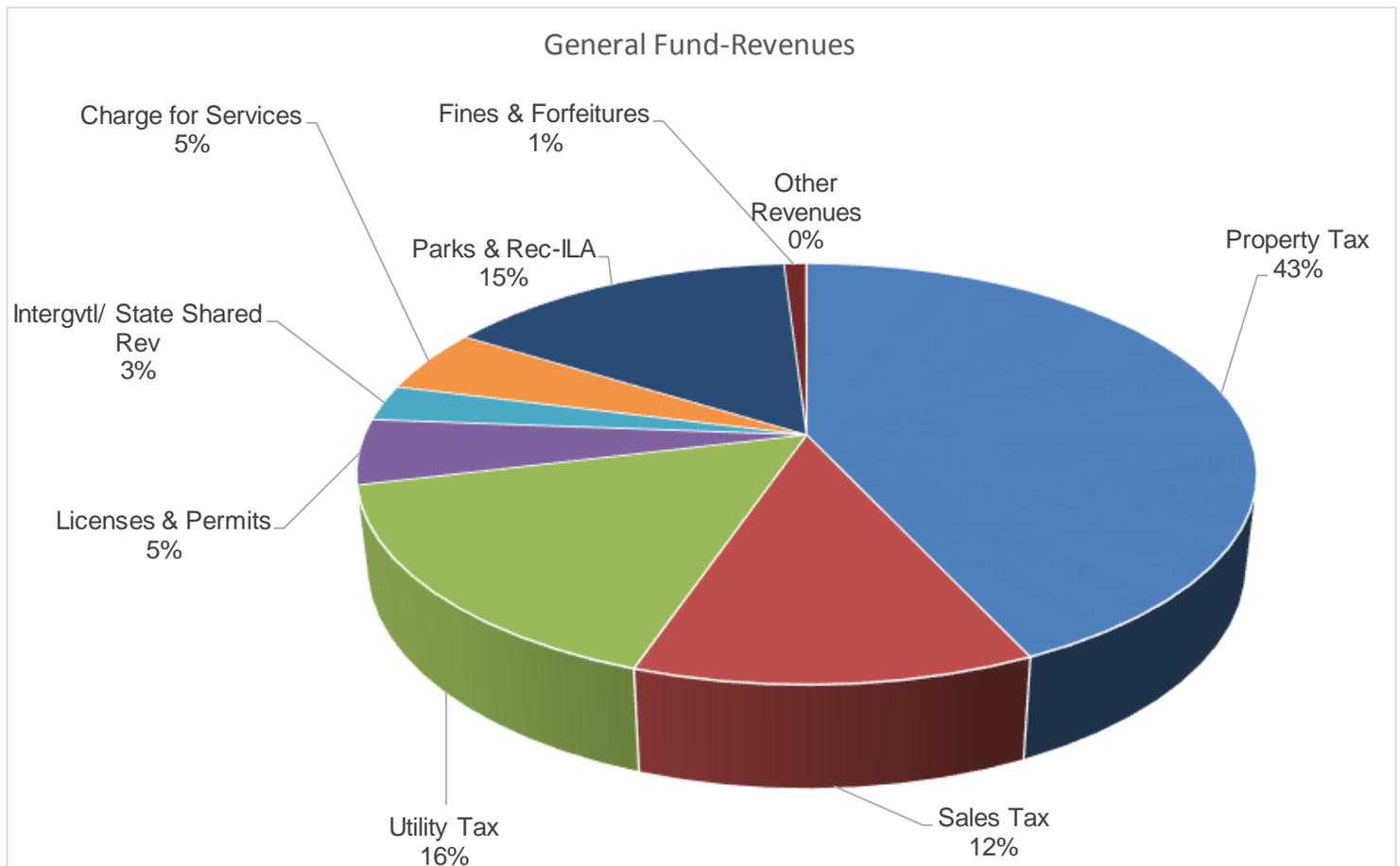
The estimated ending fund balances above meets Council's objective of setting aside 10% of budgeted revenues to maintain operations.

The budget for each department within the General Fund has been developed in support of the City's strategic goals and 2017-2018 priorities. Department budgets were projected based on current and past trend information except for salaries and benefits, which are based on bargained contracts.

General Fund Expenditures	2017	2018
Police	\$ 1,814,010	\$ 1,874,510
Community Development	500,360	472,700
Parks/Rec-ILA	795,193	651,270
Legislative	59,175	60,525
Executive	519,320	522,620
City Clerk	103,850	108,150
Finance	383,150	353,400
Public Works	92,225	97,200
Other General Government	877,250	880,650
<b>Total</b>	<b>\$ 5,144,533</b>	<b>\$ 5,021,025</b>

Governmental accounting systems are organized and operate on a fund basis. The General fund is used to account for all financial resources and transactions except those that must be accounted for in other funds such as special revenue, debt service, capital, or enterprise fund. The General Fund generates the majority of its revenues from taxes, state shared revenues, as well as user fees for licenses and permits. Below is a breakdown of the fund's sources of revenue.

General Fund Revenues	2017	2018
Property Tax	\$ 2,261,871	\$ 2,352,346
Sales Tax	635,595	649,985
Utility Tax	838,740	855,515
Licenses & Permits	263,496	268,758
Intergvtl/ State Shared Rev	144,948	160,607
Charge for Services	256,884	262,022
Parks & Rec-ILA	795,193	651,270
Fines & Forfeitures	50,000	50,000
Other Revenues	1,200	1,200
<b>Total</b>	<b>\$ 5,247,927</b>	<b>\$ 5,251,703</b>

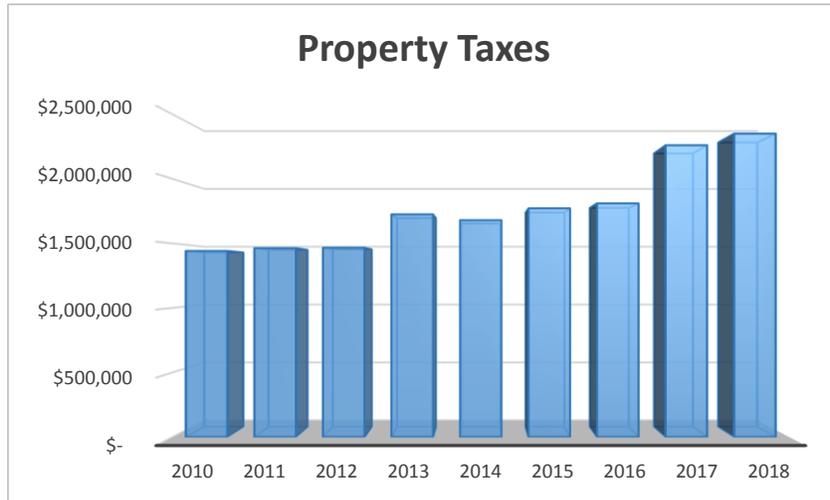


# REVENUE SUMMARY

## TAXES:

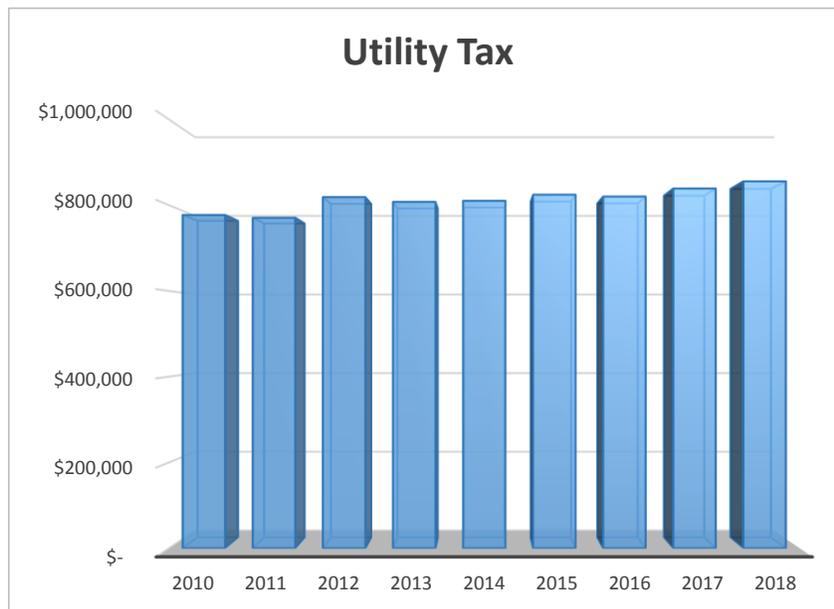
### Property Taxes:

The City's 2016 property tax levy will raise about \$2,261,871 for the General Fund. This is based on an estimated 2017 assessed valuation of approximately \$1.4 billion. The following chart represents the City's property tax collection amounts for the past six years, including this estimate:



## UTILITY TAXES:

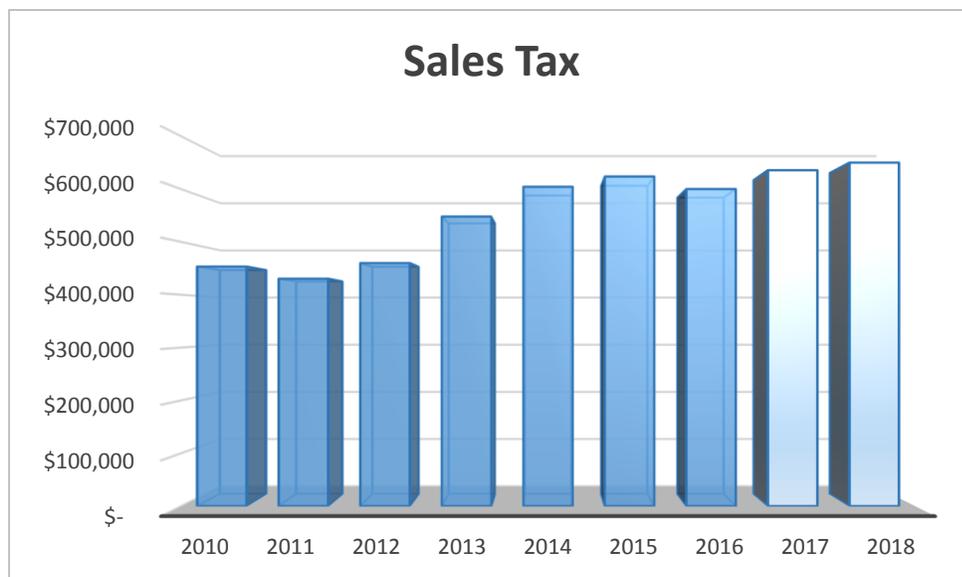
The City assesses a 6% utility tax for electric, gas, solid waste/recycling, cable, and telephone utilities. Beginning in 2016, Council adopted an 8% utility tax for its stormwater utility.



## **SALES TAXES:**

The General Fund receives approximately \$450,000 in sales tax revenues annually. This is a volatile revenue source for a City. The economic recession resulted in a decline in sales taxes of approximately \$175,000 (35%) between 2009 and 2012. Since Normandy Park Towne Center opened its doors in January 2014, revenue from sales tax has increased 13%. However, the future financial stability of the City will require a significant amount of additional sales taxes.

In 1990, the Legislature passed a bill providing for criminal justice funding to be used strictly for criminal justice purposes in cities and towns. This legislation was originally designed to sunset in January 1994, but in 1993 the Legislature removed the sunset provision. Within this legislation is a condition that a county with a population exceeding 150,000 may implement an additional sales and use tax in the amount of 0.1 percent. King County has implemented this additional tax. Therefore, the City of Normandy Park is a recipient of this funding. Of the additional 0.1 percent, 10 percent is distributed to the County and the other 90 percent is distributed to cities on the basis of population. This source brings in approximately \$150,000 for the City, which supports approximately 1.5 full-time positions in the City's Police Department.



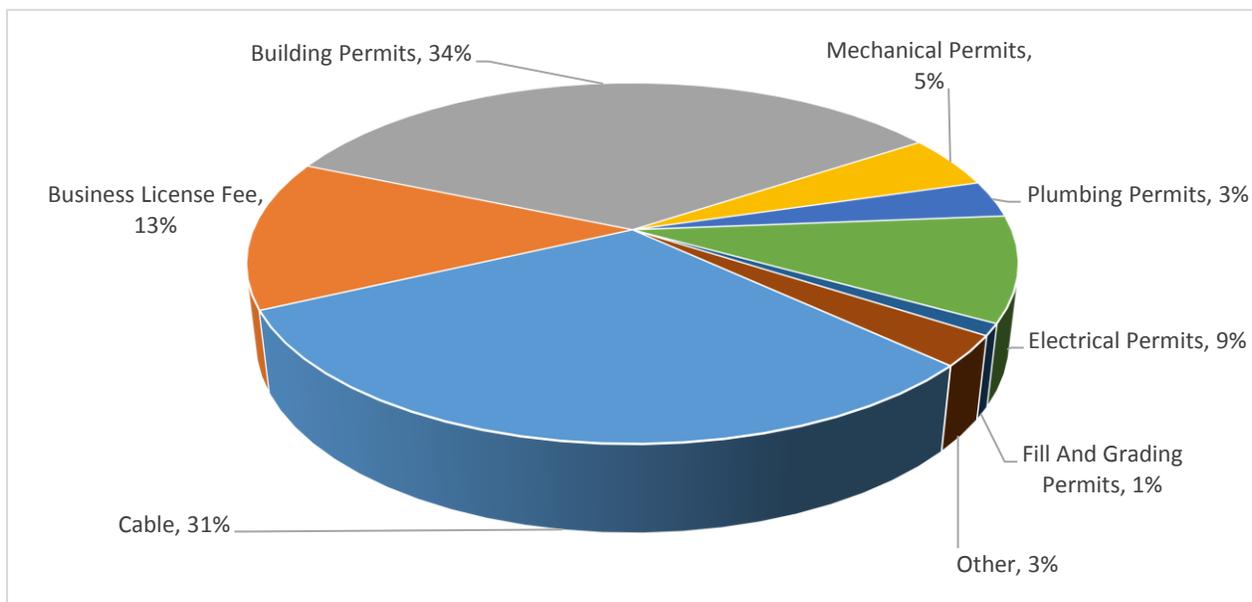
## **OTHER TAXES:**

Other taxes received by the City include the first quarter percent and second quarter percent real estate excise tax ("REET"). REET is recorded into the Capital Improvement Fund (320) and this tax is levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase. Use of REET funds are designated strictly for capital improvements within the City. State law also requires that capital improvements funded by REET be identified in the City's Six-Year Capital Improvement Plan, which is updated annually by the City Council. It is estimated that the City's Capital Improvement Fund will receive \$430,000 in 2017 and, again, in 2018 from this revenue source.

**LICENSES & PERMITS:**

This revenue category includes building permits, mechanical permits, plumbing permits, fill/grading permits, sign permits, electrical permits, animal licenses, concealed weapons permits, cable television franchise fees, and business licenses. All licenses and permits are General Fund revenues, except for right-of-way permits which are Street Fund revenues. In prior years, license and permit revenues had consistently averaged around 8% of total General Fund revenues. For this biennial period, this category represents about 5% of General Fund revenues. This is an improvement from the last biennial budget, which had a figure of 2%.

Cable television franchise fees represent around 31% of license and permit revenues. The 2017 budget estimates building permit revenue at about \$90,246, or 34% of license and permit revenues. Building permit activity in Normandy Park has continued to show a steady increase during the past several years due to the housing market recovery.



**INTERGOVERNMENTAL STATE SHARED REVENUES:**

State shared revenues have reduced significantly during the past few years. For the General Fund, intergovernmental revenues will slightly decrease from approximately 5.5% of all revenues in 2012 to 5.0% of all General Fund revenues in 2014. This is down from approximately 8% in 2010. The following table summarizes the City's State-shared revenue sources and the Funds that record these monies for four years:

	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Liquor Excise Tax-GF	\$ 17,356	\$ 12,000	\$ 12,000	\$ 17,530	\$ 17,880
Liquor Board Profits-GF	\$ 55,860	\$ 56,000	\$ 56,000	\$ 56,418	\$ 57,547
Fuel Taxes-Street Fund	\$ 132,486	\$ 135,000	\$ 133,000	\$ 135,136	\$ 137,838
Criminal Justice-GF	\$ 162,966	\$ 150,000	\$ 150,000	\$ 167,855	\$ 172,890
	<u>\$ 368,668</u>	<u>\$ 353,000</u>	<u>\$ 351,000</u>	<u>\$ 376,938</u>	<u>\$ 386,156</u>

**CHARGES FOR GOODS & SERVICES:**

This category includes general photocopying charges, law enforcement services like fingerprinting, engineering fees, zoning and subdivision fees, plan checking fees, SEPA fees, recreation program fees, passport application processing fees, shoreline permit fees, event admission charges, stormwater utility charges, and preschool fees. Revenues in this category are essentially funded by those citizens and others who directly use the particular service.

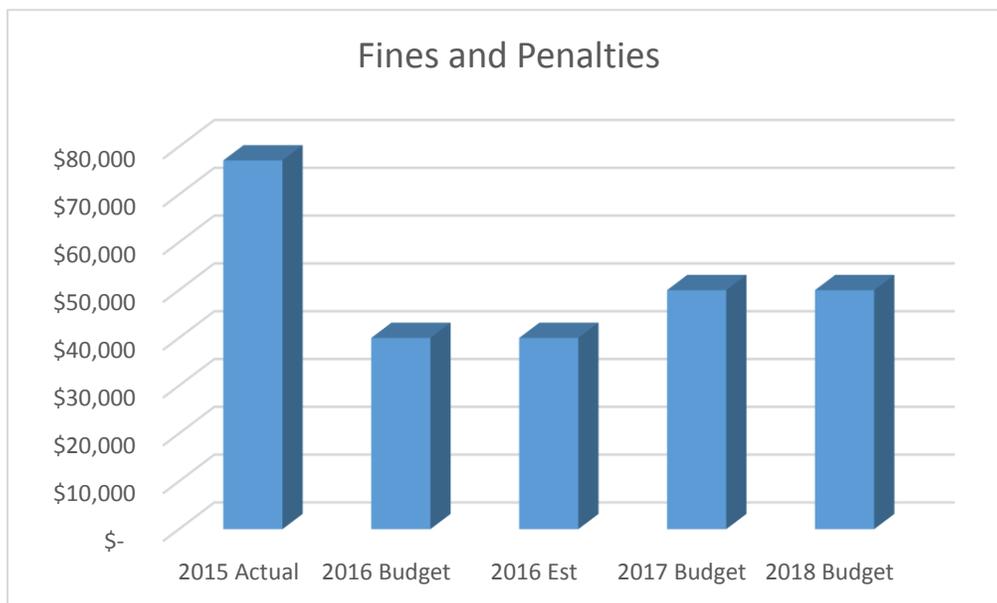
The following table summarizes charges for goods & services by fund for four years:

	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
General Fund	\$ 681,835	\$ 1,110,379	\$ 850,000	\$ 1,052,077	\$ 913,292
Arts Commission Fund	\$ 1,615	\$ 1,500	\$ 1,500	\$ 1,350	\$ 1,500
Stormwater Utility Fund	\$ 577,263	\$ 576,000	\$ 576,000	\$ 585,000	\$ 596,050
	<u>\$ 1,260,713</u>	<u>\$ 1,687,879</u>	<u>\$ 1,427,500</u>	<u>\$ 1,638,427</u>	<u>\$ 1,510,842</u>

As shown in the table above charges for goods and services is expected to decrease in the General Fund. The majority of the decrease is the timing of revenue payments from the Metropolitan Park District. These are billed quarterly and the fourth quarter will not be paid until March of the following year.

**FINES & FORFEITURES:**

The fines and forfeitures category essentially consists of traffic infractions, non-traffic infractions, parking infractions, and other police related fines. The City of Normandy Park’s Municipal Court is operated by the City of Des Moines through an interlocal agreement. This arrangement began in 2005. The General Fund budget for the fines and forfeitures category is \$50,000 for the next two years. Revenue from these sources is expected to remain fairly consistent for the next biennial period.



**MISCELLANEOUS/OTHER SOURCES:**

Miscellaneous revenues and other sources include interest income, pea patch rentals, facility rentals, grants, and operating transfers from other funds. General Fund interest earnings are estimated at about \$1,000 for 2017 and 2018. The majority of the City's investments are in the State Investment Pool and are earning a return of approximately 1.0%. The State Pool is an excellent place for the City to invest funds due to fund security, fund reliability, and low investment costs.

## EXPENDITURE SUMMARY

The expenditures in the pages to follow are organized by type of expenditures. Below is a summary of these expenditures by type found under each division and department in each of the City's funds.

### General Fund/Other Funds-by type of expenditure

General Fund	2017	2018
Salaries & Wages	\$ 1,853,575	\$ 1,926,650
Personal Benefits	674,515	717,725
Supplies	115,450	121,450
Services	1,056,450	1,081,150
Intergovernmental Services	416,800	399,450
Capital Outlay	367,743	111,100
Transfers-Out	660,000	663,500
<b>Total</b>	<b>\$ 5,144,533</b>	<b>\$ 5,021,025</b>

Other Funds	2017	2018
Salaries & Wages	\$ 286,275	\$ 295,550
Personal Benefits	148,450	154,050
Supplies	23,740	24,540
Services	300,940	307,950
Intergovernmental Services	27,700	28,600
Capital Outlay	2,375,417	1,659,430
Debt-P&I	165,000	165,500
<b>Total</b>	<b>\$ 3,327,522</b>	<b>\$ 2,635,620</b>

<b>Total-All Funds</b>	<b>\$ 8,472,055</b>	<b>\$ 7,656,645</b>
------------------------	---------------------	---------------------

# **GENERAL FUND**

**GENERAL FUND:**

The General Fund is used to account for all receipts and disbursements associated with ordinary City operations that are not required to be accounted for in another Fund.

There is only one General Fund and its number is 001.

# **CITY COUNCIL OVERVIEW**

On November 9, 2010, the City Council of the City of Normandy Park adopted Ordinance No. 859, changing the classification of the City from a second class City to a Non-charter Code City under Chapter 35A.02 RCW. The City's estimated 2016 population is 6,450. The City has seven elected City Councilmembers, each elected to a term of four years. The seven members of the City Council select a Mayor and a Mayor Pro Tempore amongst themselves each even-numbered year. The City Council is charged with providing policy direction, legislative action, and budget authority that preserves the health and safety of the citizens of the City.

City Council related budgets fall under "Legislative Services" and are managed by the City Manager. The two Legislative Services budgets include Legislative Services and Voter Registration Services. The detail for both programs can be found following this overview.

## **2016 CITY COUNCIL POSITIONS AND TERMS:**

<b><u>Councilmember</u></b>	<b><u>Position</u></b>	<b><u>Term Expires</u></b>
Jonathan Chicquette, Mayor	3	12/31/19
Mike Bishoff, Mayor Pro Tem	2	12/31/17
Kathleen Waters	4	12/31/17
Michelle Sipes-Marvin	5	12/31/19
Tom Munslow	6	12/31/17
John Rankin	7	12/31/19
Susan West	1	12/31/19

# LEGISLATIVE SERVICES

## OVERVIEW:

Department: Legislative (511)  
Program: Legislative Services (511-60)  
Responsible Manager: Mark Hoppen, City Manager

Legislative Services includes the costs related to City Council meetings, training, and other activities. Items included in this Program include dues for the Association of Washington Cities, Puget Sound Regional Council, Southwest King County Economic Development Initiative, Suburban Cities Association, consulting services, and \$2,500 in training for each Councilmember.

## 2015-2016 Accomplishments

- ✓ Approved personnel handbook and personnel policies
- ✓ Collaborated with inter-governmental individuals and groups
- ✓ Held meetings with legislators
- ✓ Reviewed Facilities Task Force final report
- ✓ Adopted City budget and CIP
- ✓ Approved contract for new Chief of Police
- ✓ Adopted Police Guild and Teamsters contract
- ✓ Adopted comprehensive city signage approach

## 2017-2018 Program Goals

- SG1-SG7 Set overall policy for the City
- SG1-SG7 Approve the City budget, **December, 2018**
- SG1-SG7 Organize and regulate the affairs of the City Council
- SG1-SG7 Fix compensation of City employees, **December, 2018**
- SG1 Establish civil service/merit systems and retirement systems
- SG1-SG7 Adopt motions, resolutions and ordinances relating to the good government, and health, safety and welfare of the City
- Exercise powers related to property acquisition, borrowing, taxation, and the grant of franchises
- SG1-SG7 Perform the duties and responsibilities prescribed under Title 35A RCW.
- SG1-SG7 Adopt long-range goals and objectives within a funding mechanism ensuring efficiency, effective, and responsive government

## MAJOR BUDGETARY CHANGES:

Councilmembers were allocated \$2,500 per member for intergovernmental engagement.

**STAFFING OVERVIEW:**

No staffing allocations are made to this Program. All departments work on proposed legislation for City Council review and decision making. The City Councilmembers are unpaid citizens who volunteer their time to the City.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Personal Benefits	\$ 12	\$ 25	\$ 25	\$ 25	\$ 25
Supplies	\$ 1,030	\$ 1,250	\$ 1,250	\$ 1,200	\$ 1,200
Services	\$ 19,864	\$ 40,650	\$ 30,000	\$ 32,950	\$ 33,550
<b>Total</b>	<b>\$ 20,906</b>	<b>\$ 41,925</b>	<b>\$ 31,275</b>	<b>\$ 34,175</b>	<b>\$ 34,775</b>

**Services**

Items in this category includes costs associated with retreat venue and facilitator (\$4,000), and code updates (\$5,000), intergovernmental (\$17,500), advertising (\$2,600), dues/membership (\$3,000), and miscellaneous (\$850).

# VOTER REGISTRATION SERVICES

## OVERVIEW:

Department: Legislative (511)  
Program: Voter Registration Services (511-80)  
Responsible Manager: Mark Hoppen, City Manager

Voter Registration Services accounts for the costs related to voter registration and election services. King County provides all services related to voter registration and elections. The City is charged based on calculated costs at the end of the year.

## MAJOR BUDGETARY CHANGES:

None.

## STAFFING OVERVIEW:

No staffing allocations are made to this Program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 31,592	\$ 14,500	\$ 14,500	\$ 25,000	\$ 25,750
<b>Total</b>	<b>\$ 31,592</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 25,000</b>	<b>\$ 25,750</b>

## **Intergovernmental Services**

Items in this category includes costs associated with voter registration and elections.

# EXECUTIVE DEPARTMENT OVERVIEW

The Executive department of the City is staffed by the City Manager. The City Manager is also known as the Chief Executive Officer of the City per RCW 35.18.060. The City Manager has authority over the administration of all departments and programs of the City. The City Manager is responsible for carrying out the policies passed through legislation of the City Council.

The City Manager oversees the overall Normandy Park City Budget, as well as the following operational Executive budgets: the City Manager's Office, Risk Management, Legal Services, Employee Training, Civil Service, Natural Resources, Mount Rainier Pool, and Municipal Court Services.

## 2015-2016 Accomplishments

- ✓ Revised and Updated Personnel Handbook and personnel policies
- ✓ Established improved relationships with economic development and inter-governmental individuals and groups
- ✓ Scheduled meetings with legislators
- ✓ Fostered Facilities Task Force product
- ✓ Stabilized city budget and CIP development, revenue understandings, and strategic budget outlook
- ✓ Hired new Chief of Police
- ✓ Settled Police Guild contract and staffing needs
- ✓ Adopted regular weekly communications with Staff, Council & Community
- ✓ Developed multi-disciplinary code enforcement team with staff
- ✓ Developed comprehensive city signage approach

## 2017 Program Goals

- SG7 Establish City Manager monthly meetings with the public, **January, 2017**
- SG6 Revise legislative agenda/options for federal lobbying, **September, 2017**
- SG3-SG6 Improve government lobbying for city welfare and development, **August, 2017**
- SG3-SG4 Coordinate grant application process and documentation, **February, 2017**
- SG7 Revise communications plan, **March, 2017**
- SG3 Review crosswalk configuration and plan for improvement, **August, 2017**
- SG2 Assess and improve development review process and effectiveness, **December, 2017**
- SG5 Review AWC health insurance plans, **December, 2017**

## 2018 Program Goals

- SG5 Update Personnel Handbook, **February, 2018**
- SG5,SG6 Improve government lobbying for city welfare and development, **August, 2018**
- SG1 Foster inter-jurisdictional and non-profit local leadership program, **December, 2018**
- SG3 Collect 6% franchise fees from all sewer and water utilities, **December 2018**
- SG2 Conduct City services assessment, **March, 2018**

**EXECUTIVE POSITION:**

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
City Manager	1.00	Contractual	Contractual

# **CITY MANAGER'S OFFICE**

## **OVERVIEW:**

**Department:** Executive (513)  
**Program:** City Manager's Office (513-10)  
**Responsible Manager:** Mark Hoppen, City Manager

City Manager's Office includes the administrative costs of operating the City Manager's Office. These costs include salaries and benefits for 1.0 FTE, miscellaneous services, membership dues, and professional services for special projects.

## **MAJOR BUDGETARY CHANGES:**

The professional services category for 2017-2018 are lower than 2015 when the City used Prothman's services for interim city management services.

## **STAFFING OVERVIEW:**

City Manager's Office has one full-time employee, the City Manager. The primary responsibility of the City Manager is to serve as the Chief Executive Officer of the City. City Manager responsibilities include: advising the legislative body, maintaining inter-governmental relations, maintaining intra-governmental relations (between Council and staff), managing organizational effectiveness, accommodating the requisites of the Growth Management Act, ensuring the financial integrity of the city, seeking grants and other revenue sources, fostering good labor relations, analyzing legislation, and maintaining and improving the information system infrastructure and availability. The City Manager plans, directs, supervises, and administers overall programs, goals, and policies for all City departments.

## **EXPENDITURES:**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Staffing/FTE's	1	1	1	1	1
Salaries & Wages	\$197,276	\$133,920	\$130,000	\$148,000	\$152,000
Personal Benefits	\$27,145	\$53,049	\$39,000	\$39,320	\$40,920
Supplies	\$0	\$0	\$100	\$0	\$0
Services	\$90,736	\$25,250	\$22,000	\$22,600	\$23,200
<b>Total</b>	<b>\$315,157</b>	<b>\$212,219</b>	<b>\$191,100</b>	<b>\$209,920</b>	<b>\$216,120</b>

### **Services**

Items in this category includes costs associated with communications consultant (\$16,000), economic development consultant (\$5,000), dues (\$1,000), and miscellaneous dues (\$600).

# LEGAL SERVICES

## OVERVIEW:

Department: Executive (513)  
Program: Legal Services (515-10, 20)  
Responsible Manager: Mark Hoppen, City Manager

Legal Services represents three positions: City Attorney, Prosecuting Attorney, and Public Defender (inclusive of Special Legal Counsel). The City Attorney is retained as a contracted service, mandated by State law, and advises the City in all legal matters pertaining to City business. The City Attorney represents the City in all actions brought by or against City officials and attends City Council meetings. The City Prosecuting Attorney is retained as a contracted service and prosecutes all criminal misdemeanors and infractions that occur in the City. The Public Defender is retained as a contracted service and provides legal representation for indigent defendants as provided for in RCW 10.10.

## MAJOR BUDGETARY CHANGES:

None.

## STAFFING OVERVIEW:

No staffing allocations have been made to this Program. These services are contracted out to private individuals, firms, and organizations.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Services	\$ 236,421	\$ 186,000	\$ 180,000	\$ 207,000	\$ 212,000
<b>Total</b>	<b>\$ 236,421</b>	<b>\$ 186,000</b>	<b>\$ 180,000</b>	<b>\$ 207,000</b>	<b>\$ 212,000</b>

## **Services**

Items in this category includes costs associated with legal counsel (\$100,000), special counsel (\$44,000), prosecution (\$26,000), and public defender (\$37,000). Legal counsel includes additional funding for labor contract negotiations.

# **EMPLOYEE TRAINING**

## **OVERVIEW:**

**Department:** Executive (513)  
**Program:** Employee Training (516-40)  
**Responsible Manager:** Mark Hoppen, City Manager

Employee Training includes training for all City departments. Department managers submit their training requests to the City Manager and then all requests are evaluated based on whether the training is mandatory, important, or would be beneficial to the department and the City. The consolidated training budget provides a summary of all training in one location in the budget.

## **MAJOR BUDGETARY CHANGES:**

None.

## **STAFFING OVERVIEW:**

No staffing allocations are made to this Program. Salaries and benefits are charged to the employee's departmental budget.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Services	\$ 10,810	\$ 25,761	\$ 25,000	\$ 37,200	\$ 27,800
<b>Total</b>	<b>\$ 10,810</b>	<b>\$ 25,761</b>	<b>\$ 25,000</b>	<b>\$ 37,200</b>	<b>\$ 27,800</b>

### **Services**

Items in this category includes costs associated with planned training for each of the departments in the City. The budget in 2017 is higher than 2018 due to police academy training for entry level officers.

# NATURAL RESOURCES

## OVERVIEW:

Department: Executive (513)  
Program: Natural Resources (531-70)  
Responsible Manager: Mark Hoppen, City Manager

Natural Resources represents expenditures for pollution control services as required by State law.

## MAJOR BUDGETARY CHANGES:

None.

## STAFFING OVERVIEW:

No staffing allocations are made to this Program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 5,025	\$ 5,100	\$ 5,000	\$ 5,200	\$ 5,500
<b>Total</b>	<b>\$ 5,025</b>	<b>\$ 5,100</b>	<b>\$ 5,000</b>	<b>\$ 5,200</b>	<b>\$ 5,500</b>

### **Intergovernmental Services**

Items in this category includes costs associated with memberships.

# FINANCE DEPARTMENT OVERVIEW

The Finance Department is responsible for managing the City’s financial resources. This involves keeping the books and managing taxpayers’ money from the time it is collected until it is spent on programs funded by the City Council. The Finance Department provides an array of services which include cash management, investments, debt management, budget preparation and administration, accounting services, pet licenses, and front office administration.

The department also provides accounting services under an interlocal agreement for the Normandy Park Metropolitan Park District (MPD).

## 2015-2016 Accomplishments

- ✓ Facilitated the adoption of a \$20 funding source for the Transportation Benefit District
- ✓ Received clean audit for 2013-2014 financials
- ✓ Developed financial policies to provide financial sustainability
- ✓ Enhanced reporting (monthly/quarterly) and financial analysis to provide more transparency

## 2017 Program Goals

- Develop a procedures and financial policies manual to create operating efficiencies and enhance fiscal stewardship, including:
  - SG2 Production of a budget manual, **June**
  - SG2 Small & Attractive/Capital Asset policy, **April**
  - SG2 Grants Management & Compliance, **March**
- SG2 Conduct review of user fee charges, **September**
- SG3 Update and implement a formal indirect cost allocation model, **October**
- SG3 Provide city-wide instruction/training on use of accounting software to support departments on effective management/monitoring of budget appropriations, **Ongoing**
- SG1 Stabilize City finances and improve credit rating, **November**

## 2018 Program Goals

- SG3 Develop a budget model that implements the Government Finance Officers Association (GFOA) best practices, **June**
- SG5 Establish documentation for accounting processes to facilitate staff changes, transition, and provide ongoing support during vacations and extended absences, **January**
- SG3 Facilitate the adoption of a \$40 funding source for the TBD, **September**

## FINANCE POSITIONS:

POSITION TITLE	FTE'S	RANGE MIN	RANGE MAX
Finance Director	1.00	\$7,652/month	\$9,776/month
Accounting Specialist	1.00	\$4,021/month	\$5,138/month
Administrative Assistant	1.00	\$2,885/month	\$3,650/month
<b>TOTAL FTE's:</b>	<b>3.00</b>		

# FINANCE ADMINISTRATION

**OVERVIEW:**

Department: Finance (514)  
Program: Finance Administration (514-10)  
Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

Finance Administration includes the administrative operating costs for the Finance Department. These costs includes the salaries and benefits for two staff positions, office supplies for finance related functions, financial consulting services, and dues.

**MAJOR BUDGETARY CHANGES:**

The capital outlay of \$15,000 is to add a payroll portal software that would allow on-line time entry and account for time spent on projects and cost centers more effectively and a fixed assets system to account for all of the City's assets including small & attractive items. Front desk reception was budgeted in finance starting in 2016.

**STAFFING OVERVIEW:**

Finance Administration performs the functions related to budgeting, accounts payable, accounts receivable, payroll, and investments. The salaries and benefits related to general government work is 2.3 FTE. The remainder is budgeted in other functions, for example, streets, MPD, stormwater utility.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	2	2.3	2.3	2.3	2.3
Salaries & Wages	\$ 142,820	\$ 184,159	\$ 175,000	\$ 171,000	\$ 178,100
Personal Benefits	\$ 51,794	\$ 74,540	\$ 63,000	\$ 58,850	\$ 61,000
Supplies	\$ 8	\$ -	\$ -	\$ 50	\$ 50
Services	\$ 29,524	\$ 18,355	\$ 18,355	\$ 32,550	\$ 34,750
Capital Outlay	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ -
<b>Total</b>	<b>\$ 224,146</b>	<b>\$ 278,054</b>	<b>\$ 257,355</b>	<b>\$ 277,450</b>	<b>\$ 273,900</b>

**Services**

Items in this category includes costs associated with dues and membership, (\$1,000), microflex contract (\$1,000), property taxes (\$8,500), bank fees (\$9,500), computer software support, (\$7,500), and other miscellaneous services (\$5,050).

# **AUDITING SERVICES**

## **OVERVIEW:**

**Department:** Finance (514)  
**Program:** Auditing Services (514-20)  
**Responsible Manager:** Jennifer Ferrer-Santa Ines, Finance Director

Auditing Services was established to account for costs related to the City's State-mandated audit on the City's records and financial transactions. Effective in 1996, the City began receiving biennial audits. However, if the City receives Federal funds, it is likely that an audit will be required each year Federal funds are received.

## **MAJOR BUDGETARY CHANGES:**

None.

## **STAFFING OVERVIEW:**

No staffing allocations are made to this Program. Services for this program are provided by the State Auditor's Office.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 28,389	\$ 15,000	\$ 1,000	\$ 30,000	\$ 2,000
<b>Total</b>	<b>\$ 28,389</b>	<b>\$ 15,000</b>	<b>\$ 1,000</b>	<b>\$ 30,000</b>	<b>\$ 2,000</b>

## **Intergovernmental Services**

Items in this category includes costs associated with audits for the City, Metropolitan Park District and Transportation Benefit District every other year.

# **MUNICIPAL COURT SERVICES**

## **OVERVIEW:**

**Department:** Finance (514)  
**Program:** Municipal Court (512-40)  
**Responsible Manager:** Mark Hoppen, City Manager

The City of Normandy Park's Municipal Court Services are provided by the City of Des Moines through an interlocal agreement. Court filing fees are established through the agreement for certain criminal actions and traffic infractions. Services provided by the Court include those imposed by State statute, Court rule, local ordinance, or other regulations for the filing, processing, adjudication, and penalty enforcement of all traffic and/or other civil actions and all criminal violations of City ordinances filed or to be filed by the City in Court.

## **MAJOR BUDGETARY CHANGES:**

None.

## **ADDITIONAL REVENUE SOURCES:**

Revenues related to Municipal Court Services are collected by the City of Des Moines Municipal Court and submitted to the City of Normandy Park on a monthly basis.

## **STAFFING OVERVIEW:**

No staffing allocations have been made to this Program.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Services	\$ 61,674	\$ 67,531	\$ 65,000	\$ 60,000	\$ 61,200
<b>Total</b>	<b>\$ 61,674</b>	<b>\$ 67,531</b>	<b>\$ 65,000</b>	<b>\$ 60,000</b>	<b>\$ 61,200</b>

## **Services**

Items in this category includes costs associated with the City's annual contract for municipal court services.

# OPERATING TRANSFERS

**OVERVIEW:**

Department: Finance (514)

Program: Operating Transfers (597-10, 30, 70)

Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

Operating Transfers represent transfers of funds from one Fund to another when both are part of the same reporting entity. The City of Normandy Park transfers funds from the General Fund to the Street Fund (101) for street maintenance and repair, the Arts Commission Fund (104) for arts and cultural services, the Equipment Reserve and Replacement Fund (“EFFR”) (150) to pay for capital equipment items, and the Debt Service Fund (204) to pay principle and interest costs on General Obligation debt.

**MAJOR BUDGETARY CHANGES:**

None.

**STAFFING OVERVIEW:**

No staffing allocations have been made to this Fund.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Transfers-Out	\$ 555,000	\$ 356,000	\$ 356,000	\$ 660,000	\$ 663,500
<b>Total</b>	<b>\$ 555,000</b>	<b>\$ 356,000</b>	<b>\$ 356,000</b>	<b>\$ 660,000</b>	<b>\$ 663,500</b>

**Transfers-Out**

The following transfers to other funds from the General Fund are as follows:

	2017 Budget	2018 Budget
OP Transfer Out-Equip RR Fund	\$ 80,000	\$ 80,000
OP Transfer Out -Street Fund	\$ 400,000	\$ 400,000
OP Transfer Out -UIRC	\$ 25,000	\$ 25,500
OP Transfer Out-Debt Svc Fund	\$ 150,000	\$ 153,000
OP Transfer Out- Parks/Arts	\$ 5,000	\$ 5,000
	<b>\$ 660,000</b>	<b>\$ 663,500</b>

## **CITY CLERK'S OFFICE OVERVIEW**

The City Clerk's Office is responsible for preparing City Council meeting minutes and agenda packets, tracking legislative policy development, publishing and recording all legal documents, serving as custodian of the public records, business licenses, processing passport applications, and maintaining contracts.

The City Clerk also provides support services for filling Commission vacancies, and serves as the Human Resource Manager, Risk Manager, Civil Service Secretary/Chief Examiner, Webmaster, as well as City Scene Managing Editor.

### **CITY CLERK POSITION:**

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
City Clerk	1.00	\$5,565/month	\$7,109/month

# CITY CLERK'S OFFICE ADMINISTRATION

## OVERVIEW:

Department: City Clerk's Office (517)

Program: City Clerk's Office Administration (514-30)

Responsible Manager: Debbie Burke, City Clerk

The official Mission and Purpose of the organization, as indicated in Article III of the Constitution of the International Institute of Municipal Clerks, is to prepare its membership to meet the challenge of the diverse roles of the Municipal Clerk by providing services and continuing professional development opportunities to benefit members and the governments they serve. The current City Clerk achieved the Master Municipal Clerk certification in 2012 and continues to keep current on rules and regulations by attending certified training requirements.

## 2015-2016 Accomplishments

- ✓ Worked with finance to update new hire & salary change process change process and forms
- ✓ Livestream meetings to web and Channel 21
- ✓ Completed assessment and implementation of business license software
- ✓ Reformatted Council biography web pages

## 2017 Program Goals

- SG7 Assess Channel 21 Equipment and Software, **\$7,500**
- SG3 Coordinate contract to convert TIF files to PDF files, **\$5,000**
- SG2 Work with Mayor on new website platform & e-notice
- SG2 Reorganized personnel filing system

## 2018 Program Goals

- SG2 Purchase and implement new Channel 21, **\$10,000**

## MAJOR BUDGETARY CHANGES:

New purchase of software platforms.

## STAFFING OVERVIEW:

One full-time position is funded in the City Clerk's program, of which 10% is budgeted for coordinating MPD related functions.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	1.5	1	1	0.9	0.9
Salaries & Wages	\$ 92,050	\$ 96,458	\$ 90,000	\$ 76,000	\$ 78,500
Personal Benefits	\$ 29,882	\$ 35,090	\$ 30,000	\$ 27,350	\$ 29,150
Supplies	\$ -	\$ 400	\$ 400	\$ -	\$ -
Services	\$ 90	\$ 270	\$ 200	\$ 500	\$ 500
<b>Total</b>	<b>\$ 122,022</b>	<b>\$ 132,218</b>	<b>\$ 120,600</b>	<b>\$ 103,850</b>	<b>\$ 108,150</b>

**Services**

Items in this category includes costs associated with membership dues.

# CENTRAL SERVICES

## OVERVIEW:

Department: Non-Departmental (518)  
Program: Central Services (518-10)  
Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

Central Services was established to account for expenditures related to non-departmental or shared costs, such as general operating supplies, postage, printing, telephone, and computer network. Prior to 2009, these expenses were spread throughout departmental budgets or included in Finance Administration.

Risk Management accounts for the majority of all expenses related to the City's general liability insurance expenditures. The Street Fund and Stormwater Utility Fund also pay a portion of the City's insurance to more accurately and fairly charge expenditures to the City's accounting funds.

## MAJOR BUDGETARY CHANGES:

The capital purchase for \$8,000 is for a service order system used to track and assign work initiated by staff as well as requests from members in the community.

## STAFFING OVERVIEW:

No staffing allocations have been made to this Program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Supplies	\$ 33,040	\$ 18,250	\$ 16,000	\$ 10,350	\$ 11,350
Services	\$ 141,398	\$ 182,591	\$ 148,000	\$ 191,700	\$ 198,300
Capital Outlay	\$ -	\$ 1,000	\$ 1,000	\$ 8,000	\$ -
<b>Total</b>	<b>\$ 174,439</b>	<b>\$ 201,841</b>	<b>\$ 165,000</b>	<b>\$ 210,050</b>	<b>\$ 209,650</b>

## **Services**

Items in this category includes costs associated with WCIA insurance (\$116,000), Microsoft office upgrade (\$9,000), IT consulting (\$17,500), internet/telephones (7,900), postage (\$6,500), software support (\$29,000), and operating rental/leases for office equipment (\$5,800).

# **PUBLIC SAFETY OVERVIEW**

Public Safety provides all police services and emergency preparedness services for the citizens of Normandy Park. These services include routine and designated patrol, investigations, and enforcement of all laws and ordinances. In addition, emergency preparedness services include ensuring appropriate plans, supplies, coordination, and resources are available for responses to disasters, public education, and continuity of government operations.

Public Safety also manages the evidence and property room. The Department follows State guidelines for property management, and is audited by the State Auditor's Office biannually.

Public Safety, through the Director of Public Safety (Chief of Police), is responsible for the issuance of several types of permits, traffic statistics, and crime reports that are submitted to the City Council.

## **PUBLIC SAFETY POSITIONS:**

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Police Chief	1.00	\$7,652/month	\$9,776/month
Police Records Manager	1.00	\$4,021/month	\$5,138/month
Records Specialist	0.50	\$3,312/month	\$4,231/month
Sergeant	2.00	\$5,768/month	\$7,210/month
Police Officer	7.00	\$5,015/month	\$6,270/month
<b>TOTAL FTE's:</b>	11.50		

# LAW ENFORCEMENT SERVICES

## OVERVIEW:

Department: Public Safety (521)

Program: Law Enforcement Services (521-20, 539-30)

Responsible Manager: Dan Yourkoski, Chief of Police

The mission of the Normandy Park Police Department is to coordinate and lead the efforts in our community to preserve the public peace and protect the rights of persons. We pledge to provide assistance to citizens and visitors in urgent situations and to be diligent in our efforts to detect and prevent crime. The Department is responsible for the enforcement of the laws of the United States of America, the State of Washington and the City of Normandy Park.

## 2015-2016 Accomplishments

- ✓ Implemented cell phone violation enforcement campaign
- ✓ Increased the number of followers (1200+) on Department Facebook page
- ✓ All non-essential vehicles surplus
- ✓ Two new patrol vehicles ordered, outfitted, and in service
- ✓ Replaced all department issued handguns including qualifying all Officers
- ✓ New Police Chief hired

## 2017 Program Goals

- SG4 Laptop computers (4) purchased and placed in all patrol vehicles, **April, \$20,000**
- SG3 Electronic ticket writing equipment (SECTOR) placed in all patrol vehicles, **April, \$1,000**
- SG4 Two new patrol vehicles ordered, outfitted, and in service, **May, \$90,000**
- SG4 Running of license plates and receiving of CAD calls in patrol vehicles, **July**
- SG4 Complete update of Lexipol Policy Manual, **September, \$2,500**
- SG4 Fill vacant Sergeant position as well as full staffing, **October**

## 2018 Program Goals

- SG4 Development of replacement schedule for all Police Department equipment and vehicles, **April**
- SG4 WASPC review (LEMAP) of policies/practices for recommended improvements, **May, \$4,000**
- SG4 Completion of State mandated training of minimum of 24 hours per Officer, **Dec, \$2,000**

Law Enforcement Services includes the costs for operating the City's Police Department including the salaries, benefits, and uniform costs for 11.5 positions, vehicle operating expenses like fuel and repairs, intergovernmental costs for jail and dispatching services, animal control supplies, and general administrative costs for office supplies, telephones, and postage.

**MAJOR BUDGETARY CHANGES:**

Two officers and a records specialist were laid off in December 2015 due to the failure of the levy lid lift. The 2017-2018 budget reflects reinstatement of these positions with support from the 2016 Levy Lid Lift passage. Normandy Park residents approved the increase beginning in 2017 for six years. The community service officer position was eliminated in December 2015.

**STAFFING OVERVIEW:**

Law Enforcement Services has eleven full-time employees and one part-time records clerk. This includes 7 officers, 2 sergeants, a police chief, one records manager, and a records clerk. The employees in this Program are responsible for the enforcement of criminal and traffic laws and are charged with the responsibility of protecting life and property. Some of the functions that are performed in Law Enforcement include affecting an arrest, preparing investigative and other reports, communicating and working with the community in providing general assistance, and assisting with all aspects of emergency situations.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	12	9	9	11.5	11.5
Salaries & Wages	\$ 1,080,777	\$ 793,083	\$ 790,000	\$ 1,012,000	\$ 1,038,300
Personal Benefits	\$ 379,759	\$ 322,974	\$ 320,000	\$ 382,500	\$ 402,500
Supplies	\$ 60,000	\$ 60,000	\$ 60,000	\$ 59,000	\$ 63,000
Services	\$ 102,602	\$ 110,469	\$ 110,000	\$ 92,800	\$ 95,000
Intergovernmental Services	\$ 243,923	\$ 253,737	\$ 250,000	\$ 267,000	\$ 275,000
Capital Outlay	\$ 51,720	\$ 3,500	\$ 3,000	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,918,781</b>	<b>\$ 1,543,763</b>	<b>\$ 1,533,000</b>	<b>\$ 1,813,300</b>	<b>\$ 1,873,800</b>

**Services**

Items in this category include costs associated with public safety testing (\$10,000), software support (\$4,000), IT consulting (\$21,000), internet/telephones (\$25,000), postage (\$500), dues (\$2,500), printing (\$1,000), and operating rental/leases for office equipment (\$9,000), animal control (\$1,000), and miscellaneous services (\$18,800). Intergovernmental services include costs associated with police detention (\$72,000) and dispatch services from Port of Seattle (\$195,000).

# CIVIL SERVICE

## OVERVIEW:

Department: Public Safety (513)  
Program: Civil Service (521-10)  
Responsible Manager: Mark Hoppen, City Manager

The Civil Service budget supports the City's Civil Service Commission. The City has a three-member Civil Service Commission that meets once per month, as needed, at noon on the third Tuesday of each month at City Hall. When necessary, the Civil Service Commission holds special meetings to discuss pertinent items or issues, and at times will act in a quasi-judicial capacity involving Civil Service-covered employees who are appealing disciplinary actions.

The Civil Service Commission recommends and enforces rules and regulations regarding examinations for employment, appointments, promotions, transfers, demotions, and other personnel regulations for eligible Police Department staff.

## MAJOR BUDGETARY CHANGES:

None.

## STAFFING OVERVIEW:

No staffing allocations are made to this program. The Civil Service Secretary/Examiner work is performed by the City Clerk. Some of the responsibilities of the Civil Service Secretary include preparing meeting agenda packets and minutes and coordinating all aspects of necessary hearings.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Services	\$ 4,528	\$ 800	\$ 800	\$ 5,700	\$ 5,900
<b>Total</b>	<b>\$ 4,528</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 5,700</b>	<b>\$ 5,900</b>

## **Services**

Items in this category include costs associated with miscellaneous professional services for the program.

# **EMERGENCY PREPAREDNESS**

## **OVERVIEW:**

Department: Public Safety (521)

Program: Emergency Preparedness (525-20, 60)

Responsible Manager: Dan Yourkoski, Chief of Police

Emergency Preparedness includes the costs for emergency preparedness supplies, materials, and equipment.

## **MAJOR BUDGETARY CHANGES:**

No major budgetary changes are anticipated for this program.

## **STAFFING OVERVIEW:**

No staffing allocations are made to this program.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Benefits	\$ -	\$ -	\$ -	\$ 10	\$ 10
Supplies	\$ -	\$ -	\$ -	\$ 700	\$ 700
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710</b>	<b>\$ 710</b>

# **PUBLIC WORKS OVERVIEW**

The Public Works Crew provides maintenance of the infrastructure for the City. Their work projects include the construction and maintenance of all aspects of the street systems; work includes filling potholes, trimming trees in the right-of way, storm drainage, street lighting, sidewalks, and snow and ice removal. The Public Works staff is also responsible for maintaining and improving the City parks, performing facility maintenance and improvements, and assisting with many other miscellaneous services for City Staff. Public Works administration is accounted for in the Street Fund (101).

Capital improvements for roadways and infrastructure can be found under the Capital Improvement Fund (320). Capital improvements for parks are funded by the Normandy Park Metropolitan Parks District. Operation, maintenance, and capital improvements related to Stormwater drainage can be found under the Stormwater Utility Fund (402).

The Public Works Department mission is to promote community and environmental quality through Normandy Park's transportation management, stormwater management, and on-going property management. The Department is responsible for implementing the City Council-approved Capital Improvement Program by providing engineering, project management, and technical services.

## 2015-2016 Accomplishments

- ✓ Surplused excess equipment
- ✓ Restored waterline at the public work's shop
- ✓ Repaired fence behind City Hall

## 2017 Program Goals

- SG5 Carpet installation of recycled carpet from the Recycling Grant
- SG2,SG5 Maintain existing building systems and structure

## 2018 Program Goals

- SG2,SG5 Evaluate existing equipment repairs and or replacement needs
- SG3 Request Bids for Citywide trash, recycling, and compost contract

## **PUBLIC WORKS POSITIONS:**

Public Works staff are budgeted as .50 FTE to stormwater utility, .30 FTE to streets, .10 FTE to General Fund, and .10FTE to MPD.

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Public Works Supervisor	1.00	\$5,565/month	\$7,109/month
Maintenance Worker II	1.00	\$4,021/month	\$5,138/month
Maintenance Worker I	2.00	\$3,194/month	\$4,080/month
Seasonal Labor	-	-	\$3,500/month
<b>TOTAL FTE's:</b>	<b>4.00</b>		

# CITY HALL

## OVERVIEW:

Department: Public Works (542)

Program: City Hall (518-30)

Responsible Manager: Ken Courter, Public Works Supervisor

The Public Works Department is responsible for the maintenance and oversight of the City Hall building. Specific activities include custodial services, repair and maintenance of the facility and parking lot, and set-up and breakdown for meetings and events. Utility services costs for City Hall are included in the operating budget.

## MAJOR BUDGETARY CHANGES:

In 2012, the City contracted with an outside vendor for custodial services. Beginning in 2017, the Public Works crew will maintain janitorial services for the City.

## STAFFING OVERVIEW:

A portion of Public Works staff time and seasonal labor is allocated in this program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	0.33	0.33	0.33	0.55	0.55
Salaries & Wages	\$ 15,482	\$ 17,359	\$ 17,000	\$ 33,575	\$ 34,850
Personal Benefits	\$ 7,821	\$ 6,702	\$ 6,500	\$ 21,350	\$ 23,500
Supplies	\$ 5,796	\$ 2,600	\$ 2,600	\$ 6,050	\$ 6,300
Services	\$ 42,434	\$ 35,616	\$ 35,000	\$ 31,250	\$ 32,550
Capital Outlay	\$ -	\$ 2,500	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 71,533</b>	<b>\$ 64,777</b>	<b>\$ 61,100</b>	<b>\$ 92,225</b>	<b>\$ 97,200</b>

## **Services**

Items in this category include costs associated with utilities (\$12,000), security monitoring (\$1,700), repair & maintenance (\$15,000) and other miscellaneous services (\$2,550).

# ENGINEERING

## OVERVIEW:

Department: Community Development (543)

Program: Engineering (543-10)

Responsible Manager: David Nemens, Community Development Director

The Engineering division consists of a .80 FTE to provide the City with development reviews as well as provide assistance to public works and capital improvement programs.

## STAFFING OVERVIEW:

A .80 FTE is budgeted and external consulting has been reduced to offset this position. The Engineer's time is budgeted .20 FTE in streets, stormwater utility, engineering, and capital improvement.

### 2017 Program Goals

- SG2 Support community development with permit application review, **December**
- SG2 Develop procedures for right of way billings, **February**
- SG4 Review crosswalk system, **May**
- SG3 Develop grant management procedures, **April**
- SG3 Manage street and stormwater projects, **October**
- SG3 Review franchise agreements, **January**
- SG3 Update the Transportation Improvement Program, **June**
- SG1-SG4,SG7 Initiate the stormwater element of the Comprehensive Plan, **December, \$50,000**

### 2018 Program Goals

- SG2-SG4 Support Public Works department with GIS services
- SG1-SG4,SG7 Complete the stormwater element of the Comprehensive Plan, **December, \$50,000**
- SG3-SG4 Update the Transportation Improvement Program, **June**

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	0.30	-	-	0.20	0.20
Salaries & Wages	\$ 27,074	\$ 7,165	\$ 7,000	\$ 19,000	\$ 20,000
Personal Benefits	\$ 3,790	\$ 3,860	\$ 3,000	\$ 9,260	\$ 9,800
Supplies	\$ 52	\$ 300	\$ 300	\$ 100	\$ 100
Services	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
<b>Total</b>	<b>\$ 30,916</b>	<b>\$ 36,325</b>	<b>\$ 35,300</b>	<b>\$ 28,360</b>	<b>\$ 29,900</b>

# **COMMUNITY DEVELOPMENT OVERVIEW**

The Community Development Department works collaboratively with the City's Planning Commission, the City Council, and the citizens of Normandy Park to update long-range land use policies that set broad direction for how the city will grow over the next 20 years or more. Examples of this include the periodic update of the City's Comprehensive Plan, and of its Shoreline Master Program. Community Development works with the State to assure that the City complies with applicable State mandates and land use requirements.

Community Development also protects the public health, safety and welfare of the community by assuring that new development complies with applicable zoning, land use, and building codes. We issue building permits, conduct inspections of new construction (under an inter-local agreement with the City of Burien), and review requests to subdivide land, to build in environmentally critical areas, and develop along the City's shorelines. This includes development review engineering as well as zoning and building code review. We also administer local compliance with the State Environmental Policy Act (SEPA) for new development, as well as for new or updated development regulations and zoning. The department provide staff support to the City's Hearing Examiner, on development proposals requiring examiner review and approval. Community Development also operates the City's Permit Center.

Finally, Community Development works with the Planning Commission and City Council to update the City's development regulations and zoning code.

## **2015-2016 Accomplishments**

### Planning

- ✓ Hired new, permanent (staff position) City Engineer
- ✓ Completed 2016 Comprehensive Plan Periodic Update
- ✓ Conducted two Hearing Examiner Public Hearings (proposed Belleme mixed-use development, and variance requests for proposed new single-family home on Edgecliff Road)
- ✓ Adopted zoning code amendments simplifying and standardizing permit approval procedures, and updating code definitions
- ✓ Adopted zoning code amendments establishing controls and standards for temporary homeless encampments sponsored by recognized religious institutions

### Building

- ✓ Hired new Permit Technician
- ✓ Adopted 2015 IBC (International Building Code) updates

## 2017 Program Goals

### Planning

- SG3 Process annual Comprehensive Plan Annual Amendment Docket. Process docketed Comp Plan amendment requests, including environmental (SEPA) review
- SG2 Research, evaluate, select, and implement new Permit Tracking system, **\$50,000**
- SG2 Update Permit Fee Schedule
- SG3 Define Gross Floor Area Ratio (GFAR) requirements in the City's zoning code
- SG3-SG4 Adopt tree development regulations

### Building

- SG3 Continue to coordinate building permit plans checks and inspections via inter-local agreement with the City of Burien
- SG2 Digitize Division Project Files- Intern assigned work
- SG2 Identify and implement building permit process improvements with new permit tracking system

## 2018 Program Goals

### Planning

- SG3 Update Urban Forestry regulations, if needing adoption and implementation including; DOC notification, SEPA review, Planning Commission public hearing, and City Council ordinance adoption
- SG3-SG4 Continue to monitor NPDES compliance, including preparation of annual NPDES report(s), **\$2,000**
- SG2 Digitize Division Project Files- Intern assigned work

### Building

- SG3 Coordinate building permit plans checks and inspections via inter-local agreement with the City of Burien; coordinate with Burien staff transition
- SG2 Identify and implement building permit process improvements
- SG2 Digitize Division Project Files- Intern assigned work

## COMMUNITY DEVELOPMENT POSITIONS:

POSITION TITLE	FTE'S	RANGE MIN	RANGE MAX
Community Development Director	1.00	\$7,652/month	\$9,776/month
Engineer	0.80	\$5,565/month	\$7,109/month
Permit Technician	1.00	\$4,021/month	\$5,138/month
<b>TOTAL FTE's:</b>	<b>2.80</b>		

# **PLANNING SERVICES**

## **OVERVIEW:**

**Department:** Planning (558)

**Program:** Planning Services (558-60)

**Responsible Manager:** David Nemens, Community Development Director

Planning Services includes a portion of the salary and benefit costs for three positions; Community Development Director, Permit Technician and part time Engineer. Planning Services performs both short and long range planning functions including development and zoning work and the preparation of the Comprehensive Plan. In addition to staffing, Planning Services includes engineering consulting costs, advertising and public information notice costs, SMP compliance, NPDES compliance, SEPA, and other general operating costs.

Development review activities include ensuring that all subdivision, construction, land clearing, and other proposed land use actions comply with the Comprehensive Plan and Zoning Plan, critical areas, Shoreline Management Plan, and other relevant provisions of the Municipal Code. Code administration services include enforcement and abatement activities to bring Code violations into compliance, developing Code amendments to address new state and Federal legislation, and correcting Code language conflicts and problems.

Long-range planning services include updating the City's Comprehensive Plan and developing proposed programs, plans of action, and regulations to assist the Council in implementing the goals and objectives of its long-range plan. Special projects may range from developing grant applications and proposals to preparing special planning studies regarding local or regional issues.

The mission of the Normandy Park Community Development Department's Planning Division is to promote a quality built environment through long-range land use planning and permitting that reflect the community's values, and that protect environmentally critical areas such as streams, wetlands and steep slopes. Planning Services is responsible for implementation and enforcement of local development codes and standards, as well as for compliance with relevant state and federal land use and environmental regulations.

## **MAJOR BUDGETARY CHANGES:**

The planning division will be looking at various options for a new permitting software estimated to cost, \$50,000.

Planning Services is supported by the following fees:

DESCRIPTION	2017 Budget	2018 Budget
Engineering Fees	\$ 72,449	\$ 73,898
Zoning & Planning Fees	\$ 2,020	\$ 2,060
SEPA Fees	\$ 510	\$ 520
<b>TOTAL:</b>	<b>\$ 74,979</b>	<b>\$ 76,478</b>

**STAFFING OVERVIEW:**

Planning services are provided by Community Development Director (.80) and (.50) Permit Technician for a total of 1.35 FTE's.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	2.00	1.00	1.00	1.35	1.35
Salaries & Wages	\$ 104,919	\$ 76,280	\$ 75,000	\$ 104,000	\$ 109,000
Personal Benefits	\$ 20,635	\$ 27,190	\$ 25,000	\$ 33,200	\$ 40,700
Supplies	\$ 62	\$ 1,000	\$ 1,000	\$ 100	\$ 100
Services	\$ 210,473	\$ 167,607	\$ 160,000	\$ 115,050	\$ 118,200
Intergovernmental Services	\$ 4,467	\$ 33,000	\$ 30,000	\$ 3,100	\$ 3,200
Capital Outlay	\$ -	\$ -	\$ -	\$ 50,000	\$ -
<b>Total</b>	<b>\$ 340,555</b>	<b>\$ 305,077</b>	<b>\$ 291,000</b>	<b>\$ 305,450</b>	<b>\$ 271,200</b>

**Services**

Items in this category include costs associated with external engineering services (\$65,000), Shoreline Master Plan (\$6,400), external plan reviews (\$30,000), dues (\$1,000), printing (\$550), and other miscellaneous services (\$12,100). Intergovernmental services include costs associated with working with other public agencies (\$4,600).

# **BUILDING SERVICES**

## **OVERVIEW:**

**Department:** Community Development (558)  
**Program:** Building Services (559-60)  
**Responsible Manager:** David Nemens, Community Development Director

The purpose of Building Services is to ensure that construction and related activities undertaken within the City are done in a manner that complies with pertinent local, State, and Federal codes so buildings are safe for occupation and use. As a program within the Community Development Department, Building Services provides plan review and inspection services for building, mechanical, and plumbing permits. This program also provides citizens the opportunity for consultation on building construction proposals and inquiry regarding construction on neighboring properties.

## **MAJOR BUDGETARY CHANGES:**

None.

## **ADDITIONAL REVENUE SOURCES:**

Ideally, 100% of the direct expenses related to Building Services are funded through Building Service revenues as listed below. In addition, Building Service revenues would be sufficient to support administrative and overhead costs related to Building Services, including City Hall, Central Services, City Clerk's Office, Finance, and City Manager's Office. The fees that support Building Services are as follows:

<b>DESCRIPTION</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Building Permits	\$ 90,246	\$ 92,051
Mechanical Permits	\$ 12,498	\$ 12,748
Plumbing Permits	\$ 8,703	\$ 8,877
Sign Permits	\$ 418	\$ 418
Electrical Permits	\$ 24,825	\$ 25,322
Plan Checking Fees	\$ 39,155	\$ 39,938
<b>TOTAL:</b>	<b>\$ 175,845</b>	<b>\$ 179,354</b>

## **STAFFING OVERVIEW:**

The City contracts for a Building Official and Inspector with the City of Burien. The Building Inspector performs all inspections for plumbing, mechanical, building, and land clear/fill/grade permits. The Planning Technician assists customers with questions and coordinates the permit through the entire permitting process until the permit is issued. Staffing allocations for this Program are as follows: Community Development Director (.20) and Permit Technician (.50) for a total of .70 FTE's.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	1.25	0.70	0.70	0.70	0.70
Salaries & Wages	\$ 100,897	\$ 68,170	\$ 68,000	\$ 52,500	\$ 55,200
Personal Benefits	\$ 30,044	\$ 39,427	\$ 38,000	\$ 16,050	\$ 16,900
Services	\$ 2,730	\$ -	\$ -	\$ 3,000	\$ 3,100
Intergovernmental Services	\$ 33,000	\$ 45,000	\$ 40,000	\$ 35,000	\$ 36,400
<b>Total</b>	<b>\$ 166,670</b>	<b>\$ 152,597</b>	<b>\$ 146,000</b>	<b>\$ 106,550</b>	<b>\$ 111,600</b>

**Services**

Items in this category include costs associated with miscellaneous services (\$3,000). Intergovernmental services include costs associated with the interlocal agreement with the City of Burien for building inspections (\$35,000).

# **RECYCLING SERVICES**

## **OVERVIEW:**

**Department:** Planning (558)  
**Program:** Recycling Services (537-20)  
**Responsible Manager:** Amanda León, Parks Director

Recycling Services is under the direction of the Parks & Recreation Department. Activities include City-wide clean-up events that target collection of specific items which are not included in the normal recycling service. The City has contracted management of these residential and business recycling events with Olympic Environmental Services along with the City of Burien.

## **MAJOR BUDGETARY CHANGES:**

None.

## **ADDITIONAL REVENUE SOURCES:**

The recycling program is fully funded from grants as follows:

<b>DESCRIPTION</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
DOE Coordination Prevention Grant	\$ 20,000	\$ 20,000
LWHMP Grant	\$ 20,000	\$ 20,000
King County WR/R Grant	\$ 20,000	\$ 20,000
<b>TOTAL:</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>

## **STAFFING OVERVIEW:**

No staff time has been allocated to this Program. Services for this Program are contracted out to other private or governmental agencies.

### **2015-2016 Accomplishments**

- ✓ Installed new carpet in City Hall reception area and offices using grant funds
- ✓ Conducted recycling events in City borders
- ✓ Installed benches, recycling trash cans, and picnic tables in the parks using grant funds

### **2017 Program Goals**

- SG3 Support recycling events with grant funding; offering rain barrels, worm bins, and compost bins – Spring/Summer/Fall 2017
- SG3 Schedule recycling events within City borders

- SG5 Use remaining balance of grants towards purchasing recycled carpet for City Hall

**2018 Program Goals**

- SG3 Support recycling events with grant funding; offering rain barrels, worm bins, and compost bins – Spring/Summer/Fall 2018
- SG3 Schedule recycling events within City borders
- SG5 Use remaining balance of grants towards purchasing recycled carpet for City Hall, benches for parks, and trash cans for parks

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Services	\$ 95,715	\$ 126,290	\$ 125,000	\$ 60,000	\$ 60,000
<b>Total</b>	<b>\$ 95,715</b>	<b>\$ 126,290</b>	<b>\$ 125,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>

**Services**

Items in this category include costs associated with recycling activities and services (\$60,000).

# **PARKS & RECREATION OVERVIEW**

The Parks & Recreation Department provides residents with a mix of youth and adult recreation activities at Parks. Programming includes dance instruction, youth and adult sports programs, field and facility scheduling, and other leisure activities.

The Department employs part-time, seasonal, and full time staff to meet the needs of the program through an Interlocal Agreement with the City. The MPD funds the Parks and Recreation department.

The Parks and Recreation Service Program budget is divided into the following areas: Senior Services, Recreation Administration, Recreation Center, Mount Rainier Pool, and Parks Maintenance.

## 2015-2016 Accomplishments

- ✓ Hired Rec Program Monitor to assist with weekend rentals
- ✓ Successfully implemented the Book King reservation software
- ✓ Coordinated the installation of Nist Memorial bench, plaque & landscape
- ✓ Installed fence around Marvista playground

## 2017-2018 Program Goals

- SG3 Support Senior Center Services with annual payment, **\$25,000**
- SG3 Provide weekly Senior Yoga, Pickleball, Bridge, and Basketball programs
- SG7 Advertise Senior Center Services in the City Scene Magazine
- SG3 Add adult and senior recreation programs that add value to community, during daytime hours.
- SG2 Update for-profit and non-profit pricing for the 2018 season; to be consistent with contemporary BMP's.
- SG3 Support the Mount Rainer Pool with continued annual payment, **\$25,000**
- SG4 Replace concrete sidewalk entrance to the Recreation Center, **\$24,000**

## **PARKS & RECREATION POSITIONS:**

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Parks Director	1.00	\$5,565/month	\$7,109/month
Finance Director	0.15	\$7,652/month	\$9,776/month
Accounting Specialist	0.15	\$4,021/month	\$5,138/month
Administrative Assistant	0.10	\$2,885/month	\$3,650/month
City Clerk	0.10	\$5,565/month	\$7,109/month
Public Works Supervisor	0.10	\$5,565/month	\$7,109/month
Maintenance Worker II	0.10	\$4,021/month	\$5,138/month
Maintenance Worker I	0.10	\$3,194/month	\$4,080/month
Seasonal Labor		-	\$3,500/month
<b>TOTAL FTE's:</b>	<b>1.80</b>		

# SUBSTANCE ABUSE SERVICES

**OVERVIEW:**

Department: Parks & Recreation (574)  
Program: Substance Abuse Services (566-60)  
Responsible Manager: Mark Hoppen, City Manager

Substance Abuse Services is funded through a payment of 2% of the revenues the City receives from liquor excise taxes and liquor board profits. RCW 70.96A.087 provides that for the City to be eligible to receive a share of the liquor taxes and profits, the City must devote no less than 2% to the support of the treatment of substance abuse and other drug addictions. King County provides this service because programs must be approved by the board authorized by RCW 70.96A.300 and the Secretary of the Department of Social and Health Services.

**ADDITIONAL REVENUE SOURCES:**

This Program receives all funding from the following sources (distributed by the State):

DESCRIPTION	2017 Budget	2018 Budget
Liquor Excise Tax	\$ 17,530	\$ 17,880
Liquor Profits	\$ 56,418	\$ 57,547
<b>TOTAL:</b>	<b>\$ 73,948</b>	<b>\$ 75,427</b>

**STAFFING OVERVIEW:**

No staffing allocations have been made to this fund.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 1,467	\$ 2,000	\$ 1,600	\$ 1,500	\$ 1,600
<b>Total</b>	<b>\$ 1,467</b>	<b>\$ 2,000</b>	<b>\$ 1,600</b>	<b>\$ 1,500</b>	<b>\$ 1,600</b>

**Services**

Items in this category include costs associated with substance abuse treatment through King County.

# **PRESCHOOL PROGRAM**

**OVERVIEW:**

Department: Parks & Recreation (576)  
Program: Preschool (574-20)  
Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

The Preschool Program is a self-supporting entity and is funded through tuition revenues. Approximately 45 children between 2 1/2 and 5 years old are enrolled in the program which runs annually from September through June. The preschool is located in the City's Recreation Center, North Building.

**ADDITIONAL REVENUE SOURCES:**

The preschool is fully supported by the following fees:

DESCRIPTION	2017 Budget	2018 Budget
Preschool Tuition Fees & Registration Fees	\$ 88,317	\$ 90,083
Preschool Field Trips	\$ 2,870	\$ 2,928
<b>TOTAL:</b>	<b>\$ 91,187</b>	<b>\$ 93,011</b>

**STAFFING OVERVIEW:**

The staffing for this program was re-assessed in 2016 and determined that a Director position was not necessary. The City hired more teachers for the 2016-2017 school year to provide better coverage. The Preschool Program is supported by four part-time positions as follows: three lead teachers (1.6 FTE's), and one Teaching Assistants (0.2 FTE). Total FTE's for preschool are 1.8.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	1.2	1.2	1.8	1.8	1.8
Salaries & Wages	\$ 52,662	\$ 57,490	\$ 55,000	\$ 57,700	\$ 59,000
Personal Benefits	\$ 9,361	\$ 11,384	\$ 10,000	\$ 11,800	\$ 12,100
Supplies	\$ 395	\$ 15,000	\$ 5,000	\$ 4,000	\$ 4,100
Services	\$ 5,614	\$ 3,550	\$ 3,550	\$ 2,200	\$ 2,300
<b>Total</b>	<b>\$ 68,032</b>	<b>\$ 87,424</b>	<b>\$ 73,550</b>	<b>\$ 75,700</b>	<b>\$ 77,500</b>

**Services**

Items in this category include costs associated with field trip activities (\$1,700), and other miscellaneous services (\$400).

# **SENIOR SERVICES**

## **OVERVIEW:**

Department: Parks & Recreation (576)

Program: Senior Services (555-10)

Responsible Manager: Amanda León, Parks Director

Senior Services are contracted with the City of Des Moines' Senior Center. Senior Services include Meals on Wheels, classes, workshops, senior recreation programs, special events, and other programs.

## **MAJOR BUDGETARY CHANGES:**

No major budgetary changes are anticipated in this Program.

## **STAFFING OVERVIEW:**

No staffing allocations have been made to this Fund.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 21,158	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
<b>Total</b>	<b>\$ 21,158</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

## **Services**

Items in this category include costs associated with an annual contribution for senior activities provided by the City of Des Moines (\$25,000).

# **RECREATION ADMINISTRATION**

## **OVERVIEW:**

**Department:** Parks & Recreation (574)

**Program:** Recreation Administration (574-10)

**Responsible Manager:** Amanda León, Parks Director

Recreation Administration provides a setting for promoting and encouraging recreation, education, and socialization that recognizes and meets the interests and needs of all ages and capabilities of the Normandy Park Community. Recreation Services is a program which covers the cost of the BookKing (online recreation reservations booking system), supplies, and advertising. Classes in this program include Sports Camps, Martial Arts, Dance Instruction, and various all-ages fitness classes. These classes are managed by outside independent vendors and they rent the recreation space from the City.

## **ADDITIONAL REVENUE SOURCES:**

Recreation Programs is supported through user fees paid by individuals utilizing the services directly to the independent contractors.

## **STAFFING OVERVIEW:**

Recreation Administration is supported by an Administrative Assistant; 0.10 FTE. Recreation classes are provided by independent contractors under contract with the City or independent contractors who rent the facility. The City primarily rents to an independent provider for dance instruction as well as for martial arts.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	0.10	0.10	0.10	0.10	0.10
Salaries & Wages	\$ 3,660	\$ 4,225	\$ 4,000	\$ 6,100	\$ 6,400
Personal Benefits	\$ 2,300	\$ 2,397	\$ 2,300	\$ 1,150	\$ 1,350
Supplies	\$ 1,950	\$ 135	\$ -	\$ 2,100	\$ 2,100
Services	\$ 196	\$ 3,601	\$ 3,000	\$ 200	\$ 200
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 8,107</b>	<b>\$ 10,358</b>	<b>\$ 9,300</b>	<b>\$ 9,550</b>	<b>\$ 10,050</b>

### **Services**

Items in this category include costs associated with miscellaneous services (\$200).

# RECREATION CENTER

## OVERVIEW:

Department: Parks & Recreation (576)

Program: Recreation Center (575-50)

Responsible Manager: Amanda León, Parks Director

The Recreation Center is managed by the Public Works Department and the Parks & Recreation Department. Specific activities included in the building's management are custodial services, repair and maintenance of the facility and parking lot, and maintaining site furnishings. Utility services costs for the Recreation Center are also included in this Program.

## MAJOR BUDGETARY CHANGES:

No major budgetary changes are anticipated for this Program.

## STAFFING OVERVIEW:

No major budgetary changes are anticipated for this Program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Salaries & Wages	\$ 154	\$ -	\$ -	\$ 500	\$ 500
Personal Benefits	\$ 34	\$ -	\$ -	\$ 350	\$ 350
Supplies	\$ 4,240	\$ 5,000	\$ 5,000	\$ 4,400	\$ 4,500
Services	\$ 47,525	\$ 41,184	\$ 40,000	\$ 30,100	\$ 33,650
<b>Total</b>	<b>\$ 51,953</b>	<b>\$ 46,184</b>	<b>\$ 45,000</b>	<b>\$ 35,350</b>	<b>\$ 39,000</b>

## **Services**

Items in this category include costs associated with utilities (\$14,000), repair & maintenance (\$15,000) and other miscellaneous services (\$1,100).

# MOUNT RAINIER POOL

## OVERVIEW:

Department: Parks & Recreation (513)  
Program: Mount Rainier Pool (576-20)  
Responsible Manager: Amanda León, Parks Director

In 2004, the City of Normandy Park and City of Des Moines accepted ownership of the Mount Rainier Pool to avoid closure of the facility by King County. Until 2010, the facility was operated by the Cities with support from the City of SeaTac and Highline School District, which required an annual subsidy of approximately \$100,000. The City of Normandy Park contribution was \$10,000 to \$15,000 annually. In 2010, the Des Moines Pool District was formed and took over operation of the facility. The City of Normandy Park's annual contribution for continued operation is \$25,000.

## MAJOR BUDGETARY CHANGES:

None.

## REVENUE SOURCES:

Mount Rainier Pool is partially supported by the Normandy Park Metropolitan Parks District (a separate taxing authority).

## STAFFING OVERVIEW:

No staffing allocations are made to this Program.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Intergovernmental Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
<b>Total</b>	<b>\$ 25,000</b>				

## **Services**

Items in this category include costs associated with an annual contribution to Mount Rainier pool for aquatic services (\$25,000) for the Normandy Park community.

# **PARKS MAINTENANCE**

## **OVERVIEW:**

**Department:** Parks & Recreation (576)

**Program:** Parks Maintenance (576-10, 70, 80)

**Responsible Manager:** Amanda León, Parks Director

The City's Public Works Department and Park Director are responsible for this Program. Basic mowing, blowing, irrigation repairs, and general maintenance of parks is performed under a private contract. In 2009, Normandy Park voters created the Normandy Park Metropolitan Parks District ("MPD"). The MPD began collecting a property tax levy in 2011, which provides dedicated funding for parks and recreation operations, maintenance and improvements. Parks Maintenance Program includes additional funding to increase the level of parks maintenance.

Some of the functions involved with the maintenance of parks include the following: maintain grass areas, including watering, mowing, organic fertilizing, maintain shrubs and trees, maintain equipment, benches, garbage cans, signs, and restrooms, and maintain general park cleanliness. Volunteer event support and improved volunteer events are a focus for the 2017-2018 work plans. The major parks included in the City's service area are:

- Marvista Park
- City Hall Park
- Marine View Park
- E.J. Nist Park
- Nature Trails Park
- Walker Preserve

Small parks and open space maintained by the Public Works Department include:

- Brittany Park
- T.A. Wilson Park
- Mini-Parks

## **STAFFING OVERVIEW:**

Parks Maintenance is staffed by the Public Works crew which currently consists of three full-time employees and seasonal labor. Public Works employee salaries and benefits are split amongst the General Fund, Street Fund, Stormwater Utility Fund, and the Metropolitan Parks District (MPD). A total of 2.10 FTE's provide support to this program.

## 2017 Program Goals

- SG3 Continue Invasive Removal and Native Plant Establishment contract with Earthcorp or other volunteer based workgroup for Nature Trails Park, **\$55,000**
- SG3 City Hall ball field restroom improvements, **\$82,500**
- SG3-SG4 Nist Park fence and sidewalk improvements (as part of the Normandy Road LID improvements)
- SG3 Parks signage planning. Installation of Nist and Marine View park signs, **\$6,600**
- SG3 Install bench surround on City Hall playground
- SG3 Support King County WRIA 9 work with CSI investigation project, Miller Walker Creek Stream and riparian improvements, Walker Preserve ivy and invasive removal and native plant establishment, **\$8,320**
- SG3 Refurbish historic mini-park Signs with volunteer community woodworkers

## 2018 Program Goals

- SG3 Invasive Removal and Native Plant Establishment contract with Earthcorp or other volunteer based workgroup for Nature Trails Park, **\$55,000**
- SG3 Bid and Install Irrigation System at Marvista Park
- SG3 Install Marvista and City Hall park signs, **\$17,600**
- SG3 Support King County WRIA 9 work with CSI investigation project, Miller Walker Creek Stream and riparian improvements, Walker Preserve ivy and invasive removal and native plant establishment- **\$8,570**

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	1.90	1.90	1.90	2.10	2.10
Salaries & Wages	\$ 111,611	\$ 159,824	\$ 159,824	\$ 173,200	\$ 194,800
Personal Benefits	\$ 40,713	\$ 71,737	\$ 71,737	\$ 73,300	\$ 79,420
Supplies	\$ 26,639	\$ 12,500	\$ 12,500	\$ 27,400	\$ 27,950
Services	\$ 137,944	\$ 284,950	\$ 284,950	\$ 131,650	\$ 138,950
Capital Outlay	\$ 30,000	\$ 50,000	\$ 50,000	\$ 294,743	\$ 111,100
<b>Total</b>	<b>\$ 346,908</b>	<b>\$ 579,011</b>	<b>\$ 579,011</b>	<b>\$ 700,293</b>	<b>\$ 552,220</b>

## **Services**

Items in this category include costs associated with mowing (\$50,000), electrical (\$3,000), plumbing (\$2,000), fencing (\$10,000), tree trimming (\$10,000), utilities (\$28,500), property insurance (\$16,000), equipment rentals (\$4,800), repair & maintenance (\$2,200) and other miscellaneous services (\$5,150).

## Capital Outlay

The capital outlay above includes the following projects listed below. The MPD is also contributing \$25,243 towards the Normandy LID project (Nist Park fence), which is funded by grants as well as City funds.

2017 Project Description	Phase	Project Cost
Park Signage- Nist / Marine View	Design & Const.	\$ 6,600
City Hall Ballfield Restroom Improvements	Design & Const.	\$ 82,500
Nature Trails Park invasive removal and Native Plant Establishment	Design & Const.	\$ 55,000
Replace concrete sidewalk at Rec Center entrance		\$ 26,400
Master Planning for PROS Plan	Design	\$ 33,000
Marvista Irrigation	Design & Const.	\$ 66,000
Normandy Road LID (\$1,589,659)		\$ 25,243
		<u>\$ 294,743</u>

2018 Project Description	Phase	Project Cost
Park Signage- Marvista/ City Hall	Design & Const.	\$ 17,600
Nature Trails Park invasive removal and Native Plant Establishment		\$ 55,000
Marvista Park P-Patch Fence	Design & Const.	\$ 22,000
Marvista Pathway	Design	\$ 16,500
		<u>\$ 111,100</u>

# **SPECIAL REVENUE FUNDS**

**SPECIAL REVENUE**  
**FUND:**

Special Revenue Funds are used to account for the proceeds of revenue sources that are legally restricted to expenditures for specified uses.

# **SPECIAL REVENUE FUNDS OVERVIEW**

## **THE SPECIAL REVENUE FUNDS ARE DESCRIBED AS FOLLOWS:**

Street Fund (101): The Street Fund accounts for the receipts and disbursements of State-levied unrestricted motor vehicle fuel taxes which must be accounted for in a separate fund and expended for street-oriented planning, engineering, construction, and maintenance purposes only.

Arts Commission Fund (104): The Arts Commission Fund was created in 1999. This Fund accounts for the receipts and disbursements of the Arts Commission events and activities. These revenues are to be used for the programs, events, activities, and services provided by the Arts Commission.

Unemployment Insurance Reimbursement Contingency (“UIRC”) Fund (105): The UIRC Fund is used to accumulate monies for reimbursement to the State for unemployment claims. This Fund is supported by operating transfers from the General, Street, and Stormwater Utility Fund revenues in this Fund are calculated based on 0.75% of gross wages and is guided by Normandy Park Municipal Code Section 3.28.

Anti-Drug Reserve Fund (120): The Anti-Drug Reserve Fund is used to hold monies received through contributions and forfeitures from drug offenders. These revenues are used to fund the City’s Substance Abuse Program.

Equipment Reserve & Replacement Fund (“ERR Fund”) (150): The ERR Fund was set up in 1995 to establish reserves and funding for major capital equipment items. Funding sources include operating transfers from the General Fund and the Street Fund. Additionally, sales of surplus property will provide additional revenue sources.

# STREET FUND

## OVERVIEW:

Department: Public Works (542)

Fund: Street Fund (101)

Responsible Manager: Ken Courter, Public Works Supervisor

The purpose of the Street Fund is to account for all expenses related to Street Fund activities including roadway, bridges, sidewalks, special purpose paths, traffic control, street lighting, snow and ice control, street cleaning, and street administration. Capital expenses related to roadways are expensed out of the Capital Improvement Fund (320). Equipment purchases for vehicles, heavy duty equipment, and office related equipment are funded out the Equipment Reserve & Replacement Fund (150). All training for the Public Works staff is funded out of the General Fund training budget, which is managed by the City Manager.

## 2015-2016 Accomplishments

- ✓ Coordinated pavement management study to obtain street conditions and prioritized street repair and maintenance
- ✓ Replaced damaged streetlights on 1st Avenue
- ✓ Completed street sweeping ILA with City of SeaTac
- ✓ Installed 5 Picnic and Tables in Parks
- ✓ Installed 8 Benches in Parks

## 2017 Program Goals

- SG3-SG4 Bid crack sealing and pavement repair costs, repair highest priority streets, **\$99,000**

## 2018 Program Goals

- SG3-SG4 Bid crack sealing and pavement repair costs, repair highest priority streets, **\$99,000**

**STREET FUND POSITIONS:**

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Public Works Supervisor	0.30	\$5,565/month	\$7,109/month
Maintenance Worker II	0.30	\$4,021/month	\$5,138/month
Maintenance Worker I	0.30	\$3,194/month	\$4,080/month
Seasonal Labor	-	-	\$3,500/month
Finance Director	0.10	\$7,652/month	\$9,776/month
Accounting Specialist	0.10	\$4,021/month	\$5,138/month
Engineer	0.25	\$5,565/month	\$7,109/month
<b>TOTAL FTE's:</b>	<b>1.35</b>		

**MAJOR BUDGETARY CHANGES:**

The Street Fund requires annual transfers from the General Fund to support the expenses related to street maintenance. Significant increases to Street Fund expenditures are necessary to address maintenance needs, which have been deferred for many years. However, due to revenue shortfalls, only limited transfer amounts are possible.

**REVENUE SOURCES:**

This Fund is primarily supported by a motor vehicle fuel tax and permits. In 2015, Council approved a vehicle license fee of \$20 per vehicle. Collection of this new revenue began in February 2016 and the City estimated it will generate approximately \$90,000 to help fund crack sealing and pavement repairs. Transfers from the General Fund include \$200,000 for operations and \$200,000 to address street improvements outlined in the 2015 Pavement Management Study.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Right-of-Way Permits	\$ 25,152	\$ -	\$ -	\$ 25,403	\$ 25,911
MV Fuel Tax	\$ 134,423	\$ 135,000	\$ 135,000	\$ 135,136	\$ 137,838
Transportation Benefit District	\$ -	\$ 100,000	\$ 90,000	\$ 91,975	\$ 92,015
Investment Interest	\$ 12	\$ -	\$ 15	\$ -	\$ -
Insurance Recoveries	\$ 31,809	\$ -	\$ -	\$ -	\$ -
Contributions-HWD	\$ -	\$ -	\$ 276,000	\$ -	\$ -
Transfer-General Fund	\$ 250,000	\$ 100,000	\$ 100,000	\$ 400,000	\$ 400,000
<b>Total</b>	<b>\$ 441,396</b>	<b>\$ 335,000</b>	<b>\$ 601,015</b>	<b>\$ 652,514</b>	<b>\$ 655,764</b>

**STAFFING OVERVIEW:**

The Street Fund utilizes the Public Works crew which currently consists of three full-time employees and seasonal labor. Public Works employee salaries and benefits are split amongst the General Fund, Street Fund, Stormwater Utility Fund, and the Interlocal agreement with Metropolitan Parks District. A portion of the engineer's time as well as finance staff is also allocated for administrative support.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	1	0.9	0.9	1.35	1.35
Salaries & Wages	\$ 94,571	\$ 63,727	\$ 60,000	\$ 106,000	\$ 109,000
Personal Benefits	\$ 43,647	\$ 31,835	\$ 30,000	\$ 54,200	\$ 56,100
Supplies	\$ 14,268	\$ 24,000	\$ 20,000	\$ 15,800	\$ 16,350
Services	\$ 190,154	\$ 147,508	\$ 140,000	\$ 170,940	\$ 175,400
Intergovernmental Services	\$ 6,400	\$ 4,000	\$ 4,000	\$ 8,000	\$ 8,200
Capital Outlay	\$ -	\$ 10,000	\$ 10,000	\$ 647,000	\$ 299,000
<b>Total</b>	<b>\$ 349,040</b>	<b>\$ 281,070</b>	<b>\$ 264,000</b>	<b>\$ 1,001,940</b>	<b>\$ 664,050</b>

**Services**

Items in this category include costs associated with landscape maintenance (\$15,000), utilities (\$10,000), repair & maintenance (\$31,200), insurance (\$8,000), street lights (\$85,000), equipment rentals (\$6,100), and other miscellaneous (\$15,640). Intergovernmental services include costs associated with King County street striping (\$8,000).

**Capital Outlay**

The capital outlay above includes the following projects listed below. Chip seal funding below in the amount of \$276,000 was contributed by Highline Water District.

2017 Project Description	Phase	Project Cost
Small Works Projects: Prioritized Annually	Design & Const.	\$ 55,000
Operations and Maintenance PW Projects: Prioritized Annually	Design & Const.	\$ 16,500
Crack Sealing and Pavement Repairs	Design & Const.	\$ 299,000
Double Chip Seal in Manhattan Village Neighborhood	Design & Const.	\$ 276,500
		<u>\$ 647,000</u>

2018 Project Description	Phase	Project Cost
Crack Sealing and Pavement Repairs	Design & Const.	\$ 299,000

**FUND BALANCE SUMMARY:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 4,763	\$ 97,119	\$ 97,119	\$ 401,299	\$ 51,873
Add: Revenue	\$ 191,396	\$ 235,000	\$ 511,500	\$ 252,514	\$ 255,764
Add: Op. Trans In	\$ 250,000	\$ 100,000	\$ 100,000	\$ 400,000	\$ 400,000
Less: Expenditures	\$ 349,040	\$ 281,070	\$ 307,320	\$ 1,001,940	\$ 664,050
<b>End Fund Bal., Dec. 31</b>	<b>\$ 97,119</b>	<b>\$ 151,049</b>	<b>\$ 401,299</b>	<b>\$ 51,873</b>	<b>\$ 43,587</b>

# ARTS COMMISSION FUND

## OVERVIEW:

Department: Recreation and Community Services (574)

Fund: Arts Commission Fund (104)

Responsible Manager: Amanda León, Parks Director

The Normandy Park Arts Commission was established in 1993 to serve as a link between the Community and the arts. The seven volunteer Commissioners are appointed by the City Council and serve for three years. All Commissioners have demonstrated experience and special interest in the arts and cultural heritage and are residents of the City. In 1999, the City Council established the Arts Commission Fund (Ordinance No. 670) as a separate Special Fund.

## MAJOR BUDGETARY CHANGES:

No major budgetary changes are anticipated for this Fund. Beginning in 2017, the Metropolitan Park District will fund the Arts Commission.

## REVENUE SOURCES:

This fund is support by a variety of revenues, including grants and contributions, such as:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Event Admissions	\$ 430	\$ 700	\$ 500	\$ 450	\$ 500
Vendor Display	\$ 1,185	\$ 800	\$ 900	\$ 900	\$ 1,000
Investment Interest	\$ 14	\$ -	\$ 12	\$ 10	\$ 10
Arts Commission Contributions	\$ 7,800	\$ 7,000	\$ 7,500	\$ 7,500	\$ 7,500
Miscellaneous Revenue	\$ 3	\$ -	\$ -	\$ -	\$ -
Transfer In-General Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Total:</b>	<b>\$ 14,432</b>	<b>\$ 13,500</b>	<b>\$ 13,912</b>	<b>\$ 13,860</b>	<b>\$ 14,010</b>

## STAFFING OVERVIEW:

The Parks Director provides staff support to the Arts Commission. Support includes, attending arts commission meetings, coordinating the commission's activities, reservations, correspondence, managing budget, preparing reports, and coordinating contracts with performers, vendors, and outside contractors.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Personal Benefits	\$ 1	\$ 30	\$ 30	\$ 50	\$ 50
Supplies	\$ 469	\$ 1,790	\$ 1,790	\$ 500	\$ 550
Services	\$ 16,585	\$ 13,150	\$ 13,180	\$ 17,100	\$ 17,700
Capital Outlay	\$ 345	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 17,400</b>	<b>\$ 14,970</b>	<b>\$ 15,000</b>	<b>\$ 17,650</b>	<b>\$ 18,300</b>

**Services**

Items in this category include costs associated with summer concert series (\$8,000), arts festival (\$5,000), printing (\$3,625), and miscellaneous services (\$475).

**FUND BALANCE SUMMARY:**

Description	2015 Budget	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 14,288	\$ 11,321	\$ 11,321	\$ 11,321	\$ 7,531
Add: Revenue	\$ 9,432	\$ 7,000	\$ 7,000	\$ 8,860	\$ 9,010
Add: Op. Trans In	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Less: Expenditures	\$ 17,400	\$ 15,000	\$ 12,000	\$ 17,650	\$ 18,300
<b>End Fund Bal. Dec. 31</b>	<b>\$ 11,321</b>	<b>\$ 8,321</b>	<b>\$ 11,321</b>	<b>\$ 7,531</b>	<b>\$ 3,241</b>

# UIRC FUND

## OVERVIEW:

Department: Finance (514)

Fund: UIRC Fund (105)

Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

The UIRC Fund was established to accumulate monies needed for reimbursement to the State for claims made by former employees of the City. This Fund is handled based on the provisions of the Normandy Park Municipal Code which allows for a transfer of 0.75% of all gross wages from all funds on a monthly basis. The maximum amount that may be held in the Fund is \$0.375 per \$1,000 of assessed valuation.

## MAJOR BUDGETARY CHANGES:

No major budgetary changes are anticipated for this Fund.

## REVENUE SOURCES:

This Fund is primarily supported by a set percentage of all gross wages imposed on each Fund:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Unemployment Revenue	\$ 14,424	\$ -	\$ 14,000	\$ 14,713	\$ 15,300
Investment Interest	\$ 57	\$ -	\$ 40	\$ 50	\$ 50
Transfer In-General Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 25,000	\$ 25,500
<b>Total:</b>	<b>\$ 29,481</b>	<b>\$ 15,000</b>	<b>\$ 29,040</b>	<b>\$ 39,763</b>	<b>\$ 40,850</b>

## STAFFING OVERVIEW:

No staffing allocations are made to this Fund.

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Salaries & Wages	\$ 22,334	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000
<b>Total</b>	<b>\$ 22,334</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**FUND BALANCE SUMMARY:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 42,492	\$ 49,639	\$ 49,639	\$ 72,639	\$ 102,402
Add: Revenue	\$ 14,481	\$ 15,000	\$ 13,000	\$ 14,763	\$ 15,350
Add: Op. Trans In	\$ 15,000	\$ 15,000	\$ 15,000	\$ 25,000	\$ 25,500
Less: Expenditures	\$ 22,334	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000
<b>End Fund Bal. Dec. 31</b>	<b>\$ 49,639</b>	<b>\$ 74,639</b>	<b>\$ 72,639</b>	<b>\$ 102,402</b>	<b>\$ 133,252</b>

# **ANTI DRUG RESERVE FUND**

## **OVERVIEW:**

**Department:** Public Safety (521)  
**Fund:** Anti Drug Reserve Fund (120)  
**Responsible Manager:** Dan Yourkoski, Chief of Police

The Anti Drug Reserve Fund was created when the City of Normandy Park committed Law Enforcement staff to eradicate the illicit use of drugs. The Fund was established to accumulate monies collected by the City from donors and forfeited from drug offenders. The funds are used for education, drug enforcement and drug abuse prevention programs.

## **MAJOR BUDGETARY CHANGES:**

In 2012, Initiative 502 was passed by the voters of Washington. The processes necessary to implement this initiative were expected to be put in place in 2014. However, the overall effect as it relates to this Fund is a presumed decrease in funding due to the decrease in the number of forfeitures from drug offenders. No specific estimates are available at this time.

## **REVENUE SOURCES:**

This Fund is mostly supported by the auctioning of confiscated property. The Federal Government has severely limited the seizure laws that previously permitted many of the seizures that funded this account. That, in addition to the legalizing of marijuana, coupled with changes to search and seizure laws has significantly reduced the opportunities and likelihood of the Police Department being able to utilize this.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Investment Interest	\$ 14	\$ -	\$ 10	\$ 10	\$ 15
Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Confiscated Property	\$ 1,675	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,689</b>	<b>\$ -</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 15</b>

## **EXPENDITURES:**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Staffing/FTE's	-	-	-	-	-
Supplies	\$ 1,600	\$ -		\$ 700	\$ 700
Services	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
Capital Outlay	\$ 1,122	\$ -		\$ -	\$ -
<b>Total</b>	<b>\$ 2,722</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 700</b>	<b>\$ 700</b>

**FUND BALANCE SUMMARY:**

Description	2015 Budget	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 11,314	\$ 10,281	\$ 10,281	\$ 9,291	\$ 8,601
Add: Revenue	\$ 1,689	\$ -	\$ 10	\$ 10	\$ 15
Less: Expenditures	\$ 2,722	\$ 1,000	\$ 1,000	\$ 700	\$ 700
<b>End Fund Bal. Dec. 31</b>	<b>\$ 10,281</b>	<b>\$ 9,281</b>	<b>\$ 9,291</b>	<b>\$ 8,601</b>	<b>\$ 7,916</b>

# EQUIPMENT RESERVE & REPLACEMENT FUND

## OVERVIEW:

Department: Finance (514)

Fund: Equipment Reserve & Replacement Fund (“ERR Fund”) (150)

Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

The Equipment Reserve and Replacement Fund was established per Ordinance No. 619 passed by the City Council in July 1995. The purpose of this Fund is to establish reserves and funding for major capital equipment items. Funding sources include operating transfers from the General Fund based on the depreciation of existing assets. In addition, interest earnings and funds obtained from the sale of old equipment are used for funding purchases.

## MAJOR BUDGETARY CHANGES:

The capital outlay below is for the purchase of one police vehicle per year.

## REVENUE SOURCES:

Revenue for this Fund is fairly erratic but includes the following transfers from the General Fund. This provides for vehicle \$50,000 and technology replacements \$30,000.

Description	2015 Budget	2016 Budget	2016 Est	2017 Budget	2018 Budget
Investment Interest	\$ 42	\$ -	\$ -	\$ 50	\$ 50
Transfer In-General Fund	\$ 80,000	\$ 35,000	\$ 35,000	\$ 80,000	\$ 80,000
<b>Total:</b>	<b>\$ 80,042</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 80,050</b>	<b>\$ 80,050</b>

## EXPENDITURES:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Capital Outlay	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000
Debt Service: Principal	\$ 16,251	\$ -	\$ -	\$ -	\$ -
Debt Service: Interest	\$ 650	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 16,901</b>	<b>\$ 25,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**FUND BALANCE SUMMARY:**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Beg. Fund Bal. Jan. 1	\$ 32,146	\$ 95,287	\$ 105,287	\$ 90,287	\$ 120,337
Add: Revenue	\$ 80,042	\$ 35,000	\$ 35,000	\$ 80,050	\$ 80,050
Less: Expenditures	\$ 16,901	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>End Fund Bal. Dec. 31</b>	<b>\$ 95,287</b>	<b>\$ 105,287</b>	<b>\$ 90,287</b>	<b>\$ 120,337</b>	<b>\$ 150,387</b>

# **DEBT SERVICE FUNDS**

**DEBT SERVICE**  
**FUNDS:**

Debt Service Funds account for the accumulation of resources for the payment of General Obligation and Special Assessment bond principal, interest, and other related costs.

# **DEBT SERVICE FUNDS OVERVIEW**

## **THE DEBT SERVICE FUNDS ARE DESCRIBED AS FOLLOWS:**

Debt Service Fund (204): The Debt Service Fund (204) provides for payments associated with the City's 2013 Limited General Obligation Bond debt, including principal, interest, and other fees.

# DEBT SERVICE FUND

**OVERVIEW:**

Department: Finance (514)

Fund: Debt Service Fund (204)

Responsible Manager: Jennifer Ferrer-Santa Ines, Finance Director

In Dec 2013, the City Council authorized issuance of Limited Tax General Obligation Bonds in the principal amount of \$1,240,000 for the purpose of funding a legal settlement with a contractor for a street project.

<b>2013 LIMITED TAX G.O. DEBT</b>			
<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2015	\$ -	\$ 42,410	\$ 42,410
2016	\$ 60,000	\$ 42,410	\$ 102,410
<b>2017</b>	<b>\$ 60,000</b>	<b>\$ 41,570</b>	<b>\$ 101,570</b>
<b>2018</b>	<b>\$ 60,000</b>	<b>\$ 40,610</b>	<b>\$ 100,610</b>
2019	\$ 60,000	\$ 39,470	\$ 99,470
2020	\$ 60,000	\$ 38,120	\$ 98,120
2021	\$ 65,000	\$ 36,620	\$ 101,620
2022	\$ 65,000	\$ 34,864	\$ 99,864
2023	\$ 74,000	\$ 32,980	\$ 106,980
2024	\$ 74,000	\$ 32,980	\$ 106,980
2025	\$ 74,000	\$ 32,980	\$ 106,980
2026	\$ 74,000	\$ 32,980	\$ 106,980
2027	\$ 74,000	\$ 32,980	\$ 106,980
2028	\$ 88,000	\$ 18,920	\$ 106,920
2029	\$ 88,000	\$ 18,920	\$ 106,920
2030	\$ 88,000	\$ 18,920	\$ 106,920
2031	\$ 88,000	\$ 18,920	\$ 106,920
2032	\$ 88,000	\$ 18,920	\$ 106,920
<b>Total</b>	<b>\$ 1,240,000</b>	<b>\$575,574</b>	<b>\$1,815,574</b>
<b>Paid through 12/31/16</b>	<b>\$ 60,000</b>	<b>\$ 84,820</b>	<b>\$ 144,820</b>
<b>Outstanding Amount</b>	<b>\$ 1,180,000</b>	<b>\$490,754</b>	<b>\$1,670,754</b>

**MAJOR BUDGETARY CHANGES:**

Council is supportive of setting aside additional funds to retire a portion or all of this debt sooner than what is shown on the schedule above. The soonest the City can exercise this option is December 1, 2022.

**REVENUE SOURCES:**

Besides operating transfers, this fund is essentially not supported by any revenue sources:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Investment Interest	\$ 14	\$ -	\$ 14	\$ 15	\$ 15
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer In-General Fund	\$ 45,000	\$ 101,000	\$ 216,000	\$ 150,000	\$ 153,000
<b>Total:</b>	<b>\$ 45,014</b>	<b>\$ 101,000</b>	<b>\$ 216,014</b>	<b>\$ 150,015</b>	<b>\$ 153,015</b>

**STAFFING OVERVIEW:**

No staffing allocations have been made to this fund.

**EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Debt Service: Principal	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Debt Service: Interest	\$ 42,835	\$ 42,170	\$ 42,170	\$ 50,500	\$ 50,500
<b>Total</b>	<b>\$ 42,835</b>	<b>\$ 102,170</b>	<b>\$ 102,170</b>	<b>\$ 110,500</b>	<b>\$ 110,500</b>

**FUND BALANCE SUMMARY:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 3,046	\$ 5,225	\$ 5,225	\$ 119,069	\$ 158,584
Add: Revenue	\$ 14	\$ -	\$ 14	\$ 15	\$ 15
Add: Op. Trans In	\$ 45,000	\$ 101,000	\$ 216,000	\$ 150,000	\$ 153,000
Less: Expenditures	\$ 42,835	\$ 102,170	\$ 102,170	\$ 110,500	\$ 110,500
<b>End Fund Bal. Dec. 31</b>	<b>\$ 5,225</b>	<b>\$ 4,055</b>	<b>\$ 119,069</b>	<b>\$ 158,584</b>	<b>\$ 201,099</b>

# **CAPITAL PROJECT FUNDS**

**CAPITAL PROJECT FUNDS:**

Capital Project Funds account for the acquisition or construction of major capital facilities with the exception of those facilities financed by proprietary and trust funds. The major source of revenue for these funds is general obligation bond proceeds, grants from other agencies, local taxes, and contributions from other Funds.

There is only one Capital Project Fund, the Capital Improvement Fund, and its number is 320.

# **CAPITAL IMPROVEMENT FUND**

## **OVERVIEW:**

**Department:** Public Works (542)  
**Fund:** Capital Project Fund (320)  
**Responsible Manager:** Mark Hoppen, City Manager

The Capital Improvement Fund (320) was established in 1982 to provide for the deposit of funds collected as a result of the first quarter percent real estate excise tax, authorized by RCW 82.02.020 and Ordinance No. 403. In 1998, the Growth Management Capital Improvement Fund (321) was established to provide for the deposit of funds collected as a result of the second quarter percent real estate excise tax. In 2007, the Growth Management Capital Improvement Fund (321) was closed out and combined with the Capital Improvement Fund (320). The exclusive purpose of this Fund is for local improvements or capital projects as outlined in the capital facilities element of a Comprehensive Plan. Capital projects are public works projects that include capital improvements such as planning, acquisition, construction, etc. of sidewalks, streets, parks, trails, libraries, and administrative facilities.

## **MAJOR BUDGETARY CHANGES:**

No major budgetary changes are anticipated for this Fund.

## **REVENUE SOURCES:**

This fund is supported by the following sources below. The 2016 budgeted intergovernmental revenue is a grant from Conservation Future for acquisition of land. The City does not anticipate incurring any expenditures against this grant in 2016, or in the future.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Taxes	\$ 417,962	\$ 300,000	\$ 433,500	\$ 426,321	\$ 432,541
Intergovernmental	\$ 136,778	\$ 1,160,000	\$ 4,000	\$ 310,000	\$ 545,980
Investment Interest	\$ 1,003	\$ -	\$ 2,500	\$ 500	\$ 500
Other Revenues	\$ 15,251	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total:</b>	<b>\$ 570,994</b>	<b>\$ 1,460,000</b>	<b>\$ 450,000</b>	<b>\$ 746,821</b>	<b>\$ 989,021</b>

**STAFFING OVERVIEW:**

Staffing allocations to this fund include .20 FTE for the engineer. These labor costs are all capitalized as part of the project.

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Engineer	0.20	\$5,565/month	\$7,109/month
<b>TOTAL FTE's:</b>	<b>0.20</b>		

**EXPENDITURES:**

Two projects (Normandy Road LID and Manhattan Village Neighborhood chip seal) planned for 2016 were carried over to 2017.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Staffing/FTE's	0.20	0.20	0.20	0.20	0.20
Salaries	\$ -	\$ -	\$ -	\$ 18,000	\$ 20,000
Benefits	\$ -	\$ -	\$ -	\$ 9,000	\$ 10,000
Capital Outlay	\$ 461,141	\$ 2,108,216	\$ 262,000	\$ 914,127	\$ 908,630
Debt Service:					
Principal	\$ 38,469	\$ 38,765	\$ 38,000	\$ 54,500	\$ 55,000
<b>Total</b>	<b>\$ 499,610</b>	<b>\$ 2,146,981</b>	<b>\$ 300,000</b>	<b>\$ 995,627</b>	<b>\$ 993,630</b>

Normandy Road LID is funded by grants, real estate excise tax (REET), Metropolitan Park District (MPD), and storm water utility fund. Design and construction for this project is from Transportation Improvement Board (TIB) in the amount of \$310,000 and \$560,127 from REET.

<b>2017 Project Description</b>	<b>Phase</b>	<b>Project Cost</b>
Normandy Road LID (\$1,589,659)	Design & Const.	\$ 870,127
Carpet Replacement		\$ 44,000
		<u>\$ 914,127</u>

<b>2018 Project Description</b>	<b>Phase</b>	<b>Project Cost</b>
Electric Replacement	Design	\$ 165,000
SW 186th street & 1st-4th Ave Sidewalk/Drainage/Chipseal	Design	\$ 39,650
Marine View Dr SW 19th to SW 208th	Design & Const.	\$ 373,180
Urban Sidewalk Program-1st Ave	Design & Const.	\$ 330,800
		<u>\$ 908,630</u>

**FUND BALANCE SUMMARY:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 718,240	\$ 790,148	\$790,148	\$ 940,148	\$ 691,342
Add: Revenue	\$ 570,994	\$ 1,460,000	\$450,000	\$ 746,821	\$ 989,021
Less: Expenditures	\$ 499,086	\$ 2,146,981	\$300,000	\$ 995,627	\$ 993,630
<b>End Fund Bal. Dec. 31</b>	<b>\$ 790,148</b>	<b>\$ 103,167</b>	<b>\$940,148</b>	<b>\$ 691,342</b>	<b>\$ 686,733</b>

In July 2002, the City Council authorized a loan from the Department of Community, Trade, and Economic Development for the Highline Corridor Enhancement Project, from 1<sup>st</sup> Avenue South from S.W. 164<sup>th</sup> Street to S.W. 176<sup>th</sup> Street, in the amount of \$676,532. The amount of this loan is part of the City's general obligation indebtedness. The repayment schedule for this debt is as follows:

CTED PW TRUST FUND LOAN			
Date	Principal	Interest	Total
2002	\$0	\$552	\$552
2003	\$5,622	\$534	\$6,156
2004	\$37,273	\$3,220	\$40,493
2005	\$37,273	\$3,168	\$40,441
2006	\$37,273	\$2,982	\$40,255
2007	\$37,273	\$2,795	\$40,068
2008	\$37,273	\$2,609	\$39,882
2009	\$37,273	\$2,423	\$39,696
2010	\$37,273	\$2,236	\$39,509
2011	\$37,273	\$2,050	\$39,323
2012	\$37,273	\$1,864	\$39,137
2013	\$37,273	\$1,677	\$38,950
2014	\$37,273	\$1,491	\$38,764
2015	\$37,273	\$1,305	\$38,578
2016	\$37,273	\$1,118	\$38,391
<b>2017</b>	<b>\$37,273</b>	<b>\$932</b>	<b>\$38,205</b>
<b>2018</b>	<b>\$37,273</b>	<b>\$745</b>	<b>\$38,018</b>
2019	\$37,273	\$559	\$37,832
2020	\$37,273	\$373	\$37,646
2021	\$37,273	\$186	\$37,459
<b>Total</b>	<b>\$676,536</b>	<b>\$32,819</b>	<b>\$709,355</b>
<b>Paid throught 12/31/16</b>	<b>\$490,171</b>	<b>\$30,024</b>	<b>\$520,195</b>
<b>Outstanding Debt</b>	<b>\$186,365</b>	<b>\$2,795</b>	<b>\$189,160</b>

# **ENTERPRISE FUNDS**

**ENTERPRISE FUNDS:**

Enterprise Funds account for operations that provide goods or services to the general public and are supported through user charges.

There is only one Enterprise Fund, the Stormwater Utility Fund, and its number is 402.

# **STORMWATER UTILITY FUND**

## **OVERVIEW:**

**Department:** Public Works (542)

**Fund:** Stormwater Utility Fund (402)

**Responsible Manager:** Ken Courter, Public Works Supervisor

The City is responsible for surface water and storm drainage utilities. The City Council established the Stormwater Utility Fund in 2003 (Ordinance No. 719) in order to account for monies billed and received from property owners, in accordance with the newly established Stormwater Utility.

Revenues for the stormwater utility are derived from the monthly service charge to property owners. The City has entered into an Interlocal Agreement with King County for billing and collection of the fees, which are included in the property tax bills. The City Council increased the monthly charge per Equivalent Residential Unit (ERU) from \$10.00 to \$13.00 in 2009 and to \$16.00 in 2010. An increase of 2% went into effect in January 2016.

The revenues generated from the utility charges are used for construction, repair, and maintenance of the City's surface and storm water drainage system.

## **REVENUE SOURCES:**

This Fund is primarily supported by a utility tax and is also supported by the following sources. Intergovernmental revenues primarily come from Department of Ecology (DOE) grants.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Taxes	\$ 570,800	\$ 576,000	\$576,000	\$ 580,000	\$ 591,000
Intergovernmental	\$ 32,689	\$ 1,304,925	\$ 50,000	\$ 356,250	\$ 349,800
Drainage Review	\$ 6,463	\$ -	\$ 6,000	\$ 5,000	\$ 5,050
Investment Interest	\$ 2,437	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Miscellaneous	\$ 13,000	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 612,389</b>	<b>\$ 1,880,925</b>	<b>\$ 634,000</b>	<b>\$ 943,250</b>	<b>\$ 947,850</b>

## **STAFFING OVERVIEW:**

The Public Works Department staff members are responsible for the repair and maintenance of the City's surface and storm water drainage system. As such, approximately one-half of Public Works Department employee costs are attributed to the Stormwater Utility Fund. Administrative support staff also include finance and the City's engineer.

<b>POSITION TITLE</b>	<b>FTE'S</b>	<b>RANGE MIN</b>	<b>RANGE MAX</b>
Public Works Supervisor	0.50	\$5,565/month	\$7,109/month
Maintenance Worker II	0.50	\$4,021/month	\$5,138/month
Maintenance Worker I	0.50	\$3,194/month	\$4,080/month
Seasonal Labor	-	-	\$3,500/month
Finance Director	0.05	\$7,652/month	\$9,776/month
Accounting Specialist	0.05	\$4,021/month	\$5,138/month
Engineer	0.25	\$5,565/month	\$7,109/month
<b>TOTAL FTE's:</b>	<b>1.85</b>		

## **EXPENDITURES:**

Two projects (Normandy Road LID and Manhattan Village Neighborhood chip seal) planned for 2016 were carried over to 2017.

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Est</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Staffing/FTE's	1	2	2	2.1	2.1
Salaries & Wages	\$ 76,682	\$ 222,026	\$ 200,000	\$ 152,275	\$ 156,550
Personal Benefits	\$ 29,678	\$ 72,287	\$ 72,000	\$ 85,200	\$ 87,900
Supplies	\$ 6,473	\$ 20,100	\$ 20,000	\$ 6,700	\$ 6,900
Services	\$ 59,041	\$ 154,486	\$ 150,000	\$ 111,100	\$ 113,000
Intergovernmental Services	\$ 19,099	\$ 33,005	\$ 32,000	\$ 19,700	\$ 20,400
Capital Outlay	\$ 17,192	\$ 2,361,245	\$ 300,000	\$ 764,290	\$ 401,800
<b>Total</b>	<b>\$ 208,165</b>	<b>\$ 2,863,149</b>	<b>\$ 774,000</b>	<b>\$ 1,139,265</b>	<b>\$ 786,550</b>

### **Intergovernmental Services**

Items in this category include costs associated with NPDS II compliance (\$6,700), Miller Walker stewardship agreement (\$10,781), and storm line inspections (\$2,000).

### **Services**

Items in this category include costs associated with external taxes (\$35,669), storm element of the Comprehensive Plan (50,000), liability insurance (\$6,515), utilities (\$2,700), maintenance (\$8,059), locating service (\$3,711), and miscellaneous services (\$3,568).

## Capital Outlay

Normandy Road LID is funded by grants, real estate excise tax (REET), Metropolitan Park District (MPD), and storm water utility fund. Design and construction for this project is from Department of Ecology (DOE) in the amount of \$356,250 and \$338,040 from Storm Utility Fund, its cost share of the Normandy Road LID total project cost.

2017 Project Description	Phase	Project Cost
Normandy Road LID (\$1,589,659)	Design & Const.	\$ 694,290
Small Works Projects - annual selection performed by crew		\$ 50,000
SWP: Vactoring Contract for 1st Ave and Normandy Terrace		\$ 10,000
SWP: GIS Stormwater system data and video information		\$ 10,000
		<u>\$ 764,290</u>

2018 Project Description	Phase	Project Cost
Normandy Road & 4th Ave Embankment	Design	\$ 152,000
12th Ave SW walker Creek Culvert Replacement	Design	\$ 127,800
SW 186th street & 1st-4th Ave Sidewalk/Drainage/Chipseal	Design	\$ 50,000
Small Works Projects - annual selection performed by crew		\$ 50,000
SWP: Vactoring Contract for 1st Ave and Normandy Terrace		\$ 11,000
SWP: GIS Stormwater system data and video information		\$ 11,000
		<u>\$ 401,800</u>

## FUND BALANCE SUMMARY:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 1,542,239	\$ 1,959,463	\$ 1,959,463	\$ 1,819,463	\$ 1,623,449
Add: Revenue	\$ 625,389	\$ 1,880,925	\$ 634,000	\$ 943,250	\$ 947,850
Add: Op. Trans In	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Expenditures	\$ 208,165	\$ 2,863,149	\$ 774,000	\$ 1,139,264	\$ 786,550
<b>End Fund Bal. Dec. 31</b>	<b>\$ 1,959,463</b>	<b>\$ 977,239</b>	<b>\$ 1,819,463</b>	<b>\$ 1,623,449</b>	<b>\$ 1,784,749</b>

# TRUST FUNDS

**TRUST FUNDS:**

Trust Funds account for funds received by the City as endowments or trusts for specific purposes such as stewardship, perpetual maintenance of property, or to support programs specifically designated by the source of the funds. Trust Funds can only be used for the specific purpose for which the Funds are designated.

# **TRUST FUNDS OVERVIEW**

## **THE TRUST FUNDS ARE DESCRIBED AS FOLLOWS:**

T.A. Wilson Endowed Fund (621): Originally provided by its owners, this Fund is used to provide long-term maintenance of the Grace M. & T.A. Wilson Park.

Beaconsfield Nearshore On The Sound Stewardship Fund (623): Recently established by the City Council in 2012, this Fund is designed to pay for the maintenance and environmental efforts of the City in the Beaconsfield Plat.

# **T.A. WILSON ENDOWED FUND**

## **OVERVIEW:**

**Department:** Finance (514)  
**Fund:** T.A. Wilson Endowed Fund (621)  
**Responsible Manager:** Jennifer Ferrer-Santa Ines, Finance Director

The Wilson Endowed Fund was established by the City Council in 2001 with the adoption of Ordinance No. 684. The purpose of the fund is to provide a long-term funding mechanism to maintain the Grace M. and T.A. Wilson Park, which is located at S.W. 171<sup>st</sup> Street and 2<sup>nd</sup> Avenue S.W.

## **MAJOR BUDGETARY CHANGES:**

No major budgetary changes are anticipated for this Fund.

## **REVENUE SOURCES:**

Besides the Fund's remaining balances each year, only interest supports it:

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Investment Interest	\$99	\$0	\$50	\$50	\$50
<b>Total:</b>	<b>\$99</b>	<b>\$0</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>

## **STAFFING OVERVIEW:**

No staffing allocations have been made to this Fund.

## **EXPENDITURES:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Staffing/FTE's	-	-	-	-	-
Supplies	\$ 31	\$ -	\$ -	\$ 40	\$ 40
Services	\$ 1,746	\$ 3,400	\$ 3,400	\$ 1,800	\$ 1,850
<b>Total</b>	<b>\$ 1,777</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 1,840</b>	<b>\$ 1,890</b>

## **Services**

Items in this category include costs associated with maintenance of the park (\$1,800).

**FUND BALANCE SUMMARY:**

Description	2015 Actual	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 70,316	\$ 68,638	\$ 65,238	\$ 61,888	\$ 60,138
Add: Revenue	\$ 99	\$ -	\$ 50	\$ 50	\$ 50
Less: Expenditures	\$ 1,777	\$ 3,400	\$ 3,400	\$ 1,800	\$ 1,850
<b>End Fund Bal. Dec. 31</b>	<b>\$ 68,638</b>	<b>\$ 65,238</b>	<b>\$ 61,888</b>	<b>\$ 60,138</b>	<b>\$ 58,338</b>

# BEACONSFIELD NEARSHORE ON THE SOUND STEWARDSHIP FUND

## OVERVIEW:

Department: Recreation & Community Services (574)

Fund: Beaconsfield Nearshore On The Sound Stewardship Fund (623)

Responsible Manager: Amanda León, Parks Director

The Beaconsfield Nearshore On The Sound Stewardship Fund was established by the City Council on September 11, 2012 with the adoption of Ordinance No. 873. The purpose of the Fund is to account for all donations/contributions to the City of Normandy Park's restoration and preservation activities in the Beaconsfield Plat. The Fund will be used to pay for invasive shrubbery removal, maintenance, and other contracted services.

## **MAJOR BUDGETARY CHANGES:**

This Fund was established in 2012, but no contracting activities have been planned for the next two years.

## **REVENUE SOURCES:**

There is no support for this Fund at this point in time. However, as donations and contributions are received, the Fund will receive revenue from investment interest.

## **STAFFING OVERVIEW:**

No staffing allocations have been made to this Fund.

## **EXPENDITURES:**

No expenditures for this Fund have occurred or are currently planned for the next two years.

## **FUND BALANCE SUMMARY:**

Description	2015 Budget	2016 Budget	2016 Est	2017 Budget	2018 Budget
Beg. Fund Bal. Jan. 1	\$ 47,537	\$ 47,604	\$ 47,604	\$ 47,604	\$ 47,654
Add: Revenue	\$ 67	\$ 67	\$ -	\$ 50	\$ 50
Add: Op. Trans In	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>End Fund Bal. Dec. 31</b>	<b>\$ 47,604</b>	<b>\$ 47,671</b>	<b>\$ 47,604</b>	<b>\$ 47,654</b>	<b>\$ 47,704</b>

# **APPENDIX**

## **HISTORY OF NORMANDY PARK**

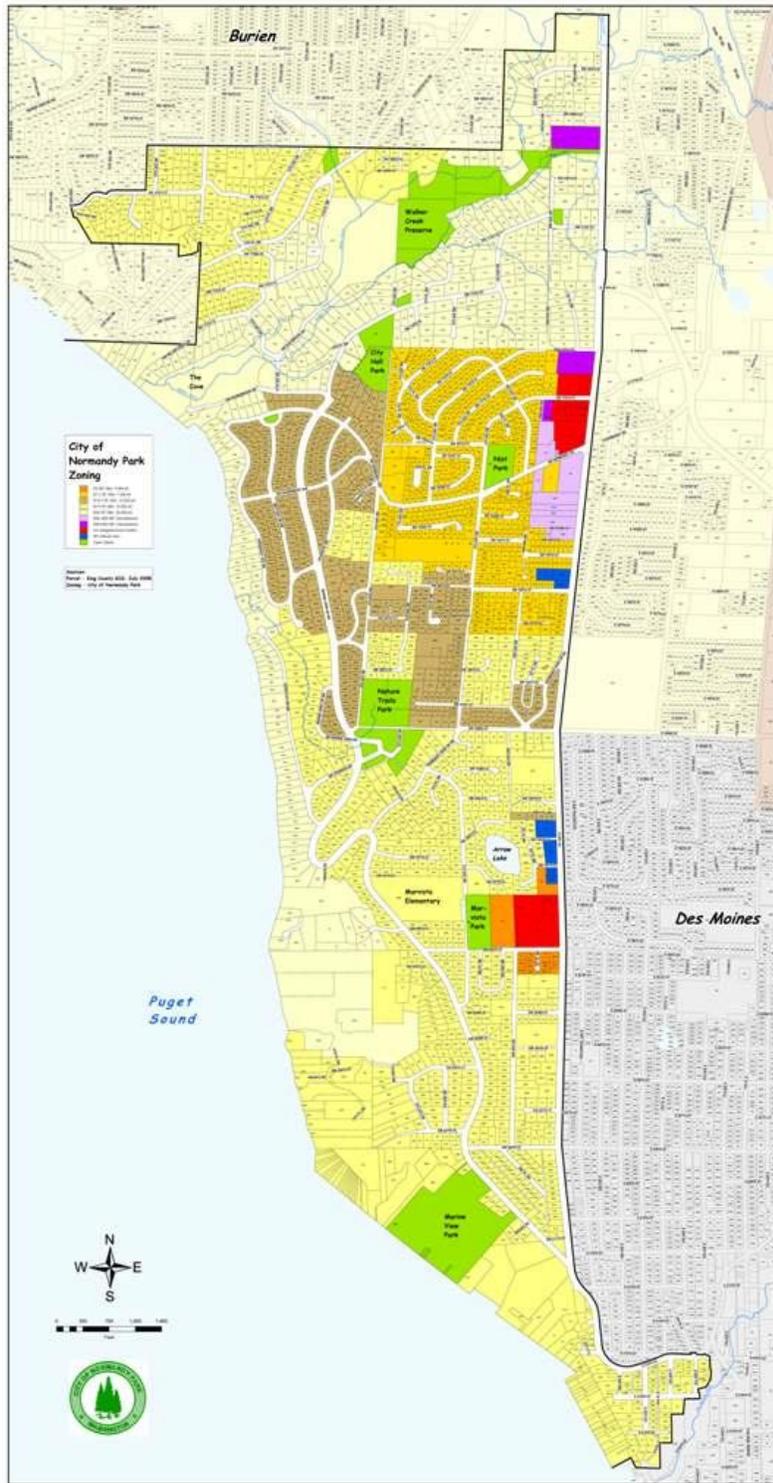
The Seattle-Tacoma Land Company was organized in the mid-1920's for the purpose of developing 1,200 acres of land on the shores of Puget Sound between Seattle and Tacoma. The development was to be known as Normandy Park, a planned residential community with strict building codes and numerous restrictions. It was to be a community of distinctive architecture in the French Normandy Style and there was to be a yacht club, two community beaches, and a golf course.

By 1929, the entire area had been platted. Good gravel roads were built and a water system installed that was fed from deep wells in the area. An elegant clubhouse was built on what is now known as "Lot A" and promotional efforts such as free refreshments and band concerts were offered there to promote Normandy Park. Building started with a distinctive brick house on Lot 1, Block 20, built by C.S. Hughett. This house was considered to be the first built according to the plans of the developers. The house is located at 17999 Normandy Terrace Southwest. A few other houses in the French Normandy style were built soon after, as well as two Prudence Penny Budget houses.

The depression brought a halt to all development activities in Normandy Park. The Seattle-Tacoma Land Company "abandoned" the project. The clubhouse was sold to the late Ben Tipp in 1934 and much of the property passed into private hands.

In the late 1940's and early 1950's, Normandy Park was discovered, and within a few years, many fine homes were built. In a short time, it became a vigorous community, so much so that the residents decided to incorporate the area into the City of Normandy Park in order to control their own destinies. As a result, the City of Normandy Park was incorporated on June 8, 1953. A City government was organized consisting of seven elected Councilmembers, one of whom is elected Mayor by the Councilmembers and serves as chair of the Council. They serve unsalaried by choice.

# MAP OF NORMANDY PARK



# **POPULATION OF NORMANDY PARK**

<b>YEAR</b>	<b>POPULATION</b>	<b>%CHANGE</b>
1990	6,620	-
1991	6,730	1.7%
1992	6,860	1.9%
1993	6,890	0.4%
1994	6,900	0.1%
1995	6,935	0.5%
1996	7,095	2.3%
1997	7,122	0.4%
1998	7,135	0.2%
1999	7,085	-0.7%
2000	6,392	-9.8%
2001	6,405	0.2%
2002	6,395	-0.2%
2003	6,345	-0.8%
2004	6,400	0.9%
2005	6,385	-0.2%
2006	6,415	0.5%
2007	6,435	0.3%
2008	6,425	-0.2%
2009	6,485	0.9%
2010	6,335	-2.3%
2011	6,345	0.2%
2012	6,350	0.1%
2013	6,350	0.0%
2014	6,375	0.4%
2015	6,400	0.4%
2016	6,450	0.8%

# **PARKS IN NORMANDY PARK**

## **SUMMARY:**

The City currently has six major parks and ten smaller parks and open areas.

## **LISTING OF MAJOR PARKS:**

**Marine View Park:** Located at 208<sup>th</sup> and Marine View Drive and 28 acres in size, this park consists of heavily wooded bluffs and ravines and contains the City's only public saltwater beach.

**Nature Trails Park:** Located East of Marine View Drive between SW 191<sup>st</sup> and Channon Drive, this park is a 19-acre environmentally sensitive wetland park designed for walking, jogging, nature study, and bicycling.

**City Hall Park:** Located at 801 SW 174<sup>th</sup> Street and almost eight acres in size, this park includes soccer fields, playground equipment, and a jogging trail around its perimeter.

**Marvista Park:** A five-acre park located at the former City Hall site at 4<sup>th</sup> Avenue between SW 200<sup>th</sup> and SW 198<sup>th</sup>, this park is a grassy area and has a community garden patch, a community rose garden, and children's play equipment.

**E.J. Nist Park:** Located north of Normandy Road between 3<sup>rd</sup> Avenue S.W. and 4<sup>th</sup> Avenue S.W., this park was donated to the City in 2000. This property is 5.2 acres and Phase 1 improvements were completed in 2010, including an access road, paved parking lot, trails, and a plaza.

**Walker Preserve:** A 30-acre greenbelt that extends east and west through a long area of northeast Normandy Park, it contains native woodlands with a creek and high bluffs on either side while a walking trail runs through the preserve.

**Grace N. & T.A. Wilson Park:** Located right on the way to City Hall, this park was gifted to the City and is maintained by the T.A. Wilson Endowed Fund. Approximately 1.5 acres in size, it has picnic areas, benches, and a wide-open grassy area with a few trees in the middle for shade.

**Brittany Park:** Adorned with a giant, historic fountain elevated off the ground and surrounded by benches and decorative landscaping, this is the smallest yet oldest park in the City (c.1928).

<b>NAME OF PARK</b>	<b>ACRES</b>
Marine View Park	28.0
Nature Trails Park	19.0
City Hall Park	8.0
Marvista Park	5.0
E.J. Nist Park	5.2
Walker Preserve	30.0
Grace N. & T.A. Wilson Park	1.5
Brittany Park	0.3
<b>Total:</b>	<b>97.0</b>

## **MILES OF STREET IN NORMANDY PARK**

<b>TYPE OF ROAD</b>	<b>MILES</b>
Asphalt Road	26.8
Gravel Roads	0.5
Dirt/Unimproved Roads	0.5
Bituminous Surface Roads	3.5
<b>Total Miles:</b>	<b>31.3</b>

# POLICE STATISTICS

	2009	2010	2011	2012	2013	2014	2015	2016 EST	2017 EST	2018 EST
Calls for Service	1,974	2,089	2,533	2,770	3,150	2,527	2,711	2,200	2,400	2,400
Other Major Reports	509	574	696	737	633	646	730	660	650	650
Homicides	-	-	-	-	-	1	-	-	-	-
Thefts	89	125	137	-	95	161	174	172	170	170
Burglaries	48	43	52	-	40	42	34	30	35	35
Robbery	-	-	1	2	2	1	2	1	1	1
Malicious Mischief	39	38	63	63	55	61	49	48	50	50
Assaults	17	20	27	-	18	22	26	20	25	25
Misdemeanor Arrests	134	81	127	73	98	163	97	176	140	140
Felony Arrests	17	9	29	19	31	17	33	32	30	30
Warrant Arrests	57	62	83	64	90	82	75	88	80	80
Total Arrests	208	152	239	156	219	262	205	296	250	250

# **GLOSSARY**

**ASSESSED VALUATION (AV):** A valuation set upon real estate or other property by a government as a basis for levying taxes. For Normandy Park, the King County Assessor handles this function.

**APPROPRIATION:** A legal authorization granted by a legislative body (the City Council) to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Appropriations are generally made for a one-year period for operational purposes, but can be multi-year appropriations when capital projects or other special projects are involved. Multi-year appropriation authority remains in effect until the amount appropriated has been totally expended or until the fund, program, or project is closed because its assigned purpose has been changed or accomplished.

**APPROPRIATION ORDINANCE:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**BUDGET:** A financial plan consisting of proposed expenditures for a period of time, generally one year or a fiscal year, and the proposed revenue sources of financing the expenditures.

**BUDGETING, ACCOUNTING, AND REPORTING SYSTEM (“B.A.R.S”):** The State of Washington prescribed manual for which compliance is required of all governmental entities in the State of Washington.

**BUDGET AMENDMENT:** A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures/expenses at the fund level by Ordinance. The City Manager is authorized to make budget amendments between organizations of the same fund, as long as there is no increase to the total budget for that fund.

**BUDGET CALENDAR:** The schedule of important dates the City follows in the preparation and adoption of the budget.

**CABLE TV FEES:** The City collects a 5% franchise fee for administrative services provided by the City. This fee is collected by the cable company and is remitted to the City quarterly.

**CAPITAL IMPROVEMENT PLAN (“CIP”):** A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAY:** Expenditures which result in the acquisition of or addition to fixed assets.

**CASH BASIS:** The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid. The City uses the cash basis of accounting and budgeting for all of its funds due to its size.

**CONTINGENCY:** A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists. The City currently utilizes no contingency funds with the exception of City Council recommended minimum fund/cash balances.

**COUNCILMANIC BONDS:** This refers to bonds issued with the approval of the City Council versus those approved by the voters. Councilmanic bonds must not exceed 1.5% of the City's assessed valuation.

**DEBT SERVICE:** Payment of interest and repayment of principal to holders of the City's debt instruments.

**EQUIPMENT RESERVE & REPLACEMENT FUND ("ERR Fund"):** The City has established an Equipment Reserve and Replacement Fund for the purpose of funding equipment that is fully depreciated and worn out. This Fund is paid for by operating transfers from the General Fund and the sale of surplus equipment.

**ENTERPRISE FUND:** The City has one enterprise fund, "Storm Water Utility", Fund 402. This fund accounts for operations that are normally financed and operated in a manner similar to private business enterprise. User fees provide funding for goods and services provided.

**EXPENDITURES/EXPENSES:** When accounting records are maintained on the cash basis, as they are for all funds of the City, expenditures/expenses are recognized when cash payments for purchases are made.

**FISCAL YEAR:** A twelve (12) month period to which the annual operating budget applies, at the end of which a government determines its financial position and results of its operations. The City's fiscal year is from January 1<sup>st</sup> through December 31<sup>st</sup>.

**FULL-TIME EQUIVALENTS ("FTE'S"):** The budget document reflects staffing in FTE's. FTE's are a measure of full-time positions. One FTE is forty (40) hours per week and two-thousand-eighty (2,080) hours per year. For example, two positions working regular schedules but on a half time basis (20 hours per week) would be equivalent to one FTE.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE:** The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit. For the City, fund balance is equivalent to all available cash balances because the City is on the cash basis of accounting rather than the standard modified-accrual basis or the accrual basis. This method of accounting is prescribed by the State Auditor's Office for cities with populations of 8,000 or less.

**GENERAL OBLIGATION ("G.O.") BONDS:** Bonds for which the full faith and credit of the issuing government are pledged for the payment of the debt principal and interest.

**INTERGOVERNMENTAL SERVICES:** Services purchased from other government agencies. (This category includes all object codes in the 51-XX series). The City contracts for numerous intergovernmental services including Port of Seattle for dispatching services, the City of Burien for building/ inspections and plans examination, and the City of Des Moines for operation of the municipal court.

**MPD:** Metropolitan Park District, a separate taxing authority with an interlocal agreement with the City for services.

**OBJECT CODE:** Used in expenditure classifications and is the last four digits of the BARS account number. This term applies to the type of item purchased or the services obtained. Examples include supplies, professional services, intergovernmental services, and capital outlay.

**OPERATING PLAN:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending, and service delivery activities of a government are controlled.

**OPERATING TRANSFER:** Transfers of money from one City accounting fund to another City accounting fund. Example, the City transfers funds from the General Fund (001) to the Debt Service Fund (202) to pay the general obligation bond debt principal and interest.

**ORDINANCE:** A City law adopted by the City Council. Ordinance summaries are posted as legal notices in the City's official newspaper and full copies of an ordinance text may be requested. The budget is adopted by an ordinance.

**PEA PATCH RENTALS:** The City annually rents sections of a "community" garden at Marvista Park to residents who want to plant a garden. The rental fees cover the cost for the time Public Works Department spends preparing the soil, providing the water, and staking off the garden sections.

**PROGRAM:** A group of similar or related services or activities having a common purpose.

**RESERVE:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

**RESOLUTION:** A document passed by the City Council and is less formal than an ordinance. A resolution generally represents the opinion of the majority of the City Council or specifies a certain action, recommendation, or policy they would like to be taken or implemented by City administration or other entities.

**RESOURCES:** Total dollars available for appropriation including estimated revenues, fund transfers, and beginning fund balances.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings less accumulated expenses of an enterprise fund like the City's Stormwater Utility Fund.

**REVENUE ESTIMATE:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a fiscal year.

**SERVICES:** This category includes items received by professionals and involve people, not the purchase of goods or other tangibles.

**SUPPLIES:** Items used to deliver services, such as office, operating, books, maps, and other minor items not classified as equipment.

**USER FEES:** The payment of a fee for direct receipt of public service by the person directly benefiting from the service. Examples include building permit fees, engineering fees, or recreation class fees.



This page intentionally left blank.