



2011 – 2012 Operating and Capital Budget

City of Normandy Park
Washington



City Hall
801 S.W. 174th Street
Normandy Park, WA 98166
www.normandyparkwa.gov

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

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INTRODUCTION



November 30, 2010

Honorable Mayor and Councilmembers
City of Normandy Park, Washington

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, natural resources, and to maintain and develop the City's facilities and infrastructure. The 2011-2012 budget is intended to provide the resources necessary for an appropriate and responsible level of local government services. Those of us entrusted with the responsibility of managing the public's funds are confident the 2011-2012 budget appropriately balances the needs and expectations of the taxpayers with available resources. Through our commitment to providing the highest quality municipal services at reasonable costs, it is my privilege to present to you the 2011-2012 Biennial Budget.

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, we are now faced with minimal reserve funds and a substantial number of serious infrastructure repair and maintenance needs, which become more costly each year. Development activity during 2006 – 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 to the 2009 – 2010 Budget as well as the 2011 – 2012 Budget.

Significant changes or issues from 2009-2010 to 2011-2012 have been identified in this budget message. Specifically, information is provided on the budget in relation to the City Council's adopted 2011-2012 Budget Goals and Priorities; the City Council Finance Committee's original budget directives; the process used in constructing the 2011-2012 Budget; adoption of the budget by the City Council; summary of the major operating funds of the City; capital projects; personnel proposals; and the City's financial condition.

City Council 2011-2012 Budget Goals and Priorities (adopted 5/27/2008)

- Develop a strong economy and stimulate growth in the city.
 - Retain and support existing local businesses.
 - Revitalize a city center.
 - Streamline the permitting process.
 - Seek funding for all phases of 1st Avenue South improvements.
- Provide the highest quality municipal services at reasonable costs.
 - Ensure the fees charged for services and programs are reasonable.
 - Equitably distribute duties and workload amongst employees.
 - Provide friendly, professional and responsive customer service.
 - Identify options and conduct a feasibility analysis for facilities (City Hall, Recreation Center and Public Works Shop).
- Provide diverse recreational opportunities.
 - Maintain parks, trails and open spaces.
 - Offer summer camps and other recreational events to enrich the lives of citizens of all ages.
 - Inventory and locate boundaries of City unopened trails.

- Provide safe neighborhoods for the residents and community.
 - Code enforcement efforts focused on enhancing public safety and preservation of attractive neighborhoods.
 - Community policing efforts to involve, educate and create partnerships between law enforcement and citizens.
 - Priority response on emergency calls.
 - Heighten emergency preparedness to “Create a Disaster Resilient Community”.
 - Ensure environmental protection through education, appropriate regulation, enforcement and stewardship.
 - Create a database inventory of all used and unused City-owned properties.
- Improve the City’s financial stability.
 - Discontinue reliance on fund reserves. Maintain a Restricted General Fund Reserve balance of not less than \$1.1 million.
 - Increase revenues through aggressively pursuing new revenue opportunities.
 - Decrease unnecessary expenditures.

The 2011-2012 budget results in a reduction to current service levels and is balanced by use of approximately \$55,000 from fund balances for 2011. In 2012, total expenditures will be \$75,000 less than total revenues. The budget includes an increase of \$7,423 or 0.5 percent, in the regular property tax levy for 2011, plus \$7,000 in property taxes resulting from new construction.

The 2011-2012 budget includes funding to complete capital projects identified in the Capital Improvement Plan (CIP), which is funded entirely by Real Estate Excise Taxes (REET) and/or grants from other agencies.

ORGANIZATION OF THE BUDGET

The budget document is organized to focus on financial data at a meaningful level of summary and detail while explaining City operations and policies. The 2011-2012 Budget document first presents a number of schedules including a summary of all funds with a comparison to the previous biennium. The next section of the budget provides more detailed information regarding revenues and expenditures of each fund and department.

Specific presentation requirements for the budget are prescribed by State law. For example, the revenue section must provide comparative information for each fund, including the actual receipts for the last completed fiscal period, the estimated receipts for the current fiscal period, and the estimated receipts for the ensuing year. Similar requirements exist for the expenditure section of the budget.

PROCESS

The 2011-2012 Budget process began in May 2010, with the completion of the 2009 Year End Financial Statements. In July, the Department Managers were provided with 2011-2012 budget targets and the City Council’s adopted goals and priorities. Department Managers were then asked to begin preparing budget requests to be submitted for City Manager consideration in August. Department Managers began meeting with the Finance Director and City Manager in August to review departmental budget requests and discuss any requested increases related to new projects or level of service increases. The draft preliminary budget, as requested by each of the City’s Department Managers, was compiled and submitted to the City Manager for review in August.

During August and early September, the City Manager and Finance Director worked with the department managers and the City Council Finance Committee to refine and, in many cases, reduce expenditure requests for the budget in recognition of Council adopted goals and priorities as well as service demands. A majority of the budget discussions focused on the City’s General Fund and its dependent funds, namely the Street Fund, Arts Commission Fund and Equipment Replacement Fund. The preliminary expenditure budget for the General Fund is approximately \$870,000 below projected revenues, over the total 2011-2012 biennial period. Discounting proposed contributions from the General Fund, the Street Fund preliminary expenditure budget exceeded projected revenues for the two years by approximately \$348,000, while the Equipment Replacement Fund expenditures exceeded the anticipated revenues by approximately \$25,000.

Adoption of the Budget by Council

The 2011-2012 Preliminary Budget was reviewed and revised by the Council Finance Committee in November and then submitted to the full City Council in December 2010. The City Council held a public hearing on the 2011 Property Tax levy on November 9, 2010, during which a presentation was made by the City Manager on 2010 revenues, 2011-2012 revenue estimates. The City Council held a second public hearing on the proposed budget on December 14. Based on comments during the public hearings and budget meetings, the Council adopting the City Manager's proposed budget with modifications. The City Council adopted the final budget on December 14, 2010.

MAJOR FUNDS

The 2011-2012 Budget is balanced in all funds and totals \$7,918,068 for 2011 and \$7,093,883 for 2012. These figures include anticipated ending fund balances. The budget has a number of components including the General Fund, Special Revenue Funds, the Debt Service Fund, Capital Project Funds and Agency Funds. The funds of most significance are the General Fund, Street Fund, Capital Improvement Funds and the Stormwater Utility Fund.

Operating Funds

The City's Operating Funds consist of the General Fund, Street Fund, Equipment Replacement Fund and the Arts Commission Fund. In 2011, operating fund revenues are projected to increase by \$725,000 and operating fund expenditures will increase by \$65,500. These increases are primarily the result of grants and the Normandy Park Metropolitan Parks District. In 2012, operating fund revenues are projected to remain stable and expenditures will increase by \$150,000.

The City's General Fund, which supports the majority of municipal operating services, includes revenue of \$4,280,000 and expenditures of \$3,799,000 for 2011. In 2012, the anticipated revenue for this fund is \$4,274,000, while the expenditures are \$3,935,000.

The General Fund revenues include an increase in the property tax levy of approximately 1% in 2011 and again in 2012. This includes an increase based on the one percent statutory limit, plus credit for new construction of approximately 0.5% more.

The 2011-2012 General Fund budget includes one-time revenues, which typically come in the form of grants or development revenues. The City has received two grants total \$149,000 for the Manhattan Village Sub-area Plan.

Notable expenditures, budget cuts, extraordinary one-time expenditures or new programs, included in the 2011 – 2012 General Fund Budget are:

- Two full-time positions have been cut from the 2011 – 2012 position. Effective January 1, 2011, the Deputy City Clerk position and one of the two Planner positions will be terminated indefinitely. This change will result in savings of approximately \$125,000 annually.
- Delay hiring of one vacant Police Officer position until January 1, 2012. This results in a savings of approximately \$80,000 in 2011.
- Reduced spending by all departments to essentials only.
- Non-represented employees will not receive cost-of-living adjustments or step increases in 2011 or 2012.
- Change in employee health insurance plan from a no-deductible plan to a \$250/person deductible plan. This change results in a savings of approximately \$25,000 in 2011.
- Effective January 1, 2011, employees will begin contributing 5% of premium cost for spouses and dependants covered under employee health insurance plan.
- Increased park maintenance budget \$100,000 annually as a result of the Normandy Park Metropolitan Parks District. Also increased Recreation Center budget by \$10,000 annually.

- Established Park Improvement Fund, which will be used for future park improvements. Contribution to Park Improvement Fund is a portion of the Normandy Park Metropolitan Parks District property tax levy. In 2011, the contribution is \$50,000. In 2012, the contribution is \$330,000.

The 2011 General Fund Budget includes \$4,041,700 of on-going or recurring revenue compared to \$4,008,786 of on-going expenses. In 2012, the anticipated revenue for this fund is \$4,200,000, while the expenditures are \$4,400,000. The revenue equals approximately 101% of the expenditures in 2011 and 95% of the expenditures in 2012. Operating transfers from the General Fund to balance the other Operating Funds is made up by the use of reserves and prior year surplus.

The Street Fund and Equipment Replacement Fund contain the major remaining operating revenue and expenditures. Neither the Street Fund nor the Equipment Replacement Fund generates sufficient revenues to support its current expenses so the budget includes a transfer of \$155,000 from the General Fund to the Street Fund for 2011 and 2012 as well as \$25,000 from the General Fund to the Equipment Replacement Fund for 2012. The Street Fund includes revenues (excluding the transfer from the General Fund) of \$150,000 in both 2011 and in 2012 with \$324,000 in 2011 expenditures and \$329,000 in 2012 expenditures.

The Equipment Replacement Fund includes less than \$1,000 in revenue each year, excluding the transfers from the General Fund. When added to existing fund balance, this offsets the \$27,000 in expenditures for 2011 and the \$33,500 expenditure for 2012. This fund is projected to end 2012 with a fund balance of \$1,355. The 2011 – 2012 Budget does not contain sufficient revenues to continue the recommended policy for the Equipment Replacement Fund to include annual contributions equivalent to the depreciation cost of equipment (\$5,000 value and greater) on a straight-line basis over the life of the equipment. This approach ensures available funding in the future for replacement of existing equipment and vehicles.

Capital Funds

The total Capital Improvement Program (CIP) for 2011 is \$854,325, and is \$154,150 for 2012. The CIP includes capital projects such as buildings, land acquisition, park facilities, street projects, and sidewalk improvements. All of the capital improvement activity within the CIP and within the 2011-2012 Budget is funded through contributions from the Real Estate Excise Tax (REET) and attainment of grants.

Prior to 2007, the City maintained two separate Capital Improvement Funds. In 2007, the two funds were consolidated into one Capital Improvement Fund for more efficient budgeting and tracking. In 2011, a separate Parks Improvement Fund has been created to track park improvements, which will be funded from revenues generated by the Normandy Park Metropolitan Parks District.

The following table summarizes the revenue and expenditure data for the City’s Capital Improvement Fund within the 2011-2012 Budget.

Capital Improvements Fund

2011 Beginning Fund Balance	\$130,215	
Revenue		
Real Estate Excise Tax	\$120,000	
Federal & State Grants	\$700,000	
Local Grants	-	
Investment Interest	-	
Total Sources	\$950,215	

Expenditures		
Public Works Trust Fund Loan Payment		\$39,325
1 st Avenue S, Phase 3 Design		\$700,000
Transfer Out – LTGO Grant Bond		\$115,000
Total Uses		\$854,325
2011 Ending Fund Balance	\$245,890	

2012 Beginning Fund Balance	\$245,890	
Revenue		
Real Estate Excise Tax	\$150,000	
Federal & State Grants	-	
Local Grants	-	
Investment Interest	-	
Total Sources	\$396,890	
Expenditures		
Public Works Trust Fund Loan Payment		\$39,150
Transfer Out – LTGO Grant Bond		\$115,000
Total Uses		\$154,150
2012 Ending Fund Balance	\$241,740	

Stormwater Utility Fund

The City Council established the Stormwater Utility and Stormwater Fund in 2003. In recognition of the City's aging surface water system, the City began to collect user fees from residences and businesses in 2004. The fees collected are used to offset infrastructure replacement and maintenance costs associated with the system. The anticipated revenue, based on the monthly Equivalent Residential Unit (ERU) rate of \$16.00, is approximately \$540,000 annually.

The Stormwater Utility Fund Budget changes for 2011 include a \$5,000 decrease for supplies, an increase of \$4,000 for equipment rental, an increase of \$19,000 for miscellaneous services and \$440,000 in storm drainage improvements throughout the city. In addition, the 2011 budget includes funding for purchase of a new backhoe, which will replace the old backhoe that frequently breaks down requiring significant repair expenses. The Street Fund and General Fund (Parks) will be charged an hourly rate when the backhoe is used for street and parks maintenance to reimburse the Stormwater Utility Fund over time. In 2012, expenditures decrease by \$390,000, which is attributable to a reduction in equipment purchase costs and a reduction in storm drainage improvements.

PERSONNEL

As previously noted, two positions have been terminated in the 2011-2012 budget and a third position will be left vacant until January 2012. In addition, four Public Works staff positions will not be filled in 2011 – 2012. The 2011 – 2012 Budget decreases the number of FTEs from 36 to 30.

OUR FINANCIAL CONDITION

The City's current financial condition has declined significantly during the 2009 – 2010 biennium. In 2009, actual General Fund revenues fell short of the 2007 budget projections by \$680,000. 2010 General Fund revenues are estimated to fall short of the budget projections by approximately 24% or \$1,130,000 based on 2010 3rd Quarter actuals. 2009 General Fund actual expenditures were \$786,000 under the 2009 General Fund budgeted expenditures, which resulted in the December 31, 2009 General Fund Ending Balance of \$918,494 or \$221,000 less than budgeted. 2010 General Fund actual expenditures are estimated to fall below the 2010 General Fund budgeted expenditures by approximately \$882,000. As a result, the estimated December 31, 2010 General Fund Ending Balance is \$483,400 compared to an adopted Ending Fund Balance of \$1,140,000. In short, the General Fund is estimated to close 2010 with a fund balance of approximately \$650,000 less than the adopted 2009 – 2010 Budget.

The City's annual operating revenues are approximately \$4,400,000. Prudent financial practices suggest reserve funds equivalent to not less than three months of operating revenues or, approximately one-fourth of the annual operating revenues. Based on this recommendation, a General Fund Restricted Reserve of \$1,100,000 is the desired amount. The 2011 – 2012 Budget is not projected to achieve the desired General Fund Restricted Reserve, but future General Fund surplus can be used to increase the Restricted Reserve balance or budgeted for one-time expenditures in future year budgets. This practice will help to improve the City's financial stability in the future.

Typically, property taxes are the single largest source of revenues received by the City each year. In 2011 and 2012, property taxes will provide approximately thirty-four percent of the City's total revenues. Other taxes, licenses and permit revenues will provide another twenty-eight percent of the total annual revenues. The City's dependence on three primary revenue sources, property tax, sales and other tax and permit fees, has become much more of a concern after the voter-approved property tax levy limitation (Initiative No. 747). In addition to Normandy Park Metropolitan Parks District revenue included in the 2011 – 2012 Budget, the City's financial stability will depend on continued efforts to consider new alternatives for increasing and diversifying the City's revenue sources. Specifically, increasing the sales and use taxes generated from local commercial and retail businesses.

CITY SERVICES

The 2011 – 2012 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.

Public safety services require approximately 47% of the financial resources of the City. In 2011, the provision of law enforcement services by the **Police Department** accounts for approximately 46% of the General Fund expenditures or \$1.89 million. The Police Department budget provides for patrol and response 24 hours a day, 365 days per year, investigation, public education and community services that are not necessarily provided in all communities. The Police Department is also responsible for implementation and coordination of the Comprehensive Emergency Management Plan.

In 2011 – 2012, the **Police Department** will have an authorized staffing level of 12 sworn personnel, one Community Service Officer and two civilian staff. All sworn personnel, except the Police Chief and Assistant Police Chief, are involved in patrol and respond to calls on a regular basis. The Police Chief and Assistant Police Chief primarily serve as departmental managers, but frequently support patrol and investigation activities.

In 2007, the **Public Works Department** staffing level was increased to the 2003 level staffing of five full-time employees. A full-time Public Works Director was added in 2008 and engineering consulting costs were reduced to offset the costs of the new position. The 2009 – 2010 Budget increased authorized staffing by three additional full-time maintenance employees, but due to budget constraints the positions have not been filled. In addition, a fourth Maintenance Worker position has remained vacant since 2009. The 2011 – 2012 Budget does not provide funding to fill the four vacant Maintenance Worker positions. The department is responsible for park, street, stormwater, public facilities and public area maintenance throughout Normandy Park. The Public Works Director oversees the day-to-day activities of the Public Works Department as well as aspects of development review, capital improvement planning and construction, and transportation issues. He works closely with the Community Development Department and provides direction to consulting engineers in the execution of approved projects and activities prescribed through the City's Comprehensive Plan.

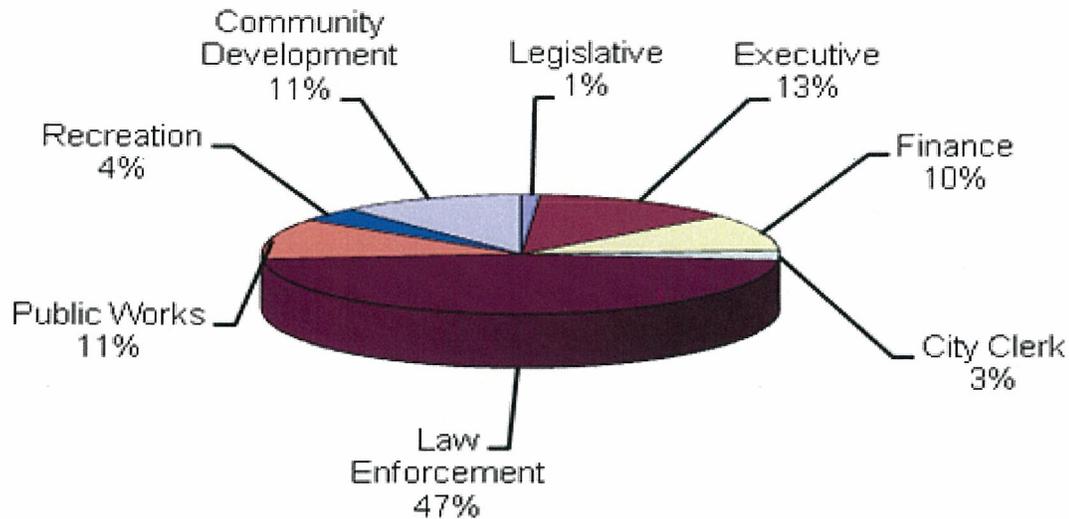
The **Community Development Department** provides long-range planning and land use permit services for the City, as well as building services, which include development review, permitting, and inspection services. The 2011-2012 Budget includes funding for two full-time employees. In mid-2010, the Community Development Director position was replaced with a Planner position. However, the City's current financial situation requires the Planner position to be eliminated effective January 1, 2011. If construction and permit activity increases during the 2011 – 2012 biennium, it may be necessary to hire an additional staff person to keep up with the workload.

Prior to 2010, the **Recreation Department** was managed by a full-time Recreation Coordinator and a number of part-time, contract and seasonal staff, charged with carrying out all of the City's recreation and community service programs. The Recreation Coordinator position was terminated on January 1, 2010 due to budget constraints. Duties of the Recreation Coordinator were spread amongst other City staff, including the City Clerk, Deputy City Clerk, Finance Director and Assistant to the City Manager. The City operates a very successful preschool, which consistently gets high marks from the community. The City provides a very well-used Recreation Center in the north building annex of City Hall, where on-going, indoor, family recreational activities of all types regularly take place. This department also oversees a successful contract for Senior Services with the City of Des Moines.

The **Legislative, Executive, Finance Department and City Clerk's Office** provide the remainder of City services, including support for the activities of the City Council and general administration of all City functions and departments.

The City staff involved in this group include the City Manager, Assistant to the City Manager, City Clerk, Deputy City Clerk, Finance Director and Accounting Specialist. The Executive Department oversees all City departments and functions, provides human resources services, manages the City's web site and other communications. The City Attorney contracts are funded through this budget. The Finance Department is responsible for accounting, reporting and payroll. The City Clerk's Office is responsible for information systems, all public notices, agenda coordination, reception services, City office and operating supplies, and records management.

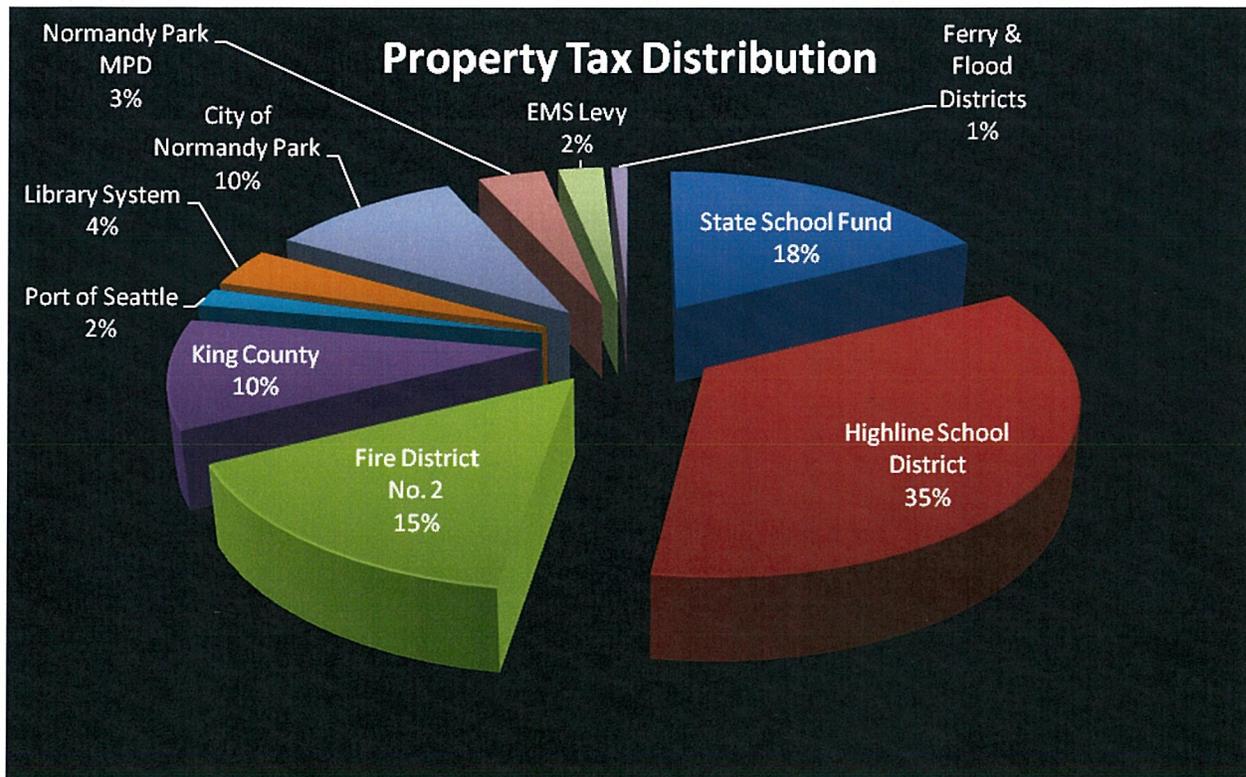
2011 - 2012 Expenditures by Department



Property Tax Levy and City Tax Rate

The property tax levy required to support the services and programs for 2011 is \$1,456,738. The property tax levy is an increase of \$14,000 over the 2010 levy. This levy increase includes the 1% allowable adjustment of \$13,900 and an additional \$16,000 property tax generated by new construction. The 2011 City of Normandy Park property tax rate is estimated to be \$1.22 per \$1,000 assessed valuation. The property tax rate is one of two key elements that determine how much property tax an individual property will pay in any given year. The second key element is the assessed valuation of the property, which is set by the King County Assessor.

The City has no control over the assessed valuation of property and, very little impact on the property tax rate since the tax rate is set by all taxing jurisdictions combined levies. In Normandy Park, the city portion of the 2010 tax rate was only 10% of the total after the Highline School District, Burien-Normandy Park Fire District, King County, the Port, King County Library, voter approved referenda, and other special levies were set. The City of Normandy Park receives approximately \$0.10 of every property tax dollar paid by Normandy Park property owners. In addition, beginning in 2011 the Normandy Park Metropolitan Parks District levy will be collected, which will account for 3% of the total tax levy. Therefore, the total combined levy of the City of Normandy Park and the Normandy Park Metropolitan Parks District represents about \$0.13 of each property tax dollar paid by a Normandy Park taxpayer.



CONCLUSION

The 2011 – 2012 Budget significantly impacts the City’s ability to provide high quality police, planning, parks and recreation services to residents of Normandy Park. Clearly, without the voter-approved Normandy Park Metropolitan Parks District, the 2011 – 2012 Budget would include even more significant cuts to programs and staffing. Unfortunately, improvement to the economy is expected to be slow, which will possibly impact the City’s financial condition for many years to come. While the City’s fund balances are considered to be “rainy day funds”, the use of these funds during the past biennium has reduced the fund balances to dangerously low levels. It will be extremely important for City management and the City Council to focus efforts during the next few years on improving the City’s financial stability. The City of Normandy Park is fortunate to have dedicated elected officials and appointed staff who strive to provide high quality services with less revenue and at less cost than comparably sized cities. I am proud of the City’s team who has demonstrated a passion for creating a government that works better and costs less.

The City of Normandy Park can be positioned to respond to various financial and service demand challenges in the near future. Our ability to maintain a high level of services in a community that is an outstanding place to live and raise a family is possible due to the fiscal discipline and use of creativity, innovation and efficient operations.

Finally, I cannot conclude this budget message without thanking the dedicated employees involved in the preparation of this budget. Without the expertise, professionalism, and cooperation of the staff, this detailed budget document would not be possible. I would also like to thank the Normandy Park City Council and the citizens of Normandy Park for their input during the process of developing the 2011 – 2012 Biennial Budget.

Respectfully,

Douglas Schulze
City Manager

**CITY OF NORMANDY PARK
ORDINANCE NUMBER 863**

**AN ORDINANCE OF THE CITY OF NORMANDY PARK, WASHINGTON,
ADOPTING THE 2011-2012 BIENNIAL CITY BUDGET.**

WHEREAS, the budget was prepared for distribution and appropriate notices were published in the official newspaper of the City of Normandy Park setting the time and place for the hearings on the budget and said notice was published stating that all taxpayers calling at the City Clerk's office would be furnished a copy of the budget; and

WHEREAS, a public hearing on the budget and revenue estimates was held on November 9, 2010 and a final public hearing on the budget was held on December 14, 2010; and

WHEREAS, any final comments from the public have been invited, heard and considered by the City Council this evening.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. BUDGET AMOUNTS BY FUND AND YEAR

The budget for the year 2011 is hereby authorized in the following amounts:

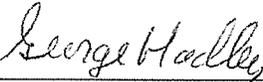
FUND DESCRIPTION	TOTAL REVENUES (INCLUDES BEGINNING FUND BALANCE)	TOTAL EXPENDITURES (INCLUDES INTERFUND TRANSFERS AND ENDING FUND BALANCE)
GENERAL FUND (001)	\$4,762,087	\$4,762,087
SPECIAL REVENUE FUNDS		
Street Fund (101)	352,156	352,156
Arts Commission (104)	35,559	35,559
UIRC Fund (105)	84,034	84,034
Anti-Drug Reserve Fund (120)	4,162	4,162
Equipment Res. & Rep. Fund (150)	37,085	37,085
DEBT SERVICE FUNDS		
LTGO Grant Anticipation Fund (202)	265,000	265,000
Debt Service Fund (203)	155,167	155,167
CAPITAL PROJECT FUNDS		
Capital Improvement Fund (320)	1,100,215	1,100,215
Park Improvement Fund (325)	24,905	24,905
ENTERPRISE FUNDS		
Stormwater Utility Fund (402)	1,020,118	1,020,118
TRUST FUNDS		
Wilson Endowed Fund (621)	77,490	77,490
Preschool Donations Fund (622)	90	90
2011 TOTAL BUDGET	\$7,918,068	\$7,918,068

The budget for the year 2012 is hereby authorized in the following amounts:

FUND DESCRIPTION	TOTAL REVENUES (INCLUDES BEGINNING FUND BALANCE)	TOTAL EXPENDITURES (INCLUDES INTERFUND TRANSFERS AND ENDING FUND BALANCE)
GENERAL FUND (001)	\$4,930,642	\$4,930,642
SPECIAL REVENUE FUNDS		
Street Fund (101)	335,803	335,803
Arts Commission Fund (104)	24,869	24,869
UIRC Fund (105)	66,834	66,834
Anti-Drug Reserve Fund (120)	3,147	3,147
Equipment Res & Rep Fund (150)	34,855	34,855
DEBT SERVICE FUNDS		
LTGO Grant Anticipation Fund (202)	115,000	115,000
Debt Service Fund (203)	156,567	156,567
CAPITAL PROJECT FUNDS		
Capital Improvement Fund (320)	395,890	395,890
Park Improvement Fund (325)	229,358	229,358
ENTERPRISE FUNDS		
Stormwater Utility Fund (402)	729,137	729,137
TRUST FUNDS		
Wilson Endowed Fund (621)	74,690	74,690
Preschool Donations Fund (622)	91	91
2012 TOTAL BUDGET	\$7,096,883	\$7,096,883

SECTION 2. EFFECTIVE DATE This Ordinance shall take effect and be in force five (5) days after its passage, approval and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK THIS 14th DAY OF DECEMBER 2010; AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 14th DAY OF DECEMBER 2010.

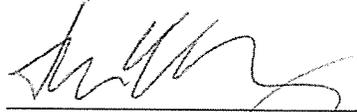


 George Hadley, Mayor

Attest: 

 Debbie Burke, City Clerk

APPROVED AS TO FORM:



 James E. Haney, City Attorney

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Budget Calendar

TASK/BUDGET PREPARATION STEP	DATE
Meet with Finance Committee to discuss budget calendar and goals & priorities statement.	April 22, 2010
Meet with Finance Committee to discuss revenue projections. Finance Committee goals & priorities statement due.	May 13, 2010
Discuss budget goals & priorities with City Council	June 8, 2010
Meet with management team to request all department heads to prepare detailed estimates of expenditures and certain revenues for next two fiscal years.	June 24, 2010
Budget worksheets and revenue projections due to Finance.	July 9, 2010
City Manager & Finance Director meet with department managers to discuss departmental budget requests.	July 19 – 31, 2010
Budget meeting with Finance Committee	August 19, 2010
Preliminary Budget finalized, City Manager's Budget Message prepared and filed with City Clerk	September 27, 2010
Preliminary Budget and Budget message presented to City Council	October 4, 2010
Notice publish of filing of Preliminary Budget with City Clerk	October 29, 2010
Preliminary Budget available to the public for review	October 29, 2010
Notice published for public hearing on tax levy and final budget adoption	October 29, 2010
Council budget workshop and public hearing	November 9, 2010
Public hearing on tax levy and final budget adoption	November 9, 2010
2011 Property Tax levy filed with King County	November 12, 2010
Public hearing on budget and final budget adoption	December 14, 2010
2011 – 2012 Budget Adopted by Ordinance	December 14, 2010
Final 2011 – 2012 Budget Document distributed	January 3, 2011

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Service Overview

Air Quality	Puget Sound Air Pollution Control Agency
Alcoholism & Substance Abuse	King County
Animal Control	Normandy Park Police Department
Animal Licensing	Normandy Park City Clerk's Office
Building & Inspection Permits.....	Normandy Park Community Development Department
Business Licensing.....	Normandy Park City Clerk's Office
Burning Permits	Burien/Normandy Park Fire Department
Cable Television.....	Comcast Cable
Child Identity Kits.....	Normandy Park Police Department
Concealed Weapons Permits.....	Normandy Park Police Department
Dispatch Services.....	City of Fife Police Department
Electrical Permits	State of Washington Dept of Labor & Industries
Electricity	Puget Sound Energy & Seattle City Light
Fill & Grading Permits	Normandy Park Community Development Department
Fingerprinting	Normandy Park Police Department
Fire Services	Burien/Normandy Park Fire Department
Firework Stand Permits	Burien/Normandy Park Fire Department
Garbage Services.....	Allied Waste of Kent
Home Videotaping.....	Normandy Park Police Department
House/Business Checks.....	Normandy Park Police Department
Jail Services	Yakima County/City of Fife
Library Services	King County Library System
Mechanical Permits.....	Normandy Park Community Development Department
Municipal Court Services....	Normandy Park Municipal Court/Operated by City of Des Moines
Notary Services.....	Normandy Park City Clerk's Office
Passport Application Processing.....	Normandy Park City Clerk's Office
Plumbing Permits	Normandy Park Community Development Department
Police Services	Normandy Park Police Department
Public Health Services	Seattle/King County Public Health Department
Public Defender Services	Normandy Park Finance Department
Right of Way Permits.....	Normandy Park Public Works Department
Senior Center Services	City of Des Moines
Septic Permits	Seattle/King County Health Department
Sewer Services	Southwest Suburban Sewer District
.....	Midway Sewer District
Sewer Billing	Southwest Suburban Sewer District
.....	Midway Sewer District
Sewer Construction/Maintenance/Permits	Southwest Suburban Sewer District
.....	Midway Sewer District
Sewer Treatment.....	Southwest Suburban Sewer District
.....	Midway Sewer District
Stormwater Management	Normandy Park Public Works Department
Voter Registration	Normandy Park & King County
Water Services	Water District #49
.....	Water District #54
.....	Highline Water District
Youth Services.....	Highline Youth Services Bureau

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Financial Policies

The majority of the following financial policies were developed in 1994 by the City Council Finance Committee. In addition, other financial strategies are being utilized to project future revenues and expenditures:

Fund Balances

- Unreserved ending fund balances will be maintained at a minimum of 15% of the annual operating expenditures. These reserves will assist the City in maintaining cash liquidity to avoid timing fluctuations in cash inflows and outflows.

The following list represents minimum reserves as recommended by the Finance Committee for these funds:

General Fund #001 - \$300,000

Street Fund #101 - \$ 30,000

UIRC Fund #105 – Transfer 0.75% of gross salaries & wages, but fund balance shall not exceed \$0.375 per \$1,000 of assessed valuation of property within the city.

- Effective with the 2009 – 2010 Budget, a reserved ending fund balance in the amount of \$1,100,000 is desirable in the General Fund to provide adequate funding sources during emergencies or other hardships, to avoid unnecessary borrowings and to maintain high credit ratings.

Revenues

- Revenues are conservatively estimated at growth not to exceed inflation. The City's Financial Outlook/Plan assumes that the City will maintain its residential community with limited retail/commercial economic activity. Property values will increase at the rate of approximately 5% annually.
- Recreation program fees are self-supporting, excluding administrative expenses, and are designed to cover 100% of all program operating expenses, excluding capital outlay and major start-up expenditures.
- It is the policy of the City to pursue special revenue sources such as grants. These sources will be used to provide improved services/improvements to the community. Grants will be used primarily to purchase non-recurring items like capital goods or infrastructure improvements.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Financial Policies

Debt

- The level of debt issuance will be minimized. Alternative sources of funding will be examined before utilizing debt. Debt issued will not be used to finance on-going operations and the maturity date of debt will not exceed the reasonable life of the capital project or purchase.

Expenditures

- Procedures will be established to ensure the safety, security and liquidity of City funds.
- Professional services/privatization versus services provided in-house will be analyzed on an on-going basis to ensure that the City is providing services as cost effectively as possible.

Capital Improvements/Equipment

- A comprehensive Capital Improvement Plan will be maintained and updated annually to assist the City in planning for capital improvements or projects. Five-year financial projections will be prepared to assist the City Council in preparing biennial operating budgets, to forecast future needs and to develop a long term revenue plan (Comprehensive Plan authorized by Ordinance Number 742, November 2004).
- A Reserve and Replacement Schedule will be utilized for equipment purchases. This schedule will be updated annually and will be adopted during the biennial budget process (Ordinance Number 619, July 1995).

2011 – 2012 OPERATING BUDGET

Normandy Park, Washington

Budgeting 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 and 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.

After the departments complete their first round of budget submittals, the City Manager reviews them with the assistance of the City Council Finance Committee. During this phase, each budget preparer does an oral presentation and explains their budget requests. The City Manager and Finance Committee will ask questions and for more information, if needed, and then makes a recommendation on the budget.

Following the meeting with the City Manager, changes are made to the budget worksheets which are made available to the City Council for their review. The next step in the process is to hold City Council workshops with each department. This gives the City Councilmembers an opportunity to ask questions and become informed on the budgetary requests. Next, at least two public hearings are held which are published in the City's official newspaper and draft Budgets are made available for citizen review. Following this, more Council sessions are held to finalize the Budget. By December 31st, the City Council must adopt its budget by Ordinance. After adoption, copies are published and distributed to citizens and other organizations as requested.

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. The City uses the cash basis because of its size.

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 Summary Tab

2011 – 2012 OPERATING BUDGET

Normandy Park, Washington

Budgeting Information

Section in the Operating Budget 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" below 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 mid-biennial 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 Introductory Section lists the budgetary financial policies recommended by the Finance Committee to the City Council. Changes made in 2009 to the financial policies are noted in the financial policies section and are referenced by ordinance or resolution number, if relevant. In 2008, 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. Some of the controls that have been implemented include using purchase orders to monitor large purchases *before* they are made. This not only assists in keeping costs down, but allows the Finance Department to verify that funds were appropriated in the budget for the purchase. Additionally, City Councilmembers thoroughly review and approve all vouchers that are prepared for City expenditures.

Budgeting System

Cities in the State of Washington use the BARS System (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 dividers for specific 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

2011 – 2012 OPERATING BUDGET

Normandy Park, Washington

Budgeting Information

Funds and 600 Series Funds – Trust Funds. The budget Ordinance is adopted by fund totals and expenditures cannot exceed these amounts.

The following table provides a listing and an example of the accounts used by the City for budgeting and accounting purposes:

Revenues

Fund - (001) General Fund

Basic Revenue Account - (330) Intergovernmental Revenue

Subaccount - (334) - State Grants

Element - (334.03) ----|

Subelement - (334.03)--| Specific Grant

Unit (For State and Federal Grants) - (334.03.1) - For local use

Expenditures/Expenses

Fund - (001) General Fund

Department - (514) Finance Department

Basic Account - (514) Financial & Records Services

Subaccount - (514.10) Administration

Object - (43) Travel

Subobject -(4340) 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/subobject code combination which specifically designates what is being budgeted for. By looking through the budget, it can be seen that the same pattern and coding is consistently followed, providing for an easy to read format.

Capital Budget

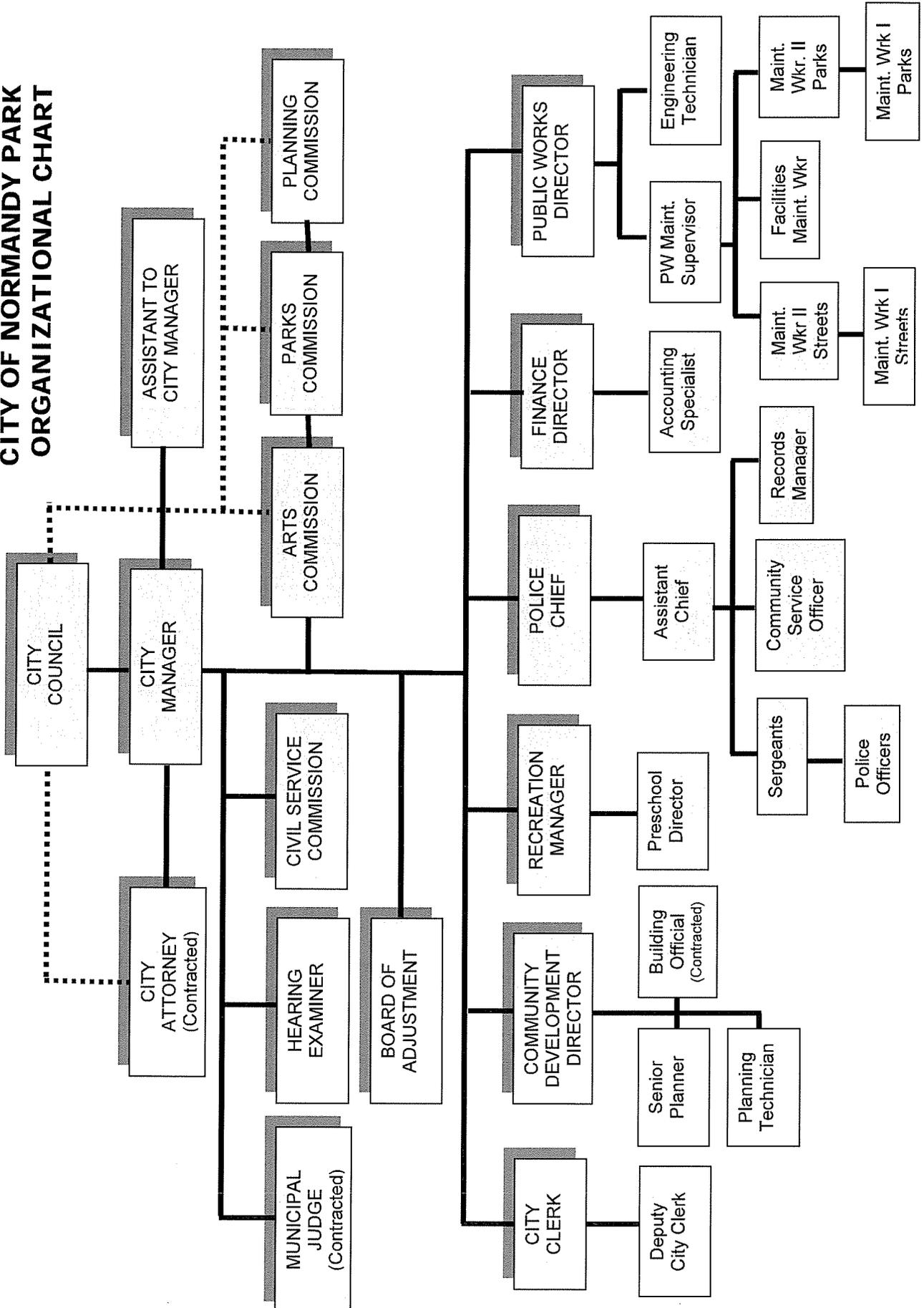
The City's Capital Improvement Plan (CIP) is prepared by the Director of Public Works with input from the City's management team, advisory boards and public input. This Plan was prepared to be in compliance with the State's Growth Management Act and was authorized by the City Council in June 2008. The Capital Improvement Plan is a Six-Year plan, but is 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 includes, streets, bridges, sidewalks, storm drainage, parks and facilities improvements.

In addition, to the Capital Facilities Plan, the City has developed an Equipment Reserve and Replacement Fund for equipment (items other than facilities). The Equipment Reserve and Replacement Fund #150 (Under Special Revenues) section of the budget is based on the annual depreciation of equipment and vehicles owned by the City of Normandy Park.

STAFFING, BOARDS & COMMISSIONS

CITY OF NORMANDY PARK ORGANIZATIONAL CHART



2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

City Officials

Elected City Councilmembers	Position	Term Expires
Shawn McEvoy, Mayor	3	12/31/2011
George Hadley, Mayor Pro Tem	5	12/31/2011
Doug Osterman	1	12/31/2011
Clarke Brant	2	12/31/2013
John Rankin	4	12/31/2013
Marion Yoshino	6	11/30/2013
William Enersen	7	12/31/2011

Appointed Staff:

City Manager	Douglas J. Schulze
Assistant to the City Manager	Mary Linder
City Attorney (Contracted)	James E. Haney
Municipal Judge (Contracted).....	Veronica Alicea-Galvan
Hearing Examiner (Contracted).....	Margaret Klockars
City Clerk	Debbie Burke
Deputy City Clerk.....	Vacant
Finance Director	Cherie Gibson
Accounting Specialist	Lailani Balboa-Fernandez
Director of Community Development.....	Vacant
Planner	Chad Tibbits
Planning Technician	Janise Goucher
Director of Public Works.....	Peter Landry
Public Works Supervisor	Karl Franta
Engineering Technician.....	Vacant
Maintenance Worker II	Vacant
Maintenance Worker I	Vacant
Maintenance Worker I	Jeremy McGinnis
Maintenance Worker I	Corey Tillman
Maintenance Worker I.....	Jerrod Grant
Maintenance Worker I	Vacant
Facilities Maintenance Worker	Eduardo Garnica
Recreation Manager.....	Vacant
Police Chief	Rick Kieffer
Assistant Police Chief.....	Chris Gaddis
Police Sergeant	Larry Lasell
Police Sergeant	Brian Sommer
Police Officer	John Lievero
Police Officer	Dave Unger
Police Officer	Gianni Morella
Police Officer	Brian Norris
Police Officer	Dan Will
Police Officer	Shawn Hayes
Police Officer	Jeremy Hedrick
Police Officer	Vacant
Community Service Officer.....	Dave Bond
Records Manager.....	Jean Lindsey
Records Specialist I.....	Colin Thorpe

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Boards & Commissions

REGULAR COUNCIL COMMITTEES

For 2011, the following City Council Committees were established:

Code Review Committee - This Committee was established to deal with Zoning Code updates, revisions and amendments. The Committee will work on revisions to Title 18 (Zoning Code) of the Normandy Park Municipal Code during 2011-2012. Committee members include Councilmember Doug Osterman, Councilmember Clarke Brant and Councilmember Shawn McEvoy.

Finance Committee - This Committee was established to deal with financial issues. Issues this Committee will work on include the long-term financial plan/survey, budget adjustments, bond or levy issues, and other finance matters. Members of this Committee include Councilmember Doug Osterman, Councilmember William Enersen, and Councilmember Clarke Brant.

Parks & Recreation Committee - This Committee was established to deal with recreation service issues and City park issues. Issues this Committee will work on include E.J. Nist Park Improvements, Recreation Program Enhancements, Park Master Plans and facility needs analysis. Committee members include Councilmember Doug Osterman, Councilmember Marion Yoshino, Councilmember Shawn McEvoy and Park Board Chairperson Earnest Thompson.

Planning Committee - The Planning Committee was established to deal with issues relating to planning. Issues the Committee will work on during the year include the Shoreline Management Regulations and a tree preservation ordinance. Members of this Committee include Councilmember Clarke Brant, Councilmember John Rankin and Mayor Shawn McEvoy.

Public Safety Committee - This Committee was established to deal with issues relating to public safety and emergency preparedness services. Issues this Committee will work on include public safety communications system enhancements, emergency preparedness plans and ordinances, the annual emergency preparedness fair and other public safety issues. Members of this Committee include Mayor George Hadley, Councilmember John Rankin and Councilmember William Enersen.

Public Works Committee - The Public Works Committee was established to deal with issues relating to public works. Issues the Committee will work on during the year included the Six Year Transportation Improvement Plan, Stormwater Management and road standards. Members of this Committee include Councilmember William Enersen, Mayor George Hadley and Councilmember John Rankin.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Boards & Commissions

BOARDS & COMMISSIONS

Planning Commission - The Planning Commission is a seven-member advisory body responsible for research and fact finding regarding land use issues in the city. The Planning Commission makes recommendations to the City Council regarding development proposals, zoning regulations, land use ordinances and is involved in the ongoing updates of the City's Comprehensive Plan. Members are appointed by the Mayor and are confirmed by the City Council on the basis of their demonstrated interest, knowledge, experience and background. The term of office for the Planning Commission members is six years. The Planning Commission meets the third Thursday of each month at 7:00 p.m.

Commissioner	Position	Term Expires
Pat Pressentin, Chair	1	3/31/2015
Peter Ronald	2	3/31/2015
Thomas Munslow	3	3/31/2016
Tim Sorenson	4	3/31/2011
Harold Duncanson	5	3/31/2012
Fred Bowser	6	3/31/2013
Jeanne Judd	7	3/31/2014

Board of Park Commissioners - The Board of Park Commissioners consists of seven members, who are appointed by the Mayor and are confirmed by the City Council for seven-year terms. The Commission advises the City Council on subjects referred by the City Council, the City Manager, or on the matters the Park Board feels are important regarding City parks and recreation programs. The Park Board meets the third Wednesday of each month at 7:00 p.m.

Commissioner	Position	Term Expires
Ron Ebbers	1	6/1/2011
Deborah Campbell	2	6/1/2012
Walter Hunt	3	6/1/2013
Scott Salzer	4	6/1/2014
Christine Beckwith	5	6/1/2015
Earnest Thompson, Chair	6	6/1/2016
Margarett Harrison	7	6/1/2017

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Boards & Commissions

BOARDS & COMMISSIONS CONTINUED

Civil Service Commission - The Civil Service Commission is a three member Commission appointed by the City Manager. These members serve without compensation and serve terms of six years. The Commission meets on an as needed basis. The responsibilities of the Civil Service Commission include establishing rules and regulations that provide appointments, promotions, transfers, reinstatements, demotions, suspensions, and discharges for employees covered under Civil Service rules within the Police Department. This Commission also investigates issues concerning the provisions of Civil Service rules, commences and conducts all Civil Service suits, and hears and determines appeals.

Commissioner	Position	Term Expires
Connie Naybert-Clark	1	12/31/2011
Larry Shoemaker	2	12/31/2013
Scott Hilsen	3	12/31/2015

Arts Commission - The Arts Commission was established by Ordinance #569 in 1993. The Commission consists of seven members who are appointed by the Mayor and confirmed by the City Council. Commission Members serve terms of three years. The Arts Commission is responsible for making recommendations on art related matters and provides cultural enrichment for the City. The Arts Commission meets the first Tuesday of each month at 7:00 p.m.

Commissioner	Position	Term Expires
Lee Paasch	1	12/14/2012
Robert Frey	2	12/14/2012
David Leaming	3	12/14/2013
Nadia Counter	4	12/14/2013
Brian Stuck	5	12/14/2011
Zen McManigal, Chair	6	12/14/2011
JoAnn Cowan	7	12/14/2011

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Staffing Summary by Year

Position Title/Department	Current Salary Range	2007 Total	2008 Total	2009 Total	2010 Total	2011 Total	2012 Total
City Manager/Executive	Contractual	1	1	1	1	1	1
Assistant to the City Manager	\$3,381 - \$4,507	1	1	1	1	1	1
City Clerk	\$4,744 - \$6,326	1	1	1	1	1	1
Deputy City Clerk	\$2,916 - \$3,888	1	1	1	1	0	0
Finance Director	\$6,468 - \$8,624	1	1	1	1	1	1
Accounting Specialist	\$3,381 - \$4,507	1	1	1	1	1	1
Community Development Director	\$6,468 - \$8,624	1	1	1	1	0	0
Senior Planner	\$4,744 - \$6,326	1	0	1	0	0	0
Associate Planner	\$3,790 - \$5,053	.3	.3	0	1	1	1
Planning Technician	\$3,381 - \$4,507	1	1	1	1	1	1
Code Enforcement Officer	Not Applicable	.2	.2	0	0	0	0
Public Works Director	\$6,468 - \$8,624	0	1	1	1	1	1
Engineering Technician	\$3,790 - \$5,053	0	0	0	0	0	0
Public Works Supervisor	\$5,524 - \$7,366	1	1	1	1	1	1
Maintenance Worker II	\$3,381 - \$4,507	1	1	1	0	0	0
Maintenance Worker I	\$2,916 - \$3,888	3	3	3	3	3	3
Facilities Maintenance Worker	\$2,273 - \$3,030	0	0	1	1	1	1
Recreation Manager	\$4,744 - \$6,326	.4	.8	1	0	0	0
Recreation Assistant	Not Applicable	.4	0	0	0	0	0
Pre-School Director	\$16.83 - \$22.43 /hr	.6	.6	.6	.6	.6	.6
Pre-School Teacher	\$10.04 - \$19.40 /hr	.6	.6	.6	.6	.6	.6
Police Chief	\$6,468 - \$8,624	1	1	1	1	1	1
Assistant Chief of Police	\$5,524 - \$7,366	1	1	1	1	1	1
Police Sergeant	\$5,147 - \$6,691	2	2	2	2	2	2
Police Officers	\$4,475 - \$5,819	8	8	8	8	7	8
Community Service Officer	\$3,381 - \$4,507	1	1	1	1	1	1
Police Clerk	Not Applicable	0	0	0	0	0	0
Records Manager/Police	\$3,381 - \$4,507	1	1	1	1	1	1
Records Specialist II/Police	\$2,916 - \$3,888	.5	.5	.5	.5	.5	.5
TOTAL FTE'S		31.0	32.0	32.7	29.7	27.7	28.7

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

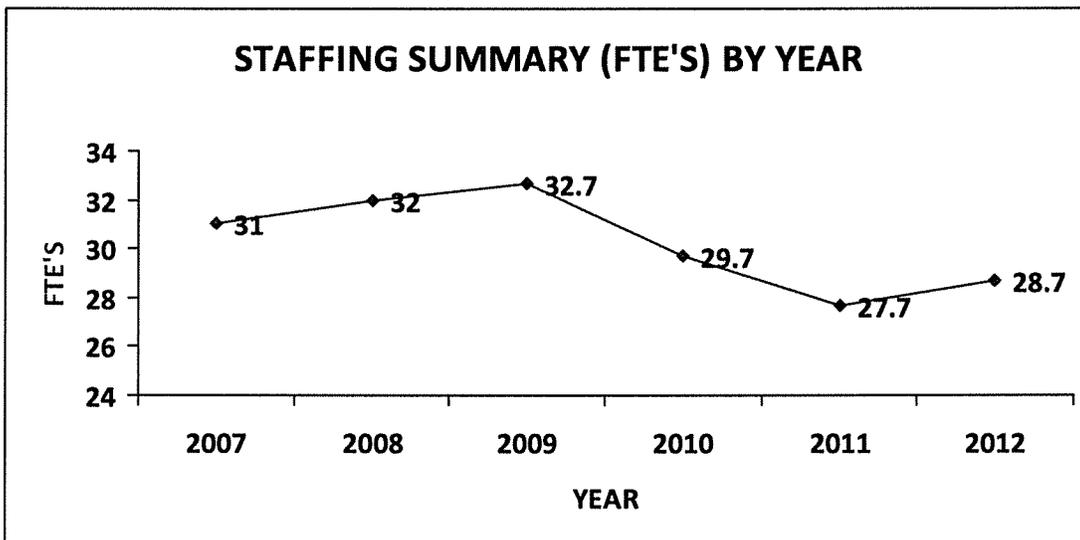
Staffing Summary by Year

Staffing Summary Highlights:

In 2009, the impacts of the recession resulted in a decision to leave four previously authorized positions vacant and to lay off the Recreation Coordinator. The positions remain vacant and are not anticipated to be filled in the 2011 – 2012 biennium. In addition, effective January 1, 2011, the Deputy City Clerk and a Planner Position will be laid off. In 2010, two personnel in the Police Department retired which created opportunities for advancement within the Department and opened two entry-level police officer positions. One position has been filled and the second position will remain unfilled until January 1, 2012.

The reduction of staff positions will result in service delivery impacts until the positions can be filled at some point in the future.

For the year 2011, no additional positions have been added. FTE's for 2011 are at 27.7 excluding temporary and seasonal staffing.



BUDGET SUMMARY INFORMATION

**CITY OF NORMANDY PARK
2011 - 2012 OPERATING BUDGET
COMPREHENSIVE SOURCES AND USES SUMMARY BY FUND**

Fund Title/Number	Year/ % Change	Est Beg Cash Bal	Est Revenues	Operating Trans In	Total Resources	Est Expenditures	Operating Transfers Out	Est Ending Cash Bal	Total Uses
General Fund #001	2010 Rev	918,494	3,555,823	64,140	\$4,538,457	3,759,567	295,500	483,390	\$4,538,457
	2011	483,390	4,278,697	0	\$4,762,087	3,798,981	309,805	653,301	\$4,762,087
	% Change	-47.37%	20.33%	N/A	N/A	1.05%	4.84%	35.15%	N/A
	2012	653,301	4,274,341	0	\$4,927,642	3,934,953	539,353	456,336	\$4,930,642
	% Change	35.15%	-0.10%	N/A	N/A	3.58%	74.09%	-30.15%	N/A
Street Fund #101	2010 Rev	67,182	149,100	133,000	\$349,282	302,826	0	46,456	\$349,282
	2011	46,456	150,700	155,000	\$352,156	323,868	0	28,288	\$352,156
	% Change	-30.85%	1.07%	16.54%	N/A	6.95%	N/A	-39.11%	N/A
	2012	28,288	152,515	155,000	\$335,803	328,737	0	7,066	\$335,803
	% Change	-39.11%	1.20%	0.00%	N/A	1.50%	N/A	-75.02%	N/A
Arts Commission Fund #104	2010 Rev	33,125	7,819	0	\$40,944	12,385	0	28,559	\$40,944
	2011	28,559	7,000	0	\$35,559	17,690	0	17,869	\$35,559
	% Change	-13.78%	-10.47%	0.00%	N/A	42.83%	N/A	-37.43%	N/A
	2012	17,869	7,000	0	\$24,869	17,690	0	7,179	\$24,869
	% Change	-37.43%	0.00%	0.00%	N/A	0.00%	N/A	-59.82%	N/A
UIRC Fund #105	2010 Rev	127,234	17,350	0	\$144,584	78,000	0	66,584	\$144,584
	2011	66,584	17,450	0	\$84,034	35,000	0	49,034	\$84,034
	% Change	-47.67%	0.58%	N/A	N/A	-55.13%	N/A	-26.36%	N/A
	2012	49,034	17,800	0	\$66,834	25,000	0	41,834	\$66,834
	% Change	-26.36%	2.01%	N/A	N/A	-28.57%	N/A	-14.68%	N/A
Anti-Drug Fund #120	2010 Rev	12,512	150	0	\$12,662	9,500	0	3,162	\$12,662
	2011	3,162	1,000	0	\$4,162	2,015	0	2,147	\$4,162
	% Change	-74.73%	566.67%	N/A	N/A	-78.79%	N/A	N/A	N/A
	2012	2,147	1,000	0	\$5,147	2,030	0	1,117	\$5,147
	% Change	-32.10%	0.00%	N/A	N/A	0.74%	N/A	N/A	N/A
Equipment Reserve & Replacement Fund #150	2010 Rev	39,010	75	0	\$39,085	2,100	0	36,985	\$39,085
	2011	36,985	100	0	\$37,085	27,330	0	9,755	\$37,085
	% Change	-5.19%	33.33%	0.00%	N/A	1201.43%	N/A	-73.62%	N/A
	2012	9,755	100	25,000	\$34,855	33,500	0	1,355	\$34,855
	% Change	-73.62%	0.00%	N/A	N/A	22.58%	N/A	-86.11%	N/A

**CITY OF NORMANDY PARK
2011 - 2012 OPERATING BUDGET
COMPREHENSIVE SOURCES AND USES SUMMARY BY FUND**

Fund Title/Number	Year/ % Change	Est Beg Cash Bal	Est Revenues	Operating Trans In	Total Resources	Est Expenditures	Operating Transfers Out	Est Ending Cash Bal	Total Uses
LTCO Grant Anticip. Fund #202	2010 Rev	0	0	603,800	\$603,800	3,800	600,000	0	\$603,800
	2011	0	150,000	115,000	\$265,000	115,000	150,000	0	\$265,000
	% Change	0.00%	N/A	-80.95%	N/A	2926.32%	N/A	0.00%	N/A
	2012	0	0	115,000	\$115,000	115,000	0	0	\$115,000
	% Change	#DIV/0!	-100.00%	0.00%	N/A	0.00%	N/A	0.00%	N/A
Debt Service Fund #203	2010 Rev	12,892	75	162,500	\$175,467	150,400	0	25,067	\$175,467
	2011	25,067	100	130,000	\$155,167	153,700	0	1,467	\$155,167
	% Change	94.44%	33.33%	-20.00%	N/A	2.19%	N/A	-94.15%	N/A
	2012	1,467	100	155,000	\$156,567	152,700	0	3,867	\$156,567
	% Change	-94.15%	0.00%	19.23%	N/A	-0.65%	N/A	163.60%	N/A
Capital Improvement Fund #320	2010 Rev	256,605	3,709,686	600,000	\$4,566,291	4,432,276	3,800	130,215	\$4,566,291
	2011	130,215	820,000	150,000	\$1,100,215	739,325	115,000	245,890	\$1,100,215
	% Change	-49.25%	-77.90%	N/A	N/A	-83.32%	N/A	88.83%	N/A
	2012	245,890	150,000	0	\$395,890	39,150	115,000	241,740	\$395,890
	% Change	88.83%	-81.71%	N/A	N/A	-94.70%	N/A	-1.69%	N/A
Park Improvement Fund Fund #325	2010 Rev	0	0	0	\$0	0	0	0	\$0
	2011	0	100	24,805	\$24,905	0	0	24,905	\$24,905
	% Change	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	N/A	#DIV/0!	N/A
	2012	24,905	100	204,353	\$229,358	0	0	229,358	\$229,358
	% Change	#DIV/0!	0.00%	N/A	N/A	#DIV/0!	N/A	820.93%	N/A
Storm Water Fund #402	2010 Rev	272,311	640,942	0	\$913,253	450,380	0	462,873	\$913,253
	2011	462,873	557,245	0	\$1,020,118	848,276	0	171,842	\$1,020,118
	% Change	69.98%	-13.06%	N/A	N/A	88.35%	N/A	-62.87%	N/A
	2012	171,842	557,295	0	\$729,137	459,125	0	270,012	\$729,137
	% Change	-62.87%	0.01%	N/A	N/A	-45.88%	N/A	57.13%	N/A
Wilson Endowed Fund #621	2010 Rev	79,540	250	0	\$79,790	2,500	0	77,290	\$79,790
	2011	77,290	200	0	\$77,490	3,000	0	74,490	\$77,490
	% Change	-2.83%	-20.00%	N/A	N/A	20.00%	N/A	-3.62%	N/A
	2012	74,490	200	0	\$74,690	3,000	0	71,690	\$74,690
	% Change	-3.62%	0.00%	N/A	N/A	0.00%	N/A	-3.76%	N/A

**CITY OF NORMANDY PARK
2011 - 2012 OPERATING BUDGET
COMPREHENSIVE SOURCES AND USES SUMMARY BY FUND**

Fund Title/Number	Year/ % Change	Est Beg Cash Bal	Est Revenues	Operating Trans In	Total Resources	Est Expenditures	Operating Transfers Out	Est Ending Cash Bal	Total Uses
Preschool Donation	2010 Rev	88	1	0	\$89	0	0	89	\$89
	2011	89	1	0	\$90	0	0	90	\$90
	% Change	1.14%	0.00%	N/A	N/A	#DIV/0!	N/A	1.12%	N/A
	2012	90	1	0	\$91	0	0	91	\$91
	% Change	1.12%	0.00%	N/A	N/A	#DIV/0!	N/A	-3.76%	N/A
GRAND TOTAL FOR	2010 Rev	1,818,993	8,081,271	1,563,440	\$11,463,704	9,203,734	899,300	1,360,670	\$11,463,704
ALL FUNDS	2011	1,360,670	5,982,593	574,805	\$7,918,068	6,064,185	574,805	1,279,078	\$7,918,068
	% Change	-25.20%	-25.97%	-63.23%	N/A	-34.11%	-36.08%	-6.00%	N/A
	2012	1,279,078	5,160,452	654,353	\$7,093,883	5,110,885	654,353	1,331,645	\$7,096,883
	% Change	-6.00%	-13.74%	13.84%	N/A	-15.72%	13.84%	4.11%	N/A

CITY OF NORMANDY PARK

2011 COMPREHENSIVE REVENUE SUMMARY BY SOURCE

Revenue Classification	General Fund	Street Fund	Arts Fund	Unemp Fund	Anti-Drug Reserve	ER Rep Fund	LTGO Fund	Debt Svc Fund	Cap Imp Fund	Park Imp Fund	SW Fund	Wilson Fund	Preschool Fund	GRAND TOTAL	%
Taxes (310)	2,865,146	0	0	0	0	0	0	0	120,000	0	0	0	0	2,985,146	45.52%
Licenses & Permits (320)	187,883	9,200	0	0	0	0	0	0	0	0	0	0	0	197,083	3.01%
Intergov Rev (330)	694,978	141,400	0	0	0	0	0	0	0	0	0	0	0	836,378	12.75%
Grants (330)	261,775	0	5,500	0	0	0	0	700,000	0	0	0	0	0	967,275	14.75%
Chgs Goods & Svs (340)	165,400	0	1,500	17,300	0	0	0	0	0	0	556,445	0	0	740,645	11.29%
Fines & Forfeits (350)	55,565	0	0	0	0	0	0	0	0	0	0	0	0	55,565	0.85%
Misc Revenues (360)	47,950	100	0	150	1,000	100	100	100	0	100	800	200	1	50,501	0.77%
Other Fin Sources (390)	0	155,000	0	0	0	0	265,000	130,000	150,000	24,805	0	0	0	724,805	11.05%
Total Revenues	4,278,697	305,700	7,000	17,450	1,000	100	265,000	130,100	970,000	24,905	557,245	200	1	6,557,398	100.00%

2012 COMPREHENSIVE REVENUE SUMMARY BY SOURCE

Revenue Classification	General Fund	Street Fund	Arts Fund	Unemp Fund	Anti-Drug Reserve	ER Rep Fund	LTGO Fund	Debt Svc Fund	Cap Imp Fund	Park Imp Fund	SW Fund	Wilson Fund	Preschool Fund	GRAND TOTAL	%
Taxes (310)	2,921,365	0	0	0	0	0	0	0	150,000	0	0	0	0	3,071,365	46.84%
Licenses & Permits (320)	197,333	9,600	0	0	0	0	0	0	0	0	0	0	0	206,933	3.16%
Intergov Rev (330)	701,768	142,815	0	0	0	0	0	0	0	0	0	0	0	844,583	12.88%
Grants (330)	186,775	0	5,500	0	0	0	0	0	0	0	0	0	0	192,275	2.93%
Chgs Goods & Svs (340)	166,050	0	1,500	17,650	0	0	0	0	0	0	556,445	0	0	741,645	11.31%
Fines & Forfeits (350)	55,900	0	0	0	0	0	0	0	0	0	0	0	0	55,900	0.85%
Misc Revenues (360)	48,150	100	0	150	1,000	100	100	100	0	100	850	200	1	50,751	0.77%
Other Fin Sources (390)	0	155,000	0	0	0	25,000	115,000	155,000	150,000	204,353	557,295	200	0	654,353	9.98%
Total Revenues	4,277,341	307,515	7,000	17,800	1,000	25,100	115,000	155,100	150,000	204,453	557,295	200	1	5,817,805	88.72%
Amount of Change from 2011 to 2012	(1,356)	1,815	0	350	0	25,000	(150,000)	25,000	(820,000)	179,548	50	0	0	(739,593)	
Percentage Change from 2011 to 2012	-0.03%	0.59%	0.00%	2.01%	0.00%	25000.00%	-56.60%	19.22%	-84.54%	720.93%	0.01%	0.00%	0.00%	-11.28%	

2012 COMPREHENSIVE EXPENDITURE SUMMARY BY OBJECT CODE

Object Classification	General		Anti				LTCG			Debt			Storm			Wilson			% of Total
	Fund	Fund	Street	Arts	Unemp	Drug Reserve	ER Rep	Grant	Service	Cap Imp	Park Imp	Water	Endow	Preschool	GRAND TOTAL	% of Total			
	001	101	104	105	120	150	202	203	320	325	402	621	622	0	1,872,739	32.48%			
Salaries (1000)	1,674,117	99,478	0	0	0	0	0	0	0	0	99,144	0	0	0	1,872,739	32.48%			
Wages (1100)	66,855	0	0	0	0	0	0	0	0	0	0	0	0	66,855	1.16%				
Overtime (1200)	38,100	2,000	0	0	0	0	0	0	0	0	4,000	0	0	44,100	0.76%				
Clothing/Unif Allow (2100)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%				
Employee Pensions (2110)	91,945	5,785	0	0	0	0	0	0	0	0	5,763	0	0	103,493	1.80%				
Social Sec/Medicare (2130)	130,495	7,614	0	0	0	0	0	0	0	0	7,591	0	0	145,700	2.53%				
Worker's Compens (2140)	24,341	2,450	15	0	0	0	0	0	0	0	2,426	0	0	29,232	0.51%				
Unemploy Comp (2150)	12,749	752	0	25,000	0	0	0	0	0	0	750	0	0	39,251	0.68%				
Health Insurance (2160)	335,614	23,693	0	0	0	0	0	0	0	0	24,208	0	0	383,515	6.65%				
Long Term Care (2165)	1,200	0	0	0	0	0	0	0	0	0	3,540	0	0	1,200	0.02%				
Dental Insurance (2170)	39,045	3,274	0	0	0	0	0	0	0	0	0	0	0	45,859	0.80%				
Life Insurance (2180)	1,855	0	0	0	0	0	0	0	0	0	0	0	0	1,855	0.03%				
Disability Ins (2190)	8,325	485	0	0	0	0	0	0	0	0	501	0	0	9,311	0.16%				
HRA VEBA (2195)	16,106	506	0	0	0	0	0	0	0	0	502	0	0	17,114	0.30%				
Subtot Salaries & Benefits	2,440,747	146,037	15	25,000	0	0	0	0	0	0	148,425	0	0	2,760,224	47.88%				
Office Supplies (3100)	68,734	5,500	700	0	0	0	0	0	0	0	0	0	0	74,934	1.30%				
Books, Maps & Pers (3110)	500	0	0	0	0	0	0	0	0	0	0	0	0	500	0.01%				
Other Op Supplies (3120)	0	12,000	0	0	0	0	0	0	0	0	10,000	0	0	22,000	0.38%				
Repair/Auto Sup (3160)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%				
Food Supplies (3180)	1,250	0	0	0	0	0	0	0	0	0	0	0	0	1,250	0.02%				
Fuel Consumed (3200)	22,568	5,500	0	0	0	0	0	0	0	0	5,500	0	0	33,568	0.58%				
Computer Equipment (3500)	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0.00%				
Small Tools/Off Equip (3510)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%				
Computer Software (3600)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%				
Subtotal Supplies	93,152	23,000	700	0	0	0	0	0	0	0	15,500	0	0	132,352	2.30%				
Consulting Contracts (4100)	480,103	7,000	10,000	0	0	0	0	0	0	0	15,000	3,000	0	515,103	8.93%				
Telephone Commun (4200)	40,758	2,000	0	0	0	0	0	0	0	0	2,000	0	0	44,758	0.78%				
Postage (4210)	5,073	0	1,000	0	0	0	0	0	0	0	0	0	0	6,073	0.11%				
Subsistence (4310)	1,543	0	0	0	0	0	0	0	0	0	0	0	0	1,543	0.03%				
Lodging (4320)	4,291	0	0	0	0	0	0	0	0	0	0	0	0	4,291	0.07%				
Transportation (4330)	2,475	0	0	0	0	0	0	0	0	0	0	0	0	2,475	0.04%				
Training (4340)	15,375	0	0	0	0	0	0	0	0	0	0	0	0	15,375	0.27%				
Advertising (4400)	6,112	0	1,000	0	0	0	0	0	0	0	0	0	0	7,112	0.12%				
Op Rentals (4500)	27,800	2,000	0	0	0	0	0	0	0	0	4,000	0	0	33,800	0.59%				
Insurance (4600)	108,500	26,000	0	0	0	0	0	0	0	0	26,000	0	0	160,500	2.78%				
Utilities (4700)	50,500	84,500	0	0	0	0	0	0	0	0	6,200	0	0	141,200	2.45%				
Ext Mtr/Repair (4800)	48,800	6,200	0	0	0	0	0	0	0	0	12,000	0	0	67,000	1.16%				
Misc Services (4900)	45,435	13,000	0	0	0	0	0	0	0	0	20,000	0	0	78,435	1.36%				
K-9 (4905)	1,623	0	0	0	0	0	0	0	0	0	0	0	0	1,623	0.03%				
Printing (4910)	8,179	0	2,500	0	0	0	0	0	0	0	0	0	0	10,679	0.19%				
Witness Fees (4920)	1,018	0	0	0	0	0	0	0	0	0	0	0	0	1,018	0.02%				
Awards (4930)	0	0	2,400	0	0	0	0	0	0	0	0	0	0	2,400	0.04%				
Dues (4960)	22,109	0	75	0	0	0	0	0	0	0	0	0	0	22,184	0.38%				

REVENUES

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

The following information provides an overview of the major funding sources as listed in the 2009-2010 Operating Budget:

TAXES

Property Taxes

The City's 2011 property tax levy will be approximately \$1.22 per thousand dollars of assessed valuation which equates to a gross amount of \$1,456,738. This levy reflects an overall increase of approximately 1.0% when compared to the 2010 levy. Since the City has adopted a biennial budget, the year 2012 property tax levy will be adopted via ordinance in late 2011. The year 2011 Budget figure of \$1,471,305 was also based on a preliminary estimate. This figure will be adjusted by an ordinance amendment in 2011. A revenue hearing will also be held on this tax. In 2010, the average regular levy rate of cities in Washington was \$2.05 per \$1,000 assessed value (AWC Tax and User Fee Survey).

There are four restrictions or limits that affect the City's property tax levy. **The 1% constitutional limit:** The primary limitation on property taxes was established by the 55th amendment to the Washington State Constitution in 1972. Article 7, Section 2 of the Constitution and RCW 84.52.050 limit the total regular property tax levy to a maximum of \$10.00 per \$1,000 of the market value of property. Excluded from this \$10 limit are levies for ports and public utility districts. **Statutory maximum rates for districts:** RCW 84.52.043 establishes maximum levy rates for the various types of taxing districts (the state, counties, cities and towns, fire districts, and the like). In addition, this statute establishes a maximum aggregate rate of \$5.90 per \$1,000 of assessed value for counties, cities, fire districts, library districts and certain other junior taxing districts. The state levy for support of common schools is not subject to the \$5.90 limit, although it is subject to the constitutional \$10 limit.

King County.....	\$1.28499
Fire District #2.....	\$1.50
King County Library System...	\$0.46
Normandy Park MPD.....	\$0.45
City of Normandy Park.....	<u>\$1.22415</u>
TOTAL LEVY:	\$4.91914

The City of Normandy Park has a property tax levy capacity of approximately \$0.98.

The 101% limit: In 1971, Chapter 84.55 RCW established a limitation on the increase in regular property taxes for taxing districts. The current limitation each year for most districts is 101% of their highest lawful levy since 1985, plus an additional amount to allow for new construction within the district. The 101% limit applies to the total amount of property tax for a taxing district, not to individual properties.

With majority voter approval, districts may raise the 101% limit in order to exercise more levy authority under statutory and constitutional limits.

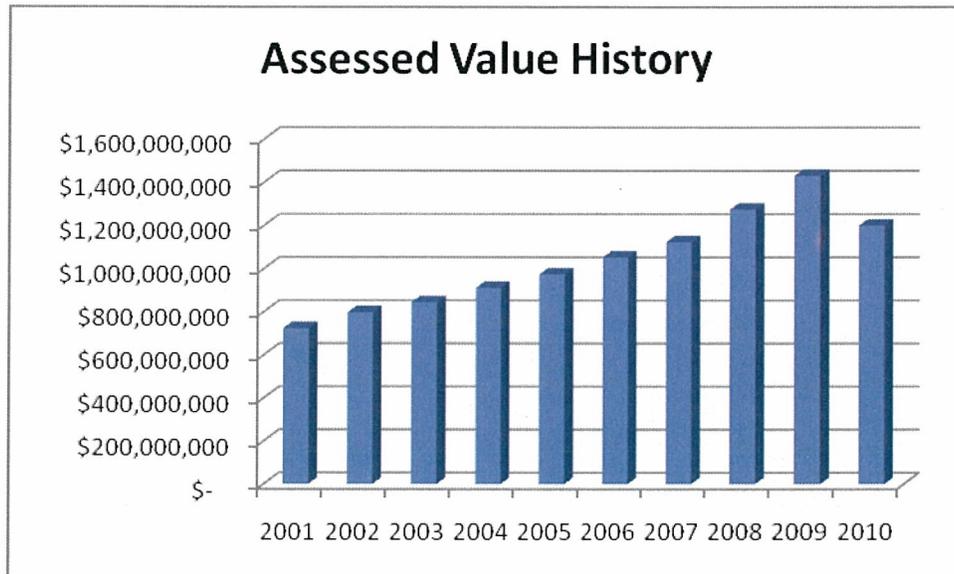
Excess levies: Most districts can submit propositions for additional property tax levies to a vote of the people. Local school districts have no regular levy authority (although they are allocated funds from the statewide school levy) so they receive a substantial portion of their funding from voter-approved excess levies. Excess levies must be authorized by a 60% majority of the voters and such levies are not subject to any of the limitations described above.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

The following chart represents the City's assessed valuation amounts for the last ten years:



Graph #3: This graph represents the City's assessed valuation for all real and personal property in the City since 1999. The assessed valuation is used in the computation of gross property tax revenues.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

Sales Taxes

The General Fund receives approximately \$400,000 in sales tax revenues annually. Generally, this is a volatile revenue source for a City, but for Normandy Park it has been fairly consistent because the City has a small commercial base consisting of businesses serving the local community. The economic recession resulted in a decline in sales taxes of approximately \$100,000 from 2009 to 2010, which is a decline of 20%. Several vacant retail office spaces within Normandy Park Towne Center will eventually be filled with tenants and potentially generate additional sales taxes. However, the future financial stability of the City will require significantly more sales taxes than is likely to be generated from Normandy Park Towne Center alone.

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 .1 percent. King County has implemented this additional tax. Therefore, the City of Normandy Park is a recipient of this funding. Of the additional .1 percent, ten percent is distributed to the County and the other ninety percent is distributed to cities on the basis of population. This source brings in approximately \$140,000 for the City, which supports approximately 1.5 full-time positions in the Police Department.

Other Taxes

Other taxes received by the City include the first quarter percent and second quarter percent real estate excise tax. The real estate excise tax is recorded into 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 real estate excise tax funds are designated strictly for capital improvements within the City. State law also requires that capital improvements funded by real estate excise taxes be identified in the City's Six-Year Capital Improvement Plan, which is updated annually by the City Council.

2011 - 2012 OPERATING BUDGET

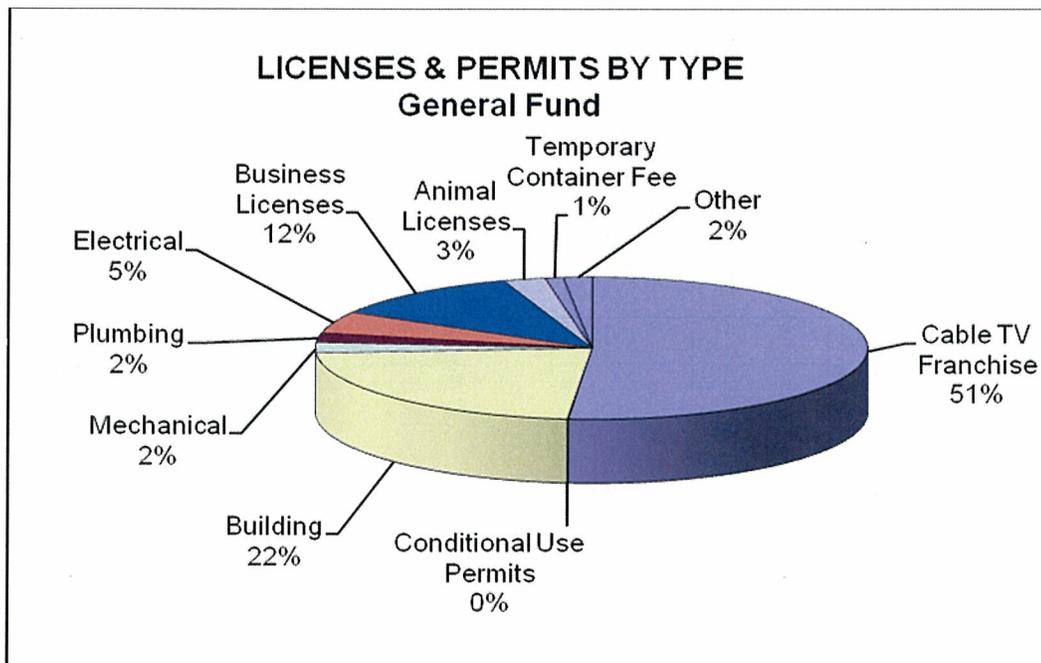
Normandy Park, Washington

Revenue Summary

LICENSES AND 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. Overall, this category represents 2% of General Fund revenues.

In prior years, license and permit revenues have consistently averaged around 8% of total General Fund revenues. Until 2011, building permits have been the largest single source of license and permit revenue. However, in 2011 cable television franchise fees will represent 51% of license and permit revenues. The 2011 – 2012 Budget estimated building permit revenue is \$42,000 or 22% of license and permit revenues. Building permit activity in Normandy Park has decreased significantly during the past two years due to the downturn in the housing market. Building permit activity appears to be slowly increasing during the 4th Quarter of 2010.



Graph #4: This graph represents the City's budgeted revenues for licenses and permits for all General Fund activity as estimated for 2011 and 2012.

INTERGOVERNMENTAL STATE SHARED REVENUES

State shared revenues have reduced significantly during the past ten years. For the General Fund, intergovernmental revenues will increase from approximately 8% of all revenues in 2010 to 22% of all General Fund revenues in 2011. The sole reason for this increase is the added revenue generated from the Normandy Park Metropolitan Parks District, which is accounted for as an intergovernmental revenue. For the Street Fund, intergovernmental revenues were virtually the sole funding source in 1999-2000 and, in 2011-2012 will be less than 50% of revenue sources. The following table summarizes the City's state shared revenue sources and the fund that records these monies for a five year period:

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

Revenue	2008	2009	2010	2011	2012
Liquor Excise Tax-GF	30,973	31,397	32,000	33,000	33,750
Liquor Board Profits-GF	43,492	44,210	49,250	49,500	49,750
Fuel Taxes-Street Fund	147,337	139,773	140,000	141,400	142,815
Criminal Justice Revenues-GF	7,526	7,392	6,500	7,050	7,400

The following definitions provide a summary of the State shared revenues listed above:

Liquor Excise Taxes - Cities and towns receive 28% of all liquor excise taxes collected by the State. The City receives these funds because it is responsible for policing liquor establishments located within City limits. Two percent of the monies that the City receives must be spent for an approved alcoholism or drug addiction program.

Liquor Board Profits - Essentially, cities and towns receive 40% of liquor store profits. Again, two percent of these funds must be spent for an approved alcoholism or drug addiction program.

Motor Vehicle Fuel Taxes - The motor vehicle fuel tax is a "unit tax," a set number of cents per gallon, as compared to an "ad valorem" tax where the tax rate is a percent of the price per gallon. In Washington, the tax is 37.5 cents per gallon. Cities and towns receive approximately 10.7 percent of the funds, which is distributed on a per capita basis. The City of Normandy Park will receive approximately \$21.43 per capita in 2011 – 2012. Motor Vehicle Fuel Tax funds must be used for street maintenance or improvements.

Criminal Justice Revenues - With the repeal of the motor vehicle excise tax, the only money that cities receive by statute comes from language that transfers from the state general fund will be made to two criminal justice accounts for use by cities under RCW 82.14.320 and RCW 82.14.330. Seventy percent of the revenue distributed under RCW 82.14.330 is solely based on population. The funds must be used for law enforcement programs, domestic violence prevention programs and child abuse prevention programs. The City of Normandy Park will receive an estimate \$1.05 per capita in 2011 – 2012.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

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.

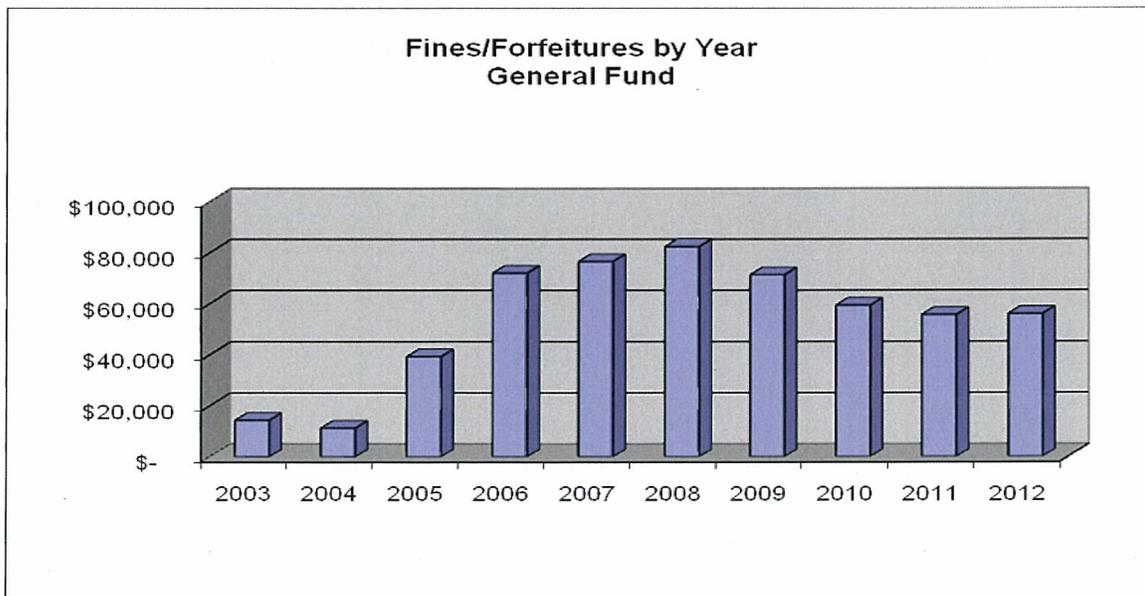
The following table summarizes charges for goods & services by fund for five years:

Fund	2008	2009	2010	2011	2012
General Fund (001)	\$305,180	\$188,977	\$145,511	\$165,400	\$166,050
Arts Commission Fund (104)	1,760	2,090	1,550	1,500	1,500
Stormwater Utility Fund (402)	354,750	443,411	556,445	556,445	556,445
Grand Total	\$661,690	\$634,478	\$703,506	\$723,345	\$723,995

As shown in the table above charges for goods and services is expected to increase slightly over the 2010 estimated amounts. However, the General Fund charges and services revenues are expected to remain well below the 2008 actual due to decreased building permit activity. The City Council increased the monthly stormwater utility charge in 2009 and 2010, which explains the increase over 2009.

FINES AND FORFEITURES

The fines and forfeitures category essentially consists of traffic infractions, nontraffic infractions, parking infractions and other police related fines. The City of Normandy Park 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 \$55,565 in 2011 and \$55,900 in 2012.



Graph #5: This graph above represents total estimated fines and forfeitures for the General Fund. As shown by the graph, this category of funding has declined slightly since 2008.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Revenue Summary

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 slightly less than \$2,000 for both years. 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 the security, ease and low investment costs. With a small Finance department staff, time is spread thin and only limited functions can be performed. Facility rentals, which includes the Recreation Center and Marvista Park Shelter, are estimated at \$33,250 for both years.

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 the fund number is 001.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Revenue Summary

FUND BALANCE SUMMARY BY YEAR

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash Bal)	\$ 1,523,081	\$ 1,315,993	\$1,139,800	\$918,484	\$483,390	\$653,301
Add: Operating Revenues	3,611,453	3,459,008	4,321,043	3,366,516	3,958,594	4,032,238
Add: Other Nonop Revs (Grants)	77,348	111,153	230,910	189,317	320,103	245,103
Add: Other Financing Sources	1,000	500	366,450	64,140	0	0
Less: Expenditures	3,621,889	3,575,160	4,379,429	3,759,567	3,798,981	3,934,953
Less: Operating Transfers Out	275,000	393,000	557,500	295,500	309,805	539,353
End Fund Bal, Dec 31 (Cash Bal)	\$1,315,993	\$918,494	\$1,121,274	\$483,390	\$653,301	\$456,336

REVENUE & OTHER FINANCING SOURCES SUMMARY BY YEAR

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
OPERATING REVENUES						
Property Taxes	\$1,385,771	\$1,400,042	\$1,442,315	\$1,442,315	\$1,456,738	\$1,471,305
Sales & Use Taxes	449,693	501,137	682,000	384,830	404,071	424,275
Sales & Use Tax – Criminal Justice	153,103	128,381	163,395	126,356	136,170	140,255
Utility Tax – Electricity	207,773	243,328	291,336	260,836	266,053	271,374
Utility Tax – Gas	177,427	168,368	303,518	179,518	161,925	165,164
Utility Tax – Solid Waste	43,143	43,837	62,181	62,181	77,520	79,070
Utility Tax – Cable TV	136,975	126,126	149,113	128,938	131,517	134,147
Utility Tax – Telephone	206,233	221,155	237,120	226,620	231,152	235,775
Conditional Use Permits	100	0	100	1,250	100	100
Business License Fees	2,150	22,275	25,500	21,550	21,550	21,600
Cable TV Franchise Fees	65,754	80,883	83,882	83,882	96,533	98,833
Building Permits	164,385	59,803	192,938	42,500	42,000	47,000
Mechanical Permits	11,752	7,063	10,749	5,605	4,500	5,000
Plumbing Permits	10,105	6,129	10,121	5,763	4,000	4,500
Fill and Grading Permits	900	1,900	1,020	1,795	1,200	1,400
Sign Permits	751	400	0	0	100	100
Electrical Permits	39,606	19,220	45,478	13,386	9,400	9,700
Abandon/Undergrnd Tank Permits	1,575	1,125	765	765	500	550
Temporary Container Permit	0	3,900	2,550	2,100	2,000	2,400

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Revenue Summary

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
Animal Licenses	5,006	4,698	4,000	4,590	4,650	4,800
Concealed Weapon Permit Fees	1,264	1,000	900	1,300	1,350	1,350
MV Excise Taxes	1,327	1,386	1,616	1,616	1,600	1,650
CJ – Special Programs	5,119	5,290	5,000	5,000	5,450	5,650
DUI – Other CJ Assistance	1,163	2,102	1,400	1,400	1,600	1,750
Liquor Excise Taxes	30,973	31,397	32,000	32,000	33,000	33,750
Liquor Board Profits	43,492	44,210	47,250	49,250	49,500	49,750
Normandy Park MPD ILA	0	0	0	0	539,000	544,390
Shared Court Costs	0	0	0	0	0	0
Other Intergovtl	0	0	0	10,000	6,500	6,500
Warrant Costs	0	0	0	0	0	0
Photocopy Fees	527	770	600	500	400	400
Copy/Tape Fees	0	6	0	0	0	0
Passport Application Fees	0	4,252	15,000	4,000	3,200	3,000
Fingerprinting	2,028	1,572	2,300	1,650	2,000	2,100
Special Inspections	120	75	0	0	0	0
Engineering Fees	96,672	49,385	125,000	20,000	29,450	29,750
Zoning and Planning Fees	5,125	2,360	14,280	550	550	600
Plan Review Fees	94,841	26,415	76,500	19,500	22,450	22,450
Other Development Fees	0	0	0	1,250	500	500
Shoreline Permit Fees	1,300	0	0	200	0	0
SEPA Fees	2,900	1,950	2,500	1,950	2,000	2,400
Variance Fees	0	400	0	0	0	0
Field Use Fees	6,885	9,003	8,200	5,700	11,300	11,300
Recreation Class Fees	3,680	7,471	98,058	1,592	5,000	5,000
Rec. Program Fees – Preschool	73,412	76,931	73,440	78,750	79,050	79,050
Preschool Field Trip Fees	3,707	2,376	2,000	2,000	3,500	3,500
Yoga Class Fees	0	4,840	0	4,000	4,000	4,000
Boot Camp Class Fees	0	1,172	0	4,369	2,500	2,500
Municipal Court Proceeds	85,251	71,190	76,990	59,282	55,565	55,900
Investment Interest	37,518	7,826	46,680	2,000	1,700	1,900

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Revenue Summary

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
Interest on Sales Tax Receipts	1,847	1,715	2,000	800	800	800
Interest on Court Collection	0	0	0	0	0	0
Facility Rentals	33,464	28,788	33,293	26,000	33,250	33,250
Pea Patch Rentals	700	665	700	665	700	700
Insurance Recovery	2,614	0	0	0	0	0
History Book Sales	9	30	0	0	0	0
Private Donations	600	1,200	0	95	0	0
Donations – K9 Program	275	0	1,130	0	0	0
Unclaimed Money & Sale of Prop.	0	0	0	6,135	1,000	1,000
Cashier's Short and Over	(6)	0	0	0	0	0
Other Miscellaneous Revenue	12,272	33,462	1,000	30,000	10,000	10,000
Court NSF/Miscellaneous Fines	172	0	120	172	0	0
Subtotal Operating Revenues	\$3,611,453	\$3,459,008	\$4,376,028	\$4,366,506	\$3,958,594	\$4,032,238
NON-OPERATING REVENUES (GRANTS)						
NFWF Grant	0	234	0	0	0	0
OJP Bulletproof Vest Grant	0	3,517	0	0	0	0
State Archive Grant	0	1,735	0	0	0	0
Traffic Safety Grant	0	9,046	0	0	0	0
FEMA Reimbursement - Storm	11,860	605	0	0	0	0
FEMA Reimbursement-Storm	0	14,470	0	0	0	0
Dept. of Homeland Security	0	0	0	763	0	0
DOE Grant – NPDES	0	66	0	0	0	0
Traffic Safety Commission Grant	437	180	0	600	0	0
DOE Coordinated Prevention Grant	18,825	0	24,000	24,000	24,775	24,775
Click It or Ticket Grant	0	0	0	2,079	0	0
Drive Hammered Grant	0	389	5,500	465	0	0
Unanticipated Grants	1,087	600	140,000	100,000	237,000	162,000
Recycling Grants	45,139	80,311	61,410	61,410	58,328	58,328
Subtotal Non-Operating Revs	\$77,348	\$111,153	\$230,910	\$189,317	\$320,103	\$245,103
OTHER FINANCING SOURCES						
Comp FA- Recoveries	1,000	500	0	0	0	0

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Revenue Summary

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
Other Non-Revenues	0	0	300,000	0	0	0
Op Transfer In	0	0	66,450	64,140	0	0
Subtot Other Financing Sources	\$1,000	\$500	\$366,450	\$64,140	\$0	\$0
TOTAL GENERAL FUND	\$3,689,801	\$3,570,661	\$4,973,388	\$4,619,963	\$4,278,697	\$4,277,341

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2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Expenditure Summary

Department/Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
City Council (511)						
Official Publication Svcs (511-30) This program reflects the costs for legal notice publications. Shifted to Central Services.	\$211	\$0	\$0	\$0	\$0	\$0
Legislative Services (511-60) These are the expenses related to City Council actions and activities.	24,780	35,581	24,515	23,896	32,325	32,325
Election Services (511-70) This program is for the City's election expenses for its voting citizens. Shifted to 511-80.	161	0	0	0	0	0
Voter Registration Svcs (511-80) This program is for the City's share of voter registration and election services.	8,331	10,356	10,000	9,730	10,000	10,000
Executive (513)						
City Manager's Office (513-10) This program provides for the operating expenses for the City Manager's office.	250,683	260,332	293,652	261,931	244,869	249,024
Risk Management (514-70) Included in this category are the majority of the costs for general liability and property insurance for the City. The Stormwater Fund and the Street Fund also pay a portion of the insurance premiums.	65,675	83,555	73,700	98,037	73,350	77,500
Legal Services (515-10) This program includes expenses for legal services paid to the City's contract corporate legal counsel, special legal counsel and prosecuting attorney.	119,794	97,571	107,000	86,975	105,000	100,000
Public Defender Services (515-15) This program provides a public defender for indigent individuals meeting specific income requirements.	13,750	21,125	22,500	19,500	22,500	24,500
Employee Training (516-40) This program reflects the travel and training expenses for all departments in the City. Prior to 2009, police department training was provided for in the departmental budget.	14,529	13,115	23,335	7,928	19,355	17,555
Civic Service Commission (521-10) This program reflects the costs associated with Civil Service and police testing.	720	720	800	600	800	800
Natural Res (531-70 & 531-71) This program includes the expenses for Puget Sound Air Quality.	3,776	5,638	4,300	4,300	4,100	4,300

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Expenditure Summary

Department/Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Executive (513)						
Mount Rainier Pool (576-21) This program reflects the costs for the City's share of Mount Rainier Pool Operations. The pool ownership will transfer to Highline School District in 2009.	10,629	10,948	0	0	25,000	25,000
Municipal Court (512)						
Municipal Court (512-40) This program includes expenses for municipal court operations provided through an Interlocal Agreement with the City of Des Moines.	54,031	57,783	47,000	47,000	55,000	60,000
Finance (514)						
Finance Administration (514-10) This program reflects expenses for the Finance Department.	217,459	183,379	322,504	307,373	306,727	310,902
Auditing Services (514-23) This program accounts for the costs related to the State mandated biannual audit.	0	14,735	0	13,530	14,000	15,000
City Clerk (517)						
City Clerk's Office (514-30) This program reflects costs for the City Clerk's Office. This cost was combined with Finance prior to 2008.	126,559	130,537	155,561	139,984	95,289	92,588
Central Service (518-10) This program reflects the costs for non-departmental supplies and services.	3,199	86,760	129,069	76,971	94,172	95,532
Telephone Services (518-90) This program includes the maintenance costs for the City's telephone system. Combined with Central Services (518-10) in 2009.	9,307	0	0	0	0	0

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Expenditure Summary

Department/Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Public Safety (521)						
Law Enforcement Svcs (521-20) This program provides for all Police operating expenses including jail and dispatch services.	1,646,232	1,706,152	1,873,328	1,785,941	1,701,353	1,887,180
Animal Control (539-30) This program accounts for expenses related to pet licensing and animal shelter services.	1,320	1,536	0	1,536	3,000	3,000
Emergency Management (525-30) This program reflects expenses related to emergency management and emergency preparedness services. Included in Executive Department prior to 2009-2010.	0	32,309	31,000	22,000	22,000	22,000
Public Works (542)						
City Hall (518-30) This program reflects the costs related to City Hall maintenance.	55,818	67,186	79,878	76,253	64,197	64,324
Recreation Center (518-31) This program accounts for all the costs related to the North Building including repairs and maintenance.	28,847	30,963	46,120	33,029	44,127	44,717
Parks Maintenance (576-10) The Program provides for the contractual maintenance for major City parks. Some maintenance is provided in-house by Public Works.	125,387	115,409	197,324	146,090	255,829	259,522
Public Works Administration (543-10) This program reflects expenses for Public Works Administration and Engineering Services.	97,483	38,865	124,831	39,353	43,568	44,354
Planning (558)						
Building Services (524-20) The program reflects expenses for building permit application processing, plan review and code enforcement services.	133,928	133,260	161,238	154,184	118,570	119,474
Recycling Services (558-20) This program accounts for consulting contracts associated with the annual community recycling events conducted in conjunction with the City of Burien.	64,800	77,911	85,000	85,000	83,103	83,103
Planning Services (558-60) This program accounts for short and long-term land use planning services, community development and economic development.	307,637	200,850	254,390	200,428	220,207	149,153

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FUND: General (001)
PROGRAM: General Fund Expenditure Summary

Department/Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Recreation (574)						
Senior Services (562-20) The City contracts with the City of Des Moines for senior services.	18,714	17,046	20,000	20,000	24,000	26,000
Substance Abuse Svcs (567-00) This program reflects the expenses for the treatment of substance abuse provided through King County.	1,492	1,541	1,600	1,600	2,000	2,000
Recreation Admin (574-10) This program reflects the administrative costs for the recreation programs.	52,222	63,325	113,708	12,578	24,388	24,848
Recreation Services (574-20) This program reflects the costs of recreation programs, classes and activities, which are fully supported by user charges.	16,181	7,563	99,853	10,700	15,500	15,500
Preschool Program (574-22) This is self-supporting Preschool Program and is run out of the Recreation Center.	61,663	69,105	77,223	73,120	74,252	74,752
Subtotal Expenditures	\$3,535,318	\$3,575,156	\$4,379,429	\$3,759,567	\$3,798,981	\$3,934,953
Other Financing Uses						
Op Transfer-ERR Fund (150)	30,000	100,000	140,000	0	0	25,000
Op Transfer-Street Fund (101)	60,000	115,000	240,000	133,000	155,000	155,000
Op Trans-Debt Service Fund (201)	165,000	163,000	162,500	162,500	130,000	155,000
Op Trans-Park Imprvemnt Fund(325)	0	0	0	0	24,805	204,353
Op Trans-Arts Commission Fund (104)	20,000	15,000	15,000	0	0	0
Subtotal Other Financing Uses	275,000	393,000	557,500	295,500	309,805	539,353
Grand Total	\$3,810,318	\$3,968,160	\$4,936,929	\$4,055,067	\$4,108,786	\$4,474,306

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (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 2010 population is 6,485. 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.

GOALS AND OBJECTIVES

GOAL #1

Develop a strong economy and stimulate growth in the city.

Objective #1: Retain and support existing local businesses.

Objective #2: Revitalize a city center.

Objective #3: Streamline the permitting process.

Objective #4: Seek funding for all phases of 1st Avenue South improvements.

GOAL #2

Provide the highest quality municipal services at reasonable costs.

Objective #1: Ensure the fees charged for services and programs are reasonable.

Objective #2: Equitably distribute duties and workload amongst employees.

Objective #3: Provide friendly, professional and responsive customer service.

Objective #4: Identify options and conduct a feasibility analysis for facilities (City Hall, Recreation Center and Public Works Shop).

GOAL #3

Provide diverse recreational opportunities.

Objective #1: Maintain parks, trails and open spaces.

Objective #2: Offer summer camps and other recreational events to enrich the lives of citizens of all ages.

Objective #3: Inventory and locate boundaries of City unopened trails.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

GOALS AND OBJECTIVES CONTINUED

GOAL #4

Provide safe neighborhoods for the residents and community.

- Objective #1:** Code enforcement efforts focused on enhancing public safety and preservation of attractive neighborhoods.
- Objective #2:** Community policing efforts to involve, educate and create partnerships between law enforcement and citizens.
- Objective #3:** Priority response on emergency calls.
- Objective #4:** Heighten emergency preparedness to "Create a Disaster Resilient Community".
- Objective #5:** Ensure environmental protection through education, appropriate regulation, enforcement and stewardship.
- Objective #6:** Create a database inventory of all used and unused City-owned properties.

GOAL #5

Improve the City's financial stability.

- Objective #1:** Discontinue reliance on fund reserves. Maintain a Restricted General Fund Reserve balance of not less than \$1.1 million.
- Objective #2:** Increase revenues through aggressively pursuing new revenue opportunities.
- Objective #3:** Decrease unnecessary expenditures.

CITY COUNCIL POSITIONS AND TERMS

<u>COUNCILMEMBER</u>	<u>POSITION</u>	<u>TERM EXPIRATION</u>
Doug Osterman	Position #1	December 2011
Clarke Brant (Mayor Pro Tem)	Position #2	December 2013
Shawn McEvoy	Position #3	December 2011
John L. Rankin	Position #4	December 2013
George Hadley (Mayor)	Position #5	December 2011
Marion Yoshino	Position #6	November 2013
William Enersen	Position #7	December 2011

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Legislative (511)
PROGRAM: Legislative Services (511-60)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

LEGISLATIVE SERVICES OVERVIEW:

The Legislative Services Program 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 and Suburban Cities Association, consulting services, and approximately \$400 in training for each Councilmember.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in the Legislative Services budget.

REVENUE SOURCES: Legislative Services are supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Legislative Services budget. 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.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Legislative Svcs Staffing/FTE's</i>	0	0	0	0	0	0
Benefits	\$15	\$16	\$25	\$25	\$25	\$25
Supplies and Materials	1,196	2,022	2,000	1,750	2,000	2,000
Services and Contracts	23,941	33,543	22,490	22,121	30,300	30,300
Total Legislative Services Exp	\$25,152	\$35,581	\$24,515	\$23,896	\$32,325	\$32,325

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Legislative (511)
PROGRAM: Legislative Services (511-60)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Benefits	\$25	\$25	\$25	\$25	\$25	\$25
Supplies and Materials	2,000	2,000	2,000	2,000	2,000	2,000
Services and Contracts	30,300	30,300	30,300	30,300	30,300	30,300
Total Legislative Services Exp	\$32,325	\$32,325	\$32,325	\$32,325	\$32,325	\$32,325

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Legislative (511)
PROGRAM: Voter Registration Services (511-80)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

VOTER REGISTRATION SERVICES OVERVIEW:

The Voter Registration Services Program 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: No major budgetary changes are anticipated in the Voter Registration and Election Services Program.

REVENUE SOURCES: The Voter Registration and Election Services Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Voter Registration and Election Services Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Voter Reg Svcs Staffing/FTE's</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Intergovernmental Services	\$8,492	\$10,356	\$10,000	\$9,730	\$10,000	\$10,000
Total Voter Reg Services Exp	\$8,492	\$10,356	\$10,000	\$9,730	\$10,000	\$10,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Intergovernmental Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Voter Reg Services Exp	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

EXECUTIVE OVERVIEW

The Executive department of the City is staffed by the City Manager and the Assistant to 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 and legislation passed by the City Council.

The City Manager oversees the legislative budgets for the City Council and the following executive related budgets (most of which follow behind this overview): The City Manager's Office, Risk Management, Legal Services, Public Defender Services, Employee Training, Natural Resources, and Civil Service Commission.

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Mission Statement

To provide services that meet the needs and exceed the expectations of our customers.

Goal

Deliver responsive and efficient services to the community, the City Council and employees through leadership that encourages participation, proactive problem solving and provides a safe and healthy place to live and work.

Objective #1: Provide support for Manhattan Village Subarea Process.

Measures

Input	Labor hours to attend meetings Labor hours to provide direction to facilitator Labor hours to create public information materials and notices
Output	Number of meetings attended Selection of facilitator Number of published articles, flyers, notices and other material Planning process completed and final report delivered
Efficiency	Cost to complete project
Outcome	Final Plan supported by community and the City Council by March 2012

Objective #2: Respond to 90% of all telephone, written and verbal inquiries within 48 hours.

Measures

Input	Labor hours for responding to inquiries
Output	Number of inquiries
Efficiency	Cost per inquiry
Outcome	Percentage of inquiries responded to within 48 hours

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

GOALS, OBJECTIVES & PERFORMANCE MEASURES CONTINUED

Objective #3: Provide 100% funding and attendance for necessary training identified by all departments in the 2011/2012 budget.

Measures

Input Expenditures for training
 Labor hours to attend training

Output Number of necessary training classes attended

Efficiency Average cost per training class attended

Outcome Percentage of employees that attended necessary training classes

Objective #4: Develop a performance measurement report to inform citizens about the City's progress in meeting goals and objectives.

Measures

Input Labor hours for identifying key indicators
 Labor hours for management team meetings to develop data collection processes
 Labor hours to collect data for key indicators

Output Number of meetings
 Number of key indicators measured

Efficiency Cost to collection data

Outcome Published performance measurement report distributed to Normandy Park residents and businesses by August 2010

EXECUTIVE POSITION INVENTORY

Position Title	FTE'S	Range Minimum	Range Maximum
City Manager	1	Contractual	Contractual
Administrative Assistant	1	\$3,381 month	\$4,507 month
Total FTE's	<u>2</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: City Manager's Office (513-10)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

CITY MANAGER'S OFFICE OVERVIEW:

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

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in the City Manager's Office budget.

REVENUE SOURCES: The City Manager's Office is supported by General Fund tax sources.

STAFFING OVERVIEW: The City Manager's Office has two full-time employees including the City Manager and an Assistant to the City Manager. The primary responsibility of the City Manager is to serve as the Chief Executive Officer of the City. Other City Manager responsibilities include planning, directing, supervising and administering programs, goals, policies, ordinances, etc. for all City departments.

The Assistant to the City Manager performs administrative functions for the City Manager, including the preparation of correspondence, meeting coordination and special projects. Other key functions of the Assistant to the City Manager are risk management, employee safety programs and human resources.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>City Mgr's Off Staffing/FTE's</i>	2.0	2.0	2.0	2.0	2.0	2.0
Salaries	\$171,210	\$167,872	\$188,880	\$182,380	\$165,025	\$165,025
Benefits	46,014	45,521	57,072	52,916	46,494	49,899
Supplies and Materials	3,065	406	0	115	0	0
Services and Contracts	30,394	45,765	47,700	26,520	31,550	32,300
Capital Outlay	0	766	0	0	1,800	1,800
Total City Manager's Off Exp	\$250,683	\$260,332	\$293,652	\$261,931	\$244,869	\$249,024

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: City Manager's Office (513-10)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2009	2010
Salaries	\$165,025	\$165,025	\$165,025	\$165,025	\$165,025	\$165,025
Benefits	46,494	49,899	46,494	49,899	46,494	49,899
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	31,550	32,300	31,550	32,300	31,550	32,300
Capital Outlay	1,800	1,800	1,800	1,800	1,800	1,800
Total City Manager's Off Exp	\$244,869	\$249,024	\$244,869	\$249,024	\$244,869	\$249,024

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Risk Management (514-70)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

RISK MANAGEMENT OVERVIEW:

This Program 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: No major budgetary changes are anticipated in the Risk Management budget.

REVENUE SOURCES: The Risk Management Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Risk Management Program. The Risk Management function is handled by the Assistant to the City Manager. This position is funded out of the City Manager's Office.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Risk Mngt Staffing/FTE's</i>	0	0	0	0	0	0
Services and Contracts	\$65,675	\$83,555	\$73,700	\$98,037	\$73,750	\$77,500
Total Risk Management Exp	\$65,675	\$83,555	\$73,700	\$98,037	\$73,750	\$77,500

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Services and Contracts	\$73,750	\$77,500	\$73,750	\$77,500	\$73,750	\$77,500
Total Risk Management Exp	\$73,750	\$77,500	\$73,750	\$77,500	\$73,750	\$77,500

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Legal Services (515-10)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

LEGAL SERVICES OVERVIEW:

The City Attorney is retained as a contracted service 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 the 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. Special Legal Counsel.

MAJOR BUDGETARY CHANGES: The budget for Legal Services was reduced by 1.5%. This budget reduction is due to the reduced number of billable hours for special legal counsel. However, an increase to the budget for the City Prosecuting Attorney is necessary to cover the cost of the contract.

REVENUE SOURCES: The Legal Services Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations have been made to the Legal Service Program. These services are contracted out to private individuals, firms and organizations.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Legal Svcs Staffing/FTE's</i>	0	0	0	0	0	0
Services and Contracts	\$133,544	\$118,696	\$129,500	\$106,475	\$127,500	\$124,500
Total Legal Services Exp	\$133,544	\$118,696	\$129,500	\$106,475	\$127,500	\$124,500

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Services and Contracts	\$127,500	\$124,500	\$127,500	\$124,500	\$127,500	\$124,500
Total Legal Services Exp	\$127,500	\$124,500	\$127,500	\$124,500	\$127,500	\$124,500

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Employee Training (516-40)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

EMPLOYEE TRAINING OVERVIEW:

Employee training for all City departments is included in the Employee Training budget. 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: The funding level for employee training reflects a decrease of 17%.

REVENUE SOURCES: The Employee Training Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Employee Training Program. Salaries and benefits are charged to the employee's departmental budget.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Employee Trng Staffing/FTE's</i>	0	0	0	0	0	0
Services and Contracts	\$14,529	\$13,115	\$23,335	\$7,928	\$19,355	\$17,555
Total Employee Training Exp	\$14,529	\$13,155	\$23,335	\$7,928	\$19,355	\$17,555

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Services and Contracts	\$29,405	\$25,655	\$18,355	\$16,555	\$19,355	\$17,555
Total Employee Training Exp	\$29,405	\$25,655	\$18,355	\$16,555	\$19,355	\$17,555

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Civil Service (521-10)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

CIVIL SERVICE OVERVIEW:

The City has a three member Civil Service Commission that has a regular meeting once per month, as needed, on the third Tuesday at noon 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 makes and enforces rules and regulations regarding examinations for employment, appointments, promotions, transfers, demotions, etc. for Police Department personnel. This program was created as a separate budget in 1993 which enabled City Staff, Councilmembers and the general public to track costs related to this function.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated for the Civil Service Commission Program.

REVENUE SOURCES: The Civil Service Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Civil Service Commission Program. The Civil Service Secretary/Examiner work is performed by the Assistant to the City Manager. Some of the responsibilities of the Civil Service Secretary include preparing meeting agenda packets and minutes and coordinating all aspects of necessary hearings.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Civil Service Staffing/FTE's</i>	0	0	0	0	0	0
Services and Contracts	\$720	\$720	\$800	\$600	\$800	\$800
Total Civil Service Exp	\$720	\$720	\$800	\$600	\$800	\$800

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	800	800	800	800	800	800
Total Civil Service Exp	\$800	\$800	\$800	\$800	\$800	\$800

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Natural Resources (531-70)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

NATURAL RESOURCES OVERVIEW:

The Operating Budget includes funding for pollution control services as required by State law.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated for the Natural Resources Program.

REVENUE SOURCES: The Natural Resources Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Natural Resources Programs.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Natural Res Staffing/FTE's</i>	0	0	0	0	0	0
Pollution Control						
Intergovernmental Services	\$3,776	\$5,638	\$4,300	\$4,300	\$4,100	\$4,300
Total Natural Resources Exp	\$3,776	\$5,638	\$4,300	\$4,300	\$4,100	\$4,300

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Pollution Control						
Intergovernmental Services	\$4,100	\$4,300	\$4,100	\$4,300	\$4,100	\$4,300
Total Natural Resources Exp	\$4,100	\$4,300	\$4,100	\$4,300	\$4,100	\$4,300

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Executive (513)
PROGRAM: Mount Rainier Pool (576-21)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

MOUNT RAINIER SWIMMING POOL:

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 annual contribution for continued operation is \$25,000, which is funded from the Normandy Park Metropolitan Parks District levy.

MAJOR BUDGETARY CHANGES: The budget for the Mount Rainier Swimming Pool Program was eliminated in 2010 since ownership of the facility transferred to Highline School District in March 2009. However, with voter approval of the Des Moines Pool District and the Normandy Park Metropolitan Parks District, the City of Normandy Park will resume funding of the facility in 2011.

REVENUE SOURCES: The Mount Rainier Pool is supported by the Normandy Park Metropolitan Parks District levy.

STAFFING OVERVIEW: No staffing allocations are made to this program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Mt. Rainier Pool Staffing/FTE's</i>	0	0	0	0	0	0
Services and Contracts	\$10,629	\$10,948	\$0	\$0	\$25,000	\$25,000
Total Mt. Rainier Pool Exp	\$10,629	\$10,948	\$0	\$0	\$25,000	\$25,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Services and Contracts	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000
Total Mt. Rainier Pool Exp	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Municipal Court (514)
PROGRAM: Municipal Court Services (512-40)
RESPONSIBLE MANAGER: Douglas Schulze, City Manager

MUNICIPAL COURT SERVICES OVERVIEW:

The City of Normandy Park 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, all civil drug forfeiture actions and all criminal violations of City ordinances filed or to be filed by the City in Court.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated for this Program.

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. Annual Municipal Court revenues are expected to be approximately \$55,600 in 2011 and \$56,000 in 2012.

STAFFING OVERVIEW: No staffing allocations have been made to the Municipal Court Services Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Municipal Court Staffing/FTE's</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Intergovernmental Services	\$54,031	\$57,783	\$47,000	\$47,000	\$55,000	\$60,000
Total Municipal Court Exp	\$54,031	\$57,783	\$47,000	\$47,000	\$55,000	\$60,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Intergovernmental Services	\$55,000	\$60,000	\$55,000	\$60,000	\$55,000	\$60,000
Total Municipal Court Exp	\$55,000	\$60,000	\$55,000	\$60,000	\$55,000	\$60,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FINANCE OVERVIEW

The Finance Department provides the accounting functions for all departments City-wide, including accounts payable, investments, payroll, grant accounting, revenue receipting and budget preparation. Finance is also responsible to follow the guidance of the State Auditor's Office and receives a biannual audit by the State to verify legal compliance. A financial report is prepared annually for the State Examiner to review.

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

Goal

To operate the Finance Department in an efficient, well-organized manner that provides quality services to all customers.

Objective #1: Complete 100% of the Finance Policies and Procedures Manual by December 31, 2011.

Measures

Input	Labor hours spent working on policies and procedures
Output	Number of policies and procedures issued
Efficiency	Average cost per policy/procedure
Outcome	Percentage of Policy and Procedure Manual completed

Objective #2: Complete 80% of the monthly revenue and expenditure reports within 15 business days after the final day of each month.

Measures

Input	Labor hours to complete journal entries and close each month
Output	Monthly revenue and expenditure report
Efficiency	Average hours required per month
Outcome	Percentage of reports completed within 5 business days after last day of each month

Objective #3: 90% of accounts payable processed within thirty days of receipt.

Measures

Input	Labor hours to distribute invoices for approval by department managers
	Labor hours to process payments
	Number of invoices processed
Output	Warrants processed
Efficiency	Average hours per month required to process accounts payable
	Average number of days required to process payment after invoice is received
Outcome	Percentage of invoices paid within thirty days of receipt.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

FINANCE POSITION INVENTORY

<u>Position Title</u>	<u>FTE's</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
Finance Director	1.00	\$6,468 month	\$8,624 month
Accounting Specialist	1.00	\$3,381 month	\$4,507 month
Total FTE's	<u>2.00</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Finance (514)
PROGRAM: Finance Administration (514-10)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

FINANCE ADMINISTRATION OVERVIEW:

The Finance Administration budget 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: No major budgetary changes are anticipated in the Finance Department budget.

REVENUE SOURCES: The Finance Administration Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: The Finance Department performs the functions related to budgeting, accounts payable, accounts receivable, payroll, and investments. The salaries and benefits for two employees are allocated to this program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Finance Adm Staffing/FTE's</i>	<i>4.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>
Salaries	\$131,184	\$120,066	\$143,196	\$131,946	\$131,500	\$131,500
Benefits	44,758	44,973	58,908	51,562	51,427	55,102
Supplies and Materials	3,605	163	600	0	250	250
Services and Contracts	36,170	18,190	114,800	117,665	118,050	118,550
Capital Outlay	0	0	5,000	6,200	5,500	5,500
Total Finance Admin Exp	\$215,717	\$183,392	\$322,504	\$307,373	\$306,727	\$310,902

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Finance (514)
PROGRAM: Finance Administration (514-10)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$131,500	\$131,500	\$131,500	\$131,500	\$131,500	\$131,500
Benefits	51,427	55,102	51,427	55,102	51,427	55,102
Supplies and Materials	250	250	250	250	250	250
Services and Contracts	118,050	118,550	118,050	118,550	118,050	118,550
Capital Outlay	5,500	5,500	5,500	5,500	5,500	5,500
Total Finance Admin Exp	\$306,727	\$310,902	\$306,727	\$310,902	\$306,727	\$310,902

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Finance (514)
PROGRAM: Auditing Services (514-23)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

AUDITING SERVICES OVERVIEW:

The Auditing Services Program 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: No major budgetary changes are anticipated for this program.

REVENUES SOURCES: The Auditing Services Program is supported by the general taxing sources of the General Fund.

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

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Auditing Svcs Staffing/FTE's</i>	0	0	0	0	0	0
Intergovernmental Services	\$0	\$14,735	\$0	\$13,530	\$14,000	\$15,000
Total Auditing Services Exp	\$0	\$14,735	\$0	\$13,530	\$14,000	\$15,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Intergovernmental Services	\$14,000	\$15,000	\$14,000	\$15,000	\$14,000	\$15,000
Total Auditing Services Exp	\$14,000	\$15,000	\$14,000	\$15,000	\$14,000	\$15,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Finance (514)
PROGRAM: Operating Transfers (597-00)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

OPERATING TRANSFERS OVERVIEW:

Operating transfers represent transfers of funds from one governmental fund to another governmental fund when both governmental funds 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, Arts Commission Fund #104 for arts and cultural services, Equipment Reserve and Replacement Fund #150 to pay for capital equipment items, Debt Service Fund #203 to pay principle and interest costs on General Obligation debt and the Park Improvement Fund #325 to pay for park capital improvements.

MAJOR BUDGETARY CHANGES: Operating transfers to the Equipment Reserve and Replacement Fund and Arts Commission Fund have been eliminated in 2011. A small transfer to the Equipment Reserve and Replacement Fund is budgeted for 2012. The new Park Improvement Fund has been created for 2011 and will receive a transfer from revenue generated by the Metropolitan Parks District after operating and maintenance expenses have been deducted. The transfer to the Street Fund has decreased by 35% in 2011.

STAFFING OVERVIEW: No staffing allocations have been made to this Fund.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Op Transfers Staffing/FTE's	0	0	0	0	0	0
To Street Fund #101	\$60,000	\$115,000	\$240,000	\$133,000	\$155,000	\$155,000
To Arts Commission Fund #104	20,000	15,000	15,000	0	0	0
To Equip Res/Rep Fund #150	30,000	100,000	140,000	0	0	25,000
To Debt Service Fund #203	165,000	163,000	162,500	162,500	130,000	155,000
To Park Imprvmnt Fund #325	0	0	0	0	24,806	204,353
Total Operating Trans Out	\$275,000	\$393,000	\$557,500	\$295,500	\$309,305	\$539,353

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Finance (514)
PROGRAM: Operating Transfers (597-00)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Department Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
To Street Fund #101	\$220,000	\$220,000	\$155,000	\$155,000	\$155,000	\$155,000
To Arts Commission Fund #104	7,500	7,500	0	0	0	0
To Equip Res/Rep Fund #150	50,000	100,000	0	25,000	0	25,000
To Debt Service Fund #203	155,000	155,000	130,000	155,000	130,000	155,000
To Park Imprvment Fund #325	24,805	204,353	24,805	204,353	24,805	204,353
Total Operating Trans Out	\$457,305	\$686,853	\$309,805	\$539,353	\$309,805	\$539,353

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

CITY CLERK'S OFFICE OVERVIEW

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

The City Clerk is also responsible for administrative support. This includes scheduling meetings and meeting rooms, ordering building maintenance supplies and City-wide office supplies. The City Clerk's Office acts as the main City receptionist and answers telephone calls and is the first point of contact with customers.

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

Goal

To operate the City Clerk's Office in an efficient, well-organized manner that provides quality services to all customers.

Objective #1: Complete 90% of City Council Agenda Packets by 5:00 p.m. on the Thursday before each meeting.

Measures

Input	Labor hours spent compiling packets
Output	Number of Agenda Packets
Efficiency	Average time spent per agenda item
Outcome	Percentage of agenda packets completed by 5:00 p.m. on the Thursday before each meeting

Objective #2: 100% of all meeting minutes completed in draft form within 15 calendar days following each City Council meeting.

Measures

Input	Labor hours to type meeting minutes
Output	Pages of meeting minutes produced
Efficiency	Average time spent per meeting
Outcome	Percentage of meeting minutes completed in draft form within 15 calendar days following each City Council meeting.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

CITY CLERK'S OFFICE POSITION INVENTORY

<u>Position Title</u>	<u>FTE's</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
City Clerk	1.00	\$4,745 month	\$6,326 month
Deputy City Clerk	1.00	\$2,916 month	\$3,888 month
Total FTE's	<u>1.00</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: City Clerk's Office (517)
PROGRAM: City Clerk's Office Administration (514-30)
RESPONSIBLE MANAGER: Debbie Burke, City Clerk

CITY CLERK'S OFFICE OVERVIEW:

In 2008, the City Clerk's Office program was separated from the Finance Department to improve program management and due to elimination of the Assistant City Manager position in 2008. The City Clerk's Office is a mandatory position of the City and is responsible for official records of the City, licensing, public notices and legal publications, primary reception for incoming telephone calls and counter customers as well as general administrative support.

MAJOR BUDGETARY CHANGES: The Deputy City Clerk position has not been funded for 2011 or 2012, which decreases the City Clerk's Office budget by approximately \$50,000 each year.

REVENUE SOURCES: City Clerk's Office Program is supported through the general taxing sources of the General Fund.

STAFFING OVERVIEW: One full-time position is funded in the City Clerk's Program. The City Clerk serves as the Department Director.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Data Processing Staff/FTE's</i>	2.00	2.00	2.00	2.00	1.00	1.00
Salaries	\$83,929	\$94,162	\$109,000	\$102,300	\$68,050	\$64,600
Benefits	27,742	29,540	38,176	32,799	21,149	21,898
Supplies and Materials	3,277	1,075	2,250	50	150	150
Services and Contracts	11,610	5,760	6,135	4,835	5,940	5,940
Total City Clerk's Office Exp	\$126,558	\$130,537	\$155,561	\$139,984	\$95,289	\$92,588

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$102,100	\$102,100	\$68,050	\$64,600	\$68,050	\$64,600
Benefits	35,472	37,917	21,149	21,898	21,149	21,898
Supplies and Materials	2,500	2,500	150	150	150	150
Services and Contracts	6,300	6,300	5,940	5,940	5,940	5,940
Total City Clerk's Office Exp	\$146,372	\$148,817	\$95,289	\$92,588	\$95,289	\$92,588

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Non-Departmental (518)
PROGRAM: Central Services (518-10)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

CENTRAL SERVICES OVERVIEW:

The Central Services Program 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 the Finance Department budget.

MAJOR BUDGETARY CHANGES: A decrease of 33% to expenditures for the supplies has been made to the Central Services budget for 2011 and 2012.

REVENUE SOURCES: The Central Services Program is supported through the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations have been made to the Central Services Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Central Services Staffing/FTE's</i>	0	0	0	0	0	0
Supplies and Materials	\$47	\$8,806	\$16,125	\$7,500	\$10,540	\$10,350
Services and Contracts	3,152	56,784	86,500	52,971	55,750	54,356
Capital Outlay	0	21,170	26,444	16,500	27,882	27,882
Total Central Services Exp	\$3,199	\$86,760	\$129,069	\$76,971	\$94,172	\$95,532

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Supplies and Materials	\$11,040	\$10,350	\$10,540	\$10,350	\$10,540	\$10,350
Services and Contracts	66,750	69,900	55,750	54,356	55,750	54,356
Capital Outlay	35,175	32,675	27,882	27,882	27,882	27,882
Total Central Services Exp	\$112,965	\$112,925	\$94,172	\$95,532	\$94,172	\$95,532

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

PUBLIC SAFETY OVERVIEW

In 1992, The Normandy Park Police Department earned accreditation through the Washington Association of Sheriffs and Police Chiefs. Accreditation requires attaining and maintaining a high level of standards. The Washington Association of Sheriffs and Police Chiefs Accreditation Program was discontinued in 2004 – 2005 and no state accreditation program has been established to replace it.

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 response 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, is responsible for the issuance of several types of permits, traffic statistics and crime reports that are submitted to the City Council.

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal

Maintain a safe and secure living and working environment for the citizens and employees of Normandy Park.

Objective #1: 100% of Lexipol Standard Operating Procedures Manual Implemented by December 31, 2012.

Measures

Input	Costs of developing, training and implementing standard operating procedures Labor hours to develop procedures
Output	Updated standard operating procedures manual Department personnel trained and knowledgeable about current standard operating procedures
Efficiency	Average number of employee hours spent per procedure
Outcome	Percentage of Standard Operating Procedures Manual Completed and Implemented by December 31, 2012.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

Objective #2: Identify solutions to correct police dispatch service and radio coverage problem and submit report to City Manager by July 1, 2011.

Measures

Input Labor hours spent researching options available
Labor hours spent analyzing feasible options

Output Number of employee hours

Efficiency Average employee hours per option

Outcome Percentage of report completed by July 1, 2011.

PUBLIC SAFETY POSITION INVENTORY

<u>Position Title</u>	<u>FTE'S</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
Police Chief	1	\$6,468 month	\$8,624 month
Assistant Chief of Police	1	\$5,524 month	\$7,366 month
Police Records Manager	1	\$3,381 month	\$4,507 month
Police Records Specialist 2	.5	\$16.80 hour	\$22.44 hour
Sergeant	2	\$5,046 month	\$6,307 month
Police Officer	8	\$4,387 month	\$5,485 month
Community Service Officer	1	\$3,381 month	\$4,507 month
Total FTE's	<u>14.5</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Safety (521)
PROGRAM: Law Enforcement Services (521-20)
RESPONSIBLE MANAGER: Rick W. Kieffer, Chief of Police

LAW ENFORCEMENT SERVICES OVERVIEW:

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

MAJOR BUDGETARY CHANGES: The most significant budget change within the Police Department is that one Police Officer position, which is currently vacant will not be filled until January 1, 2012. This delayed hiring will save the City approximately \$100,000 in 2011.

REVENUE SOURCES: General Fund revenues related to law enforcement activities are listed below. Additionally, Law Enforcement Services are supported by the general taxing sources of the General Fund.

	<u>2011</u>	<u>2012</u>
Local Criminal Justice Sales Tax	\$136,170	\$140,255
Concealed Pistol Licenses	1,350	1,350
Fingerprinting	2,000	2,100
Grants	7,050	7,400
Grand Total	<u>\$146,570</u>	<u>\$151,105</u>

STAFFING OVERVIEW: The Law Enforcement Services Program has fourteen full time and one half-time employee. 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.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Safety (521)
PROGRAM: Law Enforcement Services (521-20)
RESPONSIBLE MANAGER: Rick W. Kieffer, Chief of Police

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Law Enf Staffing/FTE's	14.5	14.5	14.5	14.5	13.5	14.5
Salaries	\$997,190	\$1,023,483	\$1,118,300	\$1,057,656	\$1,004,165	\$1,120,799
Benefits	324,009	340,510	380,408	419,525	364,114	426,440
Supplies and Materials	57,681	45,785	72,930	45,750	49,225	51,002
Services and Contracts	69,849	81,053	77,090	42,010	77,147	78,411
Intergovernmental Srvc	186,344	194,695	191,500	191,500	200,902	206,928
Capital Outlay	11,158	20,626	33,100	2,500	5,800	3,600
Total Law Enf Exp	\$1,646,232	\$1,706,152	\$1,873,328	\$1,785,941	\$1,701,353	\$1,887,180

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2010	2011	2010	2011	2010	2011
Salaries	\$1,088,100	\$1,120,799	\$1,004,165	\$1,120,799	\$1,004,165	\$1,120,799
Benefits	409,038	437,580	364,114	426,440	364,114	426,440
Supplies and Materials	59,225	61,002	49,225	51,002	49,225	51,002
Services and Contracts	80,329	82,739	77,147	78,411	77,147	78,411
Intergovernmental Srvc	200,902	206,928	200,902	206,928	200,902	206,928
Capital Outlay	23,130	21,330	5,800	3,600	5,800	3,600
Total Law Enf Exp	\$1,860,724	\$1,923,204	\$1,701,353	\$1,887,180	\$1,701,353	\$1,887,180

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Safety (521)
PROGRAM: Emergency Preparedness (521-30)
RESPONSIBLE MANAGER: Rick Kieffer, Chief of Police

EMERGENCY PREPAREDNESS OVERVIEW:

The Emergency Preparedness Program budget includes the costs for emergency preparedness supplies, materials and equipment as well as the City's share of an Emergency Preparedness Coordinator provided through an Interlocal Agreement between the Cities of Burien and Normandy Park.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in the Emergency Preparedness budget.

REVENUE SOURCES: The Emergency Preparedness Program is supported by the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Emergency Preparedness Programs.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
Emergency Prep Staffing/FTE's	0	0	0	0	0	0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Services	0	13,326	22,000	22,000	22,000	22,000
Capital Outlay	0	18,983	9,000	0	0	0
Total Emergency Prep Exp	\$0	\$32,309	\$31,000	\$22,000	\$22,000	\$22,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Services	22,000	22,000	22,000	22,000	22,000	22,000
Capital Outlay	0	0	0	0	0	0
Total Emergency Prep Exp	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

PUBLIC WORKS OVERVIEW

The Public Works Crew provides maintenance of the three square miles of infrastructure for the City. Their work projects include the construction and maintenance of all aspects of the street systems from filling potholes to trimming trees in the right-of way, storm drainage, street lighting, sidewalks, and snow and ice removal. The Public Works Staff are also responsible for maintaining and improving the City parks, performing facility maintenance and improvements and assisting with many other miscellaneous services for City Staff.

The Public Works Department is located in the old City Hall building, which is also the location of Marvista Park where the City's pea patches and rose garden are located. Some services provided by the Public Works Department are contracted out to private contractors when it is more cost effective. Public Works also works closely with Southwest Suburban Sewer District and Highline Water District to ensure that the water and sewer system/infrastructure is maintained at an acceptable level.

Capital improvements for roadways and infrastructure can be found under the Capital Improvement Fund #320. Capital improvements for parks can be found under the Parks Improvement Fund #325. Capital equipment purchases for Public Works are budgeted under the Equipment Reserve and Replacement Fund #150. Operation, maintenance and capital improvements related to Stormwater drainage can be found under the Stormwater Utility Fund #402.

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal

To responsibly and efficiently maintain City road surfaces, storm drainage systems and facilities, traffic control devices, sidewalks, parks, and City buildings.

Objective #1: Inspect pathways and play equipment on a monthly basis and maintain, as needed.

Measures

Input	Labor hours and material
Output	Number of inspections completed
Efficiency	Cost per inspection
Outcome	Percentage of inspections completed

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

Objective #2: Perform an annual patching of all potholes in the City.

Measures

Input Labor hours and material
Output Number of potholes filled
Efficiency Average cost to fill each pothole
Outcome Percentage of potholes filled

Objective #3: Clean and clear vegetation from all sidewalks once annually.

Measures

Input Labor hours to clean sidewalks
Output Lineal feet of sidewalks cleaned
Efficiency Average cost to clean a lineal foot
Outcome Percentage of City sidewalks cleaned

Objective #4: Inspect, clean and repair all storm drainage catch basins and retention systems at least once annually.

Measures

Input Labor hours and materials
Output Number of inspections completed
Efficiency Average cost per inspection
Outcome Percentage of retention systems inspected, cleaned and repaired

Objective #5: Annually inspect, clean and repair all crosswalks, regulatory and warning signs throughout the City and make repairs, as needed.

Measures

Input Labor hours and materials for repairs
Output Number of crosswalks and signs inspected, cleaned and repaired
Efficiency Average cost per sign to service
Average cost per crosswalk to service
Outcome Percentage of crosswalks and signs inspected, cleaned and repaired

Objective #6: 80% of service requests responded to within 48 hours.

Measures

Input Labor hours to respond to service requests
Output Number of service requests
Efficiency Average employee hours per service request
Outcome Percentage of service requests responded to within 48 hours

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

Objective #7: 100% of Sylvester Road Bridge Project Completed by December 31, 2011.

Measures

Input	Labor hours to complete project design, bid specification and contract Labor hours to coordinate project with King County
Output	Cost to complete project
Efficiency	Number of days to complete project Actual project cost compared to project budget
Outcome	Percentage of project completed by December 31, 2011.

PUBLIC WORKS POSITION INVENTORY

Position Title	FTE'S	Range Minimum	Range Maximum
Director of Public Works	1.00	\$6,468 month	\$8,624 month
Public Works Maint. Supervisor	1.00	\$5,524 month	\$7,366 month
Maintenance Worker I	3.00	\$2,916 month	\$3,888 month
Facilities Maintenance Worker	1.00	\$2,273 month	\$3,030 month
Total FTE's	6.00		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: City Hall (518-30)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

CITY HALL SERVICES OVERVIEW:

The City Hall Program budget is for building maintenance for City Hall. This responsibility is overseen by the Public Works Department. Specific activities included in this area are custodial services, repair and maintenance of the facility and parking lot, and set-up for meetings and events. Utility services costs for City Hall are also included in the City Hall Program budget.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in the City Hall budget.

REVENUE SOURCES: City Hall Services Program is supported through the general taxing sources of the General Fund.

STAFFING OVERVIEW: 0.50 FTE's are funded in the City Hall Services Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
City Hall Services Staff/FTE's	0.09	0.50	0.50	0.50	0.33	0.33
Salaries	\$12,382	\$24,703	\$35,050	\$29,850	\$22,303	\$22,303
Benefits	5,032	8,516	15,628	12,455	7,894	8,021
Supplies and Materials	6,651	6,842	4,200	7,500	7,500	7,500
Services and Contracts	31,753	26,576	25,000	26,448	26,500	26,500
Capital Outlay	0	548	0	0	0	0
Total City Hall Services Exp	\$55,818	\$67,186	\$79,878	\$76,253	\$64,197	\$64,324

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: City Hall (518-30)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$22,303	\$22,303	\$22,303	\$22,303	\$22,303	\$22,303
Benefits	7,894	8,021	7,894	8,021	7,894	8,021
Supplies and Materials	7,500	7,500	7,500	7,500	7,500	7,500
Services and Contracts	26,500	26,500	26,500	26,500	26,500	26,500
Capital Outlay	0	0	0	0	0	0
Total City Hall Services Exp	\$64,197	\$64,324	\$64,197	\$64,324	\$64,197	\$64,324

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: Recreation Center (518-31)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

RECREATION CENTER OVERVIEW:

The Recreation Center Program budget is for building maintenance for the Recreation Center. This responsibility is overseen by the Public Works Department. Specific activities included in this area are custodial services, repair and maintenance of the facility and parking lot, and set-up for meetings and events. Utility services costs for the Recreation Center are also included in this Program budget.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in the Recreation Center budget.

REVENUE SOURCES: Recreation Center Program is supported through the general taxing sources of the General Fund and facility rental fees.

STAFFING OVERVIEW: 0.67 FTE's are funded in the Recreation Center Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Recreation Center Staff/FTE's</i>	<i>0.09</i>	<i>0.5</i>	<i>0.5</i>	<i>0.5</i>	<i>0.67</i>	<i>0.67</i>
Salaries	\$9,085	\$10,302	\$19,500	\$14,575	\$14,575	\$14,575
Benefits	2,993	5,241	10,620	8,054	8,582	9,172
Supplies and Materials	1,345	1,099	2,000	2,000	2,000	2,000
Services and Contracts	15,425	14,321	14,000	8,400	17,500	17,500
Capital Outlay	0	0	0	0	0	0
Total Recreation Center Exp	\$28,848	\$30,963	\$46,120	\$33,029	\$44,127	\$44,717

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: Recreation Center (518-31)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$14,575	\$14,575	\$14,575	\$14,575	\$14,575	\$14,575
Benefits	8,582	9,172	8,582	9,172	8,582	9,172
Supplies and Materials	3,500	3,500	2,000	2,000	2,000	2,000
Services and Contracts	17,500	17,500	17,500	17,500	17,500	17,500
Capital Outlay	0	0	0	0	0	0
Total Recreation Center Exp	\$44,157	\$44,747	\$44,127	\$44,717	\$44,127	\$44,717

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: Parks Maintenance (576-10)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PARKS MAINTENANCE OVERVIEW:

The City's Public Works Department is responsible for maintenance of the City's parks. Maintenance of parks is conducted under a private contract. This contract essentially provides for grounds maintenance for larger parks within the city. The Public Works staff performs the repair and maintenance for other parks. In 2009, Normandy Park voters passed Proposition 1, creating the Normandy Park Metropolitan Parks District. The MPD will begin collecting a property tax levy in 2011, which will provide dedicated funding for parks and recreation operations, maintenance and improvements. The Parks Maintenance Program budget includes additional funding to increase the level of parks maintenance.

Some of the functions involved with the maintenance of parks include the following: maintain all grass areas, including watering, mowing, fertilizing, etc., plant and prune shrubs and trees, paint and repair all equipment, benches, garbage cans, signs, and restrooms, and maintain general park cleanliness. 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:

T.A. Wilson Park	Brittany Park	SW Normandy Rd/1 st Avenue
6 th Pl SW/SW 182 nd	SW 200 th /1 st Avenue	S 216 th /1 st Avenue
SW 208 th /1 st Ave	SW 211 th /1 st Ave	
Riviera/Marine View Dr	Normandy Park Dr/1 st Ave	

MAJOR BUDGETARY CHANGES: The most significant change to the Parks Maintenance Budget is an increase for the parks maintenance contract.

REVENUE SOURCES: Parks Maintenance Program is supported through the general taxing sources of the General Fund. In addition, other revenues are provided by the Parks Maintenance Program as follows:

	<u>2011</u>	<u>2012</u>
Pea Patch Rentals	\$ 700	\$ 700
Field Use Fees	\$ 11,300	\$11,300
Grand Total	<u>\$12,000</u>	<u>\$12,000</u>

STAFFING OVERVIEW: 1.00 FTE's are funded in the Parks Maintenance Program.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (542)
PROGRAM: Parks Maintenance (576-10)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Parks Maintenance Staff/FTE's</i>	<i>0.80</i>	<i>0.80</i>	<i>2.00</i>	<i>2.00</i>	<i>1.50</i>	<i>1.50</i>
Salaries	\$33,852	\$31,779	\$93,500	\$45,045	\$62,365	\$62,365
Benefits	11,703	10,783	47,524	20,345	33,364	35,657
Supplies and Materials	4,544	3,267	11,300	5,700	5,500	5,500
Services and Contracts	75,287	69,579	45,000	75,000	154,600	156,000
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Total Parks Maintenance Exp	\$125,386	\$115,409	\$197,324	\$146,090	\$255,829	\$259,522

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$62,365	\$62,365	\$62,365	\$62,365	\$62,365	\$62,365
Benefits	33,364	35,657	33,364	35,657	33,364	35,657
Supplies and Materials	5,500	5,500	5,500	5,500	5,500	5,500
Services and Contracts	111,000	121,000	149,600	151,000	149,600	151,000
Capital Outlay	5,000	5,000	5,000	5,000	5,000	5,000
Total Parks Maintenance Exp	\$217,229	\$229,522	\$255,829	\$259,522	\$255,829	\$259,522

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (543)
PROGRAM: Public Works Administration (543-10)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PUBLIC WORKS ADMINISTRATION OVERVIEW:

Prior to 2008, the City Public Works Department was managed by the Public Works Operations Manager and engineering support was provided entirely through private consultants. Following an analysis of the department workload, staffing and use of consulting services, it was determined that the Public Works Department could become more efficient and cost effective with a Public Works Director who was a licensed professional engineer.

The Public Works Administration Program budget is for the administrative operating costs for the Public Works Department.

MAJOR BUDGETARY CHANGES: The Public Works Administration Program Budget is decreased by 65%, which reflects the salary and benefits for the Engineering Technician position. The Engineering Technician position is an authorized position, but has not been filled due to budget constraints.

REVENUE SOURCES: Revenues for the Public Works Administration Program is supported through the general taxing sources of the General Fund. In addition, Public Works Director time spent on development permit reviews and inspections is charged to the permit applicant, which also generates revenue.

STAFFING OVERVIEW: The Public Works Administration Program budget includes funding for one-third of the Public Works Director position.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Public Works Admin Staff/FTE's</i>	<i>0.00</i>	<i>0.50</i>	<i>0.67</i>	<i>0.33</i>	<i>0.33</i>	<i>0.33</i>
Salaries	\$56,747	\$27,661	\$85,772	\$29,072	\$29,030	\$29,030
Benefits	16,752	7,709	33,784	9,361	9,588	10,174
Supplies and Materials	11,784	870	3,000	500	1,250	1,250
Services and Contracts	12,200	3,425	5,275	820	4,950	5,550
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay	0	70	0	100	0	0
Total Public Works Admin Exp	\$97,483	\$38,865	\$124,831	\$39,353	\$43,568	\$44,354

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Public Works (543)
PROGRAM: Public Works Administration (543-10)
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$29,030	\$29,030	\$29,030	\$29,030	\$29,030	\$29,030
Benefits	9,588	10,174	9,588	10,174	9,588	10,174
Supplies and Materials	2,500	2,500	1,250	1,250	1,250	1,250
Services and Contracts	4,950	5,500	4,950	5,500	4,950	5,500
Capital Outlay	0	0	0	0	0	0
Total Public Works Admin Exp	\$46,068	\$47,204	\$43,568	\$44,354	\$43,568	\$44,354

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

COMMUNITY DEVELOPMENT SERVICES OVERVIEW

The Community Development Department provides development review, code administration, long range planning, and special project services to the City and its residents. Development review activities include ensuring that all subdivision, construction, land clearing and other proposed land use actions comply with the Comprehensive Plan and zoning, critical areas, shoreline management 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.

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal

Protect and enhance the community's natural resources and its residential character and services by enforcing the City's land use regulations and by moving the City forward in its efforts to implement the projects and programs called for in its Comprehensive Plan.

Objective #1: Ensure that all proposed development receives timely, effective review by completing development permit reviews within 15 business days on 80% of single family new construction, additions, and remodels not involving sensitive areas.

Measures

Input	Labor hours spent on building permit coordination and review
Output	Number of building permits reviewed
Efficiency	Average number of days per building permit review
Outcome	Percentage of single family building permits reviewed within 15 business days

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

Objective #2: Shoreline Master Plan Update adopted and implemented by December 31, 2012.

Measures

Input Labor hours/consultant time to completed Ordinance and implement
Output Number of meetings
Number of public informational brochures, flyers, articles produced
Efficiency Average staff hours per public informational item created
Outcome Percentage of SMP implemented by December 31, 2012.

Objective #3: Draft Zoning Code submitted to Planning Commission by December 31, 2012.

Measures

Input Labor hours/consultant time to completed draft Zoning Code
Output Number code sections
Efficiency Average staff hours per code section
Outcome Percentage of Draft Zoning Code completed and presented to Planning Commission by December 31, 2012.

Objective #4: Manhattan Subarea Plan and Planned Action completed by March 31, 2012.

Measures

Input Labor hours/consultant time to completed Manhattan Subarea Plan and Planned Action
Output TDR strategies, Subarea Plan and Environmental Review Permits
Efficiency Total staff hours to complete
Outcome Percentage of Manhattan Subarea Plan and Planned Action completed by March 31, 2012.

Objective #5: Customer Service satisfaction survey developed and implemented by December 31, 2012. Obtain performance indicator rating of at least "meets expectations" from 90% of customers responding to survey.

Measures

Input Labor hours to develop survey
Labor hours to collect and tabulate survey responses
Output Number of surveys collected
Number of performance indicators measured
Efficiency Average staff hours per customer survey received
Outcome Percentage of Customer Service survey completed by December 31, 2012
Percentage of performance indicators rated "meets expectations" by 90% of customers responding to survey.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

COMMUNITY DEVELOPMENT POSITION INVENTORY

<u>Position Title</u>	<u>FTE's</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
Community Dev. Director	0.00	\$6,468 month	\$8,624 month
Senior Planner	0.00	\$4,744 month	\$6,326 month
Associate Planner	1.00		
Permit Technician	1.00	\$3,381 month	\$4,507 month
Total FTE's	<u>2.00</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Community Development (558)
PROGRAM: Building Services (524-20)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

BUILDING SERVICES OVERVIEW:

The purpose of the Building Services Program 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: The budget for building inspection services was decreased to account for a 0.20% of the vacant Community Development Director position salary and benefits previously charged to this program.

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.

	2011	2012
Building Permits	\$42,000	\$47,000
Mechanical Permits	4,500	5,000
Plumbing Permits	4,000	4,500
Sign Permits	100	100
Electrical Permits	9,400	9,700
Oil Tank Decommissioning	500	550
Plan Checking Fees	<u>22,450</u>	<u>22,450</u>
Grand Total	<u>\$82,950</u>	<u>\$89,300</u>

STAFFING OVERVIEW: Prior to July 1, 2010, the Building Division was managed by the Community Development Director and supported by a Senior Planner and a Planning Technician. However, budget constraints have required the City Manager to take on responsibility for directly managing the Community Development Department. 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.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Community Development (558)

PROGRAM: Building Services (524-20)

RESPONSIBLE MANAGER: Doug Schulze, City Manager

Staffing allocations for this Program are as follows: Planner (.20) and Planning Technician (1.00) for a total of 1.20 FTE's.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Building Svcs Staffing/FTE's</i>	<i>.75</i>	<i>.75</i>	<i>1.40</i>	<i>1.40</i>	<i>1.20</i>	<i>1.20</i>
Salaries	\$64,268	\$71,435	\$83,600	\$70,000	\$56,015	\$56,015
Benefits	18,849	20,576	34,638	41,184	17,555	18,459
Supplies and Materials	273	0	0	0	0	0
Services and Contracts	50,539	43,000	43,000	45,000	45,000	45,000
Intergovernmental Services	0	0	0	0	0	0
Total Building Services Exp	\$133,929	\$133,260	\$161,238	\$154,184	\$118,570	\$119,474

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Department Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$65,715	\$65,715	\$56,015	\$56,015	\$56,015	\$56,015
Benefits	20,709	22,001	17,555	18,459	17,555	18,459
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	45,000	45,000	45,000	45,000	45,000	45,000
Intergovernmental Services	0	0	0	0	0	0
Total Building Services Exp	\$131,424	\$132,716	\$118,570	\$119,474	\$118,570	\$119,474

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Planning (558)
PROGRAM: Recycling Services (537-20)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

RECYCLING SERVICES OVERVIEW:

The Recycling Services budget is under the direction of the Community Development Department. Activities include City-wide clean-up events that target collection of specific items which are not included in the normal recycling service.

MAJOR BUDGETARY CHANGES: No significant changes are included in the Recycling Services Program budget.

REVENUE SOURCES: The recycling program is fully funded from grants as follows:

	<u>2011</u>	<u>2012</u>
DOE Coordination Prevention Grant	\$24,775	\$24,775
LWHMP Grant	21,578	21,578
King County WR/R Grant	36,750	36,750
Grand Total	<u>\$83,103</u>	<u>\$83,103</u>

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

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Recycling Svcs Staffing/FTE's</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	64,790	77,911	85,000	85,000	83,103	83,103
Total Recycling Services Exp	\$64,790	\$77,911	\$85,000	\$85,000	\$83,103	\$83,103

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Department Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Services and Contracts	\$83,103	\$83,103	\$83,103	\$83,103	\$83,103	\$83,103
Total Recycling Services Exp	\$83,103	\$83,103	\$83,103	\$83,103	\$83,103	\$83,103

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Planning (558)
PROGRAM: Planning Services (558-60)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

PLANNING SERVICES OVERVIEW:

The Planning Services budget includes a portion of the salary and benefit costs for two positions. Planning Services staffing perform both short and long range planning functions including development and zoning work and the preparation of the Comprehensive Plan. In addition to staffing, the Planning Services budget includes engineering consulting costs, advertising and public information notice costs and other general operating costs.

MAJOR BUDGETARY CHANGES: The Planning Services Program budget includes a decrease to reflect the vacant Community Development Director position. Consulting Contracts are increased to account for the Manhattan Village Subarea consultant cost and Shoreline Master Plan consultant costs, which are funded entirely by grant programs.

REVENUE SOURCES: The following revenues are directly related to the Planning Services Program:

	<u>2011</u>	<u>2012</u>
Conditional Use Permits	\$100	\$100
Engineering Fees	29,450	29,750
Zoning & Planning Fees	550	600
Shoreline Permit Fees	0	0
SEPA Fees	2,000	2,400
Grant Proceeds	<u>137,000</u>	<u>62,000</u>
Grand Total	<u>\$169,100</u>	<u>\$94,850</u>

STAFFING OVERVIEW: Planning Services are provided in-house by the Associate Planner (.80 FTE). Total FTE's allocated to Planning Services is 0.80.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Planning (558)
PROGRAM: Planning Services (558-60)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Planning Svcs Staffing/FTE's</i>	<i>1.80</i>	<i>1.80</i>	<i>1.80</i>	<i>1.80</i>	<i>0.80</i>	<i>0.80</i>
Salaries	\$128,774	\$119,228	\$140,000	\$115,200	\$40,040	\$40,040
Benefits	35,404	32,971	42,460	48,098	11,667	12,363
Supplies and Materials	1,192	600	600	600	600	600
Services and Contracts	134,889	45,508	67,530	32,730	164,100	92,350
Intergovernmental Services	7,389	2,543	3,800	3,800	3,800	3,800
Total Planning Services Exp	\$307,647	\$200,850	\$254,390	\$200,428	\$220,207	\$149,153

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Planning (558)
PROGRAM: Planning Services (558-60)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2009	2010	2009	2010	2009	2010
Salaries	\$127,000	\$140,000	\$40,040	\$40,040	\$40,040	\$40,040
Benefits	36,824	42,460	11,667	12,363	11,667	12,363
Supplies and Materials	600	600	600	600	600	600
Services and Contracts	78,215	6,980	164,100	92,350	164,100	92,350
Intergovernmental Services	3,700	3,800	3,800	3,800	3,800	3,800
Total Planning Services Exp	\$247,339	\$254,390	\$220,207	\$149,153	\$220,207	\$149,153

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

RECREATION SERVICES OVERVIEW

The Recreation Department provides residents with a mix of youth and adult recreation activities. Programming includes early childhood programs, dance instruction, fine arts, youth programs, field and facility scheduling, and other leisure activities.

The Department employs parttime, seasonal and contract instructors to meet the needs of the program. In 2010, funding for the Recreation Manager position was cut from the budget due to financial constraints.

The Recreation Service Program budget is divided into four areas: Health Services, Administration, Recreation Programs the Preschool Program.

RECREATION MISSION STATEMENT

To provide 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.

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal

Provide residents with programs that support the Recreation Services Department mission statement, promote community involvement, maintain affordability and are cost effective.

OBJECTIVE #1: Provide diverse recreation programs for preschool age youth, elementary age youth, teens, adults, seniors and family groups.

Measures

Input Administrative budget and facility space
Output Number of programs offered
Efficiency Average cost per resident
Outcome Recreation programs for all ages and interests

Objective #2: Expand recreation classes offered by adding four new classes in 2012.

Measures

Input Budget and facility space for classes
Staff time to identify options for classes, instructors and promotional materials
Output Number of recreation classes offered
Efficiency Average cost per participant enrolled
Outcome New recreation classes offered by the City of Normandy Park

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

Objective #3: Develop and market youth summer recreation programs for 2012.

Measures

Input Staff time spent to develop recreation program
 Staff time spent developing marketing materials

Output Summer recreation programs

Efficiency Average cost per participant

Outcome Youth summer recreation programs offered in 2012

Objective #4: Provide administrative support to the City of Normandy Park Arts Commission.

Measures

Input Labor hours to support Arts Commission
 Labor hours to attend Arts Commission Meetings

Output Number of meetings

Efficiency Average number of employee hours per meeting

Outcome Percentage of meetings attended

RECREATION AND COMMUNITY SERVICES POSITION INVENTORY

<u>Position Title</u>	<u>FTE's</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
Recreation Manager	0.0	\$4,733 month	\$6,326 month
Program Assistant	.20	\$10.65 hour	\$16.13 hour
Preschool Director	.48	\$2,916 month	\$3,888 month
Early Childhood Preschool Teacher	.46	\$13.26 hour	\$19.40 hour
Teacher Aide, Early Childhood PS	.34	\$10.04 hour	\$14.64 hour
Seasonal Recreation Program Leader	.10	\$10.65 hour	\$16.13 hour
Seasonal Recreation Assistant	.10	\$ 8.55 hour	\$11.03 hour
Total FTE's	<u>1.68</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)

PROGRAM: Senior Services (562-20)

RESPONSIBLE MANAGER: Doug Schulze, City Manager

SENIOR SERVICES OVERVIEW:

Senior Services are contracted with the City of Des Moines' Senior Center. Senior services include meals on wheels, classes and workshops, senior recreation programs, special events and other programs. Senior Services falls within the City's Recreation Services programming.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in this Program.

REVENUE SOURCES: This Program is funded through the general taxing sources of the General Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Senior Services Program.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Senior Services Staffing/FTE's</i>	0	0	0	0	0	0
Intergovernmental Services	\$18,714	\$17,046	\$20,000	\$20,000	\$24,000	\$26,000
Total Senior Center Svcs Exp	\$18,714	\$17,046	\$20,000	\$20,000	\$24,000	\$26,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Intergovernmental Services	\$24,000	\$26,000	\$24,000	\$26,000	\$24,000	\$26,000
Total Senior Center Svcs Exp	\$24,000	\$26,000	\$24,000	\$26,000	\$24,000	\$26,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Substance Abuse Services (567-00)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

SUBSTANCE ABUSE SERVICES OVERVIEW:

The Substance Abuse Services Program 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.

REVENUE SOURCES: The following General Fund revenue sources are related to the Health Services Programs:

	<u>2011</u>	<u>2012</u>
Liquor Excise Taxes	\$900	\$900
Liquor Profits	1,100	1,100
Grand Total	<u>\$2,000</u>	<u>\$2,000</u>

STAFFING OVERVIEW: No staffing allocations have been made to Substance Abuse Service Programs. These services are performed by King County.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Substance Abuse Svcs Staff/FTE's</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Intergovernmental Services	\$1,492	\$1,541	\$1,600	\$1,600	\$2,000	\$2,000
Tot Substance Abuse Svcs Exp	\$1,492	\$1,541	\$1,600	\$1,600	\$2,000	\$2,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Intergovernmental Services	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Tot Substance Abuse Svcs Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Recreation Administration (574-10)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

RECREATION ADMINISTRATION OVERVIEW:

The Recreation Administration Program budget provides salaries and benefits for the Recreation Manager and various seasonal positions to support recreation programs, classes and camps. Administration oversees all other recreation programs including Preschool, Senior Services, Substance Abuse, Recreation Programs and Activities.

MAJOR BUDGETARY CHANGES: The Recreation Administration Program budget has been decreased significantly, which reflects the vacant Recreation Manager position, which will not be filled due to budget constraints. Prior to 2009, the Recreation Department budget included funding for two regular part-time positions, several seasonal positions and a mentoring program.

REVENUE SOURCES: Recreation Administration is funded through general taxing sources of the General Fund.

STAFFING OVERVIEW: The Recreation Department is supported by the Assistant to the City Manager (0.20).

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Rec Adm Staffing/FTE's	.6	.8	.8	0.0	0.20	0.20
Salaries	\$39,956	\$54,364	\$88,080	\$10,924	\$16,995	\$16,995
Benefits	6,346	8,473	23,078	999	7,258	7,588
Supplies and Materials	1,607	153	2,350	25	0	0
Services and Contracts	4,314	336	200	630	135	135
Intergovernmental Services	0	0	0	0	0	0
Total Recreation Adm Exp	\$52,222	\$63,325	\$113,708	\$12,578	\$24,388	\$24,848

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)

PROGRAM: Recreation Administration (574-10)

RESPONSIBLE MANAGER: Doug Schulze, City Manager

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$16,995	\$16,995	\$16,995	\$16,995	\$16,995	\$16,995
Benefits	7,258	7,588	7,258	7,588	7,258	7,588
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	135	135	135	135	135	135
Intergovernmental Services	0	0	0	0	0	0
Total Recreation Adm Exp	\$24,388	\$24,718	\$24,388	\$24,718	\$24,388	\$24,718

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Recreation Programs (574-20)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

RECREATION PROGRAMS OVERVIEW:

The Recreation Program is a fully self-supporting program which covers the cost of instruction, supplies, advertising and training. This program covers all classes and instruction offered through the Recreation Department. Classes in this program include Summer Camps, Martial Arts, Fine Arts, various levels and types of Dance classes, and new programs to be developed in 2012.

MAJOR BUDGETARY CHANGES: As a result of financial constraints, significant budgetary reductions have been made in this Program.

REVENUE SOURCES: The Recreation Service Program is supported through user fees paid by individuals utilizing the services. The following are the related revenue sources:

	<u>2011</u>	<u>2012</u>
Recreation Program Fees	\$11,500	\$11,500
Grand Total	<u>\$11,500</u>	<u>\$11,500</u>

STAFFING OVERVIEW: Recreation classes are provided by independent contractors under contract with the City or independent contractors who rent the facility. The City currently rents to two independent providers for dance and martial arts.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Rec Svcs Staffing/FTE's	.10	.10	.10	0.0	0.0	0.0
Salaries	\$10,429	\$365	\$54,850	\$0	\$0	\$0
Benefits	1,516	35	4,028	0	0	0
Supplies and Materials	3,286	546	23,975	2,500	5,000	5,000
Services and Contracts	950	6,618	17,000	8,200	10,000	10,000
Intergovernmental Services	0	0	0	0	0	0
Total Recreation Services Exp	\$16,181	\$7,563	\$99,853	\$10,700	\$15,000	\$15,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Recreation Programs (574-20)
RESPONSIBLE MANAGER: Doug Schulze, City Manager

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and Materials	5,000	5,000	5,000	5,000	5,000	5,000
Services and Contracts	10,000	10,000	10,000	10,000	10,000	10,000
Intergovernmental Services	0	0	0	0	0	0
Total Recreation Services Exp	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Preschool (574-22)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PRESCHOOL OVERVIEW:

The Preschool Program serves children 2 1/2 to 5 years old. Preschool is a self-supporting program that is fully funded through tuition revenues. Approximately 40 children are enrolled in the program that runs annually from September through June. The Preschool Program is located in the City's Recreation Center which is located north of City Hall in an adjacent building.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in this Program.

REVENUE SOURCES: Revenues related to the Preschool Program are as follows:

	<u>2011</u>	<u>2012</u>
Preschool Tuition Fees & Registration Fees	\$79,050	\$79,050
Preschool Field Trips	3,500	3,500
Grand Total	<u>\$82,550</u>	<u>\$82,550</u>

STAFFING OVERVIEW: The Preschool Program employs 4 part-time instructors as follows: Preschool Director (.48 FTE's), Preschool Teacher (.46 FTE's), and two Entry Level Preschool Teachers (.44 FTE's) Total FTE's are 1.28.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Preschool Staffing/FTE's</i>	<i>1.28</i>	<i>1.28</i>	<i>1.28</i>	<i>1.28</i>	<i>1.28</i>	<i>1.28</i>
Salaries	\$49,269	\$53,519	\$56,232	\$56,232	\$55,855	\$55,855
Benefits	7,631	7,869	9,888	9,888	7,847	7,847
Supplies and Materials	3,121	4,383	8,003	5,000	7,000	7,000
Services and Contracts	1,643	3,334	3,100	2,000	3,100	3,100
Intergovernmental Services	0	0	0	0	0	0
Total Preschool Expenditures	\$61,663	\$69,105	\$77,223	\$73,120	\$74,252	\$74,252

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

General Fund (001)

DEPARTMENT: Recreation and Community Services (574)

PROGRAM: Preschool (574-22)

RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$55,855	\$55,855	\$55,855	\$55,855	\$55,855	\$55,855
Benefits	7,847	7,847	7,847	7,847	7,847	7,847
Supplies and Materials	7,000	7,000	7,000	7,000	7,000	7,000
Services and Contracts	3,100	3,100	3,100	3,100	3,100	3,100
Intergovernmental Services	0	0	0	0	0	0
Total Preschool Expenditures	\$74,252	\$74,252	\$74,252	\$74,252	\$74,252	\$74,252

SPECIAL REVENUE FUNDS

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

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 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 Sewer Funds. Revenues in this fund are calculated based on .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 Drug Abuse Education and Prevention Programs.

Equipment Reserve & Replacement Fund (150) - The Equipment Reserve & Replacement 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, the Street Fund and the Arterial Street Fund. Additionally, sales of surplus property will provide additional revenue sources.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

STREET FUND OVERVIEW:

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 roadway 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 and Replacement Fund #150. All training for the Public Works Crew is funded out of the General Fund training budget, which is managed by the City Manager.

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 budget constraints the Street Fund budget has been decreased by 30%.

STAFFING OVERVIEW: The Street Fund utilizes the Public Works crew which currently consists of five full time employees. Three additional Public Works positions, authorized in 2009, will remain vacant due to a lack of funding. Salaries and benefits for these five employees are allocated to various projects as the work is completed. Public Works employee salaries and benefits are split amongst the General Fund, Street Fund and Stormwater Utility Fund.

STREET FUND POSITION INVENTORY:

<u>Position Title</u>	<u>FTE'S</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
Public Works Director	.33	\$6,468 month	\$8,624 month
Maintenance Supervisor	.33	\$5,524 month	\$7,366 month
Maintenance Worker II	0.0	\$3,381 month	\$4,507 month
Maintenance Worker I	1.0	\$2,916 month	\$3,888 month
Total FTE's	<u>1.67</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1st (Cash)	\$95,678	\$109,215	\$3,800	\$67,182	\$46,456	\$28,288
Add: Revenues	220,802	267,408	399,526	282,100	305,700	307,515
Less: Expenditures	207,265	309,442	397,374	302,826	323,868	328,737
End Fund Bal, Dec 31st (Cash)	\$109,215	\$67,182	\$5,952	\$46,456	\$28,288	\$7,066

REVENUE DETAIL BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Rev Est	2011 Budget	2012 Budget
Right-of-Way Permits	\$10,600	\$12,076	\$9,000	\$9,000	\$9,200	\$9,600
Motor Vehicle Fuel Tax	147,337	139,773	148,526	140,000	141,400	142,815
Investment Interest	2,865	559	2,000	100	100	100
Other Miscellaneous Revenue	0	0	0	0	0	0
Operating Transfer In – GF	60,000	115,000	240,000	133,000	155,000	155,000
Total Street Fund Revenues	\$220,802	\$376,624	\$403,326	\$349,282	\$352,156	\$335,803

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Street Fund Staffing/FTE's	1.80	1.80	2.67	1.56	1.67	1.67
Roadway (542-30)						
Salaries	\$53,852	\$71,929	\$96,726	\$57,000	\$43,276	\$43,276
Benefits	20,193	34,540	44,498	34,685	26,139	28,089
Supplies and Materials	1,645	2,502	5,000	4,000	5,000	5,500
Services and Contracts	76,134	76,162	101,400	80,700	98,000	98,000
Capital Outlay	0	123	5,000	0	5,000	5,000
Subtotal Roadway	\$151,824	\$185,258	\$252,624	\$176,385	\$177,415	\$179,865
Sidewalks (542-61)						
Salaries	\$6,340	\$0	\$0	\$0	\$0	\$0
Benefits	2,522	0	0	0	0	0
Supplies and Materials	0	207	1,500	0	1,500	1,500
Subtotal Sidewalks	\$8,862	\$207	\$1,500	\$0	\$1,500	\$1,500
Traffic Control Devices (542-64)						
Salaries	\$7,766	\$0	\$0	\$0	\$0	\$0
Benefits	3,119	0	0	0	0	0
Supplies and materials	3,385	954	7,500	3,500	2,000	2,000
Services and Contracts	0	0	0	0	0	0
Intergovernmental Services	6,895	9,013	6,700	0	4,000	4,000
Subtotal Traffic Control Devices	\$21,166	\$9,968	\$14,200	\$3,500	\$6,000	\$6,000
Snow and Ice Removal (542-66)						
Salaries	\$4,982	\$0	\$0	\$0	\$0	\$0
Benefits	1,941	0	0	0	0	0
Supplies and Materials	3,419	568	1,000	1,000	2,000	2,000
Services and Contracts	648	0	0	0	0	0
Subtotal Snow & Ice Removal	\$10,990	\$568	\$1,000	\$1,000	\$2,000	\$2,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Street Cleaning (542-67)						
Salaries	\$3,556	\$0	\$0	\$0	\$0	\$0
Benefits	1,344	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	0	0	0	0	0	0
Intergovernmental Services	0	0	0	0	0	0
Subtotal Street Cleaning	\$4,900	\$0	\$0	\$0	\$0	\$0
Maintenance Admin (542-67)						
Salaries	\$33,867	\$50,908	\$62,840	\$59,830	\$58,202	\$58,202
Benefits	7,254	12,755	20,360	17,336	15,751	16,340
Supplies and Materials	10,629	10,962	12,000	12,000	12,000	12,000
Services and Contracts	27,772	43,414	27,850	32,775	41,000	42,830
Intergovernmental	0	0	0	0	0	0
Capital Outlay	0	7,402	5,000	0	10,000	10,000
Subtotal Maintenance Admin	\$79,522	\$113,441	\$128,050	\$121,941	\$136,953	\$139,372
Total Street Fund Expenditures	\$207,265	\$309,442	\$397,374	\$302,826	\$323,868	\$328,737

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Roadway (542-30)						
Salaries	\$62,700	\$62,700	\$43,276	\$43,276	\$43,276	\$43,276
Benefits	43,096	46,946	26,139	28,089	26,139	28,089
Supplies and Materials	5,000	5,500	5,000	5,500	5,000	5,500
Services and Contracts	111,000	111,000	98,000	98,000	98,000	98,000
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay	25,750	5,000	5,000	5,000	5,000	5,000
Subtotal Roadway	\$247,546	231,146	\$177,415	\$179,865	\$177,415	\$179,865
Sidewalks (542-61)						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	1,500	1,500	1,500	1,500	1,500	1,500
Subtotal Sidewalks	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Traffic Control Devices (542-64)						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	0	0	2,000	2,000	2,000	2,000
Services and Contracts	0	0	0	0	0	0
Intergovernmental Services	6,700	6,700	4,000	4,000	4,000	4,000
Subtotal Traffic Control Devices	\$6,700	\$6,700	\$6,000	\$6,000	\$6,000	\$6,000
Snow and Ice Control (542-66)						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	2,000	2,000	2,000	2,000	2,000	2,000
Services and Contracts	0	0	0	0	0	0
Intergovernmental Services	0	0	0	0	0	0

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Street Fund (101)

DEPARTMENT: Public Works (542)
PROGRAM: Street Programs
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Subtotal Snow & Ice Control	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Street Cleaning (542-67)						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Services and Contracts	0	0	0	0	0	0
Subtotal Street Cleaning	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Admin (543-00)						
Salaries	\$58,202	\$58,202	\$58,202	\$58,202	\$58,202	\$58,202
Benefits	15,751	16,340	15,751	16,340	15,751	16,340
Supplies and Materials	12,000	12,000	12,000	12,000	12,000	12,000
Services and Contracts	41,000	42,830	41,000	42,830	41,000	42,830
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay	10,000	10,000	10,000	10,000	10,000	10,000
Subtotal Maintenance Admin	\$136,953	\$139,372	\$136,953	\$139,372	\$136,953	\$139,372
Total Street Fund Expenditures	\$394,699	\$380,718	\$352,156	\$335,803	\$352,156	\$335,803

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Arts Commission Fund (104)

DEPARTMENT: Recreation and Community Services (574)
PROGRAM: Arts Commission (571-10)
RESPONSIBLE MANAGER: Debbie Burke, City Clerk

ARTS COMMISSION OVERVIEW:

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 (Ord. No. 670) as a separate Special Fund.

MAJOR BUDGETARY CHANGES: The Arts Commission budget has been decreased by 40% in 2011 – 2012 due to budget constraints.

REVENUE SOURCES: Art Commission revenues include contributions from the Commission collections. Prior to 2010, this program has been supported by the general taxing sources of the General Fund, which were transferred to the Arts Commission Fund annually. However, a transfer from the General Fund is not included in the 2011 – 2012 Budget.

	<u>2011</u>	<u>2012</u>
Event Admissions	\$1,500	\$1,500
Grant Proceeds	5,500	5,500
Contributions/Donations	0	0
Grand Total	<u>\$7,000</u>	<u>\$7,000</u>

STAFFING OVERVIEW: The Recreation Manager provides staff support to the Arts Commission. Support includes, attending Arts Commission meetings, preparing meeting minutes and coordinating other activities. Beginning in 2009, the Arts Commission Fund is no longer charged for staff salaries and benefits.

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Arts Com Staffing/FTE's	0.10	0.00	0.00	0.00	0.00	0.00
Salaries	\$6,103	\$0	\$0	\$0	\$0	\$0
Benefits	911	3	0	10	15	15
Supplies and Materials	2,071	3,580	4,028	800	700	700
Services and Contracts	12,938	11,698	25,531	10,475	16,975	16,975
Total Arts Commission Exp	\$22,024	\$15,281	\$29,559	\$12,385	\$17,690	\$17,690

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Arts Commission Fund (104)

DEPARTMENT: Recreation and Community Services (574)

PROGRAM: Arts Commission (571-10)

RESPONSIBLE MANAGER: Debbie Burke, City Clerk

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0	0
Supplies and Materials	1,100	1,100	700	700	700	700
Services and Contracts	24,975	24,975	16,975	16,975	16,975	16,975
Total Arts Commission Exp	\$26,090	\$26,090	\$17,690	\$17,690	\$17,690	\$17,690

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Unemployment Ins Fund (105)

DEPARTMENT: Finance (514)
PROGRAM: Unemployment Compensation (517-78)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

UNEMPLOYMENT INSURANCE FUND OVERVIEW:

The Unemployment Insurance Reimbursement Contingency 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 .75 percent of all gross wages from all funds on a monthly basis. The maximum amount that may be held in the Fund is 37 1/2 cents per \$1,000 of assessed valuation.

MAJOR BUDGETARY CHANGES: No major changes are anticipated in this Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Unemployment Insurance Reimbursement Contingency Fund.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1st (Cash)	\$107,582	\$117,809	\$124,132	\$127,234	\$66,584	\$49,034
Add: Revenues	17,881	17,110	19,400	17,350	17,450	17,800
Less: Expenditures	7,653	7,684	76,450	78,000	35,000	25,000
End Fund Bal, Dec 31st (Cash)	\$117,809	\$127,235	\$67,082	\$66,584	\$49,034	\$41,834

REVENUE DETAIL BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Unemployment Revenue	\$15,005	\$16,299	\$16,400	\$17,050	\$17,300	\$17,650
Interest Earnings	2,876	811	3,000	300	150	150
Total UIRC Fund Revs	\$17,881	\$17,110	\$19,400	\$17,350	\$17,450	\$17,800

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Unemployment Ins Fund (105)

DEPARTMENT: Finance (514)
PROGRAM: Unemployment Compensation (517-78)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>UIRC Fund Staff/FTE's</i>	0	0	0	0	0	0
Benefits	\$7,653	\$7,684	\$76,450	\$78,000	\$35,000	\$25,000
Services and Contracts	0	0	0	0	0	0
Total UIRC Fund Exp	\$7,653	\$7,684	\$76,450	\$78,000	\$35,000	\$25,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Benefits	\$35,000	\$25,000	\$35,000	\$25,000	\$35,000	\$25,000
Services and Contracts	0	0	0	0	0	0
Total UIRC Fund Exp	\$35,000	\$25,000	\$35,000	\$25,000	\$35,000	\$25,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Anti-Drug Reserve Fund (120)

DEPARTMENT: Public Safety (521)
PROGRAM: Law Enforcement Services (521-20)
RESPONSIBLE MANAGER: Rick W. Kieffer, Director of Public Safety

ANTI-DRUG RESERVE FUND OVERVIEW:

The Anti-Drug Reserve Fund was created when the City of Normandy Park committed Law Enforcement Staff to eradicate of 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: No major budgetary changes are anticipated in the Anti-Drug Reserve Fund Program.

STAFFING OVERVIEW: No staffing allocations have been made to this Fund. This Fund is essentially supported through private contributions.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1st (Cash)	\$12,182	\$12,330	\$10,586	\$12,512	\$3,162	\$2,147
Add: Revenues	320	182	300	150	1,000	1,000
Less: Expenditures	171	0	10,000	9,500	2,015	2,030
End Fund Bal, Dec 31st (Cash)	\$12,330	\$12,512	\$886	\$3,162	\$2,147	\$1,117

REVENUE DETAIL BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Investment Interest	\$320	\$82	\$300	\$50	\$0	\$0
Contributions & Donations	0	100	0	100	0	0
Confiscated Property	0	0	0	0	1,000	1,000
Total Anti-Drug Res Revs	\$320	\$182	\$300	\$150	\$1,000	\$1,000

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Anti-Drug Reserve Fund (120)

DEPARTMENT: Public Safety (521)
PROGRAM: Law Enforcement Services (521-20)
RESPONSIBLE MANAGER: Rick W. Kieffer, Director of Public Safety

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Anti-Drug Fund Staffing/FTE's</i>	0	0	0	0	0	0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Services	171	0	500	0	515	530
Capital Outlay	0	0	9,500	9,500	1,500	1,500
Total Anti-Drug Fund Exp	\$171	\$0	\$10,000	\$9,500	\$2,015	\$2,030

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Services	515	530	515	530	515	530
Capital Outlay	1,500	1,500	1,500	1,500	1,500	1,500
Total Anti-Drug Fund Exp	\$2,015	\$2,030	\$2,015	\$2,030	\$2,015	\$2,030

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Equipment Res & Rep Fund (150)

DEPARTMENT: Finance (514)
PROGRAM: Capital Outlay - Equipment
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

EQUIPMENT RESERVE & REPLACEMENT FUND OVERVIEW:

The Equipment Reserve and Replacement Fund was established per Ordinance Number 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 Equipment Reserve and Replacement Program budget includes an increase of \$60,000 in 2009 and an additional \$11,000 in 2010 due to capital equipment items scheduled for replacement.

STAFFING OVERVIEW: No staffing allocations are made to this Fund.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$26,285	\$11,552	\$11,609	\$39,010	\$36,985	\$9,755
Add: Revenues	30,564	100,251	140,500	75	100	25,100
Less: Expenditures	45,297	72,793	114,000	2,100	27,330	33,500
End Fund Bal, Dec 31 (Cash)	\$11,552	\$39,010	\$38,109	\$36,985	\$9,755	\$1,355

REVENUE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Investment Interest	\$564	\$251	\$500	\$75	\$100	\$100
Proceeds Sale Surplus Prop	0	0	0	0	0	0
Op Trans In-General Fund	30,000	100,000	140,000	0	0	25,000
Tot Equip Res & Rep Fnd Revs	\$30,564	\$100,251	\$140,500	\$75	\$100	\$25,100

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Equipment Res & Rep Fund (150)

DEPARTMENT: Finance (514)
PROGRAM: Capital Outlay - Equipment
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
ERR Fund Staffing/FTE's	0	0	0	0	0	0
General Government (519-90)						
Intergovernmental	\$0	\$7,553	\$0	\$0	\$10,330	\$7,500
Subtot General Government	\$0	\$7,553	\$0	\$0	\$10,330	\$7,500
Cap Outlay - Exec (596-13)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtot Capital Outlay - Exec	\$0	\$0	\$0	\$0	\$0	\$0
Cap Outlay - Finance (596-14)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Capital Outlay - Fin	\$0	\$0	\$0	\$0	\$0	\$0
Cap Outlay - City Hall (596-18)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Cap Out - City Hall	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay - LE (596-21)						
Equipment	\$45,297	\$40,821	\$43,000	\$2,100	\$17,000	\$26,000
Subtotal Capital Outlay - LE	\$0	\$40,821	\$43,000	\$2,100	\$17,000	\$26,000
Capital Outlay - PW (596-42)						
Equipment	\$0	\$24,419	\$71,000	\$0	\$0	\$0
Subtotal Cap Outlay - PW	\$0	\$24,419	\$71,000	\$0	\$0	\$0
Cap Outlay - Planning (596-58)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Cap Out - Planning	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay - Rec (596-79)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Capital Outlay - Rec	\$0	\$0	\$0	\$0	\$0	\$0
Total Eq Res & Rep Fund Exp	\$45,297	\$72,793	\$114,000	\$2,100	\$27,330	\$33,500

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Equipment Res & Rep Fund (150)

DEPARTMENT: Finance (514)
PROGRAM: Capital Outlay - Equipment
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
General Government (519-90)						
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal General Govnment	\$0	\$0	\$0	\$0	\$0	\$0
C/O - Executive (596-13)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal C/O - Executive	\$0	\$0	\$0	\$0	\$0	\$0
C/O - Finance (596-14)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal C/O - Finance	\$0	\$0	\$0	\$0	\$0	\$0
C/O - City Hall (596-18)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Computers & I.T. Equipment	10,200	11,600	10,330	7,500	10,330	7,500
Subtotal C/O - City Hall	\$10,200	\$11,600	\$10,330	\$7,500	\$10,330	\$7,500
C/O - Law Enf (596-21)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	40,000	101,500	17,000	26,000	17,000	26,000
Subtotal C/O - Law Enf	\$40,000	\$101,500	\$17,000	\$26,000	\$17,000	\$26,000
C/O - Public Works (596-42)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	0	0	0	0	0	0
Subtotal C/o- Public Works	\$0	\$0	\$0	\$0	\$0	\$0
C/O - Planning (596-58)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal C/O- Planning	\$0	\$0	\$0	\$0	\$0	\$0
C/O - Recreation (596-79)						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal C/O - Recreation	\$0	\$0	\$0	\$0	\$0	\$0
Total Eq Res & Rep Fund Exp	\$50,200	\$113,100	\$27,330	\$33,500	27,330	\$33,500

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.

The City's Debt Service Fund Number 203 accounts for the Debt Service on the Council approved General Obligation Bonds issued in December 2000 and July 2002.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Debt Service Fund (202)

DEPARTMENT: Finance (514)
PROGRAM: Principal, Interest & Other Costs
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

DEBT SERVICE OVERVIEW:

The Debt Service Fund provides for payments associated with the City's Limited General Obligation Bond debt, including principal, interest and other fees. The debt service payments are funded by operating transfers from the General Fund. In April 1996, the City Council established a line of credit to fund litigation and other expenses relating to the opposition of the expansion of Seattle-Tacoma International Airport. On December 12, 2000, the City Council approved Ord. No. 679, authorizing issuance of Limited Tax General Obligation Bonds in the principal amount of \$1,700,000 for the purpose of retiring the outstanding balance on the line of credit. In July 2002, the City Council authorized a loan from the Department of Community, Trade and Economic Development for the Highline Corridor Enhancement Project, 1st Avenue South from S.W. 164th Street to S.W. 176th Street, in the amount of \$676,532. **Payment of the principal and interest for the Public Works Trust Fund Loan are accounted for in the Capital Improvement Fund #320, however, the amount of the loan is part of the City's general obligation indebtedness.**

The maximum allowable limited general obligation indebtedness for a City in the State of Washington is 1.5% of its assessed valuation. This equates to an allowable amount of over \$21 million for Normandy Park. As of January 1, 2009, the City has \$1,700,000 remaining in outstanding general obligation debt. This outstanding amount equates to less than 10% of the City's limit for non-voted general obligation debt. Voted general obligation indebtedness limits for cities in Washington State, subject to a 60% majority vote of qualified electors, are 2.5% of assessed valuation for general purposes, 2.5% for utilities and 2.5% for parks and open space utilities. The total amount of outstanding limited tax and voted general purpose bonds shall not exceed 7.5% of the AV.

CTED Public Works Trust Fund Loan				2000 Limited Tax G.O. Bonds			
Date	Principal	Interest	Totals	Date	Principal	Interest	Totals
7/1/02	\$0	\$551.91	\$551.91	2001	\$75,000	\$82,418	\$157,418
7/1/03	\$5,622.15	\$534.10	\$6,156.25	2002	85,000	82,002	167,002
7/1/04	\$37,272.77	\$3,220.03	\$40,492.80	2003	90,000	77,753	167,753
7/1/05	\$37,272.77	\$3,168.18	\$40,440.95	2004	95,000	73,252	168,252
7/1/06	\$37,272.77	\$2,981.82	\$40,254.59	2005	95,000	68,503	163,503
7/1/07	\$37,272.77	\$2,795.46	\$40,068.23	2006	100,000	63,752	163,752
7/1/08	\$37,272.77	\$2,609.09	\$39,881.86	2007	105,000	58,753	163,753
7/1/09	\$37,272.77	\$2,422.73	\$39,695.50	2008	110,000	53,502	163,502
7/1/10	\$37,272.77	\$2,236.37	\$39,509.14	2009	115,000	48,003	163,003
7/1/11	\$37,272.77	\$2,050.00	\$39,322.77	2010	120,000	42,252	162,252
7/1/12	\$37,272.77	\$1,863.64	\$39,136.41	2011	145,000	8,179	153,179
7/1/13	\$37,272.77	\$1,677.28	\$38,950.05	2012	145,000	7,132	152,132
7/1/14	\$37,272.77	\$1,490.91	\$38,763.68	2013	145,000	6,015	151,132
7/1/15	\$37,272.77	\$1,304.55	\$38,577.32	2014	150,000	4,420	154,420
7/1/16	\$37,272.77	\$1,118.18	\$38,390.95	2015	145,000	2,320	147,320
7/1/17	\$37,272.77	\$931.82	\$38,204.59	2016	0	0	0
7/1/18	\$37,272.77	\$745.45	\$38,018.22	2017	0	0	0
7/1/19	\$37,272.77	\$559.09	\$37,831.86	2018	0	0	0
7/1/20	\$37,272.77	\$372.73	\$37,645.50	2019	0	0	0
7/1/21	\$37,272.81	\$186.36	\$37,459.17	2020	0	0	0

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Debt Service Fund (202)

DEPARTMENT: Finance (514)
PROGRAM: Principal, Interest & Other Costs
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

Total Loan	\$676,532.05	\$32,819.70	\$709,351.75	Total Loan	\$1,720,000	\$678,256	\$2,398,256
Total Paid 12/31/10	\$266,531.54	\$20,519.69	\$287,051.23	Total Paid 12/31/10	\$990,000	\$650,190	\$1,640,190
Total Outstanding	\$410,000.47	\$12,300.01	\$422,300.48	Total Outstanding	\$730,000	\$28,066	\$758,066

MAJOR BUDGETARY CHANGES: In 2010, the 2000 Limited Tax G.O. Bonds were refunded, resulting in an annual savings to the City of approximately \$15,000. This savings is a result of the City's outstanding Bond Rating of AA+ combined with historically low municipal bond interest rates.

STAFFING OVERVIEW: The Debt Service Fund requires no staffing allocations.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$9,501	\$12,867	\$11,196	\$12,892	\$25,067	\$1,467
Add: Revenues	166,868	163,331	163,500	162,575	130,100	155,100
Less: Expenditures	163,503	163,306	163,252	150,400	153,700	152,700
End Fund Bal, Dec 31 (Cash)	\$12,867	\$12,892	\$11,444	\$25,067	\$1,467	\$3,867

REVENUE SUMMARY BY YEAR:

Category	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Investment Interest	\$1,868	\$331	\$1,000	\$75	\$100	\$100
Op Trans In-General Fund	165,000	163,000	162,500	162,500	130,000	155,000
Tot Debt Service Fund Revs	\$166,868	\$163,331	\$163,500	\$162,575	\$130,100	\$155,100

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Debt Svc Fund Staffing/FTE's</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Debt Service – Principal	\$110,000	\$115,000	\$120,000	\$120,000	\$145,000	\$145,000
Debt Service – Interest	53,503	48,003	42,252	30,000	8,200	7,200
Debt Registration Costs	0	304	1,000	400	500	500
Total Debt Service Fund Exp	\$163,503	\$176,198	\$174,696	\$175,467	\$155,167	\$156,567

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Debt Service Fund (202)

DEPARTMENT: Finance (514)
PROGRAM: Principal, Interest & Other Costs
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Debt Service – Principal	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000
Debt Service – Interest	8,200	7,200	8,200	7,200	8,200	7,200
Debt Registration Costs	500	500	500	500	500	500
Total Debt Service Fund Exp	\$153,700	\$156,567	\$153,700	\$156,567	\$153,700	\$156,567

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Debt Service Fund (203)

DEPARTMENT: Finance (514)
PROGRAM: Principal, Interest & Other Costs
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

DEBT SERVICE OVERVIEW:

The Limited Tax General Obligation Grant Anticipation Note Fund provides for payments associated with the City's Limited Tax General Obligation Grant Anticipation Note debt, including principal, interest and other fees. On July 13, 2010, the City Council approved Ord. No. 855, authorizing issuance of Limited Tax General Obligation Grant Anticipation Note in the principal amount of \$600,000 for the purpose of providing cash flow for capital improvement projects that have been funded by reimbursable grants.

2010 Limited Tax G.O. Grant Anticipation Note			
Date	Principal	Interest	Totals
2010	\$0	\$3,800	\$3,800
2011	110,000	5,000	115,000
2012	110,000	5,000	115,000
2013	380,000	5,000	385,000
Total Loan	\$600,000	\$18,800	\$618,800
Total Paid 12/31/10	\$0	\$3,800	\$3,800
Total Outstanding	\$600,000	\$15,000	\$615,000

MAJOR BUDGETARY CHANGES: No major changes are anticipated in this fund.

STAFFING OVERVIEW: The Debt Service Fund requires no staffing allocations.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$0	\$0	\$0	\$0	\$0	\$0
Add: Revenues	0	0	0	603,800	265,000	115,000
Less: Expenditures	0	0	0	603,800	265,000	115,000
End Fund Bal, Dec 31 (Cash)	\$0	\$0	\$0	\$0	\$0	\$0

REVENUE SUMMARY BY YEAR:

Category	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Bond Proceeds	\$0	\$0	\$0	\$600,000	\$150,000	\$0
Op Trans In-Capital Impr. Fund	0	0	0	3,800	115,000	115,000
Tot Debt Service Fund Revs	\$0	\$0	\$0	\$603,800	\$265,000	\$115,000

PROGRAM HISTORY BY YEAR:

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Debt Service Fund (203)

DEPARTMENT: Finance (514)
PROGRAM: Principal, Interest & Other Costs
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Debt Svc Fund Staffing/FTE's</i>	0	0	0	0	0	0
Debt Service – Principal	\$0	\$0	\$0	\$0	\$110,000	\$110,000
Debt Service – Interest	0	0	0	3,800	5,000	5,000
Transfer Out – Capital Impr.	0	0	0	600,000	150,000	0
Total Debt Service Fund Exp	\$	\$0	\$0	\$603,800	\$265,000	\$115,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Debt Service – Principal	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
Debt Service – Interest	5,000	5,000	5,000	5,000	5,000	5,000
Transfer Out – Capital Impr.	150,000	0	150,000	0	150,000	0
Total Debt Service Fund Exp	\$265,000	\$115,000	\$265,000	\$115,000	\$265,000	\$115,000

CAPITAL PROJECTS FUND

Capital Projects Funds

Capital Projects 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.

Capital Improvement Fund (320) - This Fund was established to account for the receipts and expenditures from the Real Estate Taxes authorized by the State RCW 82.46 (first ¼% and second ¼%). These revenues are dedicated for capital purposes including public buildings and facilities, parks, and debt service associated with such projects as designated within the City's Growth Management Comprehensive Plan and Six-Year Capital Improvement Plan.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Capital Improvement Fund (320)

DEPARTMENT: Public Works (542)
PROGRAM: Capital Outlay Projects
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

CAPITAL IMPROVEMENT FUND OVERVIEW:

The Capital Improvement Fund 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 Number 403. In 1998, the Growth Management Capital Improvement Fund #321 was re-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 these funds 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: The 2011 – 2012 Capital Improvement Fund budget anticipates award of grant funds to the City of Normandy Park from Puget Sound Regional Council for engineering and design of the 1st Avenue South, Phase 3 Enhancements Project, which are estimated to be approximately \$700,000 in 2011. All other Capital Projects have been deferred due to budget constraints in 2011 – 2012.

STAFFING OVERVIEW: Staffing allocations are not made to this Fund except for a small amount of time that Public Works employees spend specifically working on capital projects. These labor costs are all capitalized as part of the project.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$1,300,895	\$945,061	\$190,104	\$256,605	\$130,215	\$245,890
Add: Revenues	241,959	1,457,798	3,292,908	4,309,686	970,000	150,000
Less: Expenditures	597,793	615,476	3,539,882	4,436,076	854,325	154,150
End Fund Bal, Dec 31 (Cash)	\$945,061	\$1,300,895	\$481,197	\$130,215	\$245,890	\$241,740

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Capital Improvement Fund (320)

DEPARTMENT: Public Works (542)
PROGRAM: Capital Outlay Projects
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

REVENUE SUMMARY BY YEAR:

Category	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Real Estate Excise Tax	\$195,541	\$160,689	\$280,000	\$100,000	\$120,000	\$150,000
NFWF Grant	0	29,760	0	2,007	0	0
ARRA – 1 st Avenue Grant	0	671,916	3,300,000	2,831,900	0	0
Local Grants	0	0	2,800,000	0	700,000	0
King County Parks Levy	14,488	15,351	14,496	14,494	0	0
WA ORC Grant – Nist Park	0	0	130,000	125,000	0	0
Beaconsfield Grant	0	0	0	210,535	0	0
Other General Gov't Services	0	0	0	200,000	0	0
Investment Interest	31,930	5,687	40,000	350	0	0
Miscellaneous Revenue	0	7,749	0	10,400	0	0
Capital Contributions	0	17,354	0	215,000	0	0
Transfer – In	0	0	0	600,000	150,000	0
Total Cap Imp Fund Revs	\$241,959	\$908,506	\$6,564,496	\$4,309,686	\$970,000	\$150,000

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Cap Imp Fund Staff/FTE's	0	0	0	0	0	0
PW Trust Fund Loan Payment	\$39,882	\$39,696	\$39,510	\$39,510	\$39,325	\$39,150
1 st Avenue, Design & Eng.	17,580	223,102	0	315,182	700,000	0
1 st Avenue Construction	0	665,783	3,300,000	3,513,175	0	0
Const. & Engineering Services	25,508	0	0	0	0	0
Pavement Mgmt Program	158,324	171,659	360,000	91,500	0	0
Sidewalk Construction	0	170,373	46,000	0	0	0
Park Improvements	166,873	62,309	134,000	255,160	0	0
Facility Improvements	182,590	67,752	75,000	5,251	0	0
Capital Outlay – Equip.	0	9,265	0	0	0	0
Beaconsfield Acquisition	0	172,053	0	0	0	0
Other – Land Acquisition	0	0	0	10,498	0	0
Other – Sylvester Bridge Repair	7,037	14,971	2,800,000	200,000	0	0
Maint. Admin & Overhead	0	0	0	2,000	0	0
Transfer Out – LTGO Grant Note	0	0	0	3,800	115,000	115,000
Total Cap Imp Fund Exp	\$597,793	\$1,596,963	\$6,754,510	\$4,436,076	\$854,325	\$154,150

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Capital Improvement Fund (320)

DEPARTMENT: Public Works (542)

PROGRAM: Capital Outlay Projects

RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
PW Trust Fund Loan Payment	\$39,325	\$39,150	\$39,325	\$39,150	\$39,325	\$39,150
1 st Avenue Design & Eng.	700,000	0	700,000	0	700,000	0
1 st Avenue Construction	0	0	0	0	0	0
Pavement Management Program	0	0	0	0	0	0
Sidewalk Construction	0	0	0	0	0	0
Park Improvements	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Capital Outlay –Equip	0	0	0	0	0	0
Beaconsfield Acquisition	0	0	0	0	0	0
Other – Land Acquisition	0	0	0	0	0	0
Other – Sylvester Bridge Repair	0	0	0	0	0	0
Maintenance Admn & Overhead	0	0	0	0	0	0
Transfer Out – LTGO Grant Note	115,000	115,000	115,000	115,000	115,000	115,000
Total Cap Imp Fund Exp	\$854,325	\$154,150	\$854,325	\$154,150	\$854,325	\$154,150

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Parks Improvement Fund (325)

DEPARTMENT: Public Works (542)
PROGRAM: Capital Outlay Projects
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PARKS IMPROVEMENT FUND OVERVIEW:

Establishment of the Parks Improvement Fund is proposed with adoption of the 2011 – 2012 Budget. In 2009, Normandy Park voters authorized the creation of the Normandy Park Metropolitan Parks District, which is intended to generate revenue for the operations, maintenance and improvement of parks and recreation programs. The Parks Improvement Fund is proposed so park improvements can be tracked separate from other capital improvements since the primary funding source will be MPD Levy proceeds.

MAJOR BUDGETARY CHANGES: The Parks Improvement Fund is a new fund in 2011.

STAFFING OVERVIEW: Staffing allocations are not made to this Fund except for a small amount of time that Public Works employees spend specifically working on park improvement projects. These labor costs are all capitalized as part of the project.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$0	\$0	\$0	\$0	\$0	\$24,905
Add: Revenues	0	0	0	0	24,905	204,453
Less: Expenditures	0	0	0	0	0	0
End Fund Bal, Dec 31 (Cash)	\$0	\$0	\$0	\$0	\$24,905	\$229,358

REVENUE SUMMARY BY YEAR:

Category	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Investment Interest	\$0	\$0	\$0	\$0	\$100	\$100
Transfer In – General Fund	0	0	0	0	24,805	204,353
Transfer In – Capital Imp. Fund	0	0	0	0	0	0
Total Parks Imp Fund Revs	\$0	\$0	\$0	\$0	\$24,905	\$204,453

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Parks Improvement Fund (325)

DEPARTMENT: Public Works (542)
PROGRAM: Capital Outlay Projects
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Parks Imp Fund Staff/FTE's</i>	0	0	0	0	0	0
Park Improvements	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Capital Outlay – Equip	0	0	0	0	0	0
Park Acquisition	0	0	0	0	0	0
Total Parks Imp Fund Exp	\$0	\$0	\$0	\$0	\$0	\$0

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Park Improvements	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Capital Outlay – Equip	0	0	0	0	0	0
Park Acquisition	0	0	0	0	0	0
Total Parks Imp Fund Exp	\$0	\$0	\$0	\$0	\$0	\$0

ENTERPRISE FUNDS

Enterprise Funds

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

Stormwater Utility Fund (402) - This Fund was established by the City Council in 2003, in order to account for revenues billed and received from property owners, in accordance with the Stormwater Utility. Major expenses in this fund relate to the construction, repair and maintenance of the City's surface and storm water drainage system.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Stormwater Utility Fund (402)

DEPARTMENT: Public Works (542)
PROGRAM: Stormwater Utility Fund
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

STORMWATER UTILITY FUND OVERVIEW:

The City is responsible for surface water and storm drainage utilities. The City Council established the Stormwater Utility Fund in 2003 (Ord. 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.

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

MAJOR BUDGETARY CHANGES: An increase of approximately \$147,000 has been included in the budget for 2011, which reflects plans for significant stormwater drainage system improvements. In 2012, the Stormwater Utility budget will decrease by \$390,000 as a result of less funding needed for drainage system improvements in 2012.

STAFFING OVERVIEW: Public Works Department staff are responsible for the repair and maintenance of the City's surface and storm water drainage system. As such, approximately one-third of Public Works Department employee costs are attributed to the Stormwater Utility Fund.

STORMWATER UTILITY FUND POSITION INVENTORY:

Position Title	FTE's	Range Minimum	Range Maximum
Public Works Director	.33	\$6,468 month	\$8,624 month
Maintenance Supervisor	.33	\$5,524 month	\$7,366 month
Maintenance Worker II	0.0	\$3,381 month	\$4,507 month
Maintenance Worker I	1.0	\$2,916 month	\$3,888 month
Total FTE's	<u>1.67</u>		

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Stormwater Utility Fund (402)

DEPARTMENT: Public Works (542)
PROGRAM: Stormwater Utility Fund
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$41,967	\$110,310	\$95,440	\$272,311	\$462,873	\$171,842
Add: Revenues	420,827	462,330	697,945	640,942	557,245	557,295
Less: Expenses	352,484	300,329	701,446	450,380	848,276	459,125
End Fund Bal, Dec 31 (Cash)	\$110,310	\$272,311	\$91,939	\$462,873	\$171,842	\$270,012

REVENUE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Dept. of Ecology Grant	\$71,251	\$17,306	\$140,000	\$83,697	\$0	\$0
FEMA Reimbursement	0	687	0	0	0	0
Stormwater Utility Fees	348,134	443,411	556,445	556,445	556,445	556,445
Investment Interest	1,442	926	1,500	800	800	850
Loss Recoveries	0	0	0	0	0	0
Total Stormwater Fund Revs	\$420,827	\$462,330	\$697,945	\$640,942	\$557,245	\$557,295

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Stormwater Utility Fund (402)

DEPARTMENT: Public Works (542)
PROGRAM: Stormwater Utility Fund
RESPONSIBLE MANAGER: Peter Landry, Public Works Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Stormwater Fund Staffing/FTE's	2.00	2.00	2.67	1.67	1.67	1.67
Stormwater Utility Exp (538-30)						
Salaries	\$95,818	\$120,836	\$159,566	\$123,725	\$103,144	\$103,144
Benefits	35,663	42,909	65,210	49,680	42,332	45,281
Supplies and Materials	19,495	13,115	13,500	20,500	15,500	15,500
Services and Contracts	166,483	47,074	73,170	51,475	85,800	87,200
Intergovernmental Services	0	2,955	0	0	0	0
Capital Outlay – Equipment	35,025	8,937	5,000	145,000	146,500	5,000
NPDES II Compliance	0	12,000	20,000	20,000	15,000	15,000
Capital Improvements	0	52,503	365,000	40,000	440,000	188,000
Total Stormwater Utility Exp	\$352,484	\$300,329	\$701,446	\$450,380	\$848,276	\$459,125

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Stormwater Utility Exp (538-30)						
Salaries	\$103,144	\$103,144	\$103,144	\$103,144	\$103,144	\$103,144
Benefits	42,332	45,281	42,332	45,281	42,332	45,281
Supplies and Materials	15,500	15,500	15,500	15,500	15,500	15,500
Services and Contracts	85,800	87,200	85,800	87,200	85,800	87,200
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay - Equipment	146,500	5,000	146,500	5,000	146,500	5,000
NPDES II Compliance	15,000	15,000	15,000	15,000	15,000	15,000
Capital Improvements	440,000	188,000	440,000	188,000	440,000	188,000
Total Stormwater Fund Expenses	\$848,276	\$459,125	\$848,276	\$459,125	\$848,276	\$459,125

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.

Wilson Endowed Fund (621) - This Fund was established by the City Council in 2001 with adoption of Ordinance No. 621. The purpose of the fund is to provide a long-term funding mechanism for maintenance costs for Grace M. and T.A. Wilson Park located at S.W. 171st Street and 2nd Avenue S.W.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Wilson Endowed Fund (621)

DEPARTMENT: Finance (542)
PROGRAM: T.A. Wilson Endowed Fund (576-10)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

WILSON ENDOWED FUND OVERVIEW:

The Wilson Endowed Fund was established by the City Council in 2003 with the adoption of Ordinance Number 621. 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. 171st Street and 2nd Avenue S.W.

MAJOR BUDGETARY CHANGES: No major budgetary changes are anticipated in this Fund.

STAFFING OVERVIEW: No staffing allocations are made to the Wilson Endowed Fund.

FUND BALANCE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Beg Fund Bal, Jan 1 (Cash)	\$83,011	\$81,468	\$81,111	\$79,540	\$77,290	\$74,490
Add: Revenues	2,163	535	2,500	250	200	200
Less: Expenses	3,706	2,463	3,000	2,500	3,000	3,000
End Fund Bal, Dec 31 (Cash)	\$81,468	\$79,540	\$80,611	\$77,290	\$74,490	\$71,690

REVENUE SUMMARY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
Investment Interest	\$2,163	\$535	\$2,500	\$250	\$200	\$200
Total Wilson Endowed Revenues	\$2,163	\$535	\$2,500	\$250	\$200	\$200

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Wilson Endowed Fund (621)

DEPARTMENT: Finance (542)
PROGRAM: T.A. Wilson Endowed Fund (576-10)
RESPONSIBLE MANAGER: Cherie Gibson, Finance Director

PROGRAM HISTORY BY YEAR:

Description	2008 Actual	2009 Actual	2010 Budget	2010 Est	2011 Budget	2012 Budget
<i>Wilson Endowed Fund Staff/FTE's</i>	0	0	0	0	0	0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Services and Contracts	3,706	2,463	3,000	2,500	3,000	3,000
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay - Improvements	0	0	0	0	0	0
Total Wilson Endowed Fund Exp	\$3,706	\$2,463	\$3,000	\$2,500	\$3,000	\$3,000

PROGRAM BUDGET BY REQUEST/ADOPTION:

Description	Dept Request		Exec Approved		City Council Adoption	
	2011	2012	2011	2012	2011	2012
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Services and Contracts	3,000	3,000	3,000	3,000	3,000	3,000
Intergovernmental Services	0	0	0	0	0	0
Capital Outlay - Improvements	0	0	0	0	0	0
Total Wilson Endowed Fund Exp	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

CAPITAL IMPROVEMENT PLAN

GOALS, OBJECTIVES, POLICIES AND CAPITAL FACILITIES PLAN

Protect and enhance the character and livability of Normandy Park by maintaining and enhancing the City's public facilities to ensure an adequate level of service for existing and future development.

Objective 5.1

Ensure that capital improvements necessary to implement the comprehensive plan are provided when they are required.

Policy 5.1.1: Coordinate land use and public works activities with an ongoing program of long-range financial planning to ensure availability of fiscal resources for implementing the Capital Facilities Plan (CFP).

Policy 5.1.2: Emphasize the following concepts for management of capital facilities:

- a. Provide preventive maintenance and cost-effective replacement of aging elements;
- b. Extend and upgrade capital systems. New development system extensions are the responsibility of those desiring service;
- c. Inspect systems to ensure conformance with design standards; and
- d. Reduce the potential for service rate increases through effective fiscal management and realistic and equitable rate structures.

Policy 5.1.3: Determine which services are most cost-effectively delivered by the City, and which services should be contracted out to others. Use joint facilities with adjacent service purveyors, where appropriate, to provide the most efficient and cost-effective services.

Objective 5.2

Ensure that the continued development and implementation of the CFP reflects both the policy priorities of the City Council and consistency with other elements of the comprehensive plan.

Policy 5.2.1: Assign a high priority of funding to projects that are consistent with the adopted goals and policies of the City Council.

Policy 5.2.2: Fund projects only when incorporated into the adopted City budget.

Policy 5.2.3: Evaluate capital projects not included in the Six-Year CFP for consistency with the comprehensive plan prior to their inclusion in the City's biennial budget.

Policy 5.2.4: Update the Six-Year CFP annually prior to the City budget process.

Policy 5.2.5: Include an identification of maintenance costs for any City capital proposal costing more than \$50,000.

Facility	Standard Guidelines	Design Criteria
D. Parks:	<p>Citywide: 12 acres of multi-purpose parks per thousand population.</p> <p>Neighborhood Park: <i>Service Area:</i> Approximately ½ mile radius <i>Size:</i> No minimum to 15+ acres <i>Standard:</i> 2 acres per 1,000 population</p> <p>Community Park: <i>Service Area:</i> Approximately 1 – 2 mile radius <i>Size:</i> Approximately 2 – 20+ acres <i>Standard:</i> 5 acres per 1,000 population</p>	<p>Require appropriate measures in new subdivisions or large multi-family developments, to avoid lowering the level of service below existing levels.</p> <p>See Park Plan for details.</p>
Facility	Design Criteria	
E. Water:	<p>Comply with the design standards of the appropriate water district.</p> <p>Do not permit additional development on dead-end lines unless adequate fire pressure and water quality is assured.</p>	
F. Sanitary Sewer	<p>Design sanitary sewer systems serving new development according to the standards of the SWSSD or Midway Sewer, as appropriate. All existing septic tank installations are subject to periodic inspections.</p>	
G. Surface Water Management:	<p>Design drainage facilities serving new development in accordance with the City's Surface Water Management Plan.</p>	

Policy 5.3.4: Ensure that a development does not cause the level of service on a capital facility to decline below the standards set forth in Policy 5.3.3, unless capital improvements or a strategy to accommodate impacts are made concurrent with the development. “Concurrent with the development” means that improvements or strategy are in place at the time of the development or that a financial commitment is in place to complete the improvements or strategies within six or fewer years, at the City’s discretion.

Policy 5.3.5: Require the various providers of services, such as school districts, sewer, water, and fire departments to review development proposals for available capacity to accommodate development and for any needed system improvements.

Policy 5.3.6: Ensure that new or expanded capital facilities are compatible with surrounding land uses and have a minimal impact on the natural or built environment.

Objective 5.4

Finance the City's capital facilities projects in an economic, efficient, and equitable manner.

Policy 5.4.1: Require the primary beneficiaries of a new facility to bear the costs of new capital facilities.

Policy 5.4.2: Use general revenues to fund projects that provide a general benefit to the community.

Policy 5.4.3: Consider long-term borrowing as a method of financing for large capital facilities that benefit more than one generation of users.

Policy 5.4.4: Use special assessment, revenue and other self-supporting bonds, where possible, instead of tax-supported general obligation bonds.

Objective 5.5

Develop a system of parks and recreation facilities that is attractive, safe, and available to all residents.

Policy 5.5.1: Develop regulations to require dedication of, or payment in lieu of, parklands for new subdivision and multi-family residential development.

Policy 5.5.2: Cooperate and coordinate with the Highline School District, other public agencies and private groups to meet the recreation needs of the city.

Policy 5.5.3: Develop a system of trails throughout the city, with priority on implementation of the sidewalk program outlined in the transportation element.

Policy 5.5.4: Consider opportunities to obtain additional lands and facilities for parks throughout the city, particularly in those areas facing the most potential development.

Policy 5.5.5: Periodically review recreational demand and usage to consider whether additional capital programs for parks should be considered.

Objective 5.6

Establish criteria for the siting of essential public facilities in Normandy Park.

Policy 5.6.1: Cooperate with the state in its site selection process for essential public facilities, while acknowledging that the state must:

- a. Provide a justifiable need for the public facility and its location in Normandy Park based upon forecasted needs and a logical service area; and
- b. Must establish a public process by which residents of Normandy Park have an opportunity to meaningfully participate in the site selection process.

Policy 5.6.2: Ensure that public facilities are not located in designated resource lands, critical areas, or other areas where the siting of a facility would be incompatible.

Policy 5.6.3: Encourage the multiple use of corridors for major utilities, trails, and street rights-of-way.

Policy 5.6.4: Base the siting of public facilities on, but not limited to, the following criteria:

- a. Specific facility requirements (acreage, transportation access, etc.);
- b. Land use compatibility;
- c. Potential environmental impacts;
- d. Potential traffic impacts;
- e. Fair distribution of such public facilities throughout the county; and
- f. Citizen safety.

Policy 5.6.5: Identify and allow for the siting of essential public facilities in City plans and development regulations. Work cooperatively with surrounding municipalities and King County during siting and development of facilities of regional significance. Site King County facilities according to the interjurisdictional process established by the Growth Management Planning Council.

Objective 5.7

Continue to monitor the need for additional areas for the open space, parks and public facilities land use category.

Policy 5.7.1: The open space, parks and public facilities land use category is for areas devoted to public facilities such as schools, water and wastewater facilities, City buildings and City-owned parking lots, and to acknowledge and reserve sites planned for public purposes.

Objective 5.8

Ensure that public facilities and services necessary to support development are adequate to serve the development without decreasing service levels below adopted level of service standards.

Policy 5.8.1: Ensure that new development does not outpace the City's ability to provide and maintain adequate public facilities and services by allowing new development to occur only when and where facilities exist or will be provided.

Policy 5.8.2: Require developers to provide information on the impacts a proposed development will have on public facilities and services. The City will evaluate the impact analysis and determine whether the development will be served by adequate public facilities.

SIX-YEAR FUNDING PLAN

PROJECT	YEAR	TOTAL COST	FUNDING	
			SOURCE	AMOUNT
TRANSPORTATION				
Street/Roadway: Adopted Transportation Improvement Program (TIP)				
1 st Avenue S, Phase 3 – Design	2011	\$700,000	Federal, State, Local & other	\$700,000
Annual Pavement Management Plan	2011	\$0	Local Funds	\$0
Annual Sidewalk Management Program	2011	\$0	Local Funds	\$0
Annual Pavement Management Plan	2012	\$0	Local Funds	\$0
Annual Sidewalk Management Program	2012	\$0	Local Funds	\$0
1 st Avenue S, Phase 3 – Construction	2013	\$7,250,000	Federal, State, Local & other	\$7,250,000
Annual Pavement Management Plan	2013	\$150,000	Local Funds	\$150,000
Annual Sidewalk Management Program	2013	\$75,000	Local Funds	\$75,000
Annual Pavement Management Plan	2014	\$150,000	Local Funds	\$150,000
Annual Sidewalk Management Program	2014	\$75,000	Local Funds	\$75,000
Subtotal of Street/Roadway Improvements				\$8,400,000
Facility Improvement Program				
Subtotal of Facility Improvements				\$0

PROJECT	YEAR	TOTAL COST	FUNDING	
			SOURCE	AMOUNT
SURFACE WATER MANAGEMENT				
Brittany Dr/SW Normandy Terrace	2011	\$40,000	Local Funds	\$40,000
Nature Trails Park Detention Improv	2011	\$73,000	Local Funds	\$73,000
Normandy Province Erosion Control	2012	\$30,000	Local Funds	\$30,000
Marine View Dr/S.W. 216 th Improv	2013	\$112,000	Local Funds	\$112,000
199 th Drainage Improvements	2014	TBD	Local Funds	TBD
Miller Creek Channel Improvements	2014	TBD	Local Funds	TBD
Normandy Creek Channel Impr	2014	TBD	Local Funds	TBD
Sequoia Creek Channel Improvements	2014	TBD	Local Funds	TBD
Walker Creek Channel Improvements	2014	TBD	Local Funds	TBD
Normandy Terrace Outfalls	2014	TBD	Local Funds	TBD
Subtotal of Surface Water Management Improvements				\$599,000

PROJECT	YEAR	TOTAL COST	FUNDING	
			SOURCE	AMOUNT
Parks & Recreation Improvement Program				
Beaconsfield Acquisition	2011	\$800,000	State & Local	\$800,000
Subtotal of Parks & Recreation Improvements				\$800,000

APPENDIX

2009 - 2010 OPERATING BUDGET

Normandy Park, Washington

Supplemental Statistics

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.

ASSESSED VALUATION HISTORY:

This includes all real and personal property as valued by the King County Assessor's Office. The average assessed valuation amount for real property is \$509,358.

YEAR	ASSESSED VALUATION	YEAR	ASSESSED VALUATION
2000	\$667,642,667	2006	\$1,052,297,593
2001	\$725,999,000	2007	\$1,122,953,329
2002	\$799,433,000	2008	\$1,273,981,354
2003	\$846,103,000	2009	\$1,429,930,000
2004	\$910,982,746	2010	\$1,199,082,824
2005	\$973,248,609		

2009 - 2010 OPERATING BUDGET

Normandy Park, Washington

Supplemental Statistics

POPULATION:

The following figures reflect the population of the City since 1990:

Year	Population	Year	Population
1990	6,620	2001	6,405
1991	6,730	2002	6,395
1992	6,860	2003	6,345
1993	6,890	2004	6,400
1994	6,900	2005	6,385
1995	6,935	2006	6,415
1996	7,095	2007	6,435
1997	7,122	2008	6,425
1998	7,135	2009	6,485
1999	7,085	2010	6,540
2000	6,392		

PARKS:

The City currently has six major parks and ten small parks. Some of the parks are described below as follows:

Marine View Park, 28 Acres Located at 208th and Marine View Drive. 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 191st 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 174th Street, Almost 8 acres, includes soccer fields, playground equipment and a jogging trail around the perimeter of the park.

Marvista Park, Five acre park located at the former City Hall site at 4th Avenue between SW 200th and SW 198th. This park is a grassy area, a community garden patch, a community rose garden, and children's play equipment.

E.J. Nist Park, Located north of Normandy Road between 3rd Avenue S.W. and 4th Avenue S.W. 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. A walking trail runs through the preserve.

2009 - 2010 OPERATING BUDGET

Normandy Park, Washington

Supplemental Statistics

MILES OF STREETS:

The City reports miles of street annually to the State Department of Transportation. The following figures reflect the types of streets and the length in miles:

Asphalt	26.8
Gravel	.5
Dirt/Unimproved	.5
Bituminous Surface	3.5
Total Miles	<u>31.3</u>

POLICE STATISTICS:

The following are statistical data provided by the City's in-house Police Department since 2001:

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Calls for Service	3,278	2,646	2,659	2,314	2,144	2,267	2,724	2,400	1,974	2,089
Other Major Reports	538	489	580	632	620	624	538	460	509	574
Homicides	0	0	0	0	0	0	0	0	0	0
Thefts	133	132	96	152	163	137	82	114	89	125
Burglaries	25	26	31	42	39	28	36	58	48	39
Robbery	2	2	0	3	0	0	0	2	0	0
Malicious Mischief	38	41	30	23	32	33	42	63	39	38
Assaults	31	17	14	22	27	22	19	13	17	20
Misdemeanor Arrests	52	99	59	64	84	50	73	188	134	81
Felony Arrests	16	15	28	23	18	14	19	18	17	9
Warrant Arrests	80	68	55	55	42	76	65	93	57	62
Total Arrests	148	182	142	142	144	140	157	299	208	152

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Glossary

Assessed Valuation - 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.

B.A.R.S. - The State of Washington prescribed Budgeting, Accounting, and Reporting System manual for which compliance is required for all governmental entities in the State of Washington.

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.

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 Program - 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.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Glossary

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.

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 assessed valuation.

Debt Service - Payment of interest and repayment of principal to holders of the City's debt instruments.

ERRF (Equipment Reserve and Replacement 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.

Expenditures/Expenses - When accounting records are maintained on the cash basis, as they are for all funds of the City of Normandy Park, expenditures/expenses are recognized when cash payments for purchases are made.

Fiscal Year - A 12 (twelve) 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 1st through December 31st.

FTE's (Full time equivalents) - 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 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 of Normandy Park, 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 City's with populations of 8,000 or less.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Glossary

General Obligation 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 51XX series). The City contracts for numerous intergovernmental services including the City of Fife 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.

Object Code - Used in expenditure classifications and is the last four digits of the B.A.R.S. 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 Budget - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing 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 #201 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 the 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 Public Works Department time spent 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.

2011 - 2012 OPERATING BUDGET

Normandy Park, Washington

Glossary

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.