



MEMORANDUM

To: Mayor and Councilmembers
Mark Hoppen, City Manager

From: Jennifer Ferrer-Santa Ines, Finance Director

RE: Financial Update-January 2016

Date: February 29, 2016

The data below include YTD actuals through the end of January compared against the annual budget and how much is left for the remainder of the year. Each department budget include salaries, benefits, supplies and services, with the exception of those marked by an asterisk.

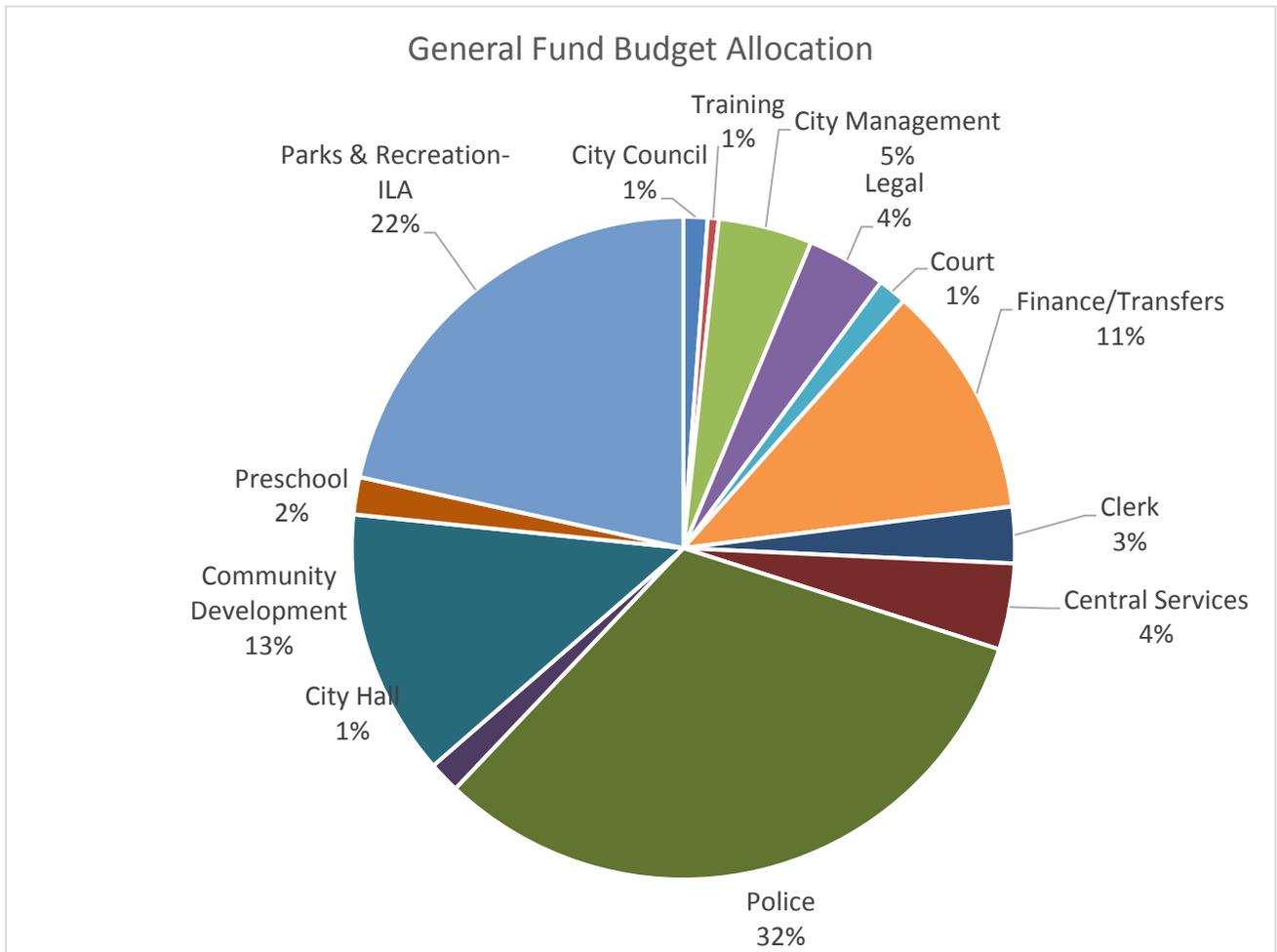
Department/Division	2016				2015			
	YTD Actuals	Budget	% of Total	Balance	YTD Actuals	Budget	% of Total	Balance
* City Council	\$ 4,557	\$ 56,425	8.08%	\$ 51,868	\$ 7,988	\$ 55,925	14.28%	\$ 47,937
* Training	\$ 120	\$ 25,761	0.47%	\$ 25,641	\$ -	\$ 25,740	0.00%	\$ 25,740
City Management	\$ 18,815	\$ 220,319	8.54%	\$ 201,504	\$ 35,471	\$ 383,251	9.26%	\$ 347,780
* Legal	\$ -	\$ 186,000	0.00%	\$ 186,000	\$ -	\$ 186,000	0.00%	\$ 186,000
* Court	\$ -	\$ 67,531	0.00%	\$ 67,531	\$ -	\$ 65,564	0.00%	\$ 65,564
Finance/Transfers	\$ 14,233	\$ 549,054	2.59%	\$ 534,821	\$ 60,891	\$ 824,866	7.38%	\$ 763,975
Clerk	\$ 8,549	\$ 132,218	6.47%	\$ 123,669	\$ 8,156	\$ 173,337	4.71%	\$ 165,181
* Central Services	\$ 113,951	\$ 201,841	56.46%	\$ 87,890	\$ 88,920	\$ 169,091	52.59%	\$ 80,171
Police	\$ 120,012	\$ 1,544,563	7.77%	\$ 1,424,551	\$ 140,109	\$ 1,922,859	7.29%	\$ 1,782,750
* City Hall	\$ 2,285	\$ 73,527	3.11%	\$ 71,242	\$ 3,725	\$ 71,060	5.24%	\$ 67,335
Community Development	\$ 17,516	\$ 626,289	2.80%	\$ 608,773	\$ 18,675	\$ 703,402	2.65%	\$ 684,727
Preschool	\$ 3,838	\$ 87,424	4.39%	\$ 83,586	\$ 4,709	\$ 76,643	6.14%	\$ 71,934
Parks & Recreation-ILA	\$ 32,666	\$ 1,036,129	3.15%	\$ 1,003,463	\$ 23,490	\$ 673,928	3.49%	\$ 650,438
General Fund Total	\$ 336,542	\$ 4,807,081		\$ 4,470,539	\$ 392,135	\$ 5,331,666		\$ 4,939,531

* Does not include salaries and benefits

The finance budget in 2015 is higher than 2016 due to approved transfers for streets, debt service, equipment rental, and unemployment.

Central Services are applicable to the entire government instead of just a single department. These costs include supplies like copy paper, postage, and property and liability insurance from Washington Cities Insurance Authority (WCIA). The City's annual liability and property insurance is paid under Central Services in the month of January for the year.

Below is a pie chart that shows a graphical view of how the 2016 budget is divided among departments.



The Police department is 40% of the City's general fund budget and this is where the majority of City staff is accounted for.

The City has just over 24 employees serving the Normandy Park community. The City provides parks and recreation services via an interlocal agreement (ILA) with the Metropolitan Park District.

Department/Division	2016		2015	Variance
	Full Time Equivalent (FTE)	FTE	FTE	
City Council*	7	7	7	0
City Management	1	1.5	1.5	-0.5
Finance/Administration	3	2	2	1
Clerk/Human Resources	1	1.5	1.5	-0.5
Police	10	10	13	-3
Community Development	2.65	2.65	2.65	0
Public Works	3	3	3	0
Preschool	2.28	2.28	2.28	0
Parks & Recreation-ILA	1.35	1.35	0.75	0.6
City employees total	24.28	24.28	26.68	-2.4

*Elected, not included in FTE count