



INFORMATIONAL MEMORANDUM

TO: City Council

FROM: Vicky Carlsen, Finance Director

CC: Mayor Ekberg

DATE: October 23, 2020

SUBJECT: Updates to 2021-2022 Proposed Biennial Budget

Summarized below are the list of changes included in the green sheets with a modification date of 10/23/20:

Administrative Services

- Page 169 updated org chart to reflect change in top level position in the TIS division
- Page 178 updated chart. Incorrect was included in the first draft
- Page 179 updated both charts. Incorrect charts were included in first draft

General Government Improvement (Fund 303)

- Page 230 updated chart. Corrected spelling error

Water Fund

- Page 245 updated comment below chart

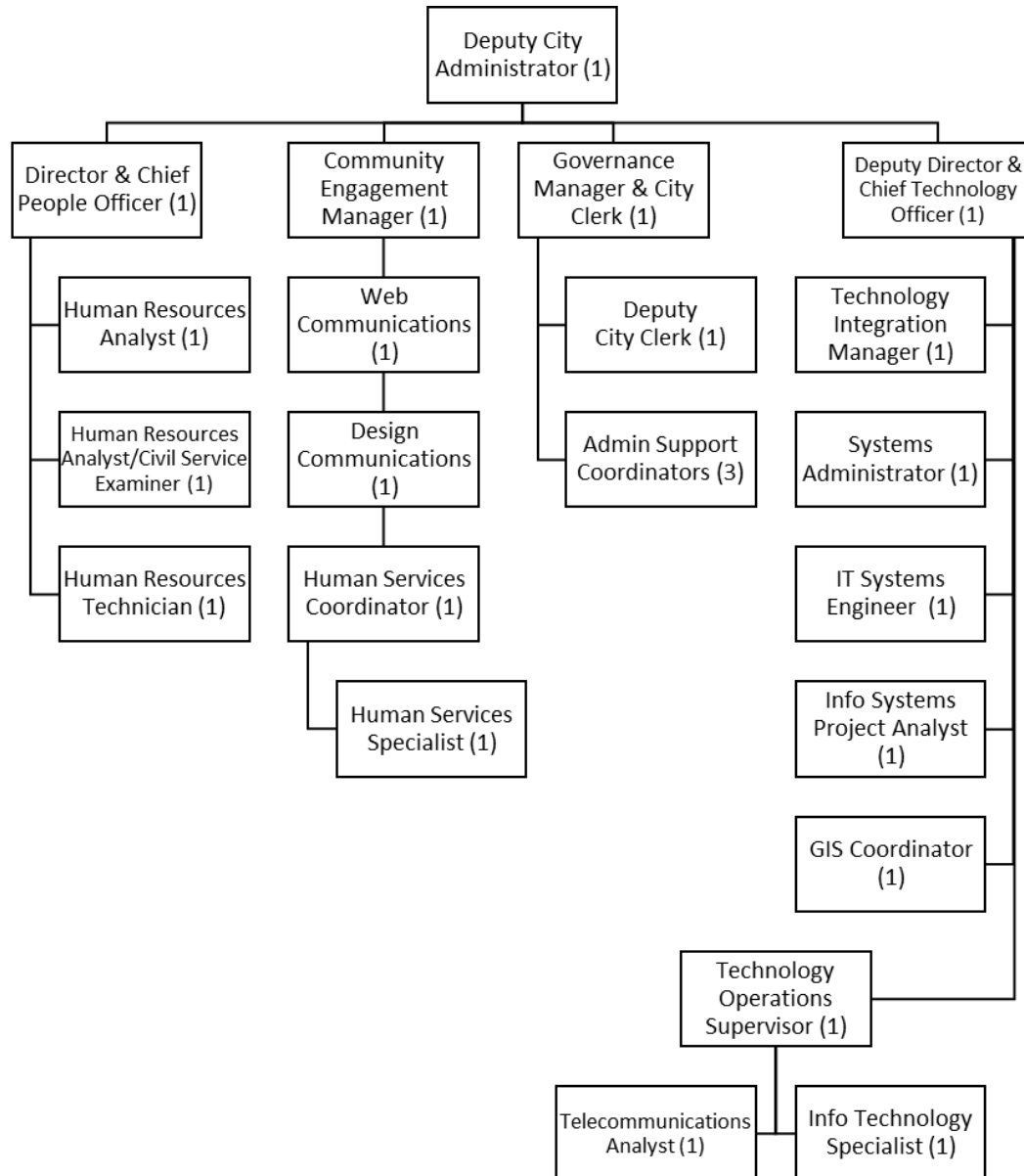
Sewer Fund

- Page 254 updated comment below chart
- Page 255 updated debt service chart to reflect correct debt service amounts for 2021

Surface Water Fund

- Page 266 updated accomplishments
- Page 269 updated chart to reflect correct debt service requirements
- Page 269 updated comment below chart
- Page 273 updated chart. Totals at bottom of chart were incorrect

Administrative Services



City Clerk Division Administration: Invoice payment, timecards, staff mtgs, Firemen's Pension Board, budgeting, supplies, copier costs, printing, training & travel, Administration.

Essential Public Services: Accept claims, litigation appeals, petitions. Conduct bid openings, notary service, pet licensing, general counter inquiries, point of sale, central switchboard, mail distribution, research. Maintain logs and databases.

Legal/Public Notices: Legally required OPMA notices, publication, advertising bids, RFPs, RFQs, Special Meetings, Ordinance Summaries, Risk Mitigation & Compliance.

Elections/Voter Registration: General and Special Elections, voter registration, oaths of office, election certificates, administration.

Program Change Discussion:

Admin Services focused its budget reductions on internal services as much as possible. Human Services funding and staffing was held harmless. In order to achieve savings, a continuation of a technology specialist position remains frozen. All temporary labor was removed, which will directly impact the turnaround time to respond to public records requests. For the most part, service level reductions will be largely noticed within the organization, with other staff taking on additional work. This will result in slower reduced turnaround on contracts and other documents and services in the Clerk's office and continued degraded services in TIS. Funding was also removed that had previously been dedicated to a community partner to support the Community Connectors program. This program has been on hiatus since 2019 due to the partner agency's lack of capacity and staff will look to bring the "Community Connectors 2.0" online in 2021 with no outside resources. Additional reductions in travel and training will not allow staff access to new best practices, and professional services have been reduced in human resources, resulting in less funds for citywide trainings and other human-resources related programs, such as investigations and labor management support.

Expenditure Summary

Administrative Services								
Expenditures By Type	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022
Salaries & Wages	\$ 2,213,793	\$ 2,292,661	\$ 2,194,181	\$ 2,437,380	\$ 2,232,822	\$ 2,306,279	-8.39%	3.29%
Personnel Benefits	864,152	900,248	855,755	1,001,421	914,525	935,312	-8.68%	2.27%
Supplies	51,682	86,712	64,608	52,962	54,729	54,729	3.34%	0.00%
Services	1,681,314	1,438,228	1,505,315	1,637,389	1,532,388	1,532,840	-6.41%	0.03%
Capital	52,498	8,995	10,000	10,000	-	-	0.00%	0.00%
Department Total	\$ 4,863,440	\$ 4,726,845	\$ 4,629,859	\$ 5,139,152	\$ 4,734,464	\$ 4,829,160	-7.87%	2.00%

Administrative Services								
Expenditures By Type	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022
Administration	\$ 66,810	\$ 210,255	\$ 210,567	\$ 222,220	\$ 231,649	\$ 235,700	4.24%	1.75%
Human Resources	776,525	676,538	639,167	721,665	676,782	703,168	-6.22%	3.90%
Community Services and Engagement	1,196,559	1,100,486	1,098,387	1,237,071	1,184,856	1,208,805	-4.22%	2.02%
City Clerk	761,047	756,322	772,584	852,509	803,996	823,010	-5.69%	2.36%
Technology & Innovation Services	2,058,616	1,977,992	1,905,154	2,099,687	1,832,381	1,853,677	-12.73%	1.16%
Equity and Social Justice Commission	3,881	5,253	4,000	6,000	4,800	4,800	-20.00%	0.00%
Department Total	\$ 4,863,440	\$ 4,726,845	\$ 4,629,859	\$ 5,139,152	\$ 4,734,464	\$ 4,829,160	-7.87%	2.00%

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Rachel Bianchi

DIVISION: Administration
FUND NUMBER: 000
POSITION: Deputy City Administrator

Description

The Administrative Services department contains the following divisions: Community Services & Engagement, Human Resources, Technology & Innovation Services, and the City Clerk's Office. The department supports the work of other City departments in these efforts and leads inter-departmental efforts on a variety of special issues and projects, including implementation of the City's Equity Policy and the City's Public Safety Plan.

Expenditure Summary

<i>Administrative Services - Administration</i>									
Expenditures By Type	Actual			Budget			Percent Change		
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022	
Salaries & Wages	\$ 48,780	\$ 153,948	\$ 151,544	\$ 161,745	\$ 168,768	\$ 172,125	4.34%	1.99%	
Personnel Benefits	18,030	56,307	59,023	60,475	62,881	63,575	3.98%	1.10%	
Department Total	\$ 66,810	\$ 210,255	\$ 210,567	\$ 222,220	\$ 231,649	\$ 235,700	4.24%	1.75%	

General Ledger Code Details

Expenditure

GL Account Code	Account Description	Actual		Projected 2020	Budget		
		2018	2019		2020	2021	2022
000.04.518.900.11.00	SALARIES	48,780	153,948	151,544	161,745	168,768	172,125
000.04.518.900.21.00	FICA	3,538	10,431	11,396	12,373	12,911	13,168
000.04.518.900.23.00	PERS	6,258	19,775	19,509	20,752	19,594	17,643
000.04.518.900.24.00	INDUSTRIAL INSURANCE	87	264	324	371	338	338
000.04.518.900.24.50	PAID FAMILY & MEDICAL LEAVE PREMIUM	9	198	224	-	250	255
000.04.518.900.25.00	MEDICAL, DENTAL, LIFE, OPTICAL	388	1,216	1,194	1,060	1,316	1,421
000.04.518.900.25.97	SELF-INSURED MEDICAL & DENTAL	7,750	24,423	26,376	25,919	28,472	30,750
Totals		66,810	210,255	210,567	222,220	231,649	235,700

Revenue and Expenditure Summary

General Government Improvements								
	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022
Operating Revenue								
Miscellaneous Revenue								
Investment Earnings	\$ 4,867	\$ 10,586	\$ 4,000	\$ 500	\$ 500	\$ 500	0.00%	0.00%
Total Miscellaneous Revenue	4,867	10,586	4,000	500	500	500	0.00%	0.00%
Total Operating Revenue	4,867	10,586	4,000	500	500	500	0.00%	0.00%
Transfers In	200,000	200,000	-	200,000	300,000	-	50.00%	0.00%
Total Revenue	204,867	210,586	4,000	200,500	300,500	500	49.88%	-99.83%
Salaries & Benefits (Overhead)	46,945	33	-	157,176	-	-	0.00%	0.00%
Project Expenditures								
City Hall/TCC Replace Brick Grout	8,745	-	-	-	-	-	0.00%	0.00%
Surplus Property 12026 42nd Ave S	2,200	-	-	-	-	-	0.00%	0.00%
6300 Bldg HVAC Repairs	20,902	-	-	-	-	-	0.00%	0.00%
City Hall HVAC Coil Replacement	17,116	-	-	-	-	-	0.00%	0.00%
No Parking Signs 6200/6300 Bldgs.	-	8,846	2,026	-	-	-	0.00%	0.00%
City Facilities Mitigation	-	1,384	-	-	-	-	0.00%	0.00%
Fire Station 54 Flooring	-	7,629	-	-	-	-	0.00%	0.00%
Nuisance House	-	3,975	-	-	-	-	0.00%	0.00%
City Hall A/C PD Server Room	-	10,174	-	-	-	-	0.00%	0.00%
Dry Fire Sprinkler/6300 Bldg.	-	-	29,658	-	-	-	0.00%	0.00%
TCC Siding Repairs	-	-	128,601	150,000	-	-	0.00%	0.00%
TCC - Retrofit HVAC Chiller	-	-	-	-	10,000	-	0.00%	0.00%
TCC - Exterior Paint/Stain Bldg.	-	-	-	-	140,000	-	0.00%	0.00%
City Hall Campus Seismic Study	-	-	-	-	40,000	-	0.00%	0.00%
City Hall Siding Repair	-	-	-	-	-	100,000	0.00%	0.00%
FS 53 - Exterior Paint/Stain	-	-	-	-	-	50,000	0.00%	0.00%
Total Projects	95,908	32,041	160,285	307,176	190,000	150,000	-38.15%	-21.05%
Total Expenses	95,908	32,041	160,285	307,176	190,000	150,000	-38.15%	-21.05%
Beginning Fund Balance	368,802	477,761	656,306	525,166	500,021	610,521	-4.79%	22.10%
Change in Fund Balance	108,959	178,545	(156,285)	(106,676)	110,500	(149,500)	-203.58%	-235.29%
Ending Fund Balance	\$ 477,761	\$ 656,306	\$ 500,021	\$ 418,490	\$ 610,521	\$ 461,021	45.89%	-24.49%

Revenue and Expense Summary

Water								
	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-21	2021-22
Operating Revenue								
Charges for Services								
Water Sales	\$ 6,974,478	\$ 6,763,161	\$ 6,044,500	\$ 7,388,000	\$ 6,664,000	\$ 6,866,000	-9.80%	3.03%
Inspection Fees	225	240	120	-	-	-	0.00%	0.00%
Total Charges for Services	6,974,703	6,763,401	6,044,620	7,388,000	6,664,000	6,866,000	-9.80%	3.03%
Miscellaneous Revenue								
Investment Earnings	101,244	115,941	60,275	36,000	38,000	61,000	5.56%	60.53%
Sale of Capital Assets	(12,322)	-	-	-	-	-	0.00%	0.00%
Road/Street Repair Charges	-	209,546	-	-	-	-	0.00%	0.00%
Other Misc Revenue	957	555	200	-	-	-	0.00%	0.00%
Total Miscellaneous Revenue	89,879	326,042	60,475	36,000	38,000	61,000	5.56%	60.53%
Total Operating Revenue	7,064,582	7,089,443	6,105,095	7,424,000	6,702,000	6,927,000	-9.73%	3.36%
Capital Project Revenue								
State Grant	1,500	-	-	-	-	-		
Capital contributions	107,867	37,117	81,678	100,000	20,000	20,000	-80.00%	0.00%
Transfer In from Fund 306	-	-	-	-	-	-	0.00%	0.00%
Total Capital Project Revenue	109,367	37,117	81,678	100,000	20,000	20,000	-80.00%	0.00%
Total Revenue	7,173,949	7,126,560	6,186,773	7,524,000	6,722,000	6,947,000	-10.66%	3.35%
Operating Expenses								
Salaries & Wages	551,712	591,080	522,000	625,379	685,284	700,852	9.58%	2.27%
Personnel Benefits	256,201	259,561	256,623	305,307	338,031	346,353	10.72%	2.46%
Supplies	2,485,899	2,807,777	3,254,374	3,307,300	3,511,700	3,711,700	6.18%	5.70%
Services	676,834	512,698	254,728	323,858	313,088	301,397	-3.33%	-3.73%
Intergovt Services & Taxes	1,007,158	859,426	889,000	1,022,000	946,500	966,700	-7.39%	2.13%
Total Operating Expenses	4,977,804	5,030,542	5,176,725	5,583,844	5,794,603	6,027,002	3.77%	4.01%
Capital Expenses								
Salaries & Wages	1,232	12,910	-	-	-	-	0.00%	0.00%
Personnel Benefits	496	4,543	-	-	-	-	0.00%	0.00%
Supplies	-	-	-	-	-	-	0.00%	0.00%
Services	151,520	90,285	150,000	505,000	925,000	645,000	83.17%	-30.27%
Capital Outlay	1,006,056	65,276	28,204	1,720,000	810,000	1,810,000	-52.91%	123.46%
Principal	133,991	134,271	135,799	135,801	135,945	122,883	0.11%	-9.61%
Interest	12,716	11,329	9,182	11,613	7,753	6,321	-33.24%	-18.47%
Total Capital Expenses	1,306,011	318,614	323,185	2,372,414	1,878,698	2,584,204	-20.81%	37.55%
Transfers Out for Debt Service	-	120,630	186,095	362,678	183,832	358,031	-49.31%	94.76%
Transfers Out for Public Safety Plan	-	940,634	-	221,000	-	-	0.00%	0.00%
Transfers Out for 1% Arts	7,530	5,830	-	-	-	15,000	0.00%	0.00%
Indirect cost allocation	628,374	661,175	684,977	684,977	698,111	705,092	1.92%	1.00%
Total Transfers	635,904	1,728,269	871,072	1,268,655	881,943	1,078,123	-30.48%	22.24%
Total Expenses	6,919,719	7,077,425	6,370,982	9,224,913	8,555,244	9,689,329	-7.26%	13.26%
Beginning Fund Balance	5,483,708	5,737,938	5,787,073	5,723,870	5,602,864	3,769,620		
Change in Fund Balance	254,230	49,135	(184,209)	(1,700,913)	(1,833,244)	(2,742,329)	7.78%	49.59%
Net working capital (Fund Balance)	\$ 5,737,938	\$ 5,787,073	\$ 5,602,864	\$ 4,022,957	\$ 3,769,620	\$ 1,027,291	-6.30%	-72.75%

A new utilities maintenance manager was added to the utility funds.

Statistics

	Actual		Estimated	Projected	
	2018	2019	2020	2021	2022
Maintain and Improve Sewer System					
Number of linear feet TV inspected	10,000	10,000	10,000	10,000	10,000
Number of linear feet of sewer pipe jet cleaned	200,000	206,000	206,000	206,000	206,000
Number of manholes cleaned	850	1,261	1,261	1,261	1,261
Capital					
Hours of 10 sewer lift stations monitoring of pump hours, start counts, and generator operation (weekly)	2 FTEs, 11 11 hours a week		2 FTEs, 11 hours a week	2 FTEs, 11 hours a week	2 FTEs, 11 hours a week
Customers					
Number of sewer customers	1,836	1,845	1,855	1,860	1,865
Number of total sewer system miles	39	39	39	39	39

Fund Detail

Staffing and Expenditure by Program

PROGRAMS	FTE	BUDGET				YEAR-TO-YEAR PERCENT CHANGE
		2021	% of Total Budget	2022	% of Total Budget	2021-22
Administration	0.60	7,426,411	63.2%	7,700,161	65.2%	3.7%
Capital Improvement Projects	2.50	3,725,724	31.7%	3,493,923	29.6%	(6.22%)
Pump Station Monitoring/ Maintenance	1.13	255,106	2.2%	258,313	2.2%	1.3%
Cleaning, jetting, flushing, inspecting sewer	1.11	149,192	1.3%	151,881	1.3%	1.8%
Sewer Mains/ Service Lines	1.11	139,433	1.2%	141,159	1.2%	1.2%
GIS	0.37	55,431	0.5%	56,388	0.5%	1.7%
PROGRAM TOTALS	6.82	11,751,296	100%	11,801,825	100%	0.4%

Program Descriptions

Administration: Includes costs payable to King County sewage treatment (pass-through). Includes supervisor staff time for personnel along with operating supplies, copiers, insurance, communication, hearing tests, training, and utility one-call service. Includes fleet operation and fleet replacement costs. Also includes Indirect Cost Allocation and the City's Interfund Tax.

Capital Improvement Projects: Includes all capital projects as well as staff time to administer the design and construction of sewer capital improvement projects.

Pump Station Monitoring/Maintenance: Covers all work at the City's sewer pump stations, which includes monitoring and maintenance.

Cleaning, Jetting, flushing, inspecting sewer: Staff time and supplies for ongoing program of cleaning, jetting, and flushing the sewer mains.

Sewer Mains/Service Lines: Staff time and supplies for sewer main maintenance and replacement by the City's sewer crew.

GIS: Includes staff time and consultant services to maintain the sewer system's inventory through the geographic information system (GIS) and Lucity asset management.

Revenue and Expense Summary

Sewer								
	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022
Operating Revenue								
Charges for Services								
Sewer Sales	\$ 9,991,886	\$ 10,065,915	\$ 8,940,000	\$ 9,732,000	\$ 9,952,000	\$ 10,205,000	2.26%	2.54%
Total Charges for Services	9,991,886	10,065,915	8,940,000	9,732,000	9,952,000	10,205,000	2.26%	2.54%
Miscellaneous Revenue								
Investment Earnings	146,690	305,687	100,400	55,000	55,000	55,000	0.00%	0.00%
Capital Contributions	-	370,848	51,672	-	-	-	0.00%	0.00%
Total Miscellaneous Revenue	146,690	676,535	152,072	55,000	55,000	55,000	0.00%	0.00%
Total Operating Revenue	10,138,576	10,742,450	9,092,072	9,787,000	10,007,000	10,260,000	2.25%	2.53%
Capital Project Revenue								
Intergovernmental -Grants	243,356	150,084	85,000	125,000	25,000	25,000	-80.00%	0.00%
Transfer In from Fund 306	-	-	-	-	-	-	0.00%	0.00%
Total Capital Project Revenue	243,356	150,084	85,000	125,000	25,000	25,000	-80.00%	0.00%
Total Revenue	10,381,932	10,892,534	9,177,072	9,912,000	10,032,000	10,285,000	1.21%	2.52%
Operating Expenses								
Salaries & Wages	411,836	360,177	367,243	399,958	680,038	692,457	70.03%	1.83%
Personnel Benefits	191,952	186,796	173,316	184,448	309,020	315,149	67.54%	1.98%
Supplies	4,720,573	4,864,711	4,783,350	4,788,600	5,004,600	5,252,600	4.51%	4.96%
Services	1,436,271	521,090	237,915	302,957	292,887	289,458	-3.32%	-1.17%
Intergovt Services & Taxes	1,151,941	1,187,196	987,000	1,113,700	1,195,700	1,221,000	7.36%	2.12%
Total Operating Expenses	7,912,573	7,119,970	6,548,824	6,789,663	7,482,245	7,770,664	10.20%	3.85%
CIP Expenses								
Salaries & Wages	1,123	1,614	30,000	-	-	-	0.00%	0.00%
Personnel Benefits	333	568	10,825	-	-	-	0.00%	0.00%
Supplies	-	-	-	-	-	-	0.00%	0.00%
Services	42,323	17,402	150,000	400,000	577,000	815,000	44.25%	41.25%
Capital Outlay	91,481	18,843	335,000	1,500,000	2,625,000	2,050,000	75.00%	-21.90%
Principal	326,224	326,882	330,537	330,537	330,886	334,205	0.11%	1.00%
Interest	32,687	29,347	24,226	128,194	20,786	17,349	-83.79%	-16.54%
Total Capital Expenses	494,172	394,656	880,588	2,358,731	3,553,672	3,216,554	50.66%	-9.49%
Non-Cash Accounting Adjustments								
Transfers Out for Public Safety Plan	-	80,420	97,316	724,837	102,730	200,076	-85.83%	94.76%
Transfer Out for 1% Arts	13,000	21,440	13,000	13,000	24,500	20,500	88.46%	-16.33%
Indirect cost allocation	478,688	504,022	522,167	522,167	588,149	594,031	12.64%	1.00%
Total Non-Cash Accounting Adjustments	491,688	605,882	632,483	1,260,004	715,379	814,607	-43.22%	13.87%
Total Expenses	8,898,432	8,120,508	8,061,895	10,408,398	11,751,296	11,801,825	12.90%	0.43%
Beginning Fund Balance	7,166,704	8,651,214	12,268,811	9,349,164	13,383,988	11,664,692	43.16%	-12.85%
Change in Fund Balance	1,483,500	2,772,025	1,115,177	(496,398)	(1,719,296)	(1,516,825)	246.35%	-11.78%
Net working capital (Fund Balance)	\$ 8,650,204	\$ 11,423,239	\$ 13,383,988	\$ 8,852,766	\$ 11,664,692	\$ 10,147,868	31.76%	-13.00%

A new utilities maintenance manager was added to the utility funds.

Capital Projects

The capital projects listed below are capital projects planned for the 2021-2022 biennium. The year in which the project is estimated to be completed has been provided. Additional information on the projects may be found in the Capital Improvement Program section of the budget document as well as the Capital Improvement Program document, which is adopted annually.

Capital Projects	2021 Budget	2022 Budget	Anticipated Completion
GIS Inventory of Sewer System	\$ 10,000	\$ 50,000	N/A
CBD Sanitary Sewer Rehabilitation	1,695,000	1,170,000	2024
Sewer Lift Stations & Generator Upgrades	240,000	-	N/A
Sewer Lift Station No. 2 Upgrades	170,000	-	2021
Sewer Comprehensive Plan	150,000	-	2021
Abandon Sewer Lift Station No. 9	-	450,000	2023
Southcenter Blvd Sewer Upgrade	-	200,000	2026
Other (Annual Maint, etc)	937,000	995,000	N/A
Total Capital Projects	\$ 3,202,000	\$ 2,865,000	

Sewer Fund – Debt Service Requirements

The following chart provides information on debt service requirements, by debt issue, for the biennium.

Debt Service	Project	Budget	
		2021	2022
2015 Revenue Bonds	Allentown Phase II		
Principal		\$ 97,450	\$ 100,769
Interest		14,470	12,190
		111,921	112,959
PWTFL 2004	Allentown Phase II		
Principal		192,261	192,261
Interest		3,845	2,884
		196,106	195,145
PWTFL 2014	CBD Sewer Rehab		
Principal		41,175	41,175
Interest		2,471	2,265
		43,645	43,440
Public Safety Plan 2018 Bond Issuance	Public Works Shops		
Interest		76,399	145,749
	Total	76,399	145,749
Public Safety Plan 2019 Bond Issuance	Public Works Shops		
Interest		26,331	54,327
	Total	26,331	54,327
Total Principal		330,886	334,205
Total Interest		123,516	217,415
Total Debt Service		\$ 454,402	\$ 551,620

Amortization of premiums and discounts are not included in this schedule but are included in the Revenue and Expense Summary statement.

General Ledger Code Details

Revenue

GL Account Code Account Description	Actual		Projected 2020	Budget		
	2018	2019		2020	2021	2022
402.343.501.00.00 REGULAR MONTHLY CHARGES	9,595,125	9,767,054	8,700,000	9,482,000	9,702,000	9,955,000
402.343.503.00.00 MISCELLANEOUS CHARGES	396,760	298,861	240,000	250,000	250,000	250,000
402.344.100.00.00 ROAD/STREET MNTNCE/REPAIR CHGS	-	370,848	51,672	-	-	-
402.361.110.00.00 INVESTMENT INTEREST	163,390	209,505	100,000	50,000	50,000	50,000
402.361.112.00.00 INVESTMENT INTEREST ACCRUED	2,149	5,112	-	-	-	-
402.361.320.00.00 UNRLZD GAIN(LOSS)-INVESTMENTS	(30,773)	83,113	-	-	-	-
402.361.400.00.00 INTEREST ON RECEIVABLES	11,925	7,957	400	5,000	5,000	5,000
402.379.002.00.00 CAPITAL CONTRIBUTIONS-CONTRACTORS/DEVL	29,167	17,495	-	-	-	-
402.379.004.00.00 CAPITAL CONTRIBUTIONS-ALLEN TOWN/RYAN HIL	214,189	132,589	85,000	125,000	25,000	25,000
Totals	10,381,932	10,892,534	9,177,072	9,912,000	10,032,000	10,285,000

Expense

GL Account Code Account Description	Actual		Projected 2020	Budget		
	2018	2019		2020	2021	2022
402.01.535.800.11.00 SALARIES	341,529	281,632	337,801	337,801	341,473	347,506
402.01.535.800.13.00 OVERTIME	2,787	8,138	4,442	4,442	7,000	7,000
402.01.535.800.21.00 FICA	25,772	25,697	26,228	26,228	26,658	27,120
402.01.535.800.23.00 PERS	42,958	43,135	42,901	42,901	40,458	36,337
402.01.535.800.24.00 INDUSTRIAL INSURANCE	7,614	7,737	10,284	10,284	10,669	10,669
402.01.535.800.24.50 PAID FAMILY & MEDICAL LEAVE PREMIUMS	17	451	500	-	505	514
402.01.535.800.25.00 MEDICAL, DENTAL, LIFE, OPTICAL	3,073	2,921	2,822	2,822	3,696	3,991
402.01.535.800.25.97 SELF-INSURED MEDICAL & DENTAL	91,556	86,130	82,491	82,491	89,195	96,330
402.01.535.800.28.00 UNIFORM CLOTHING	686	432	570	570	590	625
402.01.535.800.31.00 OFFICE & OPERATING SUPPLIES	2,082	62	-	-	-	-
402.01.535.800.31.01 OFFICE & SAFETY SUPPLIES	1,785	2,436	2,500	3,000	3,000	3,000
402.01.535.800.31.02 OPERATING SUPPLIES	11,847	8,747	10,000	11,600	11,600	11,600
402.01.535.800.31.03 REPAIRS & MAINTENANCE SUPPLIES	4,685	9,478	5,000	4,000	5,000	5,000
402.01.535.800.31.04 BILLING SUPPLIES	1,337	2,624	3,000	3,000	3,000	3,000
402.01.535.800.33.00 METRO SEWAGE TREATMENT	4,696,934	4,839,714	4,762,000	4,762,000	4,977,000	5,225,000
402.01.535.800.35.00 SMALL TOOLS & MINOR EQUIPMENT	1,903	704	700	2,500	2,500	2,500
402.01.535.800.35.01 TRAFFIC CONTROL DEVICES	-	-	-	2,500	2,500	2,500
402.01.535.800.41.00 PROFESSIONAL SERVICES	171,468	3,227	3,000	1,000	2,000	2,000
402.01.535.800.41.01 UTILITY ONE CALL SERVICE	639	725	700	700	700	700
402.01.535.800.41.02 PHYSICALS - HEARING TESTS	196	99	600	300	400	400
402.01.535.800.41.04 TV EQUIPMENT SOFTWARE	-	-	1,000	1,000	2,000	2,000
402.01.535.800.42.00 COMMUNICATION	1,387	5,162	5,000	2,500	6,000	6,300
402.01.535.800.43.00 TRAVEL	1,755	1,303	1,400	2,000	2,000	2,000
402.01.535.800.44.00 ADVERTISING	1,009	-	-	150	-	-
402.01.535.800.45.00 OPERATING RENTALS & LEASES	80	18	20	2,000	2,000	2,000
402.01.535.800.45.94 EQUIPMENT RENTAL - REPLACEMENT	52,195	56,292	37,115	74,230	44,039	31,817
402.01.535.800.45.95 EQUIPMENT RENTAL - O & M	30,310	59,775	18,705	37,410	43,713	46,802
402.01.535.800.46.01 INSURANCE-LIABILITY	5,470	10,828	11,375	12,667	9,035	9,939
402.01.535.800.47.00 PUBLIC UTILITY SERVICES	-	-	-	1,000	-	-
402.01.535.800.47.02 WASTE MATERIALS DISPOSAL	-	-	-	3,000	3,000	3,000
402.01.535.800.47.21 PUBLIC UTILITY SERVICES-ELECTRICITY	16,597	16,609	17,000	21,000	21,000	21,000
402.01.535.800.47.25 PUBLIC UTILITY SERVICES-WATER/SEWER	17,073	19,925	20,000	20,000	22,000	23,500
402.01.535.800.48.00 REPAIRS & MAINTENANCE	1,056,287	32,072	33,000	24,000	35,000	35,000
402.01.535.800.48.01 PUMP STATION PAINTING	-	-	-	12,500	-	-
402.01.535.800.48.03 GROUTING AND SEALING	-	-	-	2,500	-	-
402.01.535.800.48.04 TELEMETRY REPAIR	5,591	3,938	4,000	10,000	10,000	10,000
402.01.535.800.49.00 MISCELLANEOUS	7,109	1,742	2,000	5,000	5,000	5,000
402.01.535.800.49.08 CREDIT CARD FEES	69,105	78,003	80,000	70,000	85,000	88,000
402.01.535.800.49.53 MISC-EXT TAXES, OPER ASSESS (INT GOV'T)	-	87,750	87,000	135,000	200,000	200,000
402.01.535.800.49.54 MISC-INTERFUND UTILITY TAX	-	684,018	800,000	978,700	995,700	1,021,000
402.01.535.800.53.00 EXT TAXES & OPERATING ASSMNTS	151,725	93,903	100,000	-	-	-
402.01.535.800.54.02 INTERFUND TAXES & OPER ASSMNTS	1,000,215	321,524	-	-	-	-
402.01.535.801.11.00 SALARIES	67,521	70,407	25,000	57,715	331,565	337,951

DEPARTMENT: Public Works**FUND:** Surface Water**RESPONSIBLE MANAGER:** Hari Ponnekanti**FUND NUMBER:** 412**POSITION:** Interim Public Works Director**Description**

The surface water program provides for engineering studies, preliminary engineering, construction, and maintenance of public surface water and drainage facilities to include control and monitoring of storm and surface water quantity and quality. The Green River Basin management agreement and the Green River levees are also included in this program. The costs of operating and maintaining the system are included with the capital projects necessary for system improvements.

2019 - 2020 Accomplishments

- ◆ Completed Small Drainage Project identified on the approved list for 2018, 2019 and 2020. **Strategic Goal 1. Utility Comp Plan Goal 12.1**
- ◆ Continued development of the GIS as-builts of city infrastructure that complies with NPDES. **Strategic Goal 1. Utility Comp Plan Goal 12.1**
- ◆ Substantially constructed Riverton Creek Flap Gate Removal. **Strategic Goal 1. Utility Comp Plan Goal 12.1**
- ◆ Began the ongoing Green the Green Program along the Duwamish River. **Strategic Goal 1. Utility Comp Plan Goal 12.1**

2021 - 2022 Outcome Goals

- ◆ Improve surface water system efficiency.
- ◆ Improve surface water system reliability.
- ◆ Improve surface water system capacity.

2021 - 2022 Indicators of Success

- ◆ Complete small drainage projects identified on the approved list for 2021 and 2022.
- ◆ Continue development of the GIS as-builts of City infrastructure that complies with NPDES.
- ◆ Complete construction of the East Marginal Way S Stormwater Outfalls.
- ◆ Construct Storm Water Quality Retrofit Projects.
- ◆ Continue the Green the Green Program along the Duwamish River.
- ◆ Begin design of the Gilliam Creek Fish Barrier Removal Project.

Revenue and Expense Summary

Surface Water Fund								
	Actual			Budget			Percent Change	
	2018	2019	Projected 2020	2020	2021	2022	2020-2021	2021-2022
Operating Revenue								
Charges for Services								
Surface Water Sales	\$ 6,343,895	\$ 6,744,495	\$ 6,863,000	\$ 6,863,000	\$ 7,000,000	\$ 7,350,000	2.00%	5.00%
Total Charges for Services	6,343,895	6,744,495	6,863,000	6,863,000	7,000,000	7,350,000	2.00%	5.00%
Intergovernmental Revenue	54,697	228,755	163,000	(2,316,000)	113,000	381,000	-104.88%	237.17%
Miscellaneous Revenue								
Investment Earnings	71,370	52,535	45,000	50,000	50,000	50,000	0.00%	0.00%
Capital contributions	(92,140)	-	-	-	-	-	0.00%	0.00%
Sale of Capital Assets	-	(1,084)	-	-	-	-	0.00%	0.00%
Other Misc Revenue	2,103	14,237	2,000	-	-	-	0.00%	0.00%
Total Miscellaneous Revenue	(18,667)	65,688	47,000	50,000	50,000	50,000	0.00%	0.00%
Total Operating Revenue	6,379,925	7,038,938	7,073,000	4,597,000	7,163,000	7,781,000	55.82%	8.63%
Capital Project Revenue								
Intergovernmental Revenue - Grants	506,920	80,869	1,393,000	3,393,000	1,720,000	2,728,000	-49.31%	58.60%
Total Revenue	6,886,845	7,119,807	8,466,000	7,990,000	8,883,000	10,509,000	11.18%	18.30%
Operating Expenses								
Salaries & Wages	942,964	900,901	1,003,024	1,115,653	1,152,410	1,192,550	3.29%	3.48%
Personnel Benefits	404,485	406,188	322,800	501,312	549,898	565,463	9.69%	2.83%
Supplies	42,810	34,783	22,300	92,500	44,000	44,000	-52.43%	0.00%
Services	847,710	770,233	375,500	662,881	492,348	424,029	-25.73%	-13.88%
Intergovt Services & Taxes	711,529	720,374	766,300	741,300	790,000	825,000	6.57%	4.43%
Total Operating Expenses	2,949,498	2,832,479	2,489,924	3,113,646	3,028,656	3,051,042	-2.73%	0.74%
Capital Expenses								
Salaries & Wages	45,587	104,467	-	-	-	-	0.00%	0.00%
Personnel Benefits	18,031	43,604	-	-	-	-	0.00%	0.00%
Supplies	7	926	500	50,000	100,000	50,000	100.00%	-50.00%
Services	469,129	622,707	1,000,700	1,314,000	2,701,000	2,637,000	105.56%	-2.37%
Capital Outlay	3,099,938	293,503	1,014,000	1,337,000	1,815,000	4,613,000	35.75%	154.16%
Principal	288,912	289,041	290,247	289,748	289,792	279,360	0.02%	-3.60%
Interest	13,082	11,307	9,841	10,350	8,046	6,249	-22.26%	-22.33%
Total Capital Expenses	3,934,687	1,365,554	2,315,288	3,001,098	4,913,838	7,585,609	63.73%	54.37%
Transfers								
Transfers Out for Public Safety Plan	-	1,757,221	791,191	806,849	254,121	494,926	-68.50%	94.76%
Transfers Out for 1% Arts	13,740	5,950	5,950	5,950	7,800	29,940	31.09%	283.85%
Indirect cost allocation	528,899	660,906	684,699	684,699	622,199	628,421	-9.13%	1.00%
Total Non-Cash Accounting Adjustments	542,639	2,424,077	1,481,840	1,497,498	884,120	1,153,287	-40.96%	30.44%
Total Expenses	7,426,824	6,622,111	6,287,052	7,612,242	8,826,614	11,789,938	15.95%	33.57%
Beginning Fund Balance	3,249,009	2,709,030	3,206,726	2,731,879	5,385,674	5,442,060	97.14%	1.05%
Change in Fund Balance	(539,979)	497,696	2,178,948	377,758	56,386	(1,280,938)	-85.07%	-2371.73%
Net working capital (Fund Balance)	2,709,030	3,206,726	5,385,674	3,109,637	5,442,060	4,161,122	75.01%	-23.54%

A new utilities maintenance manager was added to the utility funds.
A new project manager for Levee project has also been included.

GL Account Code	Account Description	Actual		Projected 2020	Budget		
		2018	2019		2020	2021	2022
412.01.538.380.42.00	COMMUNICATION	2,309	6,848	7,000	2,000	7,000	7,000
412.01.538.380.43.00	TRAVEL	3,537	704	1,000	2,000	2,000	2,000
412.01.538.380.44.00	ADVERTISING	-	-	-	500	-	-
412.01.538.380.45.00	OPERATING RENTALS AND LEASES	1,774	2,219	1,000	4,000	4,000	4,000
412.01.538.380.45.94	EQUIPMENT RENTAL - REPLACEMENT	230,345	292,665	147,383	294,765	174,876	126,343
412.01.538.380.45.95	EQUIPMENT RENTAL - O & M	84,183	97,549	55,081	110,162	109,448	86,927
412.01.538.380.46.01	INSURANCE-LIABILITY	24,616	30,763	32,316	29,784	27,104	29,814
412.01.538.380.47.00	PUBLIC UTILITY SERVICES	-	-	-	1,000	-	-
412.01.538.380.47.01	WASTE MATERIALS DISPOSAL	11,344	5,809	50,000	50,000	50,000	50,000
412.01.538.380.47.02	ELECTRICAL SERVICE	728	620	700	500	700	700
412.01.538.380.47.03	STORM FILTER CLEANING	-	3,025	-	20,000	20,000	20,000
412.01.538.380.47.04	SPILL RESPONSE & DISPOSAL	3,450	1,110	-	20,000	20,000	20,000
412.01.538.380.47.21	PUBLIC UTILITY SERVICES-ELECTRICITY	8,468	8,429	8,000	9,700	9,700	9,700
412.01.538.380.47.25	PUBLIC UTILITY SERVICES-WATER/SEW	2,442	3,071	2,600	2,500	2,500	2,500
412.01.538.380.47.26	PUBLIC UTILITY SERVICES-SURFACE WA	3,777	3,966	4,120	4,120	4,120	4,120
412.01.538.380.48.00	REPAIRS AND MAINTENANCE	57,911	15,220	33,000	33,000	33,000	33,000
412.01.538.380.48.02	TELEMETRY & ALARM - PUMP STATION	-	1,760	400	4,000	4,000	4,000
412.01.538.380.48.03	SOFTWARE SUPPORT	-	-	-	-	2,000	2,000
412.01.538.380.49.00	MISCELLANEOUS	7,638	3,438	8,000	6,000	8,000	8,000
412.01.538.380.49.01	LIEN FILING / RELEASE FEES	-	6,244	1,000	-	-	-
412.01.538.380.49.08	CREDIT CARD FEES	21,390	-	-	-	-	-
412.01.538.380.49.53	MISC-EXT TAXES, OPER ASSESS (INT GO	-	37,342	75,000	50,000	85,000	85,000
412.01.538.380.49.54	MISCELLANEOUS	-	2,211	691,300	691,300	705,000	740,000
412.01.538.380.53.00	EXT TAXES & OPERATING ASSMNTS	74,794	46,202	-	-	-	-
412.01.538.380.54.12	INTERFUND TAXES & OPER ASSMNTS	636,735	674,172	-	-	-	-
412.01.594.380.64.00	MACHINERY AND EQUIPMENT	-	3,130	-	-	-	-
412.01.597.190.00.00	MISCELLANEOUS GENERAL GOVERNMT	528,899	660,906	684,699	684,699	622,199	628,421
412.01.597.208.00.00	TRANSFER OUT-FUND 208	-	201,050	-	-	-	-
412.01.597.219.00.00	TRANSFERS OUT - DEBT SERVICE	-	-	46,029	61,687	65,134	134,389
412.01.597.301.00.00	TRANSFERS OUT - FUND 301	13,740	5,950	5,950	5,950	7,800	29,940
412.01.597.306.00.00	TRANSFERS OUT-FUND 306	-	-	305,500	305,500	-	-
412.01.597.306.00.99	Transfer Out - Contra	-	-	-	-	-	-
412.01.597.380.00.00	TRANSFERS OUT - DEBT SERVICE	-	-	188,987	188,987	188,987	360,537
412.01.598.500.00.00	MISC EXPENSE - NON-OPERATING	-	1,556,171	-	-	-	-
412.02.591.384.78.00	PW 04-691-069 PRIN	37,212	37,212	37,712	37,212	37,212	37,712
412.02.591.384.83.00	INTEREST ON LONG-TERM EXTERNAL DE	-	-	250,675	250,675	-	-
412.02.591.385.78.00	PW 04-691-070 PRIN	222,144	222,144	222,144	222,145	222,144	222,144
412.02.591.386.78.00	PW-01-691-064 VAL VUE PRIN	11,597	11,597	11,597	11,597	11,575	-
412.02.591.387.72.00	REVENUE BONDS	17,959	18,088	-	-	-	-
412.02.591.387.72.01	REVENUE BONDS	-	-	18,794	18,794	18,861	19,504
412.02.592.380.88.00	DEBT ISSUANCE COSTS	509	509	-	-	-	-
412.02.592.384.83.00	PW-04-691-069 INTEREST	1,194	1,008	930	930	744	558
412.02.592.385.83.00	PW-04-691-070 INTEREST	7,127	6,016	5,554	5,554	4,443	3,332
412.02.592.386.83.00	PW-01-691-064 VAL VUE INTEREST	203	145	116	116	58	-
412.02.592.387.83.00	2015 REFUNDING BOND INTEREST	4,049	3,629	3,241	3,241	2,801	2,359
412.02.592.387.88.00	AMORTIZATION COSTS	-	-	-	509	-	-
412.98.594.382.11.00	SALARIES	45,393	104,467	-	-	-	-
412.98.594.382.13.00	OVERTIME	194	-	-	-	-	-
412.98.594.382.21.00	FICA	3,467	7,933	-	-	-	-
412.98.594.382.23.00	PERS	5,821	13,316	-	-	-	-
412.98.594.382.24.00	INDUSTRIAL INSURANCE	736	1,258	-	-	-	-
412.98.594.382.25.00	MEDICAL,DENTAL,LIFE,OPTICAL	348	917	-	-	-	-
412.98.594.382.25.97	MEDICAL,DENTAL,LIFE,OPTICAL	7,659	20,180	-	-	-	-
412.98.594.382.31.00	OFFICE & OPERATING SUPPLIES	7	926	500	50,000	100,000	50,000
412.98.594.382.41.00	PROFESSIONAL SERVICES	468,551	621,660	1,000,000	1,364,000	2,701,000	2,637,000
412.98.594.382.42.00	COMMUNICATION	12	-	-	-	-	-
412.98.594.382.43.00	TRAVEL	16	-	-	-	-	-
412.98.594.382.44.00	ADVERTISING	549	1,047	700	-	-	-
412.98.594.382.61.00	LAND	-	-	5,000	-	10,000	-
412.98.594.382.64.00	MACHINERY & EQUIPMENT	-	-	9,000	-	-	-
412.98.594.382.65.00	CONSTRUCTION PROJECTS	3,099,938	290,373	1,000,000	1,337,000	1,805,000	4,613,000
Totals		7,426,824	6,622,109	6,287,052	7,612,242	8,826,614	11,789,938