

# City of Sammamish, Washington

## 2019-2020 Biennial Budget



*Sammamish Farmer's Market*

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# INTRODUCTION



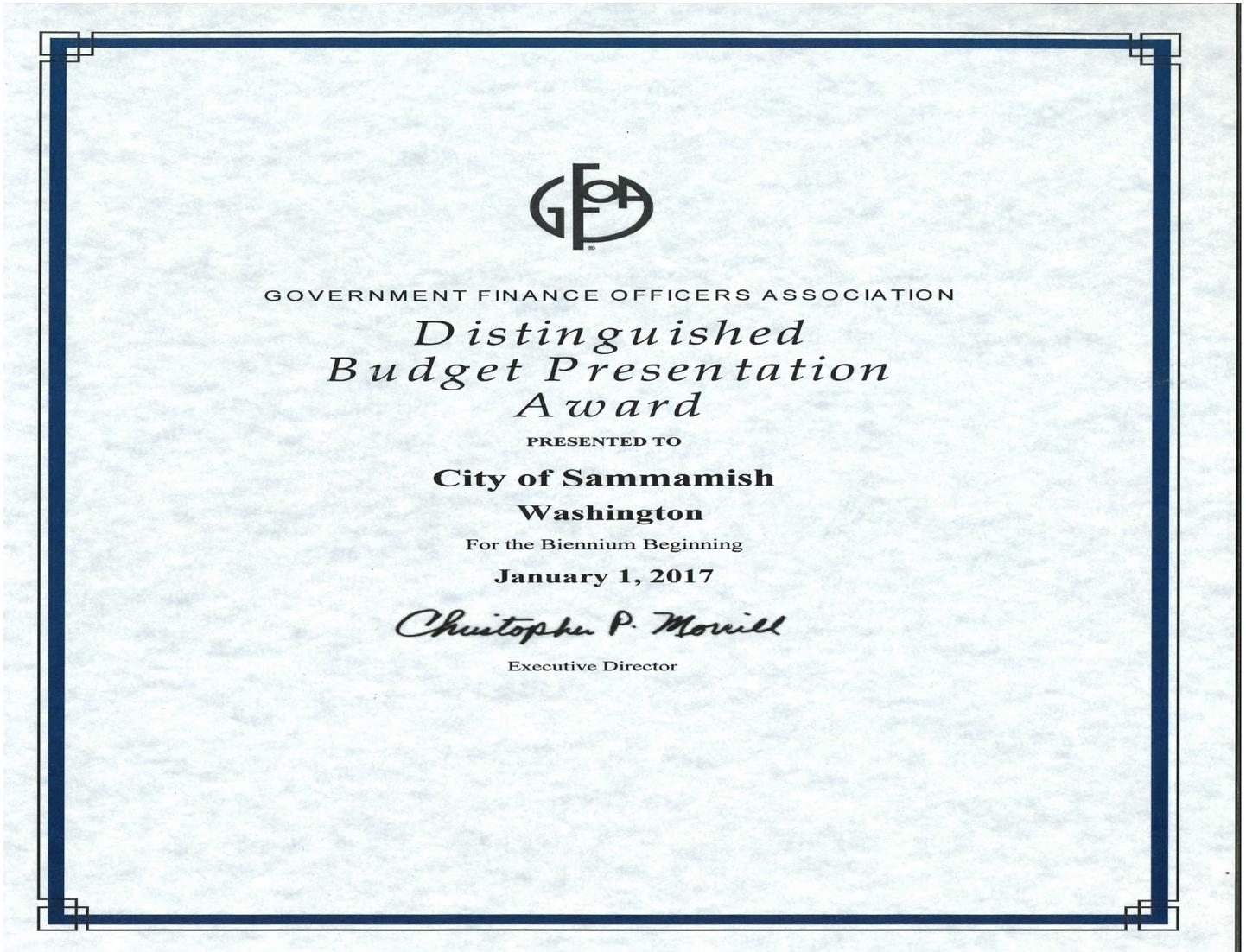
Sammamish City Hall, 801 228<sup>th</sup> Ave SE, Sammamish, WA 98075

## ***Vision***

*Sammamish is a vibrant bedroom community blessed with a well-preserved natural environment, a family-friendly, kid-safe culture, and unrivaled connectedness. From its expanded tree canopy, to its peaceful neighborhoods, to its multi-modal transportation resources, Sammamish captures the best of the past even as it embraces a burgeoning digital future and meets housing affordability through balanced, sustainable housing. It is a state-of-the-art community-engaged, responsive and generous in its support for the full range of human endeavor.*



## Budget Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sammamish, Washington for its biennial budget for the fiscal biennium beginning January 1, 2017.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one budget only. We believe our current biennial budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## Sammamish City Council



**Mayor Christie Malchow**



**Deputy Mayor Karen Moran**



**Tom Hornish**



**Jason Ritchie**



**Chris Ross**



**Pam Stuart**



**Ramiro Valderrama**

## Sammamish Executive Staff

City Manager (Interim) . . . . . Larry Patterson

Deputy City Manager . . . . . Vacant

Director of Administrative Services . . . . . Vacant

Director of Community Development . . . . . Jeff Thomas

Director of Finance & Risk Management . . . . . Aaron Antin

Director of Information Services . . . . . Vacant

Director of Parks & Recreation . . . . . Angie Feser

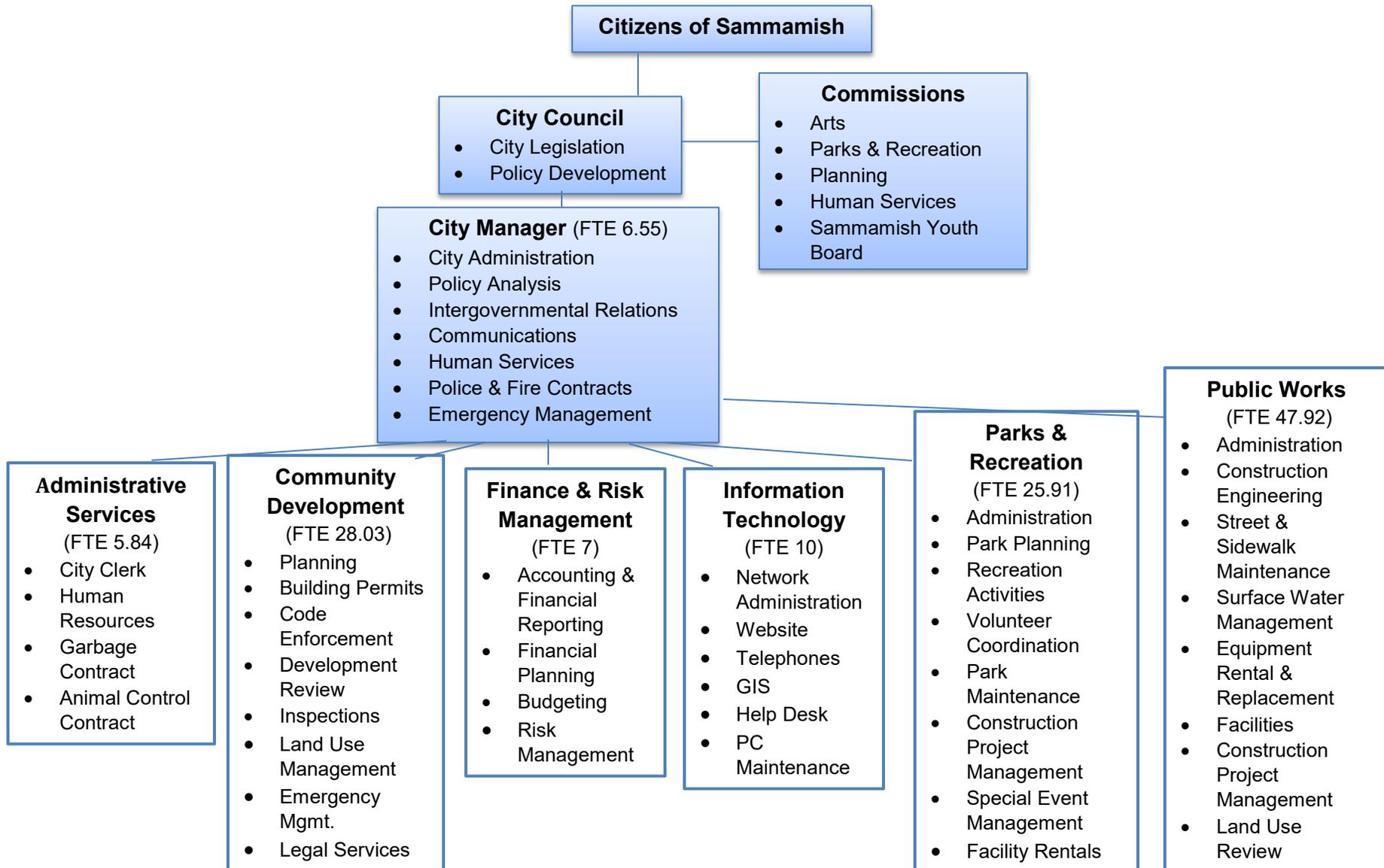
Director of Public Works . . . . . Steve Leniszewski

*Prepared by the City of Sammamish Finance Department in close cooperation with staff throughout the organization.*

801- 228<sup>th</sup> Avenue SE, Sammamish, Washington 98075 425-295-0500 [www.sammamish.us](http://www.sammamish.us)

# ORGANIZATION CHART

Full Time employees = 131.25



## Boards & Commissions

### **Arts Commission**

At the request of the Sammamish Arts Task Force, the City Council at its July 22, 2003 meeting formed an Arts Commission. As a commission, the members are able to apply for and receive grant money from outside sources. The Commission serves as an advisory body to the City Council in matters concerning the promotion and facilitation of public art in the community.

*The members include:*

Ramu Iyer, Chair	Sudeshna Dixit	Claradell Shedd
Barbara Jirsa	Margaret Rosenow	Andrew Rubenstein
Jillian Born	Ashley Arrington	Echo Chernik

### **Parks and Recreation Commission**

The Parks and Recreation Commission is an advisory group to the City Council on issues relating to the delivery of parks and recreation services to the citizens of Sammamish.

*The members include:*

Eirlys Vanderhoff	Seth Van Grinsen	Sarvinder Marwaha
Katherine Low	Cheryl Wagner	Sid Gupta
Sara Houpis	Nancy Way	Hank Klein

### **Planning Commission**

The Planning Commission makes land use planning policy recommendations to the City Council, including advice on development regulations. The commissioners will also make recommendations on periodic adjustments to the City's comprehensive plan. The purpose of the commission is to advise the City Council on general land use and transportation planning issues; long-range capital improvement programs, annexations, and other matters as directed by the City Council.

*The members include:*

Mark Lewis	Josh Amato	Larry Crandall
Eric Brooks	Roisin O'Farrell	Mark Baughman
Rituja Indapure		

### **Human Services Commission**

The Human Services Commission was formed in 2018 to advise the City Council on Human Services issues in Sammamish. The commissioners review applications to the City for grant funding and make grant recommendations to the Council.

*The members include:*

Jodi Nishioka	Nushina Mir	Stanley Guno
Larry Wright	CJ Kahler	Tom Ehlers
Joyce Bottenberg		

### **Sammamish Youth Board**

The Board's mission is to unite youth, adults and government to form a relationship that promotes equality and mutual respect, as well as to create integral activities that lead to a stronger community.

*The Leadership Team for 2019 includes:*

Mihir Sardesai, Chair	Owen Bernstein	Emma Lapinsky
Jaime Lee, Co-chair	Atul Rao	Aleena Haris

# Community Profile

## General Information

Incorporated:	1999
Estimated Population:	63,470
Land Area:	23.5 square miles
Elevation:	310 feet
Average temperature:	53 degrees
Average rainfall:	35 inches
Average snowfall:	3 inches

## Taxes

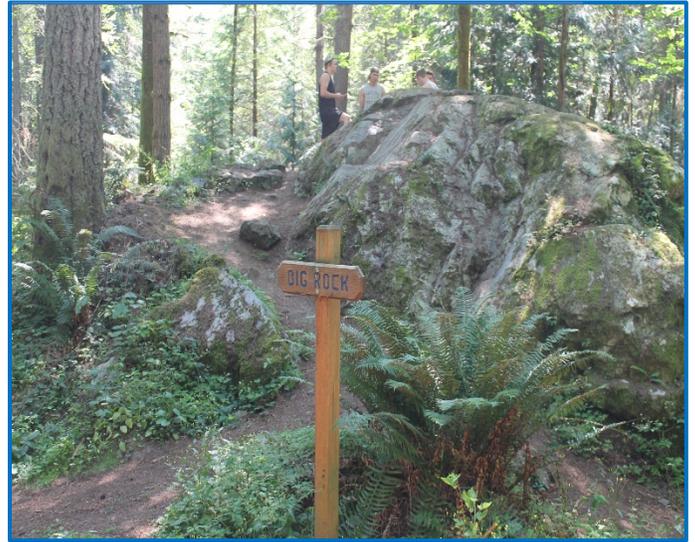
Assessed property value	\$18,847,317,092
Median assessed home value-2018	\$740,000
City property tax rate-2019	\$1.57/\$1,000
City sales tax rate	0.85%

(Source: City Budget Office & King County)

**Sammamish City Hall**



**East Sammamish Park**



## Top Ten Employers

Issaquah School District	675
Lake WA School District	483
YMCA	360
QFC	208
Safeway	175
Sahalee Country Club	150
City of Sammamish	131
Eastside Catholic School	120
Metropolitan Market	105
Starbucks	101

## Demographics

Median household income	\$152,271
Median age	38.7
% under 18	30.1%
Number of households	21,419
Owner occupied housing	86.3%
Average home sale value	\$1,027,507**
Education:	
B.A. or higher	72.90%
H.S. or higher	97.7%

(Source: US Census: American Fact Finder)

\*\* King County Assessor

# About Sammamish

## Government

The City of Sammamish incorporated on August 31, 1999 and operates as a non-charter optional code city with a Council-Manager form of government. Optional code city status increases the city's operating authority by extending to it the powers of all four city classifications that exist in Washington law. The Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Council Member selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

The city provides a full range of municipal services including:

- Police Protection (Contracted from the King County Sheriff)
- Fire Protection (Interlocal Agreement-Eastside Fire & Rescue)
- Parks and Recreation
- Public Works
- Community Development
- General Administrative Services

For 2019, there are 131.25 full-time employees of the city authorized, excluding seasonal workers. There are no bargaining units representing city employees.

## History

The present day City of Sammamish was once home to Native American Indian tribes. The original inhabitants of Sammamish were a west coast Salish tribe in the Sammamish River Valley in central King County, Washington. Their name is variously translated as meander dwellers or willow people. The name Sammamish is derived from two Northwest Indian words, Samena meaning hunter and Mish meaning people.

Europeans arrived in the late 1800's and began logging operations. The town of Monohon, Washington, located in the present-day City of Sammamish, was founded by Martin Monohon who homesteaded the area in 1877. Lumber and milling operations contributed to the financial success of the community along the eastern shore of Lake Sammamish.

The mills facilitated other business ventures in the area including logging camps, a wood-turning shop, and a boat and canoe company. Educational services to the Monohon residents in the early 1900's included a school with eight grades where church services were held on Sundays. The area surrounding the mill town was populated with farms and summer residences.

By the late 1930's three resorts had sprung up on two lakes in what is now the southern half of the Sammamish plateau. The plateau remained a rural area with a country atmosphere through the 1950's with the population reaching about 1,000 for the first time during that decade. In the 1960's a small amount of development began creeping in and by 1970 the three resorts were gone with the population passing 5,000 in the early 1970's.

In the mid 1980's growth accelerated dramatically as more homes, schools, and shopping centers were built. Around 1984 the plateau's population passed 10,000. By 1985 talk of incorporation as a city or annexation to a nearby city had begun. A vote in 1991 to join neighboring Issaquah failed as did a vote to incorporate the following year. A renewed movement to become a city, born of frustration with development policies set by the county government, met with voter approval in 1998. Sammamish was officially incorporated in August 1999 and by 2007 the population passed 40,000.

## East Sammamish Park Playground



### Present Day Sammamish

The City of Sammamish is located in King County, WA along the east side of Lake Sammamish and rises steeply to a plateau above the lake. The city is approximately six miles wide and six miles long with a total land area of about 23.5 square miles lying north of Interstate 90 and the City of Issaquah, and south of Highway 520 and the City of Redmond. Sammamish had a population of over 29,400 at the time of incorporation in 1999. Annexation of the Klahanie area at the south end of the city on January 1, 2016 added about 10,000 new residents. The 2018 estimated population of the city is 63,470 residents. As of the 2018 Washington State Office of Financial Management estimates the City of Sammamish is the 18<sup>th</sup> largest city in Washington State.

The city is primarily a bedroom community to Seattle and Bellevue with a large majority of its residents employed outside the city. The local economy is based chiefly upon businesses which provide goods and services to local residents. There is no significant industry within the city.

Two commercial complexes within the city have offered convenient shopping for residents since incorporation. Sammamish Highlands Center features a Safeway supermarket, Whole Foods, and several small shops and businesses while Pine Lake Village is anchored by a QFC supermarket. The city has designated several blocks north of City Hall as a Town Center with mixed use retail and multi-family residential. Development of Town Center began in earnest in 2016 with the Metropolitan Market anchoring the commercial area and construction of over 600 residential units in progress.

## Sammamish Neighborhood



The tree-lined streets and well-groomed neighborhoods make it an ideal community in which to raise a family. This probably accounts for the fact that Sammamish has the highest percentage of children under the age of 18 in King County. The Sammamish City Council has taken note of this and declared Sammamish a “kid-safe, family-friendly community.”

The area’s children are well served by three distinguished school districts within the city limits. About one-third of the city lies in the Issaquah School District to the south and two-thirds lies in

the Lake Washington School District to the north. A small area in the southeast portion of the city is served by the Snoqualmie Valley School District. A private school, Eastside Catholic School, was added to the community in 2008. This school serves 6<sup>th</sup> through 12<sup>th</sup> grade and is located between two public high schools along Sammamish’s central 228<sup>th</sup> Avenue arterial.

Sammamish is full of recreational potential including parks at Pine Lake, Beaver Lake, Lake Sammamish, East Sammamish Park, and NE Sammamish Park. A popular new Community and Aquatics Center, owned by the city and operated by the YMCA, has been in operation since April 2016. The city has partnered with the two school districts to convert grass sports fields to artificial turf for year round use by soccer, football, baseball, and lacrosse teams. This young and vital community invites you to come for a look; stay for a lifetime.

### Economic Condition and Outlook

With little industry in Sammamish the city looks to the effects of the Puget Sound regional economy for its impact on citizens. Puget Sound has enjoyed a lower unemployment rate and higher growth rate than the country as a whole following the 2008 downturn. Exports combined with strong employers such as Boeing, Amazon, and Microsoft are influential in the region’s relatively strong economy.

At the end of 2018 the national economy looks to be enjoying a healthy and sustainable expansion closely matching what the Puget Sound region has experienced. The national and Puget Sound economies are expected to converge and grow at about the same rate of approximately 2.2% for the next few years.

In Sammamish, a primarily residential city with little commercial activity, the housing market is a good indicator of the local economy. Property sales, very strong in early 2018 had begun to slow a bit by late summer. The median sale price in 2018 was \$961,675 compared to \$868,231 in 2017 and \$773,000 in 2016. The number of property sales in 2018 was 1,439 compared to 1,608 in 2017. The previous five-year annual average number of sales was 1,444. Building activity remains fairly strong with several new developments under construction.

Like all parts of the country, factors beyond the city’s control could affect the regional economy. Political struggles, uncertainty around trade, challenges with corporate debt, and a fading stimulus from tax cuts are just a few of the economic unknowns that will play out in coming years.

# **BUDGET MESSAGE**

### ***To the Honorable Citizens of Sammamish:***

It is my pleasure as the Interim City Manager of Sammamish to present the latest biennial budget for FY2019/20 to the City Council and the citizens of Sammamish. The budget is balanced and in line with all statutory requirements. The budget blends the Council's vision and priorities with our resident's values along with the financial realities of financing municipal government. The FY2019/20 biennial budget totals \$239,135,494. An examination of this two-year budget reveals a General Fund only operational budget of \$104,689,033, with transfers of \$17,867,432. Parks, transportation, stormwater utility and general capital expenditures total \$83,358,582. The remaining non-general fund operations pieces are \$27,978,854 for Street operations, \$20,409,500 related to stormwater operations and \$2.7 million in internal service fund operations related to fleet, risk management and technology funding. Again, these funding totals include services over the two-year biennial budget period and the \$239 million biennial budget reflects both beginning and ending fund balances and interfund transfers.

Though the budget is stated in numbers and illustrated in charts and graphs it represents an action plan for the City for FY2019/20. The plan contains funding for the core elements of the City Council's priorities. The budget begins to address some of the operational deficiencies the City is experiencing today. Additionally, it provides for on-going infrastructure maintenance and new construction. The budget is able to accomplish this while reflecting the first two years of the City Council's adopted six-year transportation and parks capital improvement plans and achieving a 2020 ending balance of over \$30 million that is well reasoned and fiscally conservative.

### **Budget Highlights**

The City is maturing and growing as it nears the end of its second decade of incorporation. This is the second biennium in which the City's residential population will exceed 60,000. This maturing requires us to make new investments to both our operational and capital needs as we work to address new desires and demands for services from our citizens.

In response to a growing workload and these new demands, this budget adds 16.5 new full-time (FTE) positions. The General Fund is adding 5.5 FTEs to sustain support of the growing operational needs. Two FTE positions serve as support to human resources, facilities, and other administrative services, with one of these positions in facilities maintenance converting from a 9-month seasonal position to a full-time position. The third position is a Sr. Budget and Rates Analyst, added to finance, to respond to requests for additional budget and fiscal analysis, long-range forecasts, and internal cost allocations. The fourth and fifth position adds are an additional Senior Inspector and Associate Planner to provide capacity to address anticipated demand in community development services. The inspector and planner positions are expected to be funded through charges for services. A front counter service position is budgeted to increase from half-time to full-time, rounding out the 5.5 new General Fund FTE positions. The budget also funds two 2-year limited term positions dedicated to the growing demand for public records information and program management as we attempt to meet the need for greater transparency.

Outside of these General Fund additions, in the Technology Fund, an Information Technology Director position was added to guide our evolution of the IT department, a much-needed upgrade to technology services management as a whole. This operation is critical to all city operations and provides data that supports good decision-making and assists in providing the transparency mentioned above. Along with the IT Director, to improve and stabilize application support, web development and technology, an Application Specialist position is being added and 2 IT contract positions will convert to FTEs.

Because of the emphasis needed in addressing transportation issues in Sammamish, our transportation division is being upgraded. A Senior Traffic Engineer position is added along with a Transportation Planner position that will, among other duties monitor the concurrency program. Two Traffic Signal Technicians are added to take on the traffic signalization work previously contracted from King County. The three remaining FTEs are being added to the stormwater utility as part of the on-going implementation of the ten-year comprehensive stormwater management plan and are supported by the stormwater utility rates.

The budget continues to emphasize contracting for major services. Sammamish contracts with the King County Sheriff's Office for police services. The budget does not contain service level enhancements to the 2018 contract. The cost increase is solely a result of increased King County contracted police services costs. It is anticipated additions may be needed in the mid-biennial budget adjustment as the City completes the Police Study and the Council has to wrestle with difficult decisions about future expanded police services and costs. The City continues to contract with Eastside Fire and Rescue for fire and emergency medical services. These and other contracts allow the City's operating expenditures and direct staffing levels to remain low compared with many of our neighboring eastside cities and frees up funding for both near-term infrastructure needs and long-range transformational projects that will shape the future of Sammamish. The FY2019/20 budget strikes an efficient balance of funding for permanent positions, which will be sustained for the long term, and contracted services which address short-term service demand surges that are anticipated in the next two years.

The City has maintained a conservative approach with revenues over the years. With this approach, the City has been able to devote a high proportion of revenue to infrastructure since incorporation in 1999. Prior to incorporation, capital investment amounted to approximately \$1 million per year. Since becoming a city, annual capital investment has averaged close to \$12 million. This approach has allowed the City to address several infrastructure needs. Despite the dramatic uptick in capital investment, residents continue to pay lower taxes than those living in unincorporated King County.

With the City's conservatism and keen eye toward prudent financial management, Sammamish has always had minimal debt. Today, the City is almost debt free. A Public Works Trust Fund loan, at a startlingly low interest rate of 0.5 percent, is the only remaining debt the City is presently carrying. At the end of the FY2019/20 biennium, the balance of that loan will be less than \$550,000, an amount scheduled to be retired in 2021. Thanks to this nearly debt-free status and the City's healthy financial reserves, the City Council has again foregone the allowable one percent annual increase in property tax revenue for the tenth consecutive year.

## **Financial Overview**

The FY2019-20 budget maintains the City's strong financial position with an ending fund balance of approximately \$30.5 million, with nearly \$8.3 million of that in the General Fund. This strong ending position comes at the conclusion of a biennium that will see several major transportation and stormwater infrastructure projects constructed on a pay-as-you-go basis without the issuance of any debt. While \$30.5 million is a sizable balance, there is also recognition of sizable transportation and other capital needs looming as existing infrastructure and facilities age and demands for traffic congestion relief continue. Planning ahead for these needs and the impact that any solutions will have on future city operations in terms of maintenance, capacity, and efficiency will be important initiatives to form financing strategies around in the years ahead. The City is in good position to develop these financing plans as it has strong ending fund balances and still is not accessing several revenue streams available to the City.

## **Revenues**

The Washington State economic forecast anticipates the economic recovery will continue at a moderate pace. Locally the economy in Sammamish has shown resilience against broad swings in economic activity at the State level. The projections used in the FY2019/20 budget reflect the continuation of development levels experienced in 2018 which demonstrate an overall conservative forecast in the FY2019-20 period. The lifting of the moratorium, which was in place for most of 2018, and the development of the Town Center could strengthen this revenue forecast.

The 2019/20 budget does reflect an increase to the stormwater fee of 19% in 2019 and then again in 2020 as part of the ongoing rate study and modeling activity that the City Council reviewed and adopted for the FY2017/18 budget period. These rates are tied to the costs of increasing compliance requirements and the adequate funding of the resulting capital improvements that have been made to date.

The FY2019/20 budget assumes property tax increases for new construction only through 2020. This will represent the tenth year in a row (beginning in 2010) that the City Council has elected to forego the 1% annual increase allowed by state law.

<b>Revenues (with transfers, without beginning fund balances)</b>				
Fund #	Fund Name	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
001	General Fund	\$ 78,244,726	\$ 83,721,952	\$ 87,929,243
101	Street Fund	14,249,295	14,697,300	14,877,600
201	Debt Service Fund	1,101,333	1,090,666	1,079,999
301	Gen Govt CIP Fund	6,252,041	647,000	30,000
302	Parks CIP Fund	25,800,391	9,120,000	10,350,000
340	Transportation CIP Fund	14,706,402	28,091,500	15,240,750
408	Surface Wtr Mgmt Fund	8,580,118	11,038,300	16,279,000
438	Surface Water CIP Fund	3,849,724	5,719,500	6,425,100
501	Equipment Rental/Replacement	752,725	895,792	1,552,824
502	Technology Replacement	2,087,415	2,603,000	5,352,450
503	Risk Management Fund	797,998	661,000	778,200
<b>Totals</b>		<b>\$ 156,422,168</b>	<b>\$ 158,286,010</b>	<b>\$ 159,895,166</b>

## Expenditures

The FY2019/20 expenditure budget reflects an operating cost increase that responds to the service needs of a maturing city, the demands of new construction, the need to maintain roads and parks infrastructure systems, and a continued investment to ensure our technology systems are reliable and secure. The City's personnel costs include a general wage increase of 2.43% in 2019. Contracted fire service and police service costs are increasing 3% and 5% respectively from 2018 to 2019 without the addition of new public safety staff.

Expenditure increases in the CIP funds reflect the anticipated delivery of several significant capital projects during the biennium without debt financing. Transportation and stormwater projects are the focus of the FY2019/20 capital budget and are consistent with City Council's previously adopted six-year capital improvement plans. The most significant capital projects included in this biennial budget are:

- Beaver Lake Park Improvement (\$2.7 million)
- Big Rock Park Improvement (\$2.0 million)
- Issaquah/Fall City Road Improvement (\$24.8 million)
- Continuation of SE 4<sup>th</sup> Street Improvements (\$6.0 million)
- Issaquah/Pine Lake Road Design (\$3.9 million)
- George Davis Creek Fish Passage (\$2.45 million)

<b>Expenditures (with transfers, without ending fund balances)</b>				
Fund #	Fund Name	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
001	General Fund	\$ 80,705,203	\$ 93,718,999	\$ 96,507,767
101	Street Fund	10,992,783	17,070,865	18,348,356
201	Debt Service Fund	1,101,333	1,090,666	1,079,999
301	Gen Govt CIP Fund	11,200,391	4,440,372	3,500,000
302	Parks CIP Fund	27,580,222	18,398,500	16,445,000
340	Transportation CIP Fund	6,017,988	56,879,467	42,270,000
408	Surface Wtr Mgmt Fund	7,533,022	12,209,830	16,634,190
438	Surface Water CIP Fund	3,118,283	8,879,768	6,466,532
501	Equipment Rental/Replacement	492,340	1,131,670	1,235,168
502	Technology Replacement	1,987,096	2,843,350	5,348,250
503	Risk Management Fund	605,361	762,000	797,200
<b>Totals</b>		<b>\$ 151,334,022</b>	<b>\$ 217,425,487</b>	<b>\$ 208,632,462</b>

Ending Fund Balances				
Fund #	Fund Name	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
001	General Fund	\$ 19,733,831	\$ 9,736,784	\$ 8,181,266
101	Street Fund	9,386,723	6,998,337	4,256,115
201	Debt Service Fund	-	-	-
301	Gen Gov't CIP Fund	3,845,399	52,027	665,674
302	Parks CIP Fund	12,170,944	2,892,446	8,529,787
340	Transportation CIP Fund	29,950,798	1,177,651	890,750
408	Surface W/tr Mgmt Fund	2,722,376	1,565,147	1,729,124
438	Surface Water CIP Fund	3,515,224	346,286	4,590,839
501	Equipment Rental/Replacement	1,022,163	786,284	1,084,550
502	Technology Replacement	439,433	199,083	296,175
503	Risk Management Fund	395,941	294,941	278,752
Totals		\$ 83,182,832	\$ 24,048,986	\$ 30,503,032

## Conclusion

The FY2019/20 biennial budget addresses the priorities identified by the City Council as illustrated in the chart below and makes a significant investment in needed organizational capacity as we move toward the future. It does not address every need for which funding was requested but will produce two more years of solid achievement for the City of Sammamish. The City is still engaged in several major plan developments. As those plans are finished the resulting decisions will further shape the need for additional investment at the mid-biennial budget modification.

This has been a turbulent year in City leadership as there has been a major change in the makeup of the City Council and a significant change in senior management at the City. The senior management change resulted in an awkward and somewhat disjointed process in putting the budget together as it has been reviewed and received direction from three different individuals in the City Manager's role. The glue that has held this budget process together is the dedicated and diligent work of Assistant City Manager/Finance Director Aaron Antin and Deputy Finance Director Chris Gianini. I am extremely thankful for their determination, discipline, and attention to detail in putting this budget together. I also want to thank the City's Department Directors in their work in developing and bringing forward their department budgets.

# 2018 COUNCIL PRIORITIES

## TRANSPORTATION

### Road Capacity & Traffic Flow

- Transportation Master Plan
- Concurrency & Impact Fee Updates
- Issaquah-Pine Lake Road Design
- Issaquah-Fall City Road Project
- Sahalee Way Roadway Improvements

### Regional Transportation Coordination

- SR 202 & Sahalee Way Work

### Transit

- Transit Public/Private Partnerships



## ENVIRONMENTAL HEALTH & PROTECTION

### Preserving the Tree Canopy

- Urban Forest Management Plan

### Stormwater Stewardship

- Zackuse Creek Fish Passage
- Sahalee Way Storm Tightline
- George Davis Fish Passage
- Ebright Creek Fish Passage
- Zackuse Basin Plan
- Laughing Jacobs Basin Plan
- Town Center Regional Stormwater Strategy
- Stormwater Stakeholder Partnerships

\* Environmental impacts considered throughout all priorities

## COMMUNICATION & ENGAGEMENT

Accurate, Timely & Accessible

Focus on Public Process & Listening

## HIGH PERFORMING GOVERNMENT

Innovation Culture

Technology Investment

## FINANCIAL SUSTAINABILITY

### Budget Planning

- 2019-2020 Biennial Budget

### Long-term Financial Planning

- Financial Forecast & Modeling
- Revenue Analysis & Monitoring
- Capital Project Funding

\* Financial impacts considered throughout all priorities.

## COMMUNITY LIVABILITY

### Town Center Planning

- Town Center Implementation
- SE 4th Street Improvements (In Town Center)

### Growth Management

- Housing Strategy Plan Update
- Code Update – SMC Titles 19A, 20, 21A
- Comprehensive Plan 2019 Docket & Implementation



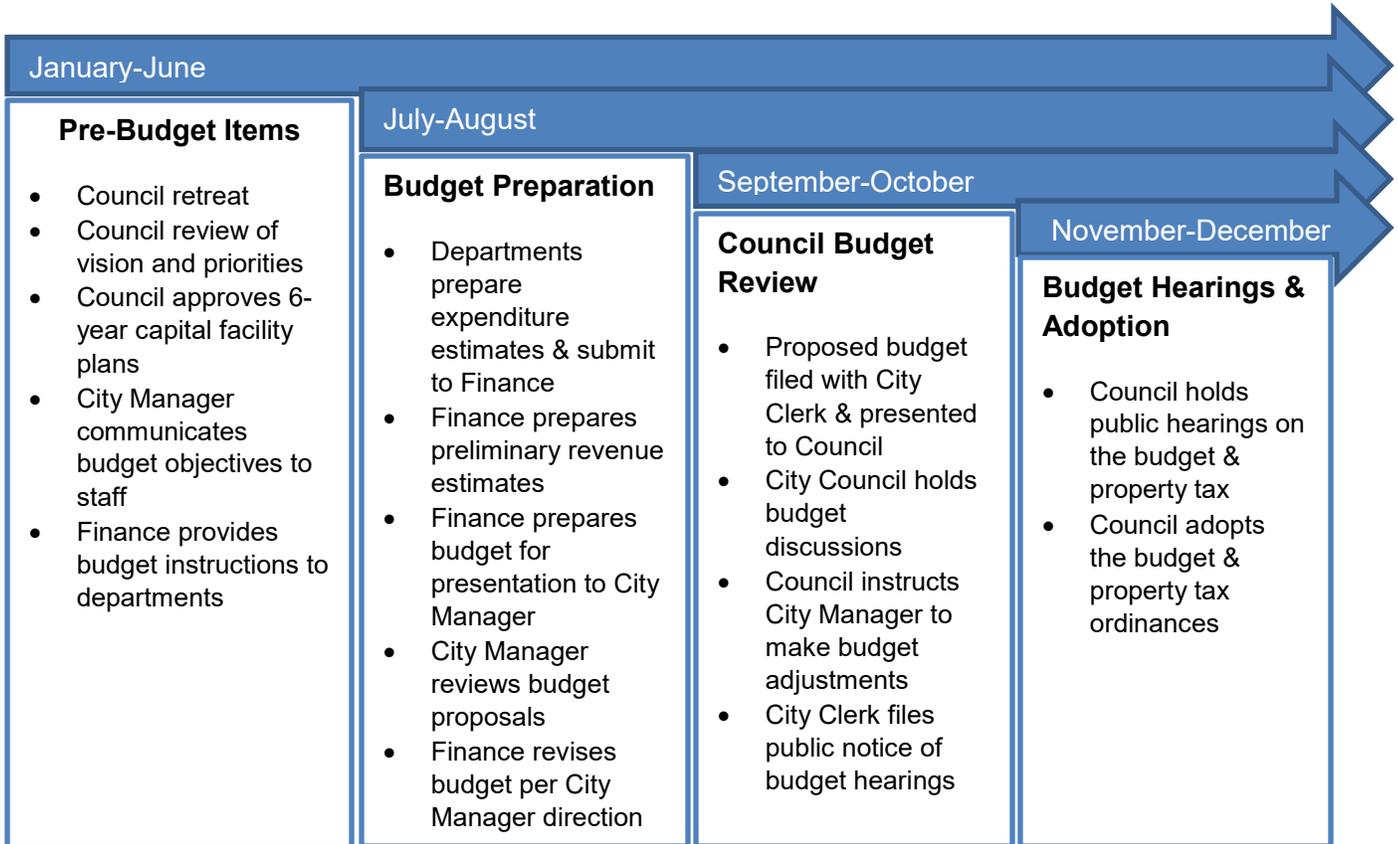
Finally, I want to thank the City Council for the time they spent reviewing, refining, and approving this budget. Such time takes away from family and dedication to the City. This budget is clear in its intent, deeply reflective of the community's priorities and values and directs another confident step toward a bright future for Sammamish.

Respectfully,

Larry Patterson  
Interim City Manager

# **BUDGET PROCESS**

# The Budget Process



## Budget Process

Sammamish prepares a biennial budget following the process and time limits that are required by State law in the Revised Code of Washington (RCW) 35A.34. By law the first year of the biennial budget must be an odd numbered year. Accordingly, the preparation of the biennial budget occurs in the preceding even-numbered year.

### Legal Requirements

- By the first Monday in September a budget call must be sent by the Finance Director to all departments instructing the departments to prepare a detailed estimate of department specific revenues and expenditures and to return the estimates to the Finance Director. The Finance Director is required to provide the proper forms to be filled out by departments in accordance with the requirements and classifications established by the State Auditor. In practice, the city issues the budget call in June to allow sufficient time for budget preparation and discussions with the City Manager and the Finance Director.
- By October 1, the Finance Director must present the proposed preliminary budget to the City Manager. This activity occurs in the July/August timeframe in Sammamish.
- At least 60 days before the ensuing fiscal year the proposed budget must be filed with the City Clerk who then publishes a public notice that the budget is available along with the dates of budget hearings. By this same date the budget document along with a written explanation of the budget and recommendations must be presented to the City Council by the City Manager. The City's practice is to undertake these activities in late September or early October to allow enough time for Council Study Sessions and citizen input at the budget hearings.
- The City Council must adopt the budget by ordinance prior to January 1<sup>st</sup> of the first year of the biennium.
- A mid-biennial review of the budget is required within the last four months of the first year of the biennium. Any modifications to total fund revenues or expenditures deemed necessary during the mid-biennial review must be adopted by ordinance.

### Budget Preparation Activities

Aside from the legal requirements above, preparing a responsible budget involves a wide range of participants and activities.

- The City Council meets early in the year to establish overall city priorities and spends the next few months reviewing and discussing these priorities with the City Manager.
- Citizens and city commissions provide input to the Council regarding items they would like included in or excluded from the budget.
- The City Manager shares the Council direction with the department directors, provides guidelines for budget preparation, reviews and revises department budget proposals, formulates the budget message and presents the budget to the Council.
- The Finance Department evaluates and reports the City's financial condition to the City Manager and the Council, forecasts revenues, calculates personnel costs and other fixed costs.
- City departments prepare detailed expenditure estimates for ongoing and new programs and attend Council meetings to explain their budget requests.

### Amending the Budget

The City Council adopts the budget by ordinance at the fund level. Any revisions that subsequently alter the total revenues or expenditures of a fund require adoption by ordinance. By city practice, any revisions which transfer expenditure budgets among departments in the same fund are approved by the City Council but do not require an ordinance. The City Manager and the Finance Director are authorized to transfer budget amounts between account numbers within departments.

## Budgeting, Accounting, and Reporting System

The City's financial structure is consistent with Washington State's required Budgeting, Accounting, and Reporting System (BARS). This system provides a uniform chart of accounts for all Washington State local governments and provides useful comparative data to the state regarding local spending. It also provides comparative data for peer to peer comparisons for management and investors.

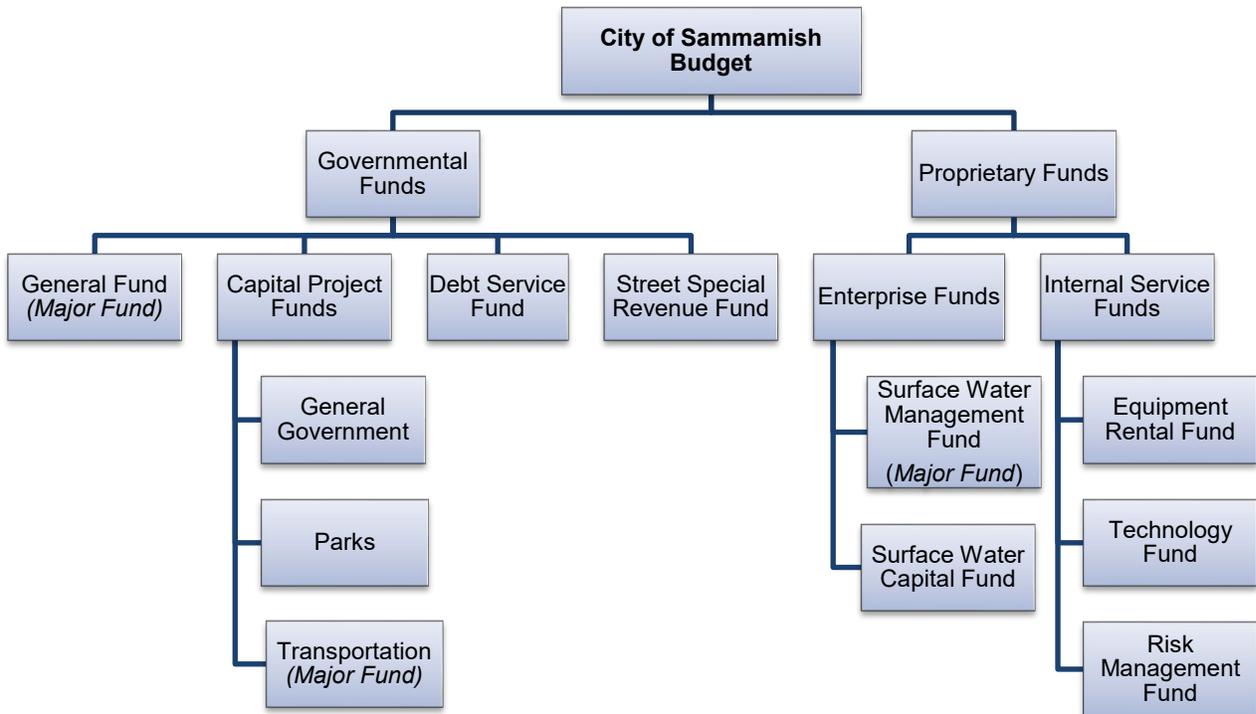
## Budget Fund Structure

The city budget is composed of 11 separate appropriated funds, which are each independently balanced. Revenues and beginning fund balances must equal expenditures and ending fund balances. There are no unbudgeted funds. The city's budget is divided into two primary sections, governmental funds and proprietary funds. Within each of these primary sections there are operating funds and capital funds.

Governmental funds include the General Fund, the Street Fund, the Debt Service Fund and 3 capital project funds for general government projects, park projects, and transportation projects. Governmental funds are generally supported by taxes, fees and charges, and contributions from other governments. They provide services such as police, fire, development activities, street maintenance, parks, and administrative functions.

Proprietary funds are further divided into enterprise funds that provide services to those outside of the government and internal service funds that provide services to other funds of the city. Services provided by proprietary funds are self-supporting with fees paid by users of their services.

### GUIDE TO SAMMAMISH'S BUDGET - ORGANIZATION OF FUNDS



## Fund Descriptions

### Governmental Funds

#### Major Governmental Funds

General Fund - Sammamish's General Fund is one of three funds to qualify as a major fund for budget purposes. A major fund is any budgeted fund that represents more than 10% of the total appropriated revenues or expenditures. The General Fund budget covers all transactions of the city that pertain to its general administration and the services traditionally provided to its citizens. This includes law enforcement, legal services, fire and emergency services, community development, recreation, public works administration and engineering, facility maintenance, finance, and city administration. The General Fund also transfers money to other city funds for capital and maintenance activities. General Fund expenditures are paid for primarily with taxes, development fees and charges, and contributions or grants from other governments.

Transportation Capital Project Fund – This fund was established to fund and track the construction of projects approved in the city's 6-year transportation capital improvement plan. This plan sets forth major projects and improvements needed in the area of streets, sidewalks, signals, and intersections. Funding sources include General Fund transfers, real estate excise taxes on the sale of property, transportation impact fees on new construction, investment interest, and state and federal grants.

#### Non-major Governmental Funds

Street Fund – The Street Fund is a special revenue fund required by Washington State law and was established to provide efficient and safe movement of motor vehicles, bicyclists, and pedestrians and to conveniently connect Sammamish to the surrounding areas. Street maintenance activities such as sweeping; snow plowing; street landscape upkeep; patching and resurfacing roadways; and keeping signals and street signage in good condition are budgeted in this fund. Funding sources include a State shared tax on motor vehicle fuels, and transfers from the General Fund.

Debt Service Fund – This fund accumulates money through transfers from other funds for the payment of principal and interest on the city's general obligation debt. The transfers from other funds are based on which fund used the debt proceeds to build capital assets.

General Government Capital Project Fund – Construction and purchase of capital improvements benefitting the city as a whole is the purpose of this fund. Money to pay for the activities in this fund comes from transfers from the General Fund, bond sales, loans or grants from other governments, and investment interest.

Parks Capital Project Fund – This fund supports the acquisition and development of park capital improvement projects identified in the city's 6 year parks capital improvement plan. Revenues are received from General Fund transfers, real estate excise taxes on the sale of property, impact fees on new construction, state and federal grants, investment interest, and a county tax levy for parks.

### Proprietary Funds

#### Major Enterprise Fund

Surface Water Management Fund – This is a utility operating fund created to manage the conveyance, detention, and treatment of surface and storm water in the city. Adequate drainage to protect property and reduction of water pollution are two of its primary goals. Sammamish includes several lakes used for recreation and fishing which require monitoring and action to protect their integrity. Residents are billed an annual surface water fee to provide much of the financing for this fund. Other sources of money for surface water activities are grants and investment interest.

### Non-Major Enterprise Fund

Surface Water Capital Fund – Acquiring funding for and building facilities for the surface water utility system is the purpose of this fund. Revenues are received from charges to developers building in the city that will add to the surface water runoff, transfers from the Surface Water Management fund, and state and federal grants and loans. The system capacity is also increased by surface water detention and conveyance systems built by developers and contributed to the city. Examples of surface water facilities that may be built or contributed to the city are detention ponds, stream restoration, and surface water culverts. Growth and federal water quality standards and regulations require improvement and expansion of the city’s surface water system capital infrastructure.

### Non-Major Internal Service Funds

Equipment Rental and Replacement Fund – The budget in this fund is for the maintenance and replacement of city vehicles and rolling stock equipment such as backhoes, gators, and trailers. The department to which the vehicle or equipment is assigned pays scheduled maintenance and replacement fees to the fund. The scheduled fees are reviewed and revised at each budget cycle based on actual maintenance cost history and updated projected replacement costs.

Technology Replacement Fund – This fund provides for city-wide network communications, electronics, and information systems. The information technology staff is responsible for maintaining the computer information systems, strategic information technology planning, user and application support. Funding is provided by transfers from the General Fund and the Surface Water Management Fund.

Risk Management Fund – The budget in the city’s Risk Management Fund covers insurance premiums, claims settlements, self-insured unemployment claims and administration of a risk management and safety program. Transfers from the General Fund and the Surface Water Management Fund support these risk management activities.

### Operating & Capital Funds Used By Departments/Divisions

Department/Division	Major Funds			Non-Major Funds			
	General Fund	Transp. Capital Fund	Surface Water Mgmt. Fund	Street Fund	Gen. Govt. Capital Fund	Parks Capital Fund	Surface Water Cap. Fund
Administrative Svcs.	X						
Building Division-CD	X						
City Clerk	X						
City Council	X						
City Manager	X						
Emergency Management	X						
Facilities	X						
Finance	X				X		
Fire	X						
Park Administration	X					X	
Park Maintenance	X						
Park Planning	X					X	
Park Recreation	X						
Permit Center-CD	X						
Planning-CD	X						
Police	X						
Public Works Admin.	X	X	X	X			X
Public Works Eng.	X	X	X	X	X		X
Public Works Mntnce.			X	X			

## Budgetary Basis

The City must adopt a balanced budget by Washington State law. Each of the funds budgeted must independently balance, meaning total revenues must equal total expenditures within each fund. Total revenues include beginning fund balances and total expenditures include ending fund balances. The equation could then be shown as:

$$\text{Beginning fund balance} + \text{revenues} = \text{Ending fund balance} + \text{expenditures}$$

Budget projections for revenues and expenditures are prepared on the modified accrual basis for all funds. The City's audited financial statements are prepared in accordance with Government Accounting Standards Board (GASB) Statement #34 which differs, in some cases, from the modified accrual basis (see description in the following Accounting and Reporting Basis section).

Under the modified accrual basis, revenues earned during the fiscal year are recognized when they are both measurable and available. "Measurable" means the amount of the transaction can be reasonably determined. "Available" means collectible within the fiscal year or soon enough thereafter to pay for expenditures incurred during the fiscal year. Sammamish has determined the available period to be within 60 days of the end of the fiscal year. Expenditures are recognized when the related obligations (goods have been purchased or services have been received) are incurred. Two exceptions are accrued employee leave and long-term debt which are recognized when due.

Revenue budgets are prepared at the line-item or source of revenue level (e.g. plumbing permits, park user fees, property taxes, etc.). General government operating revenues are summarized by revenue type (e.g. taxes, licenses and permits, charges for services, etc.) and across funds. Major revenue sources and trends are highlighted in the executive summary section.

Expenditure budgets, like revenues, are prepared at the line-item or object of expenditure level (e.g. salaries and wages, office supplies, professional services, etc.). Summary totals are provided for object groups (e.g. personnel, supplies, services and charges, capital outlay, etc.). Subtotals are provided by organizational units (divisions) within each department which represent costs by function. The financial overview page contained within each department section provides summary level financial data for comparative years.

## Accounting and Reporting Basis

The financial statements are prepared in accordance with generally accepted accounting principles (GAAP) for governments. Generally accepted accounting principles are uniform standards and guidelines for financial accounting and reporting. Reporting in accordance with GAAP assures that financial reports of all state and local governments contain the same types of financial statements and disclosures, for the same categories of funds and activities, based on the same measurement and classification criteria.

Governmental funds are reported on two different basis of accounting under GASB 34. The entity-wide statements are reported on the accrual basis similar to private business. Under this method of accounting and reporting all revenues are recognized when earned, regardless of when they are received and all expenses are recognized when they are incurred. The individual governmental fund statements are reported on the modified accrual basis as described in the Budgetary Basis section. The Street Fund is budgeted as a separate fund as required by Washington state law but is combined with the General Fund for financial reporting purposes as required by GAAP.

The proprietary funds are reported on the accrual basis of accounting in both the entity-wide statements and the individual fund statements.

Unlike the accrual basis, the modified accrual basis used for budgeting all funds recognizes:

- Long term debt proceeds as revenue
- Capital outlays and debt service principal payments as expenditures

- No expenditure for depreciation of capital assets
- No expenditure for earned but unpaid employee leave accruals
- No expenditure adjustment for actuarial changes in long-term pension costs

## **Financial Policies**

A primary responsibility of the City is the care of public funds and the wise management of city finances to provide adequate funding for desired services and maintenance of city facilities.

It shall be the goal of the City to achieve a strong financial condition with the ability to:

- Provide quality, responsive community services in a cost efficient manner.
- Provide an appropriate level of police, fire and other protective services.
- Build the type and number of transportation and recreation capital improvement projects desired by the residents.
- Maintain capital assets including streets, parks, and buildings in very good condition.
- Maintain vehicles and equipment to achieve their longest reasonable useful lives.
- Develop a proactive and desirable parks and recreation program.
- Participate in regional initiatives for transportation, protection of the natural environment, and water quality.
- Adopt conservative borrowing practices.
- Plan and coordinate responsible community development and growth.
- Promote a strong community communication network and effective working relations with citizens.

The financial health of the City of Sammamish is dependent upon establishing and following sound financial policies. These financial policies address accounting, the operating budget, revenues, expenditures, capital assets, capital improvements, debt, reserves, and investments.

## **Accounting, Financial Reporting and Auditing Policies**

The City of Sammamish will maintain the highest standard of accounting practices in conformance with generally accepted accounting principles, the State of Washington Budgeting, Accounting and Reporting System, and federal, state, and local laws.

- A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.
- The City will meet the financial reporting standards set by the Governmental Accounting Standards Board.
- Full disclosure will be provided in all city financial reports and bond representations.
- An annual audit will be performed by the State Auditor's Office as required by state law.
- A timely annual financial report will be filed that meets the requirements of the State Auditor's Office.

## **Operating Budget Policies**

The city budget is the central financial planning document that encompasses all operating revenue and expenditure decisions. It establishes the levels of service to be provided by each department with the anticipated city revenues.

- The City will maintain a budgetary control system to ensure compliance with the budget and prepare monthly reports comparing actual revenues and expenditures to budgeted amounts. The comparative reports will be published quarterly.
- The City Council will establish municipal service levels and priorities for the ensuing biennium prior to and during the development of the budget. The City Manager will incorporate the Council's objectives and priorities into the City's budget proposal.
- The City will budget for adequate maintenance and timely replacement of capital assets and provide for maintenance schedules to ensure that each facility is maintained to maximize its useful life.

- The City will project capital expenditures annually for the next six years. The six-year transportation plan will be approved by the City Council annually as required by state law. Capital projections will include estimated operating costs of future capital improvements included in the capital improvement budget.
- The City will strive to pay competitive salaries and benefits and provide a quality work environment to attract and retain quality, experienced, dedicated employees.
- The city shall prepare a concise summary and guide to key issues and aspects of the operating and capital components of the budget for the education and involvement of the public.
- The City should prepare financial, service and program performance measures as an important component of decision-making and incorporate them into governmental budgeting.
- An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to ensure sound management, internal controls, and legal compliance.

## Revenue and Expenditure Policies

- Revenue forecasts will assess the full spectrum of resources that can be allocated for public services. The revenue system will be diversified to protect it from short-run fluctuations in any one revenue source. Should an economic downturn develop which could result in revenue shortfalls or fewer available resources, the City will immediately make adjustments in anticipated expenditures to compensate. Revenue sources will be periodically reviewed for fairness and equitable impact.
- State and federal funds may be used, but only when the City can be assured that the total costs and requirements of accepting funds are known and will not adversely impact the city's General Fund. Future impacts on the budget will be considered in all grant requests.
- The City will annually review all fees for licenses, permits, fines, and other miscellaneous charges as part of the budget process. The full cost of providing a service should be calculated in order to provide a basis for setting the charge or fee. Full cost incorporates direct and indirect costs, including operations and maintenance, overhead, and charges for the use of capital facilities. Other factors for fee or charge adjustments may include the impact of inflation, other cost increases, the adequacy of the coverage of costs, and current competitive rates.
- Deficit financing and borrowing will not be used to support on-going city services and operations.
- Expenditures will be reduced to conform to the long-term revenue forecast. Interfund loans are permissible to cover temporary gaps in cash flow, but only when supported by a well-documented repayment schedule of short duration.
- High priority will be given to expenditures that will reduce future operating costs, such as increased use of technology and equipment and prudent business methods.
- If expenditure reductions are necessary, complete elimination of a specific service is preferable to lowering the quality of programs provided.
- Before the City enters into any agreements that would create fixed ongoing expenditures, the cost implications of such agreements will be fully determined for current and future years.
- Organizations that are not part of the City, but which receive funding from the City, shall not have their appropriation carried forward from year to year unless expressly authorized and directed by City Council. Annual review and reauthorization of funding is required.
- All externally mandated services for which full or partial funding is available will be fully costed out to allow for reimbursement of expenditures. The estimated direct costs of service will be budgeted in the fund performing the service.

## Capital Asset Policies

The City Council has adopted policies to establish control over and safeguard capital assets.

- A capital asset is a tangible or intangible asset having an expected life of more than one year and costing more than \$5,000.
- The Finance Department will establish and maintain a capital asset system and conduct or oversee an annual inventory of machinery, equipment, and software.

- All capital assets will be tagged with a uniquely numbered city asset tag identifying the asset as belonging to the City of Sammamish.
- The City Manager has the authority to dispose of capital assets with a value of \$10,000 or less. Disposition of assets with a value over \$10,000 must be approved by the City Council.
- The Finance Department shall be notified immediately upon the discovery of the disappearance or theft of a city asset. A police report must be filed and the disappearance reported to the State Auditor as required by state law.
- The City will project its equipment costs (e.g. vehicle replacement and maintenance needs for the next several years) and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed. The intent of the maintenance program shall be to maintain all city equipment at an adequate level to protect the City's capital investment and to minimize future maintenance and replacement costs.

## Capital Improvement Policies

- The City of Sammamish shall establish as a primary fiscal responsibility the preservation, maintenance and improvement of the City's capital facilities. Proper planning and implementation of sound capital policies avoids fiscal emergencies and unplanned costs in the future.
- A comprehensive multi-year plan for capital improvements will be prepared and updated biennially.
- A biennial capital improvement budget will be developed and adopted by the City Council as part of the city budget.
- Financial analysis of funding sources will be conducted for all proposed capital improvement projects.
- Although the City will generally finance projects on a pay-as-you-go basis, Council may conclude that the most equitable way of financing a project that benefits the entire community will be debt financing to provide capital improvements or services in a timely manner.
- New development shall pay its fair share of the capital improvements that are necessary to serve the development as system development charges, impact fees and mitigation fees.
- The capital improvement program shall be consistent with the capital facilities element of the City's comprehensive plan.
- Capital projects shall be financed to the greatest extent possible through user fees and benefit districts when direct benefit to users results from construction of the project.

## Debt Management Policies

The success of the City in funding capital projects and improvements is dependent upon sound financial planning objectives and implementation strategies. Issuing debt and the amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

- Long-term borrowing will be confined to capital improvements or similar projects with an extended life which cannot be financed from current revenues or reserves.
- Debt payments shall not extend beyond the estimated useful life of the project being financed. The City will keep the average maturity of general obligation bonds at or below twenty years.
- The City will maintain good communications with bond rating agencies concerning its financial condition, and will take all reasonable measures to ensure an excellent bond rating.
- The City will not use lease purchases, except in the case of extreme financial emergency, with specific approval of the City Council. If lease purchasing is approved by Council, the useful life of the item must be equal to or greater than the length of the lease. No lease purchases will be approved by the City Council beyond a five-year lease.
- The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs.
- Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All short-term borrowing will

- be subject to Council approval by ordinance or resolution, and will bear interest at prevailing rates.
- Where possible, the City will use special assessment revenue, or other self-supporting bonds instead of general obligation bonds.
  - The City will use refunding bonds where appropriate when restructuring its current outstanding debt.
  - *General Obligation Bonds (Voted)*
    - Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
    - Before general obligation bond propositions are placed before the voters, the capital project under consideration should be included as part of the capital improvement program.
  - *Limited Tax General Obligation Bonds (Non-voted)*
    - Prior to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been exhausted.
    - Limited tax general obligation bonds should only be issued under certain conditions:
      - A project in progress requires monies not available from alternative sources, and/or
      - Matching fund monies are available which may be lost if not applied for in a timely manner, or
      - A catastrophic condition occurs.
  - *The Finance Department will:*
    - Establish close teamwork among the Finance Department and administration, bond counsel and the managing underwriter to effectively plan and fund the City's capital projects.
    - Conduct advance financial planning for the City's capital projects and examine alternative ways of financing projects to ensure the City is providing proper and timely solutions to funding capital projects.
    - Prepare a standard process for planning and establishing debt financing for capital projects which clearly defines: a.) the timing for debt financing, b.) the role of the various participants in the financing process and c.) steps in the process, which need to be completed to achieve successful, project funding.
    - Develop an efficient and cost effective mechanism and approach for establishing local improvement district financing.
    - Determine the most practicable and cost effective ways of providing interim financing for city capital projects.
    - Establish the most stable and favorable financial, economic and political environment for the City to provide the most attractive credit rating for financing the City's larger capital projects.
    - Obtain the most competitive pricing on debt issues and broker commissions to ensure a favorable value to the City's customers.

## Reserve and Fund Balance Policies

Sufficient fund balances and reserve levels are a critical component of the City's financial management policies and a key factor in the measurement of the City's financial strategies for external financing.

- The City will maintain an adequate fund balance for each fund to ensure sufficient resources for cash flow and to mitigate revenue shortages or emergencies.
- Prudent use of reserve funds will enable the City to defray future costs, take advantage of matching grant funds and provide the City with the ability to exercise flexible financial planning in developing future capital projects.
- Fund balances will be used in the following order: restricted, committed, assigned, unassigned. (Definitions may be found in the glossary.)
- The minimum fund balance will be attained and maintained through prudent management of expenditures, revenue management and/or contributions from the general fund.
- The City will maintain reserves required by law, ordinance and/or bond covenants to ensure service levels, stability and to protect against economic downturns and emergencies.
  - The Council has passed an ordinance setting a general fund reserve balance of no less than 10% of annually budgeted general fund operating revenues.
  - As part of the 2017 stormwater rate study, the Council has set a goal of 120 to 150 days of operating reserves in the Surface Water Management Fund at year end and reserves equaling 1% of the cost of the stormwater utility's total assets in the Surface Water Capital Fund.
  - Vehicle replacement, technology, and risk management funds may be considered part of the City's fiscal

reserves.

- Restrictions of fund reserves will be judged as to their adequacy in terms of projected needs.
- The City will appropriate funds to the Equipment Rental and Replacement Fund biennially to provide for the maintenance and timely replacement of equipment. The reserve portion will be maintained in an amount adequate to finance the replacement of equipment. The replacement of equipment will be based upon either an adopted equipment replacement schedule or on an as needed basis.
- The City will appropriate funds to the Technology Replacement Fund biennially for the facilitation of information processing, computer hardware and software needs and replacement or upgrading of obsolete or deficient items.
- The City will appropriate funds to the Risk Management Fund biennially for the purpose of centralizing and tracking all insurance premiums, deductible payments, unemployment, and any other costs related to risk management.

## Investment Policies and Cash Management

Careful financial control of the City's daily operations is an important part of the City's overall fiscal management practices. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient revenues are available to meet the current expenditures of any operating period.

- The City shall manage and invest its idle cash on a continuous basis in accordance with the City Council's adopted investment policies and within guidelines established by the Washington State statutes based upon the following order of priorities: 1) Legality, 2) Safety, 3) Liquidity, 4) Yield.
- The City shall maintain a cash management program which includes collection of accounts receivable, disbursement of funds, and prudent investment of its available cash.
- As permitted by law and city ordinances and to maximize the effective investment of assets, all funds not needed for general obligations may be pooled into one account for investment purposes. The income derived from this account will be distributed to the various funds based on their average balances on a periodic basis. Proceeds of bond issues shall not be pooled with other assets of the City but shall be invested as provided by applicable bond ordinances.
- The Finance Director shall periodically furnish the City Manager and City Council with a report that will include the amount of interest earned to date. An annual report will be provided which will summarize investment activity for the year and will give the rate of return for the year.
- State and local laws require an annual audit of the financial records of the City. That audit will include a review of all investment activity for the year to review compliance with these investment procedures.
- Sufficient cash shall be maintained to provide adequate funds for current operating expenditures.
- The City will select its official banking institution through a formal bidding process to provide the City with the most comprehensive, flexible and cost effective banking service available.

## Long Term Debt Capacity

Washington State law provides a maximum debt limit for general obligations. There are three types of limits on general debt capacity applicable to the City.

1. The first limit is on the amount of general obligation debt that can be incurred without a vote of the people (Council manic debt). For this type of debt, a city is limited to 1.5% of its assessed value. For the tax year 2019, this limit is \$282,709,756.
2. The second statutory limit is the amount of general obligation debt a city may incur for general governmental purposes with the vote of the people (voted debt). The amount of voted debt allowed is reduced by the amount of Council manic debt described above. The limit of voted and Council manic debt combined is 2.5% of the assessed value. For tax year 2019, this limit is \$471,182,927.
3. The third limit allows a city to incur general obligation debt of up to an additional 2.5% of its assessed value for bond issues approved by the voters for the purpose of parks and open space development. The two 2.5% limits provide an overall voted limit of 5% of assessed value, or \$942,365,854. Voter-approved measures require a favorable vote of 60% or more of the voters in order to proceed with such debt financing.

The City of Sammamish has one Public Works Trust Fund loan for transportation outstanding as of December 31, 2018 in the amount of \$1,600,000.

## Legal Debt Margin

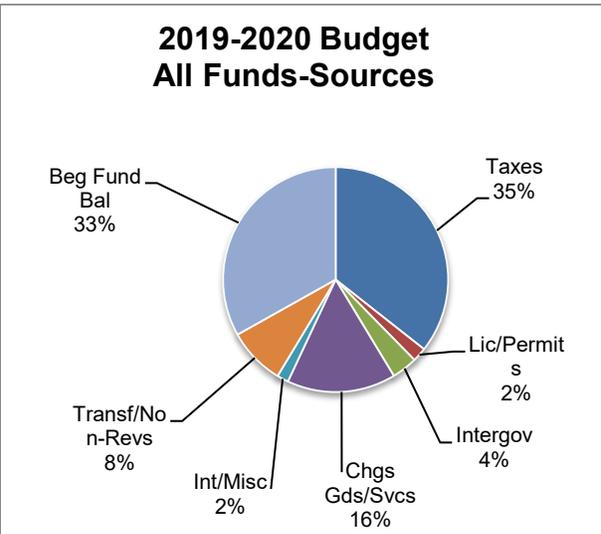
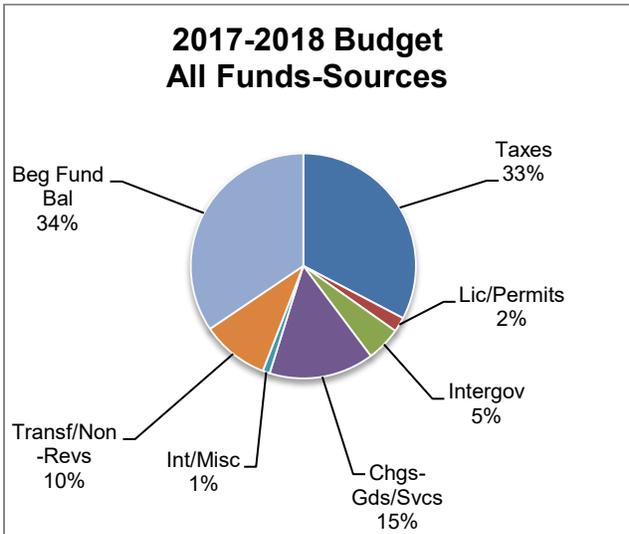
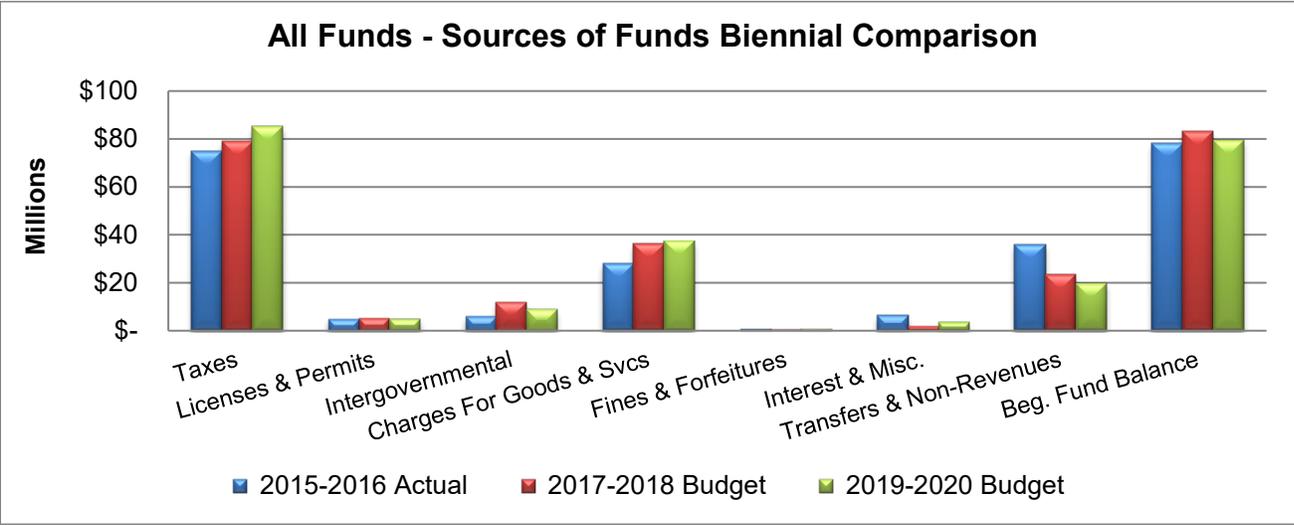
	2015	2016	2017	2018	2019	2020 (est)
Debt limit (in thousands)	\$558,885	\$686,716	\$724,368	\$832,381	\$942,366	\$1,032,000
Net debt applicable to limit	\$ 3,200	\$ 2,667	\$ 2,133	\$ 1,600	\$ 1,067	\$ 533
Legal debt margin (in thousands)	\$555,685	\$684,049	\$722,235	\$830,781	\$941,299	\$1,031,500

# **EXECUTIVE SUMMARY**

### ALL FUNDS - SOURCES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 78,094,674	\$ 83,188,463	\$ 79,240,328
Taxes	\$ 74,756,909	\$ 78,940,000	\$ 85,180,000
Licenses & Permits	4,848,025	5,106,000	4,882,000
Intergovernmental	5,838,498	12,005,700	8,814,113
Charges for Services	28,072,206	36,368,500	37,359,250
Fines & Forfeits	684,984	558,900	647,000
Interest & Miscellaneous	6,223,465	1,910,372	3,313,704
Transfers & Non-revenues	35,998,081	23,396,538	19,699,099
<b>Total Revenues</b>	<b>\$ 156,422,168</b>	<b>\$ 158,286,010</b>	<b>\$ 159,895,166</b>
<b>Total Fund (with BFB)</b>	<b>\$ 234,516,842</b>	<b>\$ 241,474,473</b>	<b>\$ 239,135,494</b>

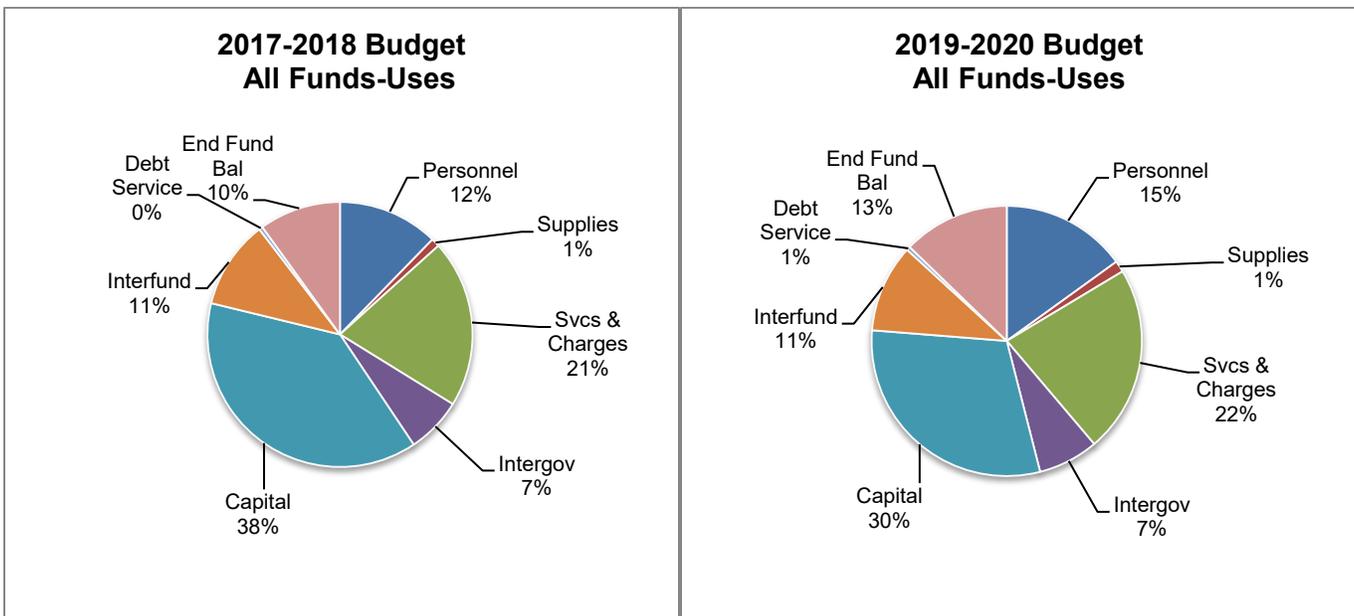
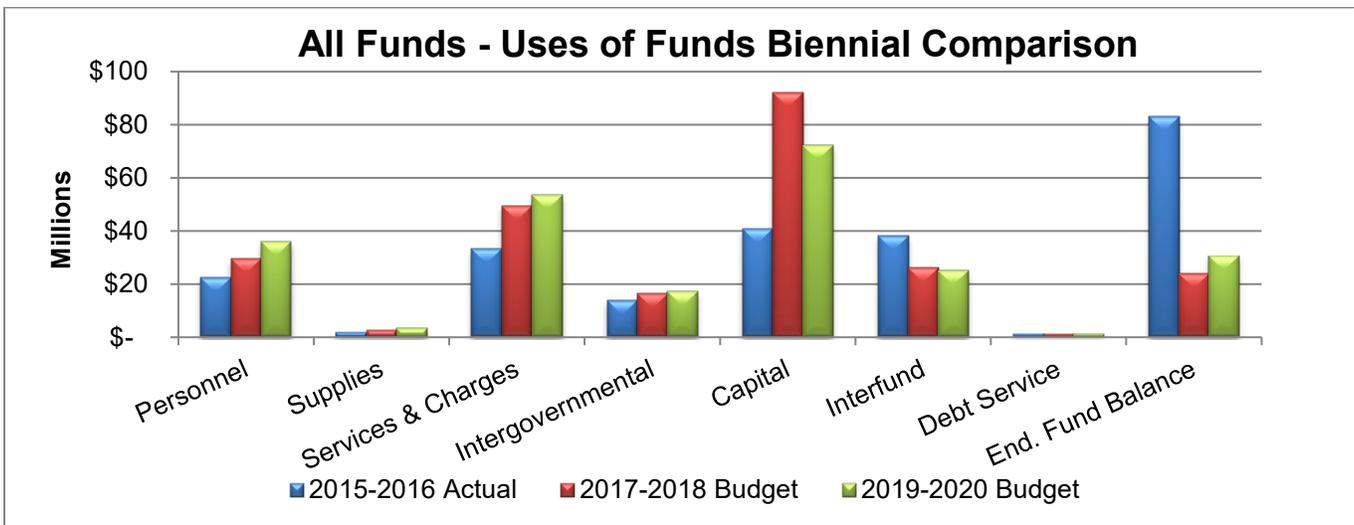
Property, sales, and real estate excise taxes are projected to increase due to new construction and an active real estate market. Capital grants are expected to be less in the 2019/2020 biennium. Higher interest rates and increased developer contribution fees bumped up revenues in the interest and miscellaneous category. Reduced transfers will be made to capital funds.



## ALL FUNDS - USES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 22,326,801	\$ 29,652,040	\$ 35,941,470
Supplies	1,964,095	2,513,440	3,240,314
Services & Charges	33,165,111	49,474,202	53,624,905
Intergovernmental	13,983,444	16,448,841	17,258,191
Capital	40,661,539	92,188,467	72,306,009
Interfund	38,131,699	26,057,831	25,181,574
Debt Service	1,101,333	1,090,666	1,079,999
<b>Total Expenditures</b>	<b>\$ 151,334,022</b>	<b>\$ 217,425,487</b>	<b>\$ 208,632,462</b>
Ending Fund Balance	83,182,820	24,048,986	30,503,032
<b>Total with EFB</b>	<b>\$ 234,516,842</b>	<b>\$ 241,474,473</b>	<b>\$ 239,135,494</b>

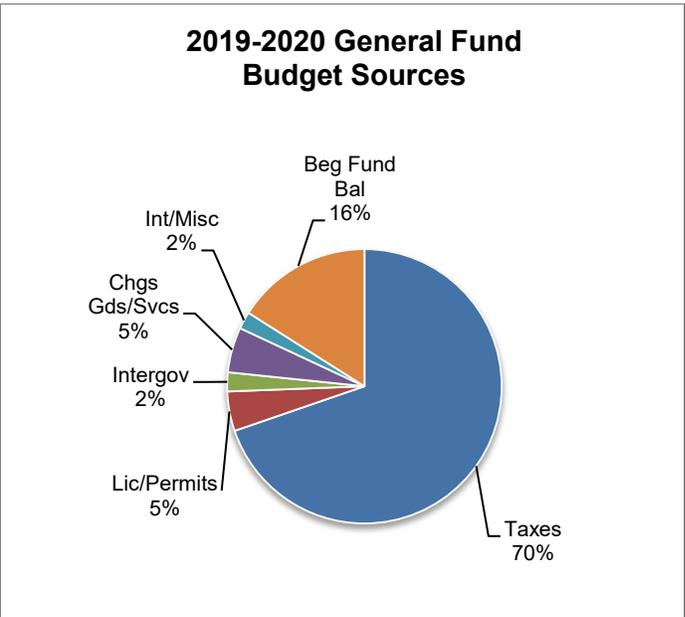
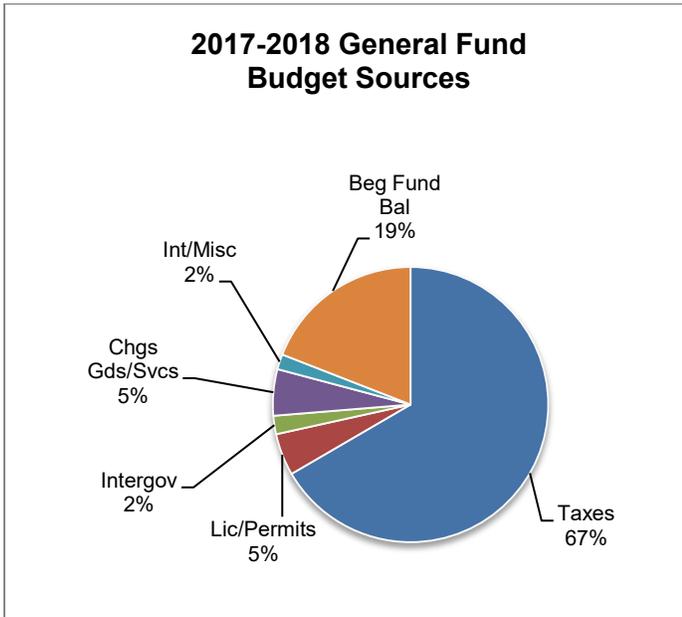
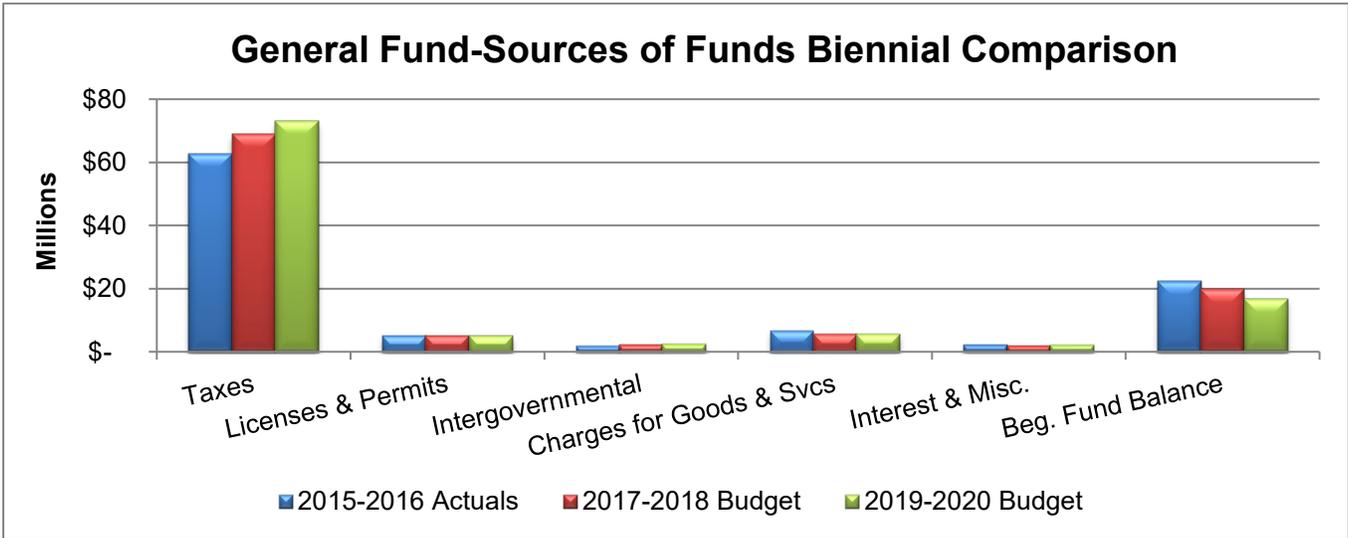
The 2019-2020 budget includes 16.5 new positions. The new positions bring some contracted services in-house, expand technology to address past deficiencies, manage capital projects, and meet stormwater maintenance requirements. The services and charges category includes increases to Police and Fire contracts, stormwater, and technology services.



## GENERAL FUND - SOURCES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 22,194,298	\$ 19,733,831	\$ 16,759,790
Taxes	\$ 62,708,026	\$ 68,900,000	\$ 73,000,000
Licenses & Permits	4,848,025	5,106,000	4,882,000
Intergovernmental	1,927,643	2,236,400	2,345,763
Charges for Services	6,696,208	5,640,700	5,574,600
Interest & Miscellaneous	2,064,824	1,838,852	2,126,880
<b>Total Revenues</b>	<b>\$ 78,244,726</b>	<b>\$ 83,721,952</b>	<b>\$ 87,929,243</b>
<b>Total Fund (with BFB)</b>	<b>\$ 100,439,024</b>	<b>\$ 103,455,783</b>	<b>\$ 104,689,033</b>

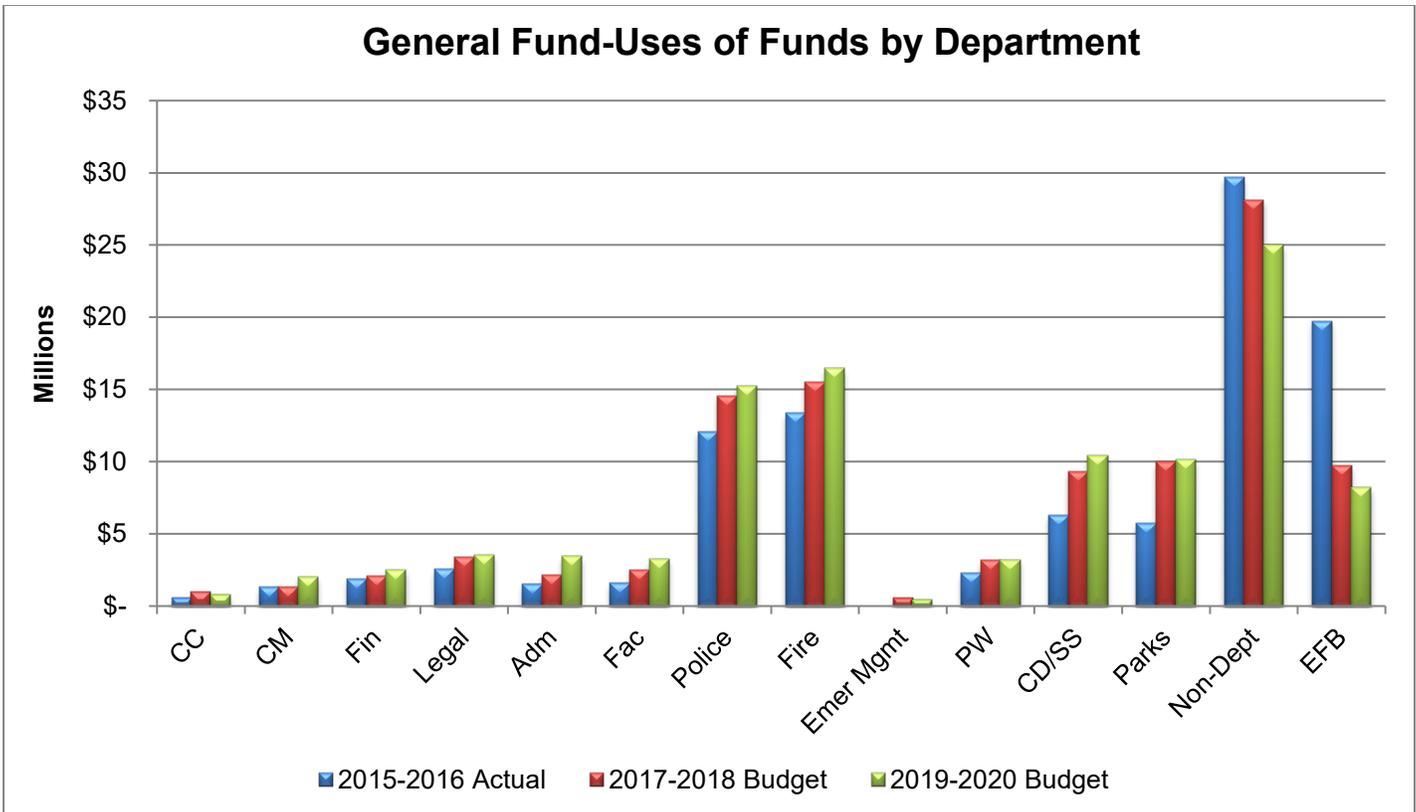
Property taxes are projected to increase \$2.4 million due to new construction. Growth is expected to increase sales taxes by \$1.7 million. Permit revenues and charges for services, primarily related to development, are expected to remain stable.



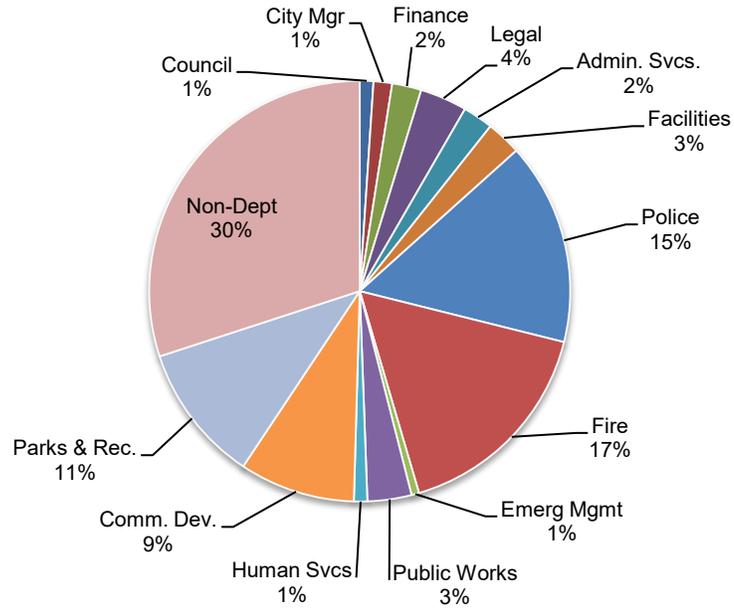
## GENERAL FUND – USES OF FUNDS BY DEPARTMENT

Function	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
City Council	\$ 578,229	\$ 980,900	\$ 794,600
City Manager	1,320,340	1,336,900	2,020,250
Finance	1,889,801	2,105,850	2,522,490
Legal Services	2,567,876	3,389,640	3,542,850
Administrative Services	1,520,938	2,181,400	3,433,850
Facilities	1,582,266	2,519,250	3,266,080
Police Services	12,064,731	14,564,540	15,258,440
Fire Services	13,346,703	15,522,511	16,462,500
Emergency Management	-	545,600	449,000
Public Works	2,289,118	3,169,700	3,187,260
Social & Human Services	397,958	962,800	1,021,090
Community Development	5,890,856	8,331,250	9,420,860
Parks & Recreation	7,570,048	9,975,390	10,134,765
Non-Departmental	29,686,339	28,133,268	24,993,732
<b>Total Expenditures</b>	<b>\$ 80,705,203</b>	<b>\$ 93,718,999</b>	<b>\$ 96,507,767</b>
Ending Fund Balance	19,733,821	9,736,784	8,181,266
<b>Total Fund (with EFB)</b>	<b>\$ 100,439,024</b>	<b>\$ 103,455,783</b>	<b>\$ 104,689,033</b>

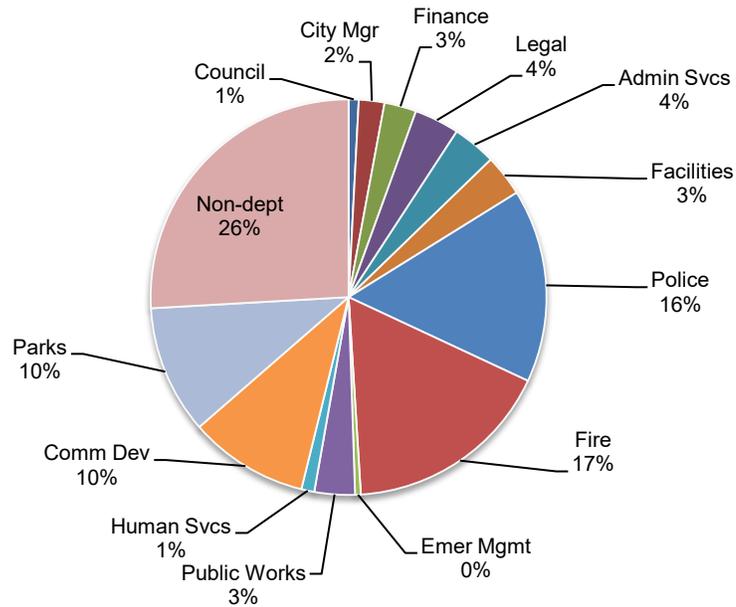
Non-departmental costs declined about 11% with a reduction in transfers to the transportation capital fund. The remaining functions increased about 9% overall led by the Police and Fire services contracts. A total of 5 ½ new positions were added in the City Manager, Finance, Facilities, Parks, and Community Development departments to keep pace with growth and provide support services. One-time costs to design and implement a comprehensive records management system increased the 2019-2020 budget of the Administrative Services department. The City Council budget decreased due to the reorganization of the communication function to the City Manager's office.



### 2017-2018 General Fund Budget by Department



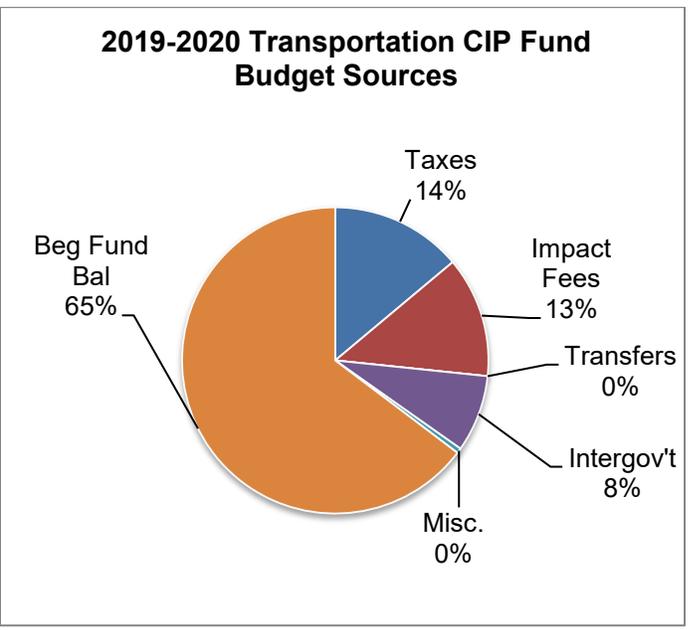
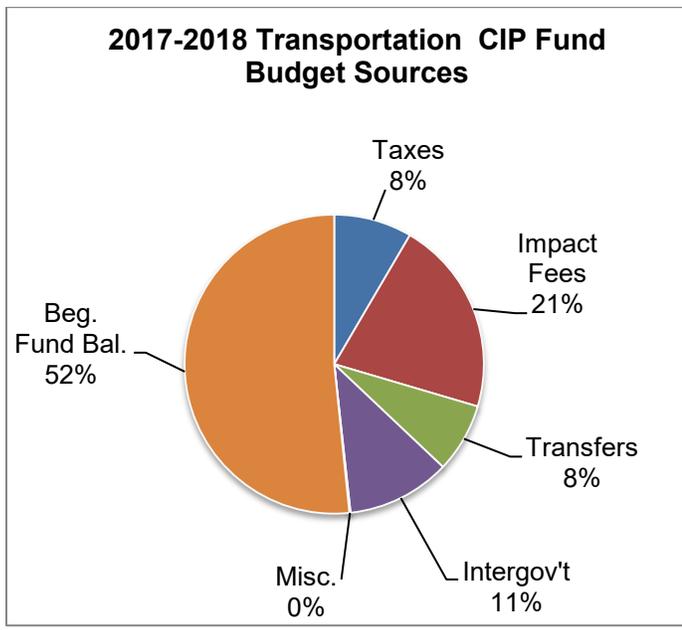
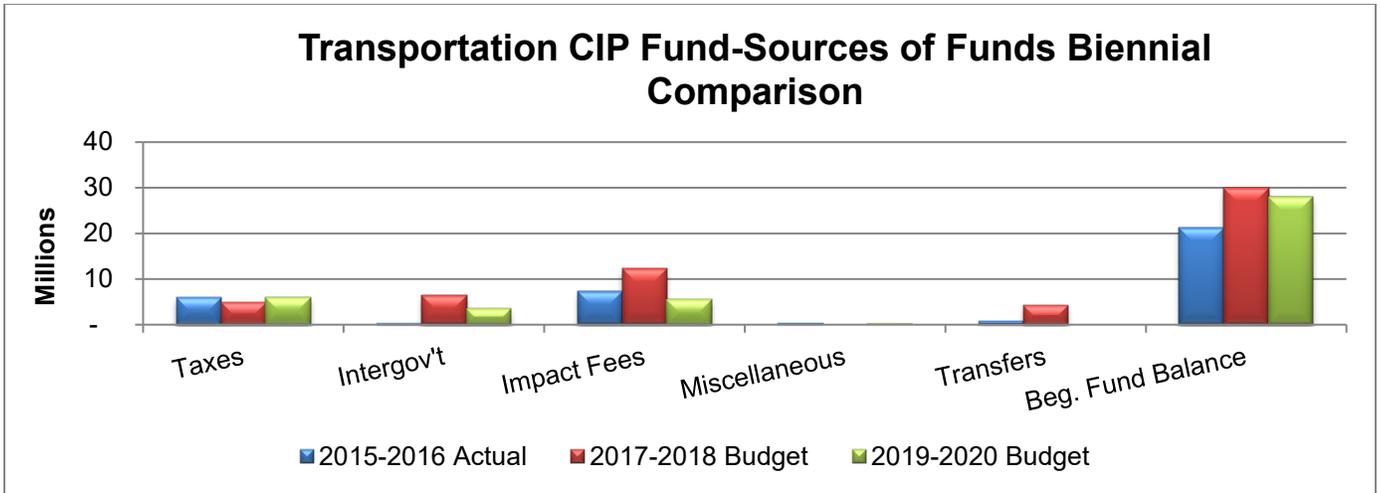
### 2019-2020 General Fund Budget by Department



## TRANSPORTATION CIP FUND - SOURCES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 21,262,384	\$ 29,965,618	\$ 27,920,000
Taxes	\$ 5,890,432	\$ 4,900,000	\$ 6,000,000
Intergovernmental	400,324	6,500,000	3,510,750
Impact/Mitigation Fees	7,329,182	12,266,500	5,500,000
Miscellaneous	316,464	75,000	230,000
Transfers & Non-revenues	770,000	4,350,000	-
<b>Total Revenues</b>	<b>\$ 14,706,402</b>	<b>\$ 28,091,500</b>	<b>\$ 15,240,750</b>
<b>Total Fund (with BFB)</b>	<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>

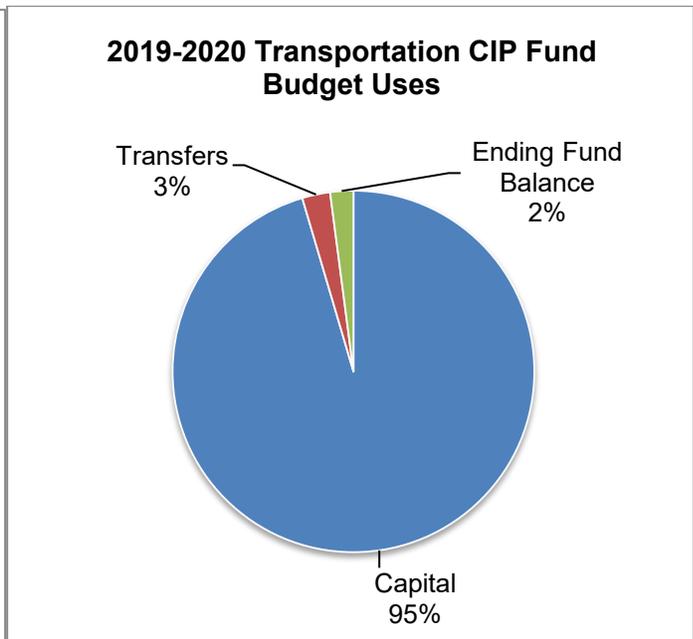
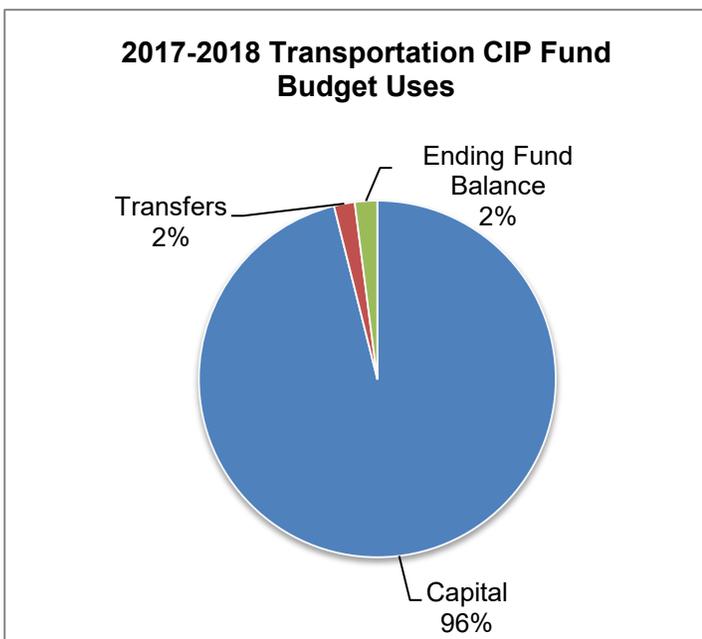
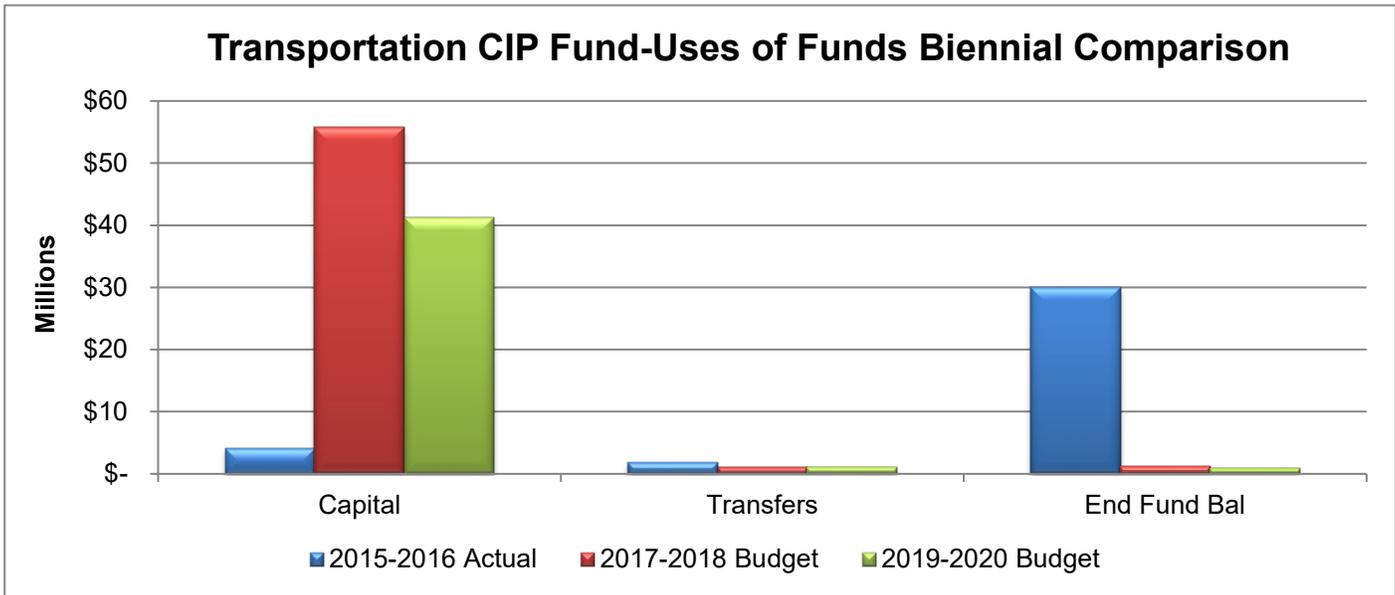
Real Estate Excise Taxes are projected to increase in the 2019-2020 biennium due to increases in property sales prices although the number of sales is expected to decrease. Less grant funding for transportation projects will decrease intergovernmental revenues. Developers are expected to receive impact fee credits for construction of transportation infrastructure thereby reducing the collection of impact fees.



## TRANSPORTATION CIP FUND – USES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Capital	\$ 4,146,655	\$ 55,788,800	\$ 41,190,000
Operating Transfers	1,871,333	1,090,667	1,080,000
<b>Total Expenditures</b>	<b>\$ 6,017,988</b>	<b>\$ 56,879,467</b>	<b>\$ 42,270,000</b>
Ending Fund Balance	29,950,798	1,177,651	890,750
<b>Total Fund (with EFB)</b>	<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>

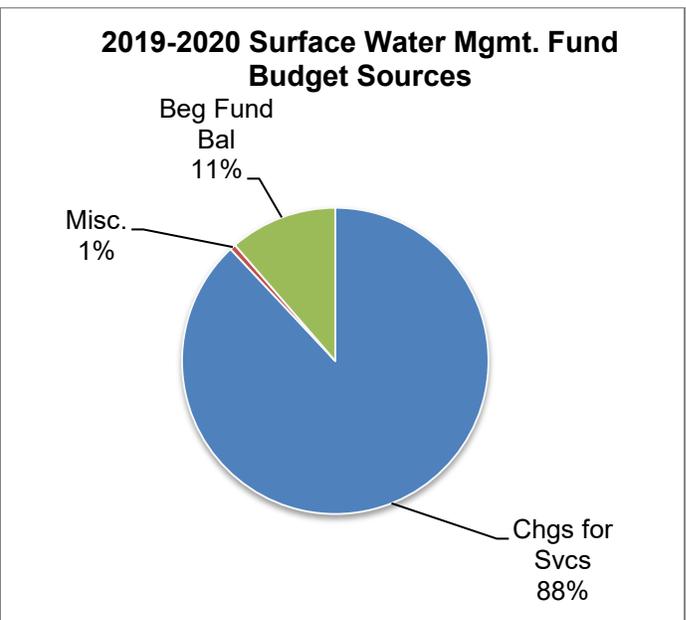
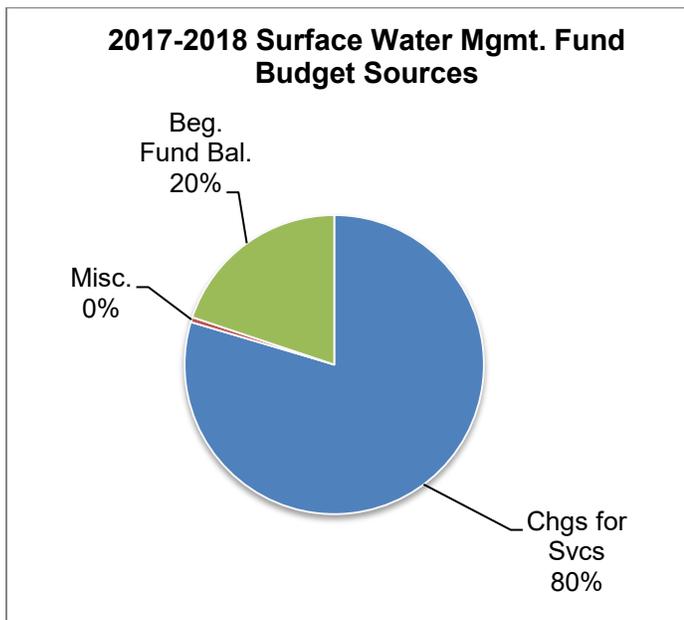
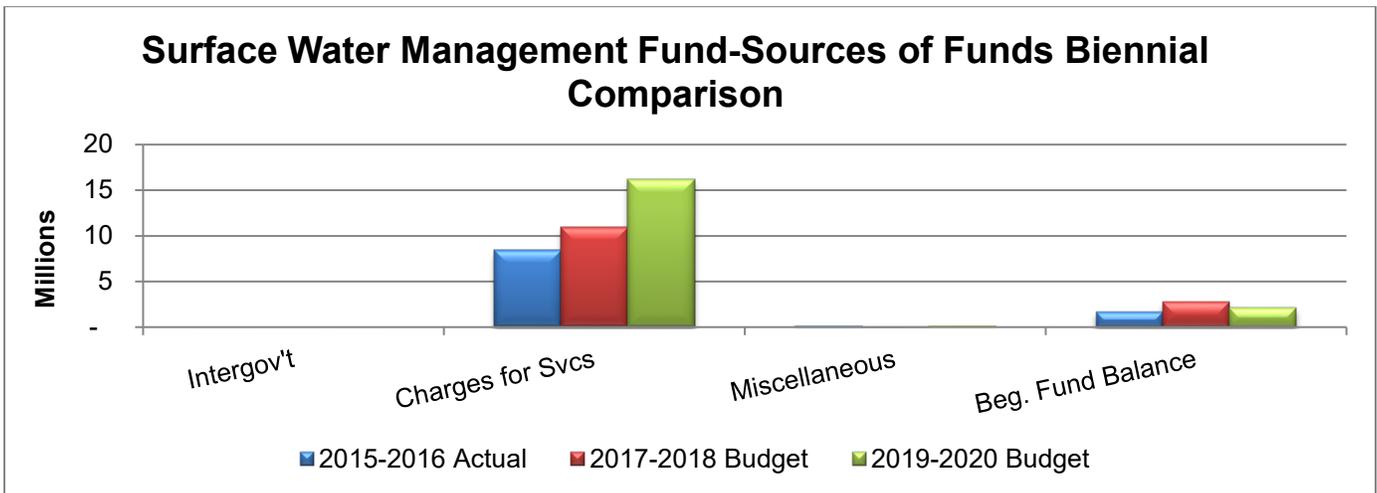
Major capital projects for 2019-2020 include \$24.8 million for Issaquah/Fall City Road, \$6 million for the completion of SE 4<sup>th</sup> Street, and \$3.9 million for the design of Issaquah/Pine Lake Road.



## SURFACE WATER MANAGEMENT FUND - SOURCES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 1,675,280	\$ 2,736,677	\$ 2,084,314
Intergovernmental	\$ 36,932	\$ -	\$ -
Charges for Services	8,418,837	10,964,300	16,165,000
Miscellaneous	124,349	74,000	114,000
<b>Total Revenues</b>	<b>\$ 8,580,118</b>	<b>\$ 11,038,300</b>	<b>\$ 16,279,000</b>
<b>Total Fund (with BFB)</b>	<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$ 18,363,314</b>

Surface water fees charged on residential and commercial property is the largest revenue source in this fund. The fees are budgeted to increase 19% in 2019 and 2020, raising the annual fee on a single family home from \$268 in 2018 to \$380 in 2020.

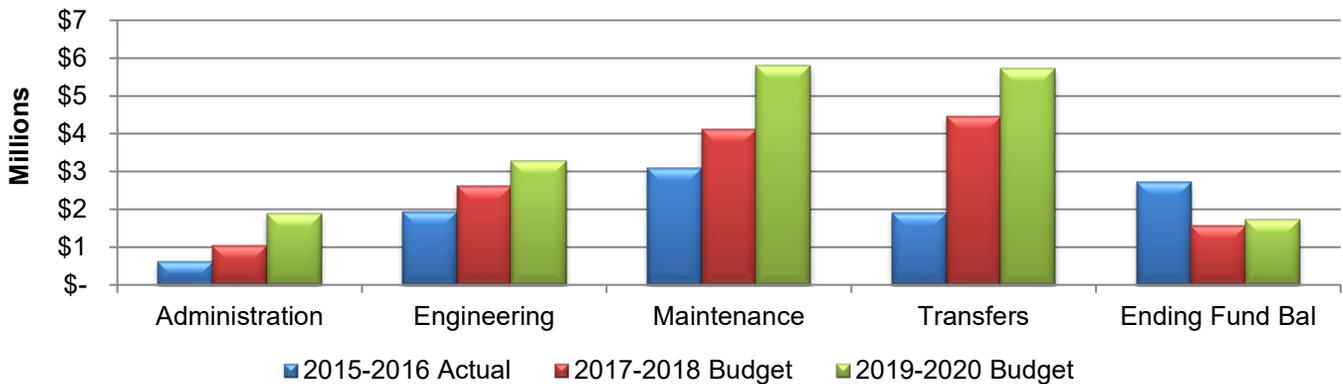


## SURFACE WATER MANAGEMENT FUND – USES OF FUNDS BY DIVISION

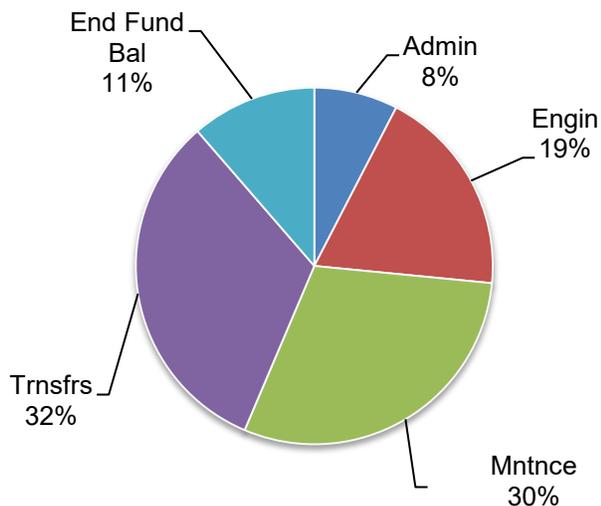
Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Administration	\$ 619,483	\$ 1,045,800	\$ 1,866,230
Engineering	1,933,673	2,610,400	3,262,974
Maintenance	3,085,566	4,111,100	5,798,440
Interfund Transfers	1,894,300	4,442,530	5,706,546
<b>Total Expenditures</b>	<b>\$ 7,533,022</b>	<b>\$ 12,209,830</b>	<b>\$ 16,634,190</b>
Ending Fund Balance	2,722,376	1,565,147	1,729,124
<b>Total Fund (With EFB)</b>	<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$ 18,363,314</b>

Maintenance of the stormwater system in compliance with federal regulations and planning/management of stormwater capital projects are the primary expenses of this fund. \$5.7 million is budgeted to be transferred to the surface water capital fund over the biennium for construction of stormwater infrastructure.

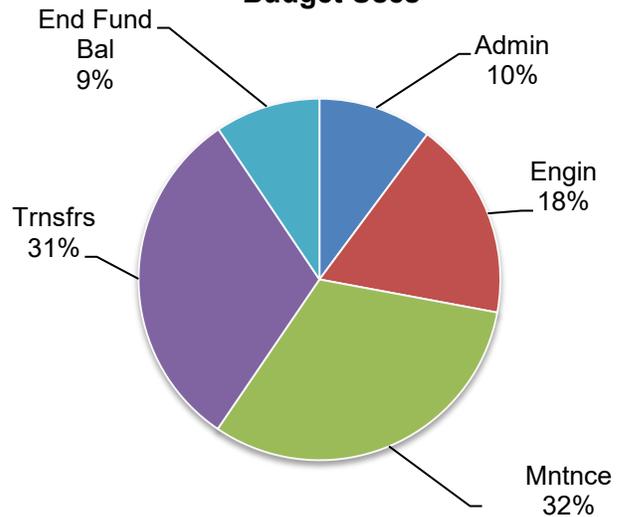
### Surface Water Mgmt. Fund-Uses of Funds Biennial Comparison



#### 2017-2018 Surface Water Mgmt. Fund Budget Uses



#### 2019-2020 Surface Water Mgmt. Fund Budget Uses

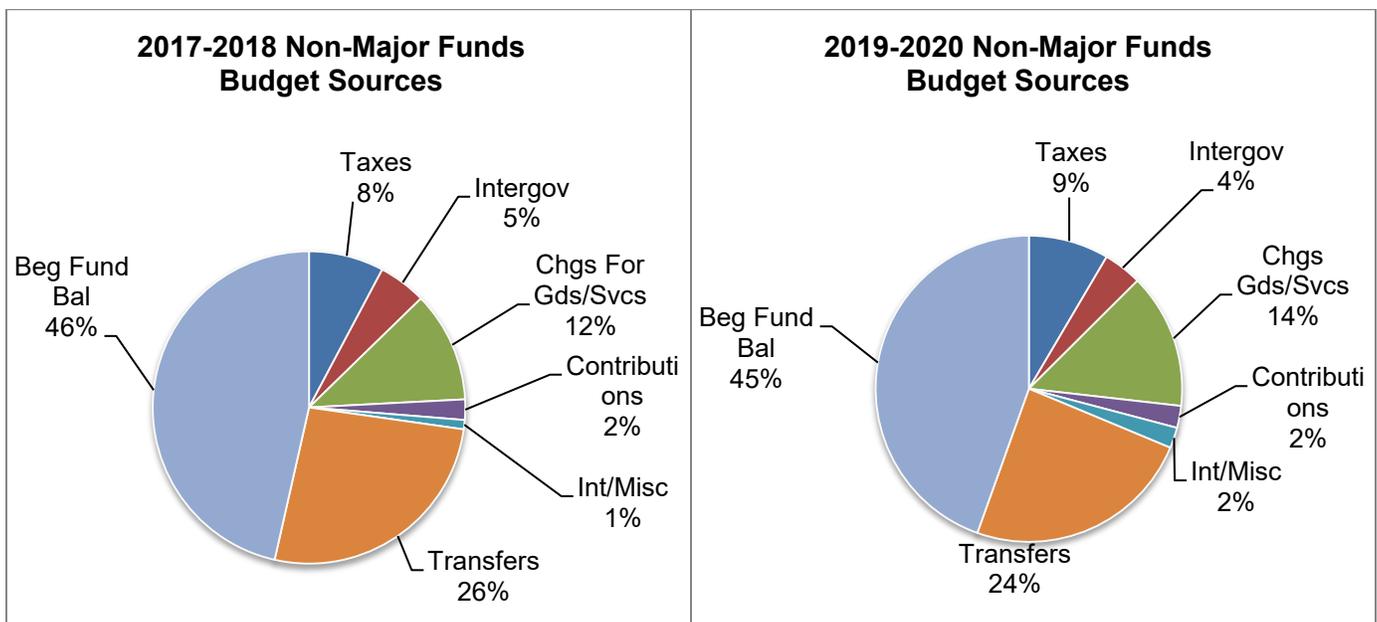
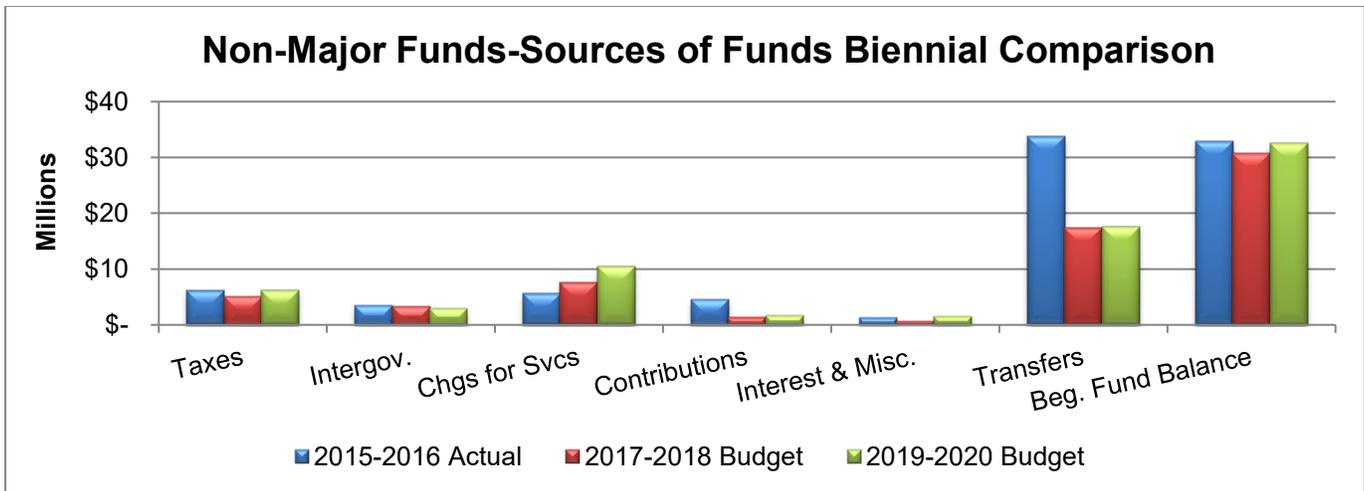


## NON-MAJOR FUNDS - SOURCES OF FUNDS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 32,962,712	\$ 30,752,337	\$ 32,476,224
Taxes	\$ 6,158,451	\$ 5,140,000	\$ 6,180,000
Intergovernmental	3,473,599	3,269,300	2,957,600
Charges for Services	5,705,979	7,590,000	10,403,650
Contributions	4,560,081	1,397,500	1,690,000
Interest & Miscellaneous	1,261,094	634,792	1,589,824
Transfers & Non-revenues	33,731,718	17,402,666	17,625,099
<b>Total Revenues</b>	<b>\$ 54,890,922</b>	<b>\$ 35,434,258</b>	<b>\$ 40,446,173</b>
<b>Total Fund (with BFB)</b>	<b>\$ 87,853,634</b>	<b>\$ 66,186,595</b>	<b>\$ 72,922,397</b>

Non-Major Funds include:

- Street
- Debt Service
- General Gov't. Capital
- Parks Capital
- Storm Water Capital
- Equipment Rental & Replacement
- Technology Replacement
- Risk Management

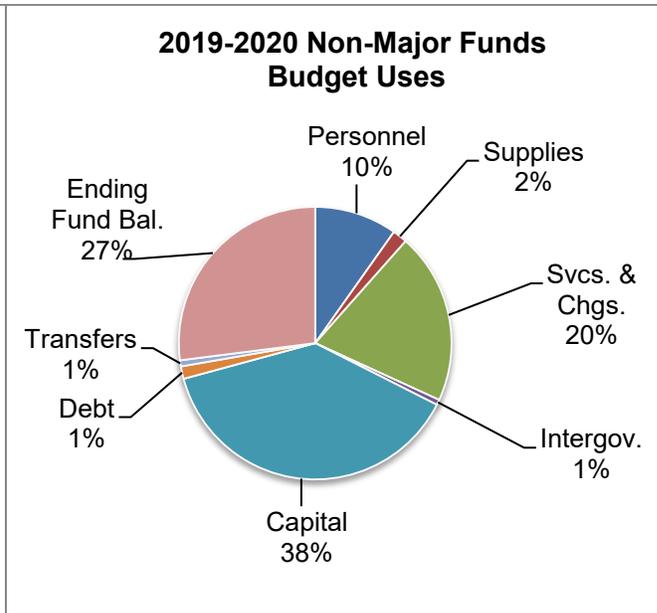
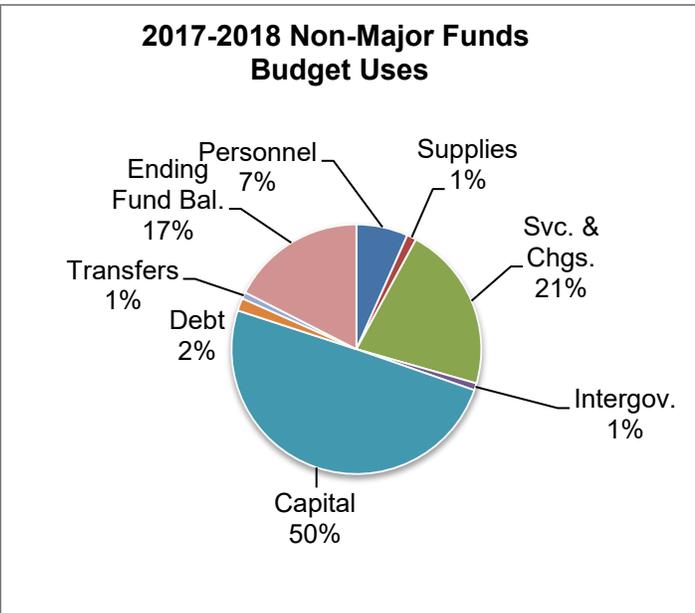
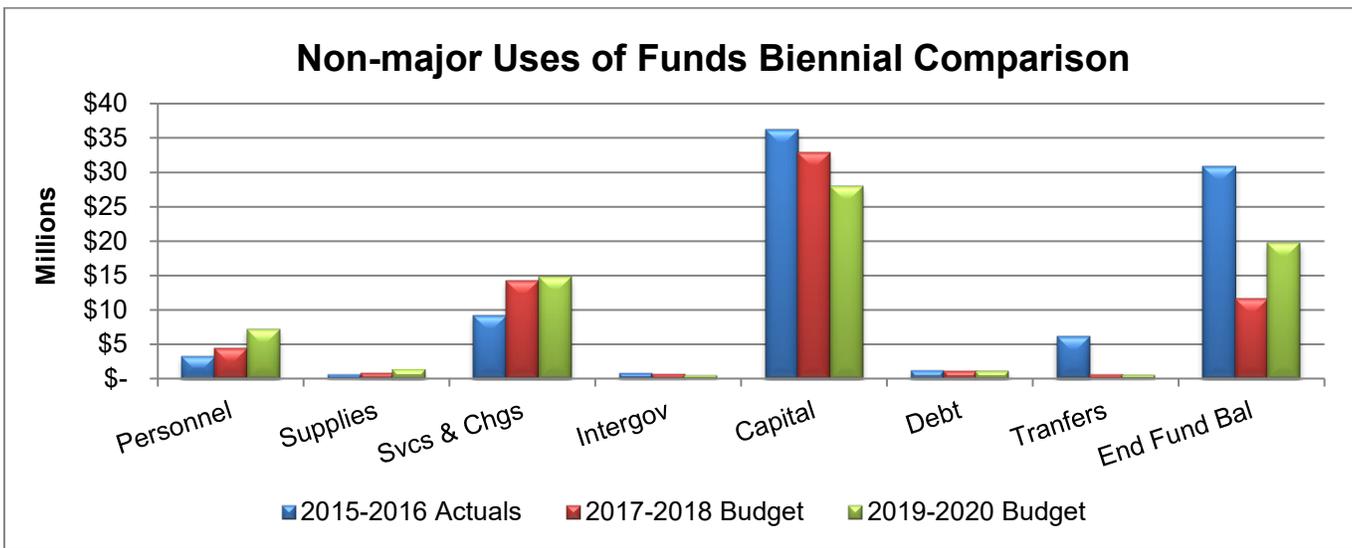


## NON-MAJOR FUNDS – USES OF FUNDS

Function	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 3,165,302	\$ 4,424,500	\$ 7,146,150
Supplies	552,370	813,750	1,271,280
Services & Charges	9,189,596	14,238,401	14,803,780
Intergovernmental	708,602	601,921	457,291
Capital	36,244,506	32,886,167	27,934,409
Debt Principal	1,066,666	1,066,666	1,066,666
Debt Interest	34,667	24,000	13,333
Interfund	6,116,100	561,786	527,596
<b>Total Expenditures</b>	<b>\$ 57,077,809</b>	<b>\$ 54,617,191</b>	<b>\$ 53,220,505</b>
Ending Fund Balance	30,775,825	11,569,404	19,701,892
<b>Total Fund (with EFB)</b>	<b>\$ 87,853,634</b>	<b>\$ 66,186,595</b>	<b>\$ 72,922,397</b>

- Non-Major Funds include:

  - Street
  - Debt Service
  - General Gov't. Capital
  - Parks Capital
  - Storm Water Capital
  - Equipment Rental & Replacement
  - Technology Replacement
  - Risk Management

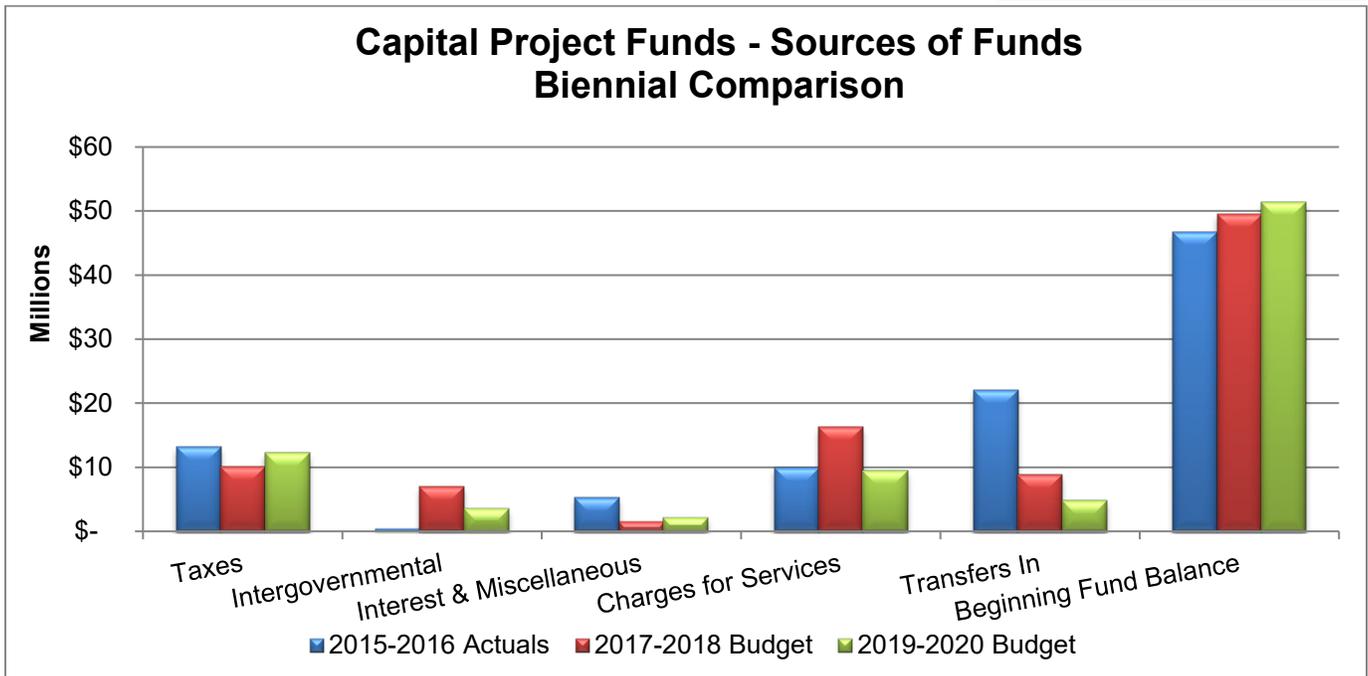


## CAPITAL PROJECT FUNDS – SOURCES OF FUNDS

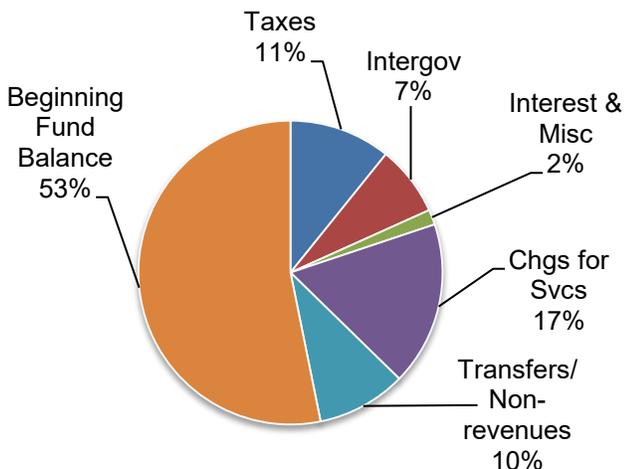
Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 46,790,690	\$ 49,488,517	\$ 51,312,732
Taxes	\$ 13,149,961	\$ 10,040,000	\$ 12,180,000
Intergovernmental	400,324	6,957,000	3,510,750
Charges for Services	9,854,865	16,236,500	9,470,000
Interest & Miscellaneous	5,193,408	1,492,500	2,150,000
Transfers & Non-revenues	22,010,000	8,852,000	4,735,100
<b>Total Revenues</b>	<b>\$ 50,608,558</b>	<b>\$ 43,578,000</b>	<b>\$ 32,045,850</b>
<b>Total Fund (with BFB)</b>	<b>\$ 97,399,248</b>	<b>\$ 93,066,517</b>	<b>\$ 83,358,582</b>

Real Estate Excise Taxes are projected to increase with higher property sale prices amid an expected slight decline in the number of sales. Some traffic impact fees will be replaced by developer constructed traffic infrastructure. Grants have been secured to fund part of the Issaquah/Fall City Rd. and 4<sup>th</sup> Street transportation projects.

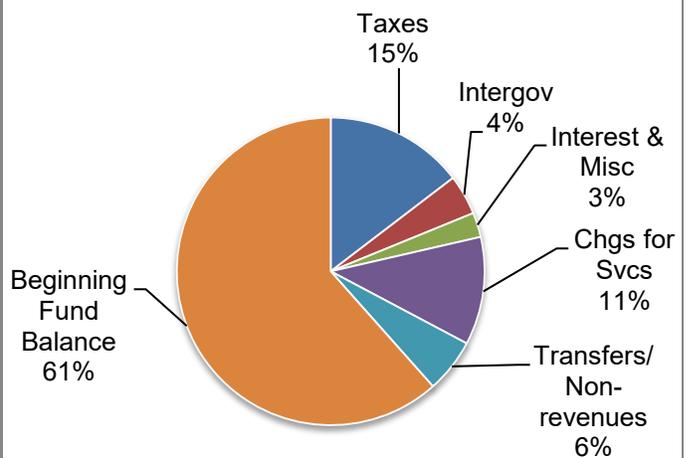
### Capital Project Funds - Sources of Funds Biennial Comparison



#### 2017-2018 Capital Budget Sources



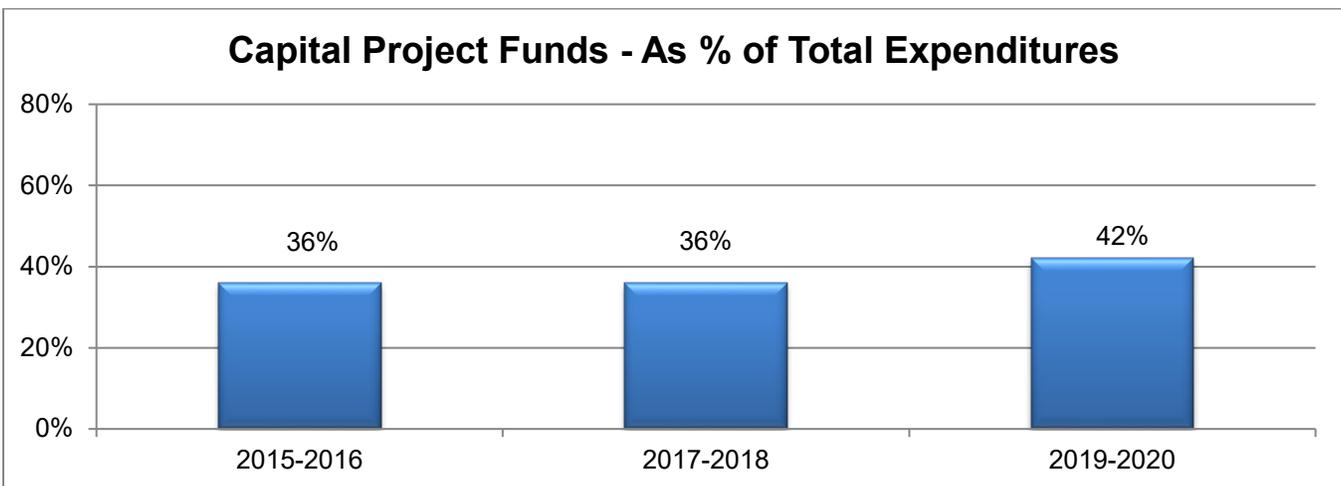
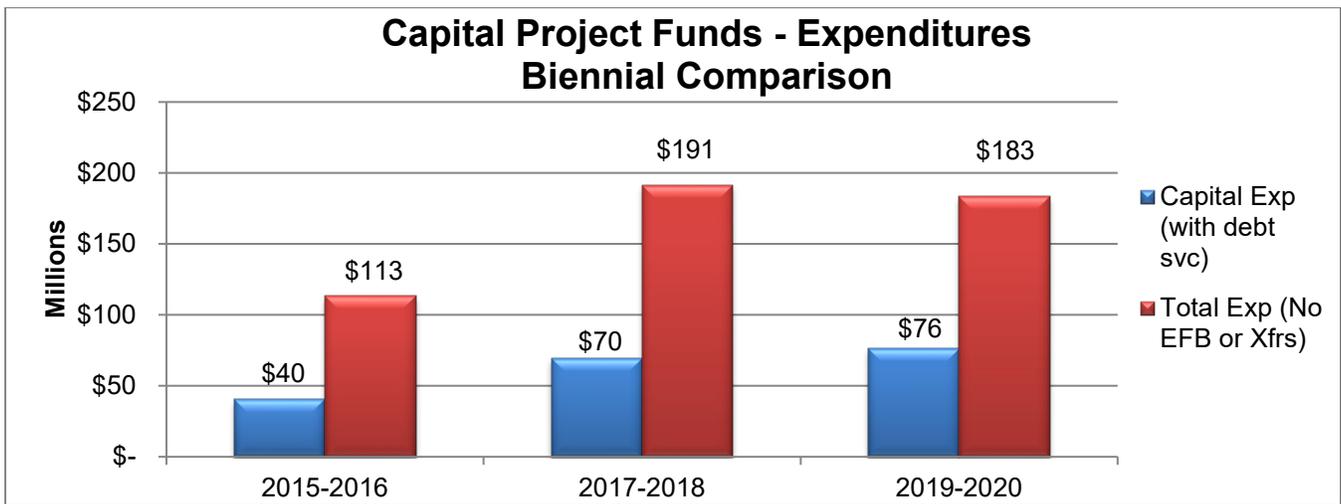
#### 2019-2020 Capital Budget Sources



## ALL FUNDS vs. CAPITAL PROJECT EXPENDITURES COMPARISON

*General, Parks, Transportation, and Surface Water Capital Funds*

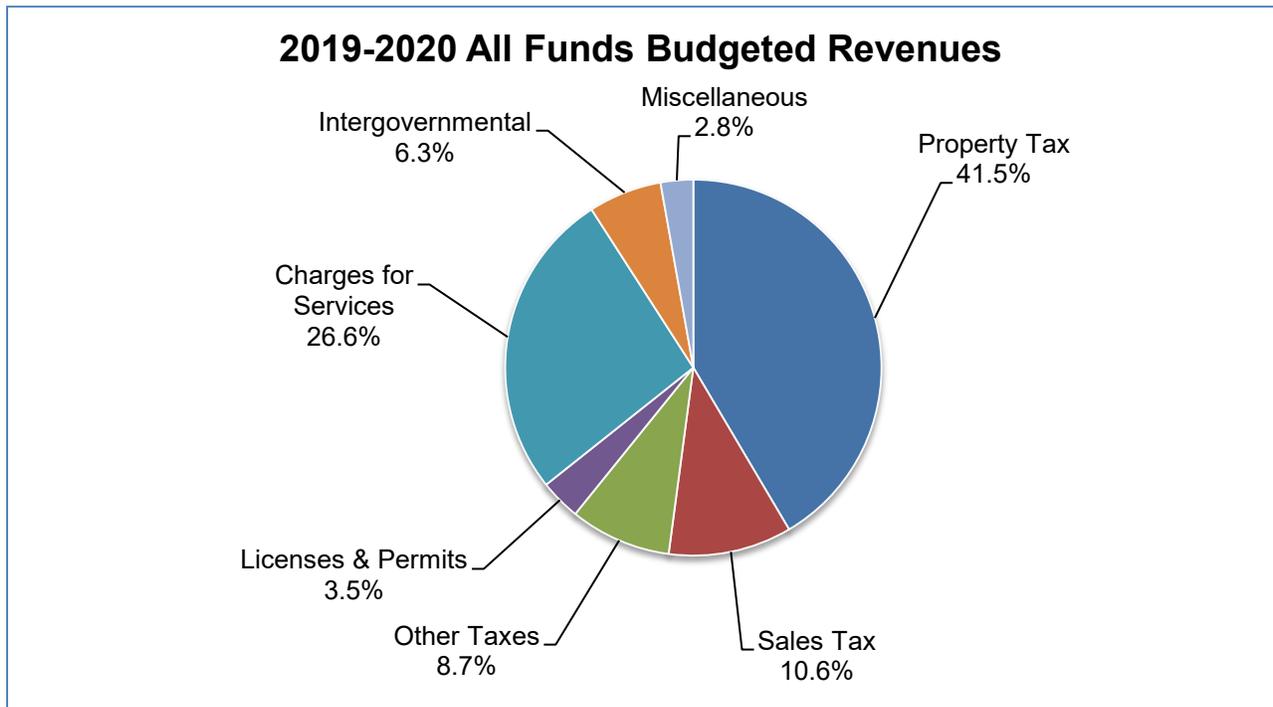
Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Capital Exp (with debt svc/no transfers)	\$ 40,192,028	\$ 69,529,153	\$ 76,183,464
Total Exp. (No EFB or transfers)	\$ 113,202,323	\$ 191,367,656	\$ 183,450,888
<b>% of Total Expenditures</b>	<b>36%</b>	<b>36%</b>	<b>42%</b>



### Expenditures By Capital Project Fund Type

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
General Govt CIP	\$ 6,150,391	\$ 9,730,000	\$ 4,000,000
Parks CIP	26,797,066	29,943,482	17,686,500
Transportation CIP	4,146,655	25,087,344	47,679,467
SWM CIP	3,097,916	4,768,327	6,817,497
<b>Total</b>	<b>\$ 40,192,028</b>	<b>\$ 69,529,153</b>	<b>\$ 76,183,464</b>

## REVENUES



### Revenue History- All Funds

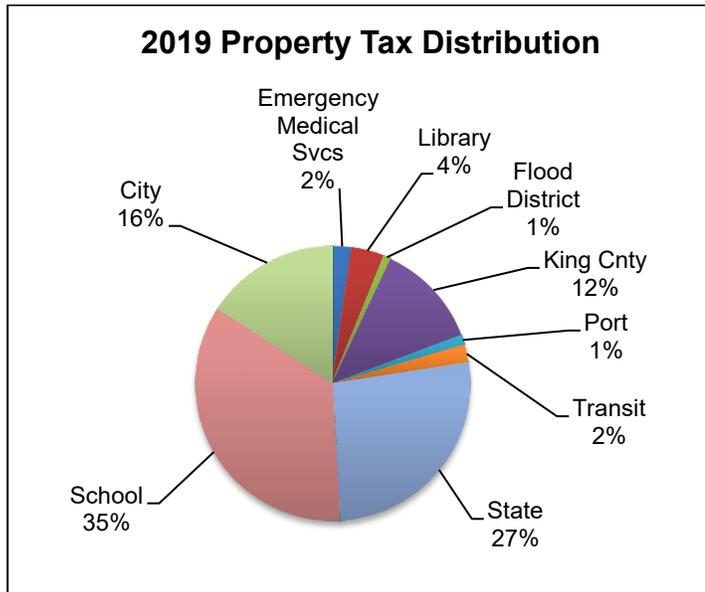
Description	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Property Tax	\$ 22,947,416	\$ 26,880,000	\$ 27,755,585	\$ 28,100,000	\$ 28,900,000	\$ 29,300,000
Sales Tax	5,586,409	5,819,734	7,539,939	6,650,000	7,400,000	7,400,000
Other Taxes	5,313,952	3,582,000	7,468,994	5,020,000	6,400,000	5,780,000
Lic & Permits	2,146,576	2,453,200	3,301,229	2,553,000	2,391,000	2,491,000
Intergovernmental	2,294,018	2,385,400	3,439,474	5,051,200	6,158,813	2,655,300
Charges for Services	10,014,479	12,258,622	14,859,793	18,968,000	18,079,650	19,279,600
Miscellaneous	5,344,686	1,151,644	2,953,402	1,220,886	2,247,352	1,713,352
<b>Total</b>	<b>\$ 53,647,536</b>	<b>\$ 54,530,600</b>	<b>\$ 67,318,416</b>	<b>\$ 67,563,086</b>	<b>\$ 71,576,815</b>	<b>\$ 68,619,252</b>

### Revenue Overview

Sammamish is a residential community experiencing steady development with about 76.7% of total city revenues coming from five sources: property taxes, stormwater fees, real estate excise taxes, sales taxes, and impact fees. Property taxes are the primary source of revenue, providing 41.5% of the total city budgeted revenues for 2019-2020. Each of the other four categories provides between 6.8% and 11.5% of budgeted revenues. Overall revenue estimates are based on historical trend information tempered with the economic outlook for the 2019-2020 budget period.

## MAJOR REVENUES

### Property Tax



Property tax is the city's primary source of funding for general city services. The City expects to receive \$58.2 million in property tax revenues in the 2019-2020 biennium. All real and personal property (except where exempt by law) is assessed by the King County Assessor at 100% of the property's fair market value. Assessed values are adjusted each year based on market value changes. Although property taxes represent the City's largest source of revenue at 41.5% of total revenues, the portion of the City's property tax levy compared to each property owner's total bill is relatively small (approximately 16%).

### **Property Tax Revenue Projection**

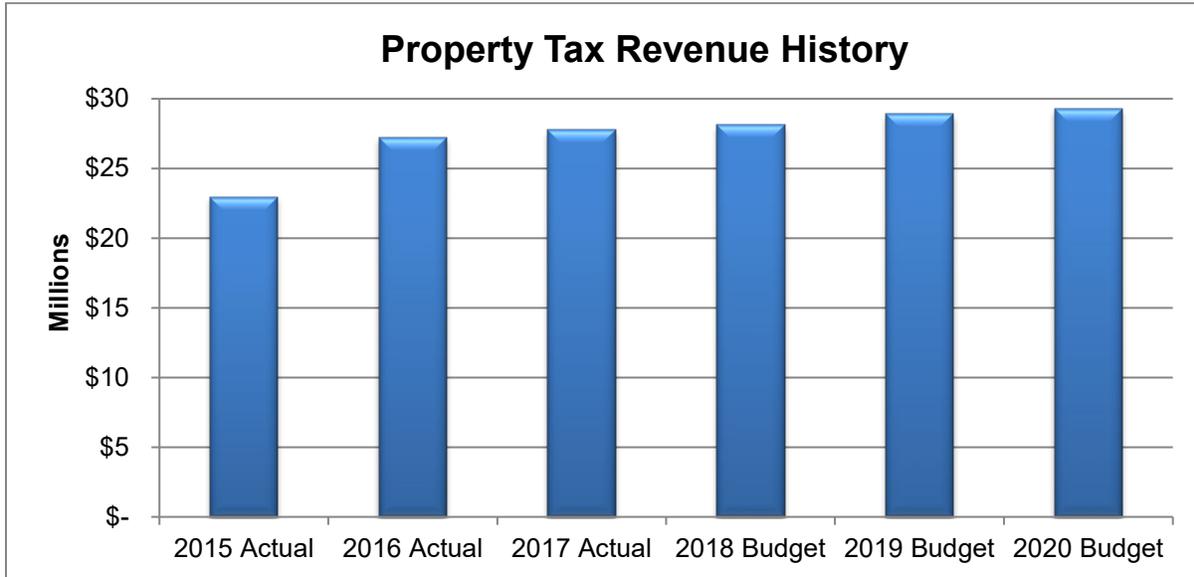
Property taxes are a very stable source of revenue for the City that are not affected by fluctuations in the property's assessed value unless the City reaches the maximum allowable rate which for 2019 is \$3.26 per \$1,000 of assessed valuation. The City's property tax rate for 2019 is \$1.57 per \$1,000 of assessed valuation. The highest rate reached by the City since incorporation in 1999 was \$2.61 in 2006. Each year's property taxes are calculated by adding the taxes on annexations and new construction to the prior year's levy amount. In addition State law allows the amount of the property tax levy to increase by the lesser of the Implicit Price Deflator or 1% each year without a vote of the people. Citizens may vote to increase the property tax levy by a greater percentage. The City Council has chosen to forego the 1% increase from 2010 forward. The City saves or "banks" the unused 1% increase for possible future use as allowed by State law. Property tax revenue projections are based on continuing this policy of not taking the 1% annual increase and include increases for annexations and new construction only.

#### *Trends*

- New construction as a percentage of each year's total base has ranged between 0.38% and 2.72% over the last ten years with an average annual new construction increase of 1.62 %.
- The 2018 new construction levy of \$780,967 added 2.72% to the base regular levy for 2018.
- The 2019-2020 budgeted property tax is conservatively based on the prior 10 years average, reduced by half in 2019 for a Council approved building moratorium covering several months of the new construction measurement period.

#### *Key Assumptions*

- New construction growth of 0.81% in 2019 and 1.62% in 2020.
- No building moratorium or traffic mitigation activities that would affect construction in the 2019-2020 biennium.

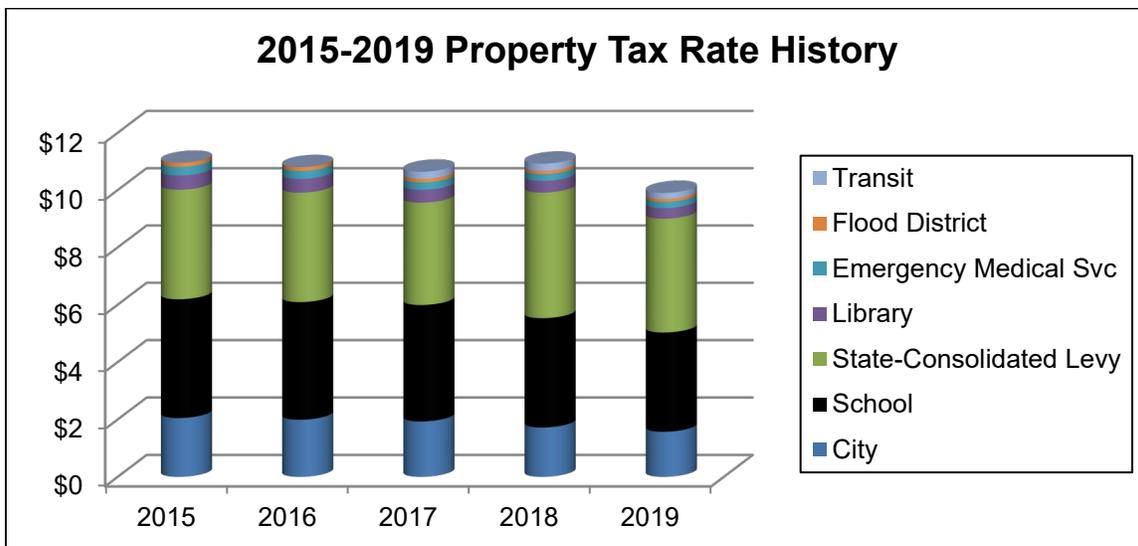


A large annexation added \$3.9 million in 2016 property taxes.

### Property Tax Rate History Per \$1,000 Of Assessed Value

Jurisdiction	2015	2016	2017	2018	2019
Emergency Medical Svc	\$ 0.30	\$ 0.28	\$ 0.26	\$ 0.24	\$ 0.22
Library	0.50	0.48	0.45	0.41	0.37
KC Ferry/Flood Districts	0.14	0.13	0.12	0.11	0.10
State-Consolidated Levy	3.82	3.82	3.57	4.38	3.97
Sound Transit (RTA)	-	-	0.25	0.25	0.21
School	4.14	4.10	4.06	3.81	3.46
<b>City</b>	<b>2.05</b>	<b>1.99</b>	<b>1.93</b>	<b>1.72</b>	<b>1.57</b>
<b>Total</b>	<b>\$ 10.95</b>	<b>\$ 10.80</b>	<b>\$ 10.64</b>	<b>\$ 10.92</b>	<b>\$ 9.90</b>

For 2019 the maximum allowable city rate per \$1,000 of AV is \$3.26.



## Stormwater Fees

### Annual Residential Fees

2013	\$	177
2014	\$	204
2015	\$	209
2016	\$	214
2017	\$	225
2018	\$	268
2019	\$	319

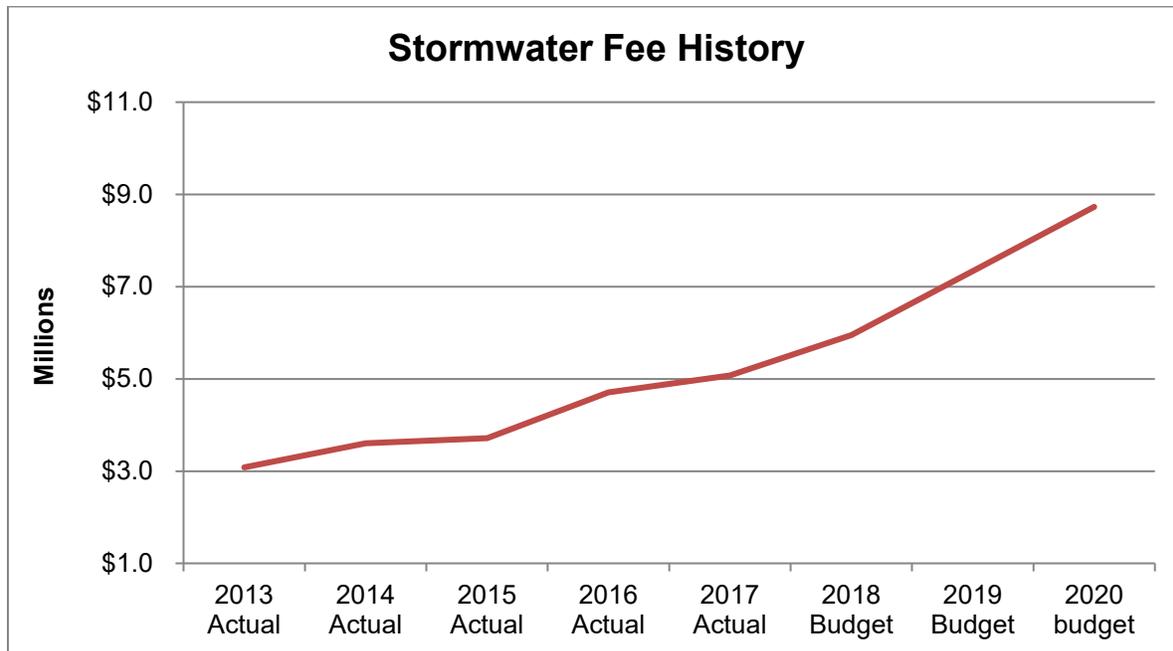
Stormwater fees are the second largest source of revenue for the City at 11.5% of total revenues. Stormwater fees in the 2019-2020 biennium are projected to be \$16.1 million. Residential properties are charged a flat annual rate while commercial properties are charged by the amount of their impervious surface. Rates are set by the City Council to cover the cost of operating and maintaining the stormwater utility in compliance with National Pollution Discharge Elimination System regulations and to provide funding for system infrastructure improvements.

#### Trends

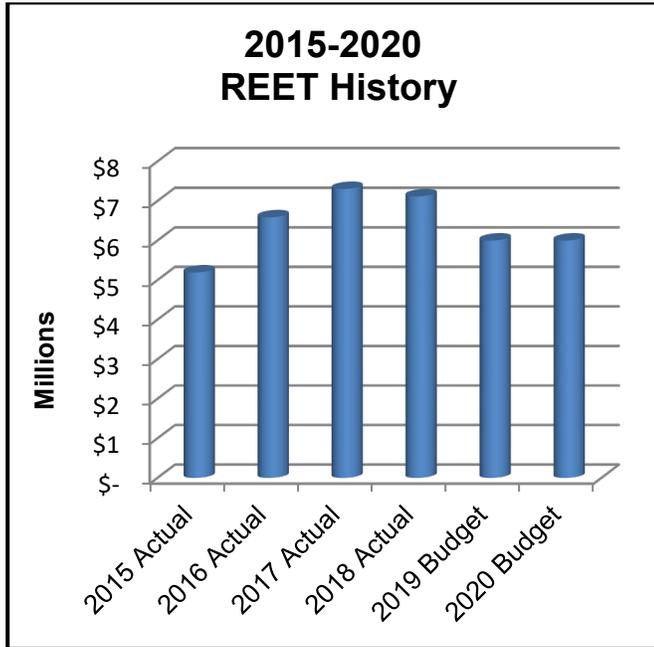
- Rate increases of 18% and 15% were applied in 2013 and 2014 after a long period of no rate increases dating back to 2005.
- The rate increase for 2015-2016 was 2.5% with a one-time interim increase of 5% for 2017 prior to completion of a 2017 rate study.
- The rate study conducted in 2017 led the City Council to approve 19% annual rate increases from 2018 through 2020.

#### Key Assumptions

- Rate studies/updates will be done during each biennial budget cycle.
- Future stormwater rates will be set based on Council approved rate studies.



**Real Estate Excise Tax**



Real estate excise tax (REET) is the City’s third largest source of revenue at 8.6% for an expected total of \$12 million over the 2019-2020 biennium. It is the largest direct revenue dedicated to capital funding. It is levied on all sales of real estate measured by the full selling price including any liens, mortgages, and other debts used to secure the purchases. The state levies their portion of this tax at 1.28%. Cities are authorized to impose a local tax of .50%. The first .25% (REET 1) must be used primarily for local capital improvements identified in the City’s capital facilities plan element of the City’s comprehensive plan. The second .25% (REET 2) must also be used for capital improvements but has restrictions on the purchase of land. Beginning in 2017 25% of REET may be used for maintenance of capital facilities with some restrictions. Sammamish has chosen to use all REET for capital improvements in the 2019-2020 biennium.

***Real Estate Excise Tax Projection***

REET projections for 2019-2020 and beyond are based on the average turnover in real estate in the City for the past five years. While the trend in building permits for new construction has improved significantly since 2008 and home sales have stayed strong in 2018 with a slight slowing towards year-end, the City remains cautious in looking ahead.

*Trends*

- The turnover in the assessed value of real estate ranged from 9% to 11% from 2013 to 2017.
- The average turnover during this period was 10.8%.

*Key Assumptions*

- The rate of sales will slow in 2019-2020 from the hectic pace of recent years.
- The turnover rate in 2019-2020 is estimated at 6.5%.

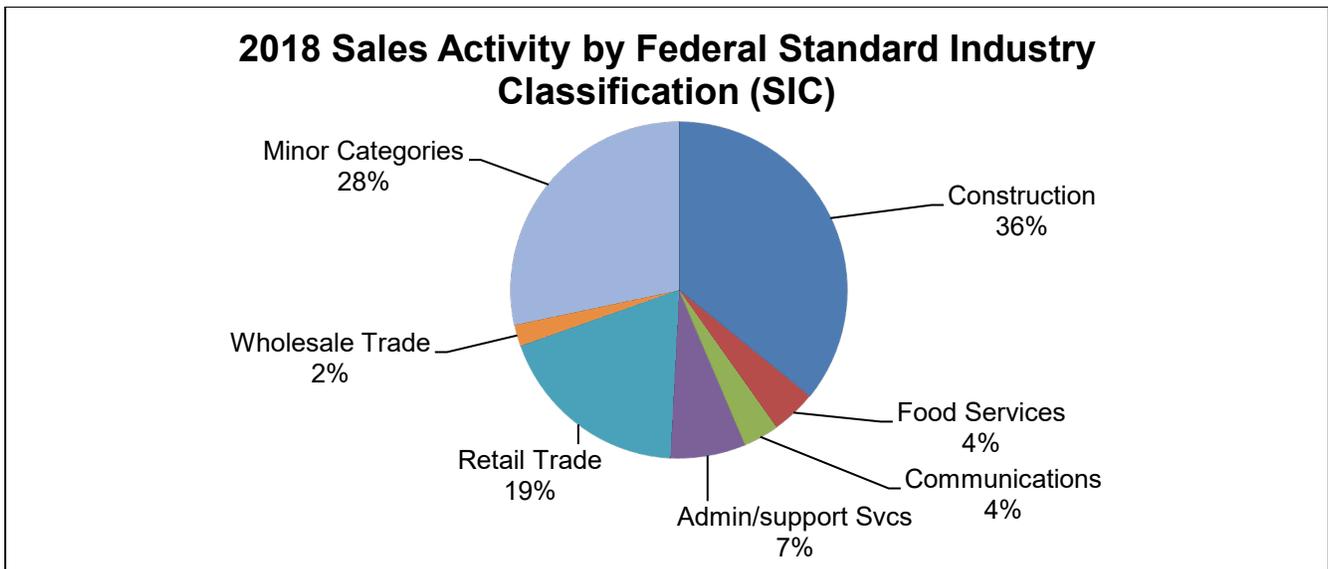
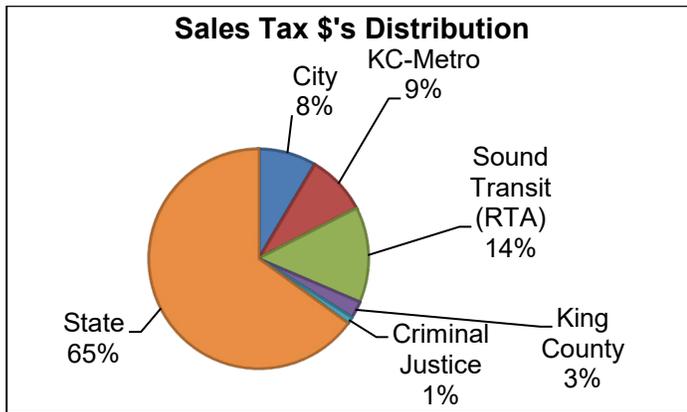
**Sales Tax**

Jurisdiction	Percentage
State	6.50%
City	0.85%
King County-Metro	0.90%
Sound Transit (RTA)	1.40%
King County	0.25%
Criminal Justice	0.10%
<b>Total</b>	<b>10.00%</b>

Sales tax is the fourth largest source of revenue for the City of Sammamish. In the 2019-2020 biennium the City expects to receive \$11.6 million in general sales tax revenue. Sales tax is levied on the sale of consumer goods (except for most food products). In 2018 construction related activity generated about 36% of the sales tax revenue.

The total sales tax rate for most of Sammamish is 10% with the exception of a small area of the City outside of the Regional Transit Authority (RTA) with an 8.6% rate. Of the total, 0.85%, less 0.15% to King County, is returned to the City of Sammamish and the remainder distributed to the state and other public agencies. From a total sales tax collections perspective, this means that only about 8.5% of the sales tax collected within Sammamish actually gets returned to the City.

The City also expects to receive \$3.2 million for 2019-2020 in Criminal Justice sales tax which is levied by King County and distributed state-wide based on population.



**Sales Tax Projection**

Sales tax revenue, including criminal justice sales tax revenue, is about 10.6% of the City's total revenues. Sales tax projections are based on historical time-line trends with inflationary increases going forward. The result of the inflationary increase is then adjusted up or down for expected construction activity which has historically made up 30% of the City's sales tax revenue. The percent of construction related sales tax has jumped to 36% with the recent surge in construction activity. For the long-term financial forecast beyond 2020 the City is projecting a modest annual increase and a gradual return to the historical average of 30% for construction activity as Town Center is built out.

**Trends**

- Sales tax revenue increases ranged from 9% to 16% in the past 6 years with the exception of 2016.
- Sales tax revenue increased 24% in 2016, partially due to a large annexation.
- Strong improvement in development related activity has driven much of the increase in sales tax revenue.

**Key Assumptions**

- Continued city sales tax rate of 0.85% (less 0.15% to King County for administration).
- Potential slowdown in development activity dependent on City Council actions.

**Criminal Justice Sales Tax**

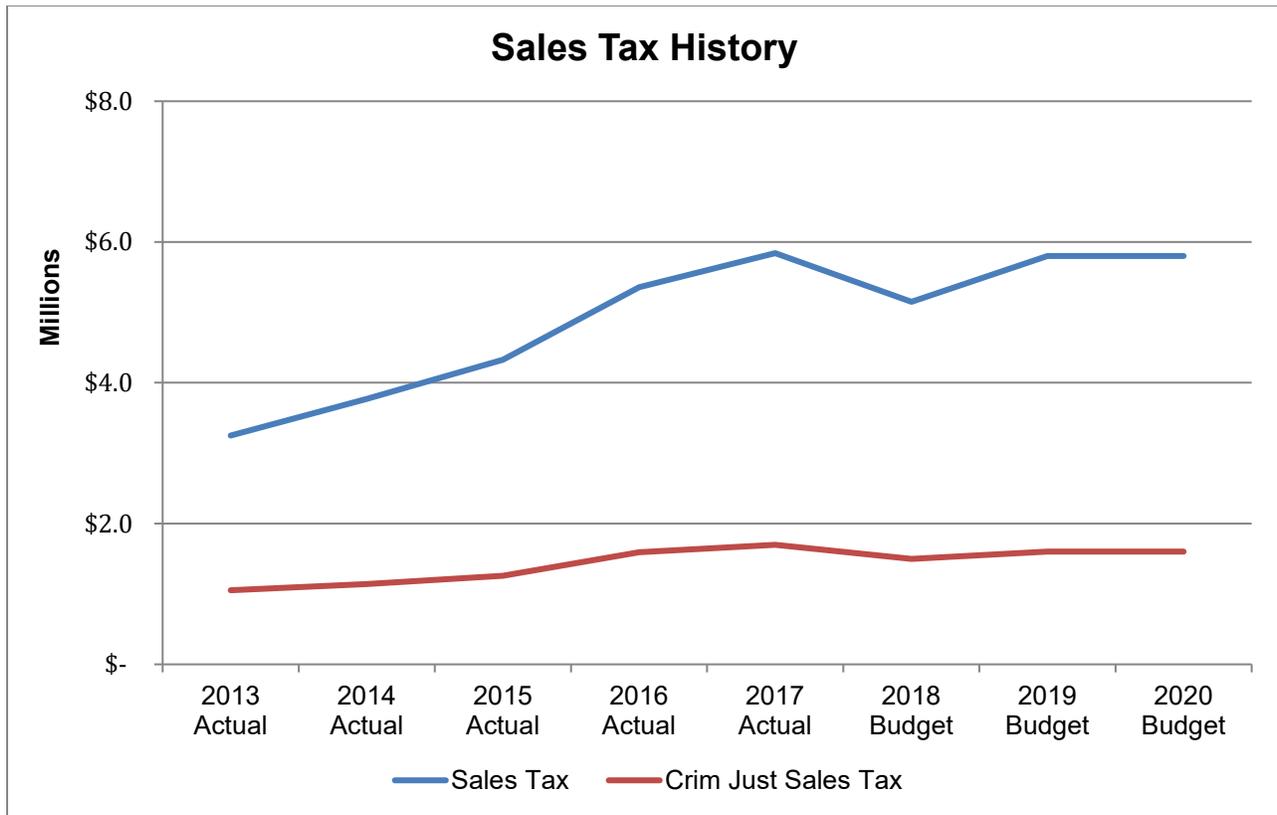
Under the authority granted by the state and approved by the voters, King County levies an additional 0.1% sales tax to support criminal justice programs. The state collects this optional sales tax and retains 1.5% of it for an administrative fee. Of the amount remaining, 10% is distributed to the county and 90% is distributed to cities ratably based on population. This revenue must be used exclusively for criminal justice purposes and cannot replace existing funds designated for these purposes.

**Trends**

- 2018 revenues are expected to increase over 2017 by 9%
- The six-year historic average increase is 8%.

**Key Assumptions**

- Maintain the city’s conservative revenue budgeting with a 6.7% increase over the 2018 budget.



## **Impact Fees**

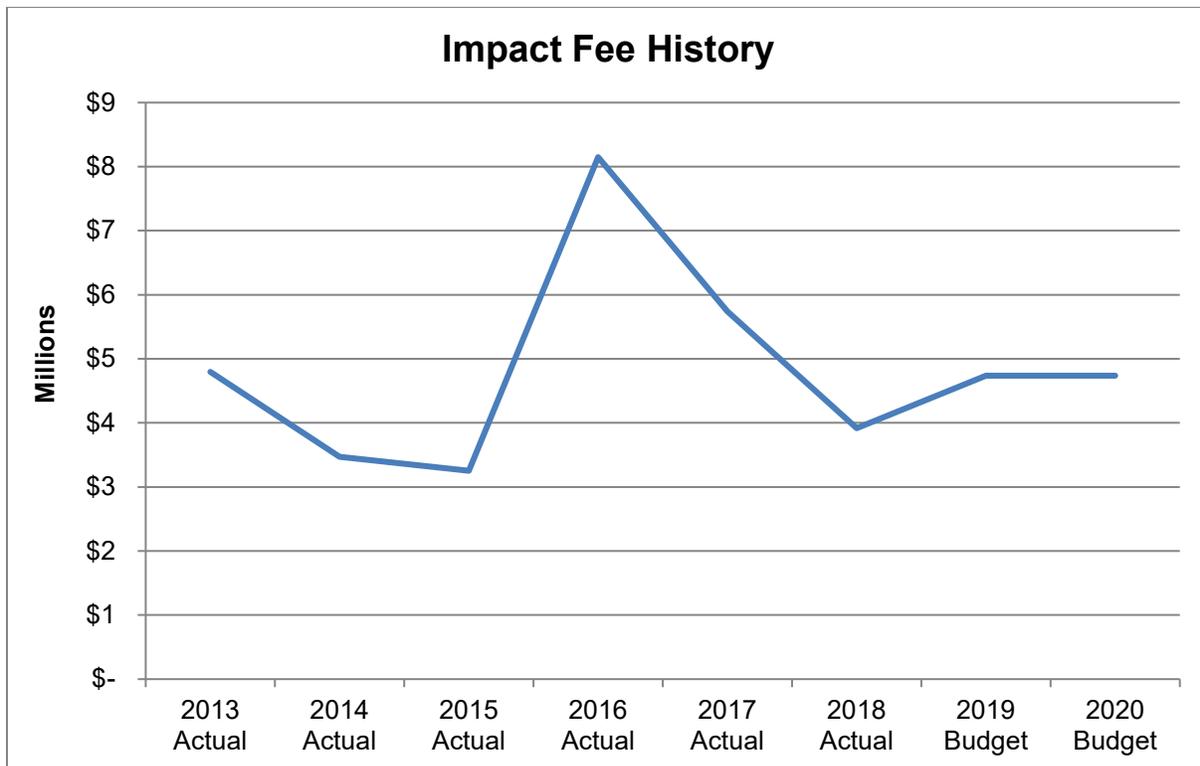
Impact fees for Parks and Transportation are linked to development and collected on new construction in the City of Sammamish in accordance with state laws governing their assessment and use. They are the fifth largest revenue source for the City at an estimated \$9.47 million for the 2019-2020 biennium. Impact fees are the second largest direct revenue dedicated to capital construction, following real estate excise taxes. Initial impact fee rates were set by the City Council in 2006 following a rate study to determine the impact of new development on the City’s transportation and parks systems. Rates are periodically reviewed and may be updated based on a City Council rate recommendation. Projections for the 2019-2020 biennium and beyond are based on the Community Development Department’s estimate of development activity for the biennium.

### *Trends*

- Two factors influenced the substantial overall increase in 2016 impact fees.
  - Based on an independent rate study, the Park impact fees increased 150% for single family homes and 180% for multi-family homes.
  - City policy was changed to eliminate the option to pay traffic impact fees in increments, requiring the entire fee to be paid at one time.
- The decline in impact fees in 2017 is primarily attributable to developers receiving whole or partial impact fee credits for building transportation infrastructure.
- 2018 impact fee revenues were below expectations due to a building moratorium and developers building transportation infrastructure in lieu of paying impact fees.
- In anticipation of moderate growth in the 2019-2020 biennium, impact fees have been budgeted conservatively at the approximate 2013 impact fee revenues.

### *Key Assumptions*

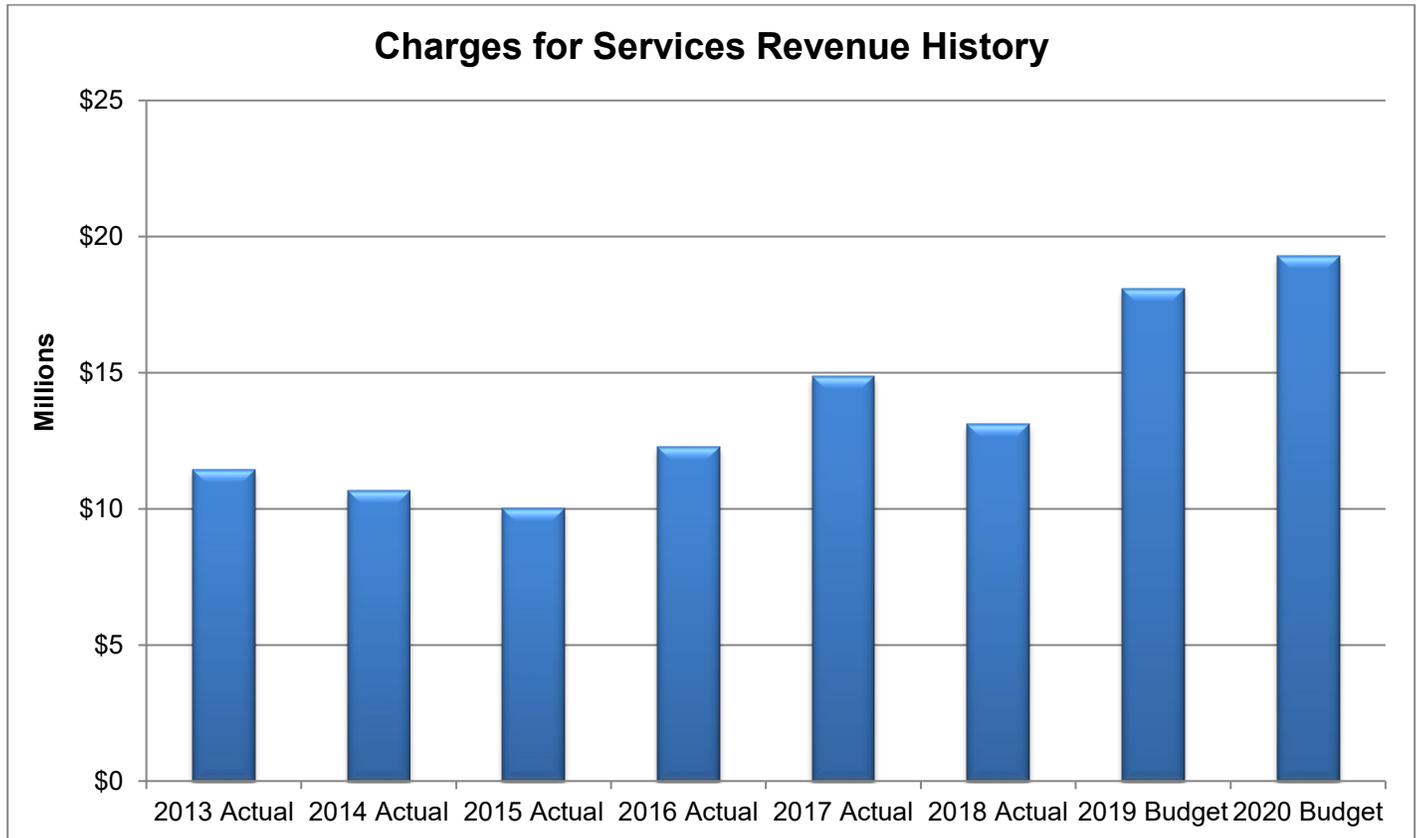
- There will be no building moratorium in the 2019-2020 biennium.
- The economy and city policies will allow for moderate growth to continue in Sammamish.



## OTHER REVENUES

### Charges for Services

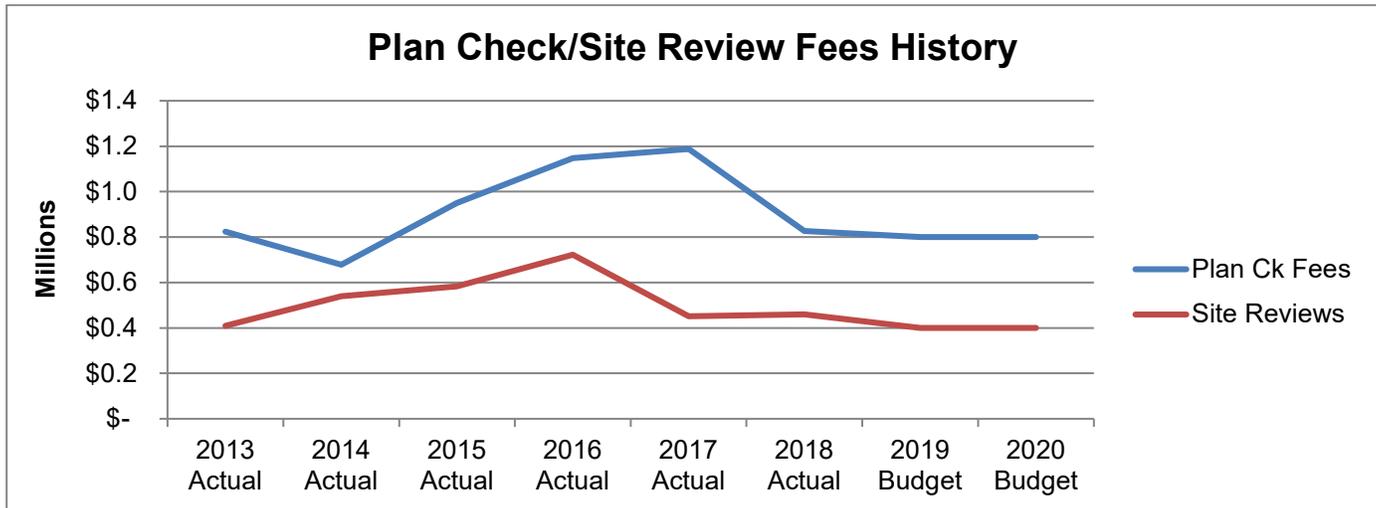
This general category of city revenues includes development revenue streams that are sensitive to economic factors such as building permits and plan review fees. Sammamish’s Town Center, on hold for several years following the 2008 downturn, is moving forward with commercial and multi-family construction getting underway in the 2015-2016 biennium and looking to continue strongly into 2019-2020. The 2019-2020 budget for charges for services revenues is \$37.36 million.



### ***Plan and Site Review Fees***

Plan and site review fees are highly dependent on development activity and can vary among years, ranging from \$1.21 million in 2013 to \$1.29 million in 2018. These fees are collected for the review of subdivision, short plat, and building plans for compliance with the City’s codes. Fees are generally collected at a level estimated to recover the cost of the service provided. Plans for subdivisions and short plats provide a window into construction activity in the coming year or two and play an important role in budgeting revenues. They are an indicator rather than a guarantee of future construction and can vary with economic conditions as well as city policy decisions.

Projection of the review fees for the biennium is based on the Community Development Department’s estimate of development activity for the two-year period. Although the City projects review fee revenue beyond the biennium for long-range forecasting purposes, projections for the years farther in the future are based on average historical base levels. This revenue source is continuously monitored and the budget adjusted for the second year of the biennium when warranted.



### ***Field Use Fees***

A smaller but fairly predictable source of charges for services revenue is a fee collected for the use of both natural and artificial turf athletic fields by sports groups. The demand for field time exceeds the supply of available field space putting a cap on growth of field use fees. This revenue source is projected to grow by the rate of inflation applied annually to the City's fee schedule. Field use fee revenue for 2018 was \$308,101.

### **Licenses and Permits**

#### ***Building Related Permits***

Included in this category are building permits, plumbing permits, clear/grade permits, mechanical permits, electrical permits, and right of way permits. Fees imposed for permits are determined by the type of permit plus additional fees determined by the dollar value, size of the project, or hourly services provided.

Building related permit revenue exceeded the 2017 budget by 39.5% as the housing market continued the recovery that began in 2011 and commercial development was well underway in the City's Town Center area. Due to a building moratorium instituted to address traffic concerns, 2018 building related permit revenue exceeded the budget by just 5.6% and was 24.3% below 2017 revenues. Revenues for the 2019-2020 biennium are conservatively budgeted higher than historical averages but below the peak year of 2017 as the Town Center build out of commercial and residential space continues amid the effort to improve traffic flow.

#### ***Franchise Fees***

Franchise fees are levied on cable television services in the City. These franchise fees are governed by federal law and are levied at a rate of 5% of gross revenues.

### **Intergovernmental**

#### ***Liquor Revenues***

**Liquor License Fees:** Prior to 2012 liquor sales in Washington State were controlled by a state operated monopoly. Profits from liquor sales by the state were distributed to cities and counties from the Liquor Revolving Fund. Initiative 1183 (I-1183), approved by Washington voters in November 2011, privatized liquor sales in Washington State and established liquor license fees to replace the liquor profits formerly received by the state and shared with Washington counties and cities. Under I-1183 liquor license fees distributed to the counties and cities equal the former liquor profits distributed in a "comparable period" plus \$10 million for public safety purposes. The "comparable period" is assumed to be quarterly distributions received from December 2010 through September 2011.

**Liquor Excise Tax:** Historically the state has shared 28% of the liquor excise taxes with cities. For a period of one year, quarterly distributions received from October 2012 through July 2013, the state retained the local share of liquor excise taxes previously shared with counties and cities. Beginning with the October 2013 quarterly distribution the state

resumed sharing liquor excise taxes with local governments at 50% of the previous percentage less a permanent \$10 million diversion to the state general fund. Beginning with the October 2015 quarterly distribution the portion shared with cities returned to 28% less the \$10 million permanent diversion.

### ***Motor Vehicle Fuel Tax (“Gas Tax”)***

In Washington State cities and counties receive a portion of the state collected fuel tax. The fuel tax is assessed as cents per gallon, so fuel tax depends on the number of gallons sold, not the dollar value of the sales. In 2018 the rate was \$22.06 per capita with a 2019 estimate of \$21.93 per capita. Beginning in 2015 the state also began sharing the multi-modal tax with cities and counties. The multi-modal tax distribution rate in 2018 was \$1.41 per capita with a 2019 estimate of \$1.38 per capita. These funds must be deposited in a Street Fund and used for street maintenance.

## **Miscellaneous**

### ***Investment Income***

The City invests its cash on a daily basis. These investments are pooled in a portfolio for the benefit of the contributing funds. The amount of interest received will vary with the amount of cash available for investment and the applicable interest rate environment. The interest earned is distributed to the contributing funds based on their share of investments. On a short-term basis the City invests in the Local Government Investment Pool administered by the Washington State Treasurer’s Office. The City also invests in federal agency securities, US treasury securities, and other highly rated local government securities. The City invests with four tenets in mind: legality, safety, liquidity, and yield, in that order.

## **Potential Future Revenue Sources**

### ***Utility Tax***

State law allows cities to levy a utility tax on private utilities and city-owned utilities that provide electricity, water, sewer, stormwater, natural gas, steam, phone and cable television. The maximum rate for electric, gas, steam, and phone utilities is 6% unless the citizens vote for a higher tax rate. There are no restrictions on the rate that may be charged for water, sewer, stormwater, and cable television utilities. Sammamish does not currently levy this tax on any utilities.

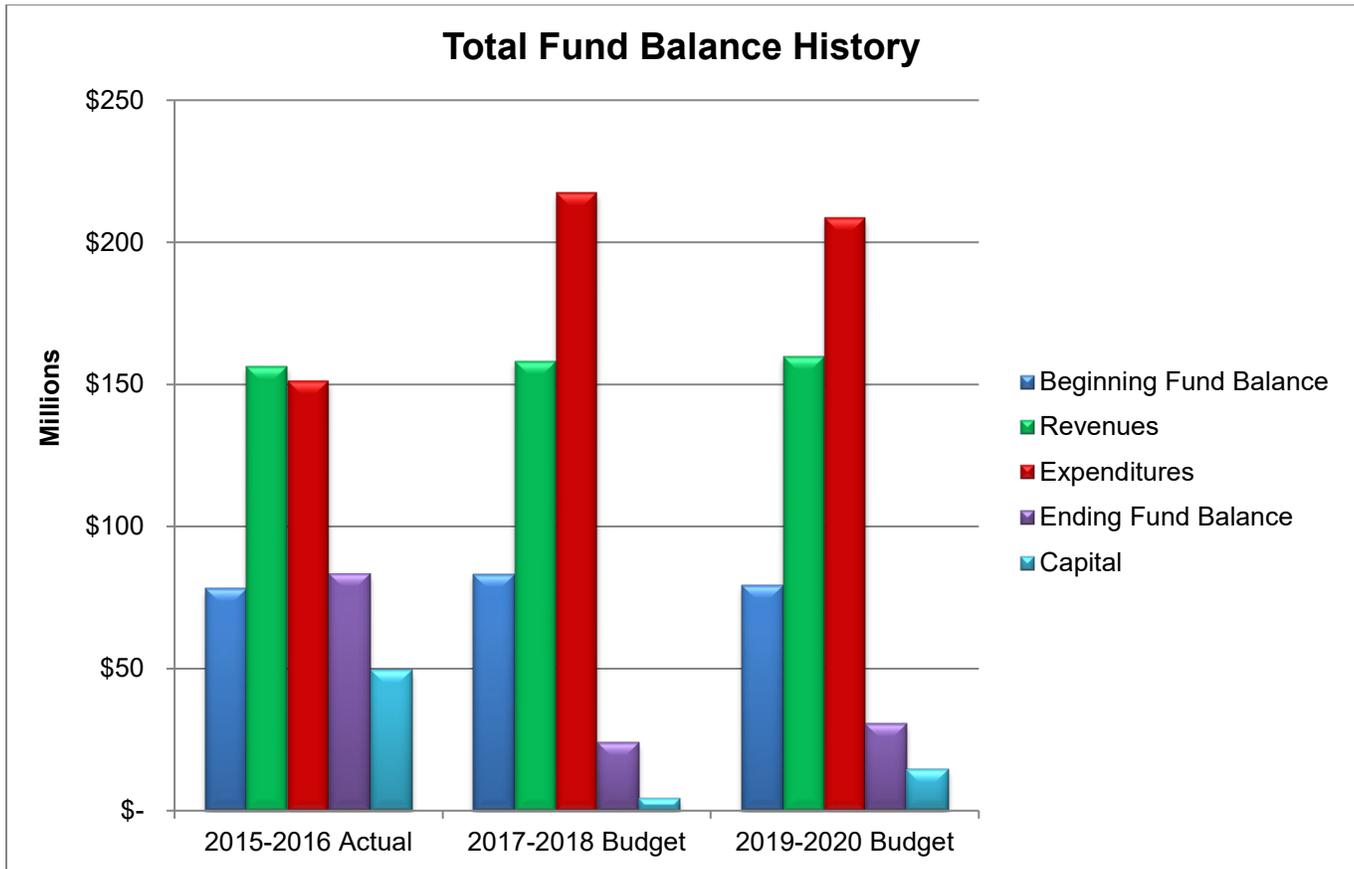
### ***Business and Occupation Tax***

Cities may levy a B & O tax of 0.2% on the gross revenue of businesses operating within the city limits. Sammamish does not levy this tax and currently businesses pay a only modest business license fee to conduct business in the city limits.

### ***Additional City Sales Tax***

Cities may submit a proposition to the voters to levy sales tax of one-tenth of one percent. Fifteen percent of the tax proceeds must be distributed to King County. Of the remaining proceeds, one-third must be used solely for criminal justice purposes, fire protection purposes, or both.

## 2015-2020 TOTAL FUND BALANCES OVERVIEW



Fund balance for governmental funds is defined as the cumulative total excess or deficiency of revenues over/under expenditures over the life of the fund.

The forecast of an approximately \$59.2 million decrease in ending fund balance from 2015-2016 actuals to 2017-2018 budget followed by the approximately \$6.5 million increase in 2019-2020 budgeted ending fund balance is due primarily to fluctuations in significant budgeted capital project spending. Actual revenues for 2017 were \$1.4 million higher than budgeted and 2018 revenues are on track to meet the budget. The 2017 capital budget was underspent by \$36 million with underspending on capital close to \$44 million in 2018. The actual fund balance at the end of 2018 is expected to be approximately \$79 million compared to the \$24 million budgeted and displayed in the chart above. The 2019-2020 budget was developed using the expected \$79 million ending fund balance for 2018 as the beginning fund balance for 2019.

## CITY BUDGET- ALL FUNDS

2019 Budget							Fund Balance
Funds	Fund Name	Beg Fund Bal	Increases	Decreases	End Fund Bal		Difference
001	General Fund	\$ 16,759,790	\$ 43,705,503	\$ 48,217,446	\$ 12,247,847		\$ (4,511,943)
101	Street Fund	7,726,871	7,438,800	9,791,288	5,374,383		(2,352,488)
201	Debt Service Fund	-	541,333	541,333	-		-
301	Gen Gov't CIP	4,135,674	20,000	3,500,000	655,674		(3,480,000)
302	Parks CIP Fund	14,624,787	5,265,000	7,589,000	12,300,787		(2,324,000)
340	Transportation CIP	27,920,000	9,460,750	26,576,333	10,804,417		(17,115,583)
408	Surface Wtr Mgt	2,084,314	7,434,000	7,444,028	2,074,286		(10,028)
438	Surface Wtr Cap Prj.	4,632,271	1,795,100	2,921,276	3,506,095		(1,126,176)
501	Equipment Rental	766,894	958,912	752,088	973,718		206,824
502	Technology Repl.	291,975	2,784,250	2,782,650	293,575		1,600
503	Risk Mgt Fund	297,752	386,600	406,100	278,252		(19,500)
<b>Totals</b>		<b>\$ 79,240,328</b>	<b>\$ 79,790,248</b>	<b>\$ 110,521,542</b>	<b>\$ 48,509,034</b>		<b>\$ (30,731,294)</b>

2020 Budget							Fund Balance
Funds	Fund Name	Beg Fund Bal	Increases	Decreases	End Fund Bal		Difference
001	General Fund	\$ 12,247,847	\$ 44,223,740	\$ 48,290,321	\$ 8,181,266		\$ (4,066,581)
101	Street Fund	5,374,383	7,438,800	8,557,068	4,256,115		(1,118,268)
201	Debt Service Fund	-	538,666	538,666	-		-
301	Gen Gov't CIP	655,674	10,000	-	665,674		10,000
302	Parks CIP Fund	12,300,787	5,085,000	8,856,000	8,529,787		(3,771,000)
340	Transportation CIP	10,804,417	5,780,000	15,693,667	890,750		(9,913,667)
408	Surface Wtr Mgt	2,074,286	8,845,000	9,190,162	1,729,124		(345,162)
438	Surface Wtr Cap Prj.	3,506,095	4,630,000	3,545,256	4,590,839		1,084,744
501	Equipment Rental	973,718	593,912	483,080	1,084,550		110,832
502	Technology Repl.	293,575	2,568,200	2,565,600	296,175		2,600
503	Risk Mgt Fund	278,252	391,600	391,100	278,752		500
<b>Totals</b>		<b>\$ 48,509,034</b>	<b>\$ 80,104,918</b>	<b>\$ 98,110,920</b>	<b>\$ 30,503,032</b>		<b>\$ (18,006,002)</b>

2019-2020 Budget							Fund Balance
Funds	Fund Name	Beg Fund Bal	Increases	Decreases	End Fund Bal		Difference
001	General Fund	\$ 16,759,790	\$ 87,929,243	\$ 96,507,767	\$ 8,181,266		\$ (8,578,524)
101	Street Fund	7,726,871	14,877,600	18,348,356	4,256,115		(3,470,756)
201	Debt Service Fund	-	1,079,999	1,079,999	-		-
301	Gen Gov't CIP	4,135,674	30,000	3,500,000	665,674		(3,470,000)
302	Parks CIP Fund	14,624,787	10,350,000	16,445,000	8,529,787		(6,095,000)
340	Transportation CIP	27,920,000	15,240,750	42,270,000	890,750		(27,029,250)
408	Surface Wtr Mgt	2,084,314	16,279,000	16,634,190	1,729,124		(355,190)
438	Surface Wtr Cap Prj.	4,632,271	6,425,100	6,466,532	4,590,839		(41,432)
501	Equipment Rental	766,894	1,552,824	1,235,168	1,084,550		317,656
502	Technology Repl.	291,975	5,352,450	5,348,250	296,175		4,200
503	Risk Mgt Fund	297,752	778,200	797,200	278,752		(19,000)
<b>Totals</b>		<b>\$ 79,240,328</b>	<b>\$ 159,895,166</b>	<b>\$ 208,632,462</b>	<b>\$ 30,503,032</b>		<b>\$ (48,737,296)</b>

*The city's legally adopted budget spans the 2019-2020 biennium. Budgets for the individual years of the biennium are shown for discussion purposes only.*

The total fund balance of the City is budgeted to decrease \$48.7 million in the 2019-2020 biennium. Major and non-major fund balance changes are discussed below.

**INCREASES/DECREASES IN 2019-2020 BUDGETED FUND BALANCES DISCUSSION:****MAJOR FUNDS*****General Fund***

Funds	Fund Name	Year	Beg Fund Bal	Increases	Decreases	End Fund Bal	Difference
001	General Fund	2019	\$ 16,759,790	43,705,503	48,217,446	\$ 12,247,847	\$ (4,511,943)
001	General Fund	2020	\$ 12,247,847	44,223,740	48,290,321	\$ 8,181,266	\$ (4,066,581)

While the General Fund balance is budgeted to decrease \$8.6 million in the 2019-2020 biennium, it remains well above the required reserve amount of just under \$4.4 million. Budgeted decreases in this fund's ending balance include \$6 million in contingency funding. Historically the city has spent very little, if any, of the budgeted contingency funding. Non-recurring expenditures totalling \$1.2 million are budgeted for a records management project, equipment purchases and a software upgrade.

***Transportation CIP Fund***

Funds	Fund Name	Year	Beg Fund Bal	Increases	Decreases	End Fund Bal	Difference
340	Transportation CIP	2019	\$ 27,920,000	9,460,750	26,576,333	10,804,417	\$ (17,115,583)
340	Transportation CIP	2020	\$ 10,804,417	5,780,000	15,693,667	890,750	\$ (9,913,667)

The 2020 ending fund balance for the Transportation CIP Fund is budgeted to decrease \$27.03 million from the 2019 beginning balance. Four significant road construction projects are planned for the 2019-2020 biennium along with several smaller projects and ongoing programs. Issaquah/Fall City Road construction is budgeted at \$24.8 million, completion of the improvements to SE 4<sup>th</sup> Street in the Town Center is budgeted at \$6.0 million, Issaquah/Pine Lake Road design is budgeted at \$3.9 million, and \$2 million is set aside for Phase 2 of the Intelligent Transportation System on 228<sup>th</sup>. Ongoing transportation projects include the sidewalk program and the neighborhood traffic calming program.

***Surface Water Management Fund***

Funds	Fund Name	Year	Beg Fund Bal	Increases	Decreases	End Fund Bal	Difference
408	Surface Wtr. Mgmt.	2019	\$ 2,084,314	7,434,000	7,444,028	2,074,286	\$ (10,028)
408	Surface Wtr. Mgmt.	2020	\$ 2,074,286	8,845,000	9,190,162	1,729,124	\$ (345,162)

The 2020 ending fund balance for the Surface Water Management Fund is budgeted to decrease \$355,190 from the 2019 beginning balance. Stormwater fees are budgeted to increase commensurate with the costs of operating the surface water utility. The decrease in this fund is due to an increase in transfers to the Surface Water Capital Fund for infrastructure projects.

**NON-MAJOR FUNDS**

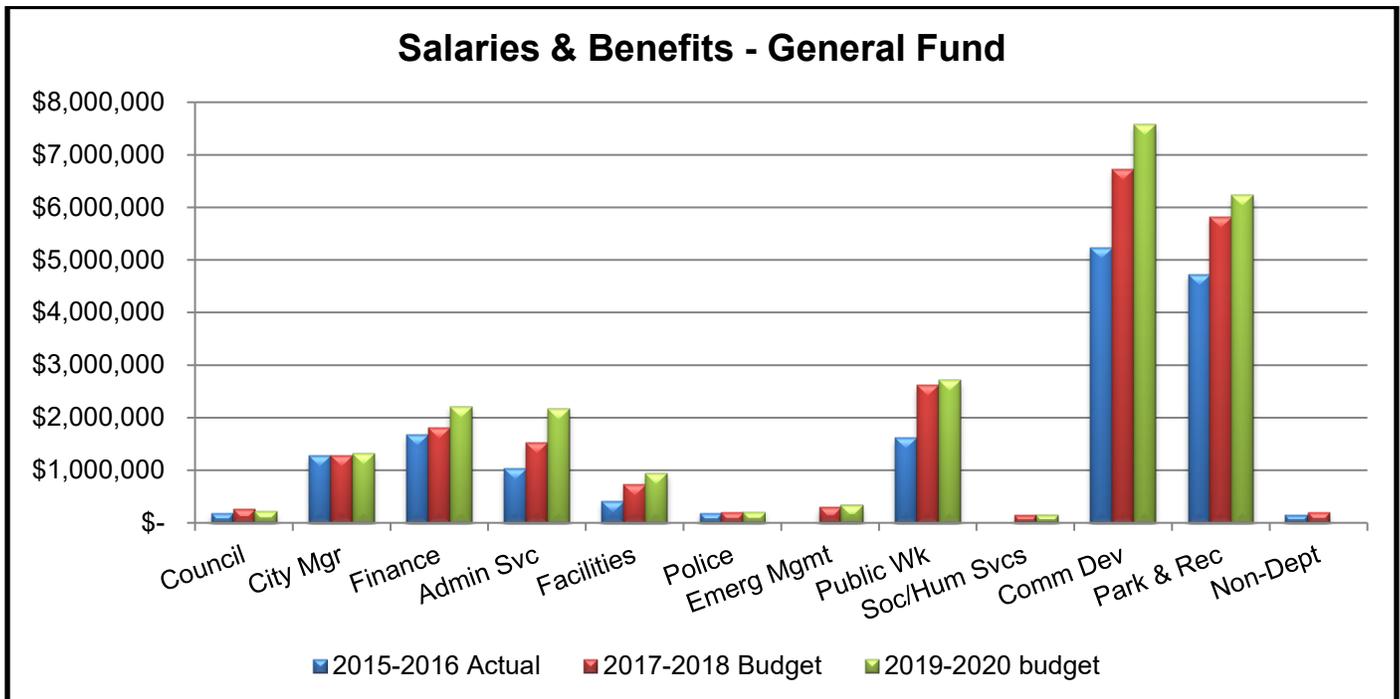
Funds	Fund Name	Year	Beg Fund Bal	Increases	Decreases	End Fund Bal	Difference
	Non-Major Funds Total	2019	\$ 32,476,224	19,189,995	28,283,735	\$ 23,382,484	\$ (9,093,740)
	Non-Major Funds Total	2020	\$ 23,382,484	21,256,178	24,936,770	\$ 19,701,892	\$ (3,680,592)

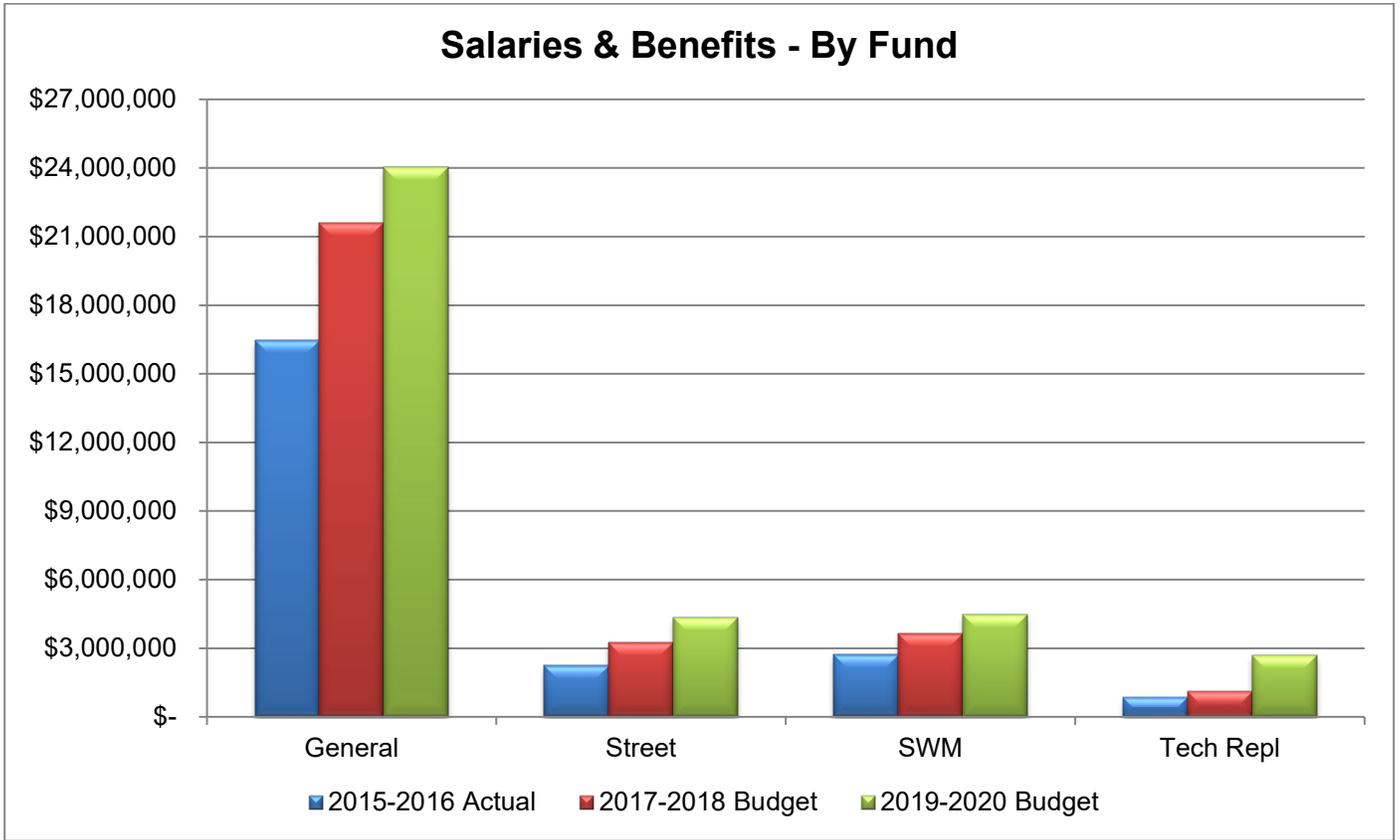
The 2020 ending fund balances in the eight non-major funds are budgeted to decrease \$12.8 million from the 2019 beginning balances. \$6.1 million of the decrease occurs in the Parks CIP Fund where there is \$2 million set aside for land acquisition along with 3 projects budgeted between \$2.4 million and \$2.7 million each. Another \$3.47 million of the decrease is in the General Government CIP Fund with a contingency expenditure budget of \$3.5 million for the city's portion of Towncenter infrastructure projects. Non-recurring expenditures for a signal replacement, completion of the Transportation Master Plan, and purchase of equipment related to converting traffic signal maintenance to city staff from a contracted service along with fluctuations in street maintenance expenditures contributed to the \$3.47 million decrease in the Street Fund ending balance. The ending fund balances in the three Internal Service Funds are targeted at maintaining sufficient reserves for operations and equipment replacement.

## SALARIES AND BENEFITS

*(includes overtime, part-time, seasonal, internships, and on-call pay and benefits)*

Fund Name	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget	
<b>General Fund</b>	<b>\$ 16,446,370</b>	<b>\$ 21,585,240</b>	<b>\$ 24,025,190</b>	The 2019-2020 budget includes 16.5 new positions. Four of the positions address traffic planning, engineering, and signal maintenance which will be taken over from King County in 2019. Three positions are funded with stormwater rates and address project engineering and maintenance. Four positions were added to keep pace with the demands of information technology. The remaining 5.5 positions provide support to the City Manager, Human Resources, Finance, and Parks and add an inspector to the development function.
<i>City Council</i>	183,145	260,500	215,200	
<i>City Manager</i>	1,274,215	1,280,300	1,309,700	
<i>Finance</i>	1,668,666	1,810,650	2,203,900	
<i>Admin Svcs</i>	1,030,818	1,525,700	2,163,650	
<i>Facilities</i>	408,531	721,800	943,000	
<i>Police</i>	182,239	193,700	204,600	
<i>Emergency Management</i>	-	295,000	330,000	
<i>Public Works</i>	1,607,760	2,619,000	2,708,700	
<i>Social &amp; Human Services</i>	-	135,800	138,200	
<i>Community Development</i>	5,229,697	6,730,500	7,575,400	
<i>Parks &amp; Rec</i>	4,720,645	5,822,540	6,232,840	
<i>Non-Dept</i>	140,654	189,750	-	
<b>Street Fund</b>	<b>2,242,166</b>	<b>3,230,350</b>	<b>4,346,350</b>	
<b>Surface Wtr Mgmt</b>	<b>2,715,126</b>	<b>3,642,300</b>	<b>4,457,930</b>	
<b>Technology Repl</b>	<b>\$ 852,719</b>	<b>\$ 1,102,450</b>	<b>\$ 2,679,800</b>	
<b>Totals</b>	<b>\$ 22,256,381</b>	<b>\$ 29,560,340</b>	<b>\$ 35,509,270</b>	





2019-2020 AUTHORIZED POSITIONS							
FUND	2017	2018	2019	2020		2019 - Annual Salary Range	
Department	Actual	Actual	Budget	Budget	Grade	Minimum	Maximum
<i>2019 COLA based on a 4 year rolling average = 2.43%</i>							
<i>2020 Budgeted COLA based on an estimated 4 year rolling average = 2.78%</i>							
<b>GENERAL FUND</b>							
Mayor (Part-time)	1	1	1	1			
Councilmember (Part-time)	6	6	6	6			
City Manager*	0.4711	0.4711	0.4711	0.4711		*per contract	
Sr. Executive Assistant*	0	1	1	1	M	\$ 70,622	\$ 96,651
Executive Assistant*	1	0	0.33	0.33	K	\$ 61,915	\$ 84,735
Deputy City Manager*	1	1	1	1	V-X	\$ 127,667	\$ 199,292
Communications Manager/PIO*	1	1	1	1	Q	\$ 91,880	\$ 125,745
Management Analyst	0	0	1	1	L	\$ 66,125	\$ 90,497
<b>Finance</b>							
Director/Assistant City Manager*	1	1	1	1	U-W	\$ 119,539	\$ 186,603
Deputy Director*	1	1	1	1	S	\$ 104,801	\$ 143,428
Accounting Manager*	1	1	1	1	Q	\$ 91,880	\$ 125,745
Sr. Budget & Rates Analyst*	0	0	1	1	N	\$ 75,424	\$ 103,223
Accountant*	0	1	1	1	M	\$ 70,622	\$ 96,651
Finance Specialist I	1	1	1	1	I	\$ 54,282	\$ 74,288
Finance Specialist II	1	0	1	1	K	\$ 61,915	\$ 84,735
Administrative Assistant	1	1	0	0	I	\$ 54,282	\$ 74,288
<b>Administrative Services</b>							
Director*	1	1	1	1	U-V	\$ 119,539	\$ 174,721
City Clerk*	1	1	1	1	N	\$ 75,424	\$ 103,223
Deputy City Clerk	1	1	1	1	K	\$ 61,915	\$ 84,735
Sr. Human Resource Analyst*	1	1	1	1	M	\$ 70,622	\$ 96,651
Executive Assistant*	0	0	0.34	0.34	K	\$ 61,915	\$ 84,735
Administrative Assistant	1.5	1.5	1.5	1.5	I	\$ 54,282	\$ 74,288
<b>Facilities</b>							
Internal Services Superintendent*	0	0.34	0.34	0.34	O	\$ 80,553	\$ 110,242
Project Manager*	1	1	1	1	O	\$ 80,553	\$ 110,242
Contract Administrator	0	0.25	0.25	0.25	K	\$ 61,915	\$ 84,735
Facilities Supervisor	1	0	0	0	L	\$ 66,125	\$ 90,497
Maintenance Worker II	1	1	1	1	I	\$ 54,282	\$ 74,288
Maintenance Worker I	0	0	1	1	F	\$ 44,559	\$ 60,983
Executive Assistant*	0	0	0.33	0.33	K	\$ 61,915	\$ 84,735
<b>Public Works</b>							
Director*	0.3	0.3	0.3	0.3	U-V	\$ 119,539	\$ 174,721
Deputy Director*	0.3	0.3	0.3	0.3	S	\$ 104,801	\$ 143,428
Administrative Assistant	0.3	0.47	0.47	0.47	I	\$ 54,282	\$ 74,288
City Engineer*	0.3	0.3	0.3	0.3	R	\$ 98,128	\$ 134,295
Management Analyst	1	1	1	1	L	\$ 66,125	\$ 90,497
Sr. Development Review Manager*	0.34	0.34	0.34	0.34	Q	\$ 91,880	\$ 125,745
Sr. Stormwater Program Manager*	0.1	0.1	0.1	0.1	Q	\$ 91,880	\$ 125,745
Sr. Engineer*	1.6	1.6	1.6	1.6	P	\$ 86,030	\$ 117,739
Project Engineer	1.6	1.6	1.6	1.6	N	\$ 75,424	\$ 103,223
Traffic Engineer*	0.5	0.5	0	0	O	\$ 80,553	\$ 110,242
Traffic Engineering Manager*	0	0	0.5	0.5	Q	\$ 91,880	\$ 125,745
Construction Inspector	3	3	3	3	K	\$ 61,915	\$ 84,735
GIS Coordinator	0.3	0.3	0	0	K	\$ 61,915	\$ 84,735
Office Assistant	0.17	0	0	0	E	\$ 41,722	\$ 57,100
<b>Human Services</b>							
Community Services Coordinator	0.75	0.75	0.75	0.75	I	\$ 54,282	\$ 74,288

2019-2020 AUTHORIZED POSITIONS							
FUND	2017	2018	2019	2020	Grade	2019 - Annual Salary Range	
Department	Actual	Actual	Budget	Budget		Minimum	Maximum
Community Development							
City Manager*	0.5289	0.5289	0.5289	0.5289			
Director*	1	1	1	1	U-V	\$ 119,539	\$ 174,721
Deputy Director*	1	1	1	1	S	\$ 104,801	\$ 143,428
Planning Manager*	1	1	1	1	Q	\$ 91,880	\$ 125,745
Senior Planner	3	3	2	2	M	\$ 70,622	\$ 96,651
Principle Planner*	0	0	1	1	O	\$ 80,553	\$ 110,242
Sr. Management Analyst*	0	1	1	1	N	\$ 75,424	\$ 103,223
Management Analyst	1	1	1	1	L	\$ 66,125	\$ 90,497
Associate Planner	2	1	1	1	L	\$ 66,125	\$ 90,497
Assistant Planner	0	1	2	2	K	\$ 61,915	\$ 84,735
Sr. Planner/Code Compliance*	1	0	0	0	M	\$ 70,622	\$ 96,651
Code Compliance Officer	1	1	1	1	K	\$ 61,915	\$ 84,735
Code Compliance Coordinator	0.5	0.5	0.5	0.5	J	\$ 57,973	\$ 79,340
Administrative Assistant	1	1	0	0	I	\$ 54,282	\$ 74,288
Special Project Assistant*	0	0	1	1	K	\$ 61,915	\$ 84,735
Office Assistant	2	2	2	2	E	\$ 41,722	\$ 57,100
Building Official*	1	1	1	1	Q	\$ 91,880	\$ 125,745
Plans Examiner	2	2	2	2	M	\$ 70,622	\$ 96,651
Sr. Building Inspector	1	1	1	1	L	\$ 66,125	\$ 90,497
Sr. Combination Inspector	0	0	1	1	N	\$ 75,424	\$ 103,223
Building Inspector	2	2	2	2	K	\$ 61,915	\$ 84,735
Electrical Inspector	1	1	1	1	L	\$ 66,125	\$ 90,497
Permit Technician	2	2	1	1	I	\$ 54,282	\$ 74,288
Sr. Permit Technician	1	1	1	1	J	\$ 57,973	\$ 79,340
Customer Service/Permit Manager*	1	1	1	1	M	\$ 70,622	\$ 96,651
Police							
Administrative Assistant	1	1	1	1	I	\$ 54,282	\$ 74,288
Emergency Management							
Emergency Manager*	1	1	1	1	O	\$ 80,553	\$ 110,242
Parks							
Director*	1	1	1	1	U-V	\$ 119,539	\$ 174,721
Deputy Director*	1	1	1	1	S	\$ 104,801	\$ 143,428
Contract Administrator	0	0.25	0.25	0.25	K	\$ 61,915	\$ 84,735
Recreation Supervisor	1	0	0	0	L	\$ 66,125	\$ 90,497
Recreation Manager*	0	1	1	1	O	\$ 80,553	\$ 110,242
Parks Resource Supervisor	1	0	0	0	L	\$ 66,125	\$ 90,497
Parks Superintendent*	0	1	1	1	O	\$ 80,553	\$ 110,242
Internal Services Superintendent*	0	0.33	0.33	0.33	O	\$ 80,553	\$ 110,242
Parks Project Manager*	2	2	2	2	N	\$ 75,424	\$ 103,223
Associate Planner	0	0	1	1	L	\$ 66,125	\$ 90,497
Recreation Coordinator	1	1	1	1	I	\$ 54,282	\$ 74,288
Lead Maintenance Worker	2	1	1	1	J	\$ 57,973	\$ 79,340
Maintenance Worker II	6	5	5	5	I	\$ 54,282	\$ 74,288
Maintenance Worker I	6	8	8	8	F	\$ 44,559	\$ 60,983
Administrative Assistant	1	1.33	1.33	1.33	I	\$ 54,282	\$ 74,288
Office Assistant	0.5	0.5	1	1	E	\$ 41,722	\$ 57,100
Volunteer Coordinator	1	1	1	1	I	\$ 54,282	\$ 74,288
Non-Departmental							
Management Analyst	1	1	0	0	L	\$ 66,125	\$ 90,497
<b>General Fund Totals (less Council)</b>	<b>81.06</b>	<b>81.56</b>	<b>86.76</b>	<b>86.76</b>			

2019-2020 AUTHORIZED POSITIONS							
FUND	2017	2018	2019	2020	Grade	2019 - Annual Salary Range	
Department	Actual	Actual	Budget	Budget		Minimum	Maximum
<b>STREET FUND</b>							
Infrastructure Op & Maint Mgr	0.5	0	0	0	O	\$ 80,553	\$ 110,242
Contract Administrator	0	0.25	0.25	0.25	K	\$ 61,915	\$ 84,735
Internal Services Superintendent*	0	0.33	0.33	0.33	O	\$ 80,553	\$ 110,242
Public Works Superintendent*	0	0	0.5	0.5	O	\$ 80,553	\$ 110,242
Maintenance Supervisor	0.5	0.5	0	0	L	\$ 66,125	\$ 90,497
Lead Maintenance Worker	1	0.5	0.5	0.5	J	\$ 57,973	\$ 79,340
Maintenance Worker II	3	3	3	3	I	\$ 54,282	\$ 74,288
Maintenance Worker I	3	3	3	3	F	\$ 44,559	\$ 60,983
Director*	0.35	0.35	0.35	0.35	U-V	\$ 119,539	\$ 174,721
Deputy Director*	0.35	0.35	0.35	0.35	S	\$ 104,801	\$ 143,428
Administrative Assistant	0.35	0.85	0.85	0.85	I	\$ 54,282	\$ 74,288
Transportation Planner*	0	0	1	1	Q	\$ 91,880	\$ 125,745
Sr. Engineer*	0	0	1	1	P	\$ 86,030	\$ 117,739
Sr. Traffic Signal Technician	0	0	2	2	M	\$ 70,622	\$ 96,651
City Engineer*	0.35	0.35	0.35	0.35	R	\$ 98,128	\$ 134,295
Sr. Engineer*	0.7	0.7	0.7	0.7	P	\$ 86,030	\$ 117,739
Sr. Stormwater Program Manager*	0.1	0.1	0.1	0.1	Q	\$ 91,880	\$ 125,745
Sr. Development Review Manager*	0.33	0.33	0.33	0.33	Q	\$ 91,880	\$ 125,745
Associate Engineer	0	1	1	1	O	\$ 80,553	\$ 110,242
Project Engineer	0.7	0.7	0.7	0.7	N	\$ 75,424	\$ 103,223
Engineering Technician	0.5	0.5	0	0	K	\$ 61,915	\$ 84,735
Traffic Engineer*	1.5	0.5	0	0	O	\$ 80,553	\$ 110,242
Traffic Engineering Manager*	0	0	0.5	0.5	Q	\$ 91,880	\$ 125,745
GIS Coordinator	0.35	0.35	0	0	K	\$ 61,915	\$ 84,735
Office Assistant	0.66	0	0	0	E	\$ 41,722	\$ 57,100
<b>Total Street Fund</b>	<b>14.24</b>	<b>13.66</b>	<b>16.81</b>	<b>16.81</b>			
<b>SURFACE WATER MANAGEMENT</b>							
Director*	0.35	0.35	0.35	0.35	U-V	\$ 119,539	\$ 174,721
Deputy Director*	0.35	0.35	0.35	0.35	S	\$ 104,801	\$ 143,428
Contract Administrator	0	0.25	0.25	0.25	K	\$ 61,915	\$ 84,735
Administrative Assistant	0.35	0.85	0.85	0.85	I	\$ 54,282	\$ 74,288
City Engineer*	0.35	0.35	0.35	0.35	R	\$ 98,128	\$ 134,295
Sr. Engineer*	0.7	0.7	1.7	1.7	P	\$ 86,030	\$ 117,739
Sr. Development Review Manager*	0.33	0.33	0.33	0.33	Q	\$ 91,880	\$ 125,745
Associate Engineer	1	1	1	1	O	\$ 80,553	\$ 110,242
Sr. Stormwater Program Manager*	0.8	0.8	0.8	0.8	Q	\$ 91,880	\$ 125,745
Project Engineer	0.7	0.7	0.7	0.7	N	\$ 75,424	\$ 103,223
Stormwater Technician	1	2	1	1	J	\$ 57,973	\$ 79,340
Engineering Technician	0.5	0.5	2	2	K	\$ 61,915	\$ 84,735
Construction Inspector	1	1	1	1	K	\$ 61,915	\$ 84,735
GIS Coordinator	0.35	0.35	0	0	K	\$ 61,915	\$ 84,735
Office Assistant	0.67	0	0	0	E	\$ 41,722	\$ 57,100
Infrastructure Op & Maint Mgr	0.5	0	0	0	O	\$ 80,553	\$ 110,242
Public Works Superintendent*	0	0.5	0.5	0.5	O	\$ 80,553	\$ 110,242
Stormwater Supervisor	0.5	0	0	0	L	\$ 66,125	\$ 90,497
Lead Maintenance Worker	1	0.5	0.5	0.5	J	\$ 57,973	\$ 79,340
Maintenance Worker I	3	3	4	4	F	\$ 44,559	\$ 60,983
Maintenance Worker II	2	2	2	2	I	\$ 54,282	\$ 74,288
<b>Total Surface Water Mgmt</b>	<b>15.45</b>	<b>15.53</b>	<b>17.68</b>	<b>17.68</b>			

2019-2020 AUTHORIZED POSITIONS							
FUND	2017	2018	2019	2020		2019 - Annual Salary Range	
Department	Actual	Actual	Budget	Budget	Grade	Minimum	Maximum
<b>TECHNOLOGY REPLACEMENT</b>							
Director*	0	0	1	1	U-V	\$ 119,539	\$ 174,721
Sr. IS Manager*	1	1	1	1	Q	\$ 91,880	\$ 125,745
IT Support Specialist	1	1	1	1	M	\$ 70,622	\$ 96,651
IT Support Technician	0	0	1	1	I	\$ 54,282	\$ 74,288
GIS Coordinator	0	0	1	1	K	\$ 61,915	\$ 84,735
Engineering Technician	0	0	1	1	K	\$ 61,915	\$ 84,735
Network Administrator	1	1	1	1	O	\$ 80,553	\$ 110,242
Application Systems Specialist	0	0	1	1	K	\$ 61,915	\$ 84,735
Web Master	1	1	1	1	M	\$ 70,622	\$ 96,651
Website Associate	0	0	1	1	I	\$ 54,282	\$ 74,288
<b>Total Technology Replacement</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>10</b>			
<b>Total FTE for City</b>	<b>114.75</b>	<b>114.75</b>	<b>131.25</b>	<b>131.25</b>			
City Manager*			Per Contract				
Maintenance/Recreation Summer Help/Intern			Minimum wage up to \$25.00 per hour				
Lifeguards/Temporary Office Help			\$11.00 to \$16.00 per hour				
Beach/Contract Manager			\$17.00 to \$23.00 per hour				
Assistant Beach Manager			\$14.00 to \$20.00 per hour				
Limited Term Employee			Per Contract				
Standby Pay			\$66.00 per day/\$99.00 per day on holidays				
2019 Minimum Wage = \$12.00 per hour/\$10.20 per hour for minors (14 & 15)							

**GENERAL FUND**

## GENERAL FUND SUMMARY

### Fund Overview

The General Fund is the primary operating fund for the City of Sammamish. The core services of the City such as police, fire, parks, public works administration and engineering, community development, and general administration are budgeted within this fund. The major sources of funding are property and sales taxes, development revenues and state shared revenues.

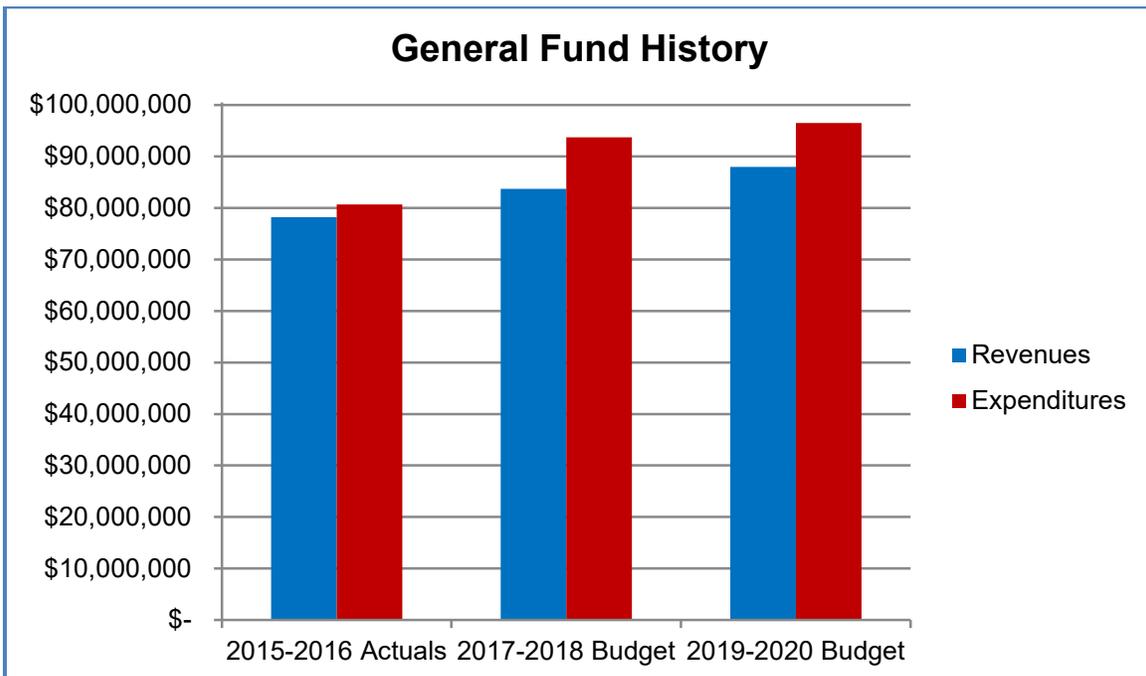
### Significant Changes from the Prior Biennium

Five and one half new positions were added in the General Fund: one Executive Assistant shared by the City Manager, Human Resources, and Facilities Departments, one Senior Budget and Rates Analyst in the Finance Department, one Maintenance Worker I in the Facilities Department, one Senior Combination Inspector in the Community Development Department, one Associate Planner and an Office Assistant increase from half time to full time in the Parks Department.

Property and sales tax revenue is forecast to increase \$4.1 million. This discretionary source of income is allocated to fund general administration, legal, public safety, public works, parks, and to maintain a healthy ending fund balance.

The \$4.35 million transfer of general tax funds to the Transportation Capital Improvement Fund has been eliminated for the 2019-2020 biennium.

The City budgets very conservatively with revenues budgeted at the low end and expenditures budgeted at the high end including \$3 million per year for unknown contingencies. Prior to the 2015-2016 biennium, the typical actual outcome was for revenues to exceed expenditures. This trend is beginning to reverse as the City Council continues to defer raising property taxes by the allowable 1% per year.



## General Fund Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 22,194,298	\$ 19,733,831	\$ 16,759,790
Taxes	\$ 62,708,026	\$ 68,900,000	\$ 73,000,000
Licenses & Permits	4,848,025	5,106,000	4,882,000
Intergovernmental	1,927,643	2,236,400	2,345,763
Charges for Services	6,696,208	5,640,700	5,574,600
Interest & Miscellaneous	2,064,824	1,838,852	2,126,880
<b>Total Revenues</b>	<b>\$ 78,244,726</b>	<b>\$ 83,721,952</b>	<b>\$ 87,929,243</b>
<b>Total Fund (with BFB)</b>	<b>\$ 100,439,024</b>	<b>\$ 103,455,783</b>	<b>\$ 104,689,033</b>

## General Fund Expenditure Summary

Function	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
City Council	\$ 578,229	\$ 980,900	\$ 794,600
City Manager	1,320,340	1,336,900	2,020,250
Finance	1,889,801	2,105,850	2,522,490
Legal Services	2,567,876	3,389,640	3,542,850
Administrative Services	1,520,938	2,181,400	3,433,850
Facilities	1,582,266	2,519,250	3,266,080
Police Services	12,064,731	14,564,540	15,258,440
Fire Services	13,346,703	15,522,511	16,462,500
Emergency Management	-	545,600	449,000
Public Works	2,289,118	3,169,700	3,187,260
Social & Human Services	397,958	962,800	1,021,090
Community Development	5,890,856	8,331,250	9,420,860
Parks & Recreation	7,570,048	9,975,390	10,134,765
Non-Departmental	29,686,339	28,133,268	24,993,732
<b>Total Expenditures</b>	<b>\$ 80,705,203</b>	<b>\$ 93,718,999</b>	<b>\$ 96,507,767</b>
Ending Fund Balance	19,733,821	9,736,784	8,181,266
<b>Total Fund (with EFB)</b>	<b>\$ 100,439,024</b>	<b>\$ 103,455,783</b>	<b>\$ 104,689,033</b>

## CITY COUNCIL DEPARTMENT

### Department Overview

The seven City Council members are elected at large by position and are responsible for policy direction, city legislation, and governance of the community. The Council selects from its members a Mayor and a Deputy Mayor as Council Officers to preside at Council meetings and to sign orders of the Council. The Council appoints a City Manager to carry out its policies and run day-to-day operations and appoints the city's advisory boards and committees. A new City Manager will be appointed in 2019. Council members represent the community at various intergovernmental meetings and community events.

### Responsibilities

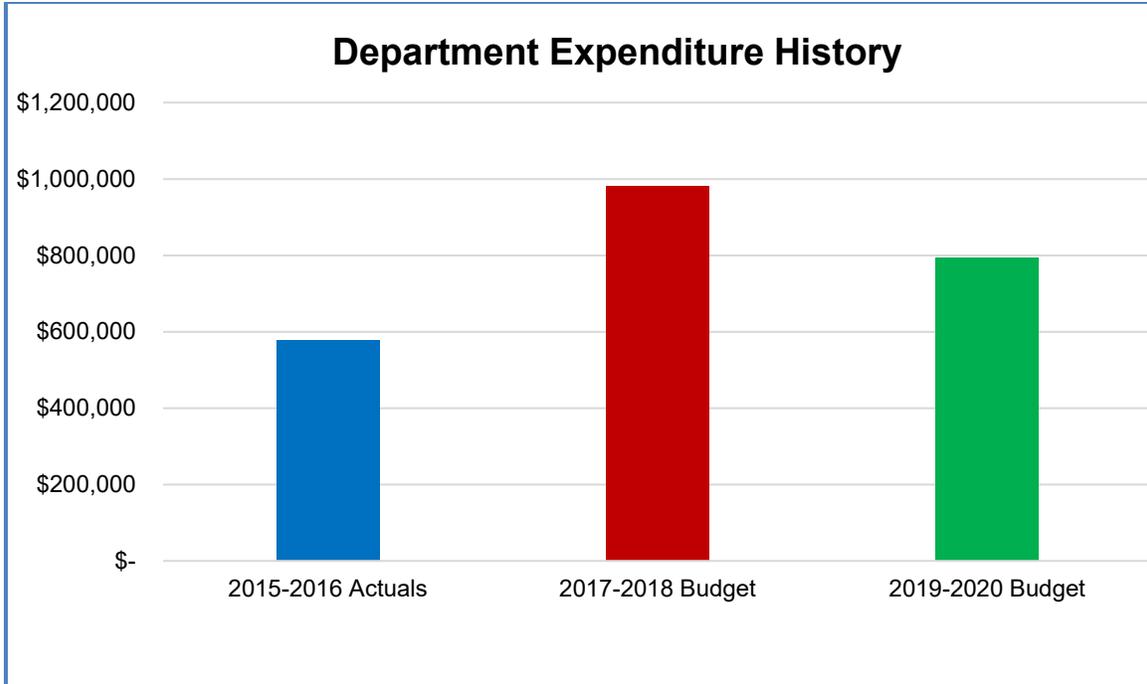
- Set the City's strategic direction and overall goals.
- Enact municipal laws.
- Approve long-term capital improvement projects and funding options.
- Evaluate current and future revenue sources to fund public services.
- Maintain a regional presence and influence.

### Budget Highlights

- \$355,600 reduction for communications activities moved to the City Manager's budget
- \$154,000 budgeted for national and regional organization memberships previously included in the Non-departmental budget
- \$75,000 budgeted for City Manager recruitment activities
- \$45,300 decrease in personnel costs. Eliminated 2017-2018 contingency budget for medical benefits, added salary increase in 2020.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 183,144	\$ 260,500	\$ 215,200
Supplies	40,142	18,000	18,000
Services & Charges	354,943	702,400	561,400
<b>Total</b>	<b>\$ 578,229</b>	<b>\$ 980,900</b>	<b>\$ 794,600</b>



<b>Position Summary</b>					
	<b>2015-2016</b>		<b>2017-2018</b>		<b>2019-2020</b>
	<b>Actual</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>
Mayor (part-time)	1	0	1	0	1
Councilmembers (part-time)	6	0	6	0	6
<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>

## CITY MANAGER DEPARTMENT

### Department Overview

The City Manager is appointed by the City Council to run the City's day-to-day operations. This department provides management direction to all departments and coordinates city activities in accordance with policies and direction set by the City Council. The staff of the City Manager Department oversees policy analysis, intergovernmental relations, communications, neighborhood involvement, and provides administrative support to the City Council and Council committees. A new City Manager will be appointed in early 2019.

### Responsibilities

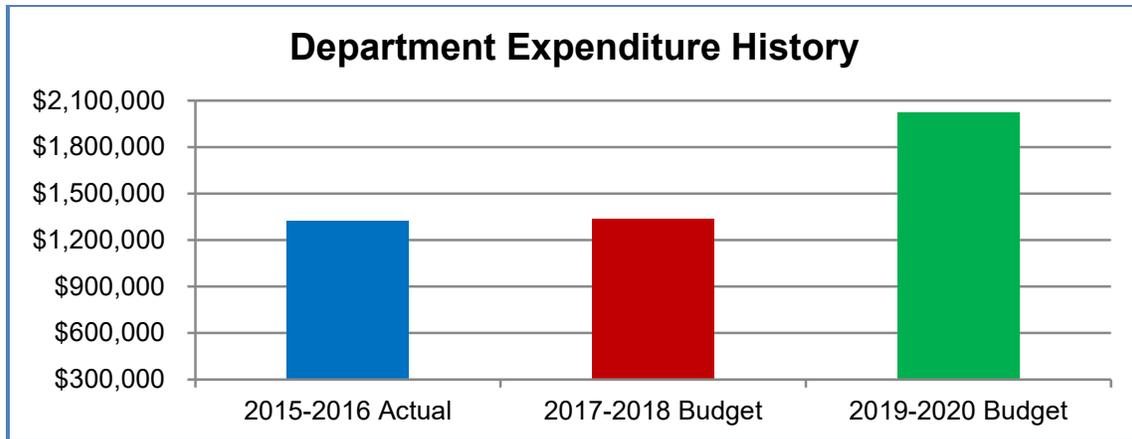
- Properly administer all affairs of the City.
- Ensure all laws and ordinances are faithfully executed.
- Provide policy advice to the City Council.
- Present the preliminary city budget to the City Council.
- Enhance community communications.

### Budget Highlights

- \$210,600 is budgeted for a Management Analyst, previously included in the Non-departmental budget.
- \$84,800 is budgeted for 1/3 of the new Executive Assistant position.
- \$324,750 is budgeted for a new communications division for activities transferred from the City Council budget.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,274,215	\$ 1,280,300	\$ 1,621,900
Supplies	15,366	22,600	39,300
Services & Charges	30,759	34,000	359,050
<b>Total</b>	<b>\$ 1,320,340</b>	<b>\$ 1,336,900</b>	<b>\$ 2,020,250</b>



### 2017-2018 Accomplishments

- ✓ **City Administration:** Responsibly administered the City's affairs through the ongoing transition to a new permanent City Manager.
- ✓ **Central Washington University (CWU) campus in Sammamish:** CWU leased a former church property from the City and opened a satellite campus in Sammamish in September 2017. CWU offers college level courses and a Running Start program for high school students.
- ✓ **Police Services Study:** Managed a consultant study of contracted Police Services undertaken to inform the City Council of service options.
- ✓ **Communications:** Began implementation of recommendations in the Council adopted Communications Strategy document.
- ✓ **Organization Strategy:** Contracted with an organizational consultant to reviewed the structure and effectiveness of all departments. Based on the consultant's recommendations, reorganized the maintenance and technology functions,

### 2019-2020 Goals & Relationship to Council Priorities

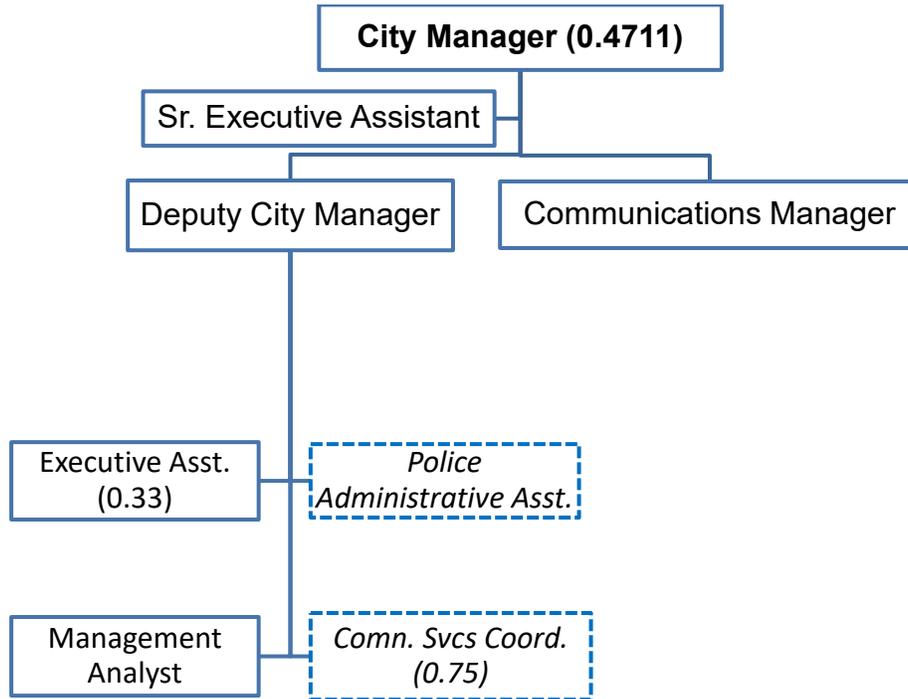
#### Council Priority-High Performing Government

- Smoothly transition to a new City Manager to be chosen early in 2019.
- Administer the affairs of the City following Council policies and direction.
- Ensure adherence to laws and regulations.
- Effectively manage the Executive Team.
- Create workspace to accommodate new staff.

#### Council Priority-Communication and Engagement

- Add an E-newsletter to the current printed newsletter option.
- Increase citizen engagement through virtual feedback.
- Develop city branding guidelines.

### Department Organization Chart



*Boxes with a dashed outline and italic text indicate positions which report to this department but which are budgeted in a separate department and/or operating fund.*

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
City Manager	0.47	0	0.47	0	0.47
Deputy City Manager	1	0	1	0	1
Sr. Executive Assistant	0	1	1	0	1
Executive Assistant	1	(1)	0	0.33	0.33
Communications Manager	1	0	1	0	1
*Management Analyst	0	0	0	1	1
<b>TOTAL</b>	<b>3.47</b>	<b>0</b>	<b>3.47</b>	<b>1.33</b>	<b>4.8</b>

*\*Position transferred from Non-departmental to City Manager in 2019-2020 Budget*

## ADMINISTRATION DIVISION

### Division Overview

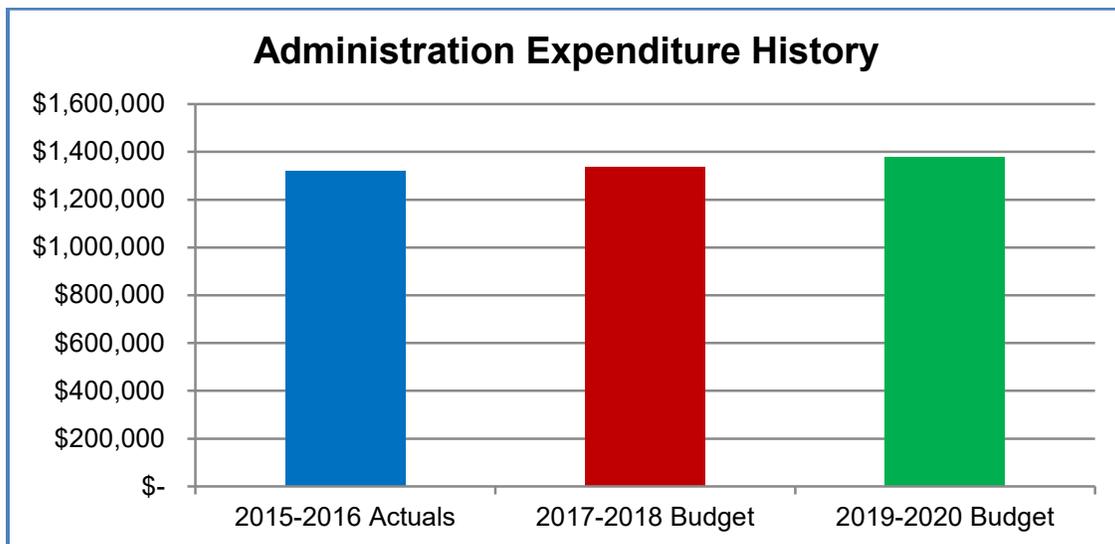
This division provides management direction to all departments and coordinates city activities in accordance with policies and direction set by the City Council. A Management Analyst position, previously included in the Non-departmental budget was transferred to this division in 2019. This position will continue to manage consultant contracts, prepare and coordinate documents to be submitted to the City Council, and take on special projects. An Executive Assistant, shared with two other departments, was added to the City Manager staff for 2019. This position provides support to the Deputy City Manager. The Communications Manager position was moved to the newly formed communications division in the City Manager’s department.

### Responsibilities

- Properly administer all affairs of the City.
- Ensure all laws and ordinances are faithfully executed.
- Provide policy advice to the City Council.
- Present the preliminary city budget to the City Council.

### Administration Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,274,215	\$ 1,280,300	\$ 1,309,700
Supplies	15,366	22,600	22,600
Services & Charges	30,759	34,000	48,000
Total	\$ 1,320,340	\$ 1,336,900	\$ 1,380,300



<b>Position Summary</b>	<b>2015-2016</b>		<b>2017-2018</b>		<b>2019-2020</b>
	<b>Actual</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>
City Manager	0.47	0	0.47	0	0.47
Deputy City Manager	1	0	1	0	1
Sr. Executive Assistant	0	1	1	0	1
Executive Assistant	1	(1)	0	0.33	0.33
Communications Manager	1	0	1	(1)	0
*Management Analyst	0	0	0	1	1
<b>TOTAL</b>	<b>3.47</b>	<b>0</b>	<b>3.47</b>	<b>0.33</b>	<b>3.8</b>
<i>*Position transferred from Non-departmental to City Manager in 2019-2020 Budget</i>					

## COMMUNICATION DIVISION

### Division Overview

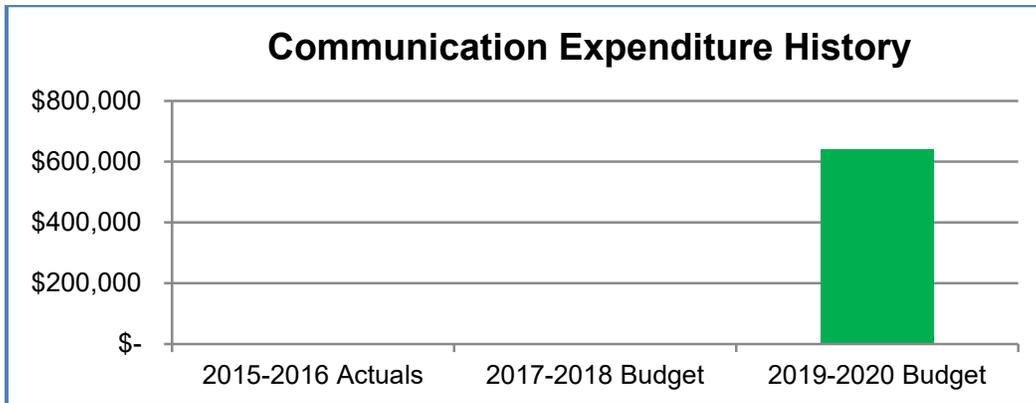
This is a new division that was previously split between the City Manager administration division budget and the City Council budget. It serves as the public information office for Sammamish, handling internal and external city communications, neighborhood involvement, and citizen surveys measuring satisfaction with city services.

### Responsibilities

- Internal and external communication
- Social media
- Neighborhood involvement
- Citizen satisfaction surveys

### Communication Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ -	\$ -	\$ 312,200
Supplies	-	-	16,700
Services & Charges	-	-	311,050
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 639,950</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Communications Manager	0	0	0	1	1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	

## LEGAL SERVICES DEPARTMENT

*Responsibility: Community Development Director*

### Department Overview

The Legal Services Department manages several contracts for legal services. The contract model allows for access to a wide range of legal specialists. The City has contracts for legal services with a City Attorney, Prosecuting Attorney, Hearing Examiner, Public Defender, and Public Defense Screener. Municipal court costs are budgeted in this department.

### Responsibilities

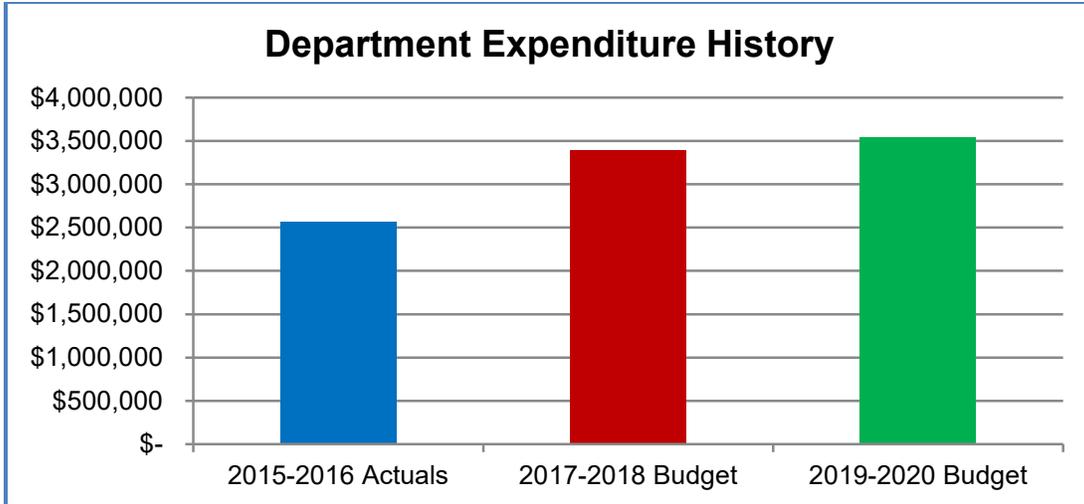
- Ensure the City's actions comply with applicable laws to minimize the potential for litigation.
- Defend the City against legal actions.
- Provide legal advice to the City Council and city administration.
- Advise the City Council and staff at public meetings.

### Budget Highlights

- The legal budget increased approximately 4.4%, net of Municipal Court costs which are partially recovered through fines.
- Public defense costs showed the largest percentage increase at 23.7% from the 2017-2018 budget to the 2019-2020 budget due to new state standards implemented in the middle of the 2017-2018 biennium.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Services & Charges	\$ 1,934,739	\$ 2,775,840	\$ 2,898,850
Intergovernmental	633,137	613,800	644,000
<b>Total</b>	<b>\$ 2,567,876</b>	<b>\$ 3,389,640</b>	<b>\$ 3,542,850</b>



### 2017-2018 Accomplishments

- ✓ **Continued to collect a high percentage of fines for traffic infractions:** The dismissal rate for traffic infraction cases was reduced from 30% to 6.39% in the 2015-2016 biennium as a result of the Prosecuting Attorney’s representation at appeals and continued into the 2017-2018 biennium.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-High Performing Government

- Monitor existing legal contracts
  - District court
  - Prosecuting attorney
  - Domestic Violence advocate
  - Public defense screener
- Collect a high percentage of fines levied for traffic infractions.
  - The Prosecuting Attorney will continue to represent the city at Appeals Court hearings
  - The dismissal rate will be under 10%

## FINANCE DEPARTMENT

*Responsibility: Finance and Risk Management Director*

### Department Overview

The Finance Department supports the community of Sammamish, providing financial resiliency by being creators, enablers, preservers, and reporters. The department's mission is to safeguard assets of the City, minimize the use of limited resources, and to create the most effective and efficient operating environment that best serves the citizens in keeping with the vision of quality government services.

### Responsibilities

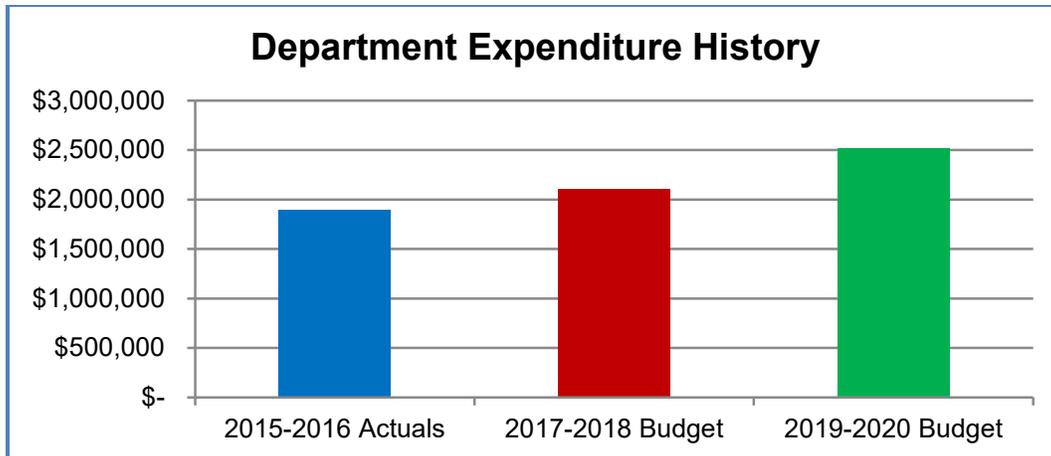
- Ensure the financial stability of the City.
- Maintain the City's accounting records in compliance with state laws and regulations.
- Evaluate business processes to enhance revenues and reduce expenditures.
- Provide policy and management assistance to the City Manager.
- Develop a simple and effective budget.
- Analyze and report on revenues and expenditures compared to budget.
- Maximize investment return within state authorized investment options.

### Budget Highlights

- \$275,500 budgeted for one new Sr. Budget & Rates Analyst position. This is the first position added to the Finance department in over 10 years. This position will perform professional level financial and budget analysis, research and develop financial models, and make recommendations to management.
- Reclassified a Financial Technician II position to an Accountant position to reflect the increased technical complexity required in this position.
- Converted one Administrative Assistant position to a Financial Technician II position to address the need for more technical accounting knowledge.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,668,666	\$ 1,810,650	\$ 2,203,900
Supplies	7,206	11,100	14,550
Services & Charges	130,563	174,100	184,040
Intergovernmental	83,366	110,000	120,000
<b>Total</b>	<b>\$ 1,889,801</b>	<b>\$ 2,105,850</b>	<b>\$ 2,522,490</b>



## 2017-2018 Accomplishments

- ✓ **Audit opinions:** Received an unqualified audit opinion for 2017. The 2018 audit will be done in 2019.
- ✓ **Budget and financial report awards:** The City received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- ✓ **2019-2020 budget adoption:** Prepared and shepherded through the 2019-2020 budget for Council approval during a time when there were three City Managers in a three-month time span.
- ✓ **Technology implementations:** Provided technical accounting support to the Parks department for implementation of an online reservation system and to Human Resources for implementation of the City's first electronic Human Resource and Employee Self-service system.

## 2019-2020 Goals & Relationship to Council Priorities

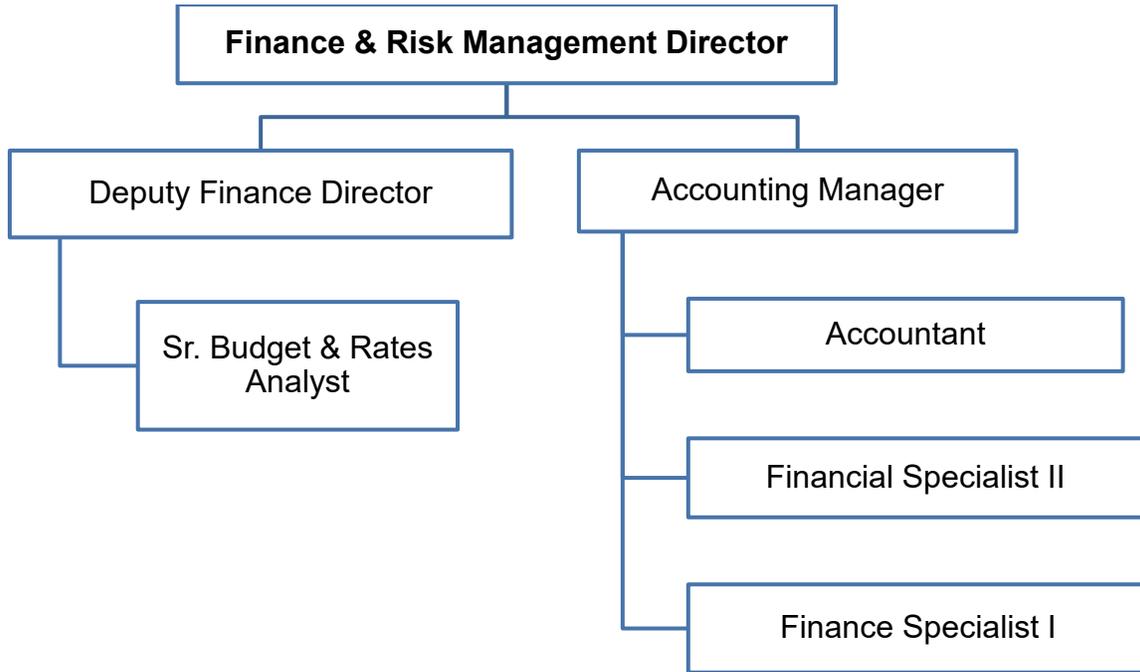
### Council Priority-Financial Sustainability

- Meet the City's financial obligations for payment of vendors and employees.
- Timely collect accounts receivable.
- Maintain a comprehensive accounting system that complies with state law.
- Prepare a responsible budget.
- Responsibly manage cash and investments.
- Long range revenue and expenditure forecasts.
- Fee reviews and updates.
- Federal and state legislative analysis.
- 

### Council Priority-High Performing Government

- Meet financial reporting standards set by the Government Accounting Standards Board.
- Receive the GFOA Certificate of Achievement for Financial Reporting.
- Receive an unqualified audit opinion each year.
- Receive the GFOA Distinguished Budget Award.

### Department Organization Chart



#### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Finance & Risk Management Director	1	0	1	0	1
Deputy Finance Director	1	0	1	0	1
Administrative Assistant	1	0	1	(1)	0
Accounting Manager	1	0	1	0	1
Sr. Budget & Rates Analyst	0	0	0	1	1
Accountant	0	0	0	1	1
Financial Specialist II	1	0	1	0	1
Financial Specialist I	1	0	1	0	1
<b>TOTAL</b>	<u>6</u>	<u>0</u>	<u>6</u>	<u>1</u>	<u>7</u>

## ADMINISTRATIVE SERVICES DEPARTMENT

*Responsibility: City Manager*

### Department Overview

This department as budgeted is responsible for general administrative services of the City, human resources, and the City Clerk and is accordingly into three divisions. The City of Sammamish operates on a “contract for services” model with a small, core staff of permanent employees. The Administrative Division manages many of these contracts. One-third of a shared Executive Assistant position was added to this department in the 2019-2020 budget.

The organization structure of this department is under review and may be re-organized or combined with other departments during the 2019-2020 biennium. Under consideration are replacing the vacant Administrative Services Director position with a Human Resources Director, transferring the City Clerk function to the City Manager’s office and allocating management of various service contracts to other departments.

### Responsibilities

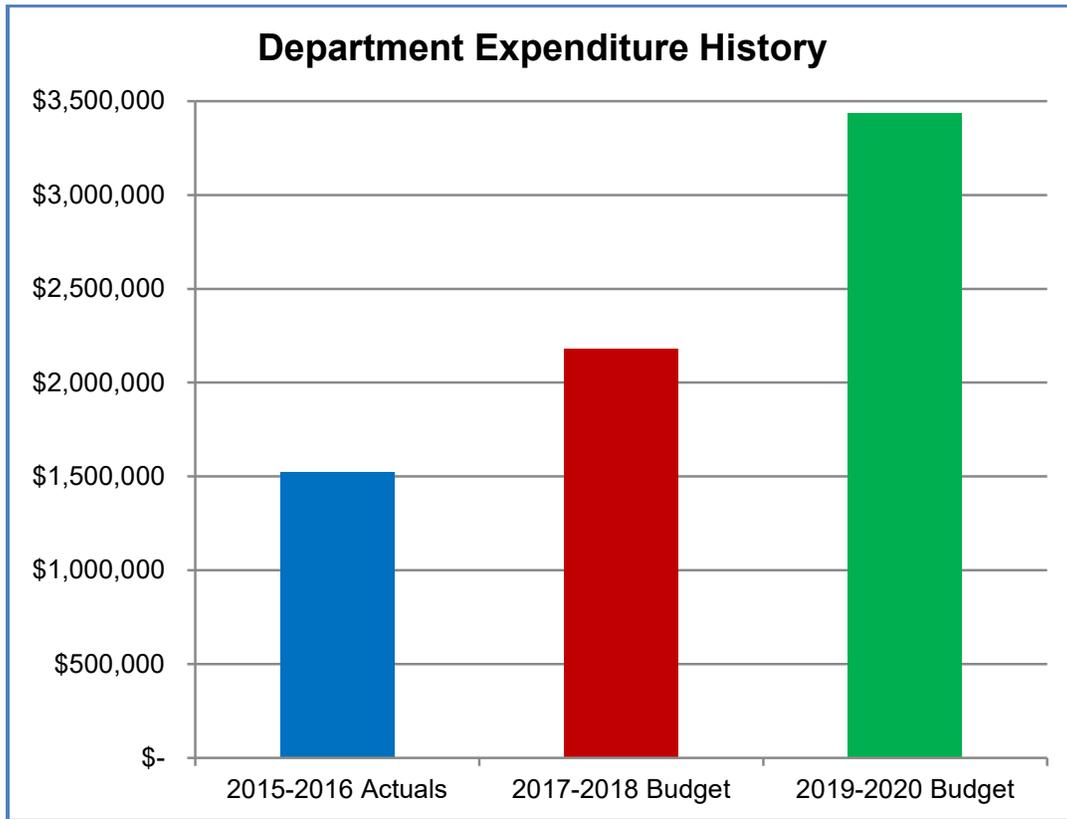
- City Council meeting support.
- Records management.
- Contract management.
- Public disclosure requests.
- Business/solicitors licensing.
- Hearing Examiner support.
- Passport acceptance agency
- Policy and management analysis.
- Human resource services.
- Municipal Code and Comprehensive Plan updates.
- Animal control.

### Budget Highlights

- \$84,800 is budgeted for 1/3 of the new Executive Assistant position.
- \$630,000 is budgeted to develop a comprehensive records management system. This funding will provide 2 limited term employees and a contracted consultant to implement the system.
- \$435,000 is budgeted for election and voter registration costs previously included in the Non-departmental budget.
- \$93,500 is budgeted for membership in the Association of WA Cities, previously included in the Non-departmental budget.

## Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,030,819	\$ 1,525,700	\$ 2,163,650
Supplies	8,518	20,000	34,300
Services & Charges	481,601	635,700	800,900
Intergovernmental	-	-	435,000
<b>Total</b>	<b>\$ 1,520,938</b>	<b>\$ 2,181,400</b>	<b>\$ 3,433,850</b>



## 2017-2018 Accomplishments

- ✓ **City Council electronic packet project:** Implemented the *iCompass* software system to prepare electronic City Council agenda packets including preparation of agenda bills and accompanying attachments. Trained staff on the use of *iCompass*.
- ✓ **City Clerk core functions:** All core functions of the City Clerk were carried out efficiently and professionally including Council meetings and packet preparation, required records retention, public records requests, Hearing Examiner support, and publication of legal notices.
- ✓ **Employee Handbook update:** The Employee Handbook was updated following review of the City's personnel policies and procedures.
- ✓ **Human Resources System:** Began implementation of the City's first electronic Human Resources Information System.

## **2019-2020 Goals & Relationship to Council Priorities**

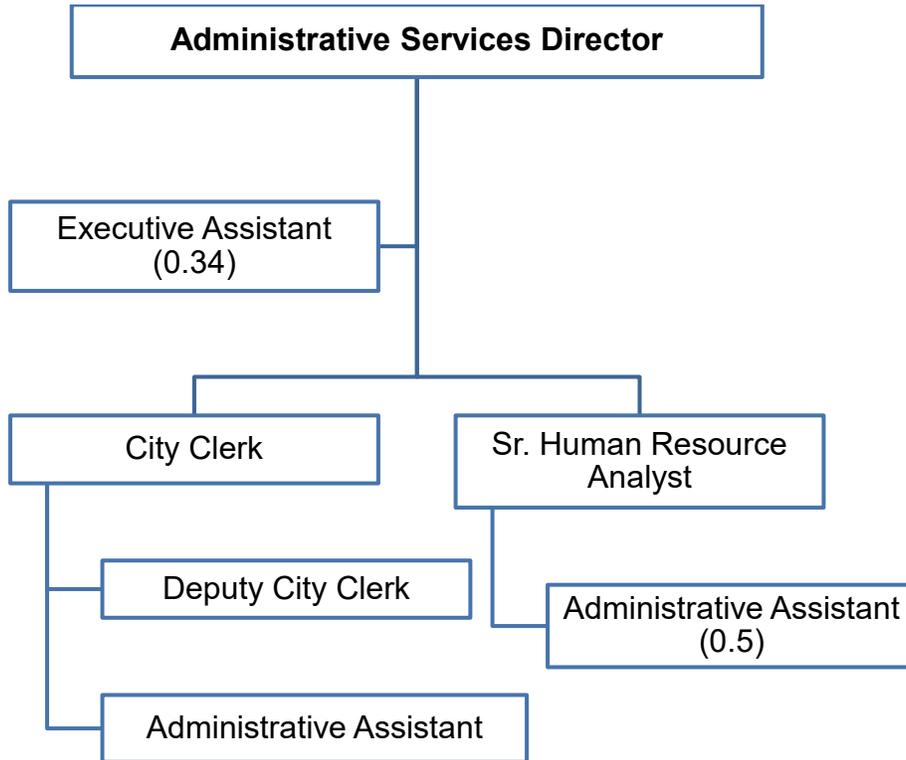
### **Council Priority-High Performing Government**

- Manage human resource functions.
- Provide support for City Council meetings.
- Publish legal notices.
- Maintain city records in accordance with retention requirements.
- Manage public records requests.
- Complete installation of the Human Resources System and populate with data.
- Train staff to use the system.
- Review all positions for correct classification and compensation.
- Create job descriptions for all positions.
- Present findings to the City Council.
- Complete a city-wide records inventory.
- Create a standard for records management throughout the city.
- Partner with the information technology team to acquire and maintain an electronic management solution.

### **Council Priority-Community Livability**

- Provide support for the Hearing Examiner.

### Department Organization Chart



	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Administrative Services Director	1	0	1	0	1
City Clerk	1	0	1	0	1
Deputy City Clerk	1	0	1	0	1
Sr. Human Resources Analyst	0	1	1	0	1
Volunteer Coordinator	0.5	(0.5)	0	0	0
Executive Assistant	0	0	0	0.34	0.34
Administrative Assistant	0.5	1	1.5	0	1.5
<b>TOTAL</b>	<b>4</b>	<b>1.5</b>	<b>5.5</b>	<b>0.34</b>	<b>5.84</b>

## ADMINISTRATIVE DIVISION

### Division Overview

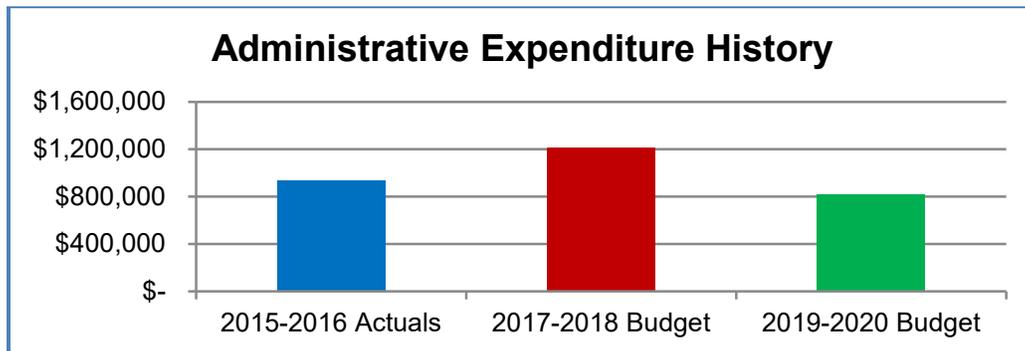
This division as budgeted is responsible for general administrative services of the city. The City of Sammamish operates on a “contract for services” model with a small, core staff of permanent employees. The Administrative Division manages many of these contracts including jail, court services, garbage/recycling, and a cable television franchise. The organization structure of this department is under review and the Administrative Division may be re-organized or combined with other departments during the 2019-2020 biennium.

### Responsibilities

- Effectively manage multiple contracts with other governments and private companies providing services to the City.
- Provide policy and management analysis and advice to the City Manager.
- Coordinate the waste reduction, recycling, and garden waste programs and events.

### Administrative Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 570,342	\$ 712,550	\$ 429,200
Supplies	2,314	14,000	12,400
Services & Charges	361,276	483,700	376,800
<b>Total</b>	<b>\$ 933,932</b>	<b>\$ 1,210,250</b>	<b>\$ 818,400</b>



### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Administrative Services Director	1	0	1	0	1
Sr. Human Resources Analyst	0	1	1	(1)	0
Administrative Assistant	0.5	0	0.5	(0.5)	0
Volunteer Coordinator	0.5	(0.5)	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>0.5</b>	<b>2.5</b>	<b>(1.5)</b>	<b>1</b>

## CITY CLERK DIVISION

### Division Overview

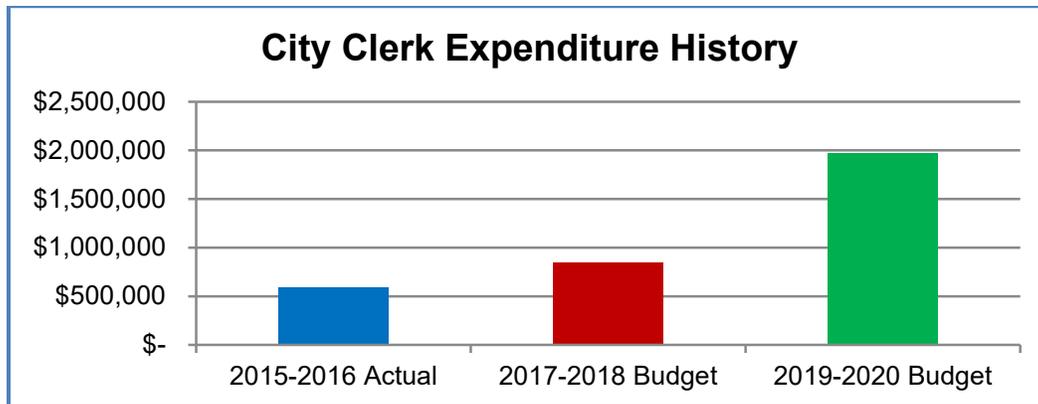
The City Clerk is responsible for support of Sammamish City Council meetings including agendas, minutes, packets, and legal notices. The City Clerk is also responsible for citywide records management including public disclosure, electronic records access, contract tracking, and the City's Municipal Code.

### Responsibilities

- Ensure required records are created and maintained in compliance with state laws.
- Facilitate efficient Council meetings.
- Manage public records requests and responses.

### City Clerk Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 460,477	\$ 684,550	\$ 1,252,750
Supplies	6,204	6,000	11,900
Services & Charges	120,325	152,000	269,600
Intergovernmental	-	-	435,000
<b>Total</b>	<b>\$ 587,006</b>	<b>\$ 842,550</b>	<b>\$ 1,969,250</b>



<b>Position Summary</b>		2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget		
City Clerk	1	0	1	0	1		1
Deputy City Clerk	1	0	1	0	1		1
Administrative Assistant	0	1	1	0	1		1
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>		<b>3</b>

## HUMAN RESOURCES DIVISION

### Division Overview

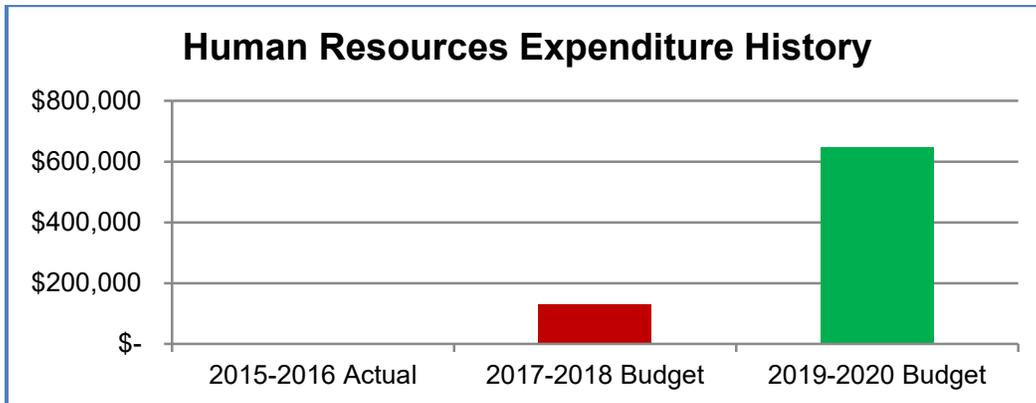
The Human Resources Division handles the city's personnel matters. Under consideration in the 2019-2020 biennium is replacement of the budgeted Administrative Services Director with a Human Resources Director. Added 1/3 of a shared Executive Assistant position to help with research and administrative duties.

### Responsibilities

- Development and administration of personnel policies.
- Staff recruitment and new employee orientation.
- Benefit administration.
- City-wide staff training.

### Human Resources Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ -	\$ 128,600	\$ 481,700
Supplies	-	-	10,000
Services & Charges	-	-	154,500
<b>Total</b>	<b>\$ -</b>	<b>\$ 128,600</b>	<b>\$ 646,200</b>



### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Sr. Human Resources Analyst	0	0	0	1	1
Executive Assistant	0	0	0	0.34	0.34
Administrative Assistant	0	0	0	0.5	0.5
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.84</b>	<b>1.84</b>

## SOCIAL AND HUMAN SERVICES DEPARTMENT

*Responsibility: City Manager*

### Department Overview

The Social and Human Services Department coordinates and communicates to residents the services offered by various private providers such as the food bank, allocates grants to local non-profit agencies serving the City, and contributes funding for low-income housing.

### Responsibilities

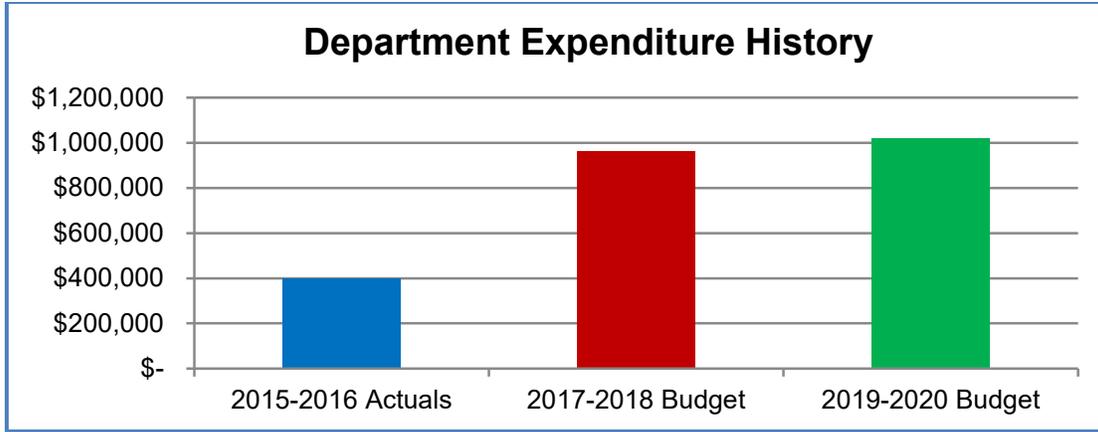
- Identify and coordinate the services offered by social and human service agencies in Sammamish.
- Coordinate with providers to fill gaps in available services.
- Review grant applications in coordination with the Human Services Commission and recommend funding levels to the City Council.
- Review human services reimbursement requests for compliance with established criteria.

### Budget Highlights

- \$85,445 annual increase in grant funding to social service agencies. This increased funding from \$240,000 per year to \$325,445 per year.
- \$100,000 reduction in the 2019-2020 budget for the one-time allocation in the 2017-2018 budget for a human services study.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ -	\$ 135,800	\$ 138,200
Supplies	-	3,000	4,500
Services & Charges	397,958	796,500	878,390
Capital	-	27,500	-
<b>Total</b>	<b>\$ 397,958</b>	<b>\$ 962,800</b>	<b>\$ 1,021,090</b>



### 2017-2018 Accomplishments

- ✓ **Human Services Commission formed:** The commission was formed to determine human services priorities, manage grants and funding requests, and investigate emerging issues and concerns.
- ✓ **Human Services needs assessment:** Completed a Human Services needs assessment which identified 5 local priorities: mental wellness, seniors, domestic violence, basic needs, and cultural inclusion.
- ✓ **Youth services support:** Worked with regional youth services organizations to determine how best to support the community's youth.
- ✓ **Review of Human Services reimbursement requests:** Each reimbursement request was reviewed for compliance with established criteria by the Community Services Coordinator prior to payment.

### 2019-2020 Goals & Relationship to Council Goals

#### Council Priority-Community Livability

- Participate in local and regional human service events.
- Prepare and deliver presentations to community groups.
- Expand community cultural connections.
- Work with the Human Services Commission to review and recommend grant awards to social service agencies.
- Conduct grant recipient site visits.

#### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Community Services Coordinator	0	0.75	0.75	0	0.75
<b>TOTAL</b>	0	0.75	0.75	0	0.75

## FACILITIES DEPARTMENT

*Responsibility: Public Works Director*

### Department Overview

The Facilities Department manages building construction projects, oversees operation and maintenance of all city buildings, and manages facility maintenance contracts. One Maintenance Worker I position was added in 2019-2020. One Facilities Supervisor position was eliminated and replaced with two shared positions, one-third of a Superintendent and one-quarter of a Contract Administrator.

### Responsibilities

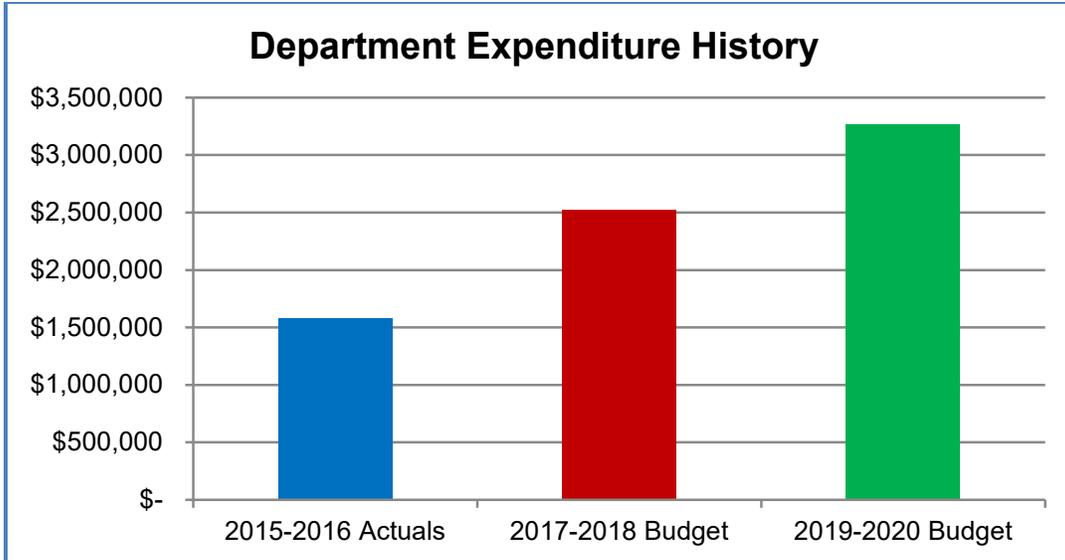
- Maintain all city buildings and mechanical systems in good condition.
- Coordinate facility maintenance at leased facilities.
- Perform basic maintenance and repair activities.
- Manage annual repair and maintenance contracts and the custodial contract.
- Schedule major repairs and maintenance.

### Budget Highlights

- \$230,000 net increase in personnel costs as a result of eliminating one Supervisor position, adding one Maintenance Worker I position, and adding a one-third share of a Superintendent position and a one-quarter share of a Contract Administrator position.
- \$28,000 to purchase a vehicle for the new Maintenance Worker I position.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 408,531	\$ 721,800	\$ 943,000
Supplies	97,529	99,440	290,030
Services & Charges	1,076,206	1,663,010	1,995,050
Capital	-	35,000	38,000
<b>Total</b>	<b>\$ 1,582,266</b>	<b>\$ 2,519,250</b>	<b>\$ 3,266,080</b>



### 2017-2018 Accomplishments

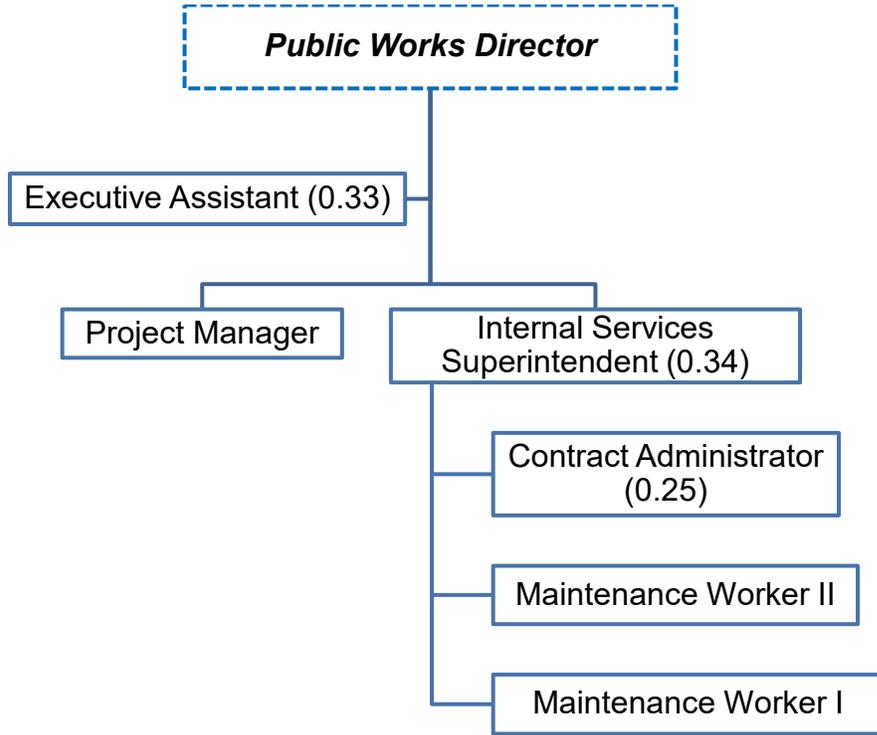
- ✓ **City campus sidewalk, access and pavement improvements:** Repaved and restriped the Sammamish Commons roads and sidewalks.
- ✓ **Contract administration:** Updated the city’s contract and bid document forms.
- ✓ **Facilities:** Replaced faulty City Hall entry doors.
- ✓ **Maintenance contracts:** Administered 17 ongoing maintenance contracts.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-High Performing Government

- Manage ongoing maintenance contracts.
- Maintain and repair city facilities to obtain their maximum useful lives.
- Remodel the second floor of City Hall to accommodate the staff additions in the 2019-2020 budget.

### Department Organization Chart



*Boxes with a dashed outline and italic text indicate positions which report to or supervise this department but which are budgeted in a separate department and/or operating fund.*

<b>Position Summary</b>	<b>2015-2016</b>		<b>2017-2018</b>		<b>2019-2020</b>	
	<b>Actual</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>	
Internal Services Superintendent	0	0	0	0.34	0.34	
Project Manager	1	0	1	0	1	
Contract Administrator	0	0	0	0.25	0.25	
Facilities Supervisor	0	1	1	(1)	0	
Maintenance Worker II	1	0	1	0	1	
Maintenance Worker I	0	0	0	1	1	
Executive Assistant	0	0	0	0.33	0.33	
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0.92</b>	<b>3.92</b>	

## FIRE DEPARTMENT

*Responsibility: City Manager*

### Department Overview

Fire Services are provided through an Interlocal Agreement among five entities, three cities and two fire districts, forming Eastside Fire & Rescue (EF&R). Fire Services encompass fire prevention, fire suppression, and basic life support activities.

### Responsibilities

- Provide fire and life safety services to the citizens of Sammamish.
- Conduct fire safety inspections.
- Provide life safety education.

### Budget Highlights

- The budget for EF&R services increase for 2019-2020 over 2017-2018 is 6.57%. The EF&R budget is reviewed and approved by the EF&R Board which consists of representatives from each member entity's City Council or Fire Commission.

### Key Comparison Metrics

Cost of Fire Services per capita in 2017 = \$121.47

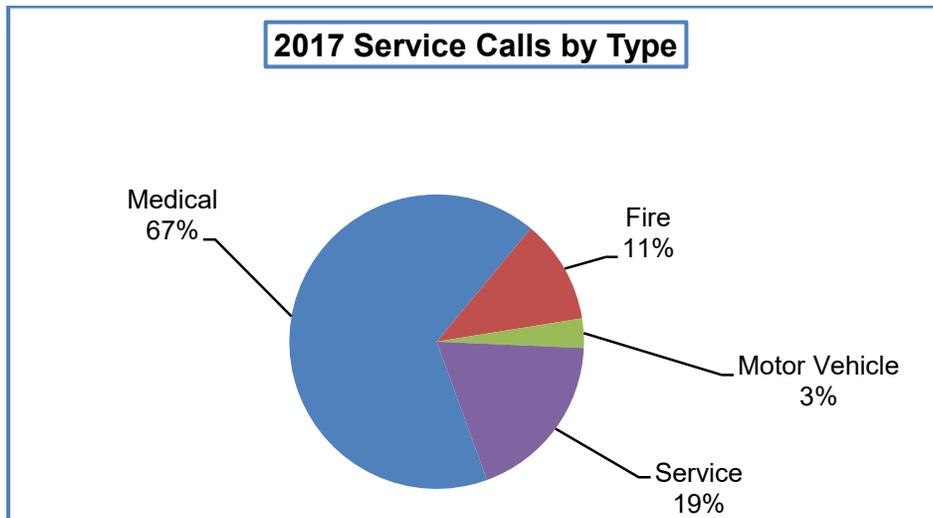
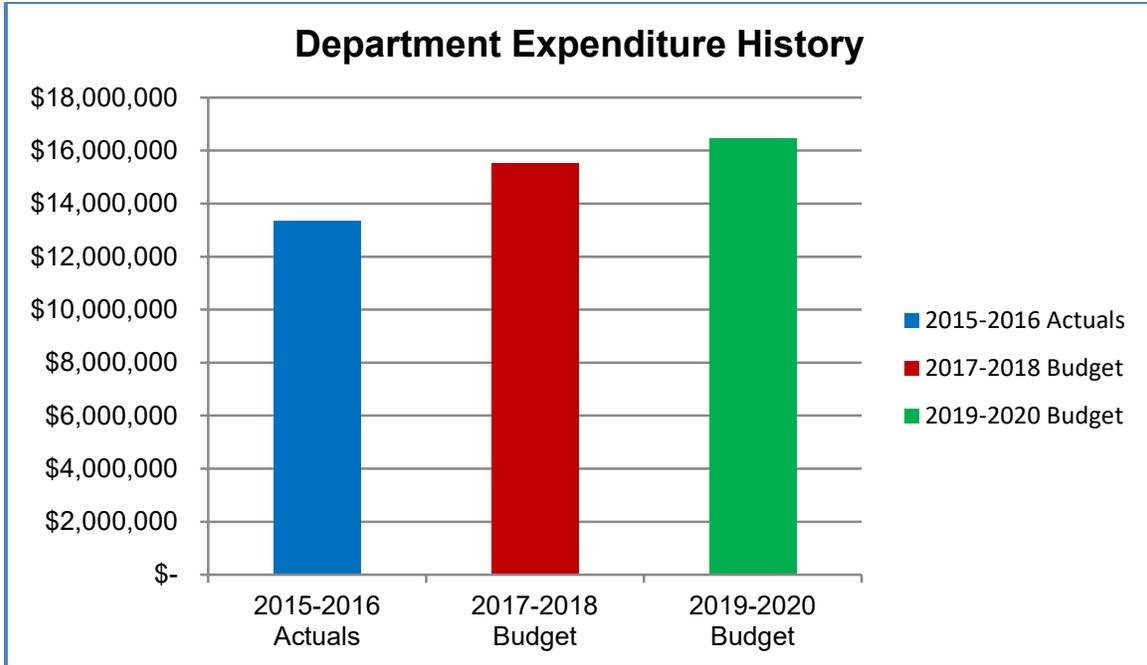
Cost of Fire Services per capita in 2018 = \$123.92

2016 direct calls for Medical/Fire/Motor Vehicle/Service -2174

2017 direct calls for Medical/Fire/Motor Vehicle/Service -2170

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Services & Charges	\$ 13,346,703	\$ 15,522,511	\$ 16,462,500
<b>Total</b>	<b>\$ 13,346,703</b>	<b>\$ 15,522,511</b>	<b>\$ 16,462,500</b>



## 2017-2018 Accomplishments

- ✓ Eastside Fire & Rescue (EF&R) sets goals and reports accomplishments for their entire five entity service area rather than for each city.
- ✓ EF&R routinely meets their turnout time goals for medical calls over 92% of the time and for fire calls over 97% of the time

## POLICE DEPARTMENT

*Responsibility: Police Chief/ City Manager*

### Department Overview

Police is one of the City's contracted services in keeping with the "contract city" mode of operation. The City contracts with King County for Police Services to provide crime prevention, investigation, traffic enforcement, youth outreach programs, and water safety services. Sammamish, along with eleven other contract cities, negotiates the cost of Police services with King County annually. Police Officers are based at Sammamish City Hall and operate with a community-oriented policing philosophy. In partnership with the Issaquah and Lake Washington School Districts the Police Department provides a School Resource Officer program to the local schools.

### Responsibilities

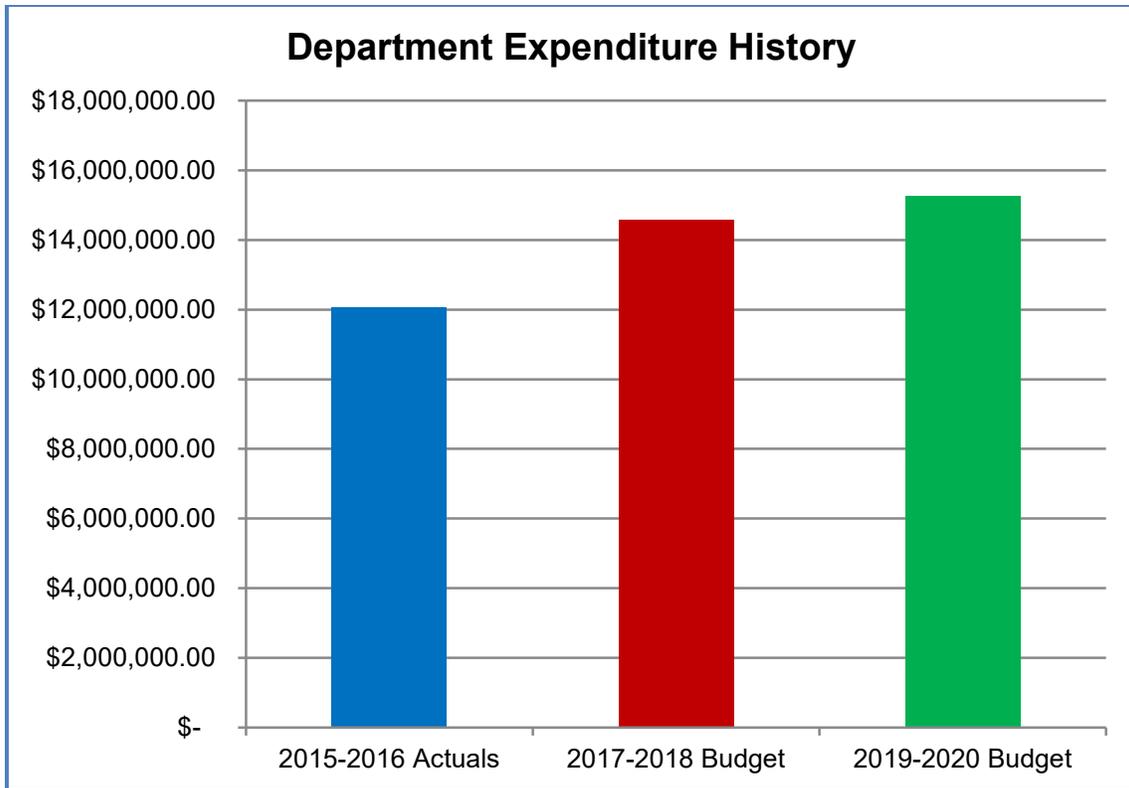
- Cultivate a city where citizens feel safe and the crime rate is low.
- Enhance community police services.
- Focus on activities most likely to cause human injury or substantial property damage.

### Budget Highlights

- The contract with King County to provide police services is budgeted to increase 5% in 2019 and 3.5% in 2020. Increases are primarily driven by changes to the uniformed officers' union contract, negotiated by King County.
- \$20,000 is budgeted for a Police Citizens Academy to educate residents about police work.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 182,238	\$ 193,700	\$ 204,600
Supplies	45,408	78,900	98,900
Services & Charges	33,953	154,940	54,940
Intergovernmental	11,797,522	14,137,000	14,900,000
Capital	5,610	-	-
<b>Total</b>	<b>\$ 12,064,731</b>	<b>\$ 14,564,540</b>	<b>\$ 15,258,440</b>



### **Key Comparison Metrics**

At a statewide level, other cities in Washington State spent 33% of their general fund budgets on police services in 2017 compared with Sammamish at 17% of its 2017 general fund budget.

- Cost of Police Services per capita in 2016=\$110.33
- Cost of Police Services per capita in 2017=\$111.24

### **2017-2018 Accomplishments**

- ✓ Completed a consultant’s study of Police Services to assess the current staffing and services and report the results to the City Council to consider for future action.
- ✓ Enhanced fireworks education and enforcement.
- ✓ Participated in city events to engage with the public-National Night Out Against Crime, 4<sup>th</sup> on the Plateau, Disaster Preparedness Fair, Rig-a-Palooza.
- ✓ Participated in the Hidden in Plain Sight event for parents to learn about adolescent development and common signs of substance abuse.
- ✓ Patrol officers distributed Homeless Care Kits.

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-Community Livability

- Patrol city streets enforcing traffic laws, issuing citations when warranted
  - Investigate criminal activity
  - Provide support to youth through the School Resource Officer program
  - Educate citizens to keep them safe and protect their property
- Police services study
  - Implement City Council approved recommendations made in the Police Services Study conducted in 2018.
- Enhance ancillary Police programs
  - Reserve officer program
  - Explorer program
  - Citizen's academy

### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Administrative Assistant	1	0	1	0	1
<b>TOTAL</b>	1	0	1	0	1

## EMERGENCY MANAGEMENT DEPARTMENT

*Responsibility: Community Development Director*

### Department Overview

The Emergency Management Department is responsible for the city-wide emergency management program including coordinating with other emergency response agencies and promoting citizen preparedness.

### Responsibilities

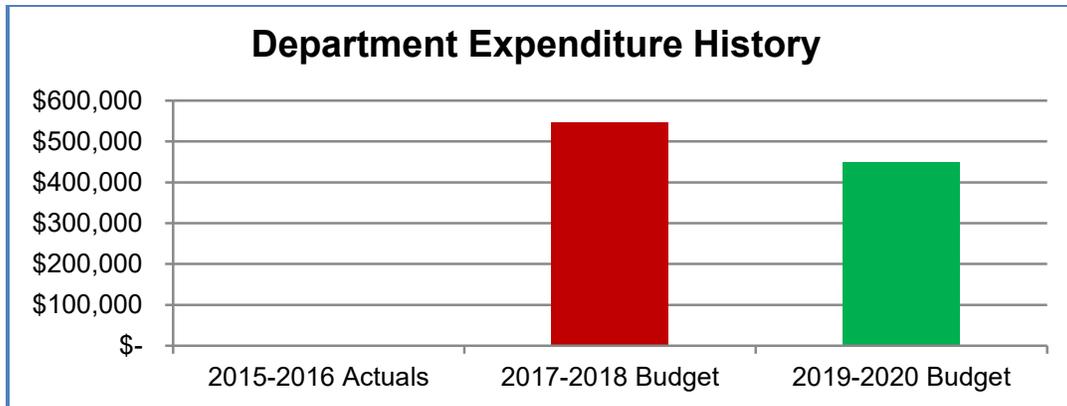
- Administer the City's emergency management program.
- Develop and update emergency management plans.
- Respond to emergency events.
- Conduct public outreach to promote individual preparedness.
- Administer an emergency management training program for city staff.

### Budget Highlights

- The Emergency Management Department budget for 2019-2020 was reduced by eliminating of the cost of a consultant to assist with program set-up in the 2017-2018 biennium.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ -	\$ 295,000	\$ 330,000
Supplies	-	24,600	23,000
Services & Charges	-	226,000	96,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 545,600</b>	<b>\$ 449,000</b>



### 2017-2018 Accomplishments

- ✓ **Neighborhood action plan:** Developed a 5-step neighborhood action kit to help neighborhoods prepare to respond and recover from a disaster.
- ✓ **Disaster preparedness fair.**
- ✓ **Emergency Operations Center:** Held regular EOC trainings with the City's core emergency staff.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-High Performing Government

- Conduct regular trainings and practice sessions for city personnel assigned to man the Emergency Operations Center.

#### Council Priority-Communication & Engagement

- Continue "prepared citizen" functions to encourage self-sufficiency in an emergency.
- Work with nearby entities, developing relationships to foster cooperation during emergencies.

### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Emergency Manager	0	1	1	0	1
<b>TOTAL</b>	0	1	1	0	1

## PUBLIC WORKS DEPARTMENT

*Responsibility: Public Works Director*

### Department Overview

The Public Works Department provides city-wide public works planning and oversight. The two General Fund divisions, Administration and Engineering, provide engineering plan review, inspection, coordination of major public works improvement projects, and long-range planning. The shared GIS Coordinator position was transferred to the Information Technology Fund in the 2019-2020 biennial budget.

### Responsibilities

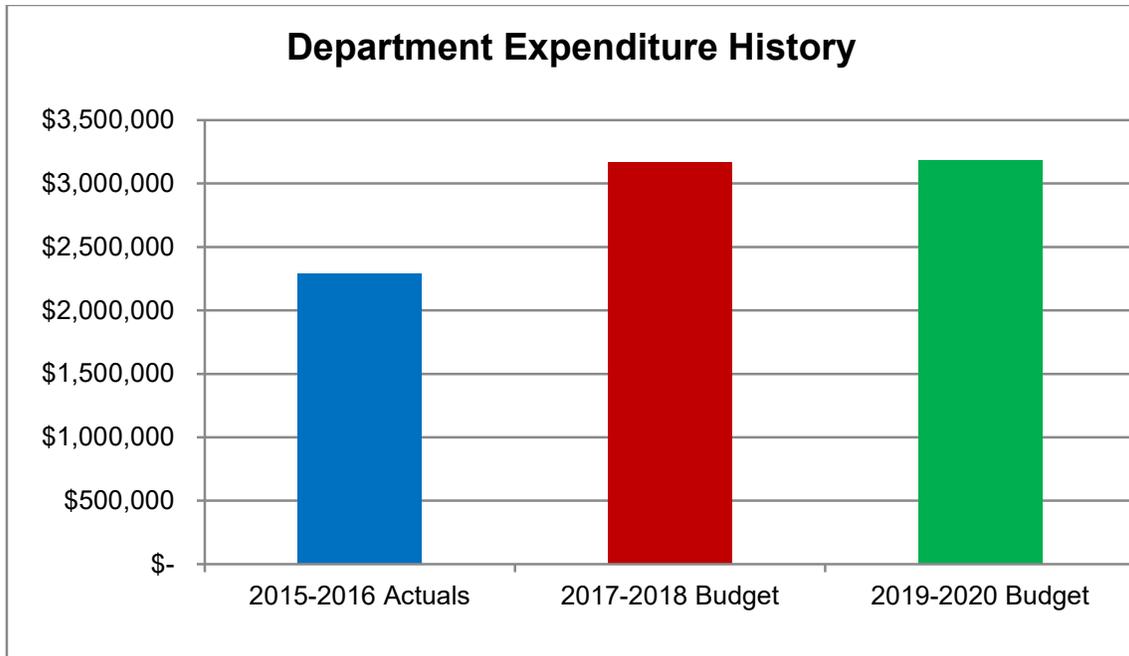
- Oversee department activities.
- Develop and manage the Capital Improvement Program (CIP).
- Research, analyze, and report on public works issues to the City Manager and City Council.
- Participate in regional public works groups.

### Budget Highlights

- There are no significant changes to the Public Works Department budget for the 2019-2020 biennium.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,607,761	\$ 2,619,000	\$ 2,708,700
Supplies	32,130	25,900	25,960
Services & Charges	551,842	434,500	452,600
Intergovernmental	71,961	64,300	-
Capital	25,424	26,000	-
<b>Total</b>	<b>\$ 2,289,118</b>	<b>\$ 3,169,700</b>	<b>\$ 3,187,260</b>



### 2017-2018 Accomplishments

- ✓ **New position recruitment:** Filled the Management Analyst and Construction Inspector positions during the 2017-2018 biennium. The shared Senior Development Review position was filled in January, 2019.
- ✓ **Issaquah/Pine Lake Road:** Design was essentially completed and right-of-way acquisition begun.

### 2019-2020 Goals & Relationship to Council Priorities

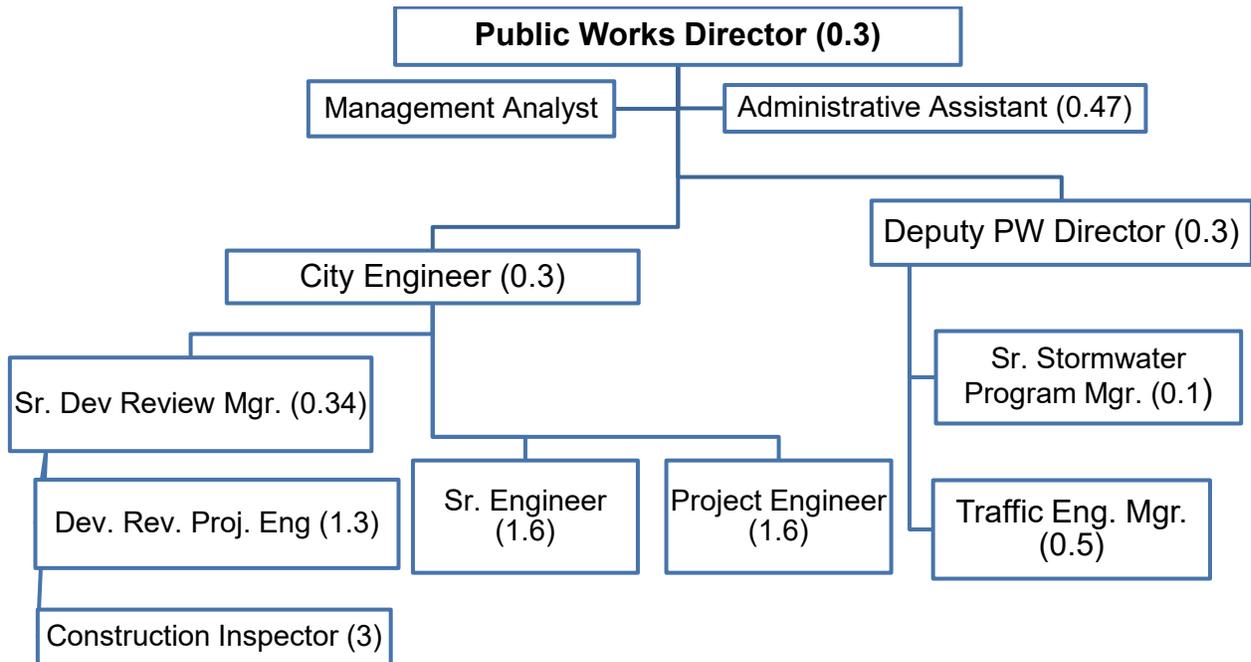
#### Council Priority-Transportation

- Public Works Department management.
- Coordinate transportation capital projects.
- Oversee the public works maintenance function.
- Transportation master plan, 6-year transportation improvements plan, ADA transition plan.

#### Council Priority-Financial Sustainability

- Successfully compete for state and federal transportation grant funding.

### Department Organization Chart



Position Summary	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Public Works Director	0.3	0	0.3	0	0.3
Deputy Public Works Director	0.3	0	0.3	0	0.3
City Engineer	0.3	0	0.3	0	0.3
Sr. Development Review Mgr.	0	0.34	0.34	0	0.34
Sr. Stormwater Program Mgr.	0.1	0	0.1	0	0.1
Traffic Engineering Manager	0	0	0	0.5	0.5
Sr. Engineer	1.6	0	1.6	0	1.6
Project Engineer	1.6	0	1.6	0	1.6
Construction Inspector	2	1	3	0	3
Management Analyst	0	1	1	0	1
Administrative Assistant	0.3	0.17	0.47	0	0.47
Traffic Engineer	0.5	0	0.5	(0.5)	0
*GIS Coordinator	0.3	0	0.3	(0.3)	0
Office Assistant	0.17	(0.17)	0	0	0
<b>TOTAL</b>	<b>7.47</b>	<b>2.34</b>	<b>9.81</b>	<b>(0.3)</b>	<b>9.51</b>

\*Position transferred to the Technology Fund.

## ADMINISTRATION DIVISION

### Division Overview

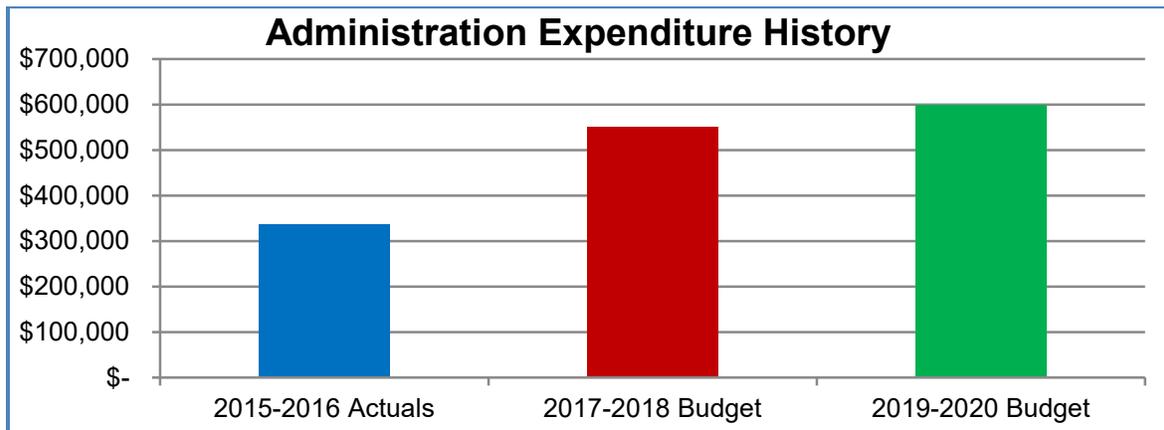
The Administration Division provides guidance, leadership, and administrative support to the Public Works Department. Division personnel develop and sustain relationships with regional agencies that relate to transportation, capital improvements, long-range planning, and project funding.

### Responsibilities

- Manage and direct the activities of the Public Works Department.
- Analyze projects and make recommendations to the City Manager and Council.
- Maintain regional influence and presence.
- Provide ongoing evaluation of Federal and State legislation that impacts the City.

### Administration Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 264,806	\$ 539,900	\$ 581,900
Supplies	3,537	5,900	5,660
Services & Charges	68,323	5,700	11,200
<b>Total</b>	<b>\$ 336,666</b>	<b>\$ 551,500</b>	<b>\$ 598,760</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Public Works Director	0.3	0	0.3	0	0.3	
Deputy Public Works Director	0.3	0	0.3	0	0.3	
Management Analyst	0	1	1	0	1	
Administrative Assistant	0.3	0.17	0.47	0	0.47	
Office Assistant	0.17	(0.17)	0	0	0	
<b>TOTAL</b>	<b>1.07</b>	<b>1</b>	<b>2.07</b>	<b>0</b>	<b>2.07</b>	

## ENGINEERING DIVISION

### Division Overview

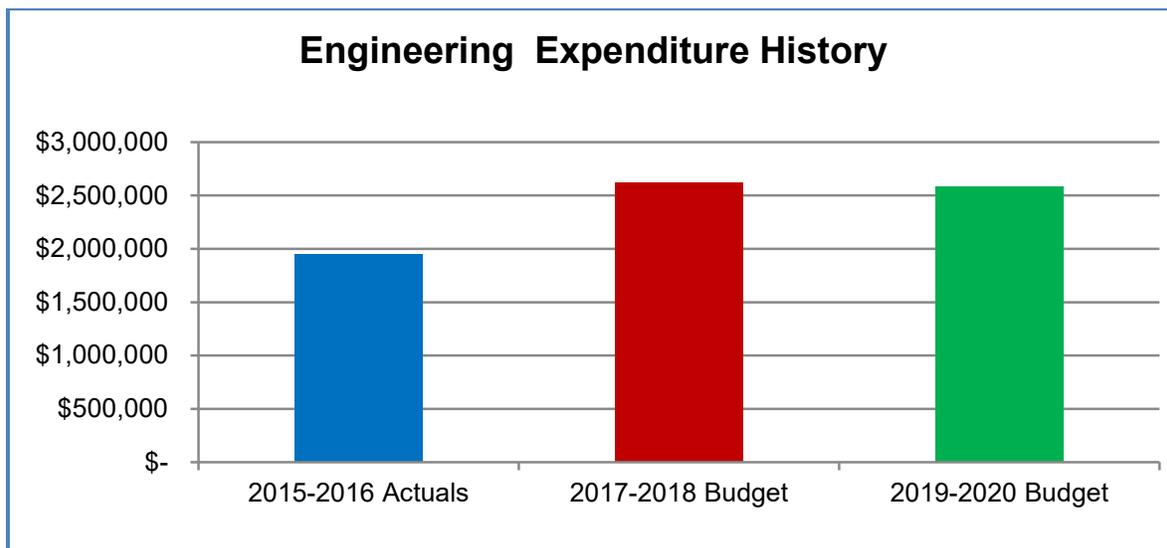
The Engineering Division is responsible for the planning, design and management of transportation projects; development review; and construction inspection of city and private developer projects. This division provides updates to various city plans and systems including: the 6-year Transportation Improvement Plan, traffic counts, accident statistics, and Public Works Standards. A shared (50%) Traffic Engineer position has been eliminated and a shared (50%) Traffic Engineering Manager position has been added in its place. The shared (30%) GIS Coordinator position was transferred to the Information Technology Fund in the 2019-2020 biennial budget.

### Responsibilities

- Design efficient multi-modal transportation systems.
- Manage construction projects.
- Secure grant funding for capital projects.
- Maintain the city's Public Works Standards.
- Conduct construction inspections.

### Engineering Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,342,955	\$ 2,079,100	\$ 2,126,800
Supplies	28,593	20,000	20,300
Services & Charges	483,519	428,800	441,400
Intergovernmental	71,961	64,300	-
Capital	25,424	26,000	-
<b>Total</b>	<b>\$ 1,952,452</b>	<b>\$ 2,618,200</b>	<b>\$ 2,588,500</b>



## Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
City Engineer	0.3	0	0.3	0	0.3
Sr. Development Review Mgr.	0	0.34	0.34	0	0.34
Sr. Stormwater Program Mgr.	0.1	0	0.1	0	0.1
Traffic Engineering Manager	0	0	0	0.5	0.5
Sr. Engineer	1.6	0	1.6	0	1.6
Project Engineer	1.6	0	1.6	0	1.6
Construction Inspector	2	1	3	0	3
Traffic Engineer	0.5	0	0.5	(0.5)	0
*GIS Coordinator	0.3	0	0.3	(0.3)	0
<b>TOTAL</b>	<b>6.4</b>	<b>1.34</b>	<b>7.74</b>	<b>(0.3)</b>	<b>7.44</b>

*\*Position transferred to the Technology Fund.*

## COMMUNITY DEVELOPMENT DEPARTMENT

*Responsibility: Community Development Director*

### Department Overview

The Community Development Department manages and oversees the development services functions, keeping in mind the Sammamish vision of environmental responsibility and a small-town atmosphere. It is made up of three divisions-Planning, Building, and Permits.

### Responsibilities

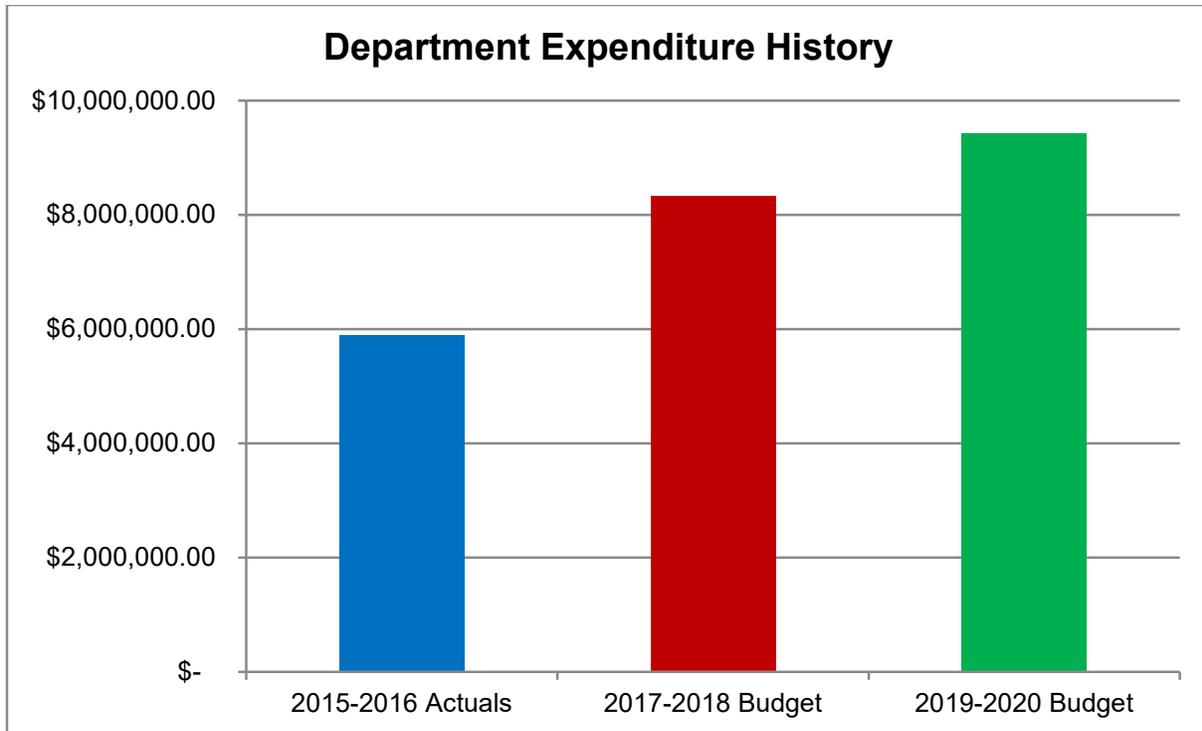
- Develop policies and codes including the state required Comprehensive Plan.
- Review plats and building plans.
- Issue permits and conduct inspections.
- Evaluate and plan for any state legislative impacts to the City.
- Communicate with the City Manager on policy issues.
- Educate and help citizens to comply with city codes.
- Provide support to the Planning Commission.

### Budget Highlights

- Sr. Combination Inspector-\$243,000 in 2019 and 2020 plus \$28,600 for an inspection vehicle
- \$25,000 per year for land use mediation services to reduce legal costs associated with land use issues.
- \$200,000 for potential economic development activities that could be funded by grants.
- \$150,000 for Town Center consultant services that were previously included in the Non-departmental budget.
- \$75,000 for an upgrade to the Trakit Permit System to stay current with technology.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 5,229,696	\$ 6,730,500	\$ 7,575,400
Supplies	54,953	73,450	81,180
Services & Charges	580,507	1,465,300	1,650,680
Intergovernmental	-	10,000	10,000
Capital	25,700	52,000	103,600
<b>Total</b>	<b>\$ 5,890,856</b>	<b>\$ 8,331,250</b>	<b>\$ 9,420,860</b>



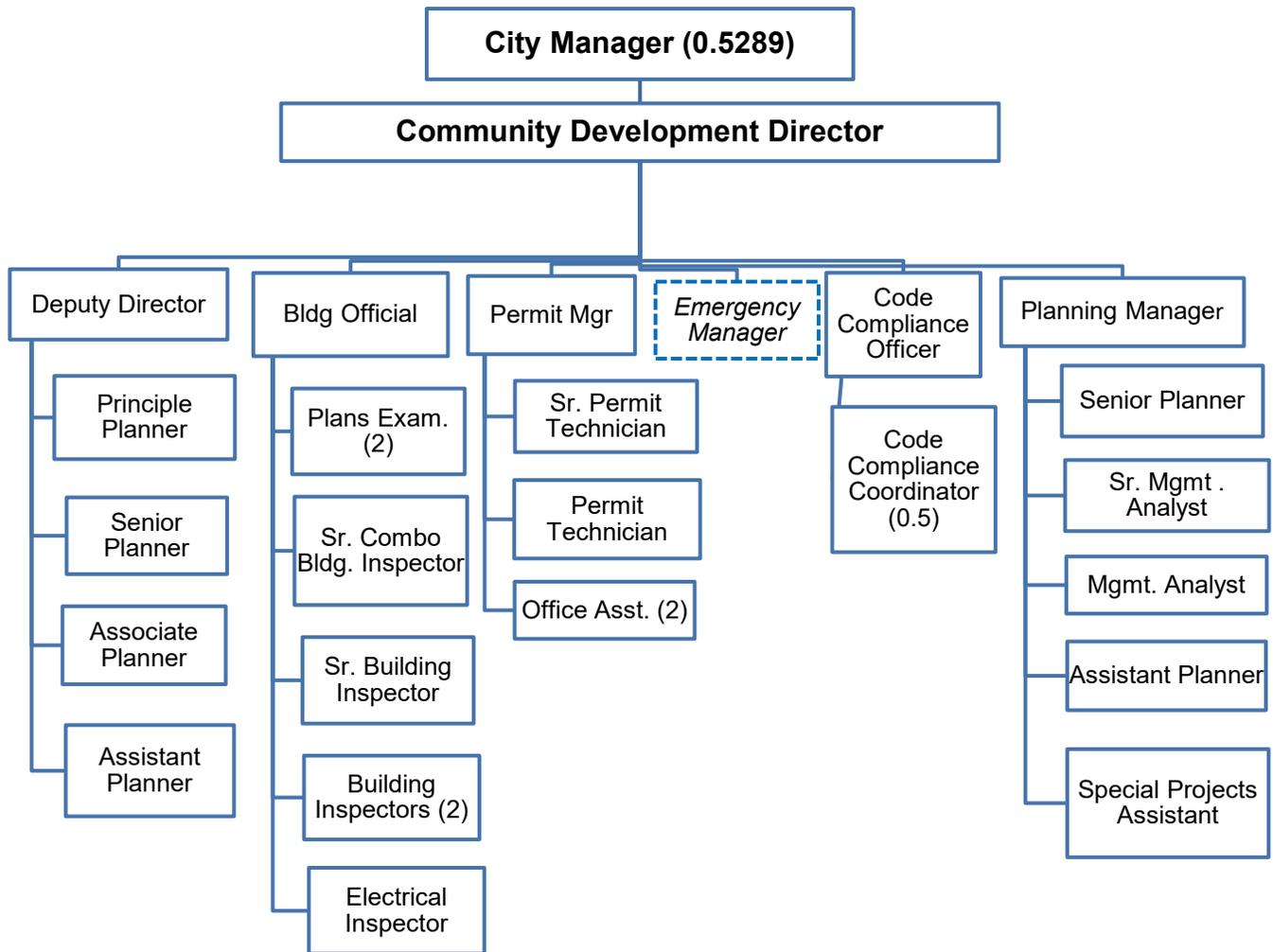
### 2017-2018 Accomplishments

- ✓ **Town Center opening:** The anchor tenant in the Town Center, Metropolitan Market, opened for business along with several service businesses and restaurants.
- ✓ **The housing strategy plan update was completed.**
- ✓ **In-house electrical inspections:** Electrical inspections, previously conducted by WA State were brought in-house with the new Electrical Inspector position.
- ✓ **LEAN process improvements:** The bonding process was improved through LEAN workshops and is expected to save time and money.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-Community Livability

- Plan for future land use through appropriate zoning.
- Enforce the city's building and land use codes.
- Conduct inspections to ensure compliance with city building and land use regulations.
- Issue permits for construction, remodeling, etc.
- Review plans submitted by developers for compliance with city codes and regulations.
- Provide administrative support to the Planning Commission



*Boxes with a dashed outline and italic text indicate positions which report to this department but which are budgeted in a separate department and/or operating fund.*

<b>Position Summary</b>	<b>2015-2016</b>		<b>2017-2018</b>		<b>2019-2020</b>
	<b>Actual</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>
City Manager	0.53	0	0.53	0	0.53
Community Development Director	1	0	1	0	1
Deputy Comm. Dev. Director	1	0	1	0	1
Planning Manager	0	1	1	0	1
Building Official	1	0	1	0	1
Customer Service/Permit Manager	1	0	1	0	1
Code Compliance Officer	0	1	1	0	1
Principle Planner	0	0	0	1	1
Senior Planner	3	0	3	(1)	2
Sr. Planner/Code Compliance	1	(1)	0	0	0
Sr. Planner/Wetland Biologist	1	(1)	0	0	0
Associate Planner	2	(1)	1	0	1
Assistant Planner	0	1	1	1	2
Sr. Combo. Building Inspector	0	0	0	1	1
Sr. Building Inspector	1	0	1	0	1
Building Inspector	2	0	2	0	2
Electrical Inspector	0	1	1	0	1
Plans Examiner	2	0	2	0	2
Sr. Management Analyst	0	1	1	0	1
Management Analyst	1	0	1	0	1
Sr. Permit Technician	0	1	1	0	1
Permit Technician	2	0	2	(1)	1
Code Compliance Coordinator	0.5	0	0.5	0	0.5
Special Projects Assistant	0	0	0	1	1
Administrative Assistant	1	0	1	(1)	0
Office Assistant	1.5	0.5	2	0	2
<b>TOTAL</b>	<b>22.53</b>	<b>3.5</b>	<b>26.03</b>	<b>1</b>	<b>27.03</b>

## PLANNING DIVISION

### Division Overview

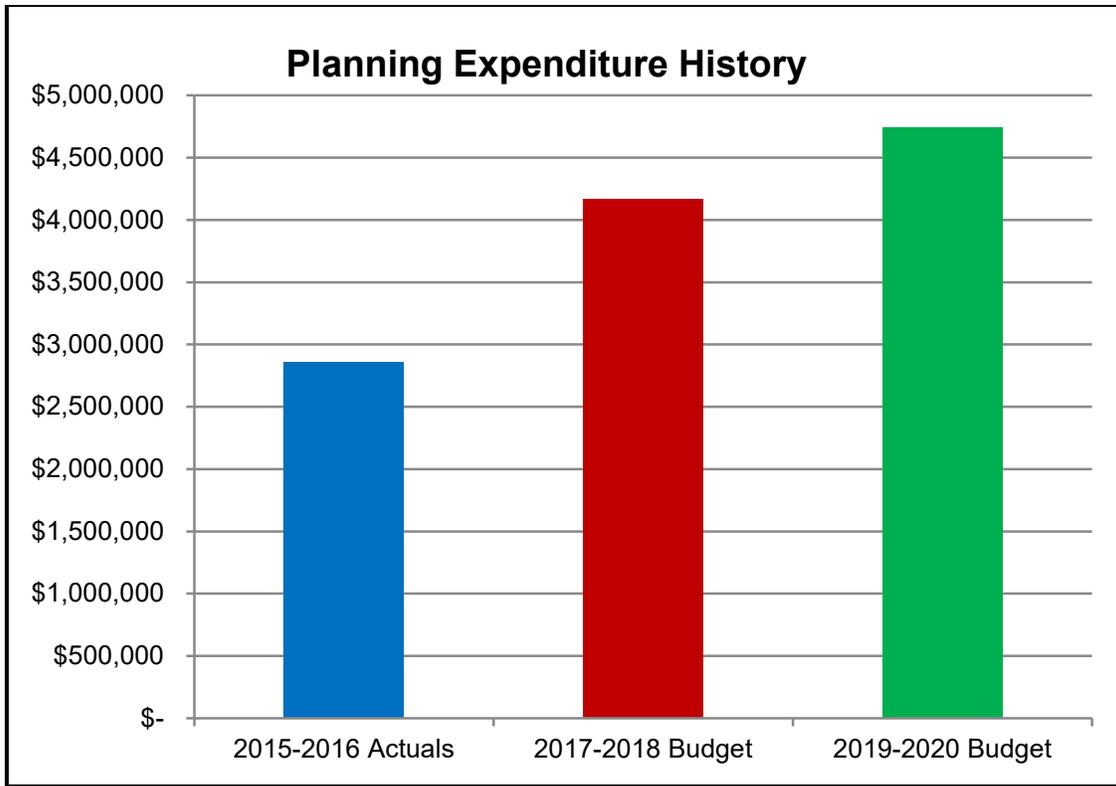
The Planning Division is primarily a land use management agency that includes department administration, current and long-range planning, coordination on regional environmental issues and watershed planning. This division provides professional policy guidance on land use issues to the City Council and citizen advisory committees. Staff members process land use permits and review environmentally sensitive areas. One Assistant Planner was converted from a Permit Technician position and moved to the Planning Division from the Permit Division. One Senior Planner position was converted to a Principle Planner. One Administrative Assistant position was converted to a Special Projects Assistant.

### Responsibilities

- Manage and direct the activities of the Department of Community Development.
- Participate in regional planning and growth management issues.
- Provide capital project assistance and critical areas monitoring.
- Develop recommendations for cost-saving measures.
- Establish effective inter-departmental processes and communication.
- Support the Planning Commission.

### Planning Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 2,625,980	\$ 3,174,900	\$ 3,540,400
Supplies	24,836	26,800	34,580
Services & Charges	181,018	959,200	1,159,760
Intergovernmental	-	10,000	10,000
Capital	25,700	-	-
<b>Total</b>	<b>\$ 2,857,534</b>	<b>\$ 4,170,900</b>	<b>\$ 4,744,740</b>



**Position Summary**

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
City Manager	0.53	0	0.53	0	0.53
Community Development Director	1	0	1	0	1
Deputy Comm. Dev. Director	1	0	1	0	1
Planning Manager	0	1	1	0	1
Principle Planner	0	0	0	1	1
Senior Planner	3	0	3	(1)	2
Sr. Planner/Wetland Biologist	1	(1)	0	0	0
Associate Planner	2	(1)	1	0	1
Assistant Planner	0	1	1	1	2
Sr. Management Analyst	0	1	1	0	1
Management Analyst	1	0	1	0	1
Special Projects Assistant	0	0	0	1	1
Administrative Assistant	1	0	1	(1)	0
<b>TOTAL</b>	<b>10.53</b>	<b>1</b>	<b>11.53</b>	<b>1</b>	<b>12.53</b>

## BUILDING DIVISION

### Division Overview

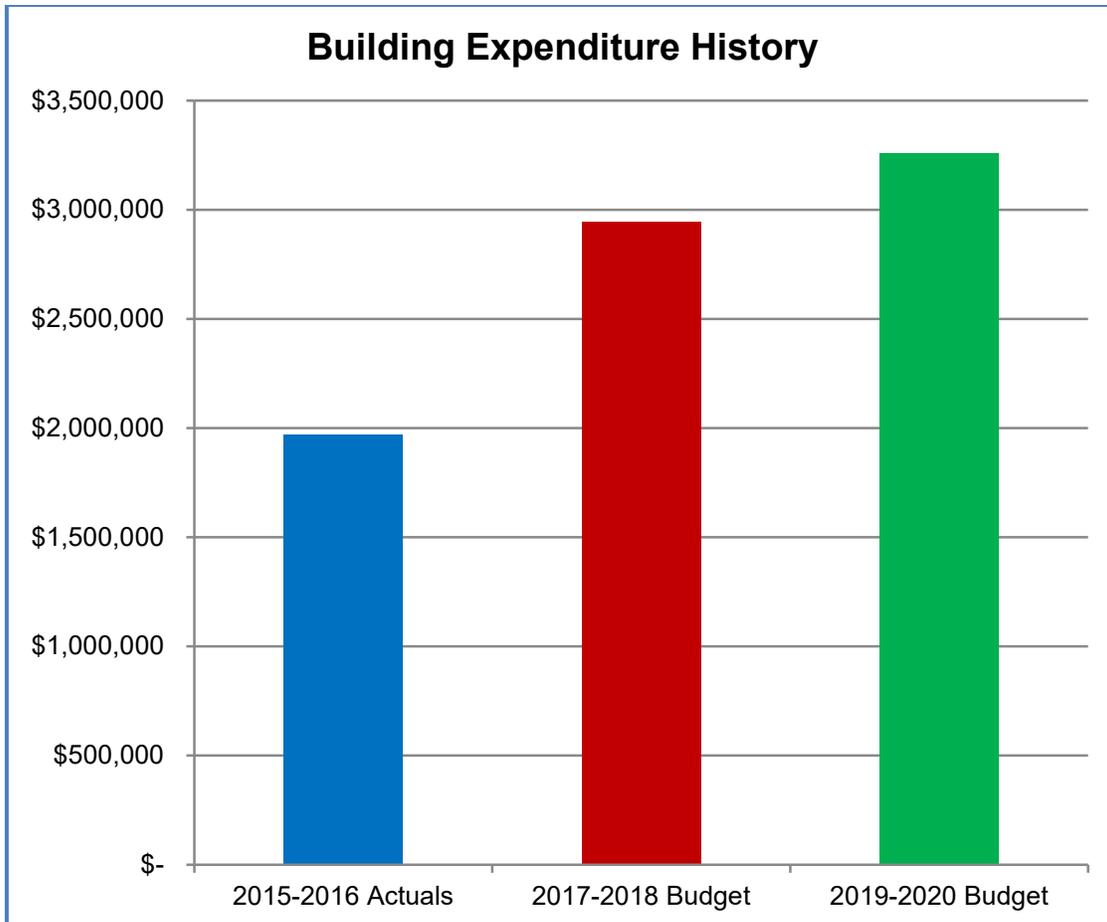
The Building Division conducts building plan reviews, inspections, and implements the State uniform building code. This Division is responsible for ensuring that buildings and structures comply with adopted building code standards through professional plan review and inspection services. The code compliance staff is responsible for building and development code compliance along with nuisance code violations. One Senior Combination Inspector position was added in the 2019-2020 budget. The Inspector position will be funded from permit revenue.

### Responsibilities

- Ensure staff expertise and abilities through certification, training, and workshops.
- Design and implement building standards that promote public health, safety, and accessibility.
- Conduct application review and inspection processes in an efficient, fair, and cooperative manner.

### Building Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,762,468	\$ 2,409,300	\$ 2,791,900
Supplies	20,751	33,400	34,360
Services & Charges	186,688	451,000	405,720
Capital	-	52,000	28,600
<b>Total</b>	<b>\$ 1,969,907</b>	<b>\$ 2,945,700</b>	<b>\$ 3,260,580</b>



<b>Position Summary</b>					
	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Building Official	1	0	1	0	1
Code Compliance Officer	0	1	1	0	1
Sr. Planner/Code Compliance	1	(1)	0	0	0
Sr. Combo. Building Inspector	0	0	0	1	1
Sr. Building Inspector	1	0	1	0	1
Building Inspector	2	0	2	0	2
Electrical Inspector	0	1	1	0	1
Plans Examiner	2	0	2	0	2
Code Compliance Coordinator	0.5	0	0.5	0	0.5
<b>TOTAL</b>	<b>7.5</b>	<b>1</b>	<b>8.5</b>	<b>1</b>	<b>9.5</b>

## PERMIT CENTER DIVISION

### Division Overview

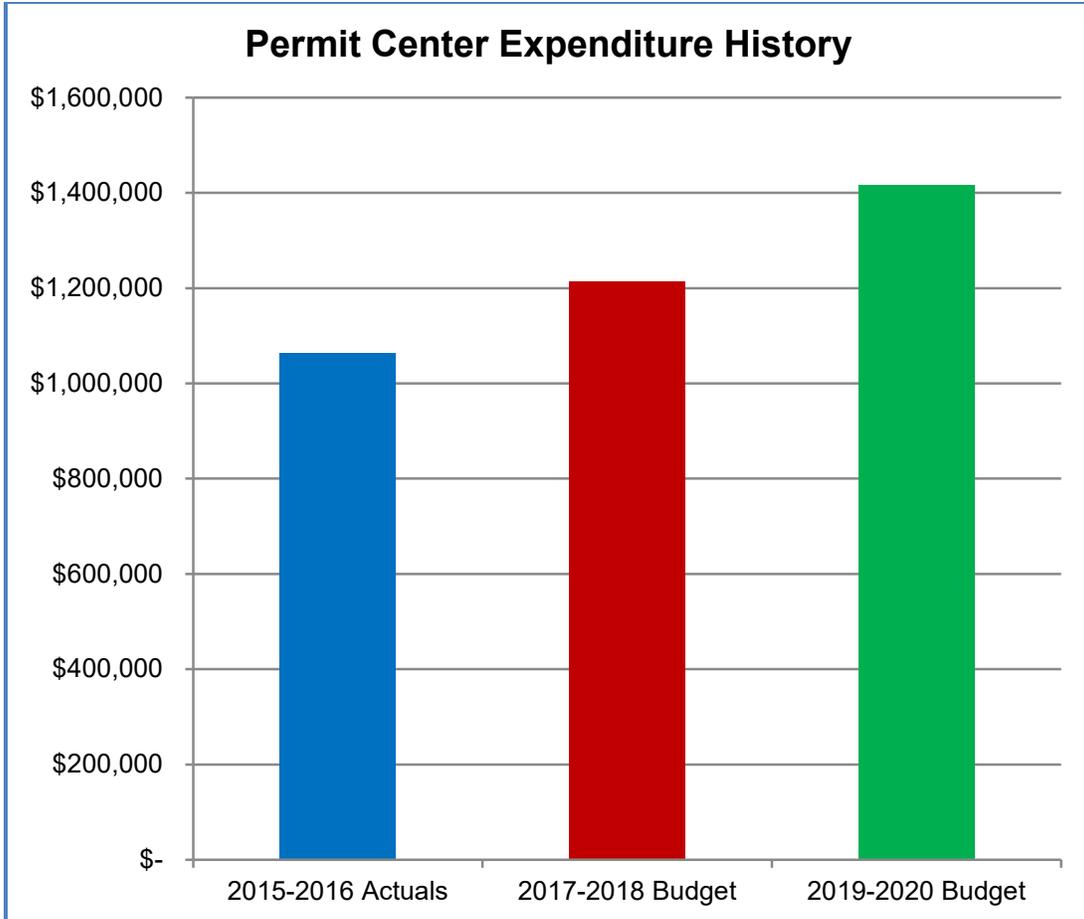
The Permit Center provides coordinated, one-stop administration of all development permits. This division receives building, land-use, and inspection services applications and coordinates the review and processing of permits. Through the E-Gov Alliance the City of Sammamish offers website access to building permit applications. One Permit Technician position was converted to an Assistant Planner position and moved to the Planning Division.

### Responsibilities

- Provide front-line customer service to Sammamish property owners and residents.
- Process building, remodel, clear/grade, land use and subdivision permits.
- Provide training and professional development for staff.
- Fine tune the city's Trakit permitting software for continued customer service improvement.

### Permit Center Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 841,248	\$ 1,146,300	\$ 1,243,100
Supplies	9,366	13,250	12,240
Services & Charges	212,801	55,100	85,200
Capital	-	-	75,000
<b>Total</b>	<b>\$ 1,063,415</b>	<b>\$ 1,214,650</b>	<b>\$ 1,415,540</b>



<b>Position Summary</b>					
	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Customer Service/Permit Manager	1	0	1	0	1
Sr. Permit Technician	0	1	1	0	1
Permit Technician	2	0	2	(1)	1
Office Assistant	1.5	0.5	2	0	2
<b>TOTAL</b>	4.5	1.5	6	(1)	5

## PARKS AND RECREATION DEPARTMENT

*Responsibility: Parks and Recreation Director*

### Department Overview

The Sammamish Parks and Recreation Department is committed to protecting the natural beauty of Sammamish through developing a vibrant system of parks, open space and trails; providing citizens of all ages positive recreational opportunities in clean, safe and accessible facilities; and preserving the city's quality living environment for future generations.

### Responsibilities

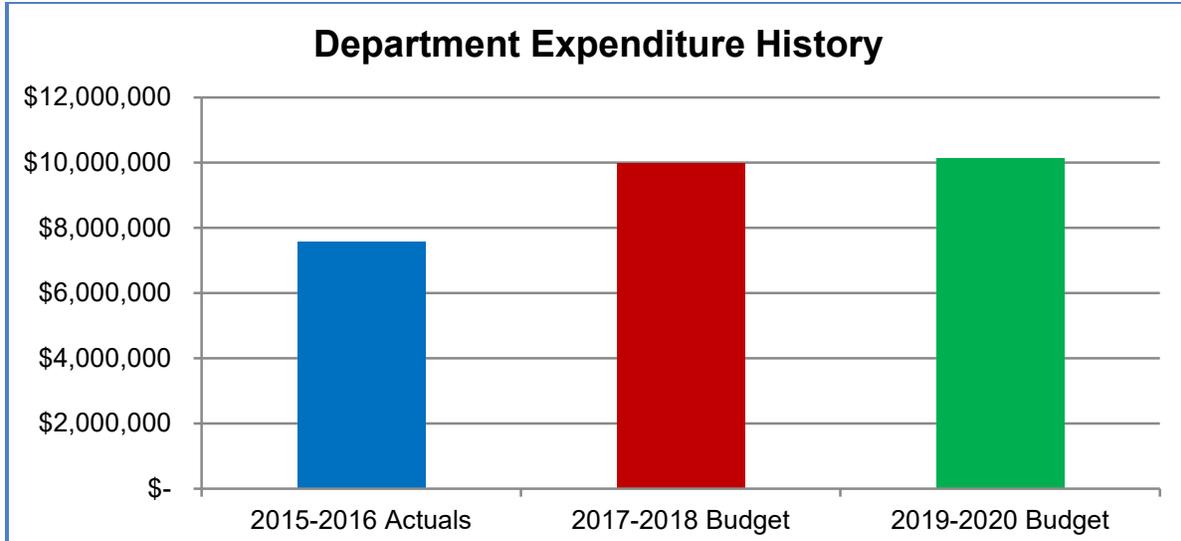
- Develop and manage a parks and recreation system that meets diverse community needs.
- Provide cultural and recreational opportunities, including special events, that promote healthy lifestyles and a sense of community.
- Perform high quality park maintenance operations to provide safe places to play and recreate.
- Identify strategies for the development and operation of parks and recreation facilities.
- Improve existing parks and provide new parks, preserves, and open spaces with amenities to support the mental and physical health of residents and serve a growing community.

### Budget Highlights

- \$227,000 decrease in professional services from the 2017-2018 budget with completion of the Parks, Recreation, and Open Space (PRO) Plan.
- \$111,405 increase in park maintenance costs due to additional facilities and increases in contract maintenance costs
- \$97,000 to increase the Office Assistant position from half-time to full-time.
- \$21,000 increase for conversion of the Associate Planner position from a limited-term employee to a full-time employee.
- \$20,000 increase to support of the Friends of Lake Sammamish, previously included in the Non-departmental budget.

### Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 4,720,649	\$ 5,822,540	\$ 6,232,840
Supplies	712,427	859,600	836,520
Services & Charges	1,969,806	3,101,750	3,063,405
Intergovernmental	1,604	2,000	2,000
Capital	165,562	189,500	-
<b>Total</b>	<b>\$ 7,570,048</b>	<b>\$ 9,975,390</b>	<b>\$ 10,134,765</b>



## 2017-2018 Accomplishments

- ✓ **Parks and Recreation Department management:** All divisions of the department worked cooperatively in accomplishing their goals.
- ✓ **Parks & Recreation Commission, Arts Commission, and Sammamish Youth Board administrative support:** Administrative support is provided to the Commission for all meetings with attendance at Commission meetings by other staff as needed. The Arts Commission was transferred to the Parks and Recreation Department in 2018.
- ✓ **Parks Maintenance direct management:** The 14 person division of parks maintenance was moved to direct supervision by the Parks and Recreation Department in mid-2017.
- ✓ **Land acquisition:** A Land Acquisition Strategy and Implementation Program was completed and adopted by the City Council in 2017. A few parcels were successfully acquired in 2018.
- ✓ **Major capital projects:** All major projects scheduled in the 2017-2018 budget were successfully completed.
- ✓ **Community special events:** Several very successful and well attended community events were held in the 2017-2018 biennium including 4<sup>th</sup> on the Plateau, summer concerts, Kids First series, Halloween Happening, and Very Merry. The Recreation Division offered new and successful events in 2018 which included Chinese New Year, three Outdoor Movies on the Plaza, National Night Out, and Earth Day.
- ✓ **Recreation software:** Secured and implemented a new reservation software system- PerfectMind. Provides excellent customer service by allowing the public to view and book rental facilities online and pay invoices online.
- ✓ **Parks Recreation and Open Space Plan:** Completed and adopted by the City Council in 2018.

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-Community Livability

#### Identify and negotiate for the purchase of land for parks and open space.

- Contract with a consultant to assist with the details of land acquisition from locating suitable, available property through the purchasing process.

#### The Recreation Division provides community events valued by the citizens

- 4<sup>th</sup> on the Plateau, Halloween Happening, summer concerts, etc.

#### Lake beaches are safe for swimming

- Recruit, hire, train and manage lifeguards for Sammamish beaches.

#### Parks are maintained in a safe, ready-to-use, pleasing condition

- Sports fields are regularly maintained and prepared for use when reserved.
- Play areas and equipment are routinely checked for safety.
- Performance of contracted maintenance companies is monitored frequently.
- Maintenance and repair projects are done as soon as needed.

### Council Priority-High Performing Government

#### Reliable maintenance teams are in place with on-site leadership

- Hire and train maintenance workers to provide a fully staffed division.
- Establish regular maintenance crews with a lead worker to direct daily tasks.

#### Capital projects are well managed and successfully completed

- Bidding and contracts are managed with attention to detail and diligent oversight.
- Project budgets are closely monitored.

### Council Priority-Community Engagement

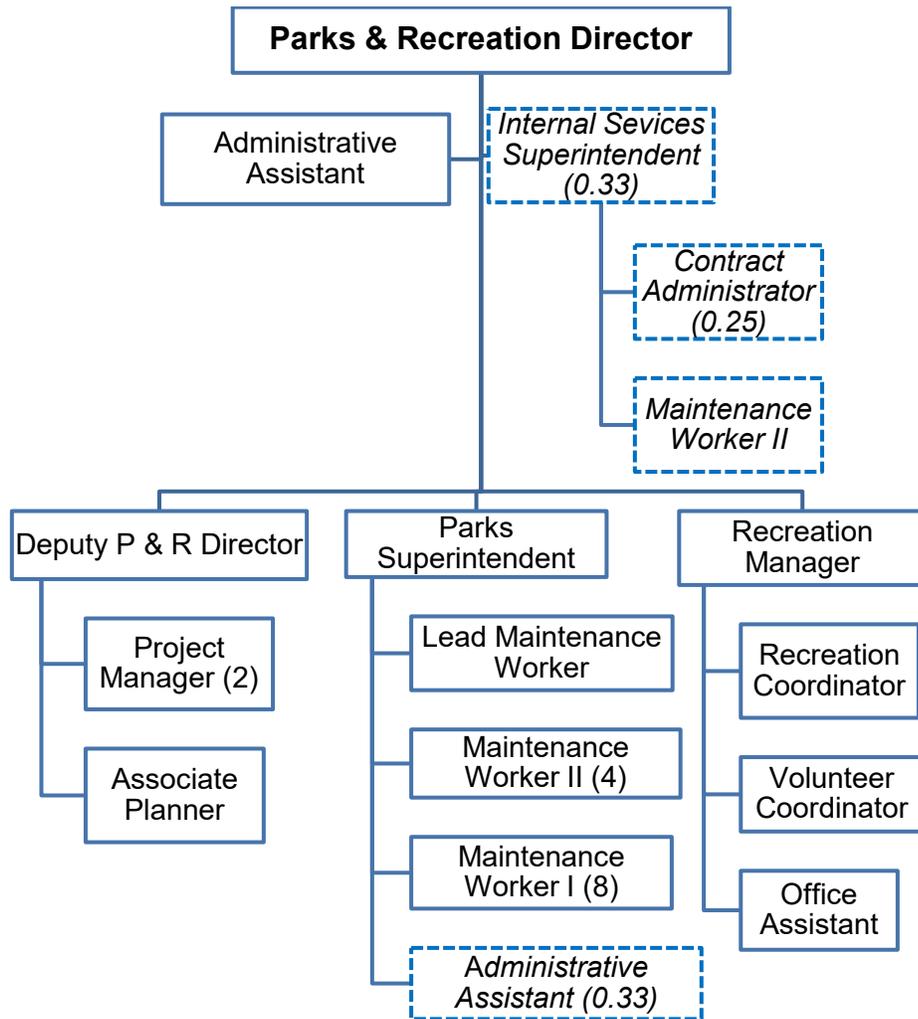
#### A variety of volunteer opportunities are available for interested citizens

- Recruit and schedule volunteers for multiple city events and activities.

#### The Sammamish Youth Board is actively supported

- Attend Youth Board Meetings and give appropriate advice.
- Mentor high school students planning and organizing youth activities.

## Department Organization Chart



*Boxes with a dashed outline and italic text indicate positions which are budgeted in this department but which report to a separate department and/or operating fund.*

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Parks & Recreation Director	1	0	1	0	1
Parks & Recreation Deputy Director	1	0	1	0	1
Recreation Manager	0	1	1	0	1
Park Superintendent	0	1	1	0	1
Internal Services Superintendent	0	0.33	0.33	0	0.33
Recreation Supervisor	1	(1)	0	0	0
Resource Supervisor	1	(1)	0	0	0
Project Manager	2	0	2	0	2
Associate Planner	0	0	0	1	1
Contract Administrator	0	0.25	0.25	0	0.25
Volunteer Coordinator	1	0	1	0	1
Recreation Coordinator	1	0	1	0	1
Administrative Assistant	1	0.33	1.33	0	1.33
Office Assistant	0.5	0	0.5	0.5	1
Lead Maintenance Worker	1	0	1	0	1
Maintenance Worker II	7	(2)	5	0	5
Maintenance Worker I	0	8	8	0	8
<b>TOTAL</b>	<b>17.5</b>	<b>6.91</b>	<b>24.41</b>	<b>1.5</b>	<b>25.91</b>

## ADMINISTRATION DIVISION

### Division Overview

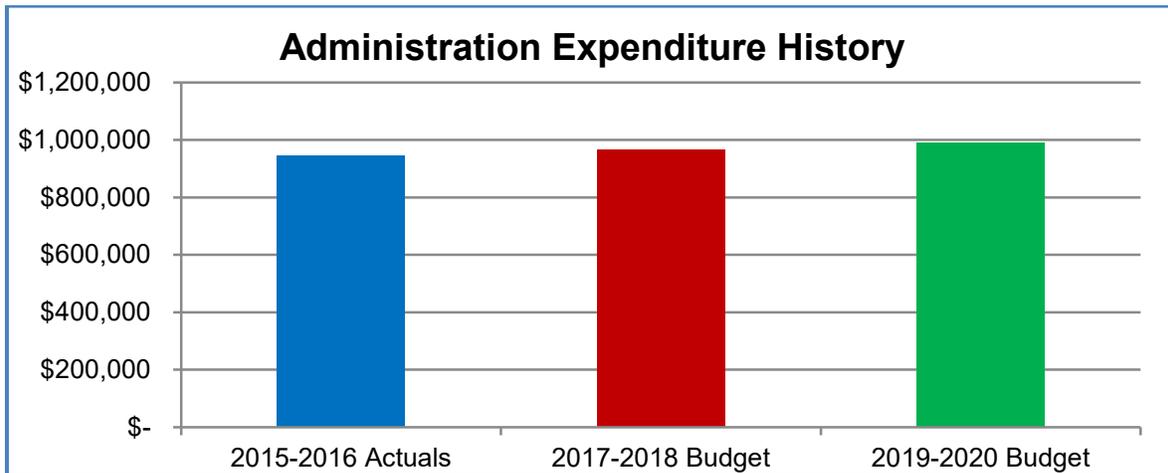
The Administration Division provides direction and leadership for the Parks and Recreation Department in implementing the goals and objectives of the City Council.

### Responsibilities

- Manage and direct the activities of the Parks and Recreation Department.
- Provide administrative support to the Parks and Recreation Commission.
- Work with the City Manager and other department directors on CIP planning and funding.
- Coordinate the management of park planning projects and the construction of capital projects.

### Administration Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 854,827	\$ 921,800	\$ 933,700
Supplies	73,426	13,500	14,000
Services & Charges	17,418	30,600	44,000
<b>Total</b>	<b>\$ 945,671</b>	<b>\$ 965,900</b>	<b>\$ 991,700</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	Budget
Parks & Recreation Director	1	0	1	0	1	1
Parks & Recreation Deputy Director	1	0	1	0	1	1
Contract Administrator	0	0.25	0.25	0	0.25	0.25
Administrative Assistant	1	0	1	0	1	1
<b>TOTAL</b>	<b>3</b>	<b>0.25</b>	<b>3.25</b>	<b>0</b>	<b>3.25</b>	<b>3.25</b>

## ARTS & CULTURE DIVISION

### Division Overview

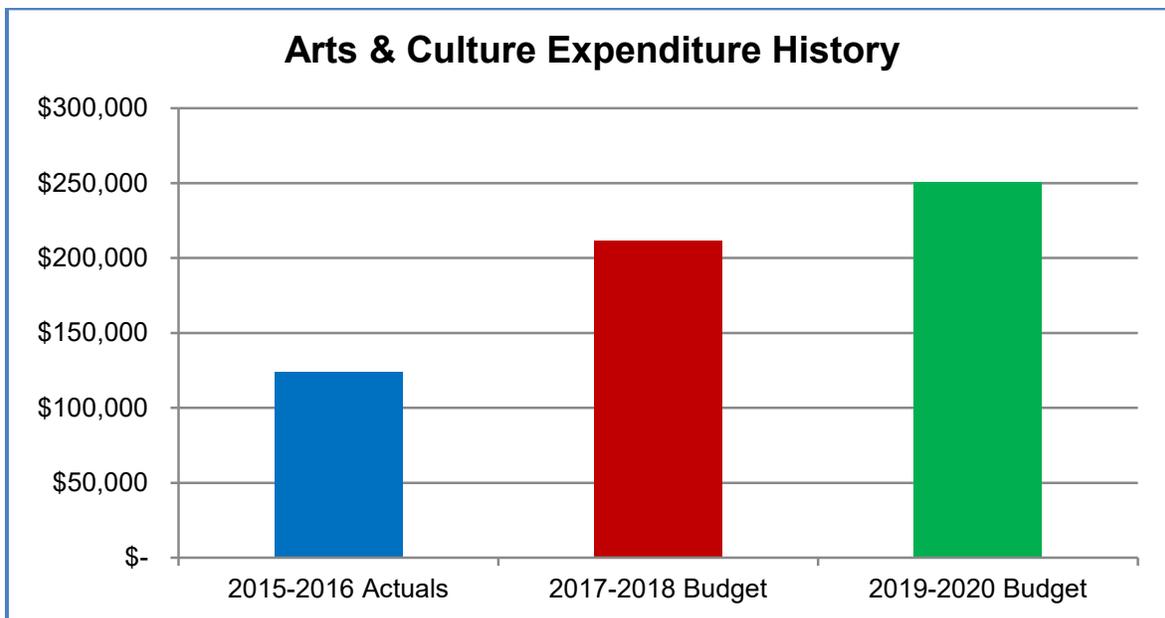
The Arts and Culture Division's focus is on supporting cultural events and artistic opportunities/displays for the enjoyment of residents. This division has no direct employees.

### Responsibilities

- The Recreation Manager coordinates with and administratively supports the Arts Commission in offering artistic events and displays. The rotating art display at City Hall and selection and installation of public arts are examples of their efforts.
- Ensure the financial support authorized by the City Council for groups offering cultural activities is provided. These groups include the Sammamish Symphony, Master Eastside Chorus, Farmer's Market, and the Sammamish Heritage Society.

### Arts & Culture Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Supplies	9,015	12,000	52,000
Services & Charges	114,950	199,600	198,400
Total	\$ 123,965	\$ 211,600	\$ 250,400



## PLANNING DIVISION

### Division Overview

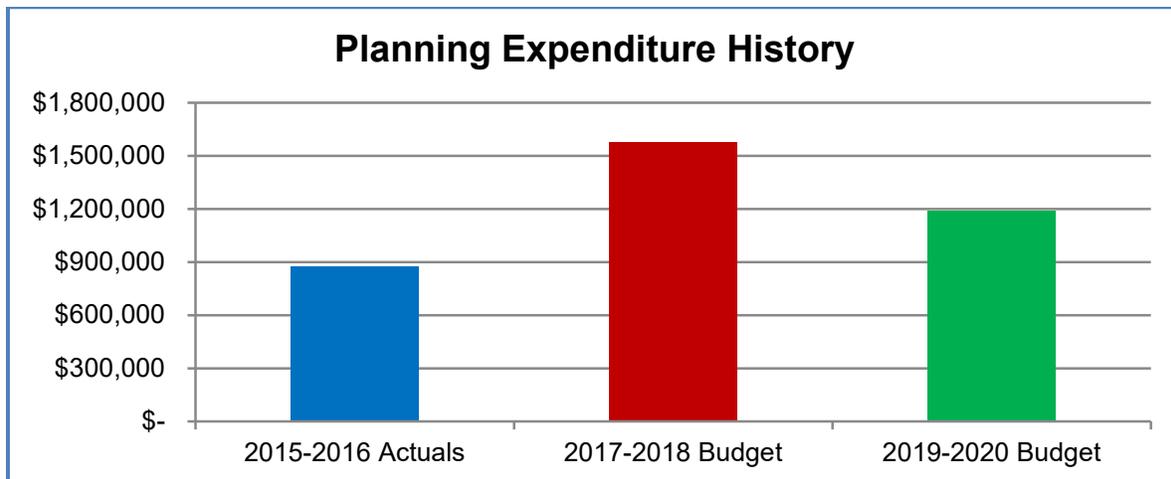
Park Planning and Development staff members supervise and manage park capital improvement projects and coordinate short and long-term park planning efforts. One full-time Associate Planner position was added in 2019-2020, replacing a limited-term Associate Planner position.

### Responsibilities

- Develop and complete budgeted Parks capital projects.
- Design and develop park, trail, and recreation facility long-term plans.
- Research and develop future joint park-facility partnerships.
- Prioritize, negotiate and manage the city's land acquisitions.

### Planning Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 783,744	\$ 953,220	\$ 788,100
Supplies	4,901	8,000	11,500
Services & Charges	82,576	615,100	389,540
<b>Total</b>	<b>\$ 871,221</b>	<b>\$ 1,576,320</b>	<b>\$ 1,189,140</b>



<b>Position Summary</b>		2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget		
Project Manager	2	0	2	0	2		2
Associate Planner	0	0	0	1	1		1
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1.0</b>	<b>3</b>		

## RECREATION DIVISION

### Division Overview

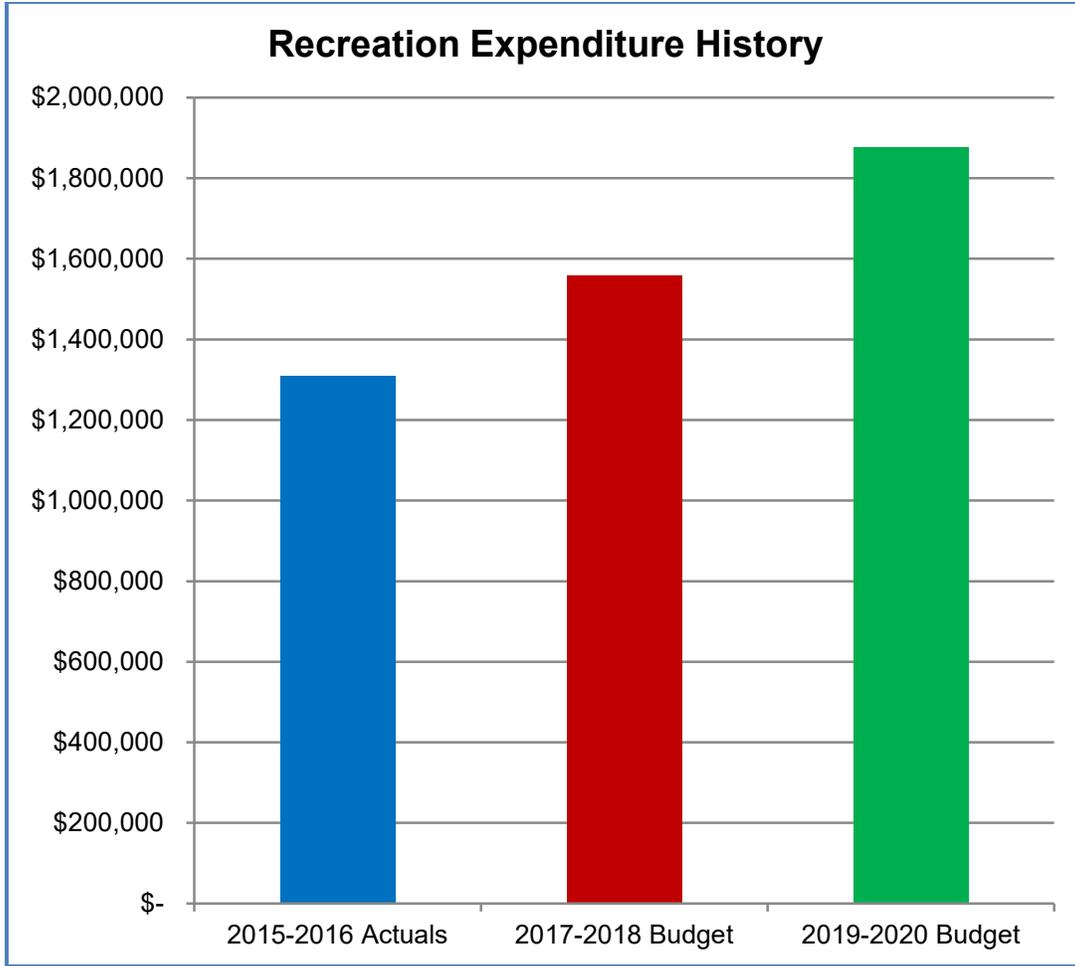
Recreation Division staff members coordinate and facilitate the delivery of recreation programs and services throughout the City and the city's park system. One half-time Office Assistant position was increased to a full-time position to fully staff the rental desk and manage facility reservations.

### Responsibilities

- Administer Sammamish Youth Board programs and events.
- Oversee seasonal community events.
- Produce and oversee 4<sup>th</sup> of July and Sammamish Days celebrations at the Sammamish Commons.
- Hire and manage summer lifeguards at city beaches.
- Recruit and schedule volunteers for multiple city events and activities.
- Coordinate and implement the joint use agreements with the Issaquah and Lake Washington School Districts.
- Manage lease agreements with the Boys and Girls Club, Sammamish YMCA, and CrossPath Counseling/Sween House.
- Facilitate operation of the Farmer's Market in partnership with the Sammamish Chamber of Commerce.
- Manage all facility bookings and reservations for athletic fields and rental facilities.

### Recreation Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 750,039	\$ 914,820	\$ 1,178,740
Supplies	86,212	181,900	173,820
Services & Charges	465,695	459,250	522,860
Intergovernmental	500	2,000	2,000
Capital	5,743	-	-
<b>Total</b>	<b>\$ 1,308,189</b>	<b>\$ 1,557,970</b>	<b>\$ 1,877,420</b>



### Position Summary

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Recreation Manager	0	1	1	0	1
Recreation Supervisor	1	(1)	0	0	0
Recreation Coordinator	1	0	1	0	1
Volunteer Coordinator	1	0	1	0	1
Office Assistant	0.5	0	0.5	0.5	1
<b>TOTAL</b>	<b>3.5</b>	<b>0</b>	<b>3.5</b>	<b>0.5</b>	<b>4</b>

## MAINTENANCE DIVISION

### Division Overview

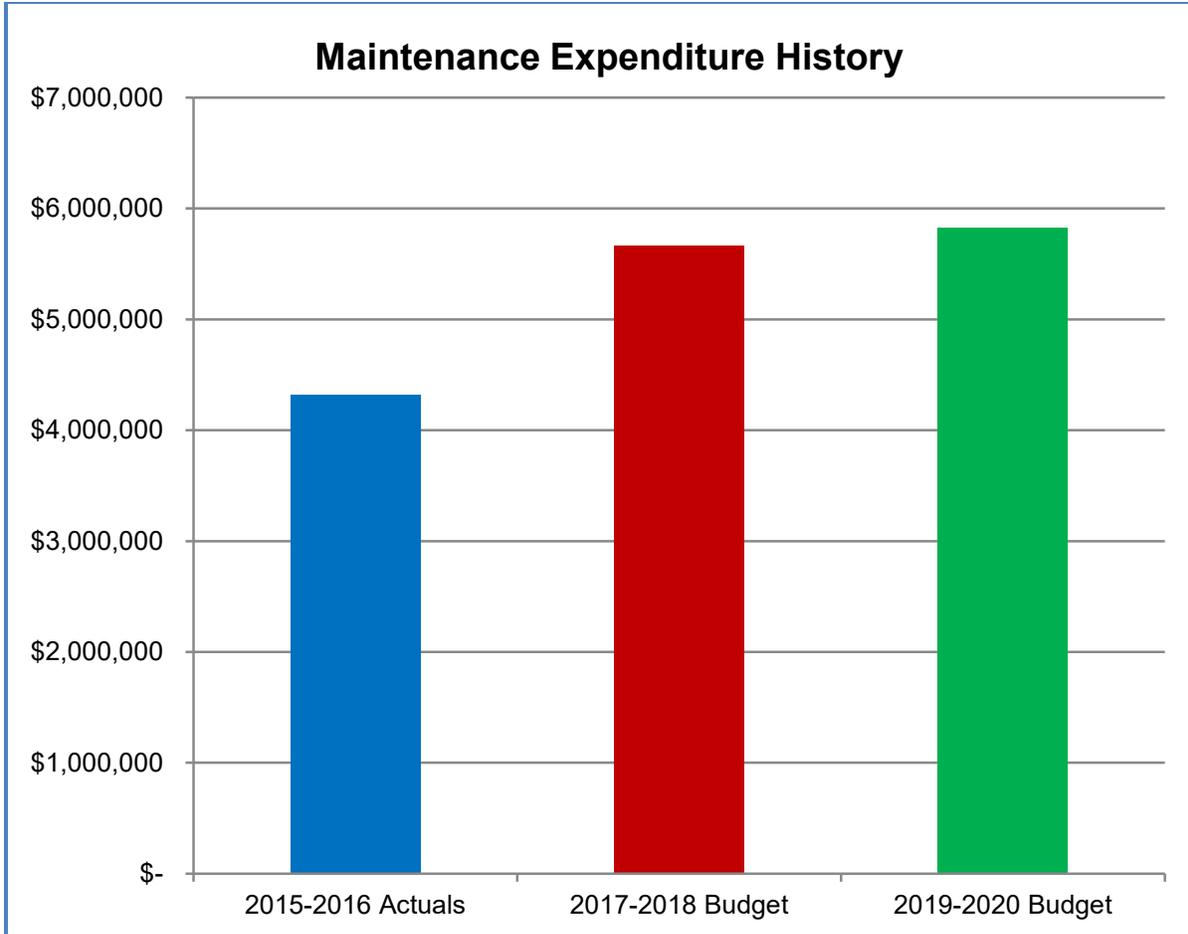
The Parks Maintenance Division maintains the parks, trails, open spaces, and recreation facilities throughout the City; prepares athletic fields for the various sporting teams; and supports all community special events. Field rental fees help to offset the costs of field maintenance and preparation.

### Responsibilities

- Provide oversight and direct supervision of in-house park operations including maintenance of trails, athletic fields, play areas, landscaping, park buildings and structures; irrigation and lighting; and small repair, maintenance, and minor capital improvement projects.
- Provide support for all recreation and volunteer events including set-up and take-down of equipment (portable stage), canopies, litter and garbage, and any other special equipment needed.
- Manage a variety of contracted maintenance services.
- Coordinate with the Parks Planning Division to ensure efficient park design, small capital projects, and maintenance projects requiring park planning.

### Maintenance Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 2,332,039	\$ 3,032,700	\$ 3,332,300
Supplies	538,873	644,200	585,200
Services & Charges	1,289,167	1,797,200	1,908,605
Intergovernmental	1,104	-	-
Capital	159,819	189,500	-
<b>Total</b>	<b>\$ 4,321,002</b>	<b>\$ 5,663,600</b>	<b>\$ 5,826,105</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Internal Services Superintendent	0	0.33	0.33	0	0.33	
Park Superintendent	0	1	1	0	1	
Resource Supervisor	1	(1)	0	0	0	
Administrative Assistant	0	0.33	0.33	0	0.33	
Lead Maintenance Worker	1	0	1	0	1	
Maintenance Worker II	7	(2)	5	0	5	
Maintenance Worker I	0	8	8	0	8	
<b>TOTAL</b>	<b>9</b>	<b>6.66</b>	<b>15.66</b>	<b>0</b>	<b>15.66</b>	

## NON-DEPARTMENTAL

*Responsibility: Deputy City Manager*

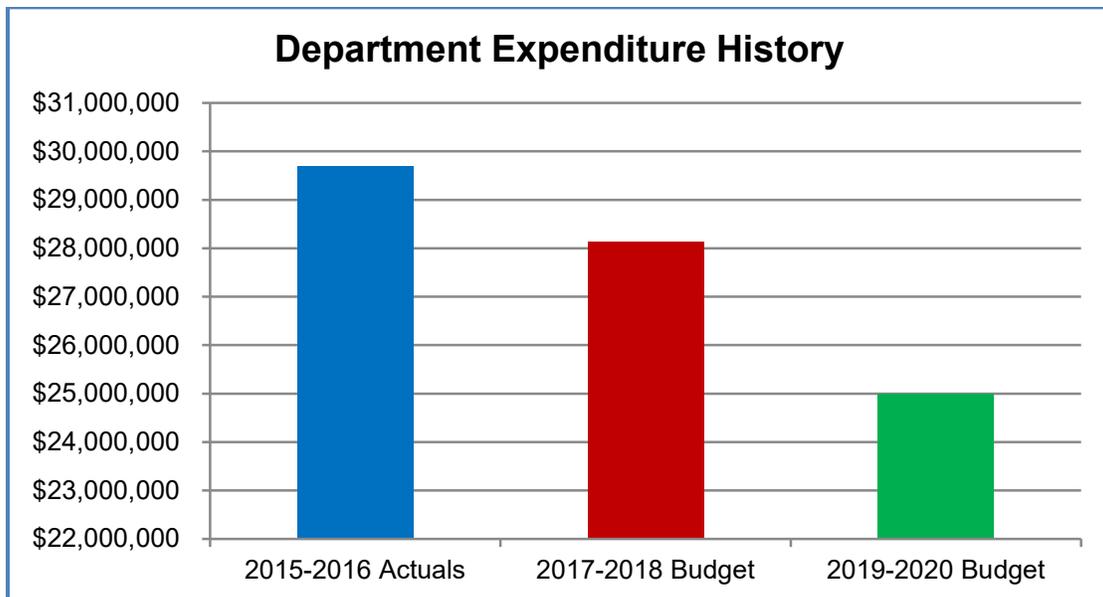
### Department Overview

The Non-Departmental function budgets for general government obligations and programs that are attributable to the City as a whole. These general responsibilities include general city services, contingency funding for unexpected expenditures, recycling, pollution control, and regional public health responsibilities. Transfers from the general fund to other funds are budgeted in this department.

### Budget Highlights

Changes from the 2017-2018 biennial budget

- \$340,000 decrease-election and voter registration budget moved to the City Clerk.
- \$300,000 decrease-economic development budget moved to the Community Development Department.
- \$189,750 decrease-Management Analyst position moved to the City Manager's budget.
- 223,000 decrease-regional memberships moved to various departments.
- \$2.1 million net decrease in transfers to other funds.



## Department Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
<b><i>Voter Registration Section</i></b>			
Intergovernmental	\$ 269,520	\$ 340,000	\$ -
<b><i>Economic Development Section</i></b>			
Services & Charges	-	300,200	-
<b><i>Other Gen. Gov. Services</i></b>			
Personnel	140,653	189,750	-
Supplies	67,199	52,500	58,000
Services & Charges	796,385	4,133,350	3,907,300
Intergovernmental	8,493	8,020	-
Capital	36,821	3,000,000	3,000,000
Interfund Transfers	3,029,066	3,165,848	6,057,432
<b><i>Pollution Control Section</i></b>			
Intergovernmental	91,044	114,600	127,000
<b><i>Public Health Section</i></b>			
Intergovernmental	26,258	32,000	34,000
<b><i>Operating Transfers Out Section</i></b>			
Interfund Transfers	25,220,900	16,797,000	11,810,000
<b>Total</b>	<b>\$ 29,686,339</b>	<b>\$ 28,133,268</b>	<b>\$ 24,993,732</b>

# **STREET SPECIAL REVENUE FUND**

The Street Fund provides for the efficient and safe movement of vehicles and pedestrians within the city, maintains the city's transportation infrastructure, and coordinates and provides convenient interconnect to the regional transportation system. Revenues are received from State shared motor vehicle fuel taxes and transfers from the General Fund.

## STREET FUND

*Responsibility: Public Works Director*

### Fund Overview

The Street Operating program budgeted in this fund includes three divisions: Administration, Engineering, and Maintenance. The program was established to maintain the city's transportation system, plan for future enhancements, and to coordinate convenient interconnects to the regional transportation system.

### Responsibilities

- Planning and contracting for repaving of city streets to maintain their surfaces in good condition.
- Traffic engineering and signal maintenance.
- Managing contracts with King County and private companies for timely roadway maintenance.
- Snow and ice removal.
- Street sweeping.
- Level of service transportation system modeling.

### Budget Highlights

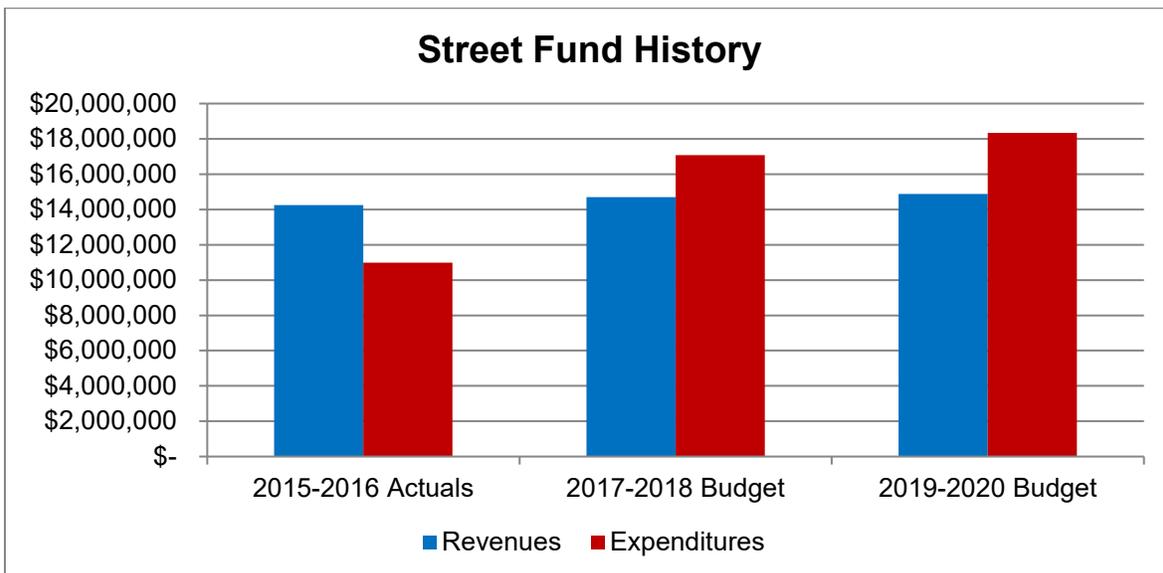
- Traffic signal maintenance will be done by city staff beginning in 2019. King County is no longer able to provide this service on a contractual basis. To accommodate the change, the 2019-2020 budget includes the following funding: \$524,000 for 2 Sr. Traffic Signal Technicians, \$316,200 for 2 vans, 1 bucket truck, and the cost to upgrade 1 vehicle to a bucket truck.
- \$323,500 for a Transportation Planner.
- \$306,600 for a Senior Traffic Engineer.
- \$400,000 for replacement of a traffic signal.
- \$202,000 contract for road striping/pavement marking.
- \$168,500 to assume maintenance activities that King County is no longer able to provide.
- \$81,000 for landslide repairs.
- \$50,000 increase for snow and ice supplies.

### Street Fund Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 6,130,211	\$ 9,371,902	\$ 7,726,871
Intergovernmental	\$ 2,372,521	\$ 2,812,300	\$ 2,957,600
Charges for Services	67,538	60,000	10,000
Transfers & Non-revenues	11,560,385	11,810,000	11,810,000
Interest & Miscellaneous	248,851	15,000	100,000
<b>Total Revenues</b>	<b>\$ 14,249,295</b>	<b>\$ 14,697,300</b>	<b>\$ 14,877,600</b>
<b>Total Fund (with BFB)</b>	<b>\$ 20,379,506</b>	<b>\$ 24,069,202</b>	<b>\$ 22,604,471</b>

### Street Fund Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 2,242,163	\$ 3,230,350	\$ 4,346,350
Supplies	453,510	696,750	882,330
Services & Charges	7,646,420	12,265,201	11,957,080
Intergovernmental	225,420	334,650	247,400
Capital	129,170	135,500	387,600
Interfund	296,100	408,414	527,596
<b>Total Expenditures</b>	<b>\$ 10,992,783</b>	<b>\$ 17,070,865</b>	<b>\$ 18,348,356</b>
Ending Fund Balance	9,386,723	6,998,337	4,256,115
<b>Total Fund (with EFB)</b>	<b>\$ 20,379,506</b>	<b>\$ 24,069,202</b>	<b>\$ 22,604,471</b>



## 2017-2018 Accomplishments

- ✓ **Street condition assessment and repaving:** Road condition assessments were done followed by repaving of streets on a schedule to ensure all streets remain in good condition.
- ✓ **Concurrency management:** Concurrency measurement methods were updated to reflect City Council direction designed to improve traffic flow.
- ✓ **Transportation Improvement Program (TIP) plan:** The TIP was updated and approved by Council in June of each year as required by state law.
- ✓ **Flashing stop signs:** Solar powered flashing LED stop lights were installed at selected intersections.
- ✓ **Infrastructure repairs:** Sidewalk maintenance/repair and roadway patching.
- ✓ **Roadway crack sealing:** Purchase of a crack sealing machine allowed for maintenance to prolong pavement life.

## 2019-2020 Goals & Relationship to Council Priorities

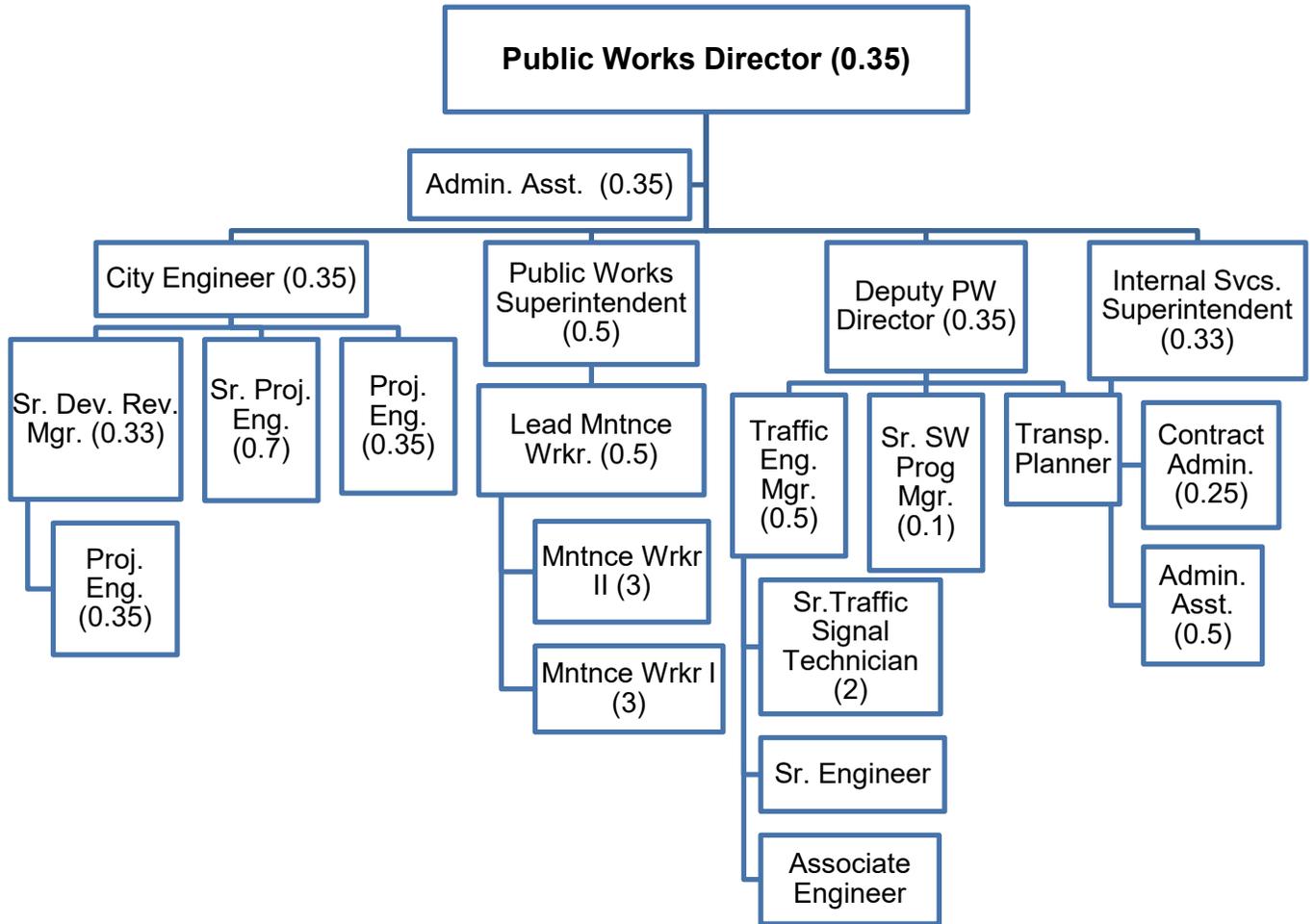
### Council Priority-High Performing Government

- Maintain city streets and sidewalks in a safe condition.
- Ensure all traffic control devices are kept in good working order.
- Maintain road shoulders and landscaping for safety and aesthetics.
- Plow and treat the road surfaces when necessary to maintain safe winter driving conditions.

### Council Priority-Transportation

- Recruit and train highly qualified staff for the Sr. Traffic Engineer and Transportation Planner positions. New staff is trained and fully functional by mid-2019.
- Consolidate the Traffic Engineering Manager, Sr. Engineer, and Sr. Traffic Engineers into a traffic engineering group.
  - Recruit and train highly qualified staff for two Sr. Traffic Signal Technician positions.
  - Purchase/upgrade vehicles to enable the Technicians to maintain signals.
- Annually assess the condition of street surfaces and schedule repaving.
- Complete the Transportation Master Plan update.
- Install audible pedestrian signals at signalized crosswalks.
- Install flashing yellow turn arrows at selected locations.

### Street Fund Organization Chart



**Position Summary**

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Public Works Director	0.35	0	0.35	0	0.35
Deputy Public Works Director	0.35	0	0.35	0	0.35
City Engineer	0.35	0	0.35	0	0.35
Operations & Mntnce. Manager	0.5	(0.5)	0	0	0
Internal Services Superintendent	0	0.33	0.33	0	0.33
Public Works Superintendent	0	0	0	0.5	0.5
Traffic Engineering Manager	0	0	0	0.5	0.5
Sr. Stormwater Program Mgr.	0.1	0	0.1	0	0.1
Sr. Development Review Mgr.	0	0.33	0.33	0	0.33
Maintenance Supervisor	0	0.5	0.5	(0.5)	0
Transportation Planner	0	0	0	1	1
Sr. Traffic Signal Technician	0	0	0	2	2
Sr. Engineer	0.7	0	0.7	1	1.7
Project Engineer	0.35	0.35	0.7	0	0.7
Project Engineer-Dev. Review	0.35	(0.35)	0	0	0
Traffic Engineer	0.50	0	0.5	(0.5)	0
Associate Engineer	0	1	1	0	1
*Engineering Technician	0.5	0	0.5	(0.5)	0
*GIS Coordinator	0.35	0	0.35	(0.35)	0
Lead Maintenance Worker	0.5	0	0.5	0	0.5
Maintenance Worker II	2	1	3	0	3
Maintenance Worker I	2	1	3	0	3
Contract Administrator	0	0.25	0.25	0	0.25
Administrative Assistant	0.35	0.5	0.85	0	0.85
Office Assistant	0.66	(0.66)	0	0	0
<b>TOTAL</b>	<b>9.91</b>	<b>3.75</b>	<b>13.66</b>	<b>3.15</b>	<b>16.81</b>

*\*Positions transferred to the Technology Fund.*

## ADMINISTRATION DIVISION

### Division Overview

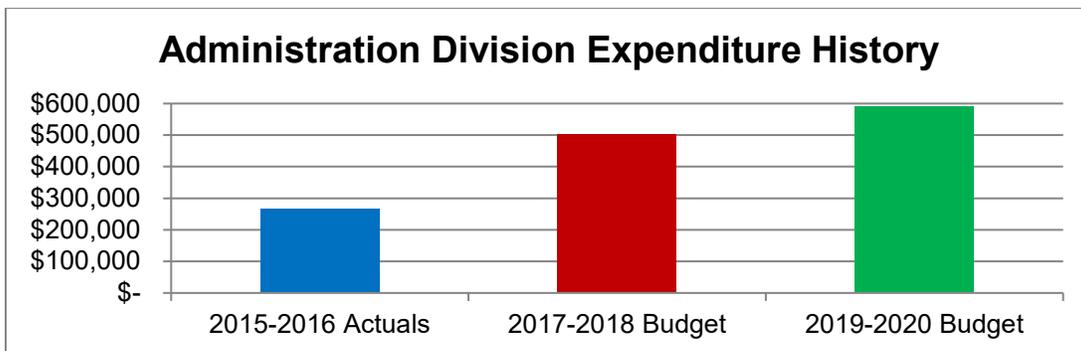
The Administration Division provides guidance, leadership and overall administrative support to street operating functions. Division personnel develop and sustain relationships with regional agencies related to transportation, capital improvements, long-range planning, and project funding.

### Responsibilities

- Manage and direct the activities of the Street Department.
- Analyze projects, including funding options, making reports and recommendations to the City Manager and City Council.
- Maintain regional influence and presence.
- Provide ongoing evaluation of Federal and State legislation that affects the city.

### Administration Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 251,284	\$ 397,800	\$ 484,010
Supplies	2,703	1,800	2,020
Services & Charges	7,425	103,000	104,120
Intergovernmental	4,777	-	-
<b>Total Expenditures</b>	<b>\$ 266,189</b>	<b>\$ 502,600</b>	<b>\$ 590,150</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Public Works Director	0.35	0	0.35	0	0.35	
Deputy Public Works Director	0.35	0	0.35	0	0.35	
Contract Administrator	0	0.25	0.25	0	0.25	
Administrative Assistant	0.35	0	0.35	0	0.35	
<b>TOTAL</b>	<b>1.05</b>	<b>0.25</b>	<b>1.3</b>	<b>0</b>	<b>1.3</b>	

## ENGINEERING DIVISION

### Division Overview

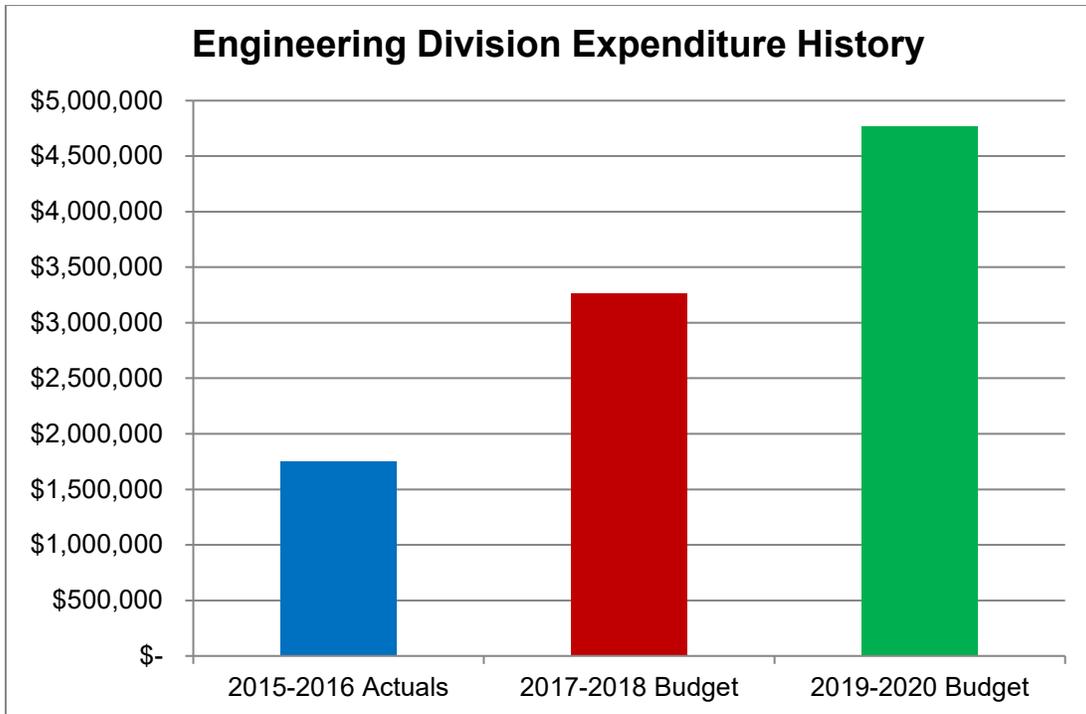
The Engineering Division plans for future transportation enhancements, manages pavement overlay contracts, and coordinates convenient interconnects to the regional transportation system. One Transportation Planner, one Sr. Traffic Engineer and two Sr. Traffic Signal Technicians were added in the Engineering Division. The (50%) shared Traffic Engineer position was converted to a Traffic Engineering Manager, a shared (50%) Engineering Technician and shared (35%) GIS Coordinator were moved to the Information Technology Fund.

### Responsibilities

- Assess street conditions and schedule repaving to maintain good driving surfaces.
- Level of service and transportation system modeling.
- Analyze concurrency management system data to plan for future infrastructure.
- Grant compliance activities.
- Annual Transportation Improvement Plan update.

### Engineering Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 833,710	\$ 1,249,400	\$ 2,313,040
Supplies	6,819	14,450	70,710
Services & Charges	601,145	1,562,200	1,471,610
Capital	13,610	26,000	387,600
Interfund	296,100	408,414	527,596
<b>Total Expenditures</b>	<b>\$ 1,751,384</b>	<b>\$ 3,260,464</b>	<b>\$ 4,770,556</b>



	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
City Engineer	0.35	0	0.35	0	0.35
Traffic Engineering Manager	0	0	0	0.5	0.5
Sr. Stormwater Program Mgr.	0.1	0	0.1	0	0.1
Sr. Development Review Mgr.	0	0.33	0.33	0	0.33
Transportation Planner	0	0	0	1	1
Sr. Traffic Signal Technician	0	0	0	2	2
Sr. Engineer	0.7	0	0.7	1	1.7
Project Engineer	0.35	0.35	0.7	0	0.7
Project Engineer-Dev. Review	0.35	(0.35)	0	0	0
Traffic Engineer	0.50	0	0.5	(0.5)	0
Associate Engineer	0	1	1	0	1
*Engineering Technician	0.5	0	0.5	(0.5)	0
*GIS Coordinator	0.35	0	0.35	(0.35)	0
<b>TOTAL</b>	<b>3.2</b>	<b>1.33</b>	<b>4.53</b>	<b>3.15</b>	<b>7.68</b>

## MAINTENANCE DIVISION

### Division Overview

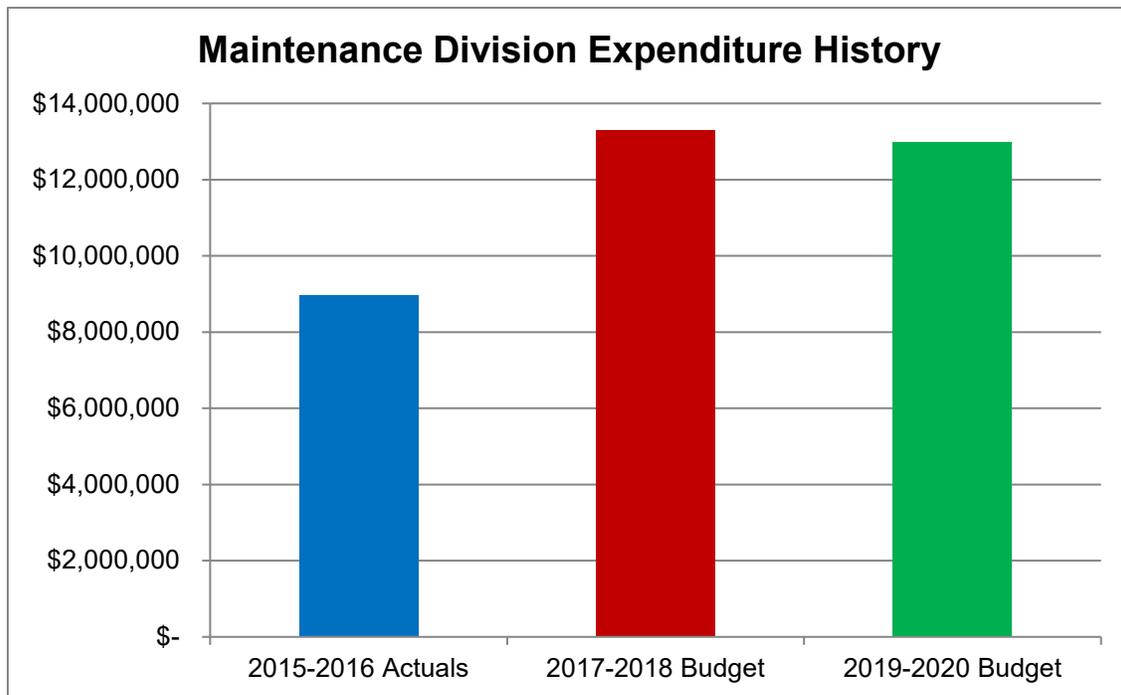
The Street Maintenance Division is responsible for maintaining the city’s streets. The Supervisor position has been replaced with a Superintendent position.

### Responsibilities

- Repave selected city streets based on condition assessments.
- Manage street sweeping and landscape maintenance contracts.
- Snow and ice removal.
- Small works repair and maintenance projects such as sidewalk repairs and trail resurfacing.
- Street shoulder mowing and maintenance.

### Maintenance Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,157,169	\$ 1,583,150	\$ 1,549,300
Supplies	443,988	680,500	809,600
Services & Charges	7,037,850	10,600,001	10,381,350
Intergovernmental	220,643	334,650	247,400
Capital	115,560	109,500	-
<b>Total Expenditures</b>	<b>\$ 8,975,210</b>	<b>\$ 13,307,801</b>	<b>\$ 12,987,650</b>



	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Operations & Mntnce. Manager	0.5	(0.5)	0	0	0
Internal Services Superintendent	0	0.33	0.33	0	0.33
Public Works Superintendent	0	0	0	0.5	0.5
Maintenance Supervisor	0	0.5	0.5	(0.5)	0
Lead Maintenance Worker	0.5	0	0.5	0	0.5
Maintenance Worker II	2	1	3	0	3
Maintenance Worker I	2	1	3	0	3
Administrative Assistant	0	0.5	0.5	0	0.5
Office Assistant	0.66	(0.66)	0	0	0
<b>TOTAL</b>	<b>5.66</b>	<b>2.17</b>	<b>7.83</b>	<b>0</b>	<b>7.83</b>

# **DEBT SERVICE FUND**

The Debt Service Fund provides for the accumulation of resources for and the payment of principal and interest on outstanding debt.

## DEBT SERVICE FUND

*Responsibility: Finance Director*

### Fund Overview

The Debt Service Fund is used to accumulate funds for the payment of principal and interest on long-term debt.

### Responsibilities

Accumulate sufficient funds to make timely debt service payments on the 2001 Public Works Trust Fund Loan which was used to help fund the widening of 228<sup>th</sup> Avenue SE from 2 lanes to 4 lanes, add turn lanes, medians, and sidewalks.

*The long-term debt service schedule reflecting payments beyond 2018 is available in the Appendix*

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ -	\$ -	\$ -
Operating Transfers-Trns	\$1,101,333	\$1,090,666	\$1,079,999
<b>Total Revenues</b>	<b>\$1,101,333</b>	<b>\$1,090,666</b>	<b>\$1,079,999</b>
<b>Total Fund (with BFB)</b>	<b>\$1,101,333</b>	<b>\$1,090,666</b>	<b>\$1,079,999</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
PWTF Loan Principal	\$1,066,666	\$1,066,666	\$1,066,666
PWTF Loan Interest	34,667	24,000	13,333
<b>Total Expenditures</b>	<b>\$1,101,333</b>	<b>\$1,090,666</b>	<b>\$1,079,999</b>
Ending Fund Balance	-	-	-
<b>Total Fund (with EFB)</b>	<b>\$1,101,333</b>	<b>\$1,090,666</b>	<b>\$1,079,999</b>

# CAPITAL PROJECT FUNDS

*Capital project funds are used to acquire, build, or develop facilities and equipment with a useful life of more than one year and costing \$5,000 or more. Examples include road construction, sports fields, and buildings. Surface Water capital projects are budgeted in the Surface Water Capital Fund. Vehicle and equipment purchases are budgeted in the Equipment Rental and Replacement Fund. Computer and communication equipment purchases are budgeted in the Technology Replacement Fund.*

## **GENERAL GOVERNMENT CAPITAL IMPROVEMENT PROGRAM (CIP)**

This fund supports the construction and purchase of capital improvement projects benefiting the city as a whole. Revenues are received from the General Fund and various intergovernmental sources.

## **PARKS CAPITAL IMPROVEMENT PROGRAM (CIP)**

This fund supports the acquisition and development of park capital improvement projects identified in the city's six-year Parks Capital Improvement Plan. Revenues are received from the General Fund, a voted parks levy, real estate excise taxes, state and federal grants, and parks impact fees.

## **TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM (CIP)**

This fund was established to fund the transportation projects approved in the city's six-year Transportation Capital Improvement Plan (TIP). The projects identified in the Transportation Capital Fund support major improvements to streets, sidewalks, signals and intersections. Revenues are received from the General Fund, real estate excise taxes, state and federal grants, and street impact fees.

## GENERAL GOVERNMENT CIP FUND

*Responsibility: City Manager*

### Fund Overview

The General Government CIP Fund was established to fund construction of capital facilities that benefit city government as a whole.

### Responsibilities

- Budget for and monitor the use of funds for general capital facilities

### Budget Highlights

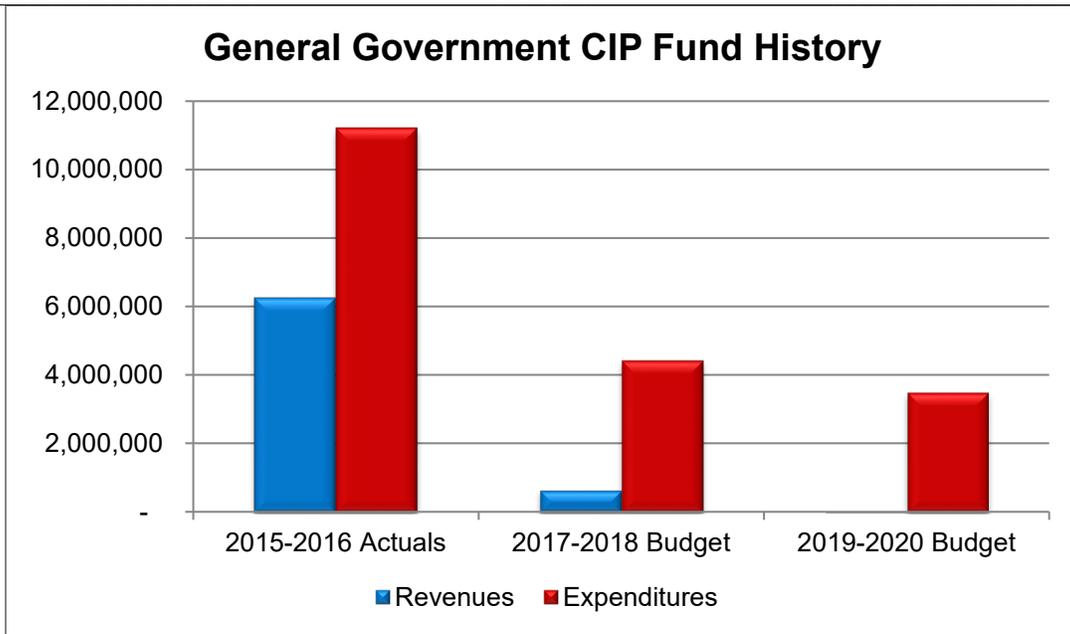
- No projects are planned in this fund for the 2019-2020 biennium.

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 8,793,748	\$ 3,845,399	\$ 4,135,674
Investment Interest	\$ 52,041	\$ 10,000	\$ 30,000
Operating Transfers	6,200,000	637,000	-
<b>Total Revenues</b>	<b>\$ 6,252,041</b>	<b>\$ 647,000</b>	<b>\$ 30,000</b>
<b>Total Fund (with BFB)</b>	<b>\$ 15,045,789</b>	<b>\$ 4,492,399</b>	<b>\$ 4,165,674</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Capital	\$ 6,150,391	\$ 4,287,000	\$ 3,500,000
Interfund Transfers	5,050,000	153,372	-
<b>Total Expenditures</b>	<b>\$ 11,200,391</b>	<b>\$ 4,440,372</b>	<b>\$ 3,500,000</b>
Ending Fund Balance	3,845,398	52,027	665,674
<b>Total Fund (with EFB)</b>	<b>\$ 15,045,789</b>	<b>\$ 4,492,399</b>	<b>\$ 4,165,674</b>



### 2017-2018 Accomplishments

- ✓ **Sammamish Commons improvements:** Installed high visibility raised crosswalks, restriping, and safety markings around City Hall and Community Center entrances, interior roads and exits.

### 2019-2020 Goals

- No planned projects for the 2019-2020 biennium.

## PARKS CIP FUND

*Responsibility: Parks and Recreation Director*

### Fund Overview

The Parks CIP Fund was established to fund construction of park and recreation capital facilities. Examples of the use of this fund include land acquisition; planning, design, and construction of new parks; and renovations of park amenities including trails, athletic fields, open lawn areas, dog parks, community gardens, open space and preserves.

### Responsibilities

- Acquire sufficient land to provide a variety of outdoor recreation opportunities.
- Build the most appropriate and sufficient quantity of recreation facilities for residents of Sammamish.
- Budget for and monitor the use of funds for capital facilities.

### Budget Highlights

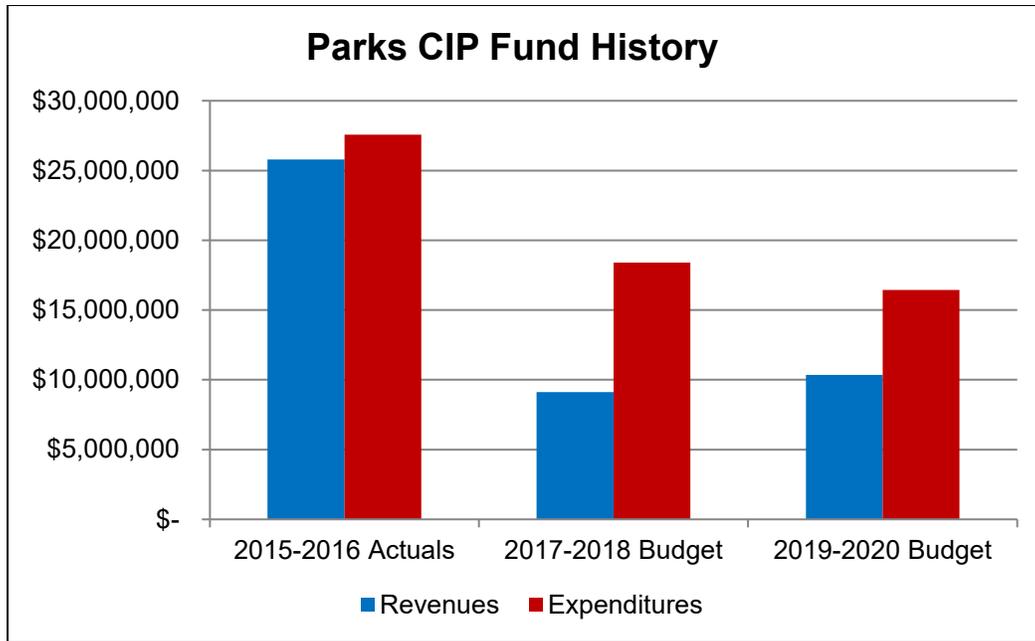
- The focus of the 2019-2020 Parks CIP budget will be on Big Rock Park construction documents and related site improvements.
- Klahanie Park Master Plan completion.
- Development and initial implementation of a Parks Wayfinding Signage program.

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 13,950,775	\$12,170,946	\$ 14,624,787
Taxes	\$ 6,158,451	\$ 5,140,000	\$ 6,180,000
Impact/Mitigation Fees	2,525,683	3,970,000	3,970,000
Interest & Miscellaneous	223,779	10,000	200,000
Contributions	3,452,478	-	-
Sale of Capital Assets	170,000	-	-
Operating Transfers	13,270,000	-	-
<b>Total Revenues</b>	<b>\$ 25,800,391</b>	<b>\$ 9,120,000</b>	<b>\$ 10,350,000</b>
<b>Total Fund (with BFB)</b>	<b>\$ 39,751,166</b>	<b>\$21,290,946</b>	<b>\$ 24,974,787</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Services & Charges	\$ 13,156	\$ -	\$ -
Capital	26,797,066	18,398,500	16,445,000
Operating Transfers	770,000	-	-
<b>Total Expenditures</b>	<b>\$ 27,580,222</b>	<b>\$18,398,500</b>	<b>\$ 16,445,000</b>
Ending Fund Balance	12,170,944	2,892,446	8,529,787
<b>Total Fund (with EFB)</b>	<b>\$ 39,751,166</b>	<b>\$21,290,946</b>	<b>\$ 24,974,787</b>



### 2017-2018 Accomplishments

- ✓ Completion and adoption of a Land Acquisition Study and Implementation Program.
- ✓ Completion and adoption of the 2018 Parks, Recreation, and Open Space Plan.
- ✓ Skyline Community Field turf replacement.
- ✓ Sammamish Landing ADA access improvements.
- ✓ Beaver Lake Preserve trail improvements.
- ✓ Klahanie Park baseball field and drainage renovations.
- ✓ Completed the development plan for the YMCA property.
- ✓ Acquisition of three properties in accordance with the Land Acquisition Strategy.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-Community Livability

- Design, permitting and construction of Phase I improvements at Site B of Big Rock Park.
- Master Plan for Klahanie Park using the City’s Model Master Plan process.
- Planning, design, and phased implementation of Park System Wayfinding Signage.
- Acquisition of land for new parks and preserves.
- Athletic field study.
- Planning and design of Inglewood Middle School Phase I-synthetic turf and field overlay.
- Lower Commons Master Plan update-contingent on the progress of Town Center projects.

## 2019-2020 Budgeted Projects with Estimated Maintenance & Operating Costs

Proposed CIP Project	2019-2020 Budget	Projected Total Cost
<b>Big Rock Park-Site B-Phase I Improvements:</b> Right of way improvements, driveway & parking lot, utilities, tree house ADA & general	\$ 2,000,000	\$ 2,200,000
<b>Ingelwood Middle School-Phase 1-Synthetic Turf &amp; Field Overlay:</b> Upgrade existing football field with synthetic turf and lights, includes restroom, soccer/lacrosse overlay, new drainage and irrigation.	420,000	3,220,000
<b>East Sammamish Park Playground:</b> Install a new playground.	1,100,000	1,100,000
<b>East Sammamish Park-Parking &amp; Access Improvements:</b> Parking lot expansion, frontage improvements, pedestrian lighting, tennis court access and trail to Margaret Mead Elementary School.	750,000	2,800,000
<b>Pine Lake Park Field Upgrades:</b> Replacement irrigation in the outfield, new infield surface and drainage, safety fencing, replacement backstop.	350,000	350,000
<b>East Sammamish Park Baseball Field Rehab:</b> Infield/outfield remodel and drainage, natural turf replacement, potential new amenities.	640,000	640,000
<b>Beaver Lake Park Lakeside Improvements:</b> Swim beach/shoreline, expand parking lot, new playground, stormwater, landscape and irrigation.	2,700,000	2,800,000
<b>Evans Creek Preserve-Trail System &amp; Habitat Improvements:</b> Completion of internal trail system and habitat improvements.	25,000	50,000
<b>Lower Sammamish Commons Restroom:</b> Permanent restroom building with adjacent maintenance storage space. Sewer connection provided by design issues with planter boxes, expand skate bowl on north end of Skate Park.	550,000	550,000
<b>Big Rock Park-Site A-Phase II Restrooms:</b> Permanent restroom.	385,000	385,000
<b>Evans Creek Preserve-Highway 202 Access:</b> Connect Alcott Elementary School via a soft surface trail, enhanced crosswalk on 202.	130,000	130,000
<b>East Sammamish Park Pickleball Courts.</b>	150,000	150,000
<b>Klahanie Park Master Plan:</b> Complete master plan for Klahanie Park, includes consultant, site analysis, public engagement and final plan.	200,000	250,000
<b>Park System Wayfinding Program:</b> Unified directional signage for wayfinding to and through parks.	45,000	57,000
<b>Lower Commons-Master Plan Update:</b> Update to reflect changed use with Town Center, green spine, regional stormwater.	75,000	100,000
<b>Environmental Interpretation/Habitat Certification:</b> Interpretative and habitat certification signage within the parks.	25,000	25,000
<b>Parks capital replacement program</b>	400,000	1,200,000
<b>Capital contingency reserve</b>	950,000	1,965,000
<b>Town Center Park Projects:</b> Placeholder for future Town Center projects to include urban plaza, central green, playground relocation and/or other	1,900,000	2,075,000
<b>Land acquisition:</b> Funds set aside to purchase land for parks.	2,000,000	13,000,000
<b>Community Garden:</b> Placeholder for future community garden(s) with 40 to 50 planting beds in a location to be determined.	50,000	100,000
<b>Sammamish Commons Trail Connection Phase I:</b> Lower Sammamish Commons to Big Rock Park trail.	300,000	300,000
<b>Future Trail Connections:</b> Placeholder for future trail projects.	1,000,000	2,000,000
<b>Total</b>	<b>\$ 16,445,000</b>	<b>\$ 35,747,000</b>

### ***Future Maintenance and Operating Costs:***

*Expenditure increases are expected in the areas of contracted landscape maintenance services, seasonal employee hours, and maintenance supplies.*

Sammamish Parks Six-Year Capital Improvement Plan (2018-2023)									
PRIORITY	# (2017-2022 CIP)	PROJECT	2018	2019	2020	2021	2022	2023	6-year Total
<b>PARKS CIP PROJECTS</b>									
1	A	PK-47 <b>Mystic Lake - Trail Extension</b> City to design and pay construction costs over \$15K, wetland buffer mitigation, developer to construct trail of approx. 650 lf.	\$25,000						\$25,000
2	A	PK-n <b>Big Rock Park - Site B - Phase I Improvements</b> ROW improvements, driveway and parking lot, utilities, tree house ADA and general site improvements to allowing of opening of Parcel B.	\$200,000	\$2,000,000					\$2,200,000
3	A	PK-04 <b>Inglewood Middle School - Phase I- Synthetic Turf &amp; Field Overlay</b> Upgrade existing football field with synthetic turf and lights. Includes restroom, soccer/lacrosse overlay, new drainage, irrigation.		\$30,000	\$390,000	\$2,800,000			\$3,220,000
4	A	PK-1 & 2 <b>Beaver Lake Park - Athletic Fields</b> Reconfigure 3 existing natural turf softball fields to 3 artificial turf little league baseball fields, drainage, irrigation, fencing. One multi-use rectangular synthetic field with lighting.				\$500,000	\$1,500,000	\$1,500,000	\$3,500,000
5	A	PK-3 <b>Beaver Lake Park - Westside Plaza</b> New restroom, picnic shelter, sports plaza & play area between fields. Requires 3 baseball field reconfiguration.				\$250,000	\$1,000,000	\$750,000	\$2,000,000
6	B	PK-n <b>Plant Salvage Program/Facility</b> Location and development of a facility to storage, water and maintain salvaged plant material for restoration/planting projects.	\$50,000						\$50,000
7	B	PK-25 <b>East Sammamish Park - Playground</b> New playground		\$100,000	\$1,000,000				\$1,100,000
8	B	PK-26 <b>East Sammamish Park - Parking &amp; Access Improvements</b> Parking lot expansion, frontage improvements, pedestrian lighting, tennis court access and trail to Margaret Mead.		\$75,000	\$675,000				\$750,000
9	B	PK-09 <b>Pine Lake Park - Field Upgrades</b> Replacement irrigation in outfield, new infield surface and drainage, safety fencing, replacement backstop		\$350,000					\$350,000
10	B	PK-06 <b>East Sammamish Park - Baseball Field Rehab</b> Infield/outfield remodel and drainage, natural turf replacement, potential new amenities			\$640,000				\$640,000
11	B	PK-n <b>Off-leash Dog Park - site TBD</b>					\$50,000		\$50,000
12	B/C	PK-13 <b>Beaver Lake Park - Lakeside Improvements</b> Swim beach/shoreline improvements, parking lot expansion, new playground, stormwater, landscape and irrigation.	\$100,000	\$1,350,000	\$1,350,000				\$2,800,000
13	B/C	PK-43 <b>Evans Creek Preserve - Trail System &amp; Habitat Improvements</b> Completion of internal trail system and habitat improvements.			\$25,000		\$25,000		\$50,000
14	C	PK-29 <b>Lower Sammamish Commons - Restroom</b> Permanent restroom building with adjacent maintenance storage space. Sewer connection provided via Town Center developer		\$550,000					\$550,000
15	C	PK-36 <b>Skate Park - Rehabilitation/Repairs</b> Minor repairs to concrete, address design issues with planter boxes, expand skate bowl on north end of Skate Park.		\$300,000					\$300,000
16	C	PK-19 <b>Big Rock Park - Site A - Phase II - Restroom</b> Site A: Permanent restroom and septic field upgrade.		\$35,000	\$350,000				\$385,000
17	C	PK-45 <b>Evans Creek Preserve - Highway 202 Access</b> Connect Alcott Elementary via a soft surface trail through the North Property and an enhanced crosswalk on 202.			\$130,000				\$130,000
18	C	PK-11 <b>Eastlake Community Sports Field 3 - Synthetic Turf Replacement</b> Turf and infill replacement. Includes new pad and anticipated coated crumb rubber infill material or suitable alternate. (9-year estimate)				\$100,000	\$1,300,000		\$1,400,000
19	C	PK-n <b>East Sammamish Park - Pickleball Courts</b>			\$150,000				\$150,000
<b>(A) SUBTOTAL PARKS CIP PROJECTS</b>			<b>\$375,000</b>	<b>\$4,790,000</b>	<b>\$4,710,000</b>	<b>\$3,650,000</b>	<b>\$3,875,000</b>	<b>\$2,250,000</b>	<b>\$19,650,000</b>

Sammamish Parks Six-Year Capital Improvement Plan (2018-2023)									
PRIORITY	# (2017-2022 CIP)	PROJECT	2018	2019	2020	2021	2022	2023	6-year Total
<b>PARKS CIP PROJECTS</b>									
<b>PARKS PLANNING PROJECTS</b>			<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>6-Year Total</b>
20	A	PK-n <b>YMCA Property Development Plan</b> Preliminary plan for recreation facility improvements for property meeting YMCA/City lease agreement requirements.	\$100,000						\$100,000
21	A	PK-34 <b>Klahanie Park Master Plan</b> Complete Master Plan for Klahanie Park. Includes consultant, site analysis, public engagement and final plan.	\$50,000	\$200,000					\$250,000
22	A	PK-n <b>Athletic Field Study</b> Complete a community-wide gap analysis and prioritized implementation plan for outdoor athletic facilities.	\$50,000						\$50,000
23	A	PK-n <b>Park Systemwide Wayfinding program</b> Unified directional signage for wayfinding to and through parks.	\$12,000	\$45,000					\$57,000
24	B	PK-n <b>Lower Commons - Master Plan Update</b> Update to reflect changed use with Town Center, Green Spine, Regional Stormwater	\$25,000	\$75,000					\$100,000
25	C	PK-46 <b>Indoor Field House - Feasibility Study</b> Feasibility study to include an operations analysis for an indoor field house to be considered on the YMCA/Pine Lake Property.		\$100,000					\$100,000
26	C	PK-n <b>Environmental Interpretation/Habitat Certification</b> Interpretative and habitat certification signage within the parks			\$25,000				\$25,000
<b>(B) SUBTOTAL PARKS PLANNING PROJECTS</b>			<b>\$237,000</b>	<b>\$420,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$682,000</b>
<b>OTHER PARKS CIP PROJECTS</b>			<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>6-Year Total</b>
27	A	PK-C <b>Community Garden</b> Placeholder for future community garden(s) with 40 to 50 planting beds in a location to be determined.	\$50,000	\$50,000					\$100,000
28	A	PK-D <b>Land Acquisition</b> Placeholder to acquire land for future parks and open spaces as opportunities become available.	\$8,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$13,000,000
29	A	PK-E <b>Capital Repair/Replacement Program (includes ADA upgrades)</b> This ongoing program allocates funds for the repair and replacement of parks structures and equipment.	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
30	A	PK-F <b>Capital Contingency Reserve (based on projects)</b> 10% contingency for Parks CIP projects	\$37,500	\$479,000	\$471,000	\$365,000	\$387,500	\$225,000	\$1,965,000
31	A	PK-64 <b>Sammamish Commons Trail Connection Phase 1</b> Lower Sammamish Commons to Big Rock Park Trail	\$100,000	\$200,000					\$300,000
32	B	PK-A <b>Future Trail Connections</b> Placeholder for future trail projects to be determined upon completion of the PRO Plan and TMP. (Includes \$500k carryforward from 2016 and 2017).	\$500,000	\$500,000	\$500,000	\$500,000			\$2,000,000
33	B	PK-B <b>Town Center Park Projects</b> Placeholder for future Town Center projects to include urban plaza, central green, playground relocation and/or other projects.		\$150,000	\$1,750,000	\$175,000			\$2,075,000
<b>(C) SUBTOTAL OTHER PARKS CIP PROJECTS</b>			<b>\$8,887,500</b>	<b>\$2,579,000</b>	<b>\$3,921,000</b>	<b>\$2,240,000</b>	<b>\$1,587,500</b>	<b>\$1,425,000</b>	<b>\$20,640,000</b>
<b>(D) TOTAL PARKS CIP EXPENDITURES (A+B+C)</b>			<b>\$9,499,500</b>	<b>\$7,789,000</b>	<b>\$8,656,000</b>	<b>\$5,890,000</b>	<b>\$5,462,500</b>	<b>\$3,675,000</b>	<b>\$40,972,000</b>
<b>PARKS CIP REVENUE</b>			<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>6-Year Total</b>
		Real Estate Excise Tax (REET)	\$2,450,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$13,450,000
		Park Impact Fees	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$11,910,000
		King County 2014-2019 Levy Funding	\$120,000	\$120,000	-	-	-	-	\$240,000
		King County TDR	-	-	-	-	-	-	\$0
		Operating Contribution - General Fund	-	-	-	-	-	-	-
		Investment Interest	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
		Anticipated Grants	-	\$50,000	-	\$50,000	-	\$50,000	\$150,000
<b>(E) TOTAL PARKS CIP REVENUE</b>			<b>\$4,560,000</b>	<b>\$4,360,000</b>	<b>\$4,190,000</b>	<b>\$4,240,000</b>	<b>\$4,190,000</b>	<b>\$4,240,000</b>	<b>\$25,780,000</b>
<b>PARKS CIP FUND 6-YR OVERVIEW</b>			<b>\$2,018</b>	<b>\$2,019</b>	<b>\$2,020</b>	<b>\$2,021</b>	<b>\$2,022</b>	<b>\$2,023</b>	
		Beginning Fund Balance	\$17,077,715	\$12,138,215	\$8,709,215	\$4,243,215	\$2,593,215	\$1,320,715	
		Revenue -E)	\$4,560,000	\$4,360,000	\$4,190,000	\$4,240,000	\$4,190,000	\$4,240,000	
		Expenditures -D)	\$9,499,500	\$7,789,000	\$8,656,000	\$5,890,000	\$5,462,500	\$3,675,000	
<b>ENDING FUND BALANCE</b>			<b>\$12,138,215</b>	<b>\$8,709,215</b>	<b>\$4,243,215</b>	<b>\$2,593,215</b>	<b>\$1,320,715</b>	<b>\$1,885,715</b>	
NOTES:									
This CIP identifies planning-level cost estimates and does not assume the value of volunteer or other non-City contributions. Detailed costing may be necessary for projects noted.									
This CIP is not an official budget and intended as a guiding document for City staff in the preparation of departmental budgets.									

## TRANSPORTATION CIP FUND

*Responsibility: Public Works Director*

### Fund Overview

The Transportation CIP Fund was established to fund construction of transportation capital facilities. Examples of the use of this fund include 212<sup>th</sup> Way stabilization and installing flashing arrow turn signals.

### Responsibilities

- Budget for and monitor the use of funds for transportation capital projects.
- Build transportation systems that make it easy and safe to travel in Sammamish.
- Build transportation systems that support development and growth.
- Include systems for multiple methods of travel such as car, bus, bicycle, and walking.
- Adhere to federal and state transportation system requirements.

### Budget Highlights

Three significant transportation projects are included in the 2019-2020 budget

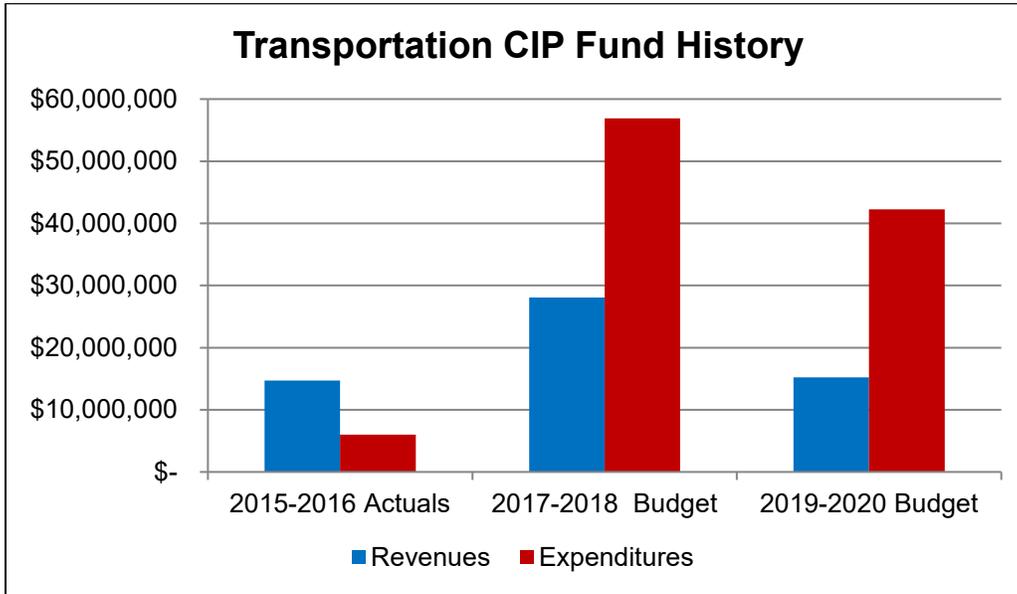
- NE 4<sup>th</sup> Street reconstruction
- Issaquah/Fall City Road traffic flow improvements
- Issaquah/Pine Lake Road widening

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 21,262,384	\$ 29,965,618	\$ 27,920,000
Taxes	\$ 5,890,432	\$ 4,900,000	\$ 6,000,000
Intergovernmental	400,324	6,500,000	3,510,750
Impact/Mitigation Fees	7,329,182	12,266,500	5,500,000
Miscellaneous	316,464	75,000	230,000
Transfers & Non-revenues	770,000	4,350,000	-
<b>Total Revenues</b>	<b>\$ 14,706,402</b>	<b>\$ 28,091,500</b>	<b>\$ 15,240,750</b>
<b>Total Fund (with BFB)</b>	<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>

## Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Capital	\$ 4,146,655	\$ 55,788,800	\$ 41,190,000
Operating Transfers	1,871,333	1,090,667	1,080,000
<b>Total Expenditures</b>	<b>\$ 6,017,988</b>	<b>\$ 56,879,467</b>	<b>\$ 42,270,000</b>
Ending Fund Balance	29,950,798	1,177,651	890,750
<b>Total Fund (with EFB)</b>	<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>



## 2017-2018 Accomplishments

- ✓ **212<sup>th</sup> Way Reconstruction:** Completed construction of the 212<sup>th</sup> Way road stabilization project.
- ✓ **SE 4<sup>th</sup> Street:** Right of way acquisition and construction are underway.
- ✓ **Flashing Yellow Arrows:** Flashing yellow left turn arrows installed on 228<sup>th</sup> at eligible intersections.
- ✓ **Turn pocket extensions:** Several turn pockets on 228<sup>th</sup> Avenue SE were extended.
- ✓ **New traffic signal:** A traffic signal was installed at Pine Lake Road and SE 42<sup>nd</sup>.

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-Transportation, road capacity and traffic flow

- Complete the widening of SE 4<sup>th</sup> Street in the Town Center between 218<sup>th</sup> Ave SE and 228<sup>th</sup> Ave SE to 3 lanes with bike lanes, curb, gutter, & sidewalks.
- Widen Issaquah/Fall City Road to 5 lanes with bike lanes, curb, gutter, & sidewalks to improve the traffic flow.
- Complete Issaquah/Pine Lake Road design and prepare for the construction phase.

## 2019-2020 Budgeted Projects with Estimated Maintenance & Operating Costs

Proposed CIP Project	2019-2020 Budget	Projected Total Cost
SE 4th Street: 218th Ave SE to 228th Ave SE. Widen to 3 lanes with bike lanes, curb, gutter, & sidewalks.	\$ 6,000,000	\$ 14,390,000
Issaquah-Pine Lake Road: Klahanie Blvd. to SE 32nd. Widen to 3 lanes with bike lanes, curb, gutter, sidewalk and roundabout.	3,900,000	15,200,000
228th Ave SE & SE 8th Street Intersection. Improve intersection level-of-service by widening/adding lanes or installing a 2-lane roundabout. Engineering analysis to be performed and will include the 228th Avenue SE & SE 4th Street intersection and the 228th Ave SE & SE 10th Street intersection	500,000	4,600,000
Issaquah-Fall City Road: 242nd Avenue SE to Klahanie Drive SE (Phase 1). Widen to 5 lanes with roundabout, bike lanes, curb, gutter & sidewalk.	23,300,000	26,600,000
SE 32nd Street/244th Ave SE Intersection Improvement. Install all-way stop control	110,000	110,000
Sahalee Way/NE 28th Place/233rd Avenue NE. Install signal	230,000	1,300,000
Issaquah-Fall City Road: Klahanie Drive SE to Issaquah-Beaver Lake Road. Widen to 3 lanes with bike lanes, curb, gutter & sidewalks.	1,500,000	17,000,000
Intelligent Transportation System (ITS). Phase 2 of the 228th Avenue/Sahalee Way ITS project from NE 12th Street to SR 202, connect to WSDOT & Redmond Systems.	2,000,000	3,000,000
SE 8th Street/218th Avenue SE: 212th Avenue SE to SE 4th Street. Analyze capacity & safety improvements needed along this roadway to accommodate increased traffic volumes & pedestrian use.	250,000	13,520,000
218th Avenue SE/216th Avenue SE: SE 4th Street to Inglewood Hill Road NE. Analyze capacity & safety improvements needed to accommodate increased traffic volumes & pedestrian use.	250,000	6,300,000
<b>Total</b>	<b>\$ 38,040,000</b>	<b>\$ 102,020,000</b>
<b>Ongoing Programs</b>		
School safety zone improvements-flashing beacons, additional signage, striping changes, curb modifications.	100,000	N/A
Sidewalk projects. Various sidewalk projects. Includes gap projects, extensions, & safety improvements.	320,000	N/A
Intersection & Safety Improvements. Intersection/other safety improvements including channelizations, signing, signalization, and/or other traffic control devices.	400,000	N/A
Capital contingency reserve	1,000,000	N/A
Neighborhood CIP. Safety improvements including gap projects, bike routes, pedestrian safety & school zone safety.	200,000	N/A
Street lighting program. Provide street lighting at high priority locations with significant safety issues that can be addressed through better street lighting.	30,000	N/A
Non motorized projects-to be determined in 2019-2020.	750,000	N/A
<b>Total</b>	<b>\$ 2,800,000</b>	<b>N/A</b>

### **Future Maintenance and Operating Costs:**

*Maintenance and operating costs for the above projects are estimated at \$15,000 per year for contract landscape maintenance and electricity costs.*

**2019-2024 SIX-YEAR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (Fund 340)**

Adopted by the City Council: June 19, 2018 (R2018-800)  
Costs rounded to nearest \$10,000

Existing Concurrency Project								FUND 340 PROJECT COSTS					
Proposed New Concurrency Project													
#	PROJECT	2019	2020	2021	2022	2023	2024	6-Year Total	Prior Years	Future Years	Fund 340 Total Costs	Fund 438 Total Costs	Total Project Costs
<b>TIP CONCURRENCY PROJECTS (A)</b>													
TR-01	SE 4th Street: 218th Ave SE to 228th Ave SE Widen to 3 lanes with bike lanes, curb, gutter and sidewalk.	6,000,000	-	-	-	-	-	6,000,000	8,390,000	-	14,390,000	816,740	15,210,000
TR-02	Issaquah-Pine Lake Rd: Klahanie Blvd to SE 32nd Widen to 3 lanes with bike lanes, curb, gutter, sidewalk and roundabout.	2,900,000	1,000,000	4,000,000	6,800,000	-	-	14,700,000	500,000	-	15,200,000	640,000	15,840,000
TR-03	Issaquah-Pine Lake Rd: SE 48th St to Klahanie Blvd Widen to 5 lanes with bike lanes, curb, gutter and sidewalk	-	-	-	-	-	-	-	-	21,710,000	21,710,000	690,000	22,400,000
TR-04	East Lake Sammamish Parkway SE / SE 24th St Intersection Add turn pocket and acceleration lane on ELSP, separate turn lanes on SE 24th.	-	-	500,000	3,340,000	-	-	3,840,000	-	-	3,840,000	60,000	3,900,000
TR-05	Sahalee Way NE: NE 25th Way to North City Limits Widen to 3 lanes with bike lanes, curb, gutter and sidewalk.	-	-	-	-	-	-	-	360,000	15,040,000	15,400,000	490,000	15,890,000
TR-34	228th Avenue SE & SE 8th Street Intersection Improve intersection LOS by widening/adding lanes or installing a 2-lane roundabout. Engineering analysis to be performed and will include the 228th Avenue SE & SE 4th Street Intersection (TR-33) and the 228th Ave SE & SE	250,000	250,000	-	-	-	-	500,000	-	4,100,000	4,600,000	-	4,600,000
<b>(A) SUBTOTAL TIP CONCURRENCY PROJECTS</b>		<b>9,150,000</b>	<b>1,250,000</b>	<b>4,500,000</b>	<b>10,140,000</b>	<b>-</b>	<b>-</b>	<b>25,040,000</b>	<b>9,250,000</b>	<b>40,850,000</b>	<b>75,140,000</b>	<b>2,696,740</b>	<b>77,840,000</b>
<b>TIP GENERAL TRANSPORTATION PROJECTS (B1)</b>													
TR-07	Issaquah-Fall City Rd: 242nd Avenue SE to Klahanie Dr SE (Phase 1) Widen to 5 lanes with bike lanes, curb, gutter and sidewalk. Project will construct TR-51 (NEW), TR-52 (NEW), and TR-39 (NEW) temp roundabout, whose costs are included here.	13,000,000	10,300,000	-	-	-	-	23,300,000	3,330,000	-	26,600,000	640,000	27,240,000
TR-51 (INTX)	SE Issaquah Fall City Rd/247th Pl SE Construct roundabout as part of TR-07.	Costs incl in TR-07		-	-	-	-	-	-	-	-	-	-
TR-52 (INTX)	SE Issaquah Fall City Rd/Klahanie Dr S Construct roundabout as part of TR-07.	Costs incl in TR-08		-	-	-	-	-	-	-	-	-	-
TR-20	SE 14th Street Extension: Lawson Park Plat to 248th Ave SE Construct 2 lane interim roadway connection with walking path on north side of street	-	-	200,000	-	-	-	200,000	40,000	-	240,000	40,000	280,000
TR-19	Intelligent Transportation System (ITS) Phase 2 - 228th Ave/Sahalee Way ITS project from NE 12th St to SR 202, connect to WSDOT & Redmond traffic monitoring systems.	2,000,000	-	-	-	-	-	2,000,000	950,000	-	3,000,000	-	3,000,000
TR-18	SE 8th Street/218th Avenue SE: 212th Avenue SE to SE 4th Street Analyze capacity and safety improvements needed along this roadway to accommodate increased traffic volumes and pedestrian use.	250,000	-	-	-	-	-	250,000	-	13,270,000	13,520,000	1,500,000	15,020,000
TR-42	218th Avenue SE/216th Avenue SE: SE 4th Street to Inglewood Hill Road NE Analysis Analyze capacity and safety improvements needed along this roadway to accommodate increased traffic volumes and pedestrian use.	250,000	-	-	-	-	-	250,000	-	6,000,000	6,300,000	1,000,000	7,300,000
<b>(B1) SUBTOTAL TIP GENERAL TRANSPORTATION PROJECTS</b>		<b>15,500,000</b>	<b>10,300,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,000,000</b>	<b>4,420,000</b>	<b>19,270,000</b>	<b>49,660,000</b>	<b>3,180,000</b>	<b>52,940,000</b>
<b>OTHER PROJECTS (B2)</b>													
TR-08	Issaquah-Fall City Rd: Klahanie Dr SE to Issaquah-Beaver Lk Rd (Phase 2) Widen to 3 lanes with bike lanes, curb, gutter and sidewalk	500,000	1,000,000	1,500,000	7,000,000	7,000,000	-	17,000,000	-	-	17,000,000	0	17,000,000
TR-39 (NEW)	256th Ave SE/E Beaver Lake Dr SE/Issaquah Beaver Lake Rd Construct roundabout	X (Construct temp RAB)	-	-	1,550,000	-	-	1,550,000	-	-	1,550,000	0	1,550,000
TR-45 (NEW)	SE 32nd St/244th Ave SE Intersection Improvement - Install all-way stop control	110,000	-	-	-	-	-	110,000	-	-	110,000	0	110,000
TR-53 (NEW)	Sahalee Way/NE 28th Pl/223rd Ave NE Install signal	-	230,000	1,080,000	-	-	-	1,310,000	-	-	1,300,000	0	1,300,000
TR-54 (NEW)	228th Ave/SE 40th Create center turn lane on 228th, modify median on SE 40th	-	-	140,000	670,000	-	-	810,000	-	-	800,000	0	800,000
TR-55 (NEW)	242nd Ave NE/NE 8th St Add westbound right turn pocket, widen NE 8th	-	-	-	-	250,000	630,000	880,000	-	-	880,000	0	880,000
TR-56 (NEW)	Issaquah-Pine Lake Rd/230th Ln SE/231st Lane SE Rechannelize/restripe 230th Ln & 231st Ln, extend WB left turn pocket on IPLR	-	-	-	-	120,000	-	120,000	-	-	120,000	0	120,000
<b>(B2) SUBTOTAL OTHER PROJECTS</b>		<b>610,000</b>	<b>1,230,000</b>	<b>2,720,000</b>	<b>9,220,000</b>	<b>7,370,000</b>	<b>630,000</b>	<b>21,780,000</b>	<b>-</b>	<b>-</b>	<b>21,760,000</b>	<b>0</b>	<b>21,760,000</b>
<b>(C) TOTAL TIP PROJECTS (A+B1+B2)</b>		<b>25,260,000</b>	<b>12,780,000</b>	<b>7,420,000</b>	<b>19,360,000</b>	<b>7,370,000</b>	<b>630,000</b>	<b>72,820,000</b>	<b>13,670,000</b>	<b>60,120,000</b>	<b>146,560,000</b>	<b>5,876,740</b>	<b>152,540,000</b>

**2019-2024 SIX-YEAR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (Fund 340)**

Adopted by the City Council: June 19, 2018 (R2018-800)  
Costs rounded to nearest \$10,000

Existing Concurrency Project								FUND 340 PROJECT COSTS					
Proposed New Concurrency Project													
#	PROJECT	2019	2020	2021	2022	2023	2024	6-Year Total	Prior Years	Future Years	Fund 340 Total Costs	Fund 438 Total Costs	Total Project Costs
<b>OTHER TIP PROGRAMS</b>													
TR-A	Public Works Trust Fund Loan Repayment 228th Ave NE Improvements	540,000	540,000	536,000	-	-	-	1,620,000	8,390,000	-	10,010,000	-	10,010,000
TR-B	Non-motorized Transportation Projects Sidewalks, trails, bikeways and paths, etc.	-	750,000	750,000	750,000	750,000	750,000	3,750,000			3,750,000	750,000	4,500,000
TR-C	Sidewalk Projects Various sidewalk projects, includes gap projects, extensions, safety improvements.	160,000	160,000	160,000	160,000	160,000	160,000	960,000			960,000	150,000	1,110,000
TR-D	Intersection and Safety Improvements Intersection/other safety improvements, including channelization, signing, signalization, and/or other traffic control devices.	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000			1,200,000	150,000	1,350,000
TR-E	Neighborhood CIP	100,000	100,000	100,000	100,000	100,000	100,000	600,000			600,000	90,000	690,000
TR-F	Street Lighting Program	15,000	15,000	15,000	15,000	15,000	15,000	90,000			90,000	-	90,000
TR-G	School Zone Safety Improvements	50,000	50,000	50,000	50,000	50,000	50,000	300,000			300,000	-	300,000
TR-H	Capital Contingency Reserve Placeholder	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000			3,000,000	-	3,000,000
(D)	<b>SUBTOTAL OTHER TIP PROGRAMS</b>	<b>1,570,000</b>	<b>2,320,000</b>	<b>2,310,000</b>	<b>1,780,000</b>	<b>1,780,000</b>	<b>1,780,000</b>	<b>11,520,000</b>	<b>8,390,000</b>	<b>-</b>	<b>19,910,000</b>	<b>1,140,000</b>	<b>21,050,000</b>
		11,520,000											
(E)	<b>TOTAL TIP EXPENDITURES (C+D)</b>	<b>26,830,000</b>	<b>15,100,000</b>	<b>9,730,000</b>	<b>21,140,000</b>	<b>9,150,000</b>	<b>2,410,000</b>	<b>84,340,000</b>	<b>22,060,000</b>	<b>60,120,000</b>	<b>166,470,000</b>	<b>7,016,740</b>	<b>173,590,000</b>

TIP Funding Source	6 Year Projection						
	2019	2020	2021	2022	2023	2024	6-year Total
Estimated 2019 Beginning Fund Balance*	\$ 27,920,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,920,000
Real Estate Excise Tax (REET)	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,000,000
Impact Fees	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	16,500,000
Interest	200,000	30,000	-	-	-	-	230,000
Awarded Grants	2,905,000	-	-	1,500,000	-	-	4,405,000
Anticipated Grants**	2,500,000	-	0	-	-	-	2,500,000
<b>Total</b>	<b>\$ 36,780,000</b>	<b>\$ 8,280,000</b>	<b>\$ 5,750,000</b>	<b>\$ 7,250,000</b>	<b>\$ 5,750,000</b>	<b>\$ 5,750,000</b>	<b>\$ 69,560,000</b>
Annual cash flow surplus or deficit	\$ 9,950,000	\$ (6,820,000)	\$ (3,980,000)	\$ (13,890,000)	\$ (3,400,000)	\$ 3,340,000	
Cumulative cash flow surplus or deficit	\$ 9,950,000	\$ 3,130,000	\$ (850,000)	\$ (14,740,000)	\$ (18,140,000)	\$ (14,800,000)	

\*Includes an estimated \$10 million restricted impact fee balance from prior years.

\*\*Other funding sources that could reasonably be expected acquire including Grants (TIB, PSRC, etc.), Loans, Bonded Debt, and available resources from the General Fund.

Funding Source	Detailed 2019 Beginning Fund Balance Estimate	
2018 Beginning Fund Balance	\$26,950,000	
2018 Projected Revenues:		
REET	3,000,000	Budget is \$2,450,000. Average 2015-2017 = \$3,180,816. 2018 thru April = \$1,011,066
Impact Fees	2,750,000	Budget is \$5,000,000. Average 2015-2017 = \$3,003,732. 2018 thru April = \$846,607
SEPA Mitigation Fees	1,250,000	
Grants (Officially Received)	6,500,000	TIB for SE 4th (\$4M) & Connecting WA for Issaquah Fall City Road, Ph. 1 (\$2.5M)
Interest	200,000	Budget is \$30,000. Interest through April calculated at \$86,000.
Transfer from General Fund	3,150,000	
Estimated Expenditures	(15,880,000)	Per Public Works Director
Projected 2018 Ending Fund Balance	\$27,920,000	

# ENTERPRISE FUNDS

*Enterprise Funds are used to budget an activity for which a fee is charged to external users for goods and services.*

## **SURFACE WATER MANAGEMENT FUND**

The Surface Water Management Fund is a self-supporting fund operated much like a business. Revenues are primarily from fees charged to customers. The Surface Water Utility program provides for the conveyance, detention and treatment of surface water. The utility was established to provide adequate drainage to protect property and to reduce water pollution.

## **SURFACE WATER CAPITAL IMPROVEMENT PROGRAM (CIP) FUND**

The Surface Water Capital Improvement Program Fund was established to finance capital projects for the surface water utility system. Revenues are derived from the system development charges, transfers from the Surface Water Management Fund, state and federal grants/loans, and contributions.

## SURFACE WATER MANAGEMENT FUND

*Responsibility: Public Works Director*

### Fund Overview

Surface Water Management is a utility fund that includes three divisions: administration, engineering, and maintenance. The utility program was established to provide adequate drainage to protect lakes, streams, and property. Growth and federal National Pollutant Discharge Elimination System (NPDES) regulations require increased monitoring and maintenance of the surface water system.

### Responsibilities

- Inspect and maintain the surface water system in compliance with NPDES requirements.
- Educate residents, businesses, and students to reduce pollutants entering the system.
- Seek grants to help defray the cost of NPDES compliance.
- Review land use in coordination with the Department of Community Development.

### Budget Highlights

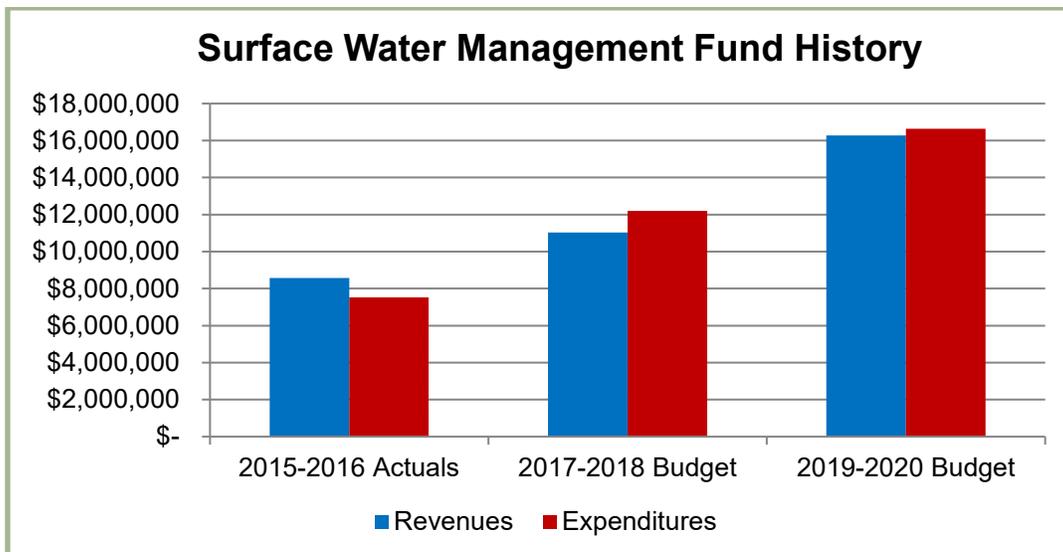
- The revenue budget includes annual 19% residential rate increases based on the 2017 Rate Study and revision of the non-residential rate calculation to be based on impervious surface.
- Three new positions are added in the 2019-2020 biennium to facilitate capital projects and stay abreast of NPDES maintenance requirements: One Sr. Project Engineer at \$306,600, one Engineering Technician at \$237,000, and one Maintenance Worker I at \$195,100.
- \$870,000 increase in transfers to the Stormwater Capital fund.
- \$825,000 for 3 basin plans previously included in the Stormwater Capital fund.
- \$382,000 increase in transfers to the Information Technology Fund.
- \$191,000 increase in the cost of services provided by the General Fund.
- \$40,000 for a vehicle for the new Engineering Technician.
- \$1.46 million increase in contracted maintenance services such as street sweeping, storm system vactoring, storm vault filter replacements, ditch cleaning, and storm pond mowing.

## Surface Water Management Fund Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 1,675,280	\$ 2,736,677	\$ 2,084,314
Intergovernmental	\$ 36,932	\$ -	\$ -
Charges for Services	8,418,837	10,964,300	16,165,000
Miscellaneous	124,349	74,000	114,000
<b>Total Revenues</b>	<b>\$ 8,580,118</b>	<b>\$ 11,038,300</b>	<b>\$16,279,000</b>
<b>Total Fund (with BFB)</b>	<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$18,363,314</b>

## Surface Water Management Fund Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 2,715,127	\$ 3,642,300	\$ 4,457,930
Supplies	317,729	410,600	444,794
Services & Charges	2,226,930	3,085,700	5,456,020
Intergovernmental	291,937	415,200	528,900
Capital	86,999	213,500	40,000
Operating Transfers	1,894,300	4,442,530	5,706,546
<b>Total Expenditures</b>	<b>\$ 7,533,022</b>	<b>\$ 12,209,830</b>	<b>\$16,634,190</b>
Ending Fund Balance	2,722,376	1,565,147	1,729,124
<b>Total Fund (with EFB)</b>	<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$18,363,314</b>



## 2017-2018 Accomplishments

- ✓ Conducted city-wide storm system inspections.
- ✓ Stormwater pond rehabilitation.
- ✓ Maintenance activities were carried out that met the requirements of the National Pollution Discharge Elimination System (NPDES).

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-Environmental Health and Protection, stormwater stewardship

- Maintain surface water facilities in compliance with NPDES requirements.
- Design or contract for the design of surface water construction projects.
- Coordinate and oversee surface water capital construction projects.
- Recruit and hire highly qualified staff for the open positions. New staff is trained and fully functional by mid-2019.

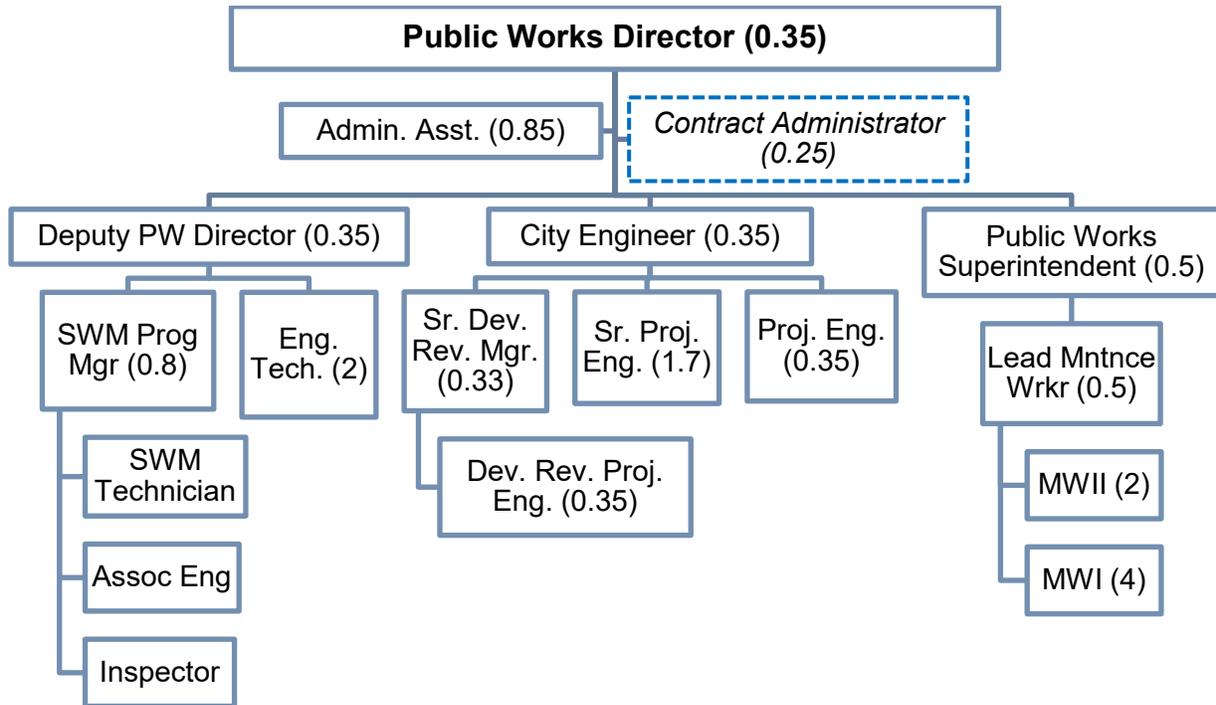
### Council Priority-Communication and Engagement

- Education and outreach
  - Schools and community groups.
  - Beaver Lake Management District.
  - Regional work groups such as the Kokanee Work Group, WRIA 8, and the ROADMAP municipal stormwater caucus.
  - Participate in regional stormwater management work within the Town Center.

### Council Priority-High Performing Government

- Prepare and submit the NPDES report to the State Department of Ecology. Update program documents as needed.
- Review the Stormwater management code with the City Council.

## Surface Water Management Fund Organization Chart



*Boxes with a dashed outline and italic text indicate positions which are budgeted in this department but which report to a separate department and/or operating fund.*

	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
Public Works Director	0.35	0	0.35	0	0.35
Deputy Public Works Director	0.35	0	0.35	0	0.35
City Engineer	0.35	0	0.35	0	0.35
Operations & Mntnce. Manager	0.5	(0.5)	0	0	0
Public Works Superintendent	0	0.5	0.5	0	0.5
Sr. Stormwater Program Mgr.	0.8	0	0.8	0	0.8
Sr. Development Review Mgr.	0	0.33	0.33	0	0.33
Sr. Engineer	0.7	0	0.7	1	1.7
Project Engineer	0.35	0	0.35	0	0.35
Project Engineer-Dev. Review	0.35	0	0.35	0	0.35
Associate Engineer	0	1	1	0	1
Stormwater Technician	1	1	2	(1)	1
Engineering Technician	0.5	0	0.5	1.5	2
Construction Inspector	1	0	1	0	1
*GIS Coordinator	0.35	0	0.35	(0.35)	0
Lead Maintenance Worker	1.5	(1)	0.5	0	0.5
Maintenance Worker II	2	0	2	0	2
Maintenance Worker I	0	3	3	1	4
Contract Administrator	0	0.25	0.25	0	0.25
Administrative Assistant	0.35	0.5	0.85	0	0.85
Office Assistant	0.67	(0.67)	0	0	0
<b>TOTAL</b>	<b>11.12</b>	<b>4.41</b>	<b>15.53</b>	<b>2.15</b>	<b>17.68</b>

*\*Position transferred to the Technology Fund.*

## ADMINISTRATION DIVISION

### Division Overview

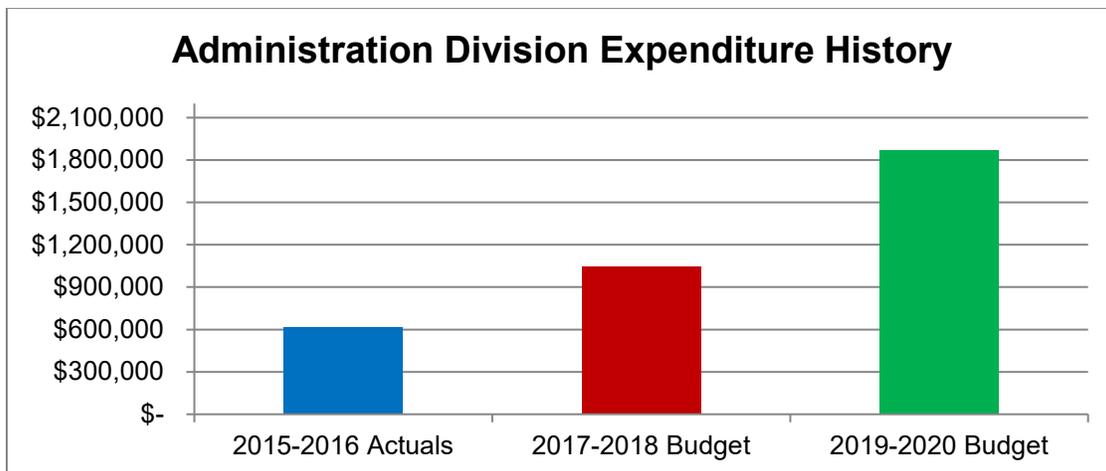
The Administration Division provides overall administrative support and leadership to surface water operating functions and tasks and provides guidance and leadership in the establishment of surface water operations. Division personnel develop and sustain relationships with regional agencies that relate to surface water, capital improvements, long-range planning, and project funding.

### Responsibilities

- Manage and direct the activities of the Surface Water Management Fund.
- Analyze work programs and make reports and recommendations to the City Manager and City Council.
- Maintain a regional presence.
- Provide ongoing evaluation of Federal and State legislation.
- The Administration Division includes the planning function.

### Administration Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 251,286	\$ 397,800	\$ 483,500
Supplies	4,125	4,900	6,820
Services & Charges	82,438	292,200	946,010
Intergovernmental	281,634	350,900	429,900
<b>Total Expenditures</b>	<b>\$ 619,483</b>	<b>\$ 1,045,800</b>	<b>\$ 1,866,230</b>



### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Public Works Director	0.35	0	0.35	0	0.35	
Deputy Public Works Director	0.35	0	0.35	0	0.35	
Contract Administrator	0	0.25	0.25	0	0.25	
Administrative Assistant	0.35	0	0.35	0	0.35	
<b>TOTAL</b>	<b>1.05</b>	<b>0.25</b>	<b>1.3</b>	<b>0</b>	<b>1.3</b>	

## ENGINEERING DIVISION

### Division Overview

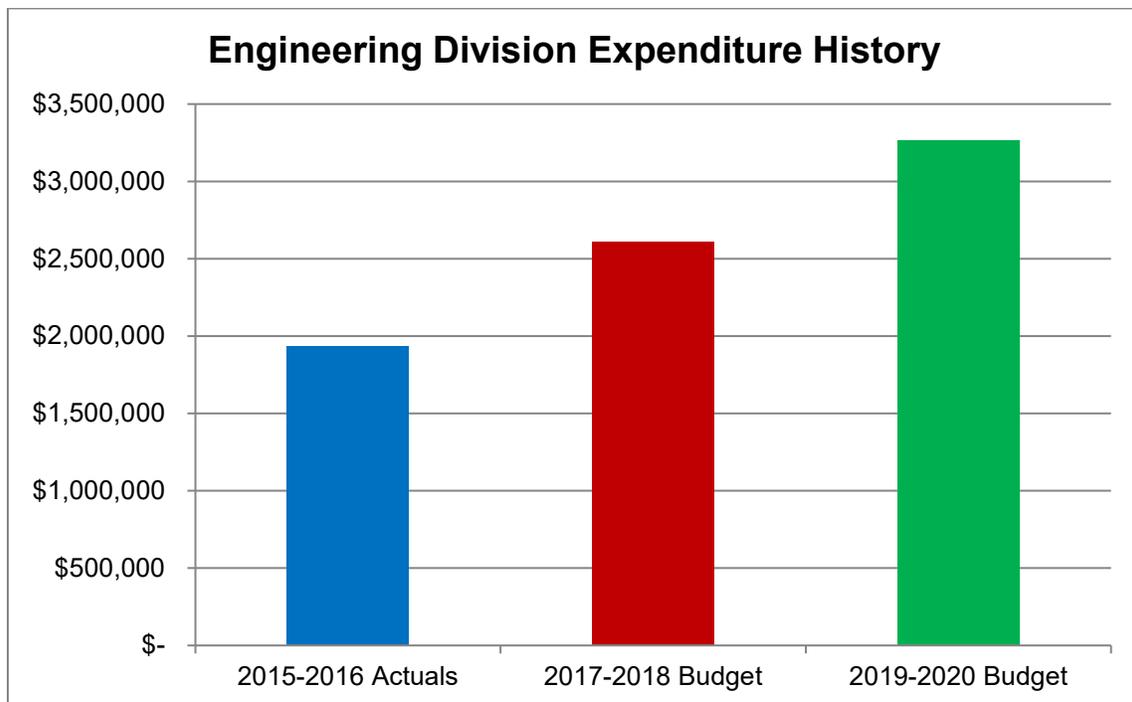
The Engineering Division plans for future surface water system enhancements, manages consultant contracts, and coordinates interconnects to the regional surface water system. The Engineering Division added one Sr. Engineer position, one new Engineering Technician, converted one Stormwater Technician to an Engineering Technician, and transferred a shared Engineering Technician (50%) and a shared GIS Coordinator (35%) to the Information Technology Fund.

### Responsibilities

- Surface water system inspections.
- Water quality monitoring.
- Education and outreach.
- Infrastructure mapping.
- Grant application and support.
- Update surface water sections of the city's Public Works Standards.

### Engineering Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,457,466	\$ 1,922,400	\$ 2,505,230
Supplies	14,090	15,300	48,994
Services & Charges	462,117	641,700	668,750
Capital	-	31,000	40,000
Total Expenditures	\$ 1,933,673	\$ 2,610,400	\$ 3,262,974



	2015-2016		2017-2018		2019-2020
	Actual	Adjustments	Budget	Adjustments	Budget
City Engineer	0.35	0	0.35	0	0.35
Sr. Stormwater Program Mgr.	0.8	0	0.8	0	0.8
Sr. Development Review Mgr.	0	0.33	0.33	0	0.33
Sr. Engineer	0.7	0	0.7	1	1.7
Project Engineer	0.35	0	0.35	0	0
Project Engineer-Dev. Review	0.35	0	0.35	0	0.35
Associate Engineer	0	1	1	0	1
Stormwater Technician	1	1	2	(1)	1
Engineering Technician	0.5	0	0.5	1.5	2
Construction Inspector	1	0	1	0	1
*GIS Coordinator	0.35	0	0.35	(0.35)	0
<b>TOTAL</b>	<b>5.4</b>	<b>2.33</b>	<b>7.73</b>	<b>1.15</b>	<b>8.88</b>

*\*Position transferred to the Technology Fund.*

## MAINTENANCE DIVISION

### Division Overview

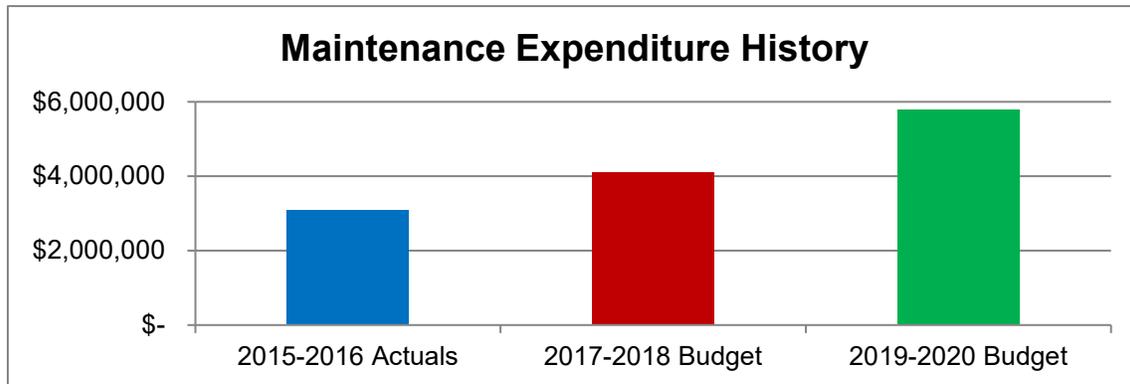
The Maintenance Division's aim is to maintain healthy streams and lakes, control soil erosion, and minimize flooding. The division is responsible for keeping surface water conveyance systems clear and monitoring and controlling water pollutants. The Maintenance Division added one Maintenance Worker I position.

### Responsibilities

- Meet the NPDES standards for keeping the storm drains clear.
- Meet the NPDES standards for frequency of storm vault filter replacements.
- Manage soil to minimize erosion.

### Maintenance Division Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 1,006,375	\$ 1,322,100	\$ 1,469,200
Supplies	299,514	390,400	388,980
Services & Charges	1,682,375	2,151,800	3,841,260
Intergovernmental	10,303	64,300	99,000
Capital	86,999	182,500	-
<b>Total Expenditures</b>	<b>\$ 3,085,566</b>	<b>\$ 4,111,100</b>	<b>\$ 5,798,440</b>

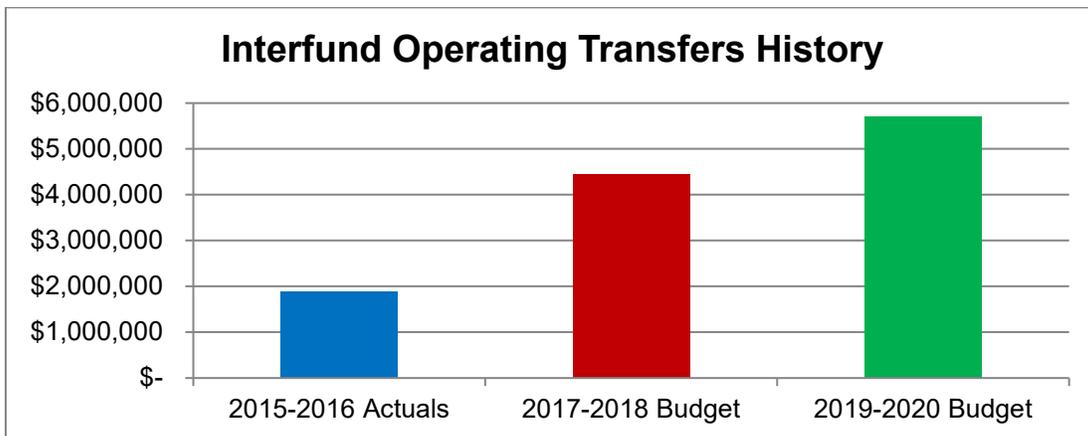


### Position Summary

	2015-2016		2017-2018		2019-2020	
	Actual	Adjustments	Budget	Adjustments	Budget	
Operations & Mntnce. Manager	0.5	(0.5)	0	0	0	
Public Works Superintendent	0	0.5	0.5	0	0.5	
Maintenance Supervisor	0	0	0	0	0	
Lead Maintenance Worker	1.5	(1)	0.5	0	0.5	
Maintenance Worker II	2	0	2	0	2	
Maintenance Worker I	0	3	3	1	4	
Administrative Assistant	0	0.5	0.5	0	0.5	
Office Assistant	0.67	(0.67)	0	0	0	
<b>TOTAL</b>	<b>4.67</b>	<b>1.83</b>	<b>6.5</b>	<b>1.0</b>	<b>7.5</b>	

## INTERFUND OPERATING TRANSFERS

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Transfer to CIP fund	\$ 1,600,000	\$ 3,865,000	\$ 4,735,100
Transfer to Equip .fund	127,150	124,430	120,696
Transfer to Tech. fund	58,500	364,000	745,850
Transfer to Risk fund	108,650	89,100	104,900
Total Expenditures	\$ 1,894,300	\$ 4,442,530	\$ 5,706,546



## SURFACE WATER CAPITAL FUND

*Responsibility: Public Works Director*

### Fund Overview

The purpose of this fund is to plan for and build capital facilities designed to manage the flow of surface water in ways that protect the city's streams and lakes from pollution, minimize flooding, and control erosion.

### Responsibilities

- Budget for and monitor the use of funds for surface water capital projects.
- Build surface water systems that effectively manage water runoff and prevent flooding, erosion, and pollution.
- Adhere to federal and state surface water regulations.

### Budget Highlights

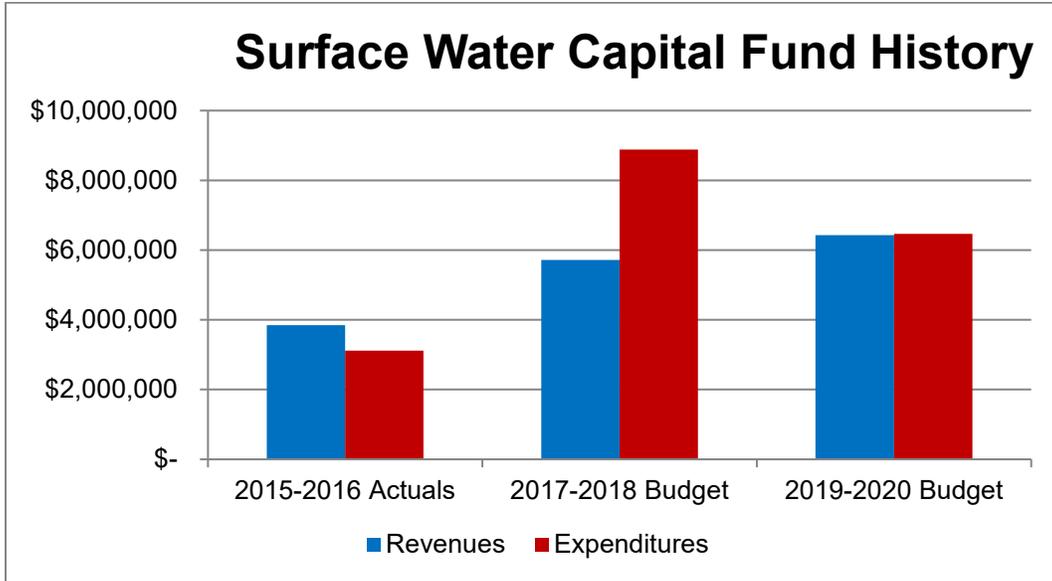
- \$2.45 million is budgeted for construction of the George Davis Creek fish passage project.

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 2,783,783	\$ 3,506,554	\$ 4,632,271
Intergovernmental Contributions	\$ 1,101,078 1,107,603	\$ 457,000 1,397,500	\$ - 1,690,000
Miscellaneous	41,043	-	-
Operating Transfers	1,600,000	3,865,000	4,735,100
<b>Total Revenues</b>	<b>\$ 3,849,724</b>	<b>\$ 5,719,500</b>	<b>\$ 6,425,100</b>
<b>Total Fund (with BFB)</b>	<b>\$ 6,633,507</b>	<b>\$ 9,226,054</b>	<b>\$11,057,371</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Intergovernmental Capital	\$ 230,842 2,887,441	\$ 99,271 8,780,497	\$ 59,891 6,406,641
<b>Total Expenditures</b>	<b>\$ 3,118,283</b>	<b>\$ 8,879,768</b>	<b>\$ 6,466,532</b>
Ending Fund Balance	3,515,224	346,286	4,590,839
<b>Total Fund (with EFB)</b>	<b>\$ 6,633,507</b>	<b>\$ 9,226,054</b>	<b>\$11,057,371</b>



### 2017-2018 Accomplishments

- ✓ Completed construction of the Zackuse Creek fish passable culvert.
- ✓ Designed the George Davis Creek fish passage project to be constructed in the 2019-2020 biennium.
- ✓ Sahalee Way Tightline project.
- ✓ Completed the surface water components of transportation projects constructed.

### 2019-2020 Goals & Relationship to Council Priorities

**Council Priority-Transportation, road capacity and traffic flow.**

Fund the surface water component of transportation projects

- SE 4<sup>th</sup> Street: 218<sup>th</sup> Avenue SE to 228<sup>th</sup> Avenue SE.
- Issaquah-Fall City Road: 42<sup>nd</sup> Avenue SE to Klahanie Drive SE.

**Council Priority-Environmental Health and Protection**

- Enhance the George Davis Creek fish passage with a fish passable culvert.

## **2019 – 2020 Budgeted Projects with Estimated Maintenance & Operating Costs**

Proposed CIP Project	2019-2020 Budget	Projected Total Cost
Stormwater Component of Transportation Projects		
SE 4th Street: 218th Avenue SE to 228th Avenue SE. Widen to 3 lanes with bike lanes, curb, gutter, and sidewalks.	\$ 670,718	\$ 816,740
Future non-motorized.	250,000	-
Issaquah-Fall City Road: 42nd Avenue SE to Klahanie Drive SE. Widen to 5 lanes with bike lanes, curb, gutter and sidewalks.	515,923	515,923
Stormwater CIP Projects		
Ebright Creek: Fish passage culvert	350,000	350,000
George Davis Creek fish passage	2,450,000	2,450,000
Programs and Studies		
Intersection and safety improvements	50,000	-
Sidewalk Program	50,000	-
New concurrency projects	150,000	-
Loree Estates outfall diversion	250,000	250,000
Storm retrofit	100,000	-
Neighborhood transportation improvement projects.	30,000	-
Issaquah/Pine Lake Road: Klahanie to SE 32nd.	40,000	-
Stormwater property acquisition fund. Acquire land for future stormwater facilities as opportunities become available.	600,000	-
Stormwater opportunity fund. Community and interdepartmental partnerships to improve existing stormwater facilities and to provide matching funds for future stormwater grants.	200,000	-
Neighborhood drainage capital resolutions. Ongoing program to address minor flooding or drainage issues in a variety of Sammamish neighborhoods.	400,000	-
Basin Plan implementation	300,000	-
<b>Total</b>	<b>\$ 6,406,641</b>	<b>\$ 4,382,663</b>

### ***Future Maintenance and Operating Costs:***

*The above projects are expected to improve surface water flow and reduce flooding thereby offsetting future increases in maintenance & operating costs.*

**2017-2022 STORMWATER CAPITAL IMPROVEMENT PLAN (Fund 438)**

Adopted by the City Council: June 21, 2016 (R2016-688)

#	PROJECT	2017	2018	2019	2020	2021	2022	6-Year Total	Prior Years	Future Years	Total Project Cost
<b>STORMWATER COMPONENT OF TIP CONCURRENCY PROJECTS</b>											
TR-01	<b>SE 4th Street: 218th Ave SE to 228th Ave SE</b> Widen to 3 lanes with bike lanes, curb, gutter and sidewalk. Stormwater component of project.	262,718	146,022	18,777				427,517	0	0	427,517
TR-05	<b>Sahalee Way NE: 25th Way NE to North City Limits</b> Widen to 3 lanes with median/TWLT lane with bike lanes, curb, gutter and sidewalk. Stormwater component of project.	81,567	113,804	247,144	45,912			488,427	0	0	488,427
TR-02	<b>Issaquah Pine-Lake Rd: Klahanie Blvd to SE 32nd Way</b> Widen to 3 lanes with median/TWLT lane with bike lanes, curb, gutter, sidewalk and improve roundabout. Stormwater component of project.				50,645	75,970	227,905	354,520	0	287,510	642,030
TR-03	<b>Issaquah Pine-Lake Rd: SE 48th to Klahanie Blvd</b> Widen to 5 lanes with median/TWLT lane with bike lanes, curb, gutter and sidewalk. Stormwater component of project.							0	0	688,613	688,613
TR-04	<b>Eastlake Sammamish Parkway SE &amp; SE 24th Street Intersection</b> Construct traffic signal, turn lanes, curb, gutter and sidewalk. Stormwater component of project.							0	0	61,678	61,678
<b>(A) SUBTOTAL STORMWATER COMPONENT OF TIP CONCURRENCY PROJECTS</b>		<b>344,285</b>	<b>259,826</b>	<b>265,921</b>	<b>96,557</b>	<b>75,970</b>	<b>227,905</b>	<b>1,270,464</b>	<b>0</b>	<b>1,037,801</b>	<b>2,308,265</b>
<b>STORMWATER COMPONENT OF TIP GENERAL PROJECTS</b>											
TR-07	<b>Issaquah-Fall City Rd: 42nd Avenue SE to Klahanie Dr SE</b> Widen to 5 lanes with median/TWLT lane with bike lanes, curb, gutter and sidewalk. Stormwater component of project.	43,427	124,077	39,291				206,795	0	0	206,795
TR-10	<b>212th Avenue SE "Gap" Project: SE 24th Street to Crossings Subdivision</b> Provide non-motorized facilities, curb, gutter and sidewalk	76,000						76,000	0	0	76,000
TR-25	<b>212th Way (Snake Hill) Improvements</b> Stabilize roadway by constructing retaining walls, minor shoulder widening, drainage and repaving. Stormwater component of project.	2,170,017						2,170,017	0	0	2,170,017
TR-20	<b>SE 14th Street Extension: Lawson Park Plat to 248th Ave SE</b> Construct 2 lane interim roadway connection with walking path on north side of street. Stormwater component of project.		40,865					40,865	0	0	40,865
<b>(B) SUBTOTAL STORMWATER COMPONENT OF TIP GENERAL PROJECTS</b>		<b>2,289,444</b>	<b>164,942</b>	<b>39,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,493,677</b>	<b>0</b>	<b>0</b>	<b>2,493,677</b>
<b>STORMWATER COMPONENT OF OTHER TIP PROGRAMS</b>											
TR-B	<b>Non-motorized Transportation Projects</b> Provide sidewalks, trails, bikeways and/or paths at various locations throughout the City. Stormwater component of projects.	0	0	0	0	0	0	0	0	0	0
TR-C	<b>Sidewalk Projects</b> Various sidewalk projects, including gap projects, extensions, safety improvements. Stormwater component of project.	0	0	0	0	0	0	0	0	0	0
TR-D	<b>Intersection and Safety Improvements</b> Various intersection and other safety improvements.	0	0	0	0	0	0	0	0	0	0
TR-E	<b>Neighborhood CIP</b> Safety improvements including gap projects, bike routes, pedestrian safety and school zone safety. Stormwater component of project.	0	0	0	0	0	0	0	0	0	0
<b>(C) SUBTOTAL STORMWATER COMPONENT OF OTHER TIP PROGRAMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(D) TOTAL STORMWATER COMPONENT OF ALL TIP PROJECTS (A+B+C)</b>		<b>2,633,729</b>	<b>424,768</b>	<b>305,212</b>	<b>96,557</b>	<b>75,970</b>	<b>227,905</b>	<b>3,764,141</b>	<b>0</b>	<b>1,037,801</b>	<b>4,801,942</b>

#	PROJECT	2017	2018	2019	2020	2021	2022	6-Year Total	Prior Years	Future Years	Total Project Cost
<b>STORMWATER CIP PROJECTS</b>											
SW-12	<b>Tamarack Neighborhood Drainage &amp; Water Quality Retrofit</b> Construct storm drain and reestablish and armor ditches.	50,000	704,000					754,000	200,000	0	954,000
SW-03	<b>Zackuse Creek Fish Passage Culvert and Stream Restoration</b> Install fish passable culvert under E. Lake Sammamish Parkway and stream restoration.	600,000	600,000					1,200,000	0	0	1,200,000
SW-02	<b>Louis Thompson Hill Rd High Density Polyethylene Storm Pipe</b> Install pipe and energy dissipator to collect roadway drainage from Louis Thompson Road and carry it to bottom of Zackuse Creek ravine.	218,000						218,000	0	0	218,000
SW-01	<b>Towncenter Regional Stormwater Plan</b> Study regional stormwater facilities option in the Town Center. Construction of any planned facilities will require additional funds.	150,000	150,000					300,000	0	0	300,000
SW-07	<b>Zackuse Creek Basin Plan</b> Map creek, wetlands; identify and prioritize future projects; describe current watershed conditions; create drainage hydraulic model.	25,000	75,000	50,000				150,000	0	0	150,000
SW-06	<b>Sahalee Way Stormwater Tightline</b> New pipe to connect existing outfall carrying water under Sahalee Way that currently discharges onto a steep slope to an existing catchbasin.	45,000	342,000					387,000	0	0	387,000
SW-09	<b>Laughing Jacobs Creek Basin Plan</b> Map creek, wetlands; identify and prioritize future projects; describe current watershed conditions; create drainage hydraulic model.		75,000	125,000	100,000			300,000	0	0	300,000
SW-04	<b>Ebright Creek Fish Passage Culvert Project</b> Install fish passable culvert under E. Lake Sammamish Parkway.			200,000	650,000			850,000	0	0	850,000
SW-05	<b>George Davis Creek Fish Passage Culvert Project</b> Install fish passable culvert under E Lake Sammamish Parkway.				350,000	950,000		1,300,000	0	0	1,300,000
SW-10	<b>Evans Creek Basin Plan</b> Map creek, wetlands; identify and prioritize future projects; describe current watershed conditions; create drainage hydraulic model.						150,000	150,000	0	150,000	300,000
SW-08	<b>Pine Lake Creek Basin Plan</b> Map creek, wetlands; identify and prioritize future projects; describe current watershed conditions; create drainage hydraulic model.						125,000	125,000	0	125,000	250,000
SW-11	<b>Hazel Wolf Culvert Improvement Project</b> Replace culvert to increase capacity between Hazel Wolf Wetland and Beaver Lake to reduce flooding.						75,000	75,000	0	415,000	490,000
<b>(E) SUBTOTAL STORMWATER CIP PROJECTS</b>		<b>1,088,000</b>	<b>1,946,000</b>	<b>375,000</b>	<b>1,100,000</b>	<b>950,000</b>	<b>350,000</b>	<b>5,809,000</b>	<b>200,000</b>	<b>690,000</b>	<b>6,699,000</b>

<b>OTHER STORMWATER CIP PROGRAMS</b>											
SW-A	<b>Stormwater Property Acquisition Fund</b> Acquire land for future stormwater facilities as opportunities become available, including leveraging Parks CIP Land Acquisition funds.	100,000	300,000	300,000	300,000	250,000	250,000	1,500,000			
SW-B	<b>Stormwater Opportunity Fund</b> Community and interdepartmental partnerships to improve existing stormwater facilities and to provide matching funds for future stormwater	0	100,000	100,000	100,000	100,000	100,000	500,000			
SW-C	<b>Basin Plan Project Implementation Placeholder</b> Implement priority stormwater, water quality or habitat improvement projects identified in the basin plans.			50,000	250,000	250,000	350,000	900,000			
SW-D	<b>Neighborhood Drainage Capital Resolutions</b> Ongoing program to address minor flooding or drainage issues in a variety of Sammamish neighborhoods.	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000			
SW-E	<b>Beaver Management Program</b> Projects to mitigate the negative effects of the beaver population and beaver dams in the City.	15,000	15,000	15,000	15,000	15,000	15,000	90,000			
SW-F	<b>KC Contract 1999 Principal &amp; Interest</b>	39,379	39,379	39,379				118,137			
SW-G	<b>KC Contract 2001 Principal &amp; Interest</b>	10,256	10,256	10,256	10,256	10,256		51,279			
SW-H	<b>Interfund Loan Repayment</b> This loan is in anticipation of completing a comprehensive stormwater system fee review and update in 2017 for capital and utility charges.		237,500	230,000	222,500	215,000	207,500	1,112,500			
<b>(F) SUBTOTAL OTHER STORMWATER CIP PROGRAMS</b>		<b>364,635</b>	<b>902,135</b>	<b>944,635</b>	<b>1,097,756</b>	<b>1,040,256</b>	<b>1,122,500</b>	<b>5,471,916</b>			

<b>(G) TOTAL STORMWATER CIP EXPENDITURES (D+E+F)</b>		<b>4,086,364</b>	<b>3,272,903</b>	<b>1,624,847</b>	<b>2,294,313</b>	<b>2,066,226</b>	<b>1,700,405</b>	<b>15,045,057</b>			
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STORMWATER CIP REVENUE	2017	2018	2019	2020	2021	2022	TOTAL
Developer Contributions	600,000	638,000	511,000	447,000	447,000	447,000	3,090,000
Additional Developer Contributions (Anticipated Rate Adjustment)		159,500	127,750	111,750	111,750	111,750	622,500
Operating Transfer In - SWM Operations - Fund 408	850,000	850,000	850,000	850,000	850,000	850,000	5,100,000
Additional Operating Transfer In - Fund 408 (Anticipated Rate Adjustment)		425,000	425,000	425,000	425,000	425,000	2,125,000
Investment Interest							0
Zackuse Culvert Grants (SW-2)	457,000	750,000					1,207,000
Anticipated Future Grants	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Other Funding - Tamarack Project (75% cost of project)	37,500	528,000					565,500
Other Funding - Interfund Loan	1,000,000						1,000,000
<b>(H) TOTAL STORMWATER CIP REVENUE</b>	<b>3,044,500</b>	<b>3,450,500</b>	<b>2,013,750</b>	<b>1,933,750</b>	<b>1,933,750</b>	<b>1,933,750</b>	<b>14,310,000</b>

Stormwater CIP Fund 6-year Overview	2017	2018	2019	2020	2021	2022
(I) Beginning Fund Balance	1,100,000	58,136	235,734	624,637	264,074	131,598
(H) Revenue	3,044,500	3,450,500	2,013,750	1,933,750	1,933,750	1,933,750
(G) Expenditures	4,086,364	3,272,903	1,624,847	2,294,313	2,066,226	1,700,405
<b>(J) Ending Fund Balance (I+H-G)</b>	<b>58,136</b>	<b>235,734</b>	<b>624,637</b>	<b>264,074</b>	<b>131,598</b>	<b>364,943</b>

# INTERNAL SERVICE FUNDS

*Internal Service Funds are used to budget an activity for which a fee is charged to internal users for goods and services.*

## **EQUIPMENT RENTAL & REPLACEMENT FUND**

The Equipment Rental and Replacement Fund budget covers the cost of maintaining and replacing city vehicles and equipment for all city departments. The fund accumulates the resources for vehicle and equipment replacements in the future. The funds or departments using the vehicle or equipment pay the maintenance and scheduled replacement fees.

## **TECHNOLOGY REPLACEMENT FUND**

The Technology Replacement Fund includes network based city-wide communications, electronics, and information systems. Its staff is responsible for maintaining the city's computerized information system; strategic information technology planning; user and application support; local and wide area network system administration; web and e-gov systems; geographic information systems administration; and telecommunication systems.

## **RISK MANAGEMENT FUND**

The Risk Management Fund is established to account for the procurement of insurance, claims settlement, and administration of a risk management and safety program. This fund also accounts for the funding of self-insured unemployment claims through the State of Washington.

## EQUIPMENT RENTAL AND REPLACEMENT FUND

*Responsibility: Finance Director & Public Works Director*

### Fund Overview

This fund is responsible for the repair, maintenance, and replacement of city vehicles and equipment. Vehicle and equipment replacements are reviewed on a standard longevity schedule but replaced only when they are no longer serviceable with reasonable maintenance.

### Responsibilities

- Maintain vehicles and equipment in good working order.
- Establish and annually review a replacement schedule for all vehicles and equipment.
- Purchase vehicles and equipment suitable for the job at the right time and at the lowest overall cost.

### Budget Highlights

- Ten vehicles and thirteen pieces of equipment have reached the end of their useful lives and are scheduled for replacement in the 2019-2020 biennium. The total replacement costs are budgeted at \$935,168 from funds set aside for this purpose.

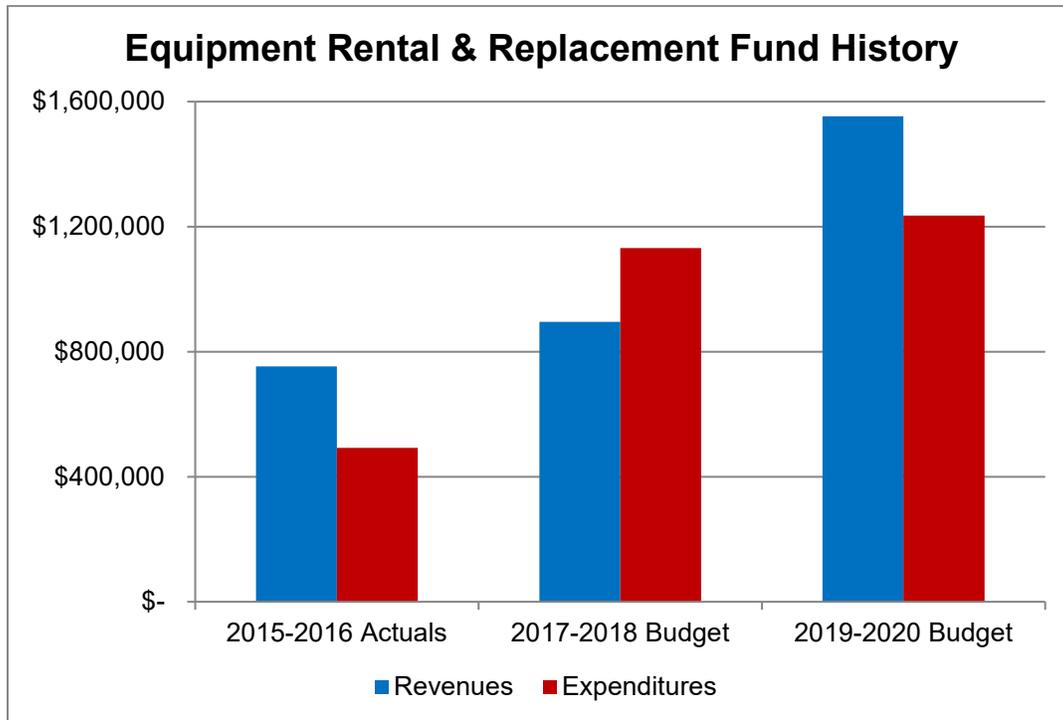
### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 761,778	\$ 1,022,162	\$ 766,894
Charges for Services	\$ 234,958	\$ 300,000	\$ 300,000
Miscellaneous	517,767	595,792	1,152,824
Sale of Capital Assets	-	-	100,000
<b>Total Revenues</b>	<b>\$ 752,725</b>	<b>\$ 895,792</b>	<b>\$ 1,552,824</b>
<b>Total Fund (with BFB)</b>	<b>\$ 1,514,503</b>	<b>\$ 1,917,954</b>	<b>\$ 2,319,718</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Services & Charges	\$ 311,372	\$ 300,000	\$ 300,000
Capital	180,968	831,670	935,168
<b>Total Expenditures</b>	<b>\$ 492,340</b>	<b>\$ 1,131,670</b>	<b>\$ 1,235,168</b>
Replacements	\$ 810,017	\$ 786,284	\$ 1,084,550
Maintenance Reserve	212,146	-	-
<b>Ending Fund Balance</b>	<b>1,022,163</b>	<b>786,284</b>	<b>1,084,550</b>
<b>Total Fund (with EFB)</b>	<b>\$ 1,514,503</b>	<b>\$ 1,917,954</b>	<b>\$ 2,319,718</b>

**\*NOTE: Ending Balance is split between replacement and maintenance reserves**



### 2017-2018 Accomplishments

- ✓ **Replaced 5 pieces of equipment and 5 vehicles:** The following pieces of equipment and vehicles were replaced in the 2017-2018 biennium:
  - 1 trailer
  - 1 field groomer
  - 1 mower
  - 1 backhoe/loader
  - 1 field aeravator
  - 4 pickup trucks
  - 1 International truck
- ✓ **Maintained all vehicles and equipment to prolong their service lives:** All vehicles and equipment were maintained on a regular schedule and off-cycle repairs were completed for a quick return to service.

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-High Performing Government

- **Replace and put into service 10 vehicles and 13 pieces of equipment**

2019 replacements

1. 2003 John Deere Tractor
2. 2003 Wacker Roller
3. 2003 HP Mower
4. 2004 John Deere Slope Mower
5. 2005 500 Gallon Anti-icer
6. 2007 850D Utility Vehicle
7. 2008 All Terrain Deweze Mower
8. 2008 John Deere 1600 Turbo Mower
9. 2012 XUV 885D Gator
10. 2008 John Deere Bunkerfield Rake
11. 2000 Honda Accord
12. 2005 Ford Ranger 4X4
13. 2008 Ford F350 Diesel
14. 2009 Ford F350 Diesel

2020 replacements

1. 2007 Skid Dispenser
2. 2007 Skid Dispenser
3. 2010 4 in 1 bucket truck
4. 2005 Jeep Liberty
5. 2010 Ford Escape Hybrid 4X4
6. 2010 Ford Escape Hybrid 4X4
7. 2010 Ford Escape Hybrid 2WD
8. 2010 Ford Escape Hybrid 2WD
9. 2010 Ford Escape Hybrid 2WD

- **All vehicles and equipment are properly maintained**
  - Vehicles and equipment are on a regular maintenance schedule.
  - Off-cycle repairs are done for a quick return to service.

## TECHNOLOGY REPLACEMENT FUND

*Responsibility: Information Technology Director*

### Fund Overview

Staff is responsible for maintaining the city's computerized information system; strategic information technology planning; user and application support; local and wide area network; system administration; web and e-gov systems; geographic information systems administration; and telecommunication systems.

### Responsibilities

- Analyze, select, install and maintain technology hardware that best meets the city's needs at the lowest cost.
- Analyze software requested by city departments, coordinate installation and maintenance.
- Hardware and software maintenance.
- Website maintenance.
- Televised, edit, and publish public meetings.
- Integrate, update, and maintain GIS databases, local and cloud services, and maps.

### Budget Highlights

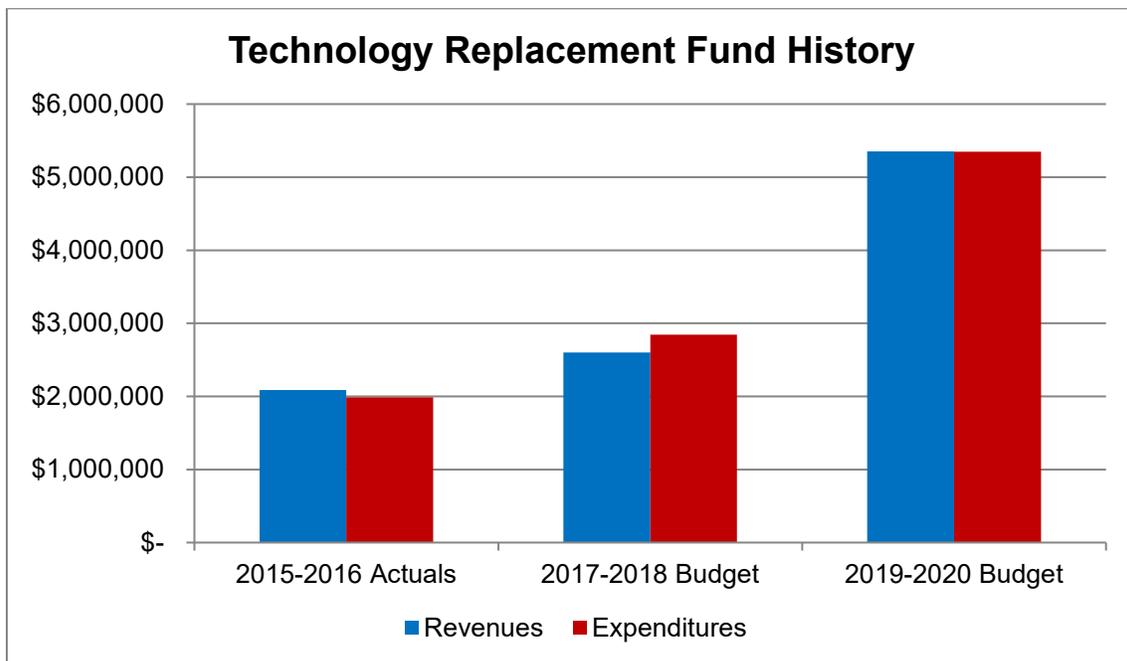
- \$1,077,700 for 4 new positions for a much-needed upgrade to technology services. New positions: IT Director, Support Technician, Application Systems Specialist, Website Associate.
- \$485,000 to transfer 2 positions handling the GIS function from Public Works to IT.
- \$500,000 increase for consultant services to implement the GIS strategic plan and reconfigure hardware.
- \$100,000 increase for new and existing software maintenance contracts.

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 339,113	\$ 439,433	\$ 291,975
Charges for Services	\$ 2,082,000	\$ 2,600,000	\$ 5,346,450
Investment Interest	5,415	3,000	6,000
<b>Total Revenues</b>	<b>\$ 2,087,415</b>	<b>\$ 2,603,000</b>	<b>\$ 5,352,450</b>
<b>Total Fund (with BFB)</b>	<b>\$ 2,426,528</b>	<b>\$ 3,042,433</b>	<b>\$ 5,644,425</b>

## Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 852,718	\$ 1,102,450	\$ 2,679,800
Supplies	98,860	117,000	388,950
Services & Charges	683,708	1,002,900	1,869,500
Intergovernmental	252,340	168,000	150,000
Capital	99,470	453,000	260,000
<b>Total Expenditures</b>	<b>\$ 1,987,096</b>	<b>\$ 2,843,350</b>	<b>\$ 5,348,250</b>
Ending Fund Balance	439,432	199,083	296,175
<b>Total Fund (with EFB)</b>	<b>\$ 2,426,528</b>	<b>\$ 3,042,433</b>	<b>\$ 5,644,425</b>



## 2017-2018 Accomplishments

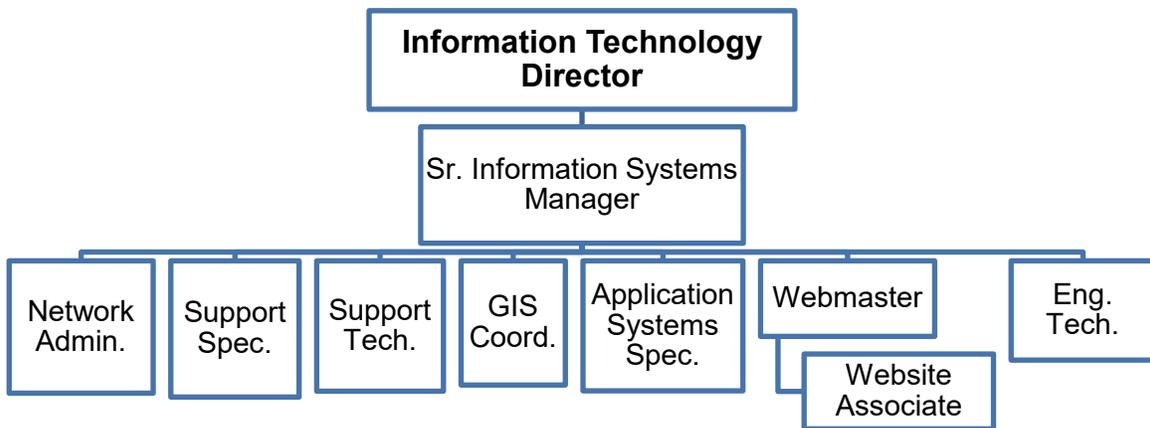
- ✓ **Updated the public records request system:** In 2019 the state released new data requirements for tracking public records requests. The IT portion of these requirements was put into place.
- ✓ **GIS Strategic Plan:** Began implementation of the plan which includes a roadmap for governance, managing GIS services and providing guidance on implementing ArcGIS online.
- ✓ **Aerial imagery:** Completed the annual imaging of the City for GIS use. The aerial imagery is performed with alternating years of leaf-on and leaf-off.
- ✓ **Cityworks and SeeClickFix:** Implemented software that allows citizens to submit requests and problems they observe around the City using an online program.

## 2019-2020 Goals & Relationship to Council Priorities

### Council Priority-High Performing Government

- Hire the City's first IT Director to guide the evolution of the department and upgrade technology services management.
- Hire an Application Specialist to coordinate selection and implementation of software applications for all departments.
- Hire a permanent Support Technician for the help desk.
- Hire a Web Associate to maintain and upgrade the website on an ongoing basis.

### Technology Fund Organization Chart



<b>Position Summary</b>	<b>2015-2016</b>		<b>2017-2018</b>		<b>2019-2020</b>	
	<b>Actual</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>	
Information Technology Director	0	0	0	1	1	1
Information Technology Manager	1	(1)	0	0	0	0
Sr. Information Systems Manager	0	1	1	0	1	1
Network Administrator	1	0	1	0	1	1
Application Systems Specialist	0	0	0	1	1	1
Webmaster	1	0	1	0	1	1
Website Associate	0	0	0	1	1	1
Support Specialist	1	0	1	0	1	1
Support Technician	0	0	0	1	1	1
*GIS Coordinator	0	0	0	1	1	1
*Engineering Technician	0	0	0	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>10</b>	

\* GIS Coordinator and Engineering Technician positions moved to IT from Public Works.

## RISK MANAGEMENT FUND

*Responsibility: Finance and Risk Management Director*

### Fund Overview

Procure insurance, settle claims, and administer the risk management and safety program. This fund also budgets for the funding of self-insured unemployment claims through the State of Washington.

### Responsibilities

- Obtain adequate insurance at the most reasonable cost.
- Operate safety programs to minimize risk to employees and the city.

### Budget Highlights

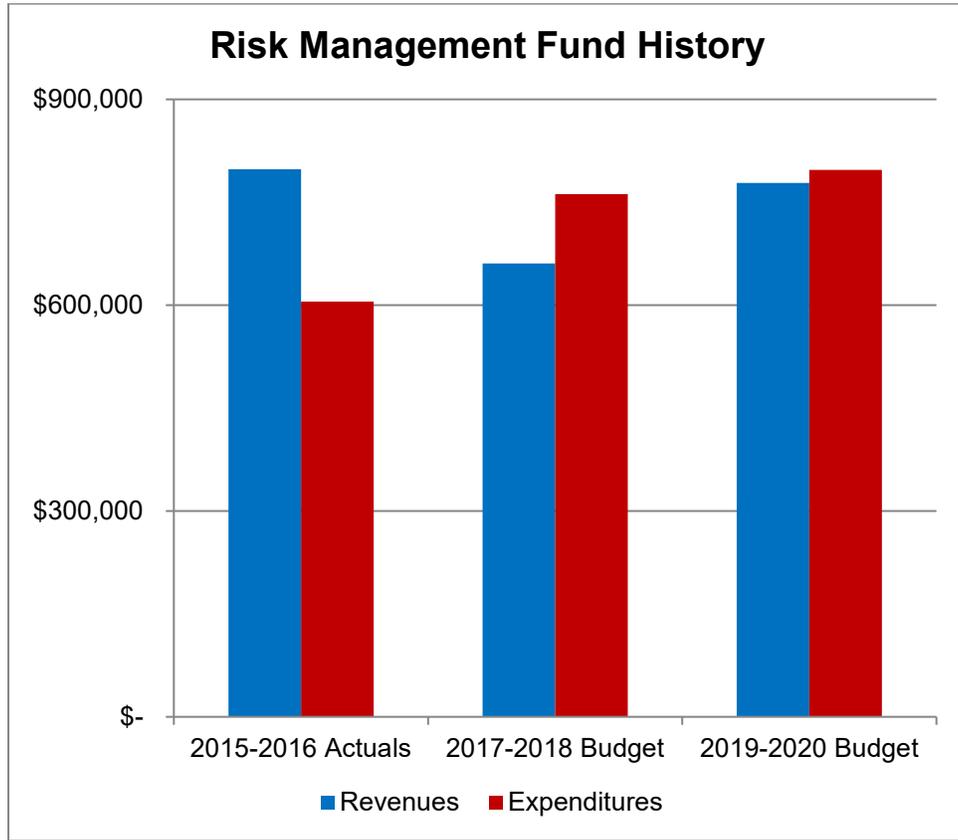
There are no significant changes to the Risk Management budget for the 2019-2020 biennium.

### Revenue Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Beginning Fund Balance	\$ 203,304	\$ 395,941	\$ 297,752
Charges for Services	\$ 795,800	\$ 660,000	\$ 777,200
Investment Interest	2,198	1,000	1,000
<b>Total Revenues</b>	<b>\$ 797,998</b>	<b>\$ 661,000</b>	<b>\$ 778,200</b>
<b>Total Fund (with BFB)</b>	<b>\$ 1,001,302</b>	<b>\$ 1,056,941</b>	<b>\$ 1,075,952</b>

### Expenditure Summary

Description	2015-2016 Actual	2017-2018 Budget	2019-2020 Budget
Personnel	\$ 70,421	\$ 91,700	\$ 120,000
Services & Charges	534,940	670,300	677,200
<b>Total Expenditures</b>	<b>\$ 605,361</b>	<b>\$ 762,000</b>	<b>\$ 797,200</b>
Ending Fund Balance	395,941	294,941	278,752
<b>Total Fund (with EFB)</b>	<b>\$ 1,001,302</b>	<b>\$ 1,056,941</b>	<b>\$ 1,075,952</b>



### 2017-2018 Accomplishments

- ✓ **Obtained insurance at the most reasonable cost:** The city’s insurance coverage is through the Washington Cities Insurance Authority which offers experience insuring cities and reasonable rates.

### 2019-2020 Goals & Relationship to Council Priorities

#### Council Priority-Financial Sustainability

- **Obtain liability and property insurance at the most reasonable cost**
  - a. Review deductibles for the lowest overall cost of insurance.
  - b. Compare coverage and costs among insurers.

**DETAIL REVENUES &  
EXPENDITURES**

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2018- 475**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, ADOPTING THE 2019-2020 BIENNIAL  
BUDGET.**

**WHEREAS**, State law, Chapter 35A.34 RCW, requires the City to adopt a biennial budget and provides procedures for the filing of estimates, a preliminary budget, public hearings, and final fixing of the budget; and

**WHEREAS**, a preliminary biennial budget for the fiscal years 2019-2020 has been prepared and filed, a public hearing has been held for the purposes of fixing the final budget; and the City Council has deliberated and has made adjustments and changes deemed necessary and proper;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Adoption**

The final 2019-2020 biennial budget for the City of Sammamish, Washington covering the period from January 1, 2019, through December 31, 2020 is hereby adopted at the total fund level per the totals referenced in the attached Table A. A copy of this budget is on file with the office of the City Clerk, along with further reference details that are incorporated in these fund totals.

**Section 2. Summary of Revenues and Appropriations.**

Attached as Table A, in summary form, are the total estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined.

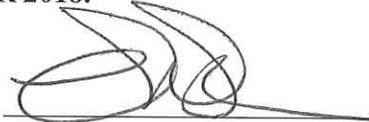
**Section 3. Filing of Ordinance.**

A complete copy of the final 2019-2020 budget, as adopted, together with a certified copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the office of the State Auditor and to the Association of Washington Cities.

**Section 4. Effective Date.**

That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

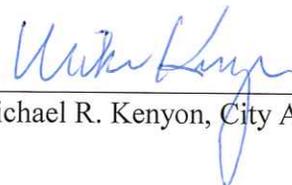
**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING  
THEREOF ON THE 6TH DAY OF NOVEMBER 2018.**

  
\_\_\_\_\_  
Christie Malchow, Mayor

Attest/Authenticated:

  
\_\_\_\_\_  
Melonie Anderson, City Clerk

Approved as to Form

  
\_\_\_\_\_  
Michael R. Kenyon, City Attorney

Filed with the City Clerk:    October 29, 2018  
Public Hearing:                November 6, 2018  
Passed by the City Council:   November 6, 2018  
Date of Publication:          November 12, 2018  
Effective Date:                November 17, 2018

# CITY OF SAMMAMISH

## ORDINANCE O2018-475

### 2019-2020 BIENNIAL BUDGET AMENDMENT: TABLE A

<b>2019-2020 BIENNIAL BUDGET = \$239,135,494</b>				
FUND	BEGINNING BALANCE 2019-2020	REVENUES & OTHER SOURCES 2019-2020	EXPENDITURES & OTHER USES 2019-2020	ENDING BALANCE 2019-2020
001 General Fund	\$ 16,759,790	\$ 87,929,243	\$ 96,507,767	\$ 8,181,266
101 Street Fund	7,726,871	14,877,600	18,348,356	4,256,115
201 G.O. Debt Service Fund	-	1,079,999	1,079,999	-
301 CIP General Fund	4,135,674	30,000	3,500,000	665,674
302 CIP Parks Fund	14,624,787	10,350,000	16,445,000	8,529,787
340 CIP Transportation	27,920,000	15,240,750	42,270,000	890,750
408 Surface Water Management-Operating Fund	2,084,314	16,279,000	16,634,190	1,729,124
438 Surface Water Management-CIP Fund	4,632,271	6,425,100	6,466,532	4,590,839
501 Equipment Replacement Fund	766,894	1,552,824	1,235,168	1,084,550
502 Information Services Replacement Fund	291,975	5,352,450	5,348,250	296,175
503 Risk Management Fund	297,752	778,200	797,200	278,752
<b>2019-2020 TOTAL BIENNIAL BUDGET</b>	<b>\$ 79,240,328</b>	<b>\$ 159,895,166</b>	<b>\$ 208,632,462</b>	<b>\$ 30,503,032</b>

<b>2019 ANNUAL BUDGET FOR REFERENCE PURPOSES</b>				
FUND	FY 2019	FY 2019	FY 2019	FY 2019
001 General Fund	\$ 16,759,790	\$ 43,705,503	\$ 48,217,446	\$ 12,247,847
101 Street Fund	7,726,871	7,438,800	9,791,288	5,374,383
201 G.O. Debt Service Fund	-	541,333	541,333	-
301 CIP General Fund	4,135,674	20,000	3,500,000	655,674
302 CIP Parks Fund	14,624,787	5,265,000	7,589,000	12,300,787
340 CIP Transportation	27,920,000	9,460,750	26,576,333	10,804,417
408 Surface Water Management-Operating Fund	2,084,314	7,434,000	7,444,028	2,074,286
438 Surface Water Management-CIP Fund	4,632,271	1,795,100	2,921,276	3,506,095
501 Equipment Replacement Fund	766,894	958,912	752,088	973,718
502 Information Services Replacement Fund	291,975	2,784,250	2,782,650	293,575
503 Risk Management Fund	297,752	386,600	406,100	278,252
<b>TOTAL BUDGET</b>	<b>\$ 79,240,328</b>	<b>\$ 79,790,248</b>	<b>\$ 110,521,542</b>	<b>\$ 48,509,034</b>

<b>2020 ANNUAL BUDGET FOR REFERENCE PURPOSES</b>				
FUND	FY 2020	FY 2020	FY 2020	FY 2020
001 General Fund	\$ 12,247,847	\$ 44,223,740	\$ 48,290,321	\$ 8,181,266
101 Street Fund	5,374,383	7,438,800	8,557,068	4,256,115
201 G.O. Debt Service Fund	-	538,666	538,666	-
301 CIP General Fund	655,674	10,000	-	665,674
302 CIP Parks Fund	12,300,787	5,085,000	8,856,000	8,529,787
340 CIP Transportation	10,804,417	5,780,000	15,693,667	890,750
408 Surface Water Management-Operating Fund	2,074,286	8,845,000	9,190,162	1,729,124
438 Surface Water Management-CIP Fund	3,506,095	4,630,000	3,545,256	4,590,839
501 Equipment Replacement Fund	973,718	593,912	483,080	1,084,550
502 Information Services Replacement Fund	293,575	2,568,200	2,565,600	296,175
503 Risk Management Fund	278,252	391,600	391,100	278,752
<b>TOTAL BUDGET</b>	<b>\$ 48,509,034</b>	<b>\$ 80,104,918</b>	<b>\$ 98,110,920</b>	<b>\$ 30,503,032</b>

**City of Sammamish**  
**General Fund Revenues**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 22,194,298	\$ 19,733,831	\$ 16,759,790
001-000-311-10-00-00	Property Tax	\$ 50,171,821	\$ 55,800,000	\$ 58,200,000
001-000-313-11-00-00	Sales & Use Tax	9,684,067	10,150,000	11,600,000
001-000-313-71-00-00	Local Crim Justice Sales Tax	2,851,035	2,950,000	3,200,000
001-000-317-20-00-00	Leasehold Excise Tax	1,103	-	-
	<b>TOTAL TAXES</b>	<b>\$ 62,708,026</b>	<b>\$ 68,900,000</b>	<b>\$ 73,000,000</b>
001-000-321-91-00-00	Cable Franchise Fee	\$ 1,356,459	\$ 1,550,000	\$ 1,600,000
001-000-321-99-00-00	Business Licenses	131,701	126,000	132,000
001-000-322-10-01-00	Building Permits	2,343,133	2,500,000	2,300,000
001-000-322-10-02-00	Plumbing Permits	185,884	240,000	200,000
001-000-322-10-03-00	Grading Permits	35,080	20,000	10,000
001-000-322-10-04-00	Mechanical Permits	400,414	400,000	400,000
001-000-322-10-05-00	Shoreline Development Permits	39,353	8,000	10,000
001-000-322-10-06-00	Demolition Permits	42,708	12,000	10,000
001-000-322-40-00-00	Right of Way Permits	285,828	230,000	200,000
001-000-322-90-01-00	Miscellaneous Permits & Fees	27,465	20,000	20,000
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 4,848,025</b>	<b>\$ 5,106,000</b>	<b>\$ 4,882,000</b>
001-000-333-10-66-50	USDA Forest Service			
001-000-333-20-60-00	US DOT - Speeding	\$ 5,544	\$ -	\$ -
001-000-333-20-60-10	US DOT - DUI	1,077	3,000	3,000
001-000-333-20-61-60	US DOT CIOT-Seatbelts	2,762	-	-
001-000-333-97-04-20	Emergency Management Grant	-	35,000	-
001-000-334-00-70-00	WA Dept of Enterprise Services	1,687	-	-
001-000-334-03-10-00	Dept of Ecology Grant	70,024	97,200	-
001-000-334-03-20-00	Recycling Grant	-	-	44,763
001-000-334-03-51-00	WA Traffic Safety Commission	25,573	-	-
001-000-336-06-21-00	Criminal Justice-Population	29,148	38,000	42,000
001-000-336-06-25-00	Criminal Justice - Contr Svcs	182,351	165,800	216,000
001-000-336-06-26-00	Criminal Justice - Spec Prog	106,502	127,400	138,000
001-000-336-06-51-00	DUI-Cities	16,498	15,000	16,000
001-000-336-06-94-00	Liquor Excise	405,743	572,000	652,000
001-000-336-06-95-00	Liquor Profits/I-1183 License Fees	769,048	825,600	825,600
001-000-336-06-95-01	Liquor License Fees-Public Safety	161,940	209,400	209,400
001-000-337-07-00-00	KC Recycling Grant	134,996	133,000	184,000
001-000-337-07-02-00	KC Community Arts Program	14,750	15,000	15,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,927,643</b>	<b>\$ 2,236,400</b>	<b>\$ 2,345,763</b>
001-000-341-70-00-00	City Maps	\$ 30	\$ -	\$ -
001-000-341-81-01-00	Copies	3,493	6,000	6,000
001-000-341-99-00-00	Passport Services	62,900	50,000	60,000
001-000-342-20-01-00	EFR Review Fee	69,357	50,000	80,000
001-000-342-40-01-00	EFR Inspection Fee	37,738	30,000	40,000
001-000-342-40-02-00	Electrical Inspection Fee	-	402,000	600,000
001-000-342-10-00-00	KC Traffic Control	94,798	-	-
001-000-342-10-01-00	Vehicle Impound Fees	12,700	10,000	10,000
001-000-342-10-02-00	School Resource Officer	255,774	250,000	250,000
001-000-343-10-00-00	Drainage Svcs-Pmt from SWM (1)	78,000	93,000	284,000
001-000-343-93-00-00	Animal Licenses (2)	275,241	308,800	322,000
001-000-345-11-00-00	Beaver Lake Assessment	98,070	64,300	-
001-000-345-81-01-00	Subdivision Preliminary Review	535,253	240,000	100,000

001-000-345-83-01-00	Building Plan Check Fees	2,097,255	1,800,000	1,600,000
001-000-345-83-03-00	Energy Plan Check Fees	71,684	70,000	60,000
001-000-345-83-04-00	Sprinkler Plans Check	-	6,000	-
001-000-345-85-01-00	Admin Fee for Impact/Mitigation	49,448	40,000	50,000
001-000-345-85-02-06	Administrative Service Fee	-	124,000	120,000
001-000-345-89-01-00	SEPA Review Fee	24,850	24,000	20,000
001-000-345-89-02-00	Site Plan Review	1,304,949	800,000	800,000
001-000-345-89-03-00	Notice of Appeal	5,000	3,000	3,000
001-000-345-89-04-00	Counter Service Fee	537,527	400,000	400,000
001-000-345-89-05-00	Boundary Line Adjustments	24,454	10,000	10,000
001-000-345-89-06-00	Shoreline Exemption	6,654	2,000	2,000
001-000-345-89-07-00	Short Plat Fee	-	8,000	8,000
001-000-345-89-08-00	DPW Plan Review	88,416	-	-
001-000-345-89-09-00	Preapplication Conference.	9,720	5,000	5,000
001-000-345-89-12-00	Outside Services Plan Review	(11,620)	600	600
001-000-345-89-14-00	Public Notice Fee	16,184	12,000	12,000
001-000-347-30-01-00	Park Use Fees	97,889	90,000	120,000
001-000-347-30-02-00	Field Use Fees	838,551	730,000	600,000
001-000-347-40-01-00	Admission Fees	505	-	-
001-000-347-60-01-00	Recreational Class Fees	598	-	-
001-000-347-90-20-00	Vendor Display Fees	10,790	12,000	12,000
<b>CHARGES FOR GOODS &amp; SVCS</b>		<b>\$ 6,696,208</b>	<b>\$ 5,640,700</b>	<b>\$ 5,574,600</b>
001-000-350-00-00-00	Municipal Court Fines (3)	\$ 530,156	\$ 546,600	\$ 644,000
001-000-359-90-01-00	Development Fines	-	6,000	-
001-000-359-90-02-00	False Alarm Fines	3,703	4,000	2,000
001-000-359-90-03-00	Code Violations	151,125	2,000	1,000
001-000-359-90-04-00	Field Use Fine	-	300	-
<b>TOTAL FINES &amp; FORFEITS</b>		<b>\$ 684,984</b>	<b>\$ 558,900</b>	<b>\$ 647,000</b>
001-000-361-11-00-00	Interest Income	\$ 185,950	\$ 140,000	\$ 400,000
001-000-361-40-00-00	Sales Interest	6,208	3,000	8,000
001-000-362-40-00-00	Space and Facilities Leases ST	2,438	-	-
001-000-362-40-01-00	Beaver Lake Lodge Rental Fees	149,071	120,000	140,000
001-000-362-40-02-00	Sammamish Commons Rental Fees	16,634	15,000	-
001-000-362-50-00-00	Space and Facilities Leases LT	379,648	313,500	406,000
001-000-362-51-00-00	City Hall 2nd floor lease-KC Sheriff	256,332	228,400	285,000
001-000-362-51-00-00	City Hall 2nd floor utilities-KC Sheriff	-	35,800	-
001-000-362-52-00-00	Parking lot lease	34,444	-	-
001-000-367-11-00-01	Donations	9,091	-	-
001-000-367-11-01-00	Fireworks Donation	-	50,000	-
001-000-367-11-01-01	Donations-Park Events	71,148	40,000	60,000
001-000-367-19-00-00	Contributions Fire District 10	178,880	178,880	178,880
001-000-369-30-01-00	Confiscated/Forfeited Property	3,265	-	-
001-000-369-40-00-00	Judgements & Settlements	62	-	-
001-000-369-90-00-00	Miscellaneous	36,659	2,000	2,000
001-000-369-90-00-03	Over/Short	10	-	-
<b>TOTAL MISCELLANEOUS</b>		<b>\$ 1,329,840</b>	<b>\$ 1,126,580</b>	<b>\$ 1,479,880</b>
001-000-397-00-03-01	Transfer from GG CIP-Jail Proceeds	\$ 50,000	\$ 153,372	\$ -
<b>TOTAL NON-REVENUES</b>		<b>\$ 50,000</b>	<b>\$ 153,372</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>		<b>\$ 78,244,726</b>	<b>\$ 83,721,952</b>	<b>\$ 87,929,243</b>
<b>TOTAL FUND</b>		<b>\$ 100,439,024</b>	<b>\$ 103,455,783</b>	<b>\$ 104,689,033</b>

(1) Reimbursement from the Surface Water Management Fund for facilities maintenance expenditures paid by the General Fund.

(2) Revenue to offset the estimated annual cost of Animal Control services provided by King County.

(3) Revenue to offset the estimated annual cost of Court services provided by King County.

**City of Sammamish  
General Fund  
City Council Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-011-511-60-11-00	Salaries	\$ 145,200	\$ 145,200	\$ 179,800
001-011-511-60-21-00	Benefits	37,944	115,300	35,400
	<b>TOTAL PERSONNEL</b>	<b>\$ 183,144</b>	<b>\$ 260,500</b>	<b>\$ 215,200</b>
001-011-511-60-31-00	Office & Operating Supplies	\$ 3,349	\$ 5,000	\$ 5,000
001-011-511-60-31-01	Meeting Expense	22,059	4,000	4,000
001-011-511-60-31-05	Meeting Meal Expense (1)	11,981	9,000	9,000
001-011-511-60-35-00	Small Tools & Minor Equipment	2,753	-	-
	<b>TOTAL SUPPLIES</b>	<b>\$ 40,142</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
001-011-511-60-41-00	Professional Services (2)	\$ 71,827	\$ 83,000	\$ 70,000
001-011-511-60-41-01	Prof Svcs-City Manager Recruitment	-	-	75,000
001-011-511-60-41-03	Kokanee Work Group	-	-	66,000
001-011-511-60-41-05	Newsletter	101,755	170,000	-
001-011-511-60-41-06	Social Media	14,439	82,600	-
001-011-511-60-41-07	Communications	-	200,000	-
001-011-511-60-41-08	Lobbyist Services	-	-	136,000
001-011-511-60-42-00	Communications	17,689	-	9,600
001-011-511-60-42-01	Postage	102,000	103,000	-
001-011-511-60-43-00	Travel (3)	18,659	38,000	40,000
001-011-511-60-44-00	Advertising	173	-	-
001-011-511-60-45-00	Rent for Public Mtg Space	366	-	-
001-011-511-60-49-00	Miscellaneous	400	-	-
001-011-511-60-49-01	Memberships (4)	3,407	2,800	2,800
001-011-511-60-49-03	Training-Seminars/Conference (5)	9,228	8,000	8,000
001-011-511-60-49-06	Sound Cities Association	-	-	83,000
001-011-511-60-49-09	Puget Sound Regional Council	-	-	63,000
001-011-511-60-49-12	Special Celebrations	15,000	15,000	-
001-011-511-60-49-15	National League of Cities	-	-	8,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 354,943</b>	<b>\$ 702,400</b>	<b>\$ 561,400</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 578,229</b>	<b>\$ 980,900</b>	<b>\$ 794,600</b>

(1) Light refreshments at Council mtgs: \$100/mo x 11. Dinners @ \$850 each (Issq CC, Redmd CC, ISD/LWSD boards)

(2) Retreat moderator \$5,000, audio/video Council & Planning Commission meetings \$30,000/yr.

(3) \$10,000 for NLC, AWC, AWC Legislative, local travel and \$10,000 for retreat.

(4) Rotary - \$1,200; Eastside Transportation Partnership - \$200.

(5) AWC conferences, NLC conferences, local trainings.

City of Sammamish  
General Fund

**City Manager's Department Expenditures**

2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Administration</b>				
001-013-513-10-11-00	Salaries	\$ 934,039	\$ 918,300	\$ 948,300
001-013-513-10-21-00	Benefits	340,176	362,000	361,400
<b>TOTAL PERSONNEL</b>		<b>\$ 1,274,215</b>	<b>\$ 1,280,300</b>	<b>\$ 1,309,700</b>
001-013-513-10-31-00	Office & Operating Supplies	\$ 7,843	\$ 10,000	\$ 10,000
001-013-513-10-31-01	Meeting Expense	300	-	-
001-013-513-10-31-02	Books	714	1,000	1,000
001-013-513-10-31-05	Meeting Meal Expense (1)	5,620	6,600	6,600
001-013-513-10-35-00	Small Tools & Minor Equipment	889	5,000	5,000
<b>TOTAL SUPPLIES</b>		<b>\$ 15,366</b>	<b>\$ 22,600</b>	<b>\$ 22,600</b>
001-013-513-10-41-00	Professional Services	\$ 14,346	\$ -	\$ -
001-013-513-10-41-04	Copying	1,485	2,000	2,000
001-013-513-10-42-00	Communications	1,870	4,000	13,000
001-013-513-10-42-02	Postage	17	1,000	1,000
001-013-513-10-43-00	Travel	4,301	14,000	16,000
001-013-513-10-49-01	Memberships (2)	6,446	7,400	8,400
001-013-513-10-49-03	Training (3)	2,294	5,600	7,600
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 30,759</b>	<b>\$ 34,000</b>	<b>\$ 48,000</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$ 1,320,340</b>	<b>\$ 1,336,900</b>	<b>\$ 1,380,300</b>
<b>Communications</b>				
001-013-557-20-11-00	Salaries	\$ -	\$ -	\$ 214,900
001-013-557-20-21-00	Benefits	-	-	97,300
<b>TOTAL PERSONNEL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 312,200</b>
001-013-557-20-31-00	Office & Operating Supplies	\$ -	\$ -	\$ 13,900
001-013-557-20-31-05	Meeting Meal Expense (4)	-	-	2,800
<b>TOTAL SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,700</b>
001-013-557-20-41-00	Professional Services (5)	\$ -	\$ -	\$ 106,350
001-013-557-20-41-01	Newsletter Printing	-	-	81,000
001-013-557-20-42-00	Communications	-	-	2,800
001-013-557-20-42-01	Newsletter Postage	-	-	104,500
001-013-557-20-43-00	Travel	-	-	8,000
001-013-557-20-44-02	Social Media Advertising	-	-	2,400
001-013-557-20-49-01	Memberships	-	-	2,000
001-013-557-20-49-03	Training (6)	-	-	4,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 311,050</b>
<b>TOTAL COMMUNICATIONS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 639,950</b>
<b>TOTAL DEPARTMENT</b>		<b>\$ 1,320,340</b>	<b>\$ 1,336,900</b>	<b>\$ 2,020,250</b>

(1) Mayor/Deputy Mayor agenda mtg for 5 to 8 attendees - \$100 (33 per year).

(2) International County/City Managers Association (ICMA), WA City/County Managers

(3) ICMA conference, AWC conference, National League of Cities conference, Chamber lunches, computer system training, miscellaneous legislative/financial.

(4) Quarterly PIO meetings, outreach events.

(5) Newsletter graphic design, \$15,000 citizen survey in 2020.

(6) GSMCON, 3CMA conference, PIO trainings.

**City of Sammamish  
General Fund  
Finance Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-014-514-20-11-00	Salaries	\$ 1,226,042	\$ 1,308,500	\$ 1,562,800
001-014-514-20-21-00	Benefits	442,624	502,150	641,100
	<b>TOTAL PERSONNEL</b>	<b>\$ 1,668,666</b>	<b>\$ 1,810,650</b>	<b>\$ 2,203,900</b>
001-014-514-20-31-00	Office & Operating Supplies	\$ 3,536	\$ 7,000	\$ 12,450
001-014-514-20-31-01	Meeting Expense	137	-	-
001-014-514-20-31-02	Books	1,290	1,500	1,500
001-014-514-20-32-00	Fuel	-	600	600
001-014-514-20-35-00	Small Tools & Minor Equipment	2,243	2,000	-
	<b>TOTAL SUPPLIES</b>	<b>\$ 7,206</b>	<b>\$ 11,100</b>	<b>\$ 14,550</b>
001-014-514-20-41-00	Professional Services (1)	\$ 33,940	\$ 50,000	\$ 40,000
001-014-514-20-41-04	Copying (2)	12,165	12,000	14,000
001-014-514-20-42-00	Communications	50	-	3,240
001-014-514-20-43-00	Travel Meals & Lodging	2,191	11,000	11,000
001-014-514-20-48-00	Software Maintenance (3)	72,880	80,000	92,500
001-014-514-20-49-00	Miscellaneous (4)	2,868	1,700	2,900
001-014-514-20-49-01	Memberships (5)	2,865	9,400	9,400
001-014-514-20-49-03	Training (6)	3,604	10,000	11,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 130,563</b>	<b>\$ 174,100</b>	<b>\$ 184,040</b>
001-014-514-20-51-00	State Auditor - Intergov't Svc (7)	\$ 83,366	\$ 110,000	\$ 120,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 83,366</b>	<b>\$ 110,000</b>	<b>\$ 120,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,889,801</b>	<b>\$ 2,105,850</b>	<b>\$ 2,522,490</b>

(1) Flex Plan Administrators, US Bank, Microflex, Wells Fargo Bank, miscellaneous finance.

(2) Printing budget document and Comprehensive Annual Financial Report.

(3) Springbrook & Sympro (financial and investment software) maintenance/licenses.

(4) Includes application fees to GFOA for annual financial reporting (CAFR) and biennial Distinguished Budget Award programs.

(5) American Institute of Certified Public Accountants (AICPA), Government Finance Officers Association (GFOA), National Institute for Government Purchasing (NIGP), Puget Sound Finance Officers Association (PSFOA), Springbrook National Users Group, WA Finance Officers Association (WFOA), WA State Purchasing Co-op, Pacific Northwest Public Purchasing Association, International City Manager's Association (ICMA).

(6) GFOA Conference (2), WFOA Conference (3), other courses.

(7) Fees paid to State Auditor to audit city annual financial statements. Potential for federal single audit.

**City of Sammamish  
General Fund**

**Legal Services and Public Safety Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-015-515-91-41-92	Public Defender	\$ 161,360	\$ 199,500	\$ 246,850
001-015-515-30-41-04	Copying	-	1,000	-
001-015-515-41-41-04	Copying	-	1,000	2,000
001-015-515-30-41-90	City Attorney-Base	378,159	223,800	-
001-015-515-41-41-90	City Attorney-Base	-	232,440	476,000
001-015-515-30-41-91	Prosecuting Attorney (1)	274,421	149,700	-
001-015-515-41-41-91	Prosecuting Attorney (1)	-	152,400	312,200
001-015-515-30-41-93	City Attorney- Litigation (2)	1,019,279	835,200	-
001-015-515-45-41-93	City Attorney- Litigation (2)	-	835,200	1,711,000
001-015-515-30-41-94	Domestic Violence Advocate	7,231	15,300	16,000
001-015-558-60-41-00	Hearing Examiner	94,289	130,300	134,800
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 1,934,739</b>	<b>\$ 2,775,840</b>	<b>\$ 2,898,850</b>
001-015-512-50-51-00	Municipal Court Costs (3)	\$ 633,137	\$ 613,800	\$ 644,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 633,137</b>	<b>\$ 613,800</b>	<b>\$ 644,000</b>
<b>TOTAL DEPARTMENT</b>		<b>\$ 2,567,876</b>	<b>\$ 3,389,640</b>	<b>\$ 3,542,850</b>

(1) Contract for representation of City in lawsuits & contested administrative proceedings commenced by or against the City.

(2) Increase in 2019 based on forecast of actual 2018 costs. Some costs may be offset by settlement funds.

(3) Offset by estimated revenues.

City of Sammamish  
General Fund

**Administrative Services Department Expenditures**  
2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>City Clerk</b>				
001-018-514-30-11-00	Salaries	\$ 322,061	\$ 471,800	\$ 848,850
001-018-514-30-12-00	Overtime	1,316	-	-
001-018-514-30-21-00	Benefits	137,100	212,750	403,900
<b>TOTAL PERSONNEL</b>		<b>\$ 460,477</b>	<b>\$ 684,550</b>	<b>\$ 1,252,750</b>
001-018-514-30-31-00	Office & Operating Supplies	\$ 5,256	\$ 6,000	\$ 11,900
001-018-514-30-35-00	Small Tools & Minor Equipment	948	-	-
<b>TOTAL SUPPLIES</b>		<b>\$ 6,204</b>	<b>\$ 6,000</b>	<b>\$ 11,900</b>
001-018-514-30-41-00	Professional Services (1)	\$ 30,912	\$ 42,000	\$ 156,000
001-018-514-30-41-04	Copying	1,296	2,000	2,000
001-018-514-30-42-00	Communication	-	2,000	2,000
001-018-514-30-43-00	Travel	432	2,000	2,000
001-018-514-30-44-00	Advertising (2)	86,303	100,000	100,000
001-018-514-30-49-01	Memberships (3)	840	2,000	3,000
001-018-514-30-49-03	Training	542	2,000	4,600
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 120,325</b>	<b>\$ 152,000</b>	<b>\$ 269,600</b>
001-018-511-70-41-00	Election Costs	\$ -	\$ -	\$ 110,000
001-018-511-80-41-00	Voter Registration Costs	-	-	325,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,000</b>
<b>TOTAL CITY CLERK SVCS</b>		<b>\$ 587,006</b>	<b>\$ 842,550</b>	<b>\$ 1,969,250</b>
<b>Human Resources</b>				
001-018-516-20-11-00	Salaries	\$ -	\$ 97,800	\$ 321,700
001-018-516-20-21-00	Benefits	-	30,800	110,000
001-018-516-20-21-11	Tuition Reimbursement	-	-	50,000
<b>TOTAL PERSONNEL</b>		<b>\$ -</b>	<b>\$ 128,600</b>	<b>\$ 481,700</b>
001-018-516-20-31-00	Office & Operating Supplies	\$ -	\$ -	\$ 8,000
001-018-516-20-31-01	Meeting Expense	-	-	1,000
001-018-516-20-31-02	Books & Publications	-	-	1,000
<b>TOTAL SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
001-018-516-20-41-00	Professional Services (4)	\$ -	\$ -	\$ 46,000
001-018-516-20-42-00	Communication	-	-	3,000
001-018-516-20-43-00	Travel	-	-	2,000
001-018-516-20-44-00	Advertising	-	-	5,000
001-018-516-20-49-01	Memberships (3)	-	-	1,000
001-018-516-20-49-03	Training	-	-	4,000
001-018-516-20-49-07	AWC Membership	-	-	93,500
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 154,500</b>
<b>TOTAL HUMAN RESOURCES</b>		<b>\$ -</b>	<b>\$ 128,600</b>	<b>\$ 646,200</b>

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Administrative</b>				
001-018-518-10-11-00	Salaries	\$ 421,626	\$ 475,900	\$ 302,900
001-018-518-10-21-11	Tuition Reimbursement	4,583	50,000	-
001-018-518-10-21-00	Benefits	144,133	186,650	126,300
<b>TOTAL PERSONNEL</b>		<b>\$ 570,342</b>	<b>\$ 712,550</b>	<b>\$ 429,200</b>
001-018-518-10-31-00	Supplies	\$ 1,866	\$ 10,000	\$ 10,400
001-018-518-10-31-01	Meeting Expense	15	1,000	1,000
001-018-518-10-31-02	Maps and publications	-	1,000	1,000
001-018-518-10-35-00	Small Tools & Minor Equipment	433	2,000	-
<b>TOTAL SUPPLIES</b>		<b>\$ 2,314</b>	<b>\$ 14,000</b>	<b>\$ 12,400</b>
001-018-518-10-41-00	Professional Services	\$ 74,837	\$ 143,000	\$ -
001-018-518-10-42-00	Communications	-	3,000	3,000
001-018-518-10-43-00	Travel	1,783	3,000	3,000
001-018-518-10-44-00	Advertising	16	1,000	1,000
001-018-518-10-48-00	Software Maintenance (5)	-	19,500	37,000
001-018-518-10-49-00	Miscellaneous	106	-	-
001-018-518-10-49-01	Memberships (3)	651	1,400	2,800
001-018-518-10-49-03	Training	875	4,000	8,000
001-018-554-30-41-00	Prof Svcs: Animal Control (6)	283,008	308,800	322,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 361,276</b>	<b>\$ 483,700</b>	<b>\$ 376,800</b>
<b>TOTAL ADMINISTRATIVE SVCS</b>		<b>\$ 933,932</b>	<b>\$ 1,210,250</b>	<b>\$ 818,400</b>
<b>TOTAL DEPARTMENT</b>		<b>\$ 1,520,938</b>	<b>\$ 2,181,400</b>	<b>\$ 3,433,850</b>

- (1) Municipal Code updates and records storage. \$100,000 records management project consultant.
- (2) State mandated public notices for meetings, hearings, ordinances, etc.
- (3) International Institute of Municipal Clerks, WA Municipal Clerks Association, King County Municipal Clerks Association, WA City/County Managers Association; National Public Employers Labor Relations Association.
- (4) Coaching for employees @ \$350/hour, large group trainings @ \$1,000/hour, background checks @ up to \$50/employee.
- (5) Annual maintenance-Electronic Council packet software.
- (6) KC contract for animal control services. Contract amount is offset by pet licensing revenue.

**City of Sammamish  
General Fund  
Facilities Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Facilities Section</b>				
001-019-518-30-11-00	Salaries	\$ 268,291	\$ 455,200	\$ 630,400
001-019-518-30-12-00	Overtime	-	-	-
001-019-518-30-13-01	Salaries 4 & 9 month	38,382	26,600	-
001-019-518-30-21-00	Benefits	101,858	212,500	312,600
001-019-518-30-21-00	Benefits 9 month	-	27,500	-
	<b>TOTAL PERSONNEL</b>	<b>\$ 408,531</b>	<b>\$ 721,800</b>	<b>\$ 943,000</b>
001-019-518-30-31-00	Office & Operating Supplies	\$ 53,797	\$ 77,000	\$ 109,000
001-019-518-30-31-04	Safety Clothing	-	-	5,500
001-019-518-30-31-05	Snow & Ice	-	-	12,000
001-019-518-30-31-06	Signs & Markings	-	-	3,000
001-019-518-30-32-00	Fuel	5,966	2,440	90,530
001-019-518-30-35-00	Small Tools/Minor Equip	37,766	20,000	70,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 97,529</b>	<b>\$ 99,440</b>	<b>\$ 290,030</b>
001-019-518-30-41-00	Professional Services (1)	\$ 274,169	\$ 462,270	\$ 927,450
001-019-518-30-41-01	Professional Services-Analysis	-	25,000	-
001-019-518-30-42-00	Communications	75,831	114,000	145,750
001-019-518-30-43-00	Travel	-	1,000	2,500
001-019-518-30-45-00	Rentals & Leases	13,921	14,000	20,000
001-019-518-30-47-00	Utilities	457,102	412,200	424,900
001-019-518-30-48-00	Repair & Maintenance	237,706	369,540	463,050
001-019-518-30-48-01	Capital Facility Repair & Mntnce	-	263,000	-
001-019-518-30-49-03	Training	495	2,000	11,400
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 1,059,224</b>	<b>\$ 1,663,010</b>	<b>\$ 1,995,050</b>
001-019-594-19-64-00	Machinery & Equipment (2)	\$ -	\$ 35,000	\$ 38,000
	<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 38,000</b>
	<b>TOTAL FACILITIES</b>	<b>\$ 1,565,284</b>	<b>\$ 2,519,250</b>	<b>\$ 3,266,080</b>
<b>Capital Facilities Maintenance Section</b>				
001-019-518-30-48-01	Repair & Maintenance	\$ 16,982	\$ -	\$ -
	<b>TOTAL CAPITAL MAINTENANCE</b>	<b>\$ 16,982</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL CAPITAL FACILITIES</b>	<b>\$ 16,982</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,582,266</b>	<b>\$ 2,519,250</b>	<b>\$ 3,266,080</b>

(1) Custodial, fire system inspections, security monitoring, pressure washing.

(2) Vehicle for new Maintenance Worker I.

City of Sammamish  
General Fund

**Police Services Department Expenditures**  
2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-021-521-10-11-00	Salaries	\$ 141,484	\$ 133,100	\$ 150,700
001-021-521-10-12-00	Overtime	1,912	-	-
001-021-521-10-21-00	Benefits	38,842	60,600	53,900
	<b>TOTAL PERSONNEL</b>	<b>\$ 182,238</b>	<b>\$ 193,700</b>	<b>\$ 204,600</b>
001-021-521-10-31-00	Office & Operating Supplies	\$ 3,735	\$ 6,400	\$ 6,400
001-021-521-10-31-01	Supplies-Reserve Officer Program	983	60,000	60,000
001-021-521-10-31-02	Citizens Academy	-	-	20,000
001-021-521-10-31-04	Clothing Allowance	-	-	-
001-021-521-10-31-05	Meeting Meal Expense	685	500	500
001-021-521-10-32-00	Fuel	2,288	2,000	2,000
001-021-521-10-35-00	Small Tools & Minor Equipment	37,717	10,000	10,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 45,408</b>	<b>\$ 78,900</b>	<b>\$ 98,900</b>
001-021-521-10-41-00	Professional Services (1)	\$ 15,226	\$ 116,000	\$ 16,000
001-021-521-10-42-00	Communications	564	-	-
001-021-521-10-43-00	Travel	3,653	15,000	15,000
001-021-521-10-48-00	Repair & Maintenance	1,378	4,000	4,000
001-021-521-10-49-01	Memberships (2)	1,490	1,940	1,940
001-021-521-20-49-03	Training	11,642	18,000	18,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 33,953</b>	<b>\$ 154,940</b>	<b>\$ 54,940</b>
001-021-521-20-51-01	Police Service Contract	\$ 11,495,889	\$ 13,800,000	\$ 14,550,000
001-021-523-60-51-01	Jail Contract	301,633	337,000	350,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 11,797,522</b>	<b>\$ 14,137,000</b>	<b>\$ 14,900,000</b>
001-021-594-21-64-00	Machinery & Equipment	\$ 5,610	\$ -	\$ -
	<b>TOTAL CAPITAL</b>	<b>\$ 5,610</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 12,064,731</b>	<b>\$ 14,564,540</b>	<b>\$ 15,258,440</b>

(1) Towing, background checks, equipment calibration.

(2) International Association of Chiefs of Police, WA Association of Sheriffs and Police Chiefs.

**City of Sammamish  
General Fund**

**Fire Services Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-022-522-50-47-00	Utilities (1)	\$ 9,602	\$ 12,000	\$ 13,400
001-022-522-20-51-00	Eastside Fire & Rescue (2)	13,337,101	15,435,511	16,449,100
001-022-522-20-41-01	Professional Services	-	75,000	-
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 13,346,703</b>	<b>\$ 15,522,511</b>	<b>\$ 16,462,500</b>
<b>TOTAL DEPARTMENT</b>		<b>\$ 13,346,703</b>	<b>\$ 15,522,511</b>	<b>\$ 16,462,500</b>

(1) Surface Water fees on 3 City owned fire stations.

(2) Includes equipment replacement and maintenance reserve contributions.

**City of Sammamish  
General Fund**

**Emergency Management Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-025-525-60-11-00	Salaries	\$ -	\$ 198,700	\$ 223,700
001-025-525-60-21-00	Benefits	-	96,300	106,300
	<b>TOTAL PERSONNEL</b>	<b>\$ -</b>	<b>\$ 295,000</b>	<b>\$ 330,000</b>
001-025-525-60-31-00	Office & Operating Supplies	\$ -	\$ 13,000	\$ 13,000
001-025-525-60-35-00	Small Tools & Minor Equipment	-	11,600	10,000
	<b>SUPPLIES</b>	<b>\$ -</b>	<b>\$ 24,600</b>	<b>\$ 23,000</b>
001-025-525-60-41-00	Professional Services (1)	\$ -	\$ 200,000	\$ 70,000
001-025-525-60-43-00	Travel	-	1,000	1,000
001-025-525-60-48-00	Repair & Maintenance	-	4,000	4,000
001-025-525-60-49-01	Memberships (2)	-	1,000	1,000
001-025-525-60-49-03	Training-Seminars/Conferences	-	20,000	20,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ -</b>	<b>\$ 226,000</b>	<b>\$ 96,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ -</b>	<b>\$ 545,600</b>	<b>\$ 449,000</b>

(1) Supplemental services contract \$25,000/year. Sammamish Citizens Corp. \$10,000/year.

(2) Emergency Manager professional memberships

**City of Sammamish  
General Fund**

**Public Works Department Expenditures  
2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Administration Section</b>				
001-040-543-10-11-00	Salaries	\$ 203,191	\$ 379,700	\$ 413,200
001-040-543-10-12-00	Overtime	-	-	4,000
001-040-543-10-21-00	Benefits	61,615	160,200	164,700
	<b>TOTAL PERSONNEL</b>	<b>\$ 264,806</b>	<b>\$ 539,900</b>	<b>\$ 581,900</b>
001-040-543-10-31-00	Office & Operating Supplies	\$ 1,880	\$ 2,400	\$ 2,950
001-040-543-10-31-01	Meetings	-	-	1,000
001-040-543-10-31-05	Meeting Meals Expense	541	800	-
001-040-543-10-32-00	Fuel	690	-	710
001-040-543-10-34-00	Maps and publications	-	400	400
001-040-543-10-35-00	Small Tools & Minor Equipment	426	2,300	600
	<b>TOTAL SUPPLIES</b>	<b>\$ 3,537</b>	<b>\$ 5,900</b>	<b>\$ 5,660</b>
001-040-543-10-41-00	Professional Services	\$ 65,113	\$ -	\$ -
001-040-543-10-42-00	Communications	-	-	1,340
001-040-543-10-43-00	Travel	1,615	500	1,200
001-040-543-10-49-01	Memberships (1)	170	3,500	4,080
001-040-543-10-49-03	Training	1,425	1,700	4,580
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 68,323</b>	<b>\$ 5,700</b>	<b>\$ 11,200</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$ 336,666</b>	<b>\$ 551,500</b>	<b>\$ 598,760</b>
<b>Engineering Section</b>				
001-040-542-10-11-00	Salaries	\$ 947,459	\$ 1,397,600	\$ 1,460,000
001-040-542-10-11-00	Salaries/Benefits-Interns	-	48,000	22,300
001-040-542-10-12-00	Overtime	1,204	-	-
001-040-542-10-21-00	Benefits	394,292	633,500	644,500
	<b>TOTAL PERSONNEL</b>	<b>\$ 1,342,955</b>	<b>\$ 2,079,100</b>	<b>\$ 2,126,800</b>
001-040-542-10-31-00	Office & Operating Supplies	\$ 12,068	\$ 5,000	\$ 5,550
001-040-542-10-31-01	Meeting Expense	228	-	600
001-040-542-10-31-04	Safety Clothing	1,114	800	1,030
001-040-542-10-32-00	Fuel	5,078	5,000	6,220
001-040-542-10-34-00	Maps and publications	152	400	400
001-040-542-10-35-00	Small Tools & Minor Equipment	9,953	8,800	6,500
	<b>TOTAL SUPPLIES</b>	<b>\$ 28,593</b>	<b>\$ 20,000</b>	<b>\$ 20,300</b>
001-040-542-10-41-00	Professional Services (2)	\$ 23,529	\$ 160,000	\$ 148,500
001-040-542-10-41-02	Engineering Services (3)	429,589	250,000	263,000
001-040-542-10-41-04	Copying	1,422	-	-
001-040-542-10-42-00	Communications	10,793	10,800	16,000
001-040-542-10-42-02	Postage	-	-	-
001-040-542-10-43-00	Travel	2,091	2,000	3,650
001-040-542-10-48-00	Repair & Maintenance	317	800	910
001-040-542-10-49-01	Memberships (1)	1,850	2,300	3,140
001-040-542-10-49-03	Training	13,928	2,900	6,200
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 483,519</b>	<b>\$ 428,800</b>	<b>\$ 441,400</b>

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-040-533-10-51-00	Intergovernmental-BLMD (4)	\$ 71,961	\$ 64,300	\$ -
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 71,961</b>	<b>\$ 64,300</b>	<b>\$ -</b>
001-040-594-43-64-00	Machinery & Equipment	\$ 25,424	\$ 26,000	\$ -
	<b>TOTAL CAPITAL</b>	<b>\$ 25,424</b>	<b>\$ 26,000</b>	<b>\$ -</b>
	<b>TOTAL ENGINEERING</b>	<b>\$ 1,952,452</b>	<b>\$ 2,618,200</b>	<b>\$ 2,588,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 2,289,118</b>	<b>\$ 3,169,700</b>	<b>\$ 3,187,260</b>

(1) Memberships include: Public Works Dept. ICMA dues, professional engineer license renewals, water certifications, American Public Works Association, Urban and Regional Information Systems Association. (Some memberships split 3 ways-Parks, Streets, SWM).

(2) GIS support, geotech assistance, surveying support, database management, project assistance.

(3) Engineering Services support development review activities recoverable through permit fees.

(4) Beaver Lake Management District-moved to Stormwater Operating Fund in 2018.

City of Sammamish  
General Fund

**Social & Human Services Department Expenditures**  
2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Community Services Section</b>				
001-050-557-20-11-00	Salaries	\$ -	\$ 107,600	\$ 113,100
001-050-557-20-21-00	Benefits	-	28,200	25,100
	<b>TOTAL PERSONNEL</b>	<b>\$ -</b>	<b>\$ 135,800</b>	<b>\$ 138,200</b>
001-050-557-20-31-00	Office & Operating Supplies	\$ -	\$ 3,000	\$ 4,500
	<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 4,500</b>
001-050-557-20-41-00	Professional Services (1)	\$ 397,958	\$ 586,000	\$ 657,890
001-050-557-20-43-00	Travel	-	1,000	1,000
001-050-557-20-44-00	Advertising	-	1,000	1,000
001-050-557-20-45-00	Operating Rentals & Leases	-	1,000	-
001-050-557-20-49-00	Miscellaneous	-	500	-
001-050-557-20-49-01	Memberships (2)	-	6,000	14,500
001-050-557-20-49-03	Training-Seminars/conferences	-	1,000	4,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 397,958</b>	<b>\$ 596,500</b>	<b>\$ 678,390</b>
001-050-594-59-64-00	Machinery & Equipment	\$ -	\$ 27,500	\$ -
	<b>TOTAL MACHINERY &amp; EQUIP</b>	<b>\$ -</b>	<b>\$ 27,500</b>	<b>\$ -</b>
	<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 397,958</b>	<b>\$ 762,800</b>	<b>\$ 821,090</b>
<b>Housing Section</b>				
001-050-559-20-41-00	Affordable Housing (3)	\$ -	\$ 200,000	200,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
	<b>TOTAL HOUSING</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 397,958</b>	<b>\$ 962,800</b>	<b>\$ 1,021,090</b>

(1) Human services grants-\$325,445, Bellevue administrative fee-\$3,500.

(2) Eastside Human Services Forum membership.

(3) City contribution to the A Regional Coalition for Housing (ARCH) trust fund. Additional affordable housing contributions include an estimated \$83,000 per year reduction in impact fees for affordable housing units from 2017 through 2026.

City of Sammamish  
General Fund

**Community Development Department Expenditures**

2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Planning Section</b>				
001-058-558-60-11-00	Salaries	\$ 1,894,864	\$ 2,246,800	\$ 2,470,100
001-058-558-60-12-00	Overtime	11,916	10,000	10,000
001-058-558-60-21-00	Benefits	719,200	918,100	1,060,300
	<b>TOTAL PERSONNEL</b>	<b>\$ 2,625,980</b>	<b>\$ 3,174,900</b>	<b>\$ 3,540,400</b>
001-058-558-60-31-00	Office & Operating Supplies	\$ 8,711	\$ 9,000	\$ 9,220
001-058-558-60-31-01	Meeting Expense	1,050	2,600	2,660
001-058-558-60-31-02	Books	802	200	200
001-058-558-60-32-00	Fuel	10	500	500
001-058-558-60-34-00	Maps and publications	-	1,000	1,000
001-058-558-60-35-00	Small Tools & Minor Equipment	14,263	13,500	21,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 24,836</b>	<b>\$ 26,800</b>	<b>\$ 34,580</b>
001-058-558-60-41-00	Professional Services (1)	\$ 82,569	\$ 445,000	\$ 155,000
001-058-558-60-41-02	Prof Svcs-Contracted (2)	70,307	330,000	445,000
001-058-558-60-41-04	Copying	-	4,000	4,000
001-058-558-60-42-00	Communications	168	-	-
001-058-558-60-42-02	Postage	1,385	6,000	6,000
001-058-558-60-43-00	Travel	8,383	10,000	10,260
001-058-558-60-44-00	Advertising/Public Notices	195	1,000	1,020
001-058-558-60-48-00	Repair & Maintenance	317	-	-
001-058-558-60-49-01	Memberships (4)	8,310	11,200	11,480
001-058-558-60-49-03	Training	9,384	12,000	12,300
001-058-559-20-49-08	ARCH Membership	-	140,000	163,500
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 181,018</b>	<b>\$ 959,200</b>	<b>\$ 808,560</b>
001-058-558-60-51-00	Intergovernmental Services	\$ -	\$ 10,000	\$ 10,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
001-058-594-58-64-00	Capital	\$ 25,700	\$ -	\$ -
	<b>TOTAL CAPITAL</b>	<b>\$ 25,700</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL PLANNING</b>	<b>\$ 2,857,534</b>	<b>\$ 4,170,900</b>	<b>\$ 4,393,540</b>
<b>Economic Development Section</b>				
001-058-558-70-41-00	Prof Svcs-Town Center Consultant	\$ -	\$ -	\$ 150,000
001-058-558-70-41-02	Prof Svcs-Economic Dev Grant Funded	-	-	200,000
001-058-558-70-49-14	Samm. Chamber of Commerce	-	-	1,200
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 351,200</b>
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 351,200</b>
<b>Building Section</b>				
001-058-524-20-11-00	Salaries	\$ 1,213,826	\$ 1,632,700	\$ 1,882,500
001-058-524-20-12-00	Overtime	16,673	20,000	20,000
001-058-524-20-21-00	Benefits	531,969	756,600	889,400
	<b>TOTAL PERSONNEL</b>	<b>\$ 1,762,468</b>	<b>\$ 2,409,300</b>	<b>\$ 2,791,900</b>
001-058-524-20-31-00	Office & Operating Supplies	\$ 5,435	\$ 7,500	\$ 9,500
001-058-524-20-31-01	Meeting Expense	166	400	400
001-058-524-20-31-02	Books	8,378	8,000	8,200

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-058-524-20-31-04	Safety Clothing & Equipment	490	2,000	2,060
001-058-524-20-32-00	Fuel	3,035	8,000	8,200
001-058-524-20-35-00	Small Tools & Minor Equipment	3,247	7,500	6,000
<b>TOTAL SUPPLIES</b>		<b>\$ 20,751</b>	<b>\$ 33,400</b>	<b>\$ 34,360</b>
001-058-524-20-41-02	Prof Svcs-Contracted (3)	\$ 156,945	\$ 400,000	\$ 360,000
001-058-524-20-41-04	Copying	-	2,000	2,000
001-058-524-20-42-00	Communications	11,275	15,000	15,760
001-058-524-20-43-00	Travel	5,087	8,000	8,200
001-058-524-20-45-00	Operating Rentals	1,918	9,000	-
001-058-524-20-48-00	Repair & Maintenance	412	-	-
001-058-524-20-49-01	Memberships (4)	1,755	2,000	2,000
001-058-524-20-49-03	Training	9,296	15,000	17,760
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 186,688</b>	<b>\$ 451,000</b>	<b>\$ 405,720</b>
001-058-594-24-64-00	Capital (5)	\$ -	\$ 52,000	\$ 28,600
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 52,000</b>	<b>\$ 28,600</b>
<b>TOTAL BUILDING</b>		<b>\$ 1,969,907</b>	<b>\$ 2,945,700</b>	<b>\$ 3,260,580</b>
<b>Permit Center Section</b>				
001-058-558-50-11-00	Salaries	\$ 578,739	\$ 762,900	\$ 825,400
001-058-558-50-12-00	Overtime	233	2,000	2,000
001-058-558-50-21-00	Benefits	262,276	381,400	415,700
<b>TOTAL PERSONNEL</b>		<b>\$ 841,248</b>	<b>\$ 1,146,300</b>	<b>\$ 1,243,100</b>
001-058-558-50-31-00	Office & Operating Supplies	\$ 7,352	\$ 6,750	\$ 7,240
001-058-558-50-31-02	Books	664	2,000	2,000
001-058-558-50-35-00	Small Tools & Minor Equipment	1,350	4,500	3,000
<b>TOTAL SUPPLIES</b>		<b>\$ 9,366</b>	<b>\$ 13,250</b>	<b>\$ 12,240</b>
001-058-558-50-41-00	Prof Svcs-Trakit System Upgrade	\$ -	\$ -	\$ 15,000
001-058-558-50-41-02	Prof Svcs-Contracted (3)	21,735	45,000	60,000
001-058-558-50-41-04	Copying	-	1,000	1,000
001-058-558-50-43-00	Travel	1,055	3,000	3,000
001-058-558-50-45-00	Operating Rentals	788	-	-
001-058-558-50-48-00	Repair & Maintenance	317	-	-
001-058-558-50-49-00	Miscellaneous	186,870	-	-
001-058-558-50-49-01	Memberships (4)	235	600	600
001-058-558-50-49-03	Training	1,801	5,500	5,600
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 212,801</b>	<b>\$ 55,100</b>	<b>\$ 85,200</b>
001-058-594-58-64-01	Capital (5)	\$ -	\$ -	\$ 75,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>TOTAL PERMIT CENTER</b>		<b>\$ 1,063,415</b>	<b>\$ 1,214,650</b>	<b>\$ 1,415,540</b>
<b>TOTAL DEPARTMENT</b>		<b>\$ 5,890,856</b>	<b>\$ 8,331,250</b>	<b>\$ 9,420,860</b>

(1) \$80,000 - LEAN process improvement, \$25,000- in 2019 for grant-funded Shoreline Master Program update. \$25,000 per year-land use mediation services.

(2) Reimbursed Prof Services-development review \$200,000, environmental review \$180,000, arboriculture review \$60,000, historic preservation review \$5,000.

(3) Contract technical assistance - sign posting, public notice mailings.

(4) Memberships include: American and Washington Associations of Code Enforcement, American Planning Association, International Code Council, King County Cities Climate Change Coalition, Society of Wetland Scientists, WA Association of Building Officials, WA Association of Permit Technicians. ARCH membership moved from Non-departmental in 2017,

(5) Building Division-vehicle for new Sr. Inspector. Permit Section-Trakit System upgrade.

**City of Sammamish  
General Fund**

**Parks & Recreation Department Expenditures**

2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Arts Section</b>				
001-076-573-20-31-00	Office & Operating Supplies	\$ 3,124	\$ 8,000	\$ 8,000
001-076-573-20-35-00	Small Tools & Minor Equipment	5,891	4,000	4,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 9,015</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
001-076-573-20-41-00	Professional Svs-Arts Commission	\$ 46,080	\$ 126,600	\$ 110,400
001-076-573-20-41-04	Copying-Arts Commission	809	600	600
001-076-573-20-42-02	Postage	-	200	200
001-076-573-20-44-00	Advertising	1,237	1,000	2,000
001-076-573-20-45-00	Operating Rentals & Leases	4,698	1,500	1,500
001-076-573-20-48-00	Repair & Maintenance	-	2,000	1,000
001-076-573-20-49-01	Memberships (7)	126	200	200
001-076-573-20-49-03	Training-Seminars/Conferences	-	500	500
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 52,950</b>	<b>\$ 132,600</b>	<b>\$ 116,400</b>
	<b>TOTAL ARTS</b>	<b>\$ 61,965</b>	<b>\$ 144,600</b>	<b>\$ 128,400</b>
<b>Culture Section</b>				
001-076-576-80-31-03	Friends of Issaquah Salmon Hatchery	\$ -	\$ -	\$ 40,000
	<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
001-076-518-90-49-15	Friends of Lake Sammamish	\$ -	\$ -	\$ 20,000
001-076-573-20-41-01	Professional Svcs-Sam. Symphony	30,000	30,000	30,000
001-076-573-20-41-02	Prof. Svc - Master Chorus Eastside	2,000	2,000	2,000
001-076-573-90-41-01	Prof Services-Farmer's Market	20,000	20,000	20,000
001-076-573-90-41-02	Prof Svcs - Heritage Society	10,000	15,000	10,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 62,000</b>	<b>\$ 67,000</b>	<b>\$ 82,000</b>
	<b>TOTAL CULTURE</b>	<b>\$ 62,000</b>	<b>\$ 67,000</b>	<b>\$ 122,000</b>
<b>Wellness Section</b>				
001-076-517-90-31-00	Supplies - Wellness Prog	\$ 2,966	\$ 2,500	\$ 2,500
001-076-517-90-35-00	Small Tools - Wellness Prog	-	1,000	1,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 2,966</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
001-076-517-90-41-00	Professional Svcs - Wellness	\$ 2,219	\$ 1,500	\$ 1,500
001-076-517-90-43-00	Travel - Wellness Prog	-	500	500
001-076-517-90-49-00	Miscellaneous - Wellness Prog	-	1,000	1,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 2,219</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
	<b>TOTAL WELLNESS</b>	<b>\$ 5,185</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
<b>Volunteer Services</b>				
001-076-518-90-11-00	Salary	\$ 106,929	\$ 121,300	\$ 136,100
001-076-518-90-11-00	Salary-intern	-	37,440	40,120
001-076-518-90-21-08	Volunteer L&I	92	400	800
001-076-518-90-21-00	Benefits	36,752	41,850	47,600
	<b>TOTAL PERSONNEL</b>	<b>\$ 143,773</b>	<b>\$ 200,990</b>	<b>\$ 224,620</b>
001-076-518-90-31-00	Office & Operating Supplies (1)	\$ 65,760	\$ 120,000	\$ 114,000

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-076-518-90-31-04	Safety Clothing	-	1,900	1,900
001-076-518-90-35-00	Small Tools & Minor Equipment	4,700	3,000	3,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 70,460</b>	<b>\$ 124,900</b>	<b>\$ 118,900</b>
001-076-518-90-41-00	Professional Services (2)	\$ 7,526	\$ 10,000	\$ 54,000
001-076-518-90-42-00	Communication	-	-	1,440
001-076-518-90-43-00	Travel	2,243	1,000	2,000
001-076-518-90-44-00	Advertising	672	400	400
001-076-518-90-45-00	Operating Rentals	2,682	4,200	2,200
001-076-518-90-48-00	Software-Volunteer Tracking	-	-	3,000
001-076-518-90-49-01	Memberships (7)	83	400	300
001-076-518-90-49-03	Training	1,993	1,600	2,600
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 15,199</b>	<b>\$ 17,600</b>	<b>\$ 65,940</b>
	<b>TOTAL VOLUNTEER SERVICES</b>	<b>\$ 229,432</b>	<b>\$ 343,490</b>	<b>\$ 409,460</b>
	<b>Administration Section</b>			
001-076-571-10-11-00	Salaries	\$ 619,798	\$ 652,000	\$ 710,300
001-076-571-10-21-00	Benefits	235,029	269,800	223,400
	<b>TOTAL PERSONNEL</b>	<b>\$ 854,827</b>	<b>\$ 921,800</b>	<b>\$ 933,700</b>
001-076-571-10-31-00	Office & Operating Supplies	\$ 8,625	\$ 8,000	\$ 8,000
001-076-571-10-32-00	Fuel	341	-	500
001-076-571-10-35-00	Small Tools & Minor Equipment	3,419	2,000	2,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 12,385</b>	<b>\$ 10,000</b>	<b>\$ 10,500</b>
001-076-571-10-41-00	Professional Services	\$ 21,635	\$ 10,000	\$ 10,000
001-076-571-10-41-04	Copying	10,932	-	-
001-076-571-10-42-00	Communications	958	400	4,800
001-076-571-10-42-02	Postage	-	2,000	2,000
001-076-571-10-43-00	Travel	3,126	6,000	9,200
001-076-571-10-44-00	Advertising	2,169	-	-
001-076-571-10-49-00	Miscellaneous	800	-	-
001-076-571-10-49-01	Memberships (7)	4,723	4,200	7,500
001-076-571-10-49-03	Training	2,193	5,000	7,500
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 46,536</b>	<b>\$ 27,600</b>	<b>\$ 41,000</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$ 913,748</b>	<b>\$ 959,400</b>	<b>\$ 985,200</b>
	<b>Planning &amp; Development</b>			
001-076-576-95-11-00	Salaries	\$ 579,173	\$ 365,580	\$ 489,500
001-076-576-95-11-00	Project Employee Salaries	-	164,800	-
001-076-576-95-11-00	Intern	-	164,440	42,400
001-076-576-95-21-00	Benefits	204,571	177,400	256,200
001-076-576-95-21-00	Project Employee Benefits	-	56,000	-
001-076-576-95-21-00	Intern Benefits	-	25,000	-
	<b>TOTAL PERSONNEL</b>	<b>\$ 783,744</b>	<b>\$ 953,220</b>	<b>\$ 788,100</b>
001-076-576-95-31-00	Office & Operating Supplies	\$ 3,758	\$ 5,000	\$ 8,000
001-076-576-95-32-00	Fuel	73	-	500
001-076-576-95-35-00	Small Tools & Minor Equipment	1,070	3,000	3,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 4,901</b>	<b>\$ 8,000</b>	<b>\$ 11,500</b>
001-076-576-95-41-00	Professional Services (3)	\$ 76,718	\$ 588,000	\$ 361,000
001-076-576-95-41-04	Copying	-	8,000	8,000

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-076-576-95-42-00	Communications	-	-	1,440
001-076-576-95-43-00	Travel	385	4,000	3,800
001-076-576-95-48-00	Software Maintenance	951	6,000	4,800
001-076-576-95-49-01	Memberships (7)	2,802	4,600	3,000
001-076-576-95-49-03	Training	1,720	4,500	7,500
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 82,576</b>	<b>\$ 615,100</b>	<b>\$ 389,540</b>
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>\$ 871,221</b>	<b>\$ 1,576,320</b>	<b>\$ 1,189,140</b>
<b>Recreation Programs Section</b>				
001-076-571-18-11-00	Salaries	\$ 307,118	\$ 361,400	\$ 442,500
001-076-571-18-11-00	Intern	-	-	40,120
001-076-571-18-13-00	Part-Time (Lifeguards)	106,329	129,820	160,400
001-076-571-18-13-02	Part-Time (Facility Rental Staff)	51,483	56,840	60,000
001-076-571-18-13-03	Part-Time (Recreation)	12,442	13,720	17,000
001-076-571-18-21-00	Benefits	128,894	152,050	234,100
<b>TOTAL PERSONNEL</b>		<b>\$ 606,266</b>	<b>\$ 713,830</b>	<b>\$ 954,120</b>
001-076-571-18-31-00	Office & Operating Supplies	\$ 39,012	\$ 40,000	\$ 37,920
001-076-571-18-35-00	Small Tools & Minor Equipment	34,815	17,000	17,000
<b>TOTAL SUPPLIES</b>		<b>\$ 73,827</b>	<b>\$ 57,000</b>	<b>\$ 54,920</b>
001-076-571-18-41-00	Professional Services (4)	\$ 258,944	\$ 274,800	\$ 274,600
001-076-571-18-41-04	Copying	17,535	39,000	40,700
001-076-571-18-42-00	Communications	308	-	4,320
001-076-571-18-42-02	Postage	3,373	7,000	7,000
001-076-571-18-43-00	Travel	2,045	3,000	3,000
001-076-571-18-44-00	Advertising	35,807	29,000	29,000
001-076-571-18-45-00	Operating Rentals & Leases	95,457	67,050	76,100
001-076-571-18-48-00	Software Maintenance	294	10,000	10,000
001-076-571-18-49-00	Miscellaneous	48	-	-
001-076-571-18-49-01	Memberships (7)	1,154	2,600	2,000
001-076-571-18-49-03	Training - Seminars/Conference	4,194	9,200	10,200
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 419,159</b>	<b>\$ 441,650</b>	<b>\$ 456,920</b>
001-076-571-18-51-00	Intergovernmental Services	\$ 500	\$ 2,000	\$ 2,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
001-076-594-71-64-18	Machinery & Equipment	\$ 5,743	\$ -	\$ -
<b>TOTAL CAPITAL</b>		<b>\$ 5,743</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL RECREATION PROGRAMS</b>		<b>\$ 1,105,495</b>	<b>\$ 1,214,480</b>	<b>\$ 1,467,960</b>
<b>Park Resource Management</b>				
001-076-576-80-11-00	Salaries	\$ 998,546	\$ 1,719,300	\$ 1,945,500
001-076-576-80-12-00	Overtime	52,609	65,000	70,000
001-076-576-80-13-00	Part-Time (Summer Help)	149,675	156,000	152,000
001-076-576-80-13-01	Part-Time (9 month)	427,550	14,500	-
001-076-576-80-14-00	Standby Pay	-	9,000	9,000
001-076-576-80-21-00	Benefits	703,659	1,034,150	1,133,000
001-076-576-80-21-00	Benefits (Seasonals)	-	34,750	22,800
<b>TOTAL PERSONNEL</b>		<b>\$ 2,332,039</b>	<b>\$ 3,032,700</b>	<b>\$ 3,332,300</b>
001-076-576-80-31-00	Office & Operating Supplies (5)	\$ 334,482	\$ 409,000	\$ 363,500
001-076-576-80-31-01	Meeting Expense	118	-	-

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-076-576-80-31-04	Safety Clothing & Equipment	13,402	26,200	27,200
001-076-576-80-31-06	Signs & Markers	-	-	12,000
001-076-576-80-32-00	Fuel	44,461	79,200	74,000
001-076-576-80-35-00	Small Tools & Equipment	146,410	129,800	108,500
	<b>TOTAL SUPPLIES</b>	<b>\$ 538,873</b>	<b>\$ 644,200</b>	<b>\$ 585,200</b>
001-076-576-80-41-00	Professional Services (6)	\$ 654,648	\$ 1,078,050	\$ 1,119,120
001-076-576-80-42-00	Communications	19,660	36,600	31,600
001-076-576-80-43-00	Travel	720	2,000	3,000
001-076-576-80-45-00	Operating Rentals & Leases	118,439	147,600	146,000
001-076-576-80-47-00	Utilities	371,431	365,550	456,685
001-076-576-80-48-00	Repair & Maintenance	103,845	124,000	124,000
001-076-576-80-49-00	Miscellaneous	2,035	-	-
001-076-576-80-49-01	Memberships (7)	90	-	800
001-076-576-80-49-03	Training - Seminars/Conference	18,299	43,400	27,400
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 1,289,167</b>	<b>\$ 1,797,200</b>	<b>\$ 1,908,605</b>
001-076-576-80-51-00	Intergovernmental Services	\$ 1,104	\$ -	
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,104</b>	<b>\$ -</b>	<b>\$ -</b>
001-076-594-76-64-80	Machinery & Equipment	\$ 159,819	\$ 189,500	
	<b>TOTAL CAPITAL</b>	<b>\$ 159,819</b>	<b>\$ 189,500</b>	<b>\$ -</b>
	<b>TOTAL PARK RESOURCE MGMT</b>	<b>\$ 4,321,002</b>	<b>\$ 5,663,600</b>	<b>\$ 5,826,105</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 7,570,048</b>	<b>\$ 9,975,390</b>	<b>\$ 10,134,765</b>

\* Partial revenue offset of some rec. programs (i.e. 4th on the Plateau, Sammamish Days, Concert Series, Teen Fest, etc)

(1) Plants for volunteer planting projects. Includes \$15,000 per year for tree planting at Council direction.

(2) Includes volunteer dinner. \$19,500 per year for the native plant steward program.

(3) Wetland monitoring, land acquisition support.

(4) Special events-4th on the Plateau, Sammamish Days, concerts, Teen-Fest, etc. Recreation Guide graphic design.

(5) Fertilizer, grass seed, soil, playground surface chips, project supplies, custodial supplies, irrigation, safety.

(6) Custodial services, maintenance contracts, park sweeping, turf maintenance contracts, tree service.

(7) Memberships include: Volunteer Administrators NW, Volunteermatch.org., WA Recreation and Parks Association, National Recreation and Parks Association, American Society for Landscape Architects, WA Festivals and Events, WA State Arts Alliance.

**City of Sammamish  
General Fund**

**Non-Departmental Department Expenditures**

2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Voter Registration Section</b>				
001-090-514-40-51-00	Election Costs	\$ 69,961	\$ 140,000	\$ -
001-090-514-90-51-00	Voter Registration Costs	199,559	200,000	-
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 269,520</b>	<b>\$ 340,000</b>	<b>\$ -</b>
<b>TOTAL VOTER REGISTRATION</b>		<b>\$ 269,520</b>	<b>\$ 340,000</b>	<b>\$ -</b>
<b>Economic Development Section</b>				
001-090-558-70-41-00	Prof Svcs-Town Center Consultant	\$ -	\$ 300,000	\$ -
001-090-558-70-49-01	Memberships	-	200	-
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ -</b>	<b>\$ 300,200</b>	<b>\$ -</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>\$ -</b>	<b>\$ 300,200</b>	<b>\$ -</b>
<b>Other General Government Services Section</b>				
001-090-517-90-11-01	Wellness Committee Chair Pay	\$ -	\$ 2,400	\$ -
001-090-518-90-11-00	Salaries	103,958	138,400	-
001-090-518-90-21-00	Benefits	36,695	48,950	-
<b>TOTAL PERSONNEL</b>		<b>\$ 140,653</b>	<b>\$ 189,750</b>	<b>\$ -</b>
001-090-518-50-31-00	Office & Operating Supplies	\$ 48,000	\$ 40,000	48,000
001-090-525-60-31-00	Emergency Mgmt. Supplies	543	-	-
001-090-518-90-31-05	Meeting Meal Expense (1)	7,586	4,500	10,000
001-090-518-50-35-00	Small Tools & Minor Equipment	3,066	8,000	-
001-090-525-60-35-00	Emergency Mgmt. Small Tools	8,004	-	-
<b>TOTAL SUPPLIES</b>		<b>\$ 67,199</b>	<b>\$ 52,500</b>	<b>\$ 58,000</b>
001-090-511-10-49-06	Sound Cities Membership	\$ 66,220	\$ 77,850	\$ -
001-090-511-10-49-07	AWC Membership	68,477	79,100	-
001-090-511-10-49-09	Puget Snd Regional Council Memb.	49,784	58,000	-
001-090-511-10-49-15	National League of Cities	3,813	8,000	-
001-090-514-20-41-05	Klahanie Census	75,402	-	-
001-090-518-30-48-00	Repairs & Maintenance	1,268	4,000	-
001-090-518-90-41-00	Prof. Services-ADA Transition Plan (2)	-	200,000	67,000
001-090-518-90-41-09	Operating Contingency	-	2,000,000	2,000,000
001-090-518-90-42-00	Communications	193	-	-
001-090-518-90-42-02	Postage	27,176	28,500	29,500
001-090-518-90-43-00	Travel-Good to Go Passes	60	-	-
001-090-518-90-45-00	Operating Rentals	803	-	-
001-090-518-90-47-00	Surface Water Fees	11,464	26,500	62,400
001-090-518-90-49-00	Miscellaneous	119,409	-	-
001-090-518-90-49-01	Memberships	-	-	400
001-090-518-90-49-02	Merchant Fees	-	375,000	500,000
001-090-518-90-49-15	Friends of Lake Sam. State Park	20,000	20,000	-
001-090-525-60-41-00	Emergency Mgmt Prof Svcs	14,880	-	-
001-090-525-60-49-12	Sammamish Citizen Corps	16,099	-	-
001-090-537-70-47-01	Recycling	177,020	230,200	248,000
001-090-557-20-41-00	Professional Services	1,180	25,000	-
001-090-558-60-41-10	Revenue Related DCD Contingency	-	1,000,000	1,000,000
001-090-558-70-41-00	Professional Services - Consulting	18,919	-	-
001-090-558-70-49-14	Samm. Chamber of Commerce	1,100	1,200	-

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
001-090-559-20-49-08	ARCH Membership	123,118	-	-
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 796,385</b>	<b>\$ 4,133,350</b>	<b>\$ 3,907,300</b>
001-090-518-90-51-00	Intergovernmental Services	\$ 8,468	\$ 8,020	\$ -
001-090-518-90-53-00	Intergovernmental Taxes	25	-	-
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 8,493</b>	<b>\$ 8,020</b>	<b>\$ -</b>
001-090-594-18-64-01	Machinery & Equipment	\$ 36,821	\$ -	\$ -
001-090-594-18-67-01	Capital Contingency	-	\$ 3,000,000	\$ 3,000,000
	<b>TOTAL CAPITAL</b>	<b>\$ 36,821</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>
001-091-518-90-49-00	Admin Dept. Fleet Repl	\$ 9,040	\$ 4,138	\$ 370,150
001-091-518-90-48-00	Admin Dept. Fleet R&M	2,010	2,446	1,364
001-091-518-30-49-00	Facilities Dept. Fleet Repl	-	6,020	20,106
001-091-518-30-48-00	Facilities Dept. Fleet R&M	-	1,576	5,966
001-091-558-60-49-00	Comm Dev Dept. Fleet Repl	33,384	36,684	48,990
001-091-558-60-48-00	Comm Dev Dept. Fleet R&M	782	2,288	3,000
001-091-571-10-49-00	Parks Dept. Fleet Repl	4,752	10,348	9,884
001-091-571-10-48-00	Parks Dept. Fleet R&M	200	2,990	2,542
001-091-542-10-49-00	PW Engr-Insp Fleet Repl	19,682	26,526	46,052
001-091-542-10-48-00	PW Engr-Insp Fleet R&M	3,874	2,146	5,716
001-091-576-80-49-00	Parks M&O Fleet Repl	151,686	172,218	184,356
001-091-576-80-48-00	Parks M&O Fleet R&M	93,006	91,568	86,406
001-090-518-80-41-52	Interfund - Technology	2,023,500	2,236,000	4,600,600
001-090-518-90-46-53	Interfund - Risk Management	687,150	570,900	672,300
	<b>TOTAL INTERFUND</b>	<b>\$ 3,029,066</b>	<b>\$ 3,165,848</b>	<b>\$ 6,057,432</b>
	<b>TOTAL OTHER GENERAL GOVT SVCS</b>	<b>\$ 4,078,617</b>	<b>\$ 10,549,468</b>	<b>\$ 13,022,732</b>
	<b>Pollution Control Section</b>			
001-090-553-70-51-00	Intgovtl Svc's - Air Pollution	\$ 91,044	\$ 114,600	\$ 127,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 91,044</b>	<b>\$ 114,600</b>	<b>\$ 127,000</b>
	<b>TOTAL POLLUTION CONTROL</b>	<b>\$ 91,044</b>	<b>\$ 114,600</b>	<b>\$ 127,000</b>
	<b>Public Health Section</b>			
001-090-562-00-53-00	External Taxes - Alcoholism	\$ 26,258	\$ 32,000	\$ 34,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 26,258</b>	<b>\$ 32,000</b>	<b>\$ 34,000</b>
	<b>TOTAL PUBLIC HEALTH</b>	<b>\$ 26,258</b>	<b>\$ 32,000</b>	<b>\$ 34,000</b>
	<b>Operating Transfers Out Section</b>			
001-090-597-11-55-01	Oper Trnsfr - Street	\$ 9,980,900	\$ 11,810,000	\$ 11,810,000
001-090-597-11-55-31	Oper Trnsfr - Gen Gov CIP	6,200,000	637,000	-
001-090-597-11-55-32	Oper Trnsfr - Parks CIP	8,270,000	-	-
001-090-597-11-55-34	Oper Trnsfr - Transport CIP	770,000	4,350,000	-
	<b>TOTAL INTERFUND</b>	<b>\$ 25,220,900</b>	<b>\$ 16,797,000</b>	<b>\$ 11,810,000</b>
	<b>TOTAL TRANSFERS</b>	<b>\$ 25,220,900</b>	<b>\$ 16,797,000</b>	<b>\$ 11,810,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 29,686,339</b>	<b>\$ 28,133,268</b>	<b>\$ 24,993,732</b>
	Ending Fund Balance			
	<b>TOTAL FUND</b>			

(1) 6 all city staff, 2 employee appreciation events - BBQ lunch and employee of year awards.

(2) City-wide assessment of federal ADA requirements.

**City of Sammamish**  
**Street Fund Revenues**  
2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 6,130,211	\$ 9,371,902	\$ 7,726,871
101-000-333-20-20-00	Federal Grant	\$ 14,822	\$ -	\$ -
101-000-336-00-71-00	Multi-Modal Distribution	69,530	128,000	174,000
101-000-336-00-87-00	Street Fuel Tax	2,275,556	2,684,300	2,630,000
101-000-336-00-87-01	MVFT Transportation Tax	9,048	-	153,600
101-000-338-95-01-00	Water/Sewer District Share	3,565	-	-
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 2,372,521</b>	<b>\$ 2,812,300</b>	<b>\$ 2,957,600</b>
101-000-345-89-13-00	Concurrency Test Fees (1)	\$ 67,538	\$ 60,000	\$ 10,000
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 67,538</b>	<b>\$ 60,000</b>	<b>\$ 10,000</b>
101-000-361-11-00-00	Interest Income	\$ 87,601	\$ 15,000	\$ 100,000
101-000-367-12-00-00	Contributions-Private Source	161,250	-	-
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 248,851</b>	<b>\$ 15,000</b>	<b>\$ 100,000</b>
101-000-395-20-00-00	Restitution	\$ 4,400	\$ -	\$ -
101-000-397-00-00-01	Operating Transfers - General	9,980,900	11,810,000	11,810,000
101-000-397-00-03-02	REET 1 Transfers - Parks CIP	770,000	-	-
101-000-397-00-03-40	REET 2 Transfers - Transp. CIP	770,000	-	-
101-000-398-00-00-00	Compensation from Ins Recovery	35,085	-	-
	<b>TOTAL NONREVENUES</b>	<b>\$ 11,560,385</b>	<b>\$ 11,810,000</b>	<b>\$ 11,810,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 14,249,295</b>	<b>\$ 14,697,300</b>	<b>\$ 14,877,600</b>
	<b>TOTAL FUND</b>	<b>\$ 20,379,506</b>	<b>\$ 24,069,202</b>	<b>\$ 22,604,471</b>

(1) Concurrency test fees cover the cost of concurrency management expenditures.

**City of Sammamish**  
**Street Fund Expenditures**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Maintenance Section</b>				
101-000-542-30-11-00	Salaries	\$ 534,598	\$ 947,000	\$ 964,400
101-000-542-30-12-00	Overtime	61,659	60,000	62,200
101-000-542-30-13-01	Part-Time (9 month)	160,958	14,500	-
101-000-542-30-14-00	Standby Pay	11,797	9,000	9,000
101-000-542-30-21-00	Benefits	388,157	539,000	513,700
101-000-542-30-21-00	Benefits (Seasonals)	-	13,650	-
<b>TOTAL PERSONNEL</b>		<b>\$ 1,157,169</b>	<b>\$ 1,583,150</b>	<b>\$ 1,549,300</b>
101-000-542-30-31-00	Office & Operating Supplies	\$ 226,384	\$ 383,700	\$ 467,000
101-000-542-30-31-01	Meeting Expense	328	-	-
101-000-542-30-31-04	Safety Clothing & Equipment	10,123	10,800	14,580
101-000-542-30-32-00	Fuel	29,279	48,800	48,600
101-000-542-30-35-00	Small Tools & Minor Equipment	85,890	92,800	6,500
101-000-542-66-31-00	Snow & Ice Supplies (1)	91,984	144,400	191,920
101-000-542-70-31-00	Landslide Repair Supplies	-	-	81,000
<b>TOTAL SUPPLIES</b>		<b>\$ 443,988</b>	<b>\$ 680,500</b>	<b>\$ 809,600</b>
101-000-542-30-41-00	Professional Services (2)	\$ 237,954	\$ 284,600	\$ 313,600
101-000-542-30-41-01	Prof Svc: ROW landscape (3)	370,113	791,700	931,200
101-000-542-30-42-00	Communications	9,833	18,400	19,320
101-000-542-30-42-02	Postage	8	-	-
101-000-542-30-43-00	Travel	1,117	2,000	2,000
101-000-542-30-45-00	Operating Rentals & Leases	53,711	100,800	119,230
101-000-542-66-45-00	Operating Rentals & Leases	208	-	-
101-000-542-30-47-00	Utilities	445,747	468,950	491,900
101-000-542-30-48-00	Repair & Maintenance	70,748	230,000	728,350
101-000-542-30-48-50	Roadway Maintenance	8,694	-	-
101-000-542-63-48-51	Street Lighting (4)	-	100,000	100,000
101-000-542-64-48-51	Traffic Control Devices (5)	6,049	200,000	243,800
101-000-542-64-48-52	Traffic Control Devices-Basic	124,887	-	-
101-000-542-67-48-01	Street Cleaning	(1,529)	-	-
101-000-542-67-48-50	Street Cleaning	144,137	192,000	194,400
101-000-542-30-49-00	Miscellaneous	2,113	-	-
101-000-542-30-49-03	Training	16,820	20,000	35,120
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 1,490,610</b>	<b>\$ 2,408,450</b>	<b>3,178,920</b>
101-000-542-30-51-00	Intergovernmental Services	\$ 276	\$ -	\$ -
101-000-542-30-51-01	Road Maintenance Contract	25,468	-	202,400
101-000-542-30-51-02	Traffic Contract	194,899	334,650	45,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 220,643</b>	<b>\$ 334,650</b>	<b>247,400</b>
101-000-594-42-64-30	Machinery & Equipment	\$ 115,560	\$ 109,500	\$ -
<b>TOTAL CAPITAL</b>		<b>\$ 115,560</b>	<b>\$ 109,500</b>	<b>\$ -</b>
<b>TOTAL MAINTENANCE</b>		<b>\$ 3,427,970</b>	<b>\$ 5,116,250</b>	<b>\$ 5,785,220</b>
<b>Pavement Preservation Section</b>				
101-000-542-30-48-51	Roadway - Overlay Program	\$ 5,544,295	\$ 7,943,551	\$ 7,000,000
101-000-542-61-48-50	Sidewalks (6)	2,945	248,000	202,430
<b>TOTAL PAVEMENT PRESERVATION</b>		<b>\$ 5,547,240</b>	<b>\$ 8,191,551</b>	<b>\$ 7,202,430</b>

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Administration Section</b>				
101-000-543-10-11-00	Salaries	\$ 191,266	\$ 283,200	\$ 343,600
101-000-543-10-12-00	Overtime	7	-	510
101-000-543-10-21-00	Benefits	60,011	114,600	139,900.0
<b>TOTAL PERSONNEL</b>		<b>\$ 251,284</b>	<b>\$ 397,800</b>	<b>\$ 484,010</b>
101-000-543-10-31-00	Office & Operating Supplies	\$ 2,289	\$ 1,400	\$ 1,620
101-000-543-10-31-05	Meeting Meals	51	400	400
101-000-543-10-35-00	Small Tools & Minor Equipment	363	-	-
<b>TOTAL SUPPLIES</b>		<b>\$ 2,703</b>	<b>\$ 1,800</b>	<b>\$ 2,020</b>
101-000-543-10-41-00	Professional Services	\$ 7,125	\$ -	\$ -
101-000-543-10-41-99	Street Operating Contingency (7)	-	100,000	100,000
101-000-543-10-42-00	Communications	300	-	-
101-000-543-10-43-00	Travel	-	700	670
101-000-543-10-49-01	Memberships (8)	-	500	510
101-000-543-10-49-03	Training	-	1,800	2,940
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 7,425</b>	<b>\$ 103,000</b>	<b>\$ 104,120</b>
101-000-543-10-51-00	Intergovernmental Services	\$ 4,777	\$ -	\$ -
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 4,777</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$ 266,189</b>	<b>\$ 502,600</b>	<b>\$ 590,150</b>
<b>Engineering Section</b>				
101-000-542-10-11-00	Salaries	\$ 599,509	\$ 864,000	\$ 1,557,900
101-000-542-10-11-00	Interns	-	-	21,500
101-000-542-10-12-00	Overtime	1,329	2,000	2,640
101-000-542-10-21-00	Benefits	232,872	383,400	731,000
<b>TOTAL PERSONNEL</b>		<b>\$ 833,710</b>	<b>\$ 1,249,400</b>	<b>\$ 2,313,040</b>
101-000-542-10-31-00	Office & Operating Supplies	\$ 3,519	\$ 4,000	\$ 20,450
101-000-542-10-31-01	Meetings	145	400	1,200
101-000-542-10-31-04	Safety Clothing & Equipment	102	600	600
101-000-542-10-35-00	Small Tools & Minor Equipment	3,053	9,450	48,460
<b>TOTAL SUPPLIES</b>		<b>\$ 6,819</b>	<b>\$ 14,450</b>	<b>\$ 70,710</b>
101-000-542-10-41-00	Professional Services (9)	\$ 280,761	\$ 1,345,000	\$ 1,085,100
101-000-542-10-41-02	Engineering Services	8,131	-	-
101-000-544-40-41-06	Transportation Computer Model	150,921	30,000	60,800
101-000-544-40-41-08	Concurrency Mgmt System (10)	41,467	50,000	121,500
101-000-547-10-41-09	Transit Program	115,781	126,000	152,500
101-000-542-10-42-00	Communications	59	3,000	9,640
101-000-542-10-43-00	Travel	35	1,000	2,180
101-000-542-10-48-00	Repairs & Maintenance	317	1,000	1,000
101-000-542-10-49-01	Memberships (8)	1,666	2,300	16,310
101-000-542-10-49-03	Training	2,007	3,900	22,580
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 601,145</b>	<b>\$ 1,562,200</b>	<b>\$ 1,471,610</b>
101-000-594-42-64-30	Machinery & Equipment (11)	\$ 13,610	\$ -	\$ 316,200
101-000-594-42-64-33	Computer Software (12)	-	26,000	71,400
<b>TOTAL CAPITAL</b>		<b>\$ 13,610</b>	<b>\$ 26,000</b>	<b>\$ 387,600</b>
<b>TOTAL ENGINEERING</b>		<b>\$ 1,455,284</b>	<b>\$ 2,852,050</b>	<b>\$ 4,242,960</b>

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
101-000-542-90-49-00	Street - Fleet Repl	\$ 210,518	\$ 269,360	\$ 371,502
101-000-542-90-48-00	Street - Fleet R&M	85,582	139,054	156,094
	<b>TOTAL INTERFUND</b>	<b>\$ 296,100</b>	<b>\$ 408,414</b>	<b>\$ 527,596</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 10,992,783</b>	<b>\$ 17,070,865</b>	<b>\$ 18,348,356</b>
	Ending Fund Balance	\$ 9,386,723	\$ 6,998,337	\$ 4,256,115
	<b>TOTAL FUND</b>	<b>\$ 20,379,506</b>	<b>\$ 24,069,202</b>	<b>\$ 22,604,471</b>

- (1) De-icer, liquid and granules, and part for storage tanks, pumps, etc.
- (2) Vactoring, tree maintenance, flagging, bark replacement.
- (3) Contract for medians, landscape strips, etc. King County no longer available to do this work.
- (4) Conversion of street lights to LED. Lifespan is more than double.
- (5) Federally mandated sign replacement and repairs to guardrails and other traffic control devices.
- (6) Mandatory ADA sidewalk retrofits.
- (7) Contingency fund to be used only if needed.
- (8) Memberships: 1/3 of PE license renewals, American Public Works Association membership fees, Urban and Regional Information Systems Association. Full cost of Institute of Transportation Engineers and NW Pavement Management Association.
- (9) Transportation & non-motorized master plan \$500,000, school zone flasher upgrades, operational assistance-signal adjustments, camera changeouts, etc.
- (10) The concurrency management system is supported by development fees.
- (11) Van for signal technicians, New signal bucket truck., Bucket truck upgrade.
- (12) GIS, Synchro software.

City of Sammamish  
**G.O. Debt Service Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -
201-000-397-00-03-40	Operating Transfers - Tran CIP	\$ 1,101,333	\$ 1,090,666	\$ 1,079,999
	<b>TOTAL NONREVENUES</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>
	<b>TOTAL FUND</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>

City of Sammamish  
**G.O. Debt Service Fund Expenditures**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
201-000-591-95-71-01	PWTF Loan Principal	\$ 1,066,666	\$ 1,066,666	\$ 1,066,666
201-000-592-95-83-01	Interest on PWTF Debt	34,667	24,000	13,333
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>
	Ending Fund Balance	\$ -	\$ -	\$ -
	<b>TOTAL FUND</b>	<b>\$ 1,101,333</b>	<b>\$ 1,090,666</b>	<b>\$ 1,079,999</b>

Public Works Trust Fund loan balances: 12/31/2019 - \$1,066,667, 12/31/2020-\$533,333.

City of Sammamish  
**General Government Capital Improvement Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 8,793,748	\$ 3,845,399	\$ 4,135,674
301-000-361-11-00-00	Interest Income	\$ 52,041	\$ 10,000	\$ 30,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 52,041</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>
301-000-397-00-00-01	Oper Trnsfrs - General Govt.	\$ 6,200,000	\$ 637,000	\$ -
	<b>TOTAL NONREVENUES</b>	<b>\$ 6,200,000</b>	<b>\$ 637,000</b>	<b>\$ -</b>
	<b>TOTAL REVENUES</b>	<b>\$ 6,252,041</b>	<b>\$ 647,000</b>	<b>\$ 30,000</b>
	<b>TOTAL FUND</b>	<b>\$ 15,045,789</b>	<b>\$ 4,492,399</b>	<b>\$ 4,165,674</b>

City of Sammamish  
**General Government Capital Improvement Fund Expenditures**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
301-000-594-19-61-00	Land	\$ 1,665,061	\$ -	\$ -
301-000-594-19-61-00	Buildings	4,485,330	500,000	-
301-102-594-19-63-00	Commons Safety Improvements	-	237,000	-
301-000-594-19-64-00	Art Sculpture	-	50,000	-
301-000-594-19-67-01	Capital Contingency (1)	-	3,500,000	3,500,000
<b>TOTAL CAPITAL</b>		<b>\$ 6,150,391</b>	<b>\$ 4,287,000</b>	<b>\$ 3,500,000</b>
301-000-597-00-55-01	Operating Tfirs - General Fund	\$ 50,000	\$ 153,372	\$ -
301-000-597-00-55-32	Operating Transfers Parks CIP	5,000,000	-	-
<b>TOTAL INTERFUND</b>		<b>\$ 5,050,000</b>	<b>\$ 153,372</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 11,200,391</b>	<b>\$ 4,440,372</b>	<b>\$ 3,500,000</b>
Ending Fund Balance		\$ 3,845,398	\$ 52,027	\$ 665,674
<b>TOTAL FUND</b>		<b>\$ 15,045,789</b>	<b>\$ 4,492,399</b>	<b>\$ 4,165,674</b>

(1) Town Center infrastructure contingency \$3,000,000. Town Center LID contingency \$500,000.

**City of Sammamish**  
**Parks Capital Improvement Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 13,950,775	\$ 12,170,946	\$ 14,624,787
302-000-311-10-00-14	Property Tax (1)	\$ 268,019	\$ 240,000	\$ 180,000
302-000-318-34-00-00	Real Estate Excise Tax #1	5,890,432	4,900,000	6,000,000
	<b>TOTAL TAXES</b>	<b>\$ 6,158,451</b>	<b>\$ 5,140,000</b>	<b>\$ 6,180,000</b>
302-000-345-85-02-00	Parks Impact Fees	\$ 2,420,283	\$ 3,970,000	\$ 3,970,000
302-000-345-86-00-05	Mitigation Fees	105,400.00	-	-
	<b>CHARGES FOR SERVICES</b>	<b>\$ 2,525,683</b>	<b>\$ 3,970,000</b>	<b>\$ 3,970,000</b>
302-000-361-11-00-00	Investment Interest	\$ 133,019	\$ 10,000	\$ 200,000
302-000-367-12-00-00	Contributions-Private Sources	3,452,478	-	-
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 3,585,497</b>	<b>\$ 10,000</b>	<b>\$ 200,000</b>
302-000-395-10-00-00	Sale of Capital Assets	\$ 170,000	\$ -	\$ -
302-000-395-20-00-00	Restitution	90,000	-	-
302-000-397-00-00-01	Operating Transfers - General	8,270,000	-	-
302-000-397-00-03-01	Operating Tfns - Gen'l Gvt CIP	5,000,000	-	-
302-000-398-00-00-00	Compensation-Insurance Recover	760	-	-
	<b>TOTAL NONREVENUES</b>	<b>\$ 13,530,760</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL REVENUES</b>	<b>\$ 25,800,391</b>	<b>\$ 9,120,000</b>	<b>\$ 10,350,000</b>
	<b>TOTAL FUND</b>	<b>\$ 39,751,166</b>	<b>\$ 21,290,946</b>	<b>\$ 24,974,787</b>

(1) 6 year King County Parks property tax levy renewal approved by the voters in 2013.

**City of Sammamish**  
**Parks Capital Improvement Fund Expenditures**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Non-Capital</b>				
302-000-576-80-49-00	Miscellaneous-Property Sale Costs	\$ 13,156	\$ -	\$ -
<b>TOTAL NON-CAPITAL</b>		<b>\$ 13,156</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Pine Lake Park</b>				
302-312-576-80-35-00	Field Upgrades	\$ -	\$ -	\$ 350,000
<b>East Sammamish Park</b>				
302-324-594-76-63-00	East Sam. Park Restoration	175	-	-
302-359-594-76-63-00	East Sam. Park Playground	48,939	1,100,000	1,100,000
302-373-594-76-63-00	East Sam. Park Parking	-	750,000	750,000
302-313-594-76-63-00	Baseball Field Rehab	-	-	640,000
302-314-594-76-63-00	Pickleball Courts	-	-	150,000
<b>Sammamish Commons</b>				
302-364-594-76-63-00	Lower Commons ADA Trail	140,439	-	-
302-367-594-76-63-00	Lower Commons Permanent Restroom	-	550,000	550,000
302-315-594-76-63-00	Skate Park Rehab	-	-	300,000
302-379-594-76-63-00	Lower Commons Master Plan Update	-	-	75,000
<b>Beaver Lake Park</b>				
302-351-594-76-63-00	Beaver Lake Park Shoreline Impr.	-	1,450,000	2,700,000
<b>Beaver Lake Preserve</b>				
302-333-594-76-31-00	Beaver Lake Preserve Supplies	2,558	-	-
302-333-594-76-63-00	Beaver Lake Preserve Phase IIA	12,048	-	-
302-360-594-76-63-00	Beaver Lake Preserve Phase IIA	54,018	180,000	-
<b>Evans Creek Preserve</b>				
302-334-594-76-63-00	Evans Creek Preserve Improv. Phase I	7,253	-	-
302-362-594-76-63-00	Evans Creek Pres.-Ongoing Trail Dev	27,610	-	25,000
302-368-594-76-63-00	Evans Creek Pres.- Hwy 202 access	-	130,000	130,000
<b>School Parks / Sportsfields</b>				
302-356-594-76-63-00	Eastlake Field 1 Turf Replacement	1,106,494	-	-
302-365-594-76-63-00	EHS Ballfield Fence	75,000	-	-
302-369-594-76-63-00	Skyline Field Turf Replacement	6,692	1,400,000	-
302-316-594-76-63-00	Inglewood Middle School Artificial Turf	-	-	420,000
<b>Parks Capital Replacement Program</b>				
302-336-594-76-63-00	Parks Capital Replacement Program	95,174	400,000	400,000
<b>Capital Contingency Reserve</b>				
302-337-594-76-67-01	Capital Contingency Reserve	-	571,500	950,000
<b>Land Acquisition</b>				
302-337-594-76-61-00	Land Acquisition	8,000	7,000,000	2,000,000
<b>Sammamish Landing</b>				
302-339-594-76-31-00	Samm Land Supplies	11,723	-	-
302-339-594-76-35-00	Samm Land Tools	1,501	-	-
302-339-594-76-41-00	Samm Land Prof Svcs	171,378	-	-
302-339-594-76-45-00	Samm Land Rentals	3,619	-	-
302-339-594-76-63-00	Samm Land Improvements	1,101,273	-	-
302-366-594-76-63-00	Sammamish Landing ADA Improvements	-	1,000,000	-
302-358-594-76-63-00	Samm. Landing Restroom/Utilities	183,890	156,000	-
<b>Trails/Pathways</b>				
302-352-594-76-63-00	Sam Commons Trail Connection-Phase I	3,771	-	300,000
302-361-594-76-63-00	Future Trail Connections	-	1,000,000	1,000,000
302-370-594-76-63-00	Mystic Lake Trail Extension	-	35,000	-
302-378-594-76-63-00	Parks Wayfinding System	-	-	45,000
302-317-594-76-63-00	Environmental Interpretation/Habitat Signage	-	-	25,000

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Recreation Center</b>				
302-342-594-76-63-00	Recreation Center Improvements	3,196	-	-
<b>Community Center</b>				
302-343-594-76-61-00	CC Land Acq./Struct.Parking/Downpymt	921	-	-
302-343-594-76-63-00	Community Center	22,913,344	276,000	-
<b>Big Rock Park</b>				
302-344-594-76-63-00	Big Rock Park Improvements	818,050	-	-
302-374-594-76-63-00	Big Rock Park Site B, Phase I	-	-	2,000,000
302-318-594-76-63-00	BRP Site A-Phase II Restroom	-	-	385,000
<b>Indoor Field House</b>				
302-363-594-76-63-00	Indoor Field House Site Plan	-	100,000	-
<b>Klahanie Park</b>				
302-371-594-76-63-00	Athletic Field Drainage/Turf Repairs	-	300,000	-
302-377-594-76-63-00	Klahanie Park Master Plan	-	-	200,000
<b>Town Center Park Projects</b>				
302-372-594-76-63-00	Future Town Center Park Projects	-	1,900,000	1,900,000
<b>Community Garden</b>				
302-331-594-76-63-00	Community Garden	-	100,000	50,000
<b>TOTAL CAPITAL</b>		<b>\$ 26,797,066</b>	<b>\$ 18,398,500</b>	<b>\$ 16,445,000</b>
302-000-597-00-55-10	REET 1 Transfer to Street Fund	770,000	\$ -	\$ -
<b>TOTAL INTERFUND</b>		<b>\$ 770,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 27,580,222</b>	<b>\$ 18,398,500</b>	<b>\$ 16,445,000</b>
Ending Fund Balance		\$ 12,170,944	\$ 2,892,446	\$ 8,529,787
<b>TOTAL FUND</b>		<b>\$ 39,751,166</b>	<b>\$ 21,290,946</b>	<b>\$ 24,974,787</b>

**City of Sammamish**  
**Transportation Capital Improvement Fund Revenues**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 21,262,384	\$ 29,965,618	\$ 27,920,000
340-000-318-35-00-00	Real Estate Excise Tax - #2	\$ 5,890,432	\$ 4,900,000	\$ 6,000,000
	<b>TOTAL TAXES</b>	<b>\$ 5,890,432</b>	<b>\$ 4,900,000</b>	<b>\$ 6,000,000</b>
340-000-333-20-20-00	Federal Grants (1)	\$ 400,324	\$ 2,500,000	\$ 2,505,750
340-000-334-03-80-00	Transprt Imprvemnt Board Grant	-	4,000,000	1,005,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 400,324</b>	<b>\$ 6,500,000</b>	<b>\$ 3,510,750</b>
340-000-345-85-01-00	Traffic Impact Fees MPS	\$ 6,193,746	\$ 9,662,000	\$ 5,500,000
340-000-345-86-00-00	SEPA/Mitigation Fees	1,135,436	2,604,500	-
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$ 7,329,182</b>	<b>\$ 12,266,500</b>	<b>\$ 5,500,000</b>
340-000-361-11-00-00	Investment Interest	\$ 263,360	\$ 75,000	\$ 230,000
340-000-367-12-00-00	Contributions - Private Source	53,104	-	-
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 316,464</b>	<b>\$ 75,000</b>	<b>\$ 230,000</b>
340-000-397-00-00-01	Oper Trnsfrs - General Fund (2)	\$ 770,000	\$ 4,350,000	\$ -
	<b>TOTAL NONREVENUES</b>	<b>\$ 770,000</b>	<b>\$ 4,350,000</b>	<b>\$ -</b>
	<b>TOTAL REVENUES</b>	<b>\$ 14,706,402</b>	<b>\$ 28,091,500</b>	<b>\$ 15,240,750</b>
	<b>TOTAL FUND</b>	<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>

(1) Federal grants: \$605,750 (PSRC) grant for Intelligent Transportation System (ITS), \$1,900,000 for ITS and Issaquah/Fall City Road.

(2) \$1,200,000 annual transfer of Klahanie annexation area revenues. \$1,950,000 Council project

**City of Sammamish**  
**Transportation Capital Improvement Fund Expenditures**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>244th Ave Phase I</b>			
340-112-595-10-63-00	244th Ave Phase 1- Improvements	\$ 84,806	\$ -	\$ -
	<b>Intersection Improvements</b>			
340-115-595-30-63-00	Intersection Improvements	56,594	\$ 1,150,000	\$ 400,000
	<b>Neighborhood Projects</b>			
340-117-595-30-63-00	Neighborhood Projects	39,280	200,000	200,000
	<b>Sidewalk Program</b>			
340-118-595-61-63-00	Sidewalk Program	192	320,000	320,000
	<b>Flashing Yellow Turn Signals</b>			
340-154-595-30-63-00	Flashing Yellow Turn Signals	-	450,000	350,000
	<b>School Safety Zone Improvements</b>			
340-160-595-61-63-00	School Safety Zone Improvements	-	100,000	100,000
	<b>Issaquah Fall City Road</b>			
340-150-595-61-63-00	Iss/Fall City Rd. SE 48th to Klahanie Blvd	567,703	17,292,000	-
340-163-595-61-63-00	Iss/Fall City Rd. 42nd Ave SE to Klahanie Dr SE	-	-	-
340-164-595-61-63-00	Klahanie Dr SE to Iss/Bvr Lk Rd	-	1,000,000	-
	<b>Street Lighting Program</b>			
340-132-595-63-63-00	Street Lighting Program	-	30,000	30,000
	<b>Capital Contingency Reserve</b>			
340-136-595-95-67-01	Capital Contingency Reserve	-	1,000,000	1,000,000
	<b>212th Snake Hill Improvements</b>			
340-136-595-95-67-02	212th Way SE/Snake Hill Improvements	560,167	6,692,383	-
	<b>ELS Pkwy-Inglewood to NE 26th</b>			
340-137-595-30-63-00	ELS Pkwy-Inglewood to NE 26th	4,333	-	-
	<b>Issaquah/Fall City Road</b>			
340-150-595-10-63-00	Issaquah/Fall City Road Phase 1	-	-	23,300,000
340-150-595-10-63-02	Issaquah/Fall City Road Phase 2	-	-	1,500,000
	<b>218th Ave SE</b>			
340-152-595-30-63-00	218th Ave/216th Ave: SE 4th St to Inglewood	-	150,000	250,000
	<b>Intelligent Transportation System</b>			
340-153-595-30-63-00	ITS Phase 1-228th Ave	671,237	-	-
340-165-595-30-63-00	ITS Phase 2. 228th-NE 12th ST to SR 202	-	317,000	2,000,000
	<b>14th Street</b>			
340-156-595-30-63-00	14th Street Improvements	843	166,821	-
	<b>SE 4th Street</b>			
340-157-595-30-63-00	SE 4th Street	920,413	15,212,768	6,000,000
	<b>SE 8th Street</b>			
340-166-595-30-63-00	8th St/218 Ave: 212th Ave SE to SE 4th St	-	150,000	250,000
	<b>228th Ave SE</b>			
340-158-595-30-63-00	228th Ave SE-Added SB Lane @IPLR	13,794	-	-
340-167-595-30-63-00	228th & SE 8th Intersection	-	1,600,000	500,000
	<b>Sahalee Way</b>			
340-162-595-30-63-00	Sahalee Wy -NE 25th Way to City limits	357,312	6,000,000	-
340-171-595-30-63-00	Sahalee Wy -NE 28th/233rd Signal	-	-	230,000
	<b>Issaquah Pine Lake Road</b>			
340-169-595-30-63-00	Iss Pine Lake Road Design	-	1,000,000	3,900,000
	<b>SR 202&amp; Sahalee Way</b>			
340-170-595-30-63-00	SR 202 Regional Coordination	-	200,000	-
	<b>SE 32nd Street</b>			
340-172-595-30-63-00	SE 32nd/244th Intersection	-	-	110,000

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>NON-MOTORIZED TRANSPORTATION</b>				
<b>Non-motorized</b>				
340-410-595-62-63-00	Projects to be determined by Council	34,015	1,500,000	750,000
<b>Ingelwood Hill</b>				
340-406-595-62-63-00	Inglewood Hill Road Imprvmt	693,884	700,000	-
<b>244th Ave SE 24th to SE 32nd</b>				
340-407-595-62-63-00	244th Ave SE 24th to SE 32nd St	173	-	-
<b>Sahalee Way</b>				
340-408-595-30-63-00	Sahalee Wy -25th Way- 37th	709	-	-
<b>212th Ave Gap Project</b>				
340-409-595-30-63-00	212th Ave Gap Project	141,200	557,828	-
<b>TOTAL CAPITAL</b>		<b>\$ 4,146,655</b>	<b>\$ 55,788,800</b>	<b>\$ 41,190,000</b>
340-000-597-00-55-10	REET 2 Transfer to Street Fund	\$ 770,000	\$ -	\$ -
340-000-597-00-55-21	Oper Trnsfr - Debt Svc PWTF	1,101,333	\$ 1,090,667	\$ 1,080,000
<b>TOTAL INTERFUND</b>		<b>\$ 1,871,333</b>	<b>\$ 1,090,667</b>	<b>\$ 1,080,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,017,988</b>	<b>\$ 56,879,467</b>	<b>\$ 42,270,000</b>
Ending Fund Balance		\$ 29,950,798	\$ 1,177,651	\$ 890,750
<b>TOTAL FUND</b>		<b>\$ 35,968,786</b>	<b>\$ 58,057,118</b>	<b>\$ 43,160,750</b>

**City of Sammamish**  
**Surface Water Management Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 1,675,280	\$ 2,736,677	\$ 2,084,314
408-000-337-07-00-00	King Conservation District Grant	\$ 36,932	\$ -	\$ -
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 36,932</b>	<b>\$ -</b>	<b>\$ -</b>
408-000-343-10-00-00	Surface Water Fees	\$ 8,418,837	\$ 10,900,000	\$ 16,066,000
408-000-345-11-00-00	Beaverl Lake Mgmt Dist Fees	-	64,300	99,000
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$ 8,418,837</b>	<b>\$ 10,964,300</b>	<b>\$ 16,165,000</b>
408-000-361-11-00-00	Interest Income	\$ 22,853	\$ 10,000	\$ 50,000
408-000-367-12-00-00	Contributions-HOA Monitoring (1)	-	64,000	64,000
408-000-369-90-01-00	Miscellaneous	101,496	-	-
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 124,349</b>	<b>\$ 74,000</b>	<b>\$ 114,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 8,580,118</b>	<b>\$ 11,038,300</b>	<b>\$ 16,279,000</b>
	<b>TOTAL FUND</b>	<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$ 18,363,314</b>

(1) Contributions to Ebright Creek monitoring from the Crossings at Pine Lake and Chestnut Lane HOA groups as required by the plat approval.

**City of Sammamish**  
**Surface Water Management Fund Expenditures**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Administration</b>				
408-000-531-31-11-00	Salaries	\$ 191,274	\$ 283,200	\$ 343,600
408-000-531-31-21-00	Benefits	60,012	114,600	139,900
	<b>TOTAL PERSONNEL</b>	<b>\$ 251,286</b>	<b>\$ 397,800</b>	<b>\$ 483,500</b>
408-000-531-31-31-00	Office & Operating Supplies	\$ 461	\$ 1,400	\$ 1,420
408-000-531-31-31-01	Meetings Expense	51	1,000	1,400
408-000-531-31-32-00	Fuel	3,613	2,500	4,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 4,125</b>	<b>\$ 4,900</b>	<b>\$ 6,820</b>
408-000-531-31-41-00	Professional Services	\$ 82,005	\$ 166,600	\$ 96,500
408-000-531-31-41-01	Professional Services-Studies	-	100,000	-
408-000-531-31-41-99	Operating Contingency	-	20,000	20,000
408-000-531-31-43-00	Travel	103	700	740
408-000-531-31-49-00	Miscellaneous	82	-	-
408-000-531-31-49-03	Training	248	4,900	3,770
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 82,438</b>	<b>\$ 292,200</b>	<b>\$ 121,010</b>
408-000-531-31-51-00	Intergovernmental Services (1)	\$ 114,660	\$ 176,600	\$ 188,900
408-000-531-31-51-01	Lake Sammamish Habitat Study	25,753	-	-
408-000-531-31-53-00	Intergovernmental Taxes	141,221	174,300	241,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 281,634</b>	<b>\$ 350,900</b>	<b>\$ 429,900</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$ 619,483</b>	<b>\$ 1,045,800</b>	<b>\$ 1,041,230</b>
<b>Planning Section</b>				
408-000-531-33-41-01	Zackuse Creek Basin Plan	\$ -	\$ -	\$ 50,000
408-000-531-33-41-02	Laughing Jacobs Creek Basin Plan	-	-	375,000
408-000-531-33-41-03	Town Center Regional Stormwater Plan	-	-	400,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825,000</b>
	<b>TOTAL PLANNING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825,000</b>
<b>Engineering Section</b>				
408-000-531-32-11-00	Salaries	\$ 1,025,206	\$ 1,311,500	\$ 1,710,600
408-000-531-32-12-00	Overtime	3,614	2,000	2,030
408-000-531-32-21-00	Benefits	428,646	608,900	792,600
	<b>TOTAL PERSONNEL</b>	<b>\$ 1,457,466</b>	<b>\$ 1,922,400</b>	<b>\$ 2,505,230</b>
408-000-531-32-31-00	Office & Operating Supplies	\$ 8,357	\$ 4,000	\$ 37,854
408-000-531-32-31-01	Meetings	98	3,000	3,040
408-000-531-32-31-04	Safety Clothing & Equipment	735	1,200	1,620
408-000-531-32-32-00	Fuel	558	3,000	3,040
408-000-531-32-34-00	Maps and publications	-	400	400
408-000-531-32-35-00	Small Tools & Minor Equipment	4,342	3,700	3,040
	<b>TOTAL SUPPLIES</b>	<b>\$ 14,090</b>	<b>\$ 15,300</b>	<b>\$ 48,994</b>
408-000-531-32-41-00	Professional Services (2)	\$ 451,518	\$ 559,000	\$ 548,900
408-000-531-32-41-02	Engineering Services (3)	2,423	70,000	70,900
408-000-531-32-41-05	Beaver Management Program	-	-	30,000

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
408-000-531-32-42-00	Communications	2,688	3,000	8,500
408-000-531-32-43-00	Travel	1,190	1,800	1,820
408-000-531-32-48-00	Repairs & Maintenance	2,340	-	-
408-000-531-32-49-00	Miscellaneous	185	-	-
408-000-531-32-49-01	Memberships (4)	1,141	1,800	2,430
408-000-531-32-49-03	Training	632	6,100	6,200
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 462,117</b>	<b>\$ 641,700</b>	<b>\$ 668,750</b>
408-000-594-53-64-00	Machinery & Equipment (7)	\$ -	\$ 31,000	\$ 40,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ 40,000</b>
<b>TOTAL ENGINEERING</b>		<b>\$ 1,933,673</b>	<b>\$ 2,610,400</b>	<b>\$ 3,262,974</b>
<b>Maintenance &amp; Operations Section</b>				
408-000-531-35-11-00	Salaries	\$ 529,195	\$ 812,300	\$ 900,800
408-000-531-35-12-00	Overtime	12,364	20,000	20,000
408-000-531-35-13-01	Part-Time (9 month)	133,965	-	-
408-000-531-35-14-00	Standby Pay	11,962	9,000	9,000
408-000-531-35-21-00	Benefits	318,889	480,800	539,400
<b>TOTAL PERSONNEL</b>		<b>\$ 1,006,375</b>	<b>\$ 1,322,100</b>	<b>\$ 1,469,200</b>
408-000-531-35-31-00	Office & Operating Supplies	\$ 157,849	\$ 268,900	\$ 321,150
408-000-531-35-31-01	Meeting Expense	210	-	-
408-000-531-35-31-04	Safety Clothing & Equipment	9,211	7,200	12,750
408-000-531-35-31-05	Meetings Meals	99	-	-
408-000-531-35-32-00	Fuel	33,127	41,500	48,600
408-000-531-35-35-00	Small Tools & Minor Equipment	99,018	72,800	6,480
<b>TOTAL SUPPLIES</b>		<b>\$ 299,514</b>	<b>\$ 390,400</b>	<b>\$ 388,980</b>
408-000-531-35-41-00	Professional Services (5)	\$ 1,349,627	\$ 1,836,800	\$ 3,299,300
408-000-531-35-41-01	Professional Services-General Fund (6)	78,000	93,000	284,000
408-000-531-35-42-00	Communications	10,862	12,300	21,020
408-000-531-35-43-00	Travel	242	2,000	2,000
408-000-531-35-45-00	Operating Rentals & Leases	120,827	38,800	42,720
408-000-531-35-47-00	Utility Services	57,131	88,900	81,800
408-000-531-35-48-00	Repair & Maintenance	53,667	60,000	66,800
408-000-531-35-49-00	Miscellaneous	1,212	-	-
408-000-531-35-49-03	Training	10,807	20,000	43,620
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$ 1,682,375</b>	<b>\$ 2,151,800</b>	<b>\$ 3,841,260</b>
408-000-553-70-51-00	Intergovernmental Services	\$ 10,303	\$ -	\$ -
408-000-531-35-51-00	I/G Services-Beaver Lake Mgmt District	-	64,300	99,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 10,303</b>	<b>\$ 64,300</b>	<b>\$ 99,000</b>
408-000-594-35-64-00	Machinery & Equipment	\$ 86,999	\$ 182,500	\$ -
<b>TOTAL CAPITAL</b>		<b>\$ 86,999</b>	<b>\$ 182,500</b>	<b>\$ -</b>
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>		<b>\$ 3,085,566</b>	<b>\$ 4,111,100</b>	<b>\$ 5,798,440</b>
<b>Total Transfers Section</b>				
408-000-597-00-55-48	Operating Transfers - CIP	\$ 1,600,000	\$ 3,865,000	\$ 4,735,100
408-000-531-35-49-51	SWM - Fleet Repl	77,646	66,498	81,786
408-000-531-35-48-51	SWM - Fleet R&M	49,504	57,932	38,910
408-000-531-39-41-52	Interfund - Technology	58,500	364,000	745,850

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
408-000-531-39-46-53	Interfund - Risk Management	108,650	89,100	104,900
<b>TOTAL TRANSFERS</b>		<b>\$ 1,894,300</b>	<b>\$ 4,442,530</b>	<b>\$ 5,706,546</b>
<b>TOTAL EXPENSES</b>		<b>\$ 7,533,022</b>	<b>\$ 12,209,830</b>	<b>\$ 16,634,190</b>
Ending Fund Balance		\$ 2,722,376	\$ 1,565,147	\$ 1,729,124
<b>TOTAL FUND</b>		<b>\$ 10,255,398</b>	<b>\$ 13,774,977</b>	<b>\$ 18,363,314</b>

- (1) Annual National Pollutant Discharge System (NPDES) permit fees, water monitoring, WRIA 8 cost share.
- (2) Water quality monitoring, stormwater outreach education, biologist to help with permitting, geotechnical consultant, watershed planning, source control programming.
- (3) Geotechnical and other expert support to scan and digitize storm assets, provide facility sketches of plans, and provide project support.
- (4) 1/3 of membership costs for PE license renewals, American Public Works Association, Urban and Regional Information Systems Association.
- (5) Street sweeping, storm system vactoring , storm vault filter replacements, ditch cleaning, and storm pond mowing services. Based on NPDES maintenance requirements. 2017 MOC consultant.
- (6) Reimbursement for facility expenses paid by the General Fund.
- (7) Vehicle for new position-Eng Tech.

**City of Sammamish**  
**Surface Water Capital Projects Fund Revenues**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 2,783,783	\$ 3,506,554	\$ 4,632,271
438-000-337-07-04-00	KC Conservation Dist Sp Assess	\$ -	\$ 300,000	\$ -
438-000-337-07-05-00	KC Flood Reduction Grant	1,101,078	-	-
438-000-337-07-05-00	KC Water Quality Improvement	-	157,000	-
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,101,078</b>	<b>\$ 457,000</b>	<b>\$ -</b>
438-000-361-11-00-00	Interest Income	\$ 41,043	\$ -	\$ -
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 41,043</b>	<b>\$ -</b>	<b>\$ -</b>
438-000-379-00-00-00	Developer Contribution Fees	\$ 1,107,603	\$ 1,397,500	\$ 1,690,000
438-000-397-48-04-08	Oper Trnsfrs - Storm Oper Fund	1,600,000	3,865,000	4,735,100
	<b>TOTAL NONREVENUES</b>	<b>\$ 2,707,603</b>	<b>\$ 5,262,500</b>	<b>\$ 6,425,100</b>
	<b>TOTAL REVENUES</b>	<b>\$ 3,849,724</b>	<b>\$ 5,719,500</b>	<b>\$ 6,425,100</b>
	<b>TOTAL FUND</b>	<b>\$ 6,633,507</b>	<b>\$ 9,226,054</b>	<b>\$ 11,057,371</b>

City of Sammamish  
**Surface Water Capital Projects Fund Expenditures**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
<b>Sidewalk Program</b>				
438-318-595-40-63-00	Sidewalk Program	\$ -	\$ -	\$ 50,000
438-472-595-40-63-00	George Davis Creek Fish Passage	-	-	2,450,000
<b>Zackuse Creek</b>				
438-431-595-40-63-00	Fish Passage Culvert/Stream Restor.	75,566	1,200,000	-
438-432-531-32-41-00	Basin Plan	-	100,000	-
<b>Louis Thompson Hill Road</b>				
438-433-595-40-63-00	Drainage Improvements (1)	-	754,000	-
438-434-595-40-63-00	High Density Storm Pipe	-	218,000	-
<b>Property Acquisiton Fund</b>				
438-441-595-40-61-00	Property Acquisiton Fund	-	400,000	600,000
<b>Sahalee Way Tightline</b>				
438-435-595-40-63-00	Sahalee Way Tightline	-	387,000	-
<b>Opportunity Fund</b>				
438-442-595-40-63-00	Opportunity Fund-City Match	-	100,000	200,000
<b>Laughing Jacobs Creek Basin Plan</b>				
438-436-531-32-41-00	Laughing Jacobs Creek Basin Plan	-	75,000	-
<b>Ebright Creek</b>				
438-473-595-40-63-00	Ebright Creek Fish Passage Culvert	-	-	350,000
<b>Drainage Resolutions and Major Stormwater Repairs</b>				
438-413-595-40-63-00	Drainage Capital Resolutions	230,656	400,000	400,000
438-455-531-32-41-00	Update Stormwater Comp Plan	11,525	-	-
438-456-531-32-41-00	Beaver Management Program	8,842	30,000	-
438-460-531-32-41-00	Inglewood Hill-210th Ave NE/Tamarack	55,371	-	-
438-461-595-40-63-00	Inglewood Neighborhood Drainage (1)	2,493,791	1,000,000	-
438-463-595-40-63-00	Towncenter Regional Stormwater	-	650,000	-
438-474-595-40-63-00	Basin Plan Project Implementation	-	-	300,000
438-475-595-40-63-00	Loree Estates Outfall Diversion	-	-	250,000
438-476-595-40-63-00	Storm Retrofit	-	-	100,000
<b>Stormwater Component of Transportation Projects</b>				
438-468-595-40-63-00	Snake Hill Roadway Improvements	-	2,170,017	-
438-469-595-40-63-00	Sahalee Way 25th Way to City limits	-	195,371	-
438-470-595-40-63-00	SE 4th St. Improvements	-	816,740	670,718
438-437-595-40-63-00	Iss/Fall City Rd. 42nd Ave to Klahanie Dr	-	167,504	515,923
438-438-595-40-63-00	212th Gap: SE 24th to Crossings	-	76,000	-
438-439-595-40-63-00	SE 14th St. Extension: Lawson Pk-248th	-	40,865	-
438-466-595-40-63-00	Future non-motorized	11,690	-	250,000
438-315-595-40-63-00	Intersection and safety improvements	-	-	50,000
438-477-595-40-63-00	Neighborhood TIP projects	-	-	30,000
438-478-595-40-63-00	IPLR: Klahanie to SE 32nd	-	-	40,000
438-479-595-40-63-00	New concurrency projects	-	-	150,000
<b>TOTAL CAPITAL</b>		<b>\$ 2,887,441</b>	<b>\$ 8,780,497</b>	<b>\$ 6,406,641</b>
438-000-582-38-79-96	KC Contract 1996 Principal	\$ 144,277	\$ -	\$ -
438-000-582-38-79-99	KC Contract 1999 Principal	55,200	69,336	37,414
438-000-582-38-79-01	KC Contract 2001 Principal	7,907	16,475	18,158
438-000-592-38-89-01	KC Contract 2001 Interest	2,711	4,037	2,354
438-000-592-38-89-96	KC Contract 1996 Interest	7,107	-	-
438-000-592-38-89-99	KC Contract 1999 Interest	13,640	9,423	1,965
<b>TOTAL DEBT PMTS</b>		<b>\$ 230,842</b>	<b>\$ 99,271</b>	<b>\$ 59,891</b>
<b>TOTAL EXPENSES</b>		<b>\$ 3,118,283</b>	<b>\$ 8,879,768</b>	<b>\$ 6,466,532</b>
Ending Fund Balance (2)		\$ 3,515,224	\$ 346,286	\$ 4,590,839
<b>TOTAL FUND</b>		<b>\$ 6,633,507</b>	<b>\$ 9,226,054</b>	<b>\$ 11,057,371</b>

(1) Small drainage improvement projects on the Louis Thompson Hill Road public right of way.

(2) Reserve policy goal per 2017 rate study is 1% of the original cost of the Stormwater assets. 1% of the asset cost as of 12/31/2017 = \$471,074.

**City of Sammamish**  
**Equipment Rental & Replacement Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 761,778	\$ 1,022,162	\$ 766,894
501-000-349-30-00-00	Fleet R&M Charge	\$ 234,958	\$ 300,000	\$ 300,000
	<b>TOTAL CHARGES FOR SVCS</b>	<b>\$ 234,958</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
501-000-361-11-00-00	Investment Interest	\$ 11,059	\$ 4,000	\$ 20,000
501-000-362-20-00-00	Fleet Replacement Charge	506,708	591,792	1,132,824
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 517,767</b>	<b>\$ 595,792</b>	<b>\$ 1,152,824</b>
501-000-395-10-00-00	Sale of Capital Assets	\$ -	\$ -	\$ 100,000
	<b>TOTAL NON REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 752,725</b>	<b>\$ 895,792</b>	<b>\$ 1,552,824</b>
	<b>TOTAL FUND</b>	<b>\$ 1,514,503</b>	<b>\$ 1,917,954</b>	<b>\$ 2,319,718</b>

**City of Sammamish**  
**Equipment Rental & Replacement Fund Expenditures**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
501-000-548-65-31-00	Vehicle/Equipment Supplies	\$ 10,897	\$ -	\$ -
501-000-548-65-35-00	Small Tools & Equipment	2,221	-	-
501-000-548-65-48-00	Repairs and Maintenance	-	-	300,000
501-000-548-65-48-01	Repairs and Maintenance-City Hall	20,200	9,000	-
501-000-548-65-48-02	Repairs and Maintenance-Parks	56,399	57,000	-
501-000-548-65-48-03	Repairs and Maintenance-PW	106,897	114,000	-
501-000-548-65-48-04	Repairs and Maintenance-Equipment	114,758	120,000	-
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 311,372</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
501-000-594-48-64-00	Machinery & Equipment (1)	\$ 180,968	\$ 831,670	\$ 935,168
	<b>TOTAL MACHINERY &amp; EQUIPMENT</b>	<b>\$ 180,968</b>	<b>\$ 831,670</b>	<b>\$ 935,168</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 492,340</b>	<b>\$ 1,131,670</b>	<b>\$ 1,235,168</b>
	Ending Fund Balance*	\$ 1,022,163	\$ 786,284	\$ 1,084,550
	<b>TOTAL FUND</b>	<b>\$ 1,514,503</b>	<b>\$ 1,917,954</b>	<b>\$ 2,319,718</b>

(1) Replacement of vehicles and equipment listed below.

2019

\$48,205	E009-2003 John Deere Tractor 4710
\$41,223	E010-2003 Wacker/Roller
\$9,662	E103-2003 HP Mower 4820 Exmark
\$101,000	E104-2004 John Deere 4X4 Tractor Slope Mower
\$12,635	E115-2005 Anti-icer 500 Gallon
\$17,113	E124-2007 850D Utility Vehicle
\$55,954	E125-2008 All Terrain Mowere Deweze
\$17,113	E126-2008 John Deere 1200A Bunker/Field Rake
\$69,584	E127-2008 John Deere 1600 Turbo Series II Mower
\$17,134	E145-2012 XUV 885D Gator
\$30,904	V013 2000 Honda Accord
\$31,651	V023-2005 Ford Ranger 4X4
\$70,146	V027-2008 Ford F350 4X4 Diesel
\$79,764	V030-2009 Ford F350 4X4 Diesel

2020

\$13,439	E112-2007 Skid Dispenser 325 Gallon De-icer
\$13,439	E113-2007 Skid Dispenser 325 Gallon De-icer
\$57,684	E128-2010 4 in 1 bucket tractor
\$27,646	V024-2005 Jeep Liberty
\$48,871	V031-2010 4WD Ford Escape Hybrid
\$44,958	V032-2010 4WD Ford Escape Hybrid
\$41,800	V033-2010 2WD Ford Escape Hybrid
\$43,840	V034-2010 2WD Ford Escape Hybrid
\$41,403	V035-2010 2WD Ford Escape Hybrid

**City of Sammamish**  
**Technology Replacement Fund Revenues**  
**2019/2020 Budget Process**

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 339,113	\$ 439,433	\$ 291,975
502-000-349-80-00-01	Interfund - General Fund	\$ 2,023,500	\$ 2,236,000	\$ 4,600,600
502-000-349-80-04-08	Interfund Services - Storm	58,500	364,000	745,850
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$ 2,082,000</b>	<b>\$ 2,600,000</b>	<b>\$ 5,346,450</b>
502-000-361-11-00-00	Interest Income	\$ 5,415	\$ 3,000	\$ 6,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 5,415</b>	<b>\$ 3,000</b>	<b>\$ 6,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 2,087,415</b>	<b>\$ 2,603,000</b>	<b>\$ 5,352,450</b>
	<b>TOTAL FUND</b>	<b>\$ 2,426,528</b>	<b>\$ 3,042,433</b>	<b>\$ 5,644,425</b>

City of Sammamish  
**Technology Replacement Fund Expenditures**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
502-000-518-81-11-00	Salaries	\$ 599,206	\$ 749,500	\$ 1,806,000
502-000-518-81-12-00	Overtime	3,301	-	-
502-000-518-81-13-00	Intern	-	35,000	-
502-000-518-81-21-00	Benefits	250,211	317,950	873,800
	<b>TOTAL PERSONNEL</b>	<b>\$ 852,718</b>	<b>\$ 1,102,450</b>	<b>\$ 2,679,800</b>
502-000-518-81-31-00	Office & Operating Supplies	\$ 4,882	\$ 9,000	\$ 42,950
502-000-518-81-35-00	Small Tools & Minor Equipment	93,978	108,000	346,000
	<b>TOTAL SUPPLIES</b>	<b>\$ 98,860</b>	<b>\$ 117,000</b>	<b>\$ 388,950</b>
502-000-518-81-41-00	Prof Svcs. contracted support (1)	\$ 197,124	\$ 384,000	\$ 890,000
502-000-518-81-41-01	Prof Svcs.-ortho photography	-	-	140,000
502-000-518-81-42-00	Communications	3,219	3,900	9,500
502-000-518-81-43-00	Travel	53	2,000	2,000
502-000-518-81-45-00	Operating Rentals (2)	-	52,000	52,000
502-000-518-81-48-00	Repair & Maintenance (3)	475,214	548,000	650,000
502-000-518-81-48-01	Council Chambers AV Repair/Mntnce	-	-	100,000
502-000-518-81-49-03	Training - Seminars/Conference	8,098	13,000	26,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 683,708</b>	<b>\$ 1,002,900</b>	<b>\$ 1,869,500</b>
502-000-518-81-51-00	Intergovernmental Services (4)	\$ 252,340	\$ 168,000	\$ 150,000
	<b>INTERGOVERNMENTAL SERVICES</b>	<b>\$ 252,340</b>	<b>\$ 168,000</b>	<b>\$ 150,000</b>
502-000-594-18-64-00	Machinery & Equipment	\$ 99,470	\$ 453,000	\$ 260,000
	<b>TOTAL CAPITAL</b>	<b>\$ 99,470</b>	<b>\$ 453,000</b>	<b>\$ 260,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 1,987,096</b>	<b>\$ 2,843,350</b>	<b>\$ 5,348,250</b>
	Ending Fund Balance	\$ 439,432	\$ 199,083	\$ 296,175
	<b>TOTAL FUND</b>	<b>\$ 2,426,528</b>	<b>\$ 3,042,433</b>	<b>\$ 5,644,425</b>

(1) Annual costs = Application support, back-up internet set up for MOC and City Hall, I-net, PCI scans, GIS database administration, network hardware reconfiguration, Sharepoint installation, miscellaneous.

(2) Copier/printer leases.

(3) Annual costs = Cisco , Microsoft Enterprise agreement , CRW System , firewall/antivirus, email , ESRI, asset management , s, Cityworks 2018, Springbrook HR module , repair/service.

(4) E-Gov Alliance, MBP.

**City of Sammamish**  
**Risk Management Fund Revenues**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
	<b>Beginning Fund Balance</b>	\$ 203,304	\$ 395,941	\$ 297,752
503-000-349-91-00-01	Interfund - General Fund	\$ 687,150	\$ 570,900	\$ 672,300
503-000-349-91-04-08	Interfund - Storm Oper Fund	108,650	89,100	104,900
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 795,800</b>	<b>\$ 660,000</b>	<b>\$ 777,200</b>
503-000-361-11-00-00	Interest Income	\$ 2,198	\$ 1,000	\$ 1,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,198</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 797,998</b>	<b>\$ 661,000</b>	<b>\$ 778,200</b>

City of Sammamish  
**Risk Management Fund Expenditures**  
 2019/2020 Budget Process

Account Number	Description	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
503-000-517-70-22-00	Unemployment Benefits	\$ 70,421	\$ 91,700	\$ 120,000
	<b>TOTAL PERSONNEL</b>	<b>\$ 70,421</b>	<b>\$ 91,700</b>	<b>\$ 120,000</b>
503-000-518-90-41-00	Professional Services	\$ 5,000	\$ -	\$ -
503-000-518-90-46-00	Insurance	528,624	664,300	671,200
503-000-518-90-49-00	Program Preventative Actions (1)	1,316	6,000	6,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$ 534,940</b>	<b>\$ 670,300</b>	<b>\$ 677,200</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 605,361</b>	<b>\$ 762,000</b>	<b>\$ 797,200</b>
	Ending Fund Balance	\$ 395,941	\$ 294,941	\$ 278,752
	<b>TOTAL FUND</b>	<b>\$ 1,001,302</b>	<b>\$ 1,056,941</b>	<b>\$ 1,075,952</b>

(1) Flu shot coverage for immediate families of employees and City Council.

# **LONG-TERM FINANCIAL FORECAST**

## General Fund (Includes Street Operating Fund)

2019- 2024 Financial Forecast  
(\$ in thousands)

	2019 Budget	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate
Beginning Balance	\$24,487	\$20,723	\$18,537	\$15,944	\$12,720	\$9,041
Property Tax	\$28,900	\$29,300	\$29,700	\$30,100	\$30,500	\$30,900
Sales Tax	5,800	5,800	5,939	6,082	6,228	6,377
Criminal Justice Sales Tax	1,600	1,600	1,638	1,678	1,718	1,759
Street Fuel Tax	1,479	1,479	1,514	1,551	1,588	1,626
<i>Taxes Subtotal</i>	<b>\$37,779</b>	<b>\$38,179</b>	<b>\$38,792</b>	<b>\$39,410</b>	<b>\$40,034</b>	<b>\$40,663</b>
Miscellaneous Other Revenue	7,461	7,577	7,759	7,945	8,136	8,331
<b>Revenue</b>	<b>\$45,240</b>	<b>\$45,756</b>	<b>\$46,551</b>	<b>\$47,355</b>	<b>\$48,169</b>	<b>\$48,994</b>
Personnel Costs	\$14,030	\$14,653	\$15,084	\$15,527	\$15,984	\$16,454
Maintenance & Operations	22,800	20,564	21,058	21,563	22,080	22,610
Less: Budgeted Contingencies	(3,100)	(3,000)	(3,100)	(3,000)	(3,100)	(3,000)
Fire Services Contract	8,124	8,325	8,525	8,729	8,939	9,153
Police Services Contract	7,150	7,400	7,578	7,759	7,946	8,136
<b>Expenditures</b>	<b>\$49,004</b>	<b>\$47,942</b>	<b>\$49,144</b>	<b>\$50,579</b>	<b>\$51,849</b>	<b>\$53,354</b>
<b>Operating Income/(Loss)</b>	<b>(3,764)</b>	<b>(2,186)</b>	<b>(2,593)</b>	<b>(3,224)</b>	<b>(3,679)</b>	<b>(4,360)</b>
<b>Ending Balance</b>	<b>\$20,723</b>	<b>\$18,537</b>	<b>\$15,944</b>	<b>\$12,720</b>	<b>\$9,041</b>	<b>\$4,681</b>
<i>Reserved (10% of General Fund Operating Revenues)</i>	<i>\$4,371</i>	<i>\$4,422</i>	<i>\$4,504</i>	<i>\$4,581</i>	<i>\$4,658</i>	<i>\$4,737</i>

### Overview

Sammamish is a young city, incorporated in 1999. Operating revenues exceeded operating expenditures from incorporation through 2018 allowing the city to invest in much needed infrastructure without incurring debt. However, the gap between annual revenues and expenditures has been narrowing each year as the growth in operating costs outpaces projected revenue collections. The 2019-2024 General/Street Fund forecast indicates annual operating expenditures will exceed annual operating revenues in 2019, however the projected ending fund balance of \$20.7 million remains well above the reserve target of \$4.371 million.

This significant ending fund balance is available to pay ongoing operating costs if needed as the City Council deliberates on the city's revenue and expenditure options. A combination of new or increased revenue sources and decreased expenditures will need to be incorporated into future budgets to ensure expenditures do not outrun revenues over the long term. City Council discussions and decisions will dictate the mix of revenues and expenditures to provide the desired services.

The city has several major options for increasing revenues which have been discussed with the City Council along with potential changes in service levels. The revenue options recently discussed include a utility tax,

a business tax, and increasing the property tax levy by 1% per year or utilizing existing banked capacity. Sammamish has relied on property taxes as its primary source of revenue to date. State law limits the growth in property taxes to 1% annually while expenditures grow at a faster pace. Sammamish has not levied the 1% increase since 2009.

### **Revenue Highlights**

Property tax collections account for over 65% of General Fund revenues. 2019 reflects the tenth year in a row that the City Council has elected to forego the 1% annual increase allowed by state law. Property tax revenue projections through 2024 anticipate a continuing deferral of this revenue option and include increases for new construction only.

Sales tax collections represent 13% of General Fund revenues making it the second largest source. Approximately 38% of sales tax revenue receipted by the city in the 2017-2018 biennium came from new construction. Historically sales tax from construction is approximately 30% of the total. Sales tax revenue projections increased 14% from the 2017-2018 budget to the 2019-2020 budget. Beginning in 2021 sales tax revenue is projected to decline as development activity and the resulting sales tax on construction returns to a more normal level.

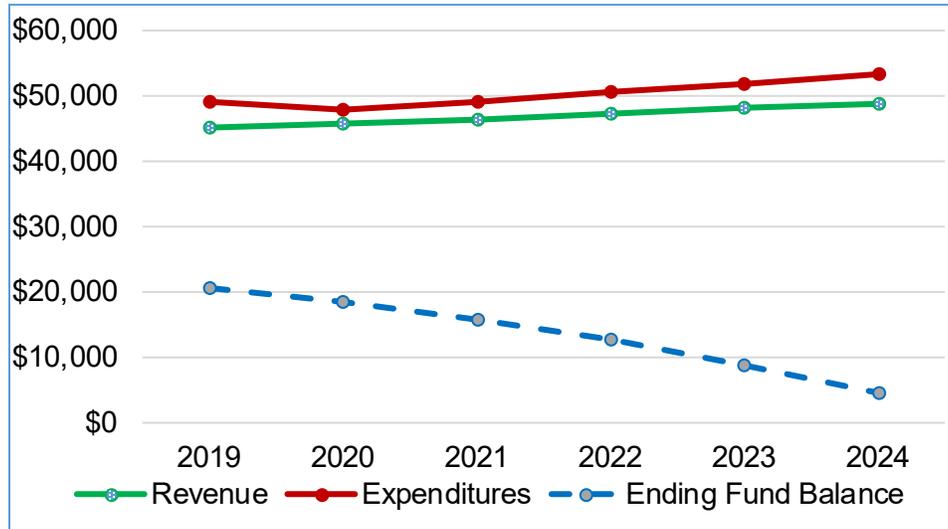
Permitting fees (included in other miscellaneous revenue) are anticipated to remain steady through 2021 based on forecasted single family residential units in the permitting system. Beginning in 2022, permitting fees are projected to decline reflecting a slowing of residential construction activity and commercial construction activity related to the Town Center Plan. Adjustments to future forecasts may be made based on revised permitting estimates.

### **Expenditure Highlights**

The 2019-2020 budget includes 9.5 new full-time positions and 2 two-year limited term contract positions in the General/Street Fund to sustain support of growing operational needs. Two positions will support human resources, facilities and other administrative services with one being conversion of a 9-month seasonal to a full-time position. One position is a Senior Budget and Rates Analyst to provide additional budget and fiscal analysis expertise. Community Development added an Associate Planner and a Senior Inspector and Parks increased an Office Assistant from half-time to full-time. Because of the emphasis on transportation issues the transportation division is being upgraded with 4 new positions to address engineering, planning, and signal maintenance. No new positions are assumed beyond 2020 for the life of the forecast.

Prior to 2013 the Cost of Living Adjustment (COLA), applied to employee's salaries to keep pace with inflation, was based on the change in the June-to-June CPI-U for the Seattle-Tacoma-Bellevue area. Beginning in 2013, the COLA is based on the four-year average of the change in CPI-U. As a result, the budget assumes a 2.43% COLA in 2019 and 2.78% in 2020. Salaries, including COLA and merit increases, are assumed to increase 2.94% per year for the remainder of the forecast. Benefits are projected to increase 5.8% annually from 2021 forward, which is in line with 5-year historical trends.

**General/Street Funds Forecasted Revenue, Expenditures, & Ending Fund Balance  
2019– 2024  
(\$ in Thousands)**



# Surface Water Management Operating Fund

## 2019 - 2024 Financial Forecast (\$ in thousands)

	2019 Budget	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate
Beginning Balance	\$2,084	\$2,074	\$1,729	\$1,829	\$1,875	\$1,925
Surface Water Management Fees	\$7,336	\$8,730	\$8,905	\$9,083	\$9,264	\$9,450
Miscellaneous Other Revenue	98	115	118	121	123	126
<b>Operating Revenue Total</b>	<b>\$7,434</b>	<b>\$8,845</b>	<b>\$9,022</b>	<b>\$9,203</b>	<b>\$9,388</b>	<b>\$9,576</b>
Personnel Costs	\$2,182	\$2,276	\$2,343	\$2,412	\$2,483	\$2,556
Maintenance & Operations	4,307	3,134	3,209	3,286	3,365	3,446
<b>Operating Expenditure Total</b>	<b>\$6,489</b>	<b>\$5,410</b>	<b>\$5,552</b>	<b>\$5,698</b>	<b>\$5,848</b>	<b>\$6,002</b>
<b>Operating Income/(Loss)</b>	<b>945</b>	<b>3,435</b>	<b>3,470</b>	<b>3,505</b>	<b>3,540</b>	<b>3,575</b>
Operating Transfers-SWM Capital	(955)	(3,780)	(3,370)	(3,460)	(3,490)	(3,520)
<b>Ending Balance</b>	<b>\$2,074</b>	<b>\$1,729</b>	<b>\$1,829</b>	<b>\$1,875</b>	<b>\$1,925</b>	<b>\$1,979</b>

### Overview

The 2019-2024 Surface Water Management (SWM) Operating Fund forecast is a balanced financial plan that reflects revenue estimates exceeding forecasted expenditure levels through the life of the forecast. Sufficient funding is available to pay for capital projects as identified in the SWM six-year CIP Plan.

### Revenue Highlights

The 2019-2020 budget includes surface water fee increases of 19% for 2019 and 2020 based on a rate study completed in 2017. The rates are designed to support operations and capital projects. This forecast includes a 2.0% annual rate increase from 2021 through 2024.

	2019	2020	2021	2022	2023	2024
Monthly Fee	\$319	\$380	\$387	\$395	\$403	\$411
Annual % Change		19.0%	2.0%	2.0%	2.0%	2.0%

### Expenditure Highlights

The Surface Water Management Fund added 3 positions as part of the on-going implementation of the 10-year comprehensive Surface Water Management Plan and are supported by the utility rates. The 3 new positions are a Senior Project Engineer, an Engineering Technician, and a Maintenance Worker I.

# PERFORMANCE MEASURES

## **Performance Measures**

The City of Sammamish has chosen to gauge its performance through professional citizen surveys conducted every two years. The survey taken in 2018 follows as a measure of citizen satisfaction.

The survey is a Community Livability Report that captures residents' opinions about community characteristics, governance, and participation regarding safety, mobility, natural environment, economy, recreation and wellness, education, enrichment and community engagement.

The City uses the results of the survey to guide decisions about operations and capital projects.

The 2018 survey was conducted by the National Research Center who also analyzed the results and prepared the following report.



# Sammamish, WA

Community Livability Report

2018

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# About

The National Citizen Survey™ (The NCS) report is about the “livability” of Sammamish. The phrase “livable community” is used here to evoke a place that is not simply habitable, but that is desirable. It is not only where people do live, but where they want to live.

Great communities are partnerships of the government, private sector, community-based organizations and residents, all geographically connected. The NCS captures residents’ opinions within the three pillars of a community (Community Characteristics, Governance and Participation) across eight central facets of community (Safety, Mobility, Natural Environment, Built Environment, Economy, Recreation and Wellness, Education and Enrichment and Community Engagement).

The Community Livability Report provides the opinions of a representative sample of 558 residents of the City of Sammamish. The margin of error around any reported percentage is 4% for all respondents. The full description of methods used to garner these opinions can be found in the *Technical Appendices* provided under separate cover.



# Quality of Life in Sammamish

Almost all residents (91%) rated the quality of life in Sammamish as excellent or good. This rating was similar to those given in other communities across the nation (see Appendix B of the *Technical Appendices* provided under separate cover).



Shown below are the eight facets of community. The color of each community facet summarizes how residents rated it across the three sections of the survey that represent the pillars of a community – Community Characteristics, Governance and Participation. When most ratings across the three pillars were higher than the benchmark, the color for that facet is the darkest shade; when most ratings were lower than the benchmark, the color is the lightest shade. A mix of ratings (higher and lower than the benchmark) results in a color between the extremes.

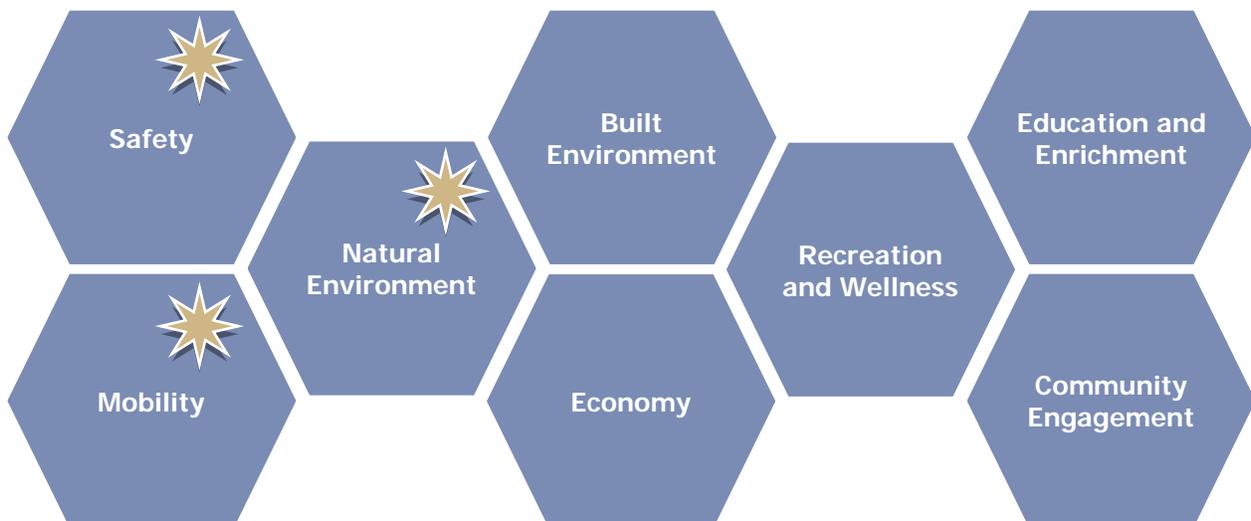
In addition to a summary of ratings, the image below includes one or more stars to indicate which community facets were the most important focus areas for the community. As in 2016, residents identified Safety, Mobility, and Natural Environment as priorities for the Sammamish community in the coming two years. These facets, as well as all other facets of community livability, received ratings similar to the national benchmarks. This overview of the key aspects of community quality provides a quick summary of where residents see exceptionally strong performance and where performance offers the greatest opportunity for improvement. Linking quality to importance offers community members and leaders a view into the characteristics of the community that matter most and that seem to be working best.

Details that support these findings are contained in the remainder of this Livability Report, starting with the ratings for Community Characteristics, Governance and Participation and ending with results for Sammamish’s unique questions.

**Legend**

- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark

★ Most important



# Community Characteristics

*What makes a community livable, attractive and a place where people want to be?*

Overall quality of community life represents the natural ambience, services and amenities that make for an attractive community. How residents rate their overall quality of life is an indicator of the overall health of a community. In the case of Sammamish, 95% rated the city as an excellent or good place to live. Respondents' ratings of Sammamish as a place to live were similar to ratings given in other communities across the nation.

In addition to rating the city as a place to live, respondents rated several aspects of community quality including Sammamish as a place to raise children and to retire, their neighborhood as a place to live, the overall image or reputation of Sammamish and its overall appearance. Roughly 9 in 10 residents gave positive marks to the overall image and overall appearance of the city, their neighborhood as a place to live and Sammamish as a place to raise children and these ratings were higher than those observed elsewhere. However, only about half of residents gave favorable ratings to the city as a place to retire, which was lower than average.

Delving deeper into Community Characteristics, survey respondents rated over 40 features of the community within the eight facets of Community Livability. A majority of residents gave positive reviews to almost all aspects within the facets of Safety, Natural Environment, Recreation and Wellness, Education and Enrichment and Community Engagement. Further, ratings for overall feeling of safety, cleanliness of the city, K-12 education and openness and acceptance of the community toward people of diverse backgrounds were higher than those given in other communities.



Ratings within the remaining facets of livability tended to be mixed. In Mobility, the rating for ease of public parking was higher than the benchmark, while residents gave lower than average ratings to the overall ease of travel, ease of travel by public transportation and traffic flow. However, it is noteworthy that the rating for ease of travel by public transportation improved from 2016 to 2018 (for more information see the *Trends over Time* report under separate cover).

Measures related to affordability, including cost of living and availability of affordable quality housing, received positive ratings from about 2 in 10 residents and were rated lower than the benchmarks. Other Economy-related items such as Sammamish's vibrant downtown/commercial area, shopping opportunities, employment opportunities, and the city as a place to visit and to work also received below-average ratings. Conversely, evaluations for the overall economic health of the city outpaced those seen across the country.

When compared to 2016, ratings in 2018 increased for health and wellness opportunities, adult educational opportunities and social events and activities, but decreased for air quality, variety of housing options and the availability of affordable quality food.

Percent rating positively (e.g., excellent/good)

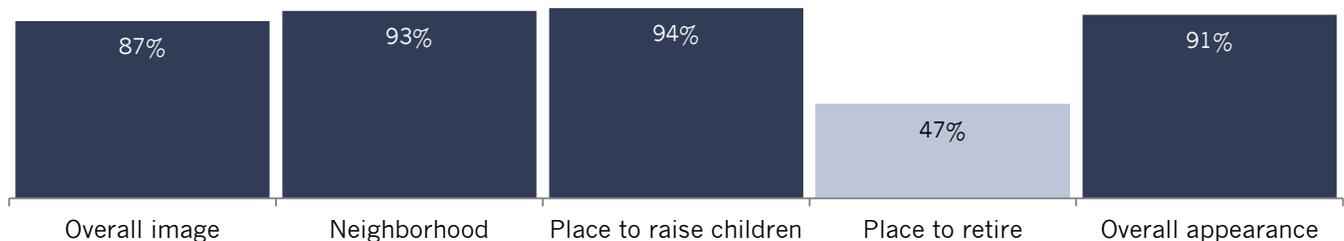
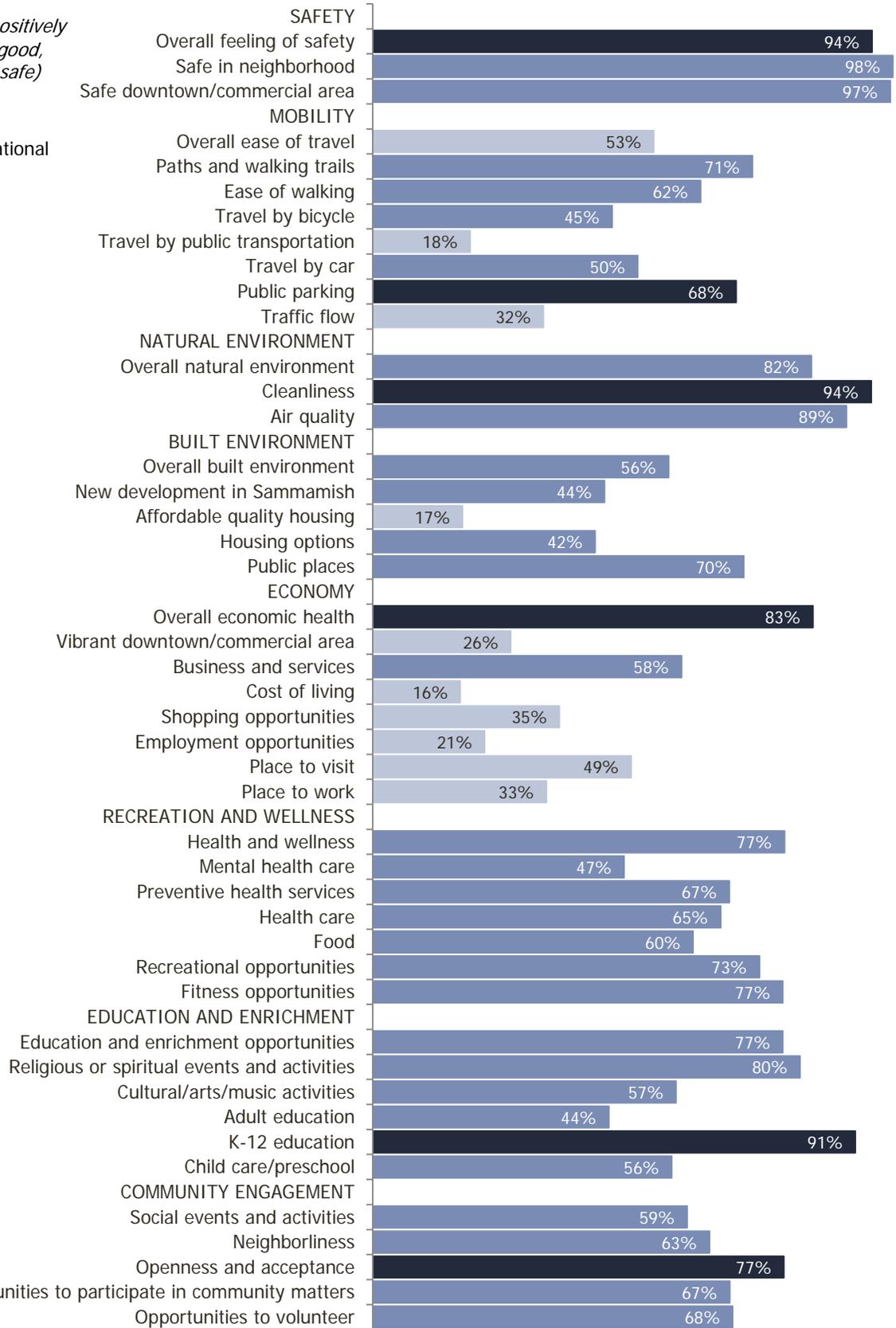


Figure 1: Aspects of Community Characteristics

Percent rating positively  
(e.g., excellent/good,  
very/somewhat safe)

Comparison to national  
benchmark

- Higher
- Similar
- Lower



# Governance

*How well does the government of Sammamish meet the needs and expectations of its residents?*

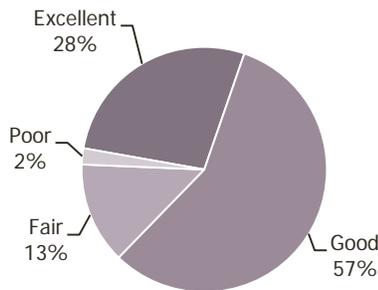
The overall quality of the services provided by Sammamish as well as the manner in which these services are provided is a key component of how residents rate their quality of life. About 8 in 10 residents gave excellent or good ratings to the overall quality of City services while 4 in 10 positively rated the services provided by the Federal Government; both of these ratings were similar to the national benchmark comparisons.

Survey respondents also rated various aspects of Sammamish’s leadership and governance. About 8 in 10 residents were pleased with the customer service provided by the City, and 7 in 10 gave positive marks to the job City government does at treating all residents fairly. Roughly half of residents gave favorable ratings to the remaining aspects of government performance and all of these ratings were similar to the national benchmarks except for the overall direction of the City, which was lower.

Respondents evaluated over 30 individual services and amenities available in Sammamish. At least 6 in 10 residents gave favorable marks to most City services and almost all ratings were similar to or higher than those given in other communities across the nation. Only two City services (natural areas preservation and land use, planning and zoning) received ratings lower than the benchmarks.

Compared to 2016, ratings in 2018 improved for street lighting, traffic signal timing, bus or transit services, storm drainage, utility billing and health services.

Overall Quality of City Services



Percent rating positively (e.g., excellent/good)

Comparison to national benchmark

■ Higher ■ Similar ■ Lower

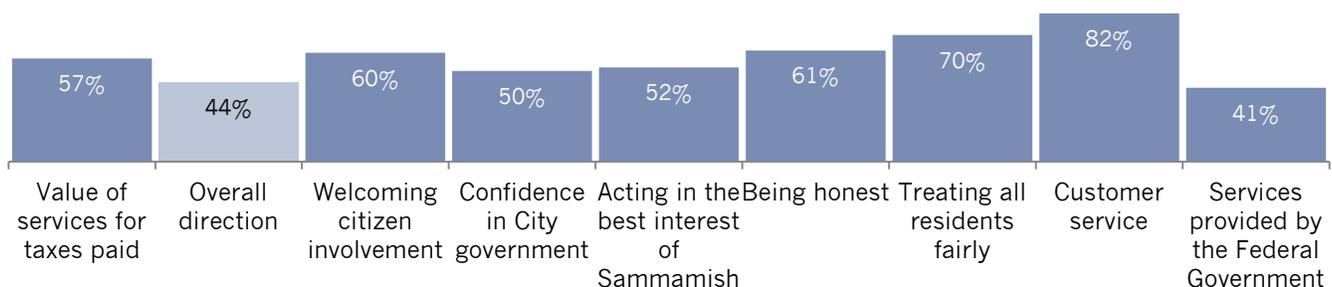
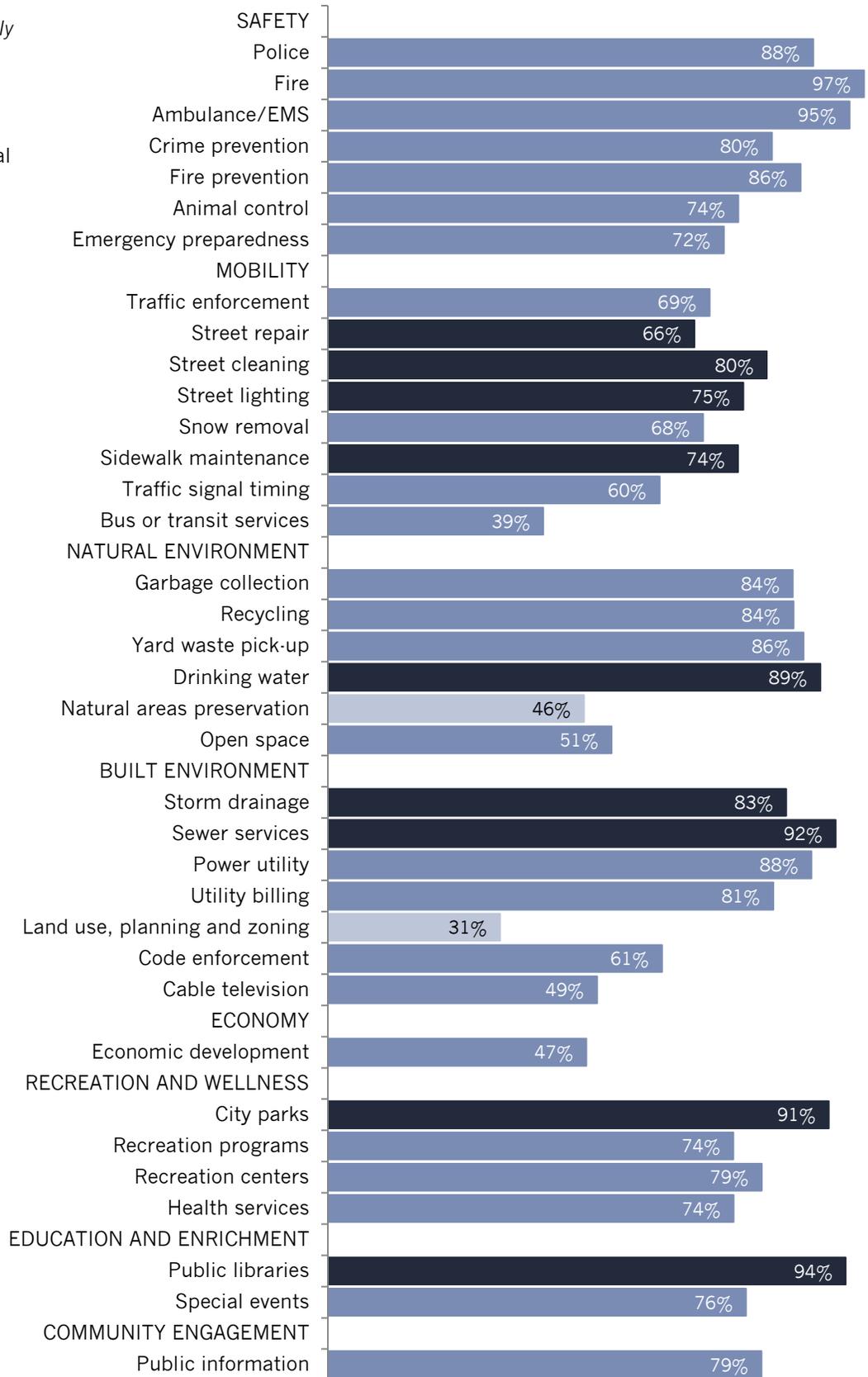


Figure 2: Aspects of Governance

Percent rating positively  
(e.g., excellent/good)

Comparison to national  
benchmark

- Higher
- Similar
- Lower



# Participation

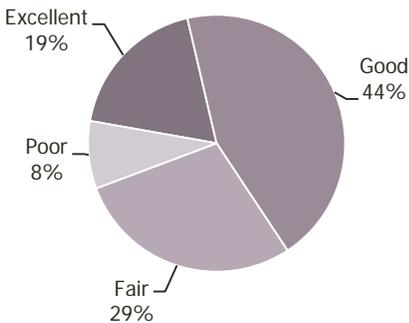
*Are the residents of Sammamish connected to the community and each other?*

An engaged community harnesses its most valuable resource, its residents. The connections and trust among residents, government, businesses and other organizations help to create a sense of community, a shared sense of membership, belonging and history. About two-thirds of Sammamish residents gave positive ratings to the sense of community in the city, and 8 in 10 planned to remain in the city for the next five years and would recommend living in Sammamish to someone who asked. These ratings were all similar to those given in other communities across the nation.

The survey included over 30 activities and behaviors for which respondents indicated how often they participated in or performed each, if at all. Levels of Participation varied widely across the different facets, making the comparison to the benchmark (and to Sammamish over time) useful for interpreting the results. Most participation rates tended to be similar to those observed in other communities. Sammamish residents were less likely than residents of other jurisdictions to work in the community, but more likely to have carpooled instead of driving alone, recycled at home, not observed a code violation, have a positive economic outlook, visited a City park or used Sammamish public libraries.

Compared to 2016, residents in 2018 were more likely to have used Sammamish recreation centers, but less likely to have stocked supplies for an emergency or made efforts to make their homes more energy efficient.

Sense of Community



Percent rating positively  
(e.g., very/somewhat likely,  
yes)

Comparison to national  
benchmark

■ Higher ■ Similar ■ Lower

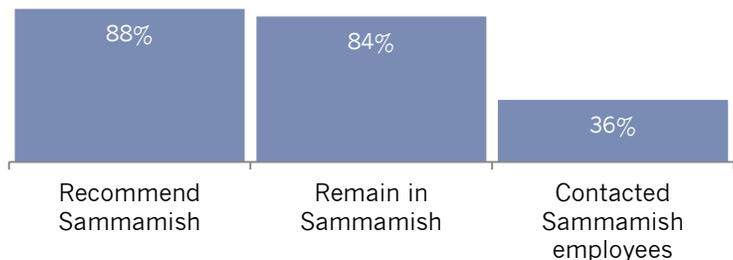
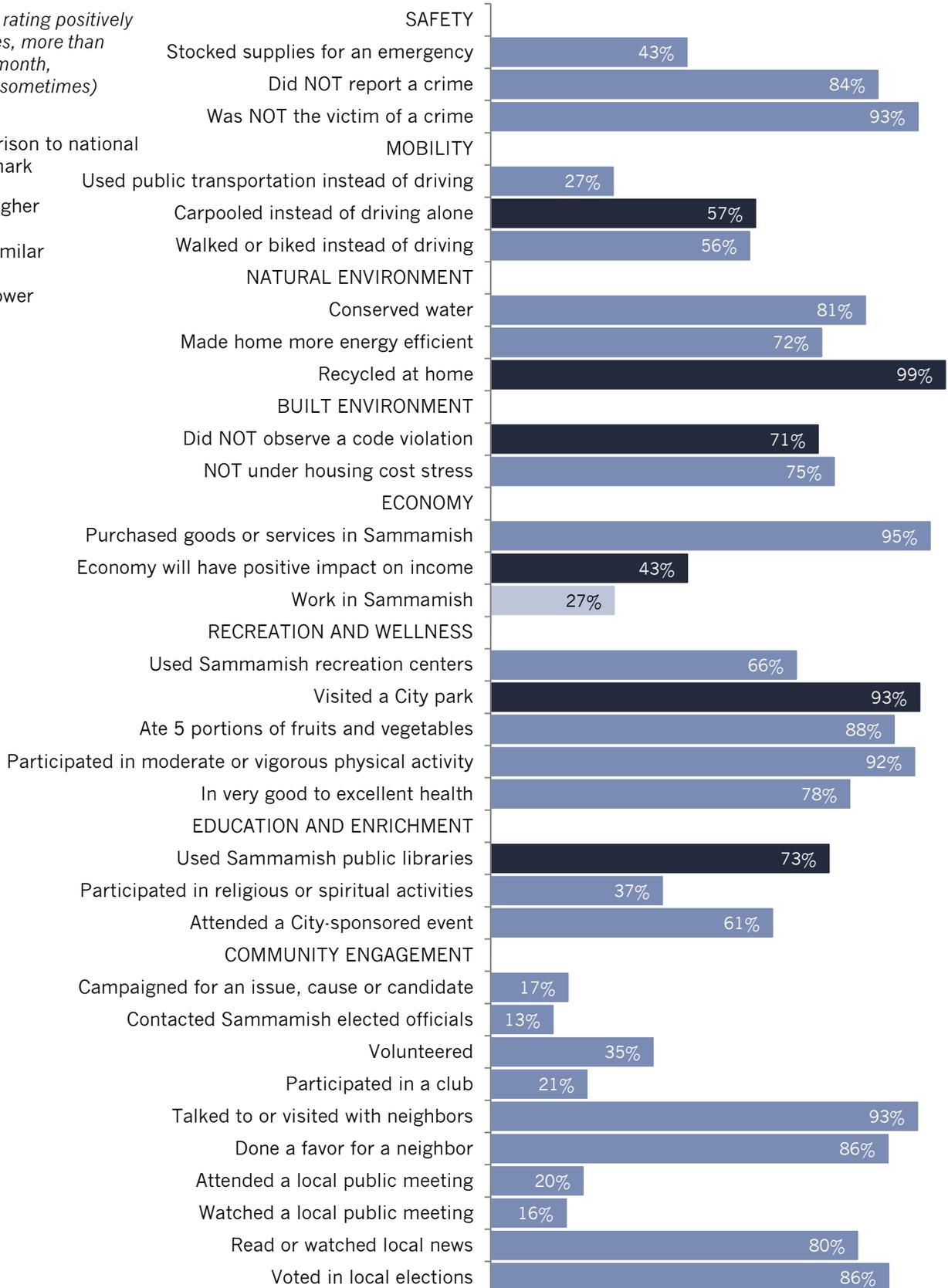


Figure 3: Aspects of Participation

Percent rating positively  
(e.g., yes, more than  
once a month,  
always/sometimes)

Comparison to national  
benchmark

- Higher
- Similar
- Lower



# Conclusions

## Economy remains an important area of focus for the City.

As in 2016, residents indicated that Economy would be an important area for the City to focus on in the next two years and ratings within this facet were mixed. While 8 in 10 residents were pleased with the overall economic health of the city (a rating higher than the benchmark), other Economy-related items such as Sammamish's vibrant downtown/commercial area, shopping opportunities, employment opportunities, and the city as a place to visit and to work received lower-than-average ratings. Measures related to affordability, including cost of living and availability of affordable quality housing, received positive ratings from about 2 in 10 residents and were also rated lower than the benchmarks. Sammamish residents were more likely than those who lived elsewhere to believe that the economy would have a positive impact on their income in the next six months, but less likely than others to work in the city.

## Mobility also continues to be a resident priority.

Residents also indicated that they would like to see the City address aspects of Mobility in the coming years. When evaluating ratings within this facet, there were some bright spots: at least 6 in 10 residents gave positive marks to the availability of paths and walking trails, ease of walking and ease of public parking (which was higher than the national benchmark). Further, ratings for street repair, street cleaning, street lighting and sidewalk maintenance were higher than average, and resident sentiment toward ease of travel by public transportation, street lighting, traffic signal timing and bus or transit services improved from 2016 to 2018. Sammamish residents were also more likely than residents of other communities to have carpooled instead of driving alone. However, ratings for the overall ease of travel in the city, ease of travel by public transportation and traffic flow were lower than the national benchmark comparisons.

## The Natural Environment is important to residents.

As in 2016, residents in 2018 indicated that Natural Environment should also be an area of City prioritization. Generally, ratings within this facet tended to be strong. At least 8 in 10 residents gave positive reviews to the overall natural environment, cleanliness, air quality, garbage collection, recycling, yard waste pick-up and drinking water, and ratings for air quality and drinking water were higher than those observed in other communities. Virtually all residents had recycled at home, a rate that was also above average. However, less than half of residents were pleased with natural areas preservation and this rating was lower than the benchmark comparison. Further, residents were less likely in 2018 than in 2016 to have made efforts to make their homes more energy efficient.

# APPENDIX

## City of Sammamish Debt Service Requirements

YEAR	DEBT PAYMENT SCHEDULE		
	PRINCIPAL	INTEREST	PRIN/INT
2019	\$ 533,333	\$ 8,000	\$ 541,333
2020	\$ 533,333	\$ 5,334	\$ 538,667
2021	\$533,334	\$ 2,667	\$ 536,001
<b>TOTAL</b>	<b>\$1,600,000</b>	<b>\$16,001</b>	<b>\$1,616,001</b>

### Summary of Debt Issues

YEAR	DESCRIPTION	PURPOSE	ISSUE DATE	MATURITY DATE	INTEREST RATE	AMOUNT ISSUED	AMOUNT OUTSTANDING
2001	Public Works Trust Fund Loan	Transportation Infrastructure	5/11/2001	7/1/2021	0.5%	10,000,000	\$1,600,000
<b>TOTAL DEBT OUTSTANDING (As of December 31, 2018)</b>						<b>\$10,000,000</b>	<b>\$1,600,000</b>

## City of Sammamish Statistics for 2019/2020 Budget Document

<b>Permits and Values</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Permits Issued	2,312	2,655	3,073	4,351	5,363
Estimated Value	\$151,012,283	\$167,778,679	\$225,422,250	\$303,862,547	\$184,863,670
<b>Taxable Sales</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Retail Sales	\$440,463,845	\$513,058,566	\$636,590,069	\$693,302,833	\$749,801,026
Real Estate Sales	\$972,790,100	\$1,039,827,858	\$1,331,559,414	\$1,473,925,186	\$1,522,948,530
<b>Police Offenses</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Homicide	1	0	0	3	1
Forcible Rape	3	5	11	8	7
Robbery	1	3	3	*	3
Aggravated Assault	3	4	8	*	9
Burglary	131	79	84	*	88
Larceny	232	309	327	312	238
Vehicle Theft	23	9	32	*	24
Arson	6	4	1	7	6
<b>Fire Services</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Responses	1,627	1,737	2,174	2170	2077
Fire	66	227	207	248	167
Emergency Medical	1,028	1,142	1,477	1445	1403
Motor Vehicle Service	51	58	88	70	76
	482	310	402	407	431
<b>Parks &amp; Recreation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Parkland	517 acres	582 acres	582 acres	611	632
Undeveloped Parkland	30 acres	30 acres	30 acres	50 acres	71 acres
Playgrounds in City Parks	7	9	9	9	9
Tennis Courts (includes public schools)	27	27	27	27	27
City Operated Athletic Fields (Football, Soccer, Baseball, Lacrosse)	12	13	13	15	13

## City of Sammamish Statistics (Continued)

<b>City of Sammamish Largest Property Taxpayers 2018 Tax Roll Year</b>	<b>Total Assessed Value</b>	<b>% of Total Taxable Assessed Value</b>
UBS Realty	\$ 119,995,000	.72%
Madison VK LLC	\$77,913,000	.47%
Boulder Creek South LLC	\$74,690,000	.45%
Sea Inglewood 2010 LLC	\$63,198,000	.38%
Regency Centers LP	\$63,139,700	.38%
Puget Sound Energy	\$56,108,349	.34%
Toll WA LP	\$55,831,000	.34%
Saffron Partners LLC	\$38,733,000	.24%
Gladstein, Michael & Robert & ME	\$35,099,930	.21%
Scott B. Retzloff & Associates	\$27,514,300	.17%

## 2019 FEE SCHEDULE

Fee Name/Description of Service	2019 Fee	Unit Description
<b>Administration</b>		
Agendas, City Council		No charge
Appeal fee	\$ 250.00	
Budget document		Cost of reproduction
Comprehensive plan		Cost of reproduction
Computer generated data (customer provided disc)	\$ 27.00	Per hour
DVD/CD	\$ 5.00	
Engineering Copies		
Black & white Copies		
C-Size (18 X 24)	\$ 5.00	Per sheet
D-Size (24 X 36)	\$ 7.00	Per sheet
E-Size (34 X 44)	\$ 10.00	Per sheet
Color maps		
E-Size (34 X 44)	\$ 15.00	Per map
GIS Data (requires signed disclaimer)	\$ 22.00	Per storage device
Digital orthophotos (requires signed disclaimer)	\$ 20.00	Per DVD
Mailing (minimum)	\$ 2.00	
Returned item/NSF checks	\$ 27.00	
Passport processing fee	\$ 25.00	
Photocopy/computer print-outs	\$ 0.16	Per page (first 10 pages free)
Scanning		Cost of reproduction
Zip drive	\$ 10.00	Up to \$10.00 per USB zip drive.
<b>Business Licenses</b>		
Business license (annual)	\$ 15.00	
Peddler	\$ 15.00	
Religious organizations (nonbusiness activities only)		Exempt
<b>Building</b>		
<b>Pre-application and counter service fees by building type( 1 to 4)</b>		
Type 1	\$ 132.00	Plus \$132.00 per hour for more than 1 hour
Type 2	\$ 264.00	Plus \$132.00 per hour for more than 2 hours
Type 3	\$ 396.00	Plus \$132.00 per hour for more than 3 hours
Type 4	\$ 528.00	Plus \$132.00 per hour for more than 4 hours

<b>Building permit</b>		
Inspection fee	\$ 132.00	Minimum \$132.00 fee per inspection
Administrative service fee	\$ 264.00	
<b>Building valuation</b>		
\$1.00 to \$500.00	\$ 29.00	
\$501 to \$2,000	\$ 29.00	For the first \$500 plus \$4.00 for each additional \$100 or fraction thereof to and including \$2,000.
\$2,001 to \$25,000	\$ 88.00	For the first \$2,000 plus \$18.00 for each additional \$1,000 or fraction thereof to and including \$25,000.
\$25,001 to \$50,000	\$ 490.00	For the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 to \$100,000	\$ 805.00	For the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$100,001 to 500,000	\$ 1,244.00	For the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof to and including \$500,000.
\$500,001 to \$1,000,000	\$ 4,049.00	For the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000.
\$ 1,000,001 and up	\$ 7,016.00	For the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof.
<b>Building - Plan Review Fees</b>		
Initial plan review fee (covers first review and 1 re-check)	\$ 132.00	\$132.00 minimum. Actual fee is 65% of the building permit fee.
Resubmittal after plans checked & approved	\$ 132.00	\$132.00 minimum. Actual fee is 65% of the building permit fee.
Additional reviews after 1 re-check	\$ 132.00	Per hour (1 hour minimum) Double for repeated re-inspections.
Expedited review fee		Double the plan review fee.
Consultant fees		Cost of service.
Legal review fees		Cost of service.
Certificates of occupancy (when not part of a current building permit)	\$ 264.00	
Condominium conversion plans/inspections	\$ 396.00	Plus \$132.00 per hour after 1 hour
Demolition permit	\$ 198.00	Plus a \$500.00 site bond.
Re-roof permit	\$ 198.00	

<b>Energy Code</b>			
Residential remodel/addition	\$	67.00	
New single family	\$	93.00	
Tenant improvement			
0 to 10,000 square feet	\$	67.00	
10,001 and up	\$	93.00	
Multi-family per building	\$	134.00	
New commercial	\$	122.00	
Commercial addition	\$	93.00	
<b>Miscellaneous Building Fees</b>			
Re-Inspection fee when not ready and/or repeated inspections are required	\$	132.00	Per hour (1 hour minimum) Double for repeated re-inspections.
Inspections with no specific fee	\$	132.00	Per hour (1 hour minimum)
Inspections outside normal work hours (2 hour minimum charge)	\$	396.00	Plus \$198.00/hour after 2 hours.
<b>House Moving</b>			
Class 1 and 2			
Moving permit	\$	79.00	
Inspection fee	\$	198.00	
Hourly fee after first hour	\$	132.00	Per hour.
Moved into city from outside	\$	0.50	Per mile.
Class 3 and 4 – moving permit	\$	79.00	
Cash deposit or corporate surety bond	\$	10,000.00	Or such greater amount as the building official deems necessary.
A public liability insurance policy			Providing \$250,000.00 or greater as the building official deems necessary.
Minimum housing inspection fee	\$	198.00	Plus \$132.00 per hour after 1 hour
<b>Mobile home location inspection</b>			
Mobile home permit inspection	\$	347.00	
Temporary mobile home	\$	277.00	
<b>Sign fees</b>			
Political signs	\$	10.00	Per sign not removed within time limit
Signs requiring building permit, plan review, and inspection	\$	463.00	
Signs requiring planning review only (no building inspections)	\$	198.00	

<b>Special inspections</b>		
Fire, wind, flood damage, earthquake and other disasters	\$ 132.00	Plus \$132.00 per hour.
Temporary tents/canopies/air structures		
Plan check	\$ 132.00	Per hour.
Basic permit (inspection fee)	\$ 132.00	
Work performed without permit (penalty fee) (See SMC16.20.355)		Up to an amount equal to the building, plumbing or mechanical permit fee.
Investigative fee	\$ 198.00	Plus \$132.00 per hour after the first hour.
WSBCC surcharge-residential building permits	\$ 6.50	Per building permit issued plus an additional surcharge of \$2.00 for each residential unit after the first unit.
WSBCC surcharge-commercial building permits	\$ 25.00	Per building permit issued plus an additional surcharge of \$2.00 for each residential unit after the first unit.
<b>Electric Vehicle Charging</b>		
Hourly fee - up to 6 hours (\$1.00 minimum)	\$ 1.00	Per hour
Hourly fee - over 6 hours	\$ 2.00	Per hour
<b>Fire Code Fees</b>		
<b>Fire Code Fees</b>		
<b>Fire code permits</b>		
Fireworks	\$ 132.00	
Bond		As required by RCW 70.77.285
<b>Fire alarm systems</b>		
Tenant Improvement:		
1 to 10 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
1 to 10 devices-plan review	\$ 132.00	
11 to 20 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
11 to 20 devices-plan review	\$ 198.00	
21 to 40 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
21 to 40 devices-plan review	\$ 231.00	
41 to 100 devices-inspection	\$ 198.00	Plus \$132.00 for each inspection > 3
41 to 100 devices-plan review	\$ 264.00	
>100 devices-inspection	\$ 198.00	Plus \$132.00 for each inspection > 3
>100 devices-plan review	\$ 264.00	Plus \$6.00 for each additional device over 100
New System:		
1 to 25 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
1 to 25 devices-plan review	\$ 132.00	
26 to 50 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
26 to 50 devices-plan review	\$ 198.00	
51 to 100 devices-inspection	\$ 198.00	Plus \$132.00 for each inspection > 3
51 to 100 devices-plan review	\$ 330.00	
>100 devices-inspection	\$ 198.00	Plus \$132.00 for each inspection > 3
>100 devices-plan review	\$ 330.00	Plus \$6.00 for each additional device over 100

<b><i>In addition to the device fees shown above, the following charges apply</i></b>		
FACP-inspection	\$ 33.00	Plus \$132.00 for each inspection > 3
FACP-plan review	\$ 198.00	
Transmitter-inspection	\$ 33.00	Plus \$132.00 for each inspection > 3
Transmitter-plan review	\$ 132.00	
Power sub panel-inspection	\$ -	
Power sub panel-plan review	\$ 66.00	
Over the counter permit inspection fee-10 device maximum	\$ 132.00	Plus \$132.00 for each inspection > 3
<b><i>Sprinkler systems</i></b>		
<b>Tenant Improvement:</b>		
1 to 10 devices-inspection	\$ 66.00	Plus \$132.00 for each inspection > 3
1 to 10 devices-plan review	\$ 66.00	
11 to 30 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
11 to 30 devices-plan review	\$ 132.00	
31 to 50 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
31 to 50 devices-plan review	\$ 198.00	
51 to 100 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
51 to 100 devices-plan review	\$ 264.00	
>100 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
>100 devices-plan review	\$ 264.00	Plus \$6.00 for each additional device over 100
<b>New System:</b>		
1 to 40 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
1 to 40 devices-plan review	\$ 528.00	
41 to 100 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
41 to 100 devices-plan review	\$ 594.00	
101 to 300 devices-inspection	\$ 198.00	Plus \$132.00 for each inspection > 3
101 to 300 devices-plan review	\$ 528.00	
>300 devices-inspection	\$ 264.00	Plus \$132.00 for each inspection > 3
>300 devices-plan review	\$ 528.00	Plus \$6.00 for each additional device over 100
<b>13D Fire Sprinkler System:</b>		
1 to 40 devices-inspection	\$ 99.00	Plus \$132.00 for each inspection > 3
1 to 40 devices-plan review	\$ 264.00	
>40 devices-inspection	\$ 132.00	Plus \$132.00 for each inspection > 3
>40 devices-plan review	\$ 396.00	
<b>Other Components:</b>		
Per supply installed by fire sprinkler contractor (includes 1 post/wall indicator valve and 1 fire department connection)-plan review only, no inspection charge	\$ 33.00	
Per supply installed by other than fire sprinkler contractor-plan review only, no inspection charge	\$ 132.00	

Per riser (each interior zone supply)-review only, no inspection charge.	\$	33.00	
Per standpipe (FDC supply inlet and associated outlets)-inspection	\$	132.00	Plus \$132.00 for each inspection > 3
Per standpipe (FDC supply inlet and associated outlets)-plan review	\$	396.00	
Fire pump-inspection	\$	132.00	Plus \$132.00 for each inspection > 3
Fire pump-plan review	\$	594.00	
Over the counter permit inspection fee-25 head maximum	\$	132.00	Plus \$132.00 for each inspection > 3
<b>Fire Extinguishing Systems:</b>			
Full systems (including piping, nozzles and releasing panel)-inspection	\$	66.00	Plus \$132.00 for each inspection > 3
Full systems (including piping, nozzles and releasing panel)-plan review	\$	297.00	
Tenant improvement or system modification (nozzle change/move)-inspection	\$	66.00	Plus \$132.00 for each inspection > 3
Tenant improvement or system modification (nozzle change/move)-plan check	\$	132.00	
Temporary membrane structures, tents and canopies-inspection	\$	99.00	Plus \$132.00 for each inspection > 3
Temporary membrane structures, tents and canopies-plan review	\$	99.00	
Flammable/combustible liquid storage tank installation/removal-inspection	\$	66.00	Plus \$132.00 for each inspection > 3
Flammable/combustible liquid storage tank installation/removal-plan review	\$	198.00	
<b>Fire Flow and Fire Access Review</b>			
plan review	\$	132.00	
Commercial building (greater than 5,000 sq. ft.)-plan review	\$	198.00	
Single family residence	\$	132.00	
Subdivisions	\$	198.00	
<b>Impact Fees</b>			
Park impact fees			Per SMC 14A.20
Road impact fees			Per SMC 14A.15.110
School impact fees - Lake Washington School District - Issaquah School District - Snoqualmie Valley School District			Adopted by ordinance. See current ordinance for fees.
School impact administration fee	\$	132.00	

<b>Electrical Fees</b>		
New one and two-family dwelling construction		10% of the building permit fee. (Determined by the building valuation table).
Electrical counter service fee	\$ 132.00	
Electrical plan review fee		20% of the electrical permit fee. (Paid at time of submittal).
<b>TABLE I</b>		
<b>Electrical permit fees (based on valuation) For all multi-family, all mixed-use, all non-residential construction and remodels/additions to one and two-family dwellings:</b>		
Up to \$250	\$ 59.00	
\$251 to \$2,000	\$ 59.00	For the first \$250.00 plus \$10.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00.
\$2,001 to \$25,000	\$ 234.00	For the first \$2,000.00 plus \$25.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00.
\$25,001 to \$50,000	\$ 732.00	For the first \$25,000.00 plus \$20.00 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00.
\$50,001 to \$100,000	\$ 1,215.00	For the first \$50,000.00 plus \$13.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
\$ 100,001 and up	\$ 1,873.00	For the first \$100,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof.
<b>TABLE II</b>		
<b>Electrical permit fees (based on valuation) For limited/low voltage electrical for security, T-stat, telephone, and computer wiring</b>		
Up to \$2,000	\$ 59.00	
\$2,001 to \$25,000	\$ 213.00	(For the first \$2,000.00 plus \$25.00 for each additional \$1,000 or fraction thereof) X 25%.
\$25,001 to \$50,000	\$ 730.00	(For the first \$25,000.00 plus \$20.00 for each additional \$1,000 or fraction thereof) X 25%.
\$50,001 to \$100,000	\$ 1,215.00	(For the first \$50,000.00 plus \$12.00 for each additional \$1,000 or fraction thereof) X 25%.
\$100,001 and up	\$ 1,873.00	(For the first \$100,000.00 plus \$12.00 for each additional \$1,000 or fraction thereof) X 25%.

<b>Miscellaneous electrical permit fees</b>		
Temporary power for construction sites:		
1 to 200 amp	\$	85.00
201 to 400 amp	\$	144.00
401 amps or more		Based on total valuation of installation. Calculated according to TABLE II.
Temporary power for events:		
Base fee	\$	103.00 Plus \$25.00 per concession.
Maximum fee (2 hours)	\$	264.00
Swimming pools, hot tubs, spas, and saunas	\$	103.00 Applicants must also get a building permit for pool, hot tub, or spa.
Portable classrooms and mobile homes service	\$	103.00
Sign installations (per circuit)	\$	85.00 Permit fee for electrical hookups required on a sign. (Applicants must also get a sign permit).
Solar photovoltaic (PV) installations-residential	\$	264.00 Includes \$132.00 administrative service fee, \$66.00-plan review, \$66.00-inspection fee.
<b>Mechanical Fees</b>		
<b>Residential</b>		
Mechanical permit issuance fee	\$	38.00
New single family residence flat fixture fee (includes all mechanical fixtures)	\$	270.00
Mechanical application fee	\$	38.00
<b>Non-Residential</b>		
Mechanical permit issuance fee	\$	49.00
Mechanical application fee	\$	49.00
<b>Each Additional Fixture</b>		
<b>Residential</b>		
Forced air furnace	\$	26.00
Boiler/compressor	\$	26.00
Floor/wall/unit heater	\$	26.00
SFR heat pump	\$	26.00
Air handling unit	\$	26.00
Wood stove/fireplace insert	\$	26.00
Gas oven/cook top (built-in)	\$	26.00
Barbecue	\$	26.00
Pool or spa heater	\$	26.00
Gas log/log lighters	\$	26.00
Hydronics	\$	26.00
Exhaust fan (with duct)	\$	13.00

Kitchen exhaust fan/whole house fan (with duct)	\$	13.00	
Gas piping (flat fee)	\$	38.00	
Gas water heater	\$	38.00	
Clothes dryer	\$	13.00	
Miscellaneous appliance vent	\$	13.00	
Duct work only (flat fee)	\$	38.00	
Earthquake valve	\$	13.00	
Other appliances	\$	26.00	
Inspections outside normal work hours (2 hour minimum)	\$	396.00	Plus \$198.00/hour after 2 hours
Re-inspection fees	\$	132.00	Per hour
Excessive inspection	\$	264.00	Per hour
Inspections with no specific fee	\$	132.00	Per hour
Plan review fees: Multi-family			25% of building permit fee
Additional plan reviews	\$	132.00	Per hour
<b>Non-Residential</b>			
Forced air furnace < 160k BTU	\$	66.00	
Forced air furnace > 160k BTU	\$	79.00	
Boiler/compressor/absorption unit up to 15 HP & up to 500,000 BTUs	\$	38.00	
Boiler/compressor/absorption unit over 15 HP & over 500,000 BTUs	\$	72.00	
Floor/wall/unit heater	\$	26.00	
SFR heat pump	\$	26.00	
Air handling unit	\$	26.00	
Wood stove/fireplace insert	\$	26.00	
Gas oven/cook top (built-in)	\$	26.00	
Barbecue	\$	26.00	
Pool or Spa heater	\$	26.00	
Gas log/log lighters	\$	26.00	
Hydronics	\$	26.00	
Exhaust fan (with duct)	\$	26.00	
Residential kitchen exhaust fan/whole house fan (with duct)	\$	26.00	
Commercial kitchen exhaust hood	\$	38.00	
Gas piping (first 5 outlets)	\$	38.00	
Gas piping (each additional outlet over 5)	\$	6.00	
Gas water heater	\$	38.00	
Clothes dryer	\$	26.00	
Miscellaneous appliance vent	\$	26.00	
Duct work only (flat fee)	\$	38.00	
Hazardous piping (first 1 thru 4 outlets)	\$	38.00	
Hazardous piping (each outlet over 4)	\$	6.00	
Earthquake valve	\$	26.00	

Other appliances	\$	38.00	
Inspections outside normal work hours (2 hour minimum)	\$	396.00	Plus \$198.00/hour after 2 hours
Re-inspection fees	\$	132.00	Per hour
Excessive inspection	\$	264.00	Per hour
Inspections with no specific fee	\$	132.00	Per hour
Plan review fees			25% of building permit fee
Additional plan reviews	\$	132.00	Per hour
<b>Plumbing Fees</b>			
<b>Residential</b>			
Plumbing permit issuance fee	\$	38.00	
New single family residence flat fixture fee (includes all plumbing fixtures)	\$	264.00	Per hour
Residential additions and remodels per fixture fee			
Plumbing application fee	\$	38.00	
<b>Non-Residential</b>			
Plumbing permit issuance fee	\$	49.00	
Non-residential per fixture fee			
Plumbing application fee	\$	49.00	
<b>Each Additional Fixture</b>			
<b>Residential</b>			
Backflow preventer (1/2" 2")	\$	13.00	
Backflow preventer (3" & larger)	\$	26.00	
Bath tub	\$	13.00	
Bathroom sink	\$	13.00	
Bidet	\$	13.00	
Clothes washer	\$	13.00	
Dishwasher	\$	13.00	
Drinking fountain	\$	13.00	
Floor drain	\$	13.00	
Hose bib each	\$	13.00	
Hot water heater (electric)	\$	13.00	
Ice maker	\$	13.00	
Laundry tub	\$	13.00	
Other plumbing fixtures not listed	\$	13.00	
Pressure reducing valve	\$	13.00	
Roof drain	\$	13.00	
Shower	\$	13.00	
Sink	\$	13.00	
Toilet	\$	13.00	
Urinal	\$	13.00	
Inspections outside normal work hours (2 hour minimum)	\$	396.00	Plus \$198.00/hour after 2 hours

Re-inspection fees	\$	132.00	Per hour
Excessive re-inspections	\$	264.00	Per hour
Inspections with no specific fee	\$	132.00	Per hour
Plan review fees: Multi-family			25% of building permit fee
Additional plan reviews	\$	132.00	Per hour
<b>Non-Residential</b>			
Backflow preventer (1/2" 2")	\$	17.00	
Backflow preventer (3" & larger))	\$	26.00	
Bath tub	\$	17.00	
Bathroom sink	\$	17.00	
Bidet	\$	17.00	
Clothes washer	\$	17.00	
Dishwasher	\$	17.00	
Drinking fountain	\$	17.00	
Floor drain	\$	26.00	
Grease trap	\$	26.00	
Hose bib each	\$	17.00	
Hot water heater (electric)	\$	17.00	
Ice maker	\$	26.00	
Laundry tub	\$	17.00	
Other plumbing fixtures not listed	\$	17.00	
Pressure reducing valve	\$	17.00	
Roof drain	\$	17.00	
Shower	\$	17.00	
Sink	\$	26.00	
Toilet	\$	17.00	
Urinal	\$	17.00	
Inspections outside normal work hours (2 hour minimum)	\$	396.00	Plus \$198.00/hour after 2 hours
Re-inspection fees	\$	132.00	Per hour
Excessive re-inspections	\$	264.00	Per hour
Inspections with no specific fee	\$	132.00	Per hour
Plan review fees			25% of building permit fee
Additional plan reviews	\$	132.00	Per hour
<b>Parks and Recreation</b>			
<b>Athletic fields</b>			
Natural turf fields			
Youth	\$	17.00	Per hour
Adult	\$	30.00	Per hour
Field preparation	\$	40.00	
Synthetic sports fields			
Youth	\$	60.00	Per hour
Adult	\$	90.00	Per hour
Field lights	\$	20.00	Per hour

<b>Picnic shelters</b>		
Tier 1 rates		
Half-day	\$ 110.00	
Full-day	\$ 165.00	
Tier II rates		
Half-day	\$ 88.00	
Full-day	\$ 132.00	
<b>Beaver Lake Lodge</b>		
Weekday	\$ 50.00	Per hour
Weekend	\$ 140.00	Per hour
Damage deposit	\$ 500.00	
<b>Beaver Lake Pavilion</b>		
Weekday	\$ 22.00	Per hour
Weekend	\$ 33.00	Per hour
Damage deposit	\$ 250.00	
Last-minute booking discount - 2 months advance		Up to 25% off
<b>Miscellaneous fees</b>		
Event fees (negotiated)		\$100 to \$5,000
Concession permit-park facilities & fields		10% of gross receipts
<b>Banner permit</b>		
One-sided banner	\$ 180.00	
Two-sided banner	\$ 360.00	
Memorial park bench fee		\$2,000 to \$2,500 depending on the bench selection.
<b>Planning</b>		
The listed fees are initial deposit amounts based on an hourly rate of \$132.00. If the initial deposits have been expended before the project is completed, an additional deposit will be required in the amount estimated by the Community Development Department rounded to the nearest 10 hour increment.		
NOTE: Deposits in the fee schedule are separated by department for informational purposes only.		
Policy planning amendments (+ EIS if applicable)	\$ 1,980.00	Plus \$132.00 per hour after the first 15 hours.
Conditional use permits compliance	\$ 132.00	Per hour.
Consultant services		Actual cost of service.
Legal review fee		Actual cost of service.
<b>Critical areas</b>		
Basic review	\$ 396.00	
Complex review: residential	\$ 660.00	Plus \$132.00 per hour after the first 5 hours.
Complex review: Non- residential	\$ 924.00	Plus \$132.00 per hour after the first 7 hours.
RUE critical areas	\$ 1,320.00	Plus \$132.00 per hour
Inspection monitoring	\$ 132.00	Per hour.

<b>Current use assessment review (public benefit rating system)</b>			
Farm & agricultural land classification	\$	165.00	
Open space & timber less than 20 acres	\$	227.00	
Open space and timber greater than 20 acres	\$	439.00	
Environmental checklist review	\$	660.00	Plus \$132.00 per hour after the first 5 hours.
Environmental impact statement preparation	\$	-	Actual cost.
Zoning variances & public agency/utility exceptions (deposit)	\$	1,950.00	Plus \$132.00 per hour after the first 15 hours.
Unified Zoning Development Plan (UZDP) preliminary review	\$	5,280.00	
Deposit			Equal to estimated cost (to be determined by the Community Dev. Director)
<b>Legal notice-publication &amp; mailing</b>			
Type 2	\$	282.00	
Type 3 & 4	\$	569.00	
Type 2 (UZDP only)	\$	569.00	
Legal notice posting			Actual cost
<b>Partial development: Pre-issuance construction authorization</b>			
Inspection fee	\$	1,026.00	Plus \$132.00 per hour
Boundary line adjustment review	\$	528.00	Plus \$132.00 per hour
Pre-Development Services	\$	594.00	Plus \$132.00 per hour > 4.5 hours.
<del>Pre-Application Conference &amp; counter-service intake fees (Type 1-4)</del>	\$	660.00	Plus \$132.00 per hour > 5 hours.
<del>Pre-Application Conference &amp; counter-service intake fees (UZDP)</del>	\$	2,640.00	Plus \$132.00 per hour > 20 hours.
<b>Pre-application &amp; cCounter service</b>			
Type 1	\$	132.00	Plus \$132.00 per hour > 1 hour
Type 2	\$	264.00	Plus \$132.00 per hour > 2 hours
Type 3	\$	396.00	Plus \$132.00 per hour > 3 hours
Type 4	\$	528.00	Plus \$132.00 per hour > 4 hours
<del>Type 2 (UZDP only)</del>			
Post development monitoring/inspections	\$	132.00	Per hour.
Shoreline substantial development	\$	3,300.00	Plus \$132.00 per hour
Shoreline conditional use review	\$	3,300.00	Plus \$132.00 per hour
Shoreline variance	\$	3,300.00	Plus \$132.00 per hour
Separate lot recognitions & subdivision exemptions	\$	132.00	
Recorded building envelope modifications	\$	660.00	
Name change	\$	264.00	
<b>Site specific zone reclassifications (Re-zone)</b>			
Application fee	\$	1,980.00	Plus \$132.00 per hour
Shoreline exemption letter	\$	132.00	

<b>Subdivision/preliminary plat</b>		
Preliminary review fee	\$ 5,280.00	Plus \$132.00 per hour
Per lot fee		
10-20 lots	\$ 198.00	Per lot
21-50 lots	\$ 132.00	Per lot
51+ lots	\$ 66.00	Per lot
Short subdivision		
Preliminary review fee	\$ 3,306.00	Plus \$132.00 per hour
Final review fee	\$ 1,320.00	Plus \$132.00 per hour
Zoning application review	\$ -	
Application fee	\$ 1,980.00	Plus \$132.00 per hour
Binding site plan	\$ 1,980.00	Plus \$132.00 per hour
Commercial site development	\$ 1,980.00	Plus \$132.00 per hour
Variance	\$ 1,980.00	Plus \$132.00 per hour
Conditional use permits compliance	\$ 1,980.00	Plus \$132.00 per hour
Temporary use permit	\$ 1,320.00	
Affidavit of minor correction	\$ -	
Plat alteration or revision	\$ 5,280.00	Plus \$132.00 per hour
Minor plat alteration	\$ 3,300.00	Plus \$132.00 per hour
Wireless communication facility review	\$ 396.00	
Bond review fee	\$ 3,300.00	Plus \$132.00 per hour
Bond review fee-requiring monitoring	\$ 3,300.00	Plus \$132.00 per hour
Bond inspection monitoring	\$ 660.00	
Review, not otherwise listed (1/2 hour minimum)	\$ 132.00	Per hour
<b>Clear and Grade Permit</b>		
<b>Volume of Earth</b>		
101 to 1,000 cubic yards	\$ 264.00	Plus \$132.00 per hour
1,001 to 10,000 cubic yards	\$ 396.00	Plus \$132.00 per hour
10,001 to 100,000 cubic yards	\$ 528.00	Plus \$132.00 per hour
100,001 or more cubic yards	\$ 660.00	Plus \$132.00 per hour
Clear and grade review	\$ 132.00	Plus \$132.00 per hour
Early clear and grade review	\$ 2,640.00	
Re-inspection fee-excess inspection caused by the contractor	\$ 132.00	Per hour (minimum 1 hour)
Work performed without a permit		Double the permit fee
Tree removal: 3 or less		No charge
Tree removal -OTC permit	\$ 66.00	
Tree removal requiring additional review	\$ 132.00	Per hour

<b>Code Enforcement Penalties (per Civil Penalties in SMC 23.100)</b>		
Infraction		Up to \$500
Stop work order		Up to \$500
Noncompliance		
1 to 15 days	\$ 100.00	Per day
16 to 31 days	\$ 250.00	Per day
31+ days		Up to \$500 per day (\$50,000 maximum)
Environment damage/critical areas violations		Up to \$25,000 plus the cost of restoration.
Unlawful tree removal or damage		\$1,500 per inch of diameter at breast height of tree removed or damaged.
<b>Plat/Short Plat Site Development Permit</b>		
Short subdivision		
Preliminary review fee	\$ 660.00	
Subdivisions		
Preliminary review fee		
10 to 20 lots	\$ 99.00	Per lot
21 to 50 lots	\$ 63.00	Per lot
51+ lots	\$ 63.00	Per lot
All others	\$ 1,320.00	
<b>Public Works</b>		
The listed fees are initial deposit amounts based on an hourly rate of \$132.00. If the initial deposits have been expended before the project is completed, an additional deposit will be required in the amount estimated by the Public Works Department rounded to the nearest 10 hour increment.		
NOTE: Deposits in the fee schedule are separated by department for informational purposes only.		
Consultant services		Actual cost of service.
Legal review fee		Actual cost of service.
Concurrency test administrative fee	\$ 132.00	
Concurrency test/exemption fee		
<u>Single family house individual test fee</u>	<u>\$ 4,932.00</u>	
Single family house, prorated when run in a batch of 10 or more per SMC 14A.10.040(1)(a)	\$ 612.00	
Short plat up to 9 lots	\$ 5,064.00	
Plats of 10 or more lots	\$ 5,328.00	
Towncenter projects	\$ 5,592.00	
All others	\$ 5,064.00	
Independent fee calculation review		Actual cost/\$1,056.00 minimum
Processing fee for informational analysis for concurrency		Same rate structure as concurrency test fees

Right of way permits (SMC 14.30)		
Type A - special use permit		No charge
Type B - construction permit: Valuation of work < \$5,000	\$ 132.00	Up front deposit required
Type B - construction permit: Valuation of work equal to or greater than \$5,000	\$ 528.00	Plus \$132.00 per hour. Upfront deposit required.
Type C - utility permit	\$ 528.00	Plus \$132.00 per hour
Type D - lease permit	\$ 528.00	Plus \$132.00 per hour. Upfront deposit required + lease payment.
Street vacation review fee	\$ 1,056.00	Plus \$132.00 per hour. Upfront deposit required.
Right of way inspection fee	\$ 132.00	Per hour
Clear & grade stormwater field review fee	\$ 132.00	Per hour
Deposit		Equal to estimated cost (to be determined by the City Engineer)
<b>Stormwater Rates</b>		
Stormwater rates		
Residential	\$ 319.00	
Non-residential	\$ 319.00	Per equivalent service unit (ESU)
<i>One equivalent service unit (ESU) is equal to 3,500 square feet of impervious surface.</i>		
<i>The City Council approved a change in the non-residential rate structure effective on January 1, 2019 to a flat rate per</i>		
<b>Surface Water Development Charge (Per SMC 13.15)</b>		
New residential dwelling unit or commercial building with up to 2,500 square feet of impervious coverage	\$ 2,085.00	
Each additional 250 square feet of impervious coverage over 2,500 square feet	\$ 208.50	
Other structures or additions of up to 250 square feet of impervious coverage requiring a building permit	\$ 208.50	Plus \$208.50 for each additional 250 square feet
Surface water retention locks	\$ 32.00	Plus tax
<b>Wireless Facilities</b>		
Fees for site-specific wireless facility right-of-way agreements		
Separate support structure (such as monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$ 1,425.85	Per month
Antenna/receiver transmitter on an existing pole and equipment cabinet	\$ 1,140.47	Per month
Antenna/receiver transmitter on an existing pole or replacement pole or equipment cabinet, but not both	\$ 997.25	Per month

<b>Engineering Review Fees</b>			
Review, not otherwise listed (1/2 hour minimum)	\$	132.00	Per hour.
Short plat preliminary plat	\$	2,640.00	Plus \$132.00 per hour
Subdivision/preliminary plat	\$	5,280.00	Plus \$132.00 per hour
Per lot fee			
10 - 20 lots	\$	229.00	Per lot
21 - 50 lots	\$	199.00	Per lot
51 + lots	\$	165.00	Per lot
Final plat/final short plat review	\$	2,360.00	
Reasonable use exception	\$	1,320.00	
Boundary line adjustment	\$	1,320.00	
Plat alteration	\$	1,320.00	
Shoreline substantial development	\$	1,320.00	
Shoreline conditional use	\$	1,320.00	
Affidavits of minor correction	\$	5,280.00	
Commercial site development	\$	5,280.00	
Conditonal use permit	\$	5,280.00	
Unified Zoning Development Plan (UZDP) engineering review	\$	5,280.00	
<b>Plat/Short Plat Site Development Permit</b>			
Early clear and grade inspection	\$	2,640.00	
Review fees (due at submittal)			
Short subdivision	\$	2,640.00	
Subdivision	\$	2,640.00	
Per lot fee	\$	-	
10 - 20 lots	\$	229.00	Per lot
21 to 50 lots	\$	199.00	Per lot
51+ lots	\$	165.00	Per lot
All others - review	\$	2,640.00	
Inspections (due at issuance)	\$	-	
Short subdivision	\$	10,560.00	Plus \$132.00 per hour
Subdivision	\$	10,560.00	Plus \$132.00 per hour
Per lot fee	\$	-	
10 - 20 lots	\$	528.00	Per lot
21 - 50 lots	\$	396.00	Per lot
51+ lots	\$	264.00	Per lot
All others - inspections	\$	10,560.00	
NOTE: The City Manager or his/her designee has the authority to correct errors in fee calculations and update fees mandated by State or Federal law changes.			

# **GLOSSARY OF BUDGET TERMS**

**Account Number:** Sammamish uses an account structure that conforms to the state BARS (Budgeting, Accounting and Reporting System) requirements. The account number is separated into the following parts:

XXX	- XXX	- XXX	- XX	- XX
FUND	DEPT	BASUB	ELEMENT	OBJECT

- **Fund** groups indicate a discrete set of revenues and expenditures. Funds help maintain financial records of transactions. By state law, cities must balance revenues and expenditures at the fund level. BARS assigns the fund groups and the city assigns specific fund numbers. All funds in the 100 group are special revenue funds, for example, Fund 101 is the Street Fund.
- **Department/Division** numbers indicate the organizational unit making the expenditure. For example, the Finance Department uses 014 departmental codes. Revenue accounts do not contain department numbers; instead, the code 000 occupies the department/division numbers.
- **BASUB Codes** (Basic/Subaccount) include:
  - **Revenue Codes** are assigned to identify the source from which revenues are obtained and begin with a three (3).
  - **Expenditure Codes** are assigned to identify different functions for which expenditures/expenses are incurred, and begin with a five (5).
- **Element** numbers are assigned to further define (in more detail) specific types of revenues or expenditure activity related to the BASUB category.
- **Object** numbers are generally used with expenditure/expense accounts to identify types of items or services purchased such as supplies or wages.

**Accrual Basis:** An accounting basis that recognizes transactions when they occur regardless of the timing of related cash receipts and disbursements. An organization records expenses when the liability occurs and posts revenues when they are earned. The Surface Water, Equipment Rental and Information Technology, and Risk Management Funds prepare year-end reports on the accrual basis. Sammamish uses a modified accrual basis of accounting for the reporting of all other funds.

**Actual:** Denotes final audited revenue and expenditure results of operations for fiscal year indicated.

**Ad Valorem:** A tax imposed on the value of property. (See Property Tax)

**Adopted Budget:** The financial plan adopted by the City Council that forms the basis for appropriations.

**Annexation:** The incorporation of land into an existing city with a resulting change in the boundaries of that city.

**Appropriation:** Through an appropriation ordinance, the City Council legally authorizes the city to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each biennium for the city. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the city has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval.

**Arbitrage:** The investment of bond proceeds at a higher yield than the coupon rate being paid on the bond.

**Assess:** To establish an official property value for taxation purposes

**Assessed Valuation:** When the King County Assessor's Office determines the value of both real (land and buildings) and personal property, it arrives at the assessed valuation of the property. The assessed value is the assessor's estimate of market value. The county uses this value to compute property taxes.

**Assigned Fund Balance:** Amounts that are constrained by the city's intent to use them for a specific purpose. Intent can be expressed by the City Council or any committee or city official the Council names to assign such intent.

**Balanced Budget:** Total revenues, including the beginning fund balance = Total expenditures, including ending fund balance.

**B.A.R.S.** The Washington State prescribed Budgeting, Accounting and Reporting System all local governmental entities in the State of Washington must follow.

**Basis of Accounting:** A term used to refer to when revenues, expenditures, expenses, and transfers-and the related assets and liability-are recognized in the accounts and reported on the financial statements. It relates to the timing of the measurement made, regardless of the nature of the measurement, on the cash, modified accrual, or accrual method.

**Basis of Budgeting:** The city's governmental functions and accounting systems are organized and controlled on a fund basis. The accounts within the funds are maintained on a modified accrual basis for governmental, expendable trust, and agency funds. Revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received and the liability is incurred. Proprietary funds are budgeted on the modified accrual basis and accounted for and reported on the full accrual basis of accounting.

**Basis Points:** A basis point refers to the measure of the yield to maturity of an investment calculated to four decimal points. A basis point is 1/100<sup>th</sup> of one percent (.01 percent)

**Beginning Fund Balance:** Each city fund uses this revenue account to record estimated and actual resources available for expenditure in one fiscal year because of revenues collected in excess of expenditures in prior fiscal years. This can also be called resources forward.

**Benefits:** City-paid benefits are provided for employees such as: retirement, worker's compensation, life insurance, long-term disability, and medical insurance.

**Biennial Budget:** A biennial budget has a duration of two years, which the city separates into two distinct fiscal years. The State of Washington requires the first year to be an odd-numbered year, for example 2015/2016.

**Bond (Debt Instrument):** A bond is a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date) together with periodic interest at a specified rate. Sammamish uses the sale of bonds to finance some of its large capital projects.

**Bond Rating:** See Credit Rating and Debt section of Non-Operating Budget.

**Budget:** As the city's financial operating plan for the fiscal biennium, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council appropriates the fund totals shown in the budget, the totals become maximum spending limits. By the state law, the City must balance its budget with expenditures equaling available revenues. RCW 35A.33 contains the legal authority and requirement for Sammamish's budget.

**Budget Amendment:** A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures or revenues at the fund level by ordinance without public notice or public hearing requirements, when unanticipated revenues occur or emergencies exist (RCW 35A. 33.080 and 35A.33.120).

**Budget Calendar:** The schedule of key dates or milestones the city follows in the preparation and adoption of the budget.

**Budget Guidelines:** The city's guidelines with respect to revenue, debt, budget, and organization management as these relate to the city's ongoing ability to provide services, programs, and capital investment.

**Budget Message:** A general discussion of the proposed budget as presented in writing by the City Manager to the Council.

**Budget Process:** The process of translating planning and programming decisions into specific financial plans.

**Capital:** Expenditures made to acquire, reconstruct or construct major capital assets. A capital asset is a tangible object of long-term character that will continue to be held or used, such as: land, buildings, machinery, furniture, and other equipment. A capital asset must exceed \$5,000 in cost and have an expected useful life expectancy of more than 12 months.

**Capital Budget:** A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the adopted budget, which includes both operating and capital outlays.

**Capital Expenditures:** Expenditures resulting in the acquisition or construction of capital assets.

**Capital Facilities Plan:** A capital facilities plan includes an inventory of existing facilities, a forecast of future needs, proposed locations, capacities for new or expanded facilities, and a financing plan. The financing plan outlines the costs, revenues, and time schedules for each capital improvement project.

**Capital Improvement Program (CIP):** The plan or schedule of expenditures and funding sources for major construction of roads, sidewalks, and city facilities, and for purchasing equipment. Sammamish's CIP follows a six-year schedule and includes projects that cost \$50,000 or more to complete. These projects become capital assets and, with the exception of certain equipment, have a useful life of ten years or more. Although the city adopts the CIP budget in a process that is separate from the adoption of the biennial budget, the biennial budget incorporates the current two years of the program.

**Capital Outlay:** Expenditures for buildings, improvements, furnishings, equipment, vehicles, or machinery with an individual value greater than \$5,000 and a useful life of more than one year.

**Capital Project:** The acquisition, construction, improvement, replacement or renovation of land, structures, and improvements thereon, and equipment. When the City Council authorizes a capital project, it adopts a capital project budget that continues until the project is complete.

**Carryovers:** Carryovers result from timing of project completion. The final expenditures need to be rebudgeted to provide an appropriation from one fiscal year to the next in order to accomplish the purpose for which the funds were originally budgeted. Carryovers generally involve projects rather than line item expenditures.

**Cash Basis:** An accounting basis in which revenues are recorded when the cash is received and expenditures are recorded when paid.

**Cash Management:** The process of managing monies for the city to ensure operating cash availability and safe investment of idle cash.

**Committed Fund Balance:** Fund balance that may be used only for specific purposes according to constraints imposed by an ordinance passed by the City Council. These amounts cannot be used for any other purpose unless the City Council removes the constraints by passing another ordinance.

**Comprehensive Annual Financial Report (CAFR):** The city's official annual financial report prepared in conformity with General Accepted Accounting Principles (GAAP). The annual report is audited by the State Auditor's Office.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living i.e., economic inflation.

**Contingency:** Sammamish appropriates money to these reserve accounts that it can use in the future should specific budget allotments run out and the city needs additional funds. Contingency accounts are particularly useful when emergencies arise that require the city to incur unforeseen expenses.

**Councilmanic Bonds:** Councilmanic bonds refer to bonds issued with the approval of the City Council, as opposed to voted bonds, which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5% of the assessed valuation.

**Credit Rating:** The credit worthiness of a governmental unit as determined by an independent rating agency. The city has no outstanding bonds and therefore is currently not rated. The city was rated AAA by Standard and Poor's for its previous bond issue. (See Ratings)

**Customer:** The recipient of a product or service provided by the city. Internal customers are usually city departments, employees, or officials who receive products or services provided by another city department. External customers are usually Sammamish citizens, neighborhoods, community organizations, schools, businesses or other public entities who receive products or services provided by a city department.

**Debt Capacity:** The amount of debt that the city can afford to assume given legal limits and fiscal policies.

**Debt Service:** The annual payment of interest and repayment of principal to holders of the city's bonds.

**Debt Service Fund:** A fund to account for payment of principal and interest on general obligation and other city-issued debt.

**Department:** A major administrative and financial division of resources and responsibilities within the city organization. Sammamish city departments include:

- City Council
- City Manager
- Legal Services
- Administrative Services (Police & Fire are contracted services from King County and Eastside Fire & Rescue)
- Community Development
- Finance
- Parks and Recreation
- Public Works

**Depreciation:**

- (1) Expiration in the service of the life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or becoming obsolete.
- (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

**Division:** As subsets of departments, divisions are budgetary or organizational units of government with limited sets of work responsibilities within their department. Divisions serve to increase budget accountability.

**Encumbrances:** The amount of funds obligated to vendors for goods or services received or to be received by the city as specified in a city purchase order. Obligations cease to be encumbrances when paid or when the appropriation expires at the end of the fiscal year.

**Enterprise Fund:** A fund type used to account for operations that are financed or operated in a manner similar to private business enterprise where the intent of the City Council is that costs of providing goods and services be recovered primarily through user charges. The surface water utility is accounted for in this manner.

**Expenditure/Expenses:** Decreases in net current assets. The difference between expenditure and an expense is a difference in what is being measured. Expenditures measure current outlays while expenses measure total costs. For example, purchases of capital assets are expenditures at the date of purchase

because they use up current assets (usually cash). However, they are not expenses until the assets are used up, because they are still a resource until consumed. The expense of a capital asset occurs through depreciation.

**Fees:** A general term for any charge for service levied by government associated with providing a service or permitting an activity. Major types of fees include development fees and user charges.

**Fiduciary Funds:** The city may use fiduciary funds to assist in accounting for assets held under trust or agency agreements. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fines and Forfeitures:** A revenue category that primarily includes court, police, traffic and parking fines, and forfeitures.

**Fiscal Policy:** The city's policies with respect to revenues, spending and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** A 12-month period to which the annual (or first or second year of the biennial) operating budget applies. At the end of each year, the city determines its financial position and the results of its operations and reports the results in the CAFR. The fiscal year is January 1 through December 31 for local governments in the State of Washington.

**Full Faith and Credit:** A pledge of the general taxing power for the repayment of the debt obligation (typically used in reference to bonds).

**Full Time Equivalent (FTE):** Sammamish budgets its employee positions in terms of the work year of a regular, full-time employee. A half-time position budgeted for a full year is 0.5 FTE. A full-time position is 1.00 FTE.

**Fund:** Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the funds is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets, and liabilities.

Each fund must be budgeted independently with revenues equal to expenditures. With the exception of the General Fund, which accounts for general purpose activities and unrestricted revenue sources, each fund has a unique purpose. By establishing funds, the city can account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

**Fund Balance:** The cumulative difference between expenditures and revenues over the life of a fund. A negative fund balance is usually referred to as a deficit.

**GAAP – Generally Accepted Accounting Principles:** Both industry and governments use GAAP as standards for accounting and reporting financial activity. The Government Accounting Standards Board (GASB) currently sets government GAAP. Adherence to GAAP assures that financial reports of all state and local governments—regardless of jurisdiction legal provisions and customs—contain the same type of financial statements and disclosures, for the same categories and types of funds and account groups, based on the same measurement and classification criteria.

**GASB – Government Accounting Standards Board:** The authoritative body that sets accounting and financial standards for governmental entities.

**General Fund:** This fund accounts for revenues and expenditures associated with ordinary city operations that are not required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, state shared revenues, licenses, permits, and charges for services. Primary expenditures in

the General Fund are made for police and fire protection, building development and planning, parks, and City Council.

**General Obligation Bonds (GO Bonds):** Bonds for which the city pledges its full faith and credit (the general taxing power) for repayment. Debt service is paid from property tax revenue levied (in the case of voter-approved bond) or other general revenue (in the case of Councilmanic bonds).

**GIS – Geographic Information System:** GIS is a computer system capable of assembling, storing, manipulating, and displaying geographically referenced information (i.e. spatial data) that often includes combining information from different sources to derive meaningful relationships (boundaries, land parcels, zoning, environmentally sensitive areas, etc.).

**Goal:** A long-range statement of broad direction, purpose, or intent, based on the needs of the community.

**Grant:** A transfer of county, state, or federal monies to the city, usually for specific programs or activities that fall within the functional purpose of the grant as stated in the grant contract.

**Growth Management:** The Growth Management Act was enacted in 1990 by the Washington State Legislature requiring that all jurisdictions in the larger counties adopt new comprehensive plans by the end of 1993. This legislation was enacted due to enormous growth experienced in the State and a lack of uniform guidance for related development.

This Act further specified that all plans conform to a broad set of guidelines of both the parent county and neighboring jurisdictions. Eight specific elements, including concurrency, are required to be included in every comprehensive plan. Concurrency requires that infrastructure be available at the same time as new development.

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements borne by the city that will be necessary as a result of the development.

**Infrastructure:** Long-lived transportation capital assets that can be preserved for a significantly greater number of years than most capital assets and are stationary in nature.

**Interfund Activity:** Activity among the primary funds of the city. Interfund activities are divided into two broad categories: reciprocal and non-reciprocal. Reciprocal interfund activity comprises interfund loans and interfund services provided and used. Non-reciprocal activity comprises interfund transfers and interfund reimbursements.

**Interfund Services:** Payments for services rendered made by one city department or fund to another. Internal Service Fund billings are included in this category. However, these billings also include equity transfers to internal service funds in support of “first time” asset acquisitions. (See Internal Service Charge)

**Intergovernmental:** Services purchased from other government agencies, normally including types of services that only government agencies provide.

**Intergovernmental Revenues:** Revenues from other governments in the form of state shared revenue and grants.

**Internal Service Charge:** A charge from an Internal Service Fund to an operating fund for the purpose of recovering the cost of service or overhead.

**Internal Service Funds:** An accounting entity that the city uses to record and report transactions for goods and services provided by one fund to city departments on a cost reimbursement basis.

**Level of Service (LOS):** Used generally to define the existing services, programs, and facilities provided by the government for its citizens. Level of service in any given activity may be increased, decreased, or remain the same depending on the needs, alternatives, and available resources.

**Levy:** The total amount of taxes or special assessments imposed by the city.

**Levy Rates:** The rate of tax imposed on the assessed value of real property for the computation of property tax revenues. (See Property Tax Levy)

**License and permits:** Revenue category that includes building permits, business licenses, and any other miscellaneous licenses.

**LID-Local Improvement District:** In a local improvement district, the city makes special assessments against certain properties to defray part or all of the cost of a special improvement or service that it deems will primarily benefit those properties, such as sidewalks. The assessment can be paid in full or in installments over a set period of time.

**Line Item:** An expenditure description at the most detailed level. Expenditure objects are broken down into specific items, such as printing.

**Line Item Budget:** In its biennial budget, Sammamish estimates revenues and expenditures at the line-item level. The line-item budget contains a great degree of detail, since it indicates exactly how the City spends its money and the sources from which it receives revenue. Examples of line items in Sammamish's budget are: postage, office supplies, uniforms and clothing, hourly wages, fuel, etc.

**Maintenance:** The act of keeping capital assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, and replacement of parts, structural components and so forth. It also includes other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

**Modified accrual basis:** Sammamish uses this basis of accounting for year end reporting that is adapted to the governmental fund type spending. Under it, the city recognizes revenues when they become both "measurable" and "available" to finance expenditures of the current period. The city budgets on the modified accrual basis.

**Net Assets:** The difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows or resources reported in government-wide financial statements, proprietary fund financial statements, and fiduciary fund financial statements.

**Net Interest Cost:** This is the traditional method of calculating bids for new issues of municipal (NIC) securities. It is computed as either:

- (a) Dollar cost minus total scheduled coupon plus bid discount (minus bid premium), or
- (b) Interest rate minus total scheduled coupon payments plus bid discount (minus bid premium) divided by bond year dollars. Bond year dollars is the sum of the number of years each bond in an issue is scheduled to be outstanding, multiplied by its par value.

**Non-Departmental:** This category has the sole purpose of accounting for all expenditures the city cannot specifically designate to any operating department within a fund. Examples of these expenditures include shared paper products and support of outside organizations.

**Non-Operating Budget:** This budget contains non-operating funds that the city uses to finance projects with limited objectives and/or finite life spans. By law, these budgets do not lapse at year end, but may be carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, the City of Sammamish prepares biennial budgets for all non-operating funds. The non-operating budgets accounts primarily for debt and capital projects.

**Object of Expenditure:** As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, supplies, and services and charges.

**Objective:** A specific measurable achievement that may be accomplished within a specific time frame.

**Operating Revenues:** Those revenues received within the present fiscal year that are not restricted for capital purposes.

**Ordinance:** A formal legislative enactment by the City Council and the method by which the appropriation of the budget is enacted into law per authority of the State statutes.

**PERS-Public Employees Retirement System:** A State of Washington defined benefit/defined contribution pension plan to which both employees and employers contribute.

**Personnel Services:** Expenditures that include salary costs, wages and benefits, for full-time and part-time hourly employees and overtime expenses.

**Preliminary Budget:** The recommended, but unapproved, biennial budget that the City Manager presents to the City Council and to the public.

**Program:** A group of related activities designed to accomplish a major service or core business function for which the city is responsible. A program is typically part of a division within a department.

**Program Activity:** A broad function or a group of similar or related services/activities, having a common purpose.

**Program Budget:** A program budget presents planned expenditures for each group of services without regard to the departments involved in performing the services. For example, most services performed by the Police and Fire departments are related to protecting the public, so naturally become part of a public safety program, along with prosecuting personnel, municipal court, and other related service activities.

**Projections:** Estimates of outlay, receipts, or other amounts that extend several years into the future. Projections generally are intended to indicate the budgetary implications of continuing or proposing programs and policy for an indefinite period of time.

**Property Tax Levy – Regular:** This represents the amount of property tax allowable under State law that the city may levy annually without approval by the city’s registered voters. Sammamish uses this tax primarily for the General Fund and street-related services. State law fixes the maximum levy in dollars per \$1,000 of assessed valuation and the annual rate at which total regular levy property taxes may increase.

**Property Tax Levy – Special:** This special (or excess) property tax levy represents the amount of property tax that a city may charge in excess of the “regular levy” upon the approval of this tax by a vote of the people. Cities most commonly use the revenue to pay the annual costs of voter approved general obligation funds. State law imposes a maximum limit on the dollar amount of such bonds that a city may have outstanding at any one time. Sammamish has no special property tax levy.

**Proposed Budget:** The budget proposed by the City Manager and presented to the City Council for its review and approval.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net position, financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Ratings:** In the context of bonds, normally an evaluation of credit-worthiness performed by an independent rating service.

**Refunding:** The redemption of an obligation on or before its maturity in order to reduce the fixed interest charge or to reduce the amount of fixed payment.

**Reserve:** An account that the city uses either to set aside budgeted revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

**Resources:** Total dollars available for appropriation, including estimated revenues, interfund transfers, and other financing sources such as beginning fund balances.

**Restricted fund Balance:** Fund balance that may be used only according to constraints imposed by: (1) creditors, grantors, contributors, or laws or regulations of other governments; or (2) constitutional provisions or enabling legislation. Enabling legislation authorizes the government to assess, levy, and charge or otherwise mandate payment from those outside the government and includes a legally enforceable requirement that those resources be used only for specific purposes.

**Restricted/Unrestricted Revenue:** Revenues are considered unrestricted unless they are designated otherwise. The City most commonly receives restricted revenue in three ways:

- (1) A person pays a fee to the city and that money is used to provide a specific product, service, or capital asset.
- (2) The receipt of money is directly tied to expenditure.
- (3) The city considers revenue restricted when voters or the Council designate it for a specific purpose.

**Revenue:** Income received by the city in support of a program or services to the community. It includes such items as property taxes, fees, charges for services, intergovernmental grants, fines or forfeits, interest income, and other financing sources such as the proceeds derived from the sale of capital assets.

**Revenue Bonds:** City-issued bonds that pledge future revenues (usually water, sewer, garbage, or drainage charges) to cover debt payment in addition to operating costs. The city has no revenue bonds.

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

**Salaries and Wages:** Amounts paid for personnel services rendered by employees in accordance with rates, hours, terms, and conditions authorized by law or stated in employment contracts. This category also includes overtime, temporary help, and car allowances (See Personnel Services)

**Self-Insured:** The retention of a risk of loss arising out of the ownership of property or some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is accompanied by the setting aside of assets to fund any related losses. The city currently is not self-insured; it has coverage through the Washington Cities Insurance Authority (WCIA).

**Services and Charges:** Services acquired from and fees/payments made to vendors. These include printing, professional services, travel and training, communications, public utility services, repair/maintenance, and insurance premiums.

**Special Revenue Funds:** Funds used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

**State Shared Revenue:** Revenues received from the State of Washington from sources like the liquor tax and fuel taxes.

**Strategy:** An approach to using resources within the constraints of the environment in order to achieve a set of goals. An organization formulates a strategy based on the environment and states the goals, objectives, and how it is going to meet the objectives through tactics to guide its core business functions.

**Supplies:** Items used by the city to deliver services during the course of its operations, including items such as office supplies, short-lived minor equipment with no material value, periodicals and books, and computer software.

**Tax:** Compulsory charge levied by a government to finance services performed for the common benefit.

**Tax Levy:** Total amount to be raised by general property taxes for the purposes stated in the tax levy ordinance. (See also Levy Rate and Property Tax Levy)

**Tax Rate:** The amount of tax stated in terms of units per \$1,000 of assessed value of taxable property. The tax rate is the result of dividing the tax levied by the assessed value of the taxing district.

**Tic-True Interest Cost:** The rate necessary to discount the amount payable on the respective principal and interest maturity dates to the purchase price received for bonds. TIC computations consider the time value of money.

**Unassigned Fund Balance:** Fund balance that has not been assigned to other funds and has not been restricted, committed or assigned to specific purposes in the general fund. Unassigned fund balance can only exist in the general fund.

**Underwriter:** An individual or organization that assumes a risk for a fee in the form of a premium or commission. (See also self-insured)

**User fees:** The amount the city receives for the provision of services and commodities, or the performance of specific services benefiting the person charged. User charges tend to be voluntary in nature, in contrast to mandatory property and income taxes. Citizens only pay user charges when a specific service is received.

**Vision:** An objective that lies outside the range of planning. It describes an organization's most desirable future state.