



CITY COUNCIL SPECIAL MEETING AGENDA

July 25, 2016

7:00 p.m.

	Page #
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. CORRESPONDENCE TO THE COUNCIL	
a. E-Mail Dated July 9, 2016, from Patricia Jarnagin.	3.
b. E-Mail Dated July 13, 2016, from Denise Holthe.	5.
c. E-Mail Dated July 15, 2016, from Patricia Buttitta.	7.
5. PRESENTATIONS	
a. Presentation on Youth Programming.	
b. Presentation on Highline Public Schools (HPS) Capital Plan and Levy by HPS Staff.	
6. BUSINESS AGENDA	
a. Presentation and Discussion of the 2017-2022 Financial Forecast. (45 min)	9.
b. Discussion and Potential Action to Approve a Position Modification Within the Parks, Recreation and Cultural Services Department. (10 min)	37.
c. Review of Council Proposed Agenda Schedule. (10 min)	41.
7. COUNCIL REPORTS	
8. ADJOURNMENT	

City Council meetings are accessible to people with disabilities. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. American Sign Language (ASL) interpretation and assisted listening devices are available upon request.

COUNCILMEMBERS

Lucy Krakowiak, Mayor	Bob Edgar, Deputy Mayor	Stephen Armstrong
Austin Bell	Lauren Berkowitz	Nancy Tosta
		Debi Wagner

City Hall, 400 SW 152nd Street, 1st Floor

July 9, 2016

RECEIVED

JUL 15 2016

CTTC: 7/25/16

cc: Chris Craig, Economic Development Specialist
Dan Trimble, Economic Development Manager

Dear Burien City Council,

My name is Patricia Jarnagin and I worked as a Special Education Teacher in Burien and in the greater Highline School District for 25 years. Also, I taught traffic safety five of those years.

The purpose for this letter is to voice my opinion on the parking direction in downtown Burien. **I believe strongly that front-end parking should be kept.** Parallel parking and back-end parking are much more difficult for many of your constituents, especially the disabled and elderly, who cannot move easily, and for teenage drivers, who are inexperienced. Therefore, driving frustrations and accidents are definitely more likely. As you make costly decisions, please do not forget these populations who frequent Burien's downtown businesses.

Thank you for taking this viewpoint into consideration.

Sincerely,



Patricia Jarnagin

Carol Allread

From: Public Council Inbox
Sent: Friday, July 15, 2016 10:33 AM
To: 'denise holthe'
Subject: RE:

Dear Ms. Holthe,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

CTTC: 8/1/16

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

CC: Dan Trimble, Economic Development
manager

From: denise holthe [mailto:dmholthe@gmail.com]
Sent: Wednesday, July 13, 2016 10:41 PM
To: Public Council Inbox <council@burienwa.gov>
Subject:

Burien City Council,

I watch your meetings on t.v., and I just have to say something about your "local business" repetition. I have lived here all of my 60 years. How many of you have? It seems like you are trying to make Burien into a La Conner or the likes of. You have jammed in the condos and apartment buildings, so there will be alot more people in Burien soon enough. We have 1 grocery store, too many Starbucks (not a local), and Fred Meyer. Not everyone is made out of money, and the newcomers won't be either. You seem to have a huge problem with "chain stores", and I am sure you would say to someone living here "just go to Southcenter if you want choices of clothing, furniture, etc." Well, I am sure alot of the people that will be renting your new apartments will be walking to the "local" stores here and they are not going to be pleased when they see the prices of all of the "local" stores. I know I'm not. I am a walker also. Do you see how many empty store fronts we have in Burien? You need to take off your pink glasses and bring in some stores that sell things the people can afford. Why should we have to take a bus that drops us off at a stop far away from where we need to go? The buses don't go around Southcenter anymore. Thats where everyone is driving to, Tukwila. I remember when there was a Lamonts, a lumber store, at least 3 different grocery stores, shoe stores, more than just Fred Meyer to shop at. Please, open your eyes to the fact the largest amount of people living here are not wealthy. I am so dismayed at this cities council and the petty little things you fuss over at your meetings! We are going to be so filled up with people, I really wish you would get some chain stores so we could shop here. The little shops you keep striving for are nice for the wealthy. Get some stores in this town that I and alot of others can afford to shop at! There! I said it, someone needs to! I am sure you will all chuckle at this email, but I bet when you do whatever you have to to fill up the massive apartment complex mess you will hear what I have said alot more. Get off the pink cloud and get some stores in this town that we all need, your "boutique" stores are great for vacationers, but I don't think we will be on their dream vacation anyway. You all just make me crazy when I watch your station on t.v. Quit trying to make this town into something it isn't, please!

Sincerely,

Carol Allread

From: Public Council Inbox
Sent: Wednesday, July 20, 2016 9:09 AM
To: 'Buttitta Joseph M.'
Subject: RE: Dog Park

Dear Ms. Buttitta,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

CTTC: 7/25/16

cc: Steve Roemer, Parks Director

From: Buttitta Joseph M. [mailto:Hamptongpa@gmail.com]
Sent: Friday, July 15, 2016 5:19 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Dog Park

To the council,

Thank you so much, whoever is responsible, for making and sponsoring the new dog park on 160th! My dog and I love it. Way to make our community better!

Pat and Eli the Shiba inu

Patricia Buttitta

HamptonGPA@comcast.net

Home: (206) 431-8893

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Presentation and Discussion of the 2017-2022 Financial Forecast		Meeting Date: July 25, 2016
Department: Finance	Attachments: 1. 2017-2022 Financial Forecast 2. 2017-2022 Financial Forecast Presentation	Fund Source: N/A
Contact: Kim Krause, Finance Director		Activity Cost: N/A
Telephone: (206) 439-3150		Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Adopted Initiative: No	Initiative Description: N/A	
<p>PURPOSE/ REQUIRED ACTION: The purpose of this agenda item is to present and discuss the 2017-2022 financial forecast for the City's operating funds.</p> <p>BACKGROUND (Include prior Council action & discussion): Every two years on the even-numbered year, the City adopts a biennial budget. As a prelude to the biennial budget process, staff prepares a six-year forecast of the City's operating funds.</p> <p>The attached forecast includes the operating funds of the City. There are three primary operating funds that will be discussed in greater detail than the others – the General Fund, the Street Fund and the Surface Water Management Fund. The other funds included in the forecast are Public Works Reserve, Equipment Replacement Reserve, Art in Public Places, Capital Projects Reserve, Transportation Benefit District, Debt Service and Local Improvement District Guarantee.</p> <p>OPTIONS (Including fiscal impacts): N/A</p>		
Administrative Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by: Administration _____ City Manager _____		
Today's Date: July 15, 2016		File Code: \\File\records\CC\Agenda Bill 2016\072516ad1 2017-2022 Financial Forecast.docx

City of Burien
General Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The General Fund is the general operating fund of the City. It accounts for all financial resources and transactions except those required by State law or Council policy to be accounted for in another fund.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
General	Beginning Fund Balance	\$ 10,813	\$ 10,813	\$ 11,533	\$ 13,834	\$ 14,504	\$ 14,881	\$ 14,996	\$ 14,458	\$ 13,237
	Revenue									
	Property Tax	\$ 6,655	\$ 6,652	\$ 6,764	\$ 6,863	\$ 6,930	\$ 6,997	\$ 7,066	\$ 7,135	\$ 7,206
	Sales Tax*	7,965	7,740	7,900	8,850	9,200	9,568	9,516	9,461	9,840
	Business & Occupation Tax	1,085	1,010	1,010	1,215	1,245	1,257	1,270	1,283	1,296
	Utility Tax	2,601	2,600	2,630	2,590	2,615	2,667	2,720	2,774	2,829
	Gambling and Other Taxes	511	440	440	505	505	505	505	505	505
	Licenses, Permits & Franchise	1,863	1,590	1,395	1,710	1,795	1,849	1,904	1,961	2,020
	Intergovernmental	1,805	1,766	1,908	1,955	1,990	2,050	2,112	2,175	2,240
	Charges for Services	1,194	1,056	1,059	1,060	1,070	1,091	1,113	1,135	1,158
	Fine & Forfeitures	210	200	200	200	200	204	208	212	216
	Facility Leases	227	173	173	235	235	240	245	250	255
	Miscellaneous	90	75	100	80	80	82	84	86	88
	Revenue Subtotal	\$ 24,206	\$ 23,302	\$ 23,579	\$ 25,263	\$ 25,865	\$ 26,510	\$ 26,742	\$ 26,978	\$ 27,653
	Other Financing Sources	-	-	4,275	-	-	-	-	-	-
	Revenue Total	\$ 24,206	\$ 23,302	\$ 27,854	\$ 25,263	\$ 25,865	\$ 26,510	\$ 26,742	\$ 26,978	\$ 27,653
	Transfers in from Street and SWM funds (GIS/Discover Burien)	\$ 173	\$ 173	\$ 173	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
	Expense									
	Salaries	\$ 3,935	\$ 4,224	\$ 4,314	\$ 4,465	\$ 4,622	\$ 4,760	\$ 4,903	\$ 5,050	\$ 5,202
	Benefits	1,387	1,521	1,599	1,641	1,757	1,862	1,974	2,092	2,218
	Supplies	227	203	220	225	231	236	242	248	255
	Services	3,756	4,435	5,232	4,983	5,108	5,236	5,367	5,501	5,638
	Intergovernmental	78	123	123	126	129	132	135	139	142
Jail & District Court Services	1,139	1,150	1,225	1,280	1,331	1,384	1,440	1,497	1,557	
Police Contract	10,566	10,646	11,231	11,573	12,010	12,430	12,865	13,316	13,782	
Capital Outlay	-	44	104	50	51	53	54	55	57	
Expense Total	\$ 21,088	\$ 22,345	\$ 24,047	\$ 24,343	\$ 25,238	\$ 26,094	\$ 26,980	\$ 27,899	\$ 28,850	
Transfers out to Debt Service and Equipment Replacement	\$ 210	\$ 410	\$ 4,040	\$ 350	\$ 350	\$ 400	\$ 400	\$ 400	\$ 400	
Net Impact to Fund Balance	\$ 3,082	\$ 720	\$ (60)	\$ 670	\$ 377	\$ 116	\$ (538)	\$ (1,221)	\$ (1,498)	
Ending Fund Balance	\$ 13,895	\$ 11,533	\$ 11,473	\$ 14,504	\$ 14,881	\$ 14,996	\$ 14,458	\$ 13,237	\$ 11,740	
Required 17.5% Ending Fund Balance (effective 1/1/15), increasing to 20% (effective 1/1/17)	\$ 4,236	\$ 4,078	\$ 4,126	\$ 5,053	\$ 5,173	\$ 5,302	\$ 5,348	\$ 5,396	\$ 5,531	
Capital Partnership Reserve (\$2 million effective 1/1/15)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Discretionary available / (deficit) fund balance	\$ 7,658	\$ 5,455	\$ 5,347	\$ 7,452	\$ 7,708	\$ 7,694	\$ 7,110	\$ 5,842	\$ 4,209	

*Includes .1% additional annexation sales tax credit from the State - expires in June 2020

City of Burien
Street Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Street Fund is required by State law to account for dedicated state-shared Motor Vehicle Fuel Tax that must be expended for street-related costs. These funds are used for street maintenance and transportation capital projects.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Street	Beginning Fund Balance	\$ 1,512	\$ 1,512	\$ 260	\$ 592	\$ 395	\$ 195	\$ 171	\$ 127	\$ 61
	Revenue									
	Solid Waste Utility Tax	\$ 369	\$ 360	\$ 365	\$ 390	\$ 400	\$ 408	\$ 416	\$ 424	\$ 433
	Parking Tax	219	215	215	240	245	250	255	260	265
	Business License Fees	301	290	290	-	-	-	-	-	-
	Right of Way Use Permits	-	-	-	125	125	126	128	129	130
	Solid Waste Franchise Fees	817	685	700	830	845	862	879	897	915
	Motor Vehicle Fuel Tax	1,024	1,000	1,020	1,050	1,050	1,061	1,071	1,082	1,093
	Miscellaneous	4	1	1	1	1	1	1	1	1
	Revenue Total	\$ 2,734	\$ 2,551	\$ 2,591	\$ 2,636	\$ 2,666	\$ 2,708	\$ 2,750	\$ 2,793	\$ 2,837
	Transfers in	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense									
	Salaries	\$ 537	\$ 571	\$ 592	\$ 687	\$ 702	\$ 723	\$ 745	\$ 767	\$ 790
	Benefits	210	209	219	253	269	285	303	321	340
	Supplies	120	183	183	188	192	197	202	207	212
	Services	338	398	398	408	418	428	439	450	461
	Intergovernmental	257	270	270	277	284	291	298	305	313
Capital Outlay	31	40	-	40	41	42	43	44	45	
Expense Total	\$ 1,493	\$ 1,671	\$ 1,662	\$ 1,852	\$ 1,906	\$ 1,966	\$ 2,029	\$ 2,094	\$ 2,162	
Transfers to ER&R, Debt Service Transportation CIP and General Fund	\$ 2,133	\$ 2,133	\$ 958	\$ 1,060	\$ 960	\$ 765	\$ 765	\$ 765	\$ 765	
Ending Fund Balance	\$ 620	\$ 260	\$ 231	\$ 395	\$ 195	\$ 171	\$ 127	\$ 61	\$ (30)	
Required 5% ending fund balance	\$ 137	\$ 128	\$ 130	\$ 132	\$ 133	\$ 135	\$ 137	\$ 140	\$ 142	
Discretionary available / (deficit) fund balance	\$ 484	\$ 132	\$ 102	\$ 263	\$ 62	\$ 36	\$ (10)	\$ (79)	\$ (171)	

City of Burien
Surface Water Management Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Surface Water Management Fund accounts for maintenance and capital improvements to the City's storm and surface water drainage system. This program is funded by fees collected from residential and commercial property owners.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
SWM	Beginning balance	\$ 831	\$ 831	\$ 434	\$ 956	\$ 278	\$ 238	\$ 228	\$ 203	\$ 210
	Revenue									
	Charges for Services	\$ 3,261	\$ 3,145	\$ 3,210	\$ 3,360	\$ 3,395	\$ 3,463	\$ 3,532	\$ 3,603	\$ 3,675
	Intergovernmental	33	-	50	-	-	-	-	-	-
	Miscellaneous	10	10	10	10	10	10	10	10	10
	Revenue Total	\$ 3,304	\$ 3,155	\$ 3,270	\$ 3,370	\$ 3,405	\$ 3,473	\$ 3,542	\$ 3,613	\$ 3,685
	Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 2
	Expense									
	Salaries	\$ 782	\$ 829	\$ 919	\$ 965	\$ 1,005	\$ 1,035	\$ 1,066	\$ 1,098	\$ 1,131
	Benefits	304	333	384	427	460	487	516	547	580
	Supplies	93	118	118	121	124	127	130	134	137
	Services	382	604	579	593	608	623	639	655	671
	Intergovernmental	83	230	210	215	221	226	232	238	244
	Capital Outlay	-	40	-	40	41	42	43	44	45
	Debt Service	88	88	88	87	87	87	86	86	85
Expense Total	\$ 1,732	\$ 2,241	\$ 2,297	\$ 2,448	\$ 2,545	\$ 2,628	\$ 2,712	\$ 2,801	\$ 2,893	
Transfers to SWM CIP, ER&R and General Fund	\$ 1,310	\$ 1,310	\$ 1,110	\$ 1,600	\$ 900	\$ 855	\$ 855	\$ 805	\$ 805	
Ending Fund Balance	\$ 1,093	\$ 434	\$ 297	\$ 278	\$ 238	\$ 228	\$ 203	\$ 210	\$ 199	
Required 5% ending fund balance	\$ 165	\$ 158	\$ 164	\$ 169	\$ 170	\$ 174	\$ 177	\$ 181	\$ 184	
Discretionary available / (deficit) fund balance	\$ 928	\$ 276	\$ 133	\$ 109	\$ 68	\$ 54	\$ 26	\$ 30	\$ 15	

City of Burien
Public Works Reserve Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Public Works Reserve Fund is utilized to accumulate funds for Capital Improvement Program projects. All funds are transferred to the Debt Service Fund.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Public Works Reserve	Beginning Fund Balance	\$ 314	\$ 314	\$ 130	\$ 360	\$ 211	\$ 112	\$ 83	\$ 74	\$ 140
	Revenue									
	Real Estate Excise Tax	\$ 1,595	\$ 1,400	\$ 1,100	\$ 1,300	\$ 1,350	\$ 1,420	\$ 1,490	\$ 1,565	\$ 1,645
	Charges for Services	34	15	15	-	-	-	-	-	-
	Miscellaneous	1	1	1	1	1	1	1	1	1
	Revenue Total	\$ 1,630	\$ 1,416	\$ 1,116	\$ 1,301	\$ 1,351	\$ 1,421	\$ 1,491	\$ 1,566	\$ 1,646
	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers to Debt Service	\$ 1,600	\$ 1,600	\$ 1,100	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,500	\$ 1,500	\$ 1,375
Discretionary available / (deficit) fund balance	\$ 344	\$ 130	\$ 146	\$ 211	\$ 112	\$ 83	\$ 74	\$ 140	\$ 411	

City of Burien
Equipment Replacement Reserve Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Equipment Replacement Reserve Fund provides funds for the orderly replacement of City assets with a value over \$1,000 and an estimated service life of three or more years.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Equipment Replacement Reserve	Beginning Fund Balance	\$ 881	\$ 881	\$ 901	\$ 844	\$ 594	\$ 444	\$ 554	\$ 664	\$ 774
	Revenue									
	Miscellaneous	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers from General and Street	\$ 270	\$ 270	\$ 270	\$ 250	\$ 250	\$ 310	\$ 310	\$ 310	\$ 310
	Expense									
	Supplies	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Outlay	67	250	500	500	400	200	200	200	200
Expense Total	\$ 78	\$ 250	\$ 500	\$ 500	\$ 400	\$ 200	\$ 200	\$ 200	\$ 200	
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Discretionary available / (deficit) fund balance	\$ 1,074	\$ 901	\$ 671	\$ 594	\$ 444	\$ 554	\$ 664	\$ 774	\$ 884	

City of Burien
 Art in Public Places Fund
 2017 through 2022 Financial Forecast
 July 25, 2016
 (Dollars in Thousands)

The Art in Public Places Fund accounts for contributions, donations and commissions on sales of art displayed in public places. It also receives an annual contribution from the City's Capital Improvement Program of an amount equal to 1% of the City's share of construction contract costs for City owned buildings and parks.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Art in Public Places	Beginning Fund Balance	\$ 30	\$ 30	\$ 30	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
	Revenue									
	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers from Parks CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Discretionary available / (deficit) fund balance	\$ 30	\$ 30	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5

City of Burien
 Capital Projects Reserve Fund
 2017 through 2022 Financial Forecast
 July 25, 2016
 (Dollars in Thousands)

The Capital Projects Reserve Fund was established to accumulate a portion of property tax revenues for a new Senior and Community Center.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Capital Project Reserve	Beginning Fund Balance	\$ 82	\$ 82	\$ 513	\$ 517	\$ 166	\$ 123	\$ 88	\$ 60	\$ 41
	Revenue									
	Property Tax	\$ 729	\$ 730	\$ 740	\$ 749	\$ 756	\$ 764	\$ 771	\$ 779	\$ 787
	Interest	1	1	1	1	1	1	1	1	1
	Revenue Total	\$ 730	\$ 731	\$ 741	\$ 750	\$ 757	\$ 765	\$ 772	\$ 780	\$ 788
	Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers to Debt Service and CIP Funds	\$ 300	\$ 300	\$ 736	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Discretionary available / (deficit) fund balance	\$ 512	\$ 513	\$ 518	\$ 166	\$ 123	\$ 88	\$ 60	\$ 41	\$ 28	

City of Burien
Transportation Benefit District Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Capital Projects Reserve Fund was established to accumulate a portion of the monies from the City's property taxes for a new Senior and Community Center.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Transportation Benefit District	Beginning Fund Balance	\$ 47	\$ 47	\$ 22	\$ 37	\$ 30	\$ 23	\$ 16	\$ 9	\$ 2
	Revenue									
	TBD Vehicle Fee	\$ 367	\$ 350	\$ 350	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370
	Interest	0	-	-	-	-	-	-	-	-
	Revenue Total	\$ 367	\$ 350	\$ 350	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370
	Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	2	-	-	2	2	2	2	2	2
	Transfers to Debt Service Fund	\$ 375	\$ 375	\$ 350	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375
	Discretionary available / (deficit) fund balance	\$ 37	\$ 22	\$ 22	\$ 30	\$ 23	\$ 16	\$ 9	\$ 2	\$ 0

City of Burien
Debt Service Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Debt Service Fund accumulates funds through transfers from other City funds in an amount sufficient to pay principal and interest on the City's outstanding bonds and Public Works Trust Fund Loans.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
Debt Service	Beginning Fund Balance	\$ 83	\$ 83	\$ 49	\$ 92	\$ 14	\$ 34	\$ 6	\$ 41	\$ 37
	Revenue									
	Intergovernmental	\$ 110	\$ 110	\$ 110	\$ 119	\$ 119	\$ 115	\$ 110	\$ 111	\$ 112
	Charges for Services	48	48	48	48	48	48	48	48	48
	LID Assessments	96	84	84	84	84	84	84	84	84
	Interest	0	-	-	-	-	-	-	-	-
	Revenue Total	\$ 254	\$ 242	\$ 242	\$ 251	\$ 251	\$ 247	\$ 242	\$ 243	\$ 244
	Transfers in									
	General	\$ 60	\$ 260	\$ 3,890	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	Public Works Reserve	1,600	1,600	1,100	1,450	1,450	1,450	1,500	1,500	1,375
	Street and TBD (Overlay)	625	625	625	635	635	630	630	630	625
	Capital Projects Reserve	-	-	550	-	100	50	50	-	-
	Transfers in Total	\$ 2,285	\$ 2,485	\$ 6,165	\$ 2,285	\$ 2,385	\$ 2,330	\$ 2,380	\$ 2,330	\$ 2,200
Expense										
Debt Service Payments	\$ 2,543	\$ 2,761	\$ 6,394	\$ 2,614	\$ 2,616	\$ 2,605	\$ 2,587	\$ 2,577	\$ 2,447	
Expense Total	\$ 2,543	\$ 2,761	\$ 6,394	\$ 2,614	\$ 2,616	\$ 2,605	\$ 2,587	\$ 2,577	\$ 2,447	
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Discretionary available / (deficit) fund balance	\$ 79	\$ 49	\$ 62	\$ 14	\$ 34	\$ 6	\$ 41	\$ 37	\$ 34	

City of Burien
LID Guaranty Fund
2017 through 2022 Financial Forecast
July 25, 2016
(Dollars in Thousands)

The Local Improvement District Guaranty Fund is required by State law to maintain a balance of not less than 10% of the outstanding Local Improvement District bonds. These funds were provided through a loan from the Street Fund; any amount in excess of the needs of the Local Improvement District Guaranty Fund are returned to the Street Fund.

Fund		2015 Actual	2015 Revised	2016 Revised	2017 Est.	2018 Est.	2019 Est.	2020 Est.	2021 Est.	2022 Est.
LID Guaranty	Beginning Fund Balance	\$ 165	\$ 165	\$ 165	\$ 165	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
	Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers out	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -
	Ending Fund Balance	\$ 165	\$ 165	\$ 165	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85



2017-22 Financial Forecast

City Council Briefing
July 25, 2016



Forecasting Assumptions

1. Six-year financial planning tool
2. These are forecasts – not recommended budgets
3. Assumes current service levels
4. Estimates will continue to be refined and updated
5. Estimates are conservative: Revenues are understated and Expenditures are overstated

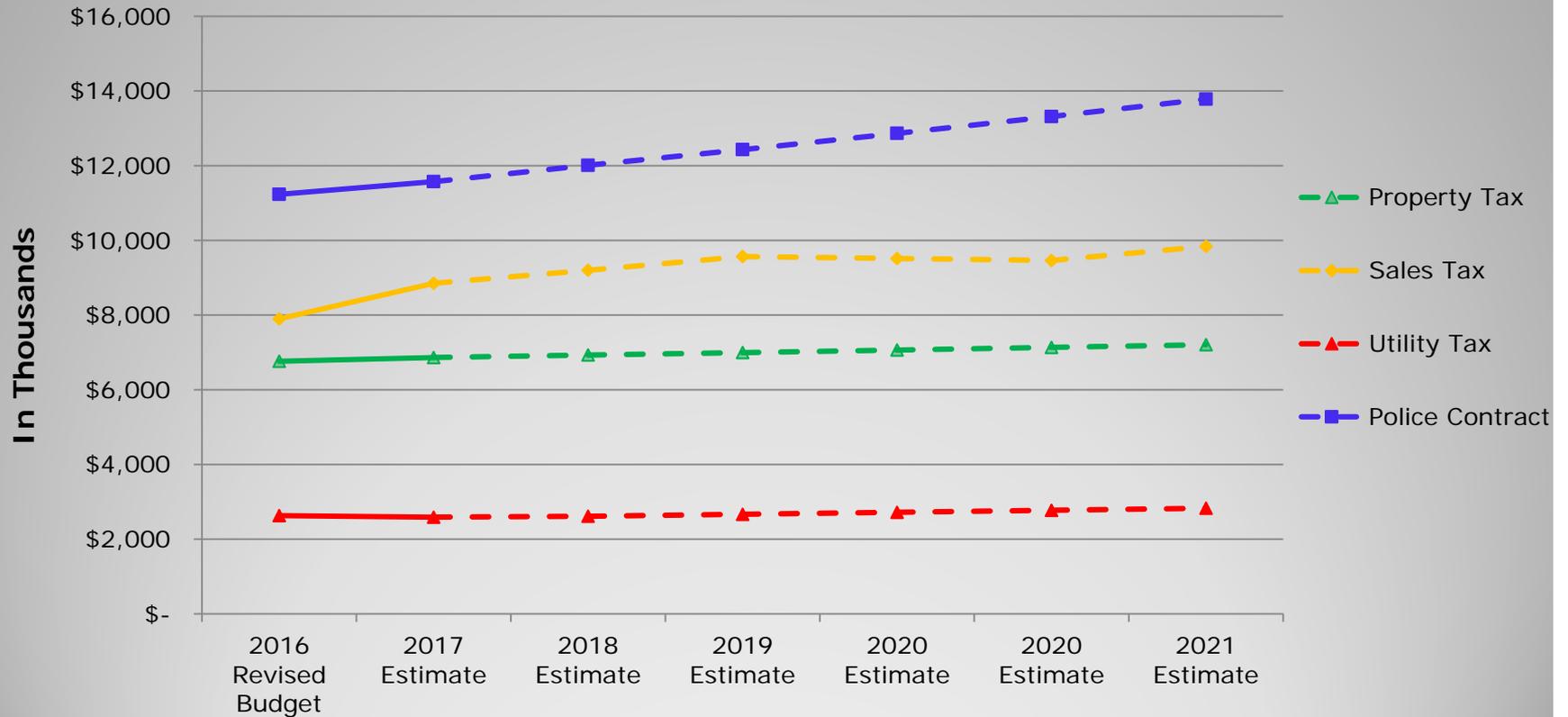


Key Takeaways

1. Our structural deficit will worsen over time.
2. The drivers are limitations on current revenue sources and predictable rising costs.
3. Each biennium, we will examine expenditure reductions and new/enhanced revenue sources to maintain a balanced budget. The 2019-2020 biennium includes the loss of the annexation sales tax credit.
4. Adopted Financial Policies provide guidance and goals.



Example: Major Tax Revenues vs. Police Cost





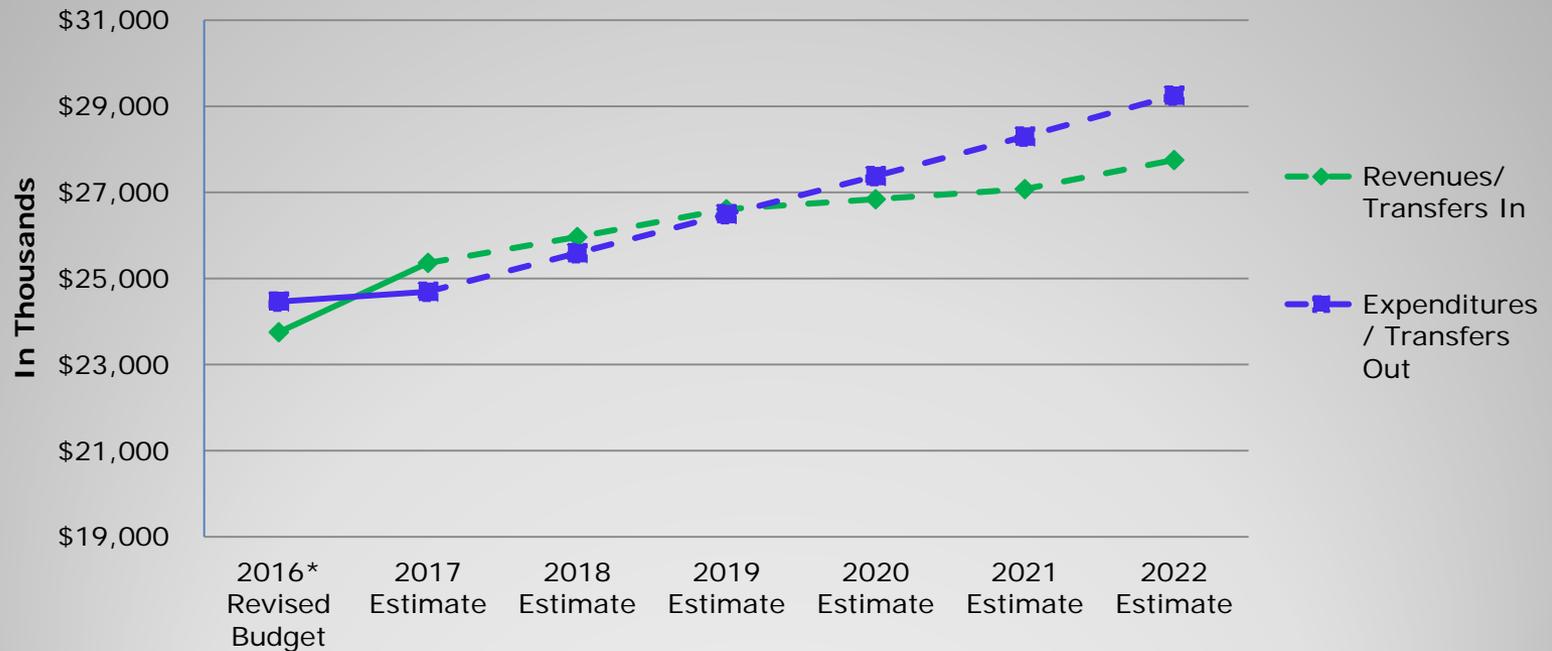
Example: General Fund Technology Needs

Software	Purchase Year	Support Status	Replacement Cost
Building permit	2001	Unsupported	\$600k
Document management *	2007	Unsupported	\$300k
Recreation program registration	2007	Lose support in 2017	\$75k
Financial	2002	Supported but being phased out	\$600k
Telephone system/meeting room technology	2001/2003	Minimal support	\$350k

* Likely 2019-20 Budget Request as it requires an overhaul of entire records management process



General Fund Forecast



* 2016 excludes sale of NERA property and line of credit payoff



General Fund Forecast: Property and Sales Taxes

- Property Tax:
 - Forecast projects 1% property tax increase annually, per financial policies
 - Does not include impact of Town Square condos expiration of tax exemption
- Sales Tax:
 - Increased projections from \$7.9 million in 2016 to \$8.85 million (12% increase) in 2017 and \$9.2 million (4% increase) in 2018 and beyond
 - Construction sales tax forecasted at 10-year average of \$620k
 - Loss of annexation sales tax credit mid-way through 2020



General Fund Projection Assumptions

- Current expenditure levels
- Includes proposed wage adjustments for salary survey conducted every three years, per policy
- Does not include new positions or enhanced services identified as Strategic Plan priorities



General Fund Reserves

- Increased reserves factored into Moody's credit rating increase – higher rating will save in future interest costs
- General Fund Reserve Policy
 - In 2015, City Council increased minimum fund balance from 15% to 17.5%
 - In 2015, Council established the Capital Partnership Reserve with \$2 million
 - In 2017-18, the general fund reserve will increase from 17.5% to 20%
 - Uses for undesignated reserves
 - Replace major software systems, telephone system, and meeting room technology – estimated cost of \$2 million
 - Add to Capital Partnership Reserve to help pay for new City facilities
 - Save for equipment and furnishings in new City facilities



Criteria to Consider for New Revenue for Strategic Plan Implementation or Structural Deficit or Loss of Annexation Sales Tax Credit

- Stability/predictability of revenue stream
- Impact to local economy
- Progressive vs. regressive/equity
- Provides adequate funding for future needs
- Maximum flexibility
- Public acceptance
- Ease of administration



General Fund Revenue Options

- Increase Seattle City Light franchise fee from 6% to 8% - \$425,000 additional revenue
 - Requires 1 year notice to Seattle City Light
- Increase B&O Tax rate from 0.1% (Note the State maximum without voter approval is 0.2%)
 - Estimated revenue = \$600,000 - \$1.2 million per year
- Adopt water and sewer district franchise fees – 6% fee
 - Estimated revenue = \$840,000 annually
- Increase Business License Fees – current fees range from \$30-\$175 annually
 - Doubling fees = \$300,000 annually

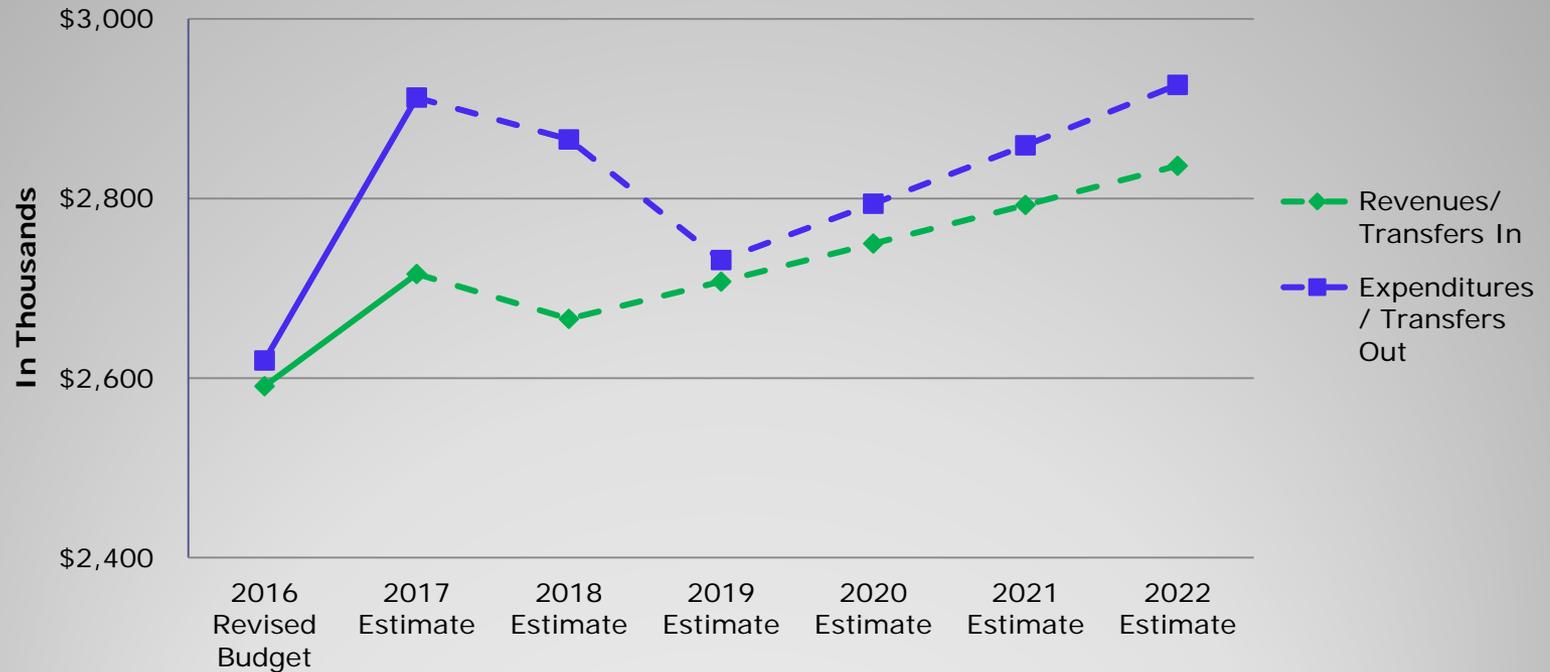


General Fund Additional Revenue Tools

- Metropolitan Parks District
 - This option likely is better suited to expanding our facilities rather than to address the structural deficit
- Voted levy lid lift
 - Increase levy rate to maximum of \$1.60
 - Various options with simple majority vote
- Voted excess levy
 - 1 year levy that requires 60% vote and a voter turnout of more than 40% of the voters in the last general election



Street Fund Forecast



- 2017-18 includes appropriation of 2015 ending fund balance
- Minimum capital contribution of \$400,000 for overlay is not sustained starting in 2020



Street Fund Forecast

- Airport Parking tax revenue increasing due to expansion of those facilities
- In 2014, the Recology CleanScapes contract took effect with increased franchise fees to fund overlay projects – minimum contribution to Transportation CIP Fund was \$400,000
- 2017 – 2022 transfers include \$400,000 annually for overlay but it is not sustainable
 - Pavement management study recommendation is approximately \$1.2 million to maintain the pavement index at that time
- Move Business License Revenue and related expenses to the General Fund
- Move Right-of-Way Permit Revenue and related expenses from the General Fund to the Street Fund



Revenue Options Street Fund

- Implement remaining \$10 vehicle license fee (Transportation Benefit District) = \$370,000 per year
 - Can increase another \$20 (up to \$40) annually after 2 years
- Increase Solid Waste franchise fees
 - Allowed once per year
 - 2% increase = approximately \$125,000 annually
- Implement mandatory garbage service
- Implement Water/Sewer franchise fees
- Increase Airport Parking Tax
 - Currently \$3 per transaction



Recap

1. Structural deficit needs to be addressed.
2. Implementation of Strategic Plan needs to be addressed
 - Some funding available in 2017 but it is not sustained in 2018
3. Need to identify funding to replace loss of annexation sales tax credit mid-way through 2020
4. Staff can help the Council examine new/enhanced revenue sources and expenditure adjustments.
5. No silver bullet, but a combination of options will likely be needed to reach our adopted financial policy goals.



Next Steps

Action	Timeline
1 st Public Hearing on Budget	August 22
Financial Policies Discussion	August 22
Preliminary Operating Budget Presentation	September 19
Preliminary CIP Budget Presentation	October 3
Human Services/Arts Grants Funding Discussion	October 3
Second Public Hearing	October 17
Continued Budget Discussion	October 17
Budget Ordinance/Property Tax Levy/SWM Rates Discussion	November 7
Budget Ordinance/Property Tax Levy/SWM Rates Adoption	November 21



Questions?

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion and Potential Action to Approve a Position Modification Within the Parks, Recreation and Cultural Services Department	Meeting Date: July 25, 2016
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Department: PaRCS Department	Attachments: Financial Policies E.6 and J.1.	Fund Source: General Fund
Contact: Steve Roemer, PaRCS Director		Activity Cost: \$0
Telephone: (206) 248-5513		Amount Budgeted: \$0 Unencumbered Budget Authority: N/A

Adopted Initiative: Yes No X	Initiative Description:
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PURPOSE/REQUIRED ACTION: The purpose of this agenda item is to discuss and potentially approve reclassifications of a PaRCS Department position

BACKGROUND (Include prior Council action & discussion):
In keeping with Financial Policies E.6 and J.1 (Attachment 1), staff is proposing the City Council approve modifications to a position in the PaRCS Department. Overall, the number of budgeted FTE’s remains the same. The City Manager has authority to modify organizational structures as needed to address performance improvements. This modified position will fulfill identified needs in the functional areas.

The request involves the Parks Development and Operations Manager position. With recent personnel changes in the PaRCS Department, staff is proposing that the Parks Development and Operations Manager position be reclassified to a Parks Project Manager. The change reduces the areas of responsibility for the position by eliminating staff supervision and also the oversight role of routine Parks operational issues. These responsibilities will be managed by the PaRCS Director. In light of reduced position responsibilities, staff is proposing that the Council approve modifying the Parks Maintenance and Operations Manager position, budgeted at 1.0 FTE, to be reclassified as a Parks Project Manager position. The Parks Project Manager will focus on small and large scale capital projects and other identified department projects, such as updating the PROS Plan.

The table below shows the fiscal impact of the position modification.

Current Position	FTE	Current Pay Grade	Current Pay Range	Proposed Position	Proposed FTE	Proposed Pay Grade	Proposed Pay Range
Parks Development and Operations Manager	1.0	670	\$6,543 – \$7,953	Park Project Manager	1.0	6300	\$5,928 – \$7,205

On an annual basis, the Parks Development and Operations Manager reclassification represents a \$29,500 cost savings, as compared to Step 1 (year 1) of a Parks Project Manager, and \$10,800 cost savings compared to Step 5.

Staff recommends that Council approve or place the requested staffing modification on the August 1, 2016 Consent Agenda.

- OPTIONS (Including fiscal impacts):**
1. Approve the PaRCS position modification (including benefits) and authorize staff to implement now.
 2. Do not approve the proposed position modifications.

Administrative Recommendation: Approve the position modification as proposed.

Advisory Board Recommendation: N/A

Suggested Motion:

I move to approve the position modification in PaRCS as proposed.

Submitted by:

Administration Steve Roemer _____

City Manager _____

Today's Date: July 19, 2016

File Code: <\\File\records\CC\Agenda Bill 2016\072516PKS-1 Position Modification for PaRCS.docx>

EXCERPT

City of Burien Financial Policies

E.6 In accordance with state law, the City Manager is authorized to transfer budgeted amounts within any fund; however, any revisions that alter the total expenditure authority (appropriation) of a fund, that increase the total number of authorized employee positions, or that increase any salary range within the pay classification system in the budget by more than 5% must be approved by the City Council.

J.1 The City Manager will periodically review the City's organizational structure to assure that it is responsive to current conditions; and to eliminate service duplication within the organization and with other local government jurisdictions. Periodic performance audits may be used to assess organizational costs and effectiveness. Periodic budget reviews shall be made to examine departmental and/or program line-item costs. The City Manager has the authority to revise the organizational structure to improve performance and address opportunities, within the adopted budget.

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Review of Council Proposed Agenda Schedule		Meeting Date: July 25, 2016
Department: City Manager	Attachments: Proposed Agenda Schedule	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Monica Lusk, City Clerk		
Telephone: (206) 248-5517		
Adopted Initiative: Yes No <input checked="" type="checkbox"/>	Initiative Description: N/A	
PURPOSE/REQUIRED ACTION:		
The purpose of this agenda item is for Council to review the proposed City Council meeting schedule. New items or items that have been rescheduled are in bold.		
BACKGROUND (Include prior Council action & discussion):		
Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.		
OPTIONS (Including fiscal impacts):		
<ol style="list-style-type: none"> 1. Review the schedule and add, delete, or move items. 2. Review the schedule and make no modifications. 		
Administrative Recommendation: Review the schedule and provide direction to staff.		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by:		
Administration _____	City Manager _____	
Today's Date: July 20, 2016	File Code: R:/CC/Agenda Bills 2016/072516cm-1 Rev Agenda Schedule	

**CITY OF BURIEN
COUNCIL PROPOSED AGENDA SCHEDULE
2016**

SUMMER SCHEDULE (JUN – AUG)

August 1, 7 pm Regular Meeting

Presentations

Presentation by the Environmental Science Center.
(City Manager)

Business Agenda

Discussion on and Potential Action to Adopt Ordinance No. 650, Amending the 2015-2016 Biennial Budget to Recognize Revenues and Expenditures Related to Refunding the 2006 LTGO Bonds.
(Finance – Rescheduled from 9/19/16)

Discussion and Potential Action on Port of Seattle’s Grant Supporting Economic Development.

(City Manager)

Discussion on Strategic Plan Early Action Items.

(City Manager – Rescheduled from 7/25/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

August 15, 7 pm Regular Meeting - CANCELED

August 22, 7 pm Special Meeting

Public Hearing, Discussion and Potential Action Approving Port of Seattle’s Application for Subdivision Vacations, Alterations and Right-of-Way Vacations.

(Community Development)

Panel Discussion on Solid Waste/Recycling.

- Recology Update
- Mandatory Garbage Services
- Plastic Bag Ban

(Public Works – Rescheduled from 8/1/16)

First Public Hearing on the Revenue Sources/Expenditures.

(Finance – Rescheduled from 8/1/16)

Presentation on the Financial Policies and General Budget Discussion.

(Finance – Rescheduled from 8/1/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

September 5, Regular Meeting CANCELED – Labor Day Holiday

September 19, 7 pm Regular Meeting

Introduction/Discussion on Ordinance No. 647, Adopting Highline Public Schools School Impact Fee.

(Community Development)

Presentation on the Preliminary Operating Budget.

(Finance)

Discussion on the Property Tax Levy.

(Finance)

Discussion on Proposed Surface Water Management (SWM) Rates.

(Finance)

Introduction on Significant Tree Retention Zoning Code Amendments.

(Community Development)

Potential Action Approving Port of Seattle’s Application for Subdivision Vacations, Alterations and Right-of-Way Vacations. (IF NEEDED)

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

September 26, 7 pm Study Session

Joint Meeting of the City Council and Parks & Recreation Board.

(Parks)

Follow-Up Discussion on Downtown Mobility Study.

(City Manager – Council direction on 7/18/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 3, 7 pm Regular Meeting

Motion to Adopt Ordinance No. 647, Adopting Highline Public Schools Impact Fee.

(Community Development)

Discussion and Potential Action on Ordinance No. 648, Regarding Significant Tree Retention Zoning Code Amendments.

(Community Development)

Discussion on Update to the Low Impact Development (LID) Codes.

(Public Works)

Discussion on 2017 Regional, State and Federal Legislative Agenda.

(City Manager)

Presentation on Human Services Funding.

(Finance)

Presentation on the Preliminary Capital Improvement Program (CIP) Budget.

(Finance)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 17, 7 pm Regular Meeting

Motion to Adopt Ordinance No. 648, Regarding Significant Tree Retention Zoning Code Amendments. (IF NEEDED)

(Community Development)

Motion to Adopt Ordinances Regarding Low Impact Development (LID).

(Public Works)

Discussion and Potential Action on 2017 Regional, State and Federal Legislative Agenda.

(City Manager)

Second Public Hearing on Revenue Sources/Expenditures.

(Finance)

Discussion on the Preliminary Operating and Capital Improvement Program (CIP) Budget Follow-Up.

(Finance)

Discussion on the Financial Policies.

(Finance)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 24, 7 pm Study Session

Discussion on the Preliminary Operating and Capital Improvement Program (CIP) Budget Follow-Up. (IF NEEDED)

(Finance)

Discussion on City Council Meeting Guidelines.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

November 7, 7 pm Regular Meeting

Discussion on Amendments to BMC Regarding Airport Noise Reduction.

(Community Development - Rescheduled from 5/16/16)

Discussion on the 2017-2018 Budget Ordinance.

(Finance)

Introduction/Discussion on Ordinance No. 652, Minor Zoning Code Amendments.

(Community Development)

Discussion on the Property Tax Levy.

(Finance)

November 7 cont'd.

Discussion on the Proposed Surface Water Management (SWM) Rates. *(Finance)*
Motion to Adopt Ordinance No. 651, Regarding Low Impact Development Zoning Code
Amendments. (If Needed)
(Public Works)
Review of Council Proposed Agenda Schedule.
(City Manager)

November 21, 6 p.m. - Special Meeting: for the purpose of holding an Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g)

7 pm Regular Meeting

Discussion and Potential Action to Adopt Ordinance No. 652, Minor Zoning Code
Amendments.
(Community Development)
Introduction on 2016 Comprehensive Plan Amendments.
(Community Development)
Motion to Adopt Ordinance No. xxx, Setting the 2017 Property Tax Levy.
(Finance)
Motion to Adopt the Financial Policies.
(Finance)
Motion to Approve Ordinance No. xxx, Adopting the 2017-2018 Biennial Budget.
(Finance)
Motion to Approve Ordinance No. xxx, Adopting the Surface Water Management
(SWM) Rates.
(Finance)
Motion on Amendments to BMC Regarding Airport Noise Reduction.
(Community Development - Rescheduled from 6/6/16)
Review of Council Proposed Agenda Schedule.
(City Manager)

November 28, 7 pm Study Session

Review of Council Proposed Agenda Schedule.
(City Manager)

December 5, 6 p.m. - Special Meeting: for the purpose of holding an Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g)

7 pm Regular Meeting

Discussion and Potential Action on 2016 Comprehensive Plan Amendments.
(Community Development)
Review of Council Proposed Agenda Schedule.
(City Manager)

December 19, 7 pm Regular Meeting

Motion to Adopt Ordinance No. xxx, Regarding 2016 Comprehensive Plan
Amendments. (If Needed)
(Community Development)
Review of Council Proposed Agenda Schedule.
(City Manager)

December 26, Study Session CANCELLED – Christmas Holiday

FUTURE AGENDA ITEMS (identified by Council)

Low Priorities (1/24 Council Retreat)

- a. Discussion on Wi-Fi Service in Common Areas (*Council direction on 9/15/14*)
- b. Discussion on Establishing Multiple Rates Within the Business and Occupation (B&O) Tax According to Different Sizes or Types of Businesses (*Council direction on 11/17/14*)

2016 FUTURE AGENDA ITEMS (identified by Staff)

- a. BMC Revisions Regarding Right-of-Way (*Staff on 10/14/14*)
- b. Public Works Fee Schedule Modifications (*Staff on 1/9/15*)
- c. Establishing Development Fee Implementation Dates (*Staff on 1/9/15*)
- d. Downtown Center Planning Effort (Consolidation of Downtown Vision, Policies and Actions with Outside Planning Assistance, Incorporating Issues such as Hotel/Entertainment/Arts District, Parking, Traffic Flow and Street Network, Pedestrian Way Finding, Sidewalk Art and Park Space with Participation by all City Departments, Downtown Focused Organizations and Businesses) (*Staff on 1/9/15*)
- e. Valley View Sewer Easement (*Staff on 9/15/15*)
- f. Discussion on and Potential Action on Adopting Permit Technology Fees (*Staff on 3/8/16*)
- g. Discussion on Business License Code Update (*Staff on 3/8/16*)

2017 FUTURE AGENDA ITEMS (identified by Staff)

- a. 2016 Title 17 Subdivision Code Major Revision (*Staff on 1/9/15 – Rescheduled from 2016*)
- b. Uninhabitable Buildings (*Staff on 8/18/15 – Rescheduled from 2016*)
- c. Discussion Regarding Utility Franchises (*Staff on 11/23/15 – Rescheduled from 2016*)
- d. Discussion Regarding Permit Tracking System Modification/Replacement (*Staff on 1/9/15 – Rescheduled from 2016*)
- e. Discussion on and Potential Action on Adopting a Credit Card Convenience Fee (*Staff on 1/19/16 – Rescheduled from 2016*)
- f. Sign Code Update (*Staff on 3/22/16*)

