

*PRELIMINARY CITY COUNCIL AGENDA

November 7, 2016
Regular Council Meeting

November 21, 2016
Regular Council Meeting

December 5, 2016
Regular Council Meeting

December 19, 2016
Regular Council Meeting

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APPROVAL OF MINUTES

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, October 3, 2016
City Hall, Windmill Village**

1. CALL REGULAR MEETING TO ORDER

Mayor Figueroa called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Belleci	Excused
Councilmember Grassi	Present
Councilmember McCluskey	Present
Councilmember Nye	Present
Councilmember Worthington	Present
Mayor Pro Tem Keel	Excused (Participated via Skype)
Mayor Figueroa	Present

Staff Present: City Manager Sugg, City Attorney Victor, Executive Director/ACM Faison, Executive Director/ACM Craig, Deputy Finance Director Blaisdell, Planning and Development Services Director Swindale, Engineering & Capital Projects Director Ecklund, Public Works, Parks & Facilities Director Cooper, Finance Operations Manager Lewis, and City Clerk Genetia.

MOTION: By Councilmember Grassi, seconded by Councilmember McCluskey, to excuse the absences of Mayor Pro Tem Keel and Councilmember Belleci.

The motion carried.

3. PLEDGE OF ALLEGIANCE

Councilmember Grassi led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

MOTION: By Councilmember Grassi, seconded by Councilmember McCluskey, to approve the minutes of September 19, 2016 as submitted.

The motion carried.

5. APPROVAL OF AGENDA

MOTION: By Councilmember McCluskey, seconded by Councilmember Grassi, to approved the agenda.

The motion carried.

6. PRESENTATIONS

Certificates of Recognition – Councilmember Grassi presented Certificates of Recognition to Adrienne Martelli and Andrea Geubelle in recognition of their hard work and exemplary dedication that earned them a position to represent the United States of America in the 2016 Summer Olympics. Adrienne represented

the U.S.A. team in the Women's Quadruple Sculls and Andrea in the Women's Triple Jump. Adrienne's parents, Gail and Chris Martelli accepted the certificate on her behalf.

7. PUBLIC COMMENTS – The following individuals provided public comment: Erroll Johnson, 5205 53rd Street West; Nate Angelo, 4628 Bellview Street West; Ethan Baydo, 5010 66th Avenue West; Nick Findley, 9864 Bristonwood Drive West; Anthony Paulson, 9201 65th Street Court West; Patty Harnett, 3404 Olympic Boulevard West; Scott Swanson, 6405 46th Street Court West; Ken Schmidt, 8003 56th Street Court West; Paul White, 5216 95th Avenue Court West; Bridget Findley, 9864 Bristonwood Drive West; Brittney Bibby, 4215 Elwood Drive West; Andrew Grant, 2700 Soundview Drive West; Scott Traynor, 8305 55th Street West; Marnie Nickle, 6411 87th Avenue Court West; Emma Schmidt, 8003 56th Street Court West; Sheila Phillips, Community Connection; Chris Christian, Community Connection; Enya, 5018 84th Avenue West; Betty Morris, 7705 44th Street West; Paul Castillo, 5608 65th Avenue West; and Bill Spina, 5002 79th Avenue West.

8. CONSENT AGENDA

MOTION: By Councilmember Grassi, seconded by Councilmember McCluskey, to approve the Consent Agenda as follows:

- A. Receive and File: Payroll for the period ending 09/15/16, dated 09/20/16, in the total amount of Two Hundred Twenty-Three Thousand Seven Hundred Ninety-Four and 76/100 Dollars (\$223,794.76); Claims dated 09/30/16, check nos. 51978751 through 51978830, and wire no. 9202016, in the total amount of Six Hundred Fifty-Three Thousand Two Hundred and 83/100 Dollars (\$653,200.83).
- B. Receive and File: Arbor Day Proclamation.
- C. Adopt a resolution revising the adopted 2016 Annual Preliminary Planning Commission Work Plan. **(RESOLUTION NO. 818)**
- D. Adopt a resolution directing the Planning Commission to study and recommend amendments to the Sign Code with regard to Changing Message Signs as specified in the resolution. **(RESOLUTION NO. 819)**

The motion carried.

9. COUNCIL COMMENTS/REPORTS

City Manager Sugg informed Council that speed radar signs have been installed at Chambers Creek Road and are now operational.

STUDY SESSION

10. 2017-2018 PROPOSED BIENNIAL BUDGET

City Manager Sugg delivered the message for the proposed 2017-2018 Biennial Budget. He stated that while the proposed biennium budget reflects significant improvement, major and difficult financial decisions made during the current biennium were necessary. This biennium also included the imposition of a 6% sewer franchise fee on Pierce County Sewer dedicated to street maintenance. The effects of these changes provided the City projections of a balanced budget with substantial reserves through its 10-year planning period. This change in outlook, along with the City's careful management of its budget, has been recognized by the ratings agency S&P and were considered positive factors in their decision to increase the City's bond rating to AA. This new rating has reduced the City's borrowing cost and allowed the City to refinance nearly half of its debt at a savings of nearly \$4 million. The proposal maintains current service levels and meets all statutory and contractual obligations for the biennium.

Deputy Finance Director Blaisdell provided a summary of the City's 2017-2018 revenue estimates and proposed biennial budget. A contingency amount of \$150,000 has been included in the 2017 budget for Council goals and priorities to be discussed and allocated during the Council retreat in January 2017. City reserves are 35% in 2017 and 48% in 2018 when calculated using the total operating budget – those numbers exceed the Council adopted range of between 5 to 15%. She indicated that the 2017-2018

proposed biennial budget is balanced and fits the conservative financial assumptions for the City's operating and capital budgets, Town Center, and debt management that supports a continuation of the 2016 core level of service to the community.

Discussion followed on specifics of budget funds, assumptions and expenditures; ending fund balance; funding of Council Goals and Outcomes; and strategic reserve fund policy.

A public hearing is scheduled for October 17, 2016.

At 8:56 p.m., a motion was made and was carried to extend the meeting to 9:30 p.m.

11. COMPLETE STREET POLICY

Staff Report - Engineering and Capital Projects Director Ecklund presented an ordinance that will establish a "Complete Streets" policy in order to be consistent with the State transportation policies. In 2011, the State legislature passed the Complete Streets Act with the intent to "provide safe access to all users, including bicyclists, pedestrians, motorists, and public transportation users." Director Ecklund indicated that the City has practiced this concept for nearly twenty years, citing that the Bridgeport Way project was one of the original case studies for the nationwide complete streets movement. The transportation goals and policies of the City's Comprehensive Plan as well as its design standards for roadways are all consistent with complete streets policies. The City, however, has not formally adopted a "Complete Streets" policy. He mentioned that recently, the State has adopted an annual grant program that would provide funding for complete street projects. In order to be considered eligible for this program, a formal policy would have to be adopted. He recommended formally designating the transportation goals and policies of the City's Comprehensive Plan as well as the City's roadway design standards as the City's "Complete Streets" policy with the addition of some language that would formally address the terminology "complete streets".

MOTION: By Councilmember Grassi, seconded by Councilmember McCluskey, to suspend Council Rules to consider passing this ordinance tonight.

The motion carried.

Public Comment – None.

Council Consideration – **MOTION:** By Councilmember McCluskey, seconded by Councilmember Grassi, to pass an Ordinance implementing a complete streets policy.

The motion carried. (ORDINANCE NO. 675)

12. ADJOURNMENT - The meeting adjourned at 9:09 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

APPROVAL OF CONSENT AGENDA

City of University Place
Voucher Approval Document

Control No.: 57	Agenda of: 10/17/16	PREPAY
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Claim of: Payroll for Pay Period Ending 09/30/16

Check #	Date	Amount	Check #	Date	Amount
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10/05/16 114,723.66 DIRECT DEPOSIT

EMPLOYEE NET 114,723.66

318701	10/5/2016	339.50	IUOE LOCAL 612
318702	10/5/2016	4,419.83	IUOE LOCALS 302/612 TRUST FUND
318703	10/5/2016	173.30	MALAIER, TRUSTEE, MICHAEL G.
318704	10/5/2016	247.97	OHIO CHILD SUPPORT PMT CENTRAL

WIRE	10/5/2016	6.25	PACIFIC SOURCE ADMINISTRATORS
WIRE	10/5/2016	63,648.43	AWC EMPLOYEE BENEFIT TRUST
WIRE	10/5/2016	22,077.77	BANK OF AMERICA
WIRE	10/5/2016	18,693.93	- 106006, VANTAGEPOINT TRANSF
WIRE	10/5/2016	6,996.80	- 304197, VANTAGEPOINT TRANSF
WIRE	10/5/2016	4,136.51	- 800263, VANTAGEPOINT TRANSF
WIRE	10/5/2016	28,485.61	WA STATE DEPT OF RETIREMENT SY
WIRE	10/5/2016	2,140.13	UNUM LIFE INSURANCE COMPANY
WIRE	10/5/2016	736.80	UNUM LIFE INSURANCE COMPANY
WIRE	10/5/2016	944.58	PACIFIC SOURCE ADMINISTRATORS
WIRE	10/5/2016	2,788.11	- 106006 LOAN, VANTAGEPOINT
WIRE	10/5/2016	79.90	AFLAC INSURANCE
WIRE	10/5/2016	890.30	WA ST DEPT OF RETIREMENT SYS
WIRE	10/5/2016	519.91	- 304197 LOAN, VANTAGEPOINT TR
WIRE	10/5/2016	250.00	NATIONWIDE RETIREMENT SOLUTION
WIRE	10/5/2016	25.00	- 705544, VANTAGEPOINT TRANSF

BENEFIT/DEDUCTION AMOUNT 157,600.63

TOTAL AMOUNT 272,324.29

Preparer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signed:

Steve Sugg, City Manager

Date

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
19045674	10/14/2016	002072	WA STATE DEPT OF REVENUE	SEPT16	10/6/2016	SEPT16/B&O TAX/SWM FEES	1,409.73	1,409.73
		Voucher: 41295						
51978832	10/14/2016	025179	ACCESS INFORMATION MANAGE	1630537	9/30/2016	OCT16/OFFSITE RECORDS STO	312.14	312.14
		Voucher: 41241						
51978833	10/14/2016	002661	AIR SYSTEMS ENGINEERING INC	000210322	10/3/2016	HVAC MAINTENANCE/CIVIC BUIL	4,061.75	
		Voucher: 41242		000210321	10/3/2016	HVAC MAINTENANCE BILLING/CI	1,901.92	5,963.67
51978834	10/14/2016	001004	ALARM WORKS NW	8052	10/1/2016	OCT16/ALARM MONITORING	358.00	358.00
		Voucher: 41243						
51978835	10/14/2016	001818	APEX ENGINEERING PLLC	201653607	9/19/2016	EDWARDS PROPERTY/PREP/LE	811.25	811.25
		Voucher: 41244						
51978836	10/14/2016	025986	AUSTINCINA ARCHITECTS INC	P752	9/25/2016	CIVIC CENTER PROGRAMMING/I	1,925.00	
		Voucher: 41245		776	10/3/2016	CIVIC CENTER PROGRAMMING/I	8,975.00	10,900.00
51978837	10/14/2016	002333	BANK OF AMERICA	548001400009914	10/14/2016	MASTERCARD/9-22-16	4,709.08	4,709.08
		Voucher: 41246						
51978838	10/14/2016	025789	BEE CUBIC LLC	1001	9/29/2016	LOGO/BANNER DESIGN/TREE LI	500.00	500.00
		Voucher: 41247						
51978839	10/14/2016	022104	BENNETT, ROBERT	REIMB	10/4/2016	REIMB/CORE PO BOX/ANNUAL F	160.00	160.00
		Voucher: 41248						
51978840	10/14/2016	002257	BRUCE DEES & ASSOCIATES, LL	5797	9/2/2016	PRELIMINARY ENGINEERING/CH	1,000.00	1,000.00
		Voucher: 41249						
51978841	10/14/2016	025395	CANZLER TREE SERVICE, INC	1440	9/14/2016	TREE REMOVAL/CHIP & HAUL/5C	1,312.80	1,312.80
		Voucher: 41250						
51978842	10/14/2016	025428	CAPITAL ONE COMMERCIAL/COS	7003-7301-0003-1	9/26/2016	7003-7301-0003-1024/COSTCO	457.91	457.91
		Voucher: 41251						
51978843	10/14/2016	001152	CENTURYLINK	253-584-0775	10/1/2016	PHONE/KOBAYASHI	53.72	
		Voucher: 41252		206-Z20-0051	9/20/2016	PHONES/CITY WIDE	2,400.00	2,453.72
51978844	10/14/2016	001152	CENTURYLINK	1388532175	9/23/2016	PHONES/LONG DISTANCE/INTEF	1,562.20	1,562.20
		Voucher: 41253						

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51978846	10/14/2016	001024 CITY OF TACOMA	100714386	10/3/2016	POWER/3609 MARKET PL W, #20	53.15	
	Voucher:	41254	100079046	10/3/2016	POWER/3715 BP WAY W, #D5	20.00	
			100802489	10/3/2016	POWER/3904 BP WAY W	12.74	
			100086165	10/3/2016	POWER/7813 44TH ST W	3.72	
			100086155	10/3/2016	POWER/7801 40TH ST W	3.72	
			100087691	10/3/2016	POWER/3697 BP WAY W	205.32	
			100439837	10/3/2016	POWER/3501 72ND AVE CT W	17.36	
			100156353	11/10/2016	POWER/4720 BP WAY W	38.12	
			100306925	10/4/2016	POWER/8020 CHAMBERS CK RD	41.85	
			100101800	10/4/2016	POWER/6318 GRANDVIEW DR W	155.94	
			100312960	10/3/2016	POWER/3715 BP WAY W, #A2	52.92	
			100577102	10/3/2016	POWER/7450 MARKET ST W	197.84	
			100312959	10/3/2016	POWER/3715 BP WAY W, #A1	19.85	
			100578632	10/3/2016	WATER/7450 MARKET SQ W	702.27	
			100312900	10/3/2016	POWER/3715 BP WAY W, #E3	31.57	
			100751205	10/3/2016	WATER/3555 MARKET PL W/HSE	162.52	
			100105615	10/3/2016	POWER/3503 BP WAY W	56.36	
			100110228	10/3/2016	POWER/3715 BP WAY W, #B5	901.92	
			100101775	10/5/2016	POWER/5250 GRANDVIEW DR W	164.17	
			100495884	10/3/2016	POWER/3625 DREXLER DR W	79.57	
			100617905	10/3/2016	POWER/3525 BP WAY W	162.91	
			100122800	10/3/2016	POWER/4398 BP WAY W	352.42	
			100302273	10/3/2016	POWER/3715 BP WAY W, #D2	19.47	
			100851341	9/29/2016	POWER/6420 CHAMBERS CREEK	64.21	
			100612293	9/29/2016	POWER/5103 BP WAY W	244.48	
			100892486	9/29/2016	POWER/6400 BP WAY W	86.71	
			100068203	9/28/2016	POWER/3715 BP WAY W	1,524.83	
			100138171	10/3/2016	POWER/3998 BP WAY W	67.26	
			100142834	10/3/2016	WATER/3715 BP WAY W	162.52	
			100312961	10/3/2016	WATER/3715 BP WAY W	47.98	
			100897062	10/3/2016	WATER/3600 DREXLER DR W	102.91	
			100955347	10/3/2016	POWER/3715 BP WAY W #E HSE	65.72	
			100955346	10/3/2016	POWER/3715 BP WAY W #D HSE	26.71	
			100052902	10/3/2016	POWER/3715 BP W WAY W/HOUSE	28.79	
			100032203	10/6/2016	POWER & WATER/2534 GRANDVIEW	226.81	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100668504	10/4/2016	WATER/7401 CHAMBERS LN W	386.83	
			100668518	10/4/2016	WATER/9600 64TH ST W	219.98	
			100951901	10/4/2016	POWER/7723 CHAMBERS CREEK	40.58	
			100315888	10/4/2016	POWER/7401 CHAMBERS LN W	41.07	
			100125070	9/29/2016	POWER/5370 BP WAY W	74.36	
			100892483	9/29/2016	POWER/5400 BP WAY W	148.83	
			100737837	9/29/2016	POWER/5702 BP WAY W	24.51	
			100306924	10/4/2016	POWER/8900 CHAMBERS CK RD	39.00	
			100955345	10/3/2016	WATER/3715 BP WAY W	242.85	
			100565439	9/22/2016	WATER/3761 BP WAY W	425.67	
			100165190	9/22/2016	POWER/3761 BP WAY W	34.58	
			100668523	9/7/2016	WATER/8400 20TH ST W	48.92	
			100137272	9/30/2016	WATER & POWER/1901 SEAVIEW	1,642.62	
			100657111	10/3/2016	WATER/3626 DREXLER DR W	407.88	9,882.32
51978847	10/14/2016	001024 CITY OF TACOMA	100445063	10/3/2016	POWER/3715 BP WAY W, #E2	33.34	
		Voucher: 41255	100456986	9/29/2016	POWER/5918 HANNAH PIERCE F	45.49	78.83
51978848	10/14/2016	002171 CITY TREASURER	90715829	9/26/2016	MAINTENANCE/LABOR/CITY VEH	3,195.73	3,195.73
		Voucher: 41256					
51978849	10/14/2016	023782 COMPLETE OFFICE SOLUTIONS,	1430937-0	9/22/2016	PENS/WELLNESS	17.64	
		Voucher: 41257	1428450-0	9/16/2016	DUSTER/TONER/IT DEPT	518.08	
			1427880-0	9/15/2016	COPY PAPER	13.37	
			1426024-0	9/12/2016	PAPER/TONER	567.81	
			1425631-0	9/12/2016	PAPER	20.60	
			1424750-0	9/12/2016	TONER/IT	157.03	
			1433533-0	9/28/2016	BINDER/HIGHLIGHTER	23.21	
			1434811-0	9/30/2016	INDEX/JACKET/FILE	156.95	1,474.69
51978850	10/14/2016	002066 CONSOLIDATED ELECTR.DIST.C	8541-423804	9/29/2016	400 W METAL HALIDE BULBS/SK	76.02	
		Voucher: 41258	8541-422994	9/28/2016	MIDGET FUSE	61.27	137.29
51978851	10/14/2016	024347 COPIERS NORTHWEST, INC.	INV1446103	9/23/2016	SEPT22-OCT21/CONTRACT LEAS	105.46	
		Voucher: 41259	INV1448663	9/29/2016	SEPT28-OCT27/CONTRACT BASI	116.69	222.15
51978852	10/14/2016	021631 DANCE THEATRE NORTHWEST	REFUND	10/1/2016	REFUND/DEPOSIT/ATRIUM	250.00	250.00
		Voucher: 41260					
51978853	10/14/2016	023991 DESIGN'S BY MICHELLE SHAW	17426	9/26/2016	EMBROIDERY	15.32	15.32
		Voucher: 41261					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51978854	10/14/2016	023379	EUREKA GROUP	2164	9/22/2016	WASHINGTON STATE RETAIL SU	166.00	166.00
		Voucher: 41262						
51978855	10/14/2016	022076	EXELTECH CONSULTING INC	1620-02	9/13/2016	ENGINEERING SERVICES/PROJE	711.75	711.75
		Voucher: 41263						
51978856	10/14/2016	025987	EXPRESS APPRAISAL INC	08292016	8/29/2016	APPRAISAL/MUNSON PROPERT	3,000.00	3,000.00
		Voucher: 41264						
51978857	10/14/2016	025660	FERGUSON WATERWORKS	SC32047	8/31/2016	AUG16/SERVICE CHARGE	38.79	38.79
		Voucher: 41265						
51978858	10/14/2016	024894	FIGUEROA, JAVIER	REIMB	9/14/2016	REIMB/SEP16/BUSINESS TRAVE	40.08	40.08
		Voucher: 41266						
51978859	10/14/2016	003063	FURNEYS NURSERY	I-82519	10/3/2016	ASSORTED FLOWERS/PLANTS	422.72	
		Voucher: 41267		I-82520	10/3/2016	ASSORTED PLANTS/FLOWERS	477.73	
				I-82521	10/3/2016	ASSORTED FLOWERS/PLANTS	1,389.93	2,290.38
51978860	10/14/2016	001212	GRAY & OSBORNE INC	14464.02	9/13/2016	ENGINEERING SVCS/SOUNDVIE	4,918.55	4,918.55
		Voucher: 41268						
51978861	10/14/2016	026032	HENLEY, JOYCE	DEPOSIT REFUND	10/10/2016	DEPOSIT REFUND/TOWN HALL C	250.00	250.00
		Voucher: 41269						
51978862	10/14/2016	001222	HOME DEPOT CREDIT SERVICES	6035-3225-0105-0	9/28/2016	MISC REPAIR & MAINT SUPPLIE	336.61	336.61
		Voucher: 41270						
51978863	10/14/2016	021616	KELLEY IMAGING SYSTEMS	19439585	9/26/2016	LEASE/SHARP MX5111N COPIER	386.69	386.69
		Voucher: 41271						
51978864	10/14/2016	025769	KRAMER, JEANNE E.	20	10/3/2016	FALL1/PIANO & VOICE LESSONS	75.00	75.00
		Voucher: 41272						
51978865	10/14/2016	026031	KULIBABA, ELENA	REFUND	10/3/2016	REFUND/INDOOR SOCCER/REC	60.00	60.00
		Voucher: 41273						
51978866	10/14/2016	025609	MATERIALS TESTING & CONSULT	119109	9/16/2016	BP WAY PH 5/SOILS COMPACTIC	910.00	910.00
		Voucher: 41274						
51978867	10/14/2016	001352	MILES RESOURCES, LLC	261725	9/30/2016	HMA/TACK COAT	626.69	626.69
		Voucher: 41275						

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51978868	10/14/2016	001378	MOUNTAIN MIST WATER	000923095	9/29/2016	#068332/BOTTLED WATER/CM O	1.00
	Voucher:	41276		000908112	9/26/2016	#031650/BOTTLED WATER/SR CE	18.50
				000922536	9/29/2016	#031650/BOTTLED WATER/SR CE	1.00
				000921276	9/29/2016	#031650/BOTTLED WATER/SR CE	8.75
				000899666	9/21/2016	#066460/BOTTLED WATER/FITNE	8.56
				000871614	9/7/2016	#068332/BOTTLED WATER/CM O	12.47
				000899670	9/21/2016	#068332/BOTTLED WATER/CM O	12.00
				000923406	9/29/2016	#075361/BOTTLED WATER/CITY I	3.30
				000935812	10/7/2016	#031650/BOTTLED WATER/SR CE	16.25
				000899667	9/21/2016	#075361/BOTTLED WATER/CITY I	40.50
				000871615	9/7/2016	#075361/BOTTLED WATER/CITY I	58.00
				000915181	9/28/2016	#075361/BOTTLED WATER/REC C	13.00
				000871616	9/7/2016	#075361/BOTTLED WATER/REC C	10.75
				000899656	9/21/2016	#075361/BOTTLED WATER/PW SI	18.50
				000871595	9/7/2016	#075361/BOTTLED WATER/PW SI	32.75
51978869	10/14/2016	001095	NEWS TRIBUNE	I02662245-090820	9/8/2016	ORD PUBLICATION 674	140.05
	Voucher:	41277					255.33
51978870	10/14/2016	003178	OWENS PRESS, INC.	26262	9/26/2016	#10 WINDOW ENVELOPES	1,334.68
	Voucher:	41278					1,334.68
51978871	10/14/2016	001109	PIERCE COUNTY BUDGET & FIN/CI-221715		9/26/2016	SEPT16/POLICE SERVICES	274,250.72
	Voucher:	41279		CI-221729	9/26/2016	AUG16/TRAFFIC OPERATIONS M	3,132.85
				CI-221740	9/26/2016	AUG16/SPECIAL OVERTIME	19,917.43
				CI-221093	9/6/2016	AUDITOR RECORDING FEES	323.00
							297,624.00
51978872	10/14/2016	001588	PIERCE COUNTY SEWER	01633279	10/2/2016	SEWER/1902 SEAVIEW AVE W	17.83
	Voucher:	41280		01571443	10/2/2016	SEWER/7520 CIRQUE DR W	33.34
				01512692	10/2/2016	SEWER/3555 MARKET PL W	17.83
				01576739	10/2/2016	SEWER/3609 MARKET PL W/RET	37.22
				01576721	10/7/2016	SEWER/3609 MARKET PL W/RET	37.22
				01576712	10/2/2016	SEWER/3609 MARKET PL W/RET	37.22
				00000591	10/2/2016	SEWER/2534 GRANDVIEW DR W	76.00
				00664685	10/2/2016	SEWER/4951 GRANDVIEW DR W	176.86
				00604682	10/2/2016	SEWER/2917 MORRISON RD W	25.58
				00566276	10/2/2016	SEWER/3715 BP WAY W	134.19
							593.29
51978873	10/14/2016	001114	PITNEY BOWES GLOBAL FIN. SV(SEPT16	10/4/2016	SEPT16/ACCT19533470/POSTAG	1,100.00
	Voucher:	41281					1,100.00

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51978874	10/14/2016	001630	PUGET SD CLEAN AIR AGENCY C16-0915/4THQTR1	10/4/2016	4THQTR16/CLEAN AIR ASSESS/5	5,191.25	5,191.25
		Voucher: 41282					
51978875	10/14/2016	001161	PUGET SOUND ENERGY CORP	200017087624	9/29/2016	GAS/2534 GRANDVIEW DR W	82.49
		Voucher: 41283		200014542258	9/28/2016	GAS/7450 MARKET SQ W	72.25
				220008861142	9/28/2016	GAS/3715 BP WAY W, #BLDG D1	38.21
				200000971479	9/26/2016	GAS/4910 BRISTONWOOD DR W	49.52
				300000009641	10/3/2016	GAS/3715 BP WAY W, #D2 & #A3	83.06
				300000010987	10/3/2016	GAS/3715 BP WAY W, #E2	50.46
							375.99
51978876	10/14/2016	025815	SIGNATURE LANDSCAPE SERVICRC000012799	10/1/2016	OCT16/LANDSCAPE MAINT/CUS	11,056.10	11,056.10
		Voucher: 41284					
51978877	10/14/2016	025931	SLA CORPORATION	09132016-72	9/19/2016	AUG20-SEPT19/MONTHLY ESCH	73.12
		Voucher: 41285					73.12
51978878	10/14/2016	026029	STENDER, KURT	REIMB	9/23/2016	REIMB/RECREATION/NOT ENOU	70.00
		Voucher: 41286					70.00
51978879	10/14/2016	002613	SUPERIOR LINEN SERVICE,INC.	79816	10/5/2016	OFFICE MAT RENTAL/PW SHOP	89.00
		Voucher: 41287					89.00
51978880	10/14/2016	001409	SUPERLON PLASTICS CO, INC.	16F1741	9/6/2016	PIPE/3761 36TH ST PROJECT/DF	1,098.19
		Voucher: 41288					1,098.19
51978881	10/14/2016	026030	THA DIVAS DEN, LLC	REIMB	9/21/2016	REIMB/NOT LOCATED IN UP	50.00
		Voucher: 41289					50.00
51978882	10/14/2016	002823	THOMPSON ELECTRICAL CONST0916-8922CW	9/28/2016	LIGHT POLE REPAIRS/SEPT16	2,529.44	
		Voucher: 41290		0916-8922-2	9/28/2016	SEP16/TROUBLESHOOT VARIOL	821.32
				0916-8921CW	9/28/2016	STREET LIGHT REPAIRS/AUG16	700.71
				0916-8854CX	9/28/2016	RADAR SIGNS/ELECTRICAL PRC	13,964.91
							18,016.38
51978883	10/14/2016	001151	UNIVERSITY PLACE SCHOOL DIS4001500048	9/15/2016	CUSTODIAL OT/CHS CAFE/CORE	250.00	250.00
		Voucher: 41291					
51978884	10/14/2016	025889	VORISE, KITTIE	REFUND	10/4/2016	REFUND/SR DAY TRIP CANCELL	9.00
		Voucher: 41292					9.00
51978885	10/14/2016	001158	WA CITIES INSURANCE AUTHORI101399	9/23/2016	NOTARY BOND/BRITTNEY NOBL	40.00	40.00
		Voucher: 41293					
51978886	10/14/2016	001032	WA STATE	90112016090068	10/3/2016	SEPT16/TELECOMMUNICATIONS	196.20
		Voucher: 41294					196.20
51978887	10/14/2016	001389	WA STATE PATROL	I17001831	10/3/2016	SEPT16/BACKGROUND CHECKS	156.00
		Voucher: 41296					156.00

Bank : bofa BANK OF AMERICA

(Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
51978888	10/14/2016	024399	WELLS FARGO FINANCIAL LEAS	5003380202	9/18/2016	OCT15-NOV14/LEMARK PRINTEF	190.14
	Voucher:	41297		5003391180	9/22/2016	OCT19-NOV18/LEMARK PRINTEF	95.00
							285.14
						Sub total for BANK OF AMERICA:	398,981.09

57 checks in this report.

Grand Total All Checks: 398,981.09

Memo

DATE: October 17, 2016
TO: City Council
FROM: Leslie Blaisdell, Deputy Finance Director
SUBJECT: 2017/2018 Proposed Biennial Budget Study Session



Attached for tonight's Study Session are the following Documents:

- Exhibits A-1 and A-2, which show the budget broken down by fund
- City Manager's Budget Message
- Sources and Uses of Funds– Revenues and Expenditures
- Proposed Budgets by Fund
- 2017/2018 Org Chart
- 2017/2018 Positions and Proposed Salary Ranges

The 2017/2018 Proposed Biennial Budget is balanced and fits the following conservative financial assumptions for City Budgets (Operating and Capital), Town Center and Debt Management:

City Budget

- Operations Budget at Core Service Levels.
- CIP at Core Level using local dollars to leverage grants.

Town Center

- Town Center land sales revenues are assumed during the Biennium, with the funds set aside in the PW CIP for Town Center Infrastructure.

Debt Management

- Debt payments are budgeted according to the City's debt schedule and include the recent bond refunding changes.

The improved real estate market and increased construction sales tax dollars have been the biggest contributors to our improved ending fund balance projections.

CITY OF UNIVERSITY PLACE
FINANCIAL FORECAST - 2016 Through 2026
ENDING FUND BALANCES

	12/31/2016 Adopted	12/31/2016 Y/E Estimate	12/31/2017 Projected	12/31/2018 Projected	12/31/2019 Projected	12/31/2020 Projected	12/31/2021 Projected	12/31/2022 Projected	12/31/2023 Projected	12/31/2024 Projected	12/31/2025 Projected	12/31/2026 Projected
General Fund	3,702,576	4,521,455	5,047,228	5,813,956	6,389,794	6,833,572	7,252,733	7,418,124	7,515,000	7,470,303	7,279,286	6,931,078
Police/Public Safety Fund	1,692,958	2,014,531	2,308,999	2,563,606	2,721,912	2,779,807	2,733,038	2,577,205	2,307,755	1,919,976	1,408,997	769,775
Parks and Recreation Fund	44,992	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Development Services Fund	82,341	81,572	0	0	0	0	0	0	0	0	0	0
Street Fund	85,854	88,843	95,478	86,659	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Internal Service Funds*	675,221	673,211	671,201	669,196	669,196	669,196	669,196	669,196	669,196	669,196	669,196	669,196
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Sub Total	\$ 7,140,876	\$ 8,286,546	\$ 9,029,839	\$ 10,040,351	\$ 10,747,835	\$ 11,249,509	\$ 11,621,901	\$ 11,631,458	\$ 11,458,885	\$ 11,026,409	\$ 10,324,414	\$ 9,336,983
Other Restricted Funds**	2,580,614	2,780,615	1,898,591	1,963,351	904,708	1,268,657	1,633,623	2,100,454	1,954,582	2,274,381	2,538,571	2,711,929
Grand Total	\$ 9,721,490	\$ 11,067,161	\$ 10,928,430	\$ 12,003,702	\$ 11,652,543	\$ 12,518,166	\$ 13,255,524	\$ 13,731,912	\$ 13,413,466	\$ 13,300,791	\$ 12,862,985	\$ 12,048,912

*Internal Service Funds: IT Fund, Fleet Fund, Risk Management Fund Balance reflects Assets and not cash.

**Restricted Funds: Arterial Street Fund, Real Estate Excise Tax Fund, Traffic Impact Fee Fund, LRF Fund, Transportation Benefit District, SWM Fund, Debt Service Fund, Paths & Trails Fund, CIP Funds, Donations Fund

Reserves, when calculated using the total Operating Budgets (see Exhibits A-1 and A-2) exceed the Council adopted range of 5% to 15% in both 2017 and 2018:

	2017	2018
	<u>Proposed</u>	<u>Proposed</u>
Expenditure Budget - Operating	\$ 30,580,318	\$ 24,581,777
Ending Fund Balances - Operating	\$ 9,857,844	\$ 10,959,576
 Reserve Percentage	 35.04%	 48.07%

Revenue Projections

In preparing the budget, we have been conservative with revenue projections for the biennium.

- Sales tax revenue are projected to increase from the 2016 adopted amount of \$2.2 million to \$2.5 million in 2017 and 2018, due in large part to Construction Sales Tax.
- Property taxes are estimated to increase at the one percent limit level in 2017 to \$4.18 million and another one percent in 2018.
- Utility tax revenues are projected to decrease slightly to 2.3 million.
- Real Estate Excise Taxes (REET) are projected to increase to \$1.0 million from our 2016 budget of \$645,000 due to increased home sales in the City.
- State liquor profits (\$272,344) and liquor excise taxes (\$150,514) are recognized in the General Fund and Police/Public Safety fund. This is a slight increase over the 2016 budgeted amounts.
- New Federal and State grants totaling over \$4.1 million, along with existing grant monies being carried over from the 2015/2016 biennium, will fund design and/or construction of major capital projects.

Expenditure Projections

A modest level of inflation has been assumed for expenditures.

- Medical/insurance rates are projected to increase by ten percent (10%) in 2017 and are forecasted to increase another ten percent (10%) in 2018.
- A 2% COLA for staff is included in 2017, which is based on the June, 2016 CPI. It also includes an estimated 2.5% COLA for 2018.
- Parks Maintenance is budgeted with no reduction to service levels.
- A contingency amount of \$150,000 has been included for Council Goals and Priorities to be allocated in early 2017 after a Council Retreat.
- Property Management has been moved from the General Fund to an Internal Service Fund.

New Items

New Items included in the 2017/2018 Budget include the following:

- Two new staff positions have been added in this biennium. A Maintenance Worker 1 has been added to Public Works Maintenance and an NPDES Coordinator has been added to Engineering.
- Funding for Overlay/Chipseal has been included in the Public Works CIP budget in the amount of \$300,000 per year.
- Replacement of the HVAC unit at the Public Works Shop.
- Upgrade of the School Zone Flasher Beacons is proposed and forecasted at 3 sets per year over the next 3 years
- Replacement of the Streetlight Holiday Decorations.
- Emergency Radios, accessories and Annual Service Agreement.
- Emergency Operations Center Supplies (Smartboard, generators, go-kits).
- Records Management Software System.
- Asset Tracking Software.

The 2017/2018 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2016 levels of service to the community. As always, we will continue providing the best service we can, meeting all of our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve.

**EXHIBIT A-1
CITY OF UNIVERSITY PLACE
2017 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
Operating					
General					
001 General	\$	17,764,346	\$	12,717,118	\$ 5,047,228
Special Revenue					
101 Street		1,406,090		1,310,612	95,478
102 Arterial Street		228,920		167,400	61,520
103 Real Estate Excise Tax		1,579,952		1,275,963	303,989
104 Parks and Recreation		720,228		670,228	50,000
105 Traffic Impact Fees		1,356,224		300,000	1,056,224
106 Transportation Benefit District		475,000		400,000	75,000
107 Development Services		1,350,038		1,350,038	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		7,024,731		4,715,732	2,308,999
120 Path & Trails		-		-	-
188 Strategic Reserve		856,934		-	856,934
Sub-total Special Revenue		15,498,117		10,689,973	4,808,144
Enterprise					
140 Surface Water Mgmt		3,764,253		3,761,781	2,472
Sub-total Enterprise Funds		3,764,253		3,761,781	2,472
Debt Service					
201 Debt Service		3,411,446		3,411,446	-
Sub-total Debt Service Funds		3,411,446		3,411,446	-
Total Operating		40,438,162		30,580,318	9,857,844
Capital Improvement					
301 Parks CIP		546,387		147,000	399,387
302 Public Works CIP		10,921,289		10,921,289	-
303 Municipal Facilities CIP		-		-	-
Sub-total CIP		11,467,676		11,068,289	399,387
Internal Service					
501 Fleet & Equipment		989,579		374,400	615,179
502 Information Technology & Services		975,202		921,185	54,017
505 Property Management		774,010		774,010	-
506 Risk Management		149,815		147,810	2,005
Sub-total Internal Service		2,888,606		2,217,405	671,201
Non-Annually Budgeted					
150 Donations and Gifts to University Place		-		-	-
Sub-total Non-Annually Budgeted		-		-	-
Total Budget	\$	54,794,444	\$	43,866,012	\$ 10,928,432

**EXHIBIT A-2
CITY OF UNIVERSITY PLACE
2018 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
Operating					
General					
001 General	\$	13,646,181	\$	7,832,227	\$ 5,813,954
Special Revenue					
101 Street		1,430,334		1,343,675	86,659
102 Arterial Street		277,634		209,462	68,172
103 Real Estate Excise Tax		1,413,425		1,219,386	194,039
104 Parks and Recreation		734,429		684,429	50,000
105 Traffic Impact Fees		1,176,224		-	1,176,224
106 Transportation Benefit District		479,000		404,000	75,000
107 Development Services		1,411,005		1,411,005	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		7,371,328		4,807,722	2,563,606
188 Strategic Reserve		856,934		-	856,934
Sub-total Special Revenue		15,650,313		10,579,679	5,070,634
Enterprise					
140 Surface Water Mgmt		2,899,822		2,824,834	74,988
Sub-total Enterprise Funds		2,899,822		2,824,834	74,988
Debt Service					
201 Debt Service		3,345,037		3,345,037	-
Sub-total Debt Service Funds		3,345,037		3,345,037	-
Total Operating		35,541,353		24,581,777	\$ 10,959,576
Capital Improvement					
301 Parks CIP		529,928		155,000	374,928
302 Public Works CIP		1,575,290		1,575,290	-
303 Municipal Facilities CIP		-		-	-
Sub-total CIP		2,105,218		1,730,290	374,928
Internal Service					
501 Fleet & Equipment		792,304		177,125	615,179
502 Information Technology & Services		912,440		858,423	54,017
505 Property Management		745,731		745,731	-
506 Risk Management		153,342		153,342	-
Sub-total Internal Service		2,603,817.00		1,934,621.00	669,196
Non-Annually Budgeted					
150 Donations and Gifts to University Place		-		-	-
Sub-total Non-Annually Budgeted		-		-	-
Total Budget	\$	40,250,388	\$	28,246,688	\$ 12,003,700

October 1, 2016

Dear Citizens of University Place, Mayor and Members of the City Council:

Presented herein is the City of University Place, Washington Proposed Biennial Budget for 2017-2018.

Over the past two years, the City has made tremendous strides in improving its finances. This stabilization has occurred partly due to improved macroeconomic conditions, and partly due to prudent management of existing resources. But, to a far greater extent, the City's current financial condition results from difficult decision-making by the City Council.

The Council's intense focus on a balanced and, more importantly, sustainable budget required significant cuts and new revenue. Major financial decisions made during the current biennium, which built upon cuts in prior years, included the elimination of two police positions and the elimination of the City's Recreation Department. This year also included the imposition of a 6% sewer franchise fee on Pierce County Sewer, which was dedicated to street maintenance. While these changes were exceedingly difficult, they were necessary.

The effect of these changes are shown in a significantly improved budget outlook. The City now projects that it will have a balanced budget with substantial reserves through its 10-year planning period. This change in outlook, along with the City's careful management of its budget, has been recognized by the ratings agency Standard & Poor's as positive factors in their decision to increase the City's bond rating to "AA", which is a better rating than most other Pierce County cities. This new rating has reduced the City's borrowing cost and allowed the City to refinance nearly half of its debt at a savings to taxpayers of nearly \$4 million.

The proposed 2017-2018 budget continues with this renewed focus on maintaining a balanced budget. The budget does provide resources required to complete the City's move into City Hall on Market Square and funding for needed infrastructure investments in Town Center. While funds are identified for both of these projects, they are contingent on new revenue from the sale of the City's Town Center properties. The remainder of the budget is, for the most part, a status quo budget that maintains existing service levels and meets all of the City's statutory and contractual obligations.

BUDGET

As in previous years, the 2017-2018 Biennial Budget is essentially two budgets in one: an operating budget and a capital budget. For 2017, the total proposed City budget is \$43.9 million (\$30.6 million operating budget, an \$11.1 million capital budget and \$2.2 million in Internal Service charges). For fiscal year 2018, the total proposed City budget is \$28.2 million. The operating budget proposed for 2018 is \$24.6 million, the capital budget is \$1.7 million and the Internal Service charges are \$1.9 million.

FINANCIAL GUIDELINES/ASSUMPTIONS

The 2017-2018 Biennial Budget is balanced and fits the following conservative financial assumptions for City Budgets (Operating and Capital), Town Center and Debt Management.

City Budget

- Operations Budget at Core Service Levels
- CIP at Core Level using local dollars to leverage grants

Town Center

- Town Center land sales revenues are assumed during the Biennium and are dedicated to Town Center Infrastructure

Debt Management

- Debt payments according to debt schedule

VISION AND STRATEGIES

Our VISION for University Place is unchanged as “a safe, attractive city that provides a supportive environment for all citizens to work, shop, play, get an education and raise families.”

2017-2018 COUNCIL GOALS

On September 6, 2016, City Council adopted the following Goals, Outcomes and Actions for the 2017-2018 Biennium:

Goal #1: A SAFER, MORE LIVABLE COMMUNITY

- A. Effective community services with emphasis on police services, public safety, transportation infrastructure, and parks.
 1. Maintain funding in the University Place Police Department budget to allow for current or better staffing levels for the biennium.
 2. Continue to identify and apply for transportation and other infrastructure grants where a local match is available or reasonably anticipated to be available.
 3. Identify funding to construct Paradise Pond Parking and Trails, and consider any necessary implementing legislation.
 4. Identify funding to construct additional gateway signs and Curran Apple Orchard restroom, and consider any necessary implementing legislation.
 5. Maintain funding for the City’s beautification program at current or better levels for the biennium.

- B. More physical and visual connections to Puget Sound and Chambers Bay from public areas in the City.
 - 1. Participate fully with Pierce County, and Lakewood in the Chambers Creek Properties Master Site Plan Update, seeking to include such connections, including facilities that allow public access to the waters of chambers Bay, with priority on facilities for the launching and docking of watercraft.
 - 2. Identify funding to construct Leach Creek Trail from 40th to Kobayashi, and consider any necessary implementing legislation.
 - 3. Continue to work with Pierce County and Lakewood on the Chambers Creek Canyon Trail, and consider any necessary legislation.
 - 4. Consider amending the Shoreline Master Program and Comprehensive Plan to include the above Outcome.

- C. Effective communications between the City Council and other local, state and federal elected officials.
 - 1. Study and consider legislation adopting updated City Council intergovernmental legislative priorities for the new biennium.
 - 2. Review, identify and consider any necessary legislation to implement a City Council intergovernmental legislative outreach program.
 - 3. Consider additions to the Council Rules to establish a timely, and effective intergovernmental legislative agenda, and improved inter, and intra-governmental communications in support of the adopted legislative agenda.
 - 4. Approve a City intergovernmental legislative agenda by the 2nd City Council meeting in September of each year.

Goal #2: INCREASED ECONOMIC VITALITY

- A. Position the City for redevelopment of commercial areas such as Narrows Plaza, and consider means and methods to promote the City to potential investors such as significant employers, lodging, leisure and other businesses.
 - 1. Consider legislation making additional revisions to development regulations to improve conditions for development and redevelopment, including review of permitting processes and timelines.
 - 2. Consider legislation adopting and implementing a completed Regional Growth Center Subarea Plan.
 - 3. Consider legislation updating the Economic Development Strategic Action Plan to 2019.
 - 4. Consider budgeting for promotion of the City to potential investors such as significant employers, lodging, leisure and other businesses through new identified means and methods.
 - 5. Study the usefulness of a video to promote the City.
 - 6. Consider funding a study of the economic impact of changing the name of the city to Chambers Bay.
 - 7. Consider funding for next steps in implementing the Regional Growth Center Subarea Plan.

Goal #3: STRONGER FINANCIAL CONDITIONS

- A. Complete an assessment of the sustainability of City revenues, including all fees and taxes, and consider revenue options to fund police services, public safety, streets, and events.
 - 1. Review fees and taxes, and other revenue options to fund police services, public safety, streets, and events, and upon completion of study, determine to conclude the topic, or consider legislation achieving the outcome.
- B. Maintain a balanced budget and enhance our reserve goals to allow for future financial stability and flexibility.
 - 1. Consider legislation to increase strategic reserves to 7% of the adopted biennial general fund budget.
 - 2. Study options to reduce City debt, and consider any necessary implementing legislation.
 - 3. Review current City assets that are surplus to the City's needs and consider legislation disposing of those assets.
 - 4. Study the feasibility of re-capitalizing the fleet and equipment funds.
 - 5. Study potential annexations.

Goal #4: GREATER CITIZEN TRUST AND CONFIDENCE

- A. Maintain and improve community engagement to build public trust in City government, to value U.P.'s history and heritage, to maintain community pride and the sense of UP as a safe and special place, and to encourage volunteers.
 - 1. Consider identifying the scoping of a new professionally conducted community survey, and budgeting the cost of such a survey.
 - 2. Consider identifying new or enhanced community engagement events, and budgeting the cost of those events.
 - 3. Consider funding the development and staffing of a University Place City Government Facebook page embracing all aspects of City government. (Current City Facebook pages are Rec, and event-specific).
 - 4. Study the feasibility of establishing a UP City 4th of July celebration at Chambers Bay.
 - 5. Review the purpose and operations of the City Council's Legislative Advisory Commissions.
 - 6. Study potential City roles in recording, securing and affording public access to City historical resources and artifacts.
 - 7. Consider funding the development and staffing of a part-time UP volunteer and event coordinator position.
- B. Maintain and improve the quality of information provided to the public about U.P. government operations, and our focus on integrity and transparency in government, helpful and timely customer service, and remaining within the proper role of government.
 - 1. Consider funding increased production of City informational videos for broadcast on UPTV, and to be available on the City's website and social media forums.

2. Consider funding the production of additional reporting content for the City pages within the UP Press.
3. Consider cost-effective online and/or other information technology based surveys to engage citizens and obtain their feedback.

HIGHLIGHTS AND CHANGES

Revenue Assumptions

In preparing the budget, we continue to be conservative with revenue projections for the biennium. The “good news/bad news” about the City’s revenues is that, other than fees, the revenues do not change much.

For 2017, we project that sales tax revenue will be \$2.5 million due in large part to residential construction sales tax with a minimal increase of \$65,000 in 2018. Property taxes are estimated to increase at the 1 percent limit level in 2017 and another 1 percent in 2018. Utility tax revenues are projected to remain flat. The other budget related revenue assumptions are:

- Real Estate Excise Taxes (REET) are incorporated at a 66.8 percent increase to levels budgeted for 2016. (REET funds are programmed for Street/Park debt service and Street major CIP projects).
- Revenue from State liquor profits and liquor taxes are recognized in the General Fund and Police/Public Safety fund.

PROPERTY TAXES

After several years of declining, the assessed values began to increase again in 2013. Since property taxes in Washington are limited to a 1 percent increase, changes in assessed values (up or down) do not affect the City’s total property tax collection, only the distribution of that tax among individual property owners.

The City’s tax limit is \$1.60 per thousand dollars of assessed value. Since incorporation, the City has reduced property tax rates from \$2.10 (the rate paid to the County prior to incorporation) to the rate of **\$1.31** in 2016. The increase in taxes paid by the homeowner over since incorporation is significantly lower than would have been the case had the City not incorporated in 1995. These property tax savings have been retained by City taxpayers.

EXPENDITURE ASSUMPTIONS

For the 2017-2018 Biennial Budget, a modest level of inflation has been assumed for most expenditures. However, medical/insurance rates are projected to increase by ten percent (10%) in 2017 and are forecasted to increase another ten percent (10%) in 2018.

STAFFING LEVELS

The 2017-2018 Adopted Biennial Budget includes core levels of city staff of 48.91 FTE.

- City Manager's Office – 2.0 Full Time Equivalent (FTE)
- City Attorney' Office - 2.0 FTE
- Finance and Administrative Services – 10.85 FTE
- Parks and Public Works – 13.0 FTE
- Engineering Services – 7.93 FTE
- Community and Economic Development – 11.50 FTE
- Police and Public Safety – 1.63 FTE, and by contract: 14 Officers and 1 Administrative Assistant

Through cross-training and teamwork we have been able to reassign and retain our experienced City staff, adjusting to tighter budgets and shifting workloads. University Place has one of the lowest staffing levels of cities its size.

CAPITAL BUDGET

As previously mentioned, the Capital Budget – other than grant funded projects – is at “core” level on a “pay-as-we-go” basis. Over the past two years, several State and Federal grants have been received for non-motorized improvements (sidewalks, streetlights and bike lanes) along arterials and school routes with City funds as the local match. The following grant funded projects will be built in the 2017-2018 biennium:

- 35th Street (Bridgeport to Grandview)
- 54th Street Improvements
- Bridgeport Way W Phase 4A
- Bridgeport Way W Phase 4B (67th to City limits)
- Cirque Drive (Sunset to 83rd)
- Morrison Road
- Cirque Drive/56th St. Corridor Improvements Phase 3
- Mildred St. Overlay
- 67th Ave Overlay
- 67th Avenue Phase 2

The following surface water management projects will be constructed in the 2017-2018 biennium:

- 19th St. Pond Retrofit
- Drainage Repairs Tahoma Place

CONCLUSION

University Place is a great community with an excellent school system, ethnically diverse neighborhoods and a state of the art Library. In addition, the County's investment in the Chambers Bay Golf Course has proven that we can be a world class destination, as evidenced by the 2010 U.S. Amateur Tournament and the successful 2015 U.S. Open Golf Tournament, the premier event on the professional tour.

The City continues to adhere to the original vision for the Town Center project as a mixed-use development which will provide a growing tax base and support for increased community interaction through use of the public square and the atrium in the Library/Civic Building.

In closing, the 2017-2018 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2016 "core" levels of service to the Community. As always, we will continue providing the best service we can, meeting all of our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve. As always, I encourage your questions and suggestions on the community issues important to you and the services we provide. You can contact me at 253.460.2527 or email at ssugg@cityofup.com.

Sincerely,



Stephen P. Sugg
City Manager

SOURCES AND USES

SOURCES AND USES	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
BEGINNING FUND BALANCES	14,929,181	17,517,047	5,211,378	19,011,801	19,011,801	11,067,159	10,928,431
OPERATING REVENUES							
Property Tax	3,979,218	4,039,075	4,084,121	4,144,282	4,144,282	4,185,725	4,227,582
Sales Tax	3,063,062	3,642,535	2,246,462	2,426,462	2,726,462	2,728,727	2,796,014
Criminal Justice Sales Tax	558,211	593,628	455,662	455,662	466,547	475,161	479,912
Admission Tax	976,777	401,878	178,518	175,000	175,000	176,750	178,518
Utility Tax	2,357,963	2,323,110	2,459,000	2,301,000	2,283,000	2,285,000	2,285,000
Leasehold Excise Tax	1,818	1,834	3,500	1,800	1,800	1,800	1,800
Gambling Tax	27,073	31,856	30,805	32,105	40,500	40,500	40,500
Real Estate Excise Tax	984,609	1,238,266	645,750	1,045,750	1,045,750	1,077,123	1,109,436
Business License Fee	84,603	87,922	78,780	85,000	85,000	85,850	86,709
Cable Franchise Fees	495,889	521,052	448,844	500,000	500,000	505,000	510,050
Refuse Franchise Fees	284,971	297,693	260,126	290,000	295,000	295,000	295,000
Water Franchise Fees (TPU)	530,037	586,215	505,000	620,432	620,432	535,000	540,350
Electric Franchise Fees (TPU)	1,119,248	1,118,680	1,007,980	1,080,368	1,080,368	1,083,000	1,093,830
Sewer Franchise Fee	-	-	-	-	-	385,000	390,775
Alarm Permit Fees	5,442	6,061	3,500	3,500	6,500	4,000	4,000
Animal Control	54,568	51,767	60,600	53,100	51,000	51,000	51,510
State-Shared Revenues (Fuel Taxes, VLF, Liquor)	978,228	1,042,092	920,594	1,050,279	1,082,274	1,158,026	1,173,282
City Assistance/State of WA	98,635	114,198	-	85,000	85,000	65,700	-
Fines & Forfeitures (False Alarm, Misc, Bus Lic.)	5,405	4,775	2,020	2,020	2,100	2,200	2,212
Sale of Documents & Records	223	281	-	-	340	200	200
Building Fees	653,910	236,472	359,576	359,576	443,915	610,616	604,076
Fire Fees	9,036	46,132	35,000	35,000	59,497	65,601	67,247
Engineering & Planning Fees	179,329	220,340	170,026	170,026	126,493	199,118	155,783
Recreation Fees	336,626	368,808	280,550	280,550	280,550	-	-
Court Fees	-	32,986	-	-	60,000	65,000	65,000
SWM Fees	2,749,778	2,766,459	2,809,437	2,809,436	2,809,436	2,851,578	2,894,351
Administrative Fee from SWM Fund	440,659	432,920	481,858	546,581	529,278	555,024	538,395
Rents and Leases	115,657	118,519	112,409	101,900	87,900	-	-
Investment Interest	19,857	35,503	20,605	45,000	80,000	75,000	75,000
Gain/(Loss) on Investment	-	4,250	-	-	370	-	-
Tax Interest	1,234	2,736	-	-	2,700	2,700	2,700
Judgements/Settlements	348	307	500	500	500	350	349
Miscellaneous	48,644	47,625	16,750	16,900	17,900	18,900	18,955
Total Operating Revenue	20,161,058	20,415,976	17,677,973	18,717,229	19,189,894	19,584,649	19,688,536
OTHER FINANCING SOURCES							
Other Financing Sources	12,615	60,016	62,453	63,026	61,028	62,799	64,623
TC Land Sales/Library Expansion Space	546,000	120,000	120,000	535,935	535,935	4,771,575	120,000
Operating Grants (Police, GMA, FEMA)	55,408	28,548	-	8,175	58,175	-	-
Capital Grants	3,469,097	4,176,522	5,219,000	13,272,709	13,272,709	4,028,200	187,000
Private Contributions - Capital Projects	1,500	112,671	360,000	1,083,421	1,083,421	-	-
Sale of Surplus	2,791	16,435	-	-	-	-	-
Donations/Sponsorships	144,677	35,171	-	-	-	-	-
Insurance Recoveries	52,163	27,768	-	-	-	-	-
Interfund Transfers	8,684,777	8,594,220	7,251,360	14,277,204	13,919,698	12,612,830	6,944,036
Interfund Charges	635,869	618,663	777,150	860,723	708,262	1,215,232	1,240,721
G.O. Bonds	-	-	-	-	-	-	-
LRF Revenue	598,236	522,937	500,000	500,000	500,000	500,000	500,000
TBD Fees	175,626	394,713	297,000	394,000	394,000	400,000	404,000
Impact Fees	519,174	326,201	160,800	160,800	160,800	552,000	173,041
Total Other Financing Sources	14,897,933	15,033,865	14,747,763	31,155,993	30,694,028	24,142,636	9,633,421
TOTAL REVENUES & OTHER SOURCES	49,988,172	52,966,887	37,637,114	68,885,023	68,895,723	54,794,444	40,250,388

SOURCES AND USES	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
EXPENDITURES AND OTHER USES							
OPERATING EXPENDITURES							
City Council	226,100	236,536	199,877	199,877	176,424	174,187	174,321
City Manager	499,251	472,084	541,156	544,052	519,337	896,113	500,232
Community and Economic Development	1,374,297	1,438,355	1,610,942	1,855,531	1,814,297	2,058,488	2,138,846
Finance and Administrative Services	3,414,497	2,056,198	1,966,022	3,860,363	3,784,719	2,097,369	2,112,514
Parks, Public Works and Engineering	3,780,333	4,100,376	4,451,272	4,526,050	4,239,116	3,886,188	4,033,720
Police and Public Safety	4,482,266	4,402,486	4,916,629	4,635,858	4,418,703	4,715,732	4,807,722
Subtotal Department Operations	13,776,744	12,706,035	13,685,898	15,621,731	14,952,596	13,828,077	13,767,355
Debt Service	3,941,042	3,777,421	3,563,103	3,565,103	3,494,531	3,411,446	3,345,037
Contingency	-	-	135,891	50,000	-	200,000	50,000
Total Operating Expenditures	17,717,786	16,483,456	17,384,892	19,236,834	18,447,127	17,439,523	17,162,392
OTHER FINANCING USES							
Capital Improvements Projects - PW	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
Capital Improvements Projects - Parks	391,578	146,147	85,000	553,814	553,814	147,000	155,000
Capital Improvements Projects - Municipal	-	29,129	-	2,700,000	2,700,000	-	-
Interfund Transfers	7,086,063	8,918,045	7,254,425	14,050,593	13,693,386	12,585,771	6,880,990
SWM - Admin Fee	440,659	432,920	481,858	546,581	528,978	555,024	538,395
Internal Services - Fleet	96,478	100,023	134,100	134,100	109,700	124,400	123,400
Capital Equipment - Fleet	86,351	145,209	161,150	161,150	141,145	250,000	53,725
Internal Services - IT	472,610	408,155	509,300	603,873	484,480	535,475	554,093
Capital Equipment - IT	204,838	239,097	237,128	468,081	468,081	385,710	304,330
Internal Services - Property Management	-	-	-	-	-	774,010	745,731
Internal Services - Risk	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Donations	20,720	59,231	-	34,180	34,180	-	-
Total Other Financing Uses	14,728,939	17,376,199	15,911,523	39,926,702	39,379,426	26,426,489	11,084,296
TOTAL EXPENDITURES & OTHER USES	32,446,725	33,859,655	33,296,415	59,163,536	57,826,553	43,866,012	28,246,688
ENDING FUND BALANCES							
Reserved for:							
Street Operations	10,149	42,108	-	85,854	88,843	95,478	86,659
Arterial Street	16,147	16,519	3,735	16,000	16,000	61,520	68,172
Capital Improvements Projects - REET	515,615	960,329	42,224	502,829	502,829	303,989	194,039
Parks and Recreation	6,006	44,992	-	44,992	50,000	50,000	49,999
Traffic Impact Fee	1,200,844	736,224	678,035	856,224	856,224	1,056,224	1,176,224
Transportation Benefit District	175,626	392,213	291,050	75,000	75,000	75,000	75,000
Development Services	182,423	128,259	-	82,341	81,572	-	1
LRP	1,788,521	1,570,409	-	-	-	-	-
Police and Public Safety	950,205	1,471,411	361,139	1,692,956	2,014,529	2,308,999	2,563,606
Path & Trails	-	-	-	-	-	-	-
Surface Water Management	4,982,564	4,201,914	150,322	709,673	909,675	2,472	74,989
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Debt Service	-	-	-	-	-	-	-
Capital Improvements Projects - Parks	449,292	669,494	-	420,887	420,887	399,387	374,928
Capital Improvements Projects - PW	968,018	1,131,736	-	-	-	-	-
Capital Improvements Projects - Muni Facilities	-	-	-	-	-	-	-
Internal Service Funds - Fleet	617,724	617,724	578,648	615,179	615,179	615,179	615,179
Internal Service Funds - IT	171,302	146,905	171,302	54,017	54,017	54,017	54,017
Internal Service Funds - Risk	8,035	6,025	10,044	6,025	6,025	2,005	(1)
Donations	72,295	34,180	-	-	-	-	-
Unreserved/undesignated - General Fund	4,569,745	6,079,859	1,197,266	3,702,576	4,521,455	5,047,228	5,813,954
ENDING FUND BALANCES	17,541,445	19,107,235	4,340,699	9,721,487	11,069,169	10,928,432	12,003,700
TOTAL EXPENDITURES, OTHER USES, AND FUND BALANCES	49,988,170	52,966,890	37,637,114	68,885,023	68,895,722	54,794,444	40,250,388

PROPOSED BUDGET BY FUND

GENERAL FUND - 001

	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed
			Adopted	Revised	Estimate		
REVENUES							
Local Retail Sales & Use	2,799,671	3,354,417	2,020,000	2,200,000	2,500,000	2,500,000	2,565,000
Sales Tax - 1% for Parks	259,154	-	-	-	-	-	-
Leasehold Excise Tax	1,818	1,834	3,500	1,800	1,800	1,800	1,800
Admission Tax	976,777	401,878	178,518	175,000	175,000	176,750	178,518
Utility Tax	2,357,963	2,323,109	2,459,000	2,301,000	2,283,000	2,285,000	2,285,000
Gambling Tax	27,073	31,856	30,805	32,105	-	-	-
Cable Franchise Fees	495,889	521,052	448,844	500,000	500,000	505,000	510,050
Refuse Franchise Fees	284,971	297,693	260,126	290,000	295,000	295,000	295,000
Water Fees (TPU)	530,036	586,215	505,000	620,432	620,432	535,000	540,350
Electric Fees (TPU)	1,119,248	1,118,680	1,007,980	1,080,368	1,080,368	1,083,000	1,093,830
Business License Fees	84,603	87,922	78,780	85,000	85,000	85,850	86,709
Penalty/Interest Taxes	434	241	-	-	-	-	-
Solicitor Permit Fees	475	425	250	400	400	400	400
City Assistance	98,635	114,198	-	85,000	85,000	65,700	-
Liquor Profits Tax	222,133	219,616	153,015	200,000	215,000	217,249	219,421
Liquor Excise Tax	53,748	103,523	37,744	97,744	110,000	150,514	152,019
Fines & Forfeitures	40	120	-	-	-	-	-
Judgements and Settlements	348	307	500	500	500	350	350
Sale of Documents & Records	169	238	-	-	340	200	200
Administrative Fee from SWM Fund	382,901	377,087	418,169	480,255	465,589	489,803	470,607
Rents and Leases	85,170	77,216	86,709	76,200	62,200	-	-
Investment Interest	19,857	35,503	20,605	45,000	80,000	75,000	75,000
Gain/(loss) on Investemetrn	-	4,250	-	-	370	-	-
Interest - Taxes	1,233	2,736	-	-	2,700	2,700	2,700
Library Expansion Space	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Land Sales	426,000	-	-	415,935	415,935	4,651,575	-
Transfer In - Dev. Services	130,000	-	-	-	-	-	-
Private Contribution	100,000	-	-	-	-	-	-
Miscellaneous	12,016	4,175	3,998	3,998	2,000	2,000	2,000
TOTAL REVENUE	10,590,362	9,784,291	7,833,543	8,810,737	9,100,634	13,242,891	8,598,954

	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed
			Adopted	Revised	Estimate		
EXPENDITURES							
Governance & Management							
City Council	173,797	167,865	199,877	199,877	176,424	174,187	174,321
US Open	52,303	68,671	-	-	-	-	-
City Manager's Office	386,997	375,492	420,146	423,042	398,327	797,113	441,232
Community Events	37,965	41,173	45,960	45,960	45,960	19,500	19,500
Community Assistance	46,000	43,670	46,000	46,000	46,000	10,000	10,000
Beautification	28,289	11,749	29,050	29,050	29,050	69,500	29,500
Community & Economic Dev. Directors	-	84,149	90,264	97,325	94,245	105,161	111,797
Economic Development	296,890	164,469	170,284	212,268	206,341	208,633	215,762
Finance/Admin Svcs Director	98,083	100,832	103,214	113,555	110,346	127,818	136,936
Finance	655,113	665,097	718,096	714,103	689,728	702,012	732,400
Human Resources	142,452	143,302	180,296	329,922	325,119	394,656	400,282
Reception	42,663	47,346	53,492	57,658	54,495	66,529	70,621
City Clerk	288,948	288,356	294,102	320,008	299,406	387,353	350,430
Communications/UPTV	218,675	209,018	291,168	581,230	556,935	313,657	322,127
Property Management	558,055	552,255	652,849	595,626	609,553	-	-
Engineering Services	265,285	298,569	302,016	310,850	310,068	375,300	400,609
Contingency	-	-	135,891	50,000	-	200,000	50,000
Prior Period Adjustment	27,585	1,408	-	-	-	-	-
Interfund Transfers Out	5,277,241	5,010,754	4,963,499	7,061,546	6,707,040	8,765,699	4,366,710
TOTAL EXPENDITURES	8,596,341	8,274,175	8,696,204	11,188,020	10,659,037	12,717,118	7,832,227
Fund Balance, January 1	2,575,721	4,569,744	2,059,927	6,079,859	6,079,859	4,521,455	5,047,228
Fund Balance, December 31	4,569,744	6,079,859	1,197,266	3,702,576	4,521,455	5,047,228	5,813,954

STREET FUND - 101

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
Fuel Taxes	441,226	446,485	455,025	446,525	437,074	458,753	465,634
MultiModal Fuel Tax	-	-	-	40,000	33,000	33,842	34,350
MVA Transpo	-	-	-	-	25,000	29,652	30,097
Sewer Franchise Fee	-	-	-	-	-	385,000	390,775
Judgments/Settlements	30,783	9,545	10,000	10,000	10,000	10,000	10,000
Sale of Surplus	-	723	-	-	-	-	-
Miscellaneous	-	27,439	-	-	-	-	-
Transfer In - TBD	-	175,626	287,700	707,813	707,813	400,000	404,000
Transfer In - General Fund	424,255	489,395	371,362	-	-	-	-
TOTAL REVENUE	896,264	1,149,213	1,124,087	1,204,338	1,212,887	1,317,247	1,334,856
EXPENDITURES							
Public Works Operations	886,115	1,101,176	1,104,087	1,140,591	1,161,151	1,187,181	1,220,244
Streetlight Maint.	-	-	-	-	-	103,431	103,431
Snow/Ice Control	-	16,079	20,000	20,000	5,000	20,000	20,000
TOTAL EXPENDITURES	886,115	1,117,255	1,124,087	1,160,591	1,166,151	1,310,612	1,343,675
Fund Balance, January 1	-	10,149	-	42,107	42,107	88,843	95,478
Fund Balance, December 31	10,149	42,107	-	85,854	88,843	95,478	86,659

ARTERIAL STREET FUND - 102

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Fuel Taxes	204,786	207,227	216,000	207,200	207,200	212,920	216,114
Miscellaneous	-	-	-	-	-	-	-
TOTAL REVENUE	204,786	207,227	216,000	207,200	207,200	212,920	216,114
EXPENDITURES							
Transfer to PW Capital Improvement	118,504	131,454	106,459	98,178	98,178	94,942	162,071
Transfer to Debt Service	83,272	75,401	109,541	109,541	109,541	72,458	47,391
TOTAL EXPENDITURES	201,776	206,855	216,000	207,719	207,719	167,400	209,462
Fund Balance, January 1	13,137	16,147	3,735	16,519	16,519	16,000	61,520
Fund Balance, December 31	16,147	16,519	3,735	16,000	16,000	61,520	68,172

REAL ESTATE EXCISE TAX FUND - 103

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
1st 1/4% Reet Tax	495,443	619,133	322,875	522,875	522,875	538,561	554,718
2nd 1/4% Reet Tax	489,166	619,133	322,875	522,875	522,875	538,560	554,718
TOTAL REVENUE	984,609	1,238,266	645,750	1,045,750	1,045,750	1,077,121	1,109,436
EXPENDITURES							
Transfer to PW Capital Improvement	360,000	364,323	302,353	547,968	547,968	702,463	636,886
Transfer to Parks Capital Improvement	-	-	-	39,407	39,407	73,500	77,500
Transfer to Debt Service	327,235	429,228	337,500	915,875	915,875	500,000	505,000
TOTAL EXPENDITURES	687,235	793,551	639,853	1,503,250	1,503,250	1,275,963	1,219,386
Fund Balance, January 1	218,242	515,616	36,327	960,331	960,331	502,831	303,989
Fund Balance, December 31	515,616	960,331	42,224	502,831	502,831	303,989	194,039

PARKS AND RECREATION FUND - 104

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Senior Services	14,721	7,547	2,000	2,000	2,000	-	-
Outdoors	1,430	-	2,500	2,500	2,500	-	-
Youth Sports	165,701	152,407	150,350	150,350	150,350	-	-
Trips and Tours	37,882	31,160	15,000	15,000	15,000	-	-
Martial Arts	1,838	1,683	-	-	-	-	-
Youth	98,486	144,896	83,000	83,000	83,000	-	-
Cultural Arts	3,333	15,461	5,000	5,000	5,000	-	-
Fitness	30,155	15,653	22,700	22,700	22,700	-	-
Sr. Center	8,670	12,935	5,500	5,500	5,500	-	-
Field/Park/Shelter Rentals	21,818	28,720	20,200	20,200	20,200	-	-
Donations	70	13,705	-	-	-	-	-
Grants	7,315	-	-	-	-	-	-
Sales Tax - 1% for Parks	-	278,851	226,462	226,462	226,462	228,727	231,014
Transfer In - GF - Parks	381,969	323,343	299,169	331,826	387,975	441,501	453,415
Transfer In - GF - Rec	301,764	214,496	390,440	409,614	180,032	-	-
Miscellaneous	5,073	955	-	-	-	-	-
TOTAL REVENUE	1,080,223	1,241,811	1,222,321	1,274,152	1,100,719	670,228	684,429
EXPENDITURES							
Recreation	696,761	646,208	696,690	715,864	531,274	6,663	-
Parks Maintenance	377,456	430,414	434,472	467,129	473,278	553,032	573,064
Transfer to Debt	-	126,203	91,159	91,159	91,159	110,533	111,365
TOTAL EXPENDITURES	1,074,217	1,202,825	1,222,321	1,274,152	1,095,711	670,228	684,429
Fund Balance, January 1	-	6,006	-	44,992	44,992	50,000	50,000
Fund Balance, December 31	6,006	44,992	-	44,992	50,000	50,000	50,000

TRAFFIC IMPACT FEE FUND - 105

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Impact Fees	353,574	56,112	120,000	120,000	120,000	500,000	120,000
Sales Tax - TIF Deferral	4,235	9,268	-	-	-	-	-
TOTAL REVENUE	357,809	65,380	120,000	120,000	120,000	500,000	120,000
EXPENDITURES							
Transfer to PW Capital Imp	-	530,000	-	-	-	300,000	-
TOTAL EXPENDITURES	-	530,000	-	-	-	300,000	-
Fund Balance, January 1	843,035	1,200,844	558,035	736,224	736,224	856,224	1,056,224
Fund Balance, December 31	1,200,844	736,224	678,035	856,224	856,224	1,056,224	1,176,224

TRANSPORTATION BENEFIT DISTRICT FUND - 106

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
TBD Fees	175,626	394,713	297,000	394,000	394,000	400,000	404,000
TOTAL REVENUE	175,626	394,713	297,000	394,000	394,000	400,000	404,000
EXPENDITURES							
Transfer Out - Street	-	175,626	287,700	707,813	707,813	400,000	404,000
Audit Costs	-	-	3,400	3,400	3,400	-	-
Insurance	-	2,500	2,550	-	-	-	-
TOTAL EXPENDITURES	-	178,126	293,650	711,213	711,213	400,000	404,000
Fund Balance, January 1	-	175,626	-	392,213	392,213	75,000	75,000
Fund Balance, December 31	175,626	392,213	3,350	75,000	75,000	75,000	75,000

DEVELOPMENT SERVICES FUND - 107

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Building Permits	655,056	236,491	359,576	359,576	443,915	610,616	604,076
Planning	64,515	43,061	69,026	69,026	40,034	50,241	38,708
Engineering	120,044	178,335	101,000	101,000	86,459	148,877	117,075
Fire Fees	9,036	46,132	35,000	35,000	59,497	65,601	67,247
Grants	-	-	-	-	-	-	-
Miscellaneous	3,202	1,982	-	-	-	-	-
Transfer In - SWM Fund	12,570	7,310	15,000	15,000	12,000	12,000	12,000
Transfer In - General Fund	380,088	478,959	590,496	590,496	500,000	381,131	571,900
TOTAL REVENUE	1,244,510	992,270	1,170,098	1,170,098	1,141,905	1,268,466	1,411,006
EXPENDITURES							
Development Services	933,264	997,783	1,103,907	1,140,923	1,129,521	1,273,439	1,330,889
Fire Code Official	1,691	48,652	66,191	70,736	54,714	76,599	80,117
Tree Account - Restricted	-	-	-	4,357	4,357	-	-
Transfer Out - GF for Eng. Svcs.	130,000	-	-	-	-	-	-
TOTAL EXPENDITURES	1,064,955	1,046,435	1,170,098	1,216,016	1,188,592	1,350,038	1,411,006
Fund Balance, January 1	2,868	182,423	-	128,259	128,259	81,572	-
Fund Balance, December 31	182,423	128,259	-	82,341	81,572	-	-

LRF FUND - 108

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
LRF Sales Tax Revenue	598,236	522,937	500,000	500,000	500,000	500,000	500,000
Miscellaneous	-	2,000	-	-	-	-	-
TOTAL REVENUE	598,236	524,937	500,000	500,000	500,000	500,000	500,000
EXPENDITURES							
Transfer Out - TC CIP LRF Projects	1,713,753	345,136	-	219,712	219,712	-	-
Debt Service Reserve	-	-	98,000	1,450,697	1,454,284	103,237	103,037
Debt Issuance Costs	2,000	2,000	2,000	-	-	-	-
Debt Service Payment	395,263	395,913	400,000	400,000	396,413	396,763	396,963
TOTAL EXPENDITURES	2,111,016	743,049	500,000	2,070,409	2,070,409	500,000	500,000
Fund Balance, January 1	3,301,300	1,788,520	-	1,570,409	1,570,409	-	-
Fund Balance, December 31	1,788,520	1,570,409	-	-	-	-	-

POLICE AND PUBLIC SAFETY FUND - 109

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Property Tax	3,979,218	4,039,075	4,084,121	4,144,282	4,144,282	4,185,725	4,227,582
Local Criminal Justice Tax	462,223	495,865	375,397	375,397	375,397	379,151	382,942
Alarm Permit Fees	5,442	6,061	3,500	3,500	6,500	4,000	4,000
Criminal Justice - Populations	8,177	8,479	6,565	6,565	8,700	9,991	10,091
Criminal Justice - Contracted Svcs	52,067	53,627	45,450	45,450	45,450	48,000	48,480
Criminal Justice - Special Pop	30,175	31,030	25,250	25,250	32,000	33,519	33,854
DUI Cities	5,569	4,627	3,000	3,000	5,000	4,500	4,545
DUI Response Restitution	7,135	9,811	6,500	6,500	5,000	5,500	5,555
False Alarm Service Charges	1,495	1,903	1,000	1,000	1,000	1,000	1,000
Liquor Profits	56,334	55,696	58,810	58,810	55,000	55,096	55,647
Gambling Tax	-	-	-	-	40,500	40,500	40,500
Court Fees	-	32,986	-	-	60,000	65,000	65,000
Pet License Fees	54,766	51,767	60,600	53,100	51,000	51,000	51,510
Late Fees/Pet License	1,870	1,580	1,020	1,020	1,100	1,200	1,212
SRO Reimbursement/UPSD	-	57,312	58,455	59,028	59,028	60,799	62,623
SWM Admin Fee	57,758	55,833	63,689	66,326	63,689	65,221	67,788
Grants	22,663	17,415	-	8,175	8,175	-	-
Miscellaneous	3,560	625	-	-	-	-	-
TOTAL REVENUE	4,748,452	4,923,692	4,793,357	4,857,403	4,961,821	5,010,202	5,062,329
EXPENDITURES							
City Attorney	344,068	338,381	385,991	401,976	334,116	395,281	410,835
Court	236,935	170,585	269,164	188,202	152,126	156,689	161,389
Emergency Operations	27,525	30,212	34,454	34,454	34,454	100,127	54,533
Police	3,457,753	3,423,687	3,751,356	3,527,209	3,503,358	3,569,055	3,671,833
Public Safety	76,206	87,334	103,687	108,261	104,546	119,442	122,284
Animal Control	112,271	112,649	118,160	119,660	118,160	121,703	123,354
Code Enforcement	84,890	75,048	93,482	95,761	60,743	140,135	146,795
Jail	142,618	164,590	159,135	159,135	110,000	113,300	116,699
Transfer to IT	-	-	1,200	1,200	1,200	-	-
TOTAL EXPENDITURES	4,482,266	4,402,486	4,916,629	4,635,858	4,418,703	4,715,732	4,807,722
Fund Balance, January 1	684,019	950,205	484,411	1,471,411	1,471,411	2,014,529	2,308,999
Fund Balance, December 31	950,205	1,471,411	361,139	1,692,956	2,014,529	2,308,999	2,563,606

PATHS AND TRAILS FUND - 120

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Fuel Taxes	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENDITURES							
Transfer to Parks CIP	3,235	-	-	-	-	-	-
TOTAL EXPENDITURES	3,235	-	-	-	-	-	-
Fund Balance, January 1	3,235	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

DONATIONS FUND - 150

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Donations	25,510	21,116	-	-	-	-	-
TOTAL REVENUE	25,510	21,116	-	-	-	-	-
EXPENDITURES							
Donation Accounts	20,720	59,231	-	34,180	34,180	-	-
TOTAL EXPENDITURES	20,720	59,231	-	34,180	34,180	-	-
Fund Balance, January 1	67,505	72,295	-	34,180	34,180	-	-
Fund Balance, December 31	72,295	34,180	-	-	-	-	-

STRATEGIC RESERVE FUND - 188

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
GF Contribution	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENDITURES							
Council Approved Expenditures	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
Fund Balance, January 1	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Fund Balance, December 31	856,934	856,934	856,934	856,934	856,934	856,934	856,934

DEBT SERVICE FUND - 201

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer In - SWM Fund							
Transfer In - Arterial Street Fund	83,273	75,401	109,541	109,541	109,541	72,458	47,391
Transfer In - REET Fund	327,234	429,228	337,500	915,875	915,875	500,000	505,000
Transfer In - PW CIP							
Transfer In - Parks	-	126,203	91,159	91,159	91,159	110,533	111,365
Transfer In - General Fund	3,530,535	3,146,588	3,024,903	2,448,528	2,377,956	2,728,455	2,681,281
TOTAL REVENUE	3,941,042	3,777,421	3,563,103	3,565,103	3,494,531	3,411,446	3,345,037
EXPENDITURES							
Principal - Public Works Trust Fund	191,239	191,239	191,239	191,239	191,239	191,239	124,697
Interest - Public Works Trust Fund	10,799	8,498	7,567	7,567	7,567	5,861	4,156
Fiscal Agent Fees - LRF	-	-	-	2,000	2,000	2,000	2,000
Principal - 2005 LTGO	580,000	600,000	625,000	625,000	625,000	-	-
Interest - 2005 LTGO	87,225	64,895	41,495	41,495	33,091	-	-
Debt Register Costs - 2005 LTGO	355	425	302	302	425	-	-
Principal - 2007A LTGO	-	-	-	-	-	-	-
Interest - 2007A LTGO	155,513	155,513	155,513	155,513	77,757	-	-
Debt Register Costs - 2007A LTGO	355	425	302	302	425	-	-
Principal - 2007C LTGO	-	185,000	190,000	190,000	190,000	200,000	-
Interest - 2007C LTGO	124,084	124,084	116,961	116,961	65,988	7,700	-
Debt Register Costs - 2007C LTGO	354	425	357	357	425	425	-
Principal - 2007D LTGO	665,000	350,000	-	-	-	-	-
Interest - 2007D LTGO	55,538	19,495	-	-	-	-	-
Debt Register Costs - 2007D LTGO	357	425	357	357	425	-	-
Principal - 2009 LTGO/Non Taxable	-	-	-	-	-	-	-
Interest - 2009 LTGO/Non Taxable	813,619	813,619	819,619	813,619	406,810	-	-
Debt Register Costs - 2009/Non Tax LTGO	355	425	302	302	425	-	-
Principal - 2009 LTGO/Taxable	-	-	-	-	-	230,000	675,000
Interest - 2009 LTGO/Taxable	490,142	490,142	490,142	490,142	490,142	490,142	476,526
Debt Register Costs - 2009/Taxable LTGO	355	425	302	302	425	425	425
Principal - 2012 LTGO	145,000	155,000	315,000	315,000	315,000	320,000	335,000
Interest - 2012 LTGO	619,437	616,537	613,437	613,437	613,437	606,054	598,033
Debt Register Costs - 2012 LTGO	1,315	850	1,208	1,208	850	850	850
Principal - 2016 LTGO	-	-	-	-	310,000	420,000	200,000
Interest - 2016 LTGO	-	-	-	-	162,251	935,900	927,500
Debt Register Costs - 2016 LTGO	-	-	-	-	850	850	850
TOTAL EXPENDITURES	3,941,042	3,777,421	3,569,103	3,565,103	3,494,531	3,411,446	3,345,037
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

PARKS CAPITAL IMPROVEMENT FUND - 301

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer In - Path & Trails	3,237	-	-	-	-	-	-
Transfer In - REET	-	-	-	39,407	39,407	73,500	77,500
Transfer In - Donations	-	38,159	-	-	-	-	-
Contributions	-	25,000	-	25,000	25,000	-	-
Insurance Recovery	46,066	27,768	-	-	-	-	-
Impact Fees	165,600	270,089	40,800	40,800	40,800	52,000	53,041
Grants	93,501	5,333	-	200,000	200,000	-	-
Miscellaneous	1,357	-	-	-	-	-	-
TOTAL REVENUE	309,761	366,349	40,800	305,207	305,207	125,500	130,541
EXPENDITURES							
Parks Capital Projects	391,578	146,147	85,000	553,814	553,814	147,000	155,000
TOTAL EXPENDITURES	391,578	146,147	85,000	553,814	553,814	147,000	155,000
Fund Balance, January 1	531,109	449,292	44,200	669,494	669,494	420,887	399,387
Fund Balance, December 31	449,292	669,494	-	420,887	420,887	399,387	374,928

PUBLIC WORKS CAPITAL IMPROVEMENT FUND - 302

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Grants	3,375,596	4,171,188	5,219,000	13,622,709	13,622,709	3,968,200	187,000
Private Contributions/Reimbursemenst	1,500	87,671	360,000	508,421	508,421	60,000	-
Transfer In - GF	-	23,439	-	52,000	52,000	4,339,449	-
Transfer In - TIF	-	530,000	-	-	-	300,000	-
Transfer In - Police							
Transfer In - Arterial Street	118,504	131,454	106,459	98,178	98,178	94,942	162,071
Transfer In - REET	360,000	364,323	302,353	547,968	547,968	702,463	636,886
Transfer In - SWM	577,415	1,281,617	912,000	4,344,856	4,344,856	1,456,235	589,333
Transfer In - LRF	1,715,304	345,136	-	219,712	219,712	-	-
Miscellaneous	640	1,000	-	-	-	-	-
TOTAL REVENUE	6,148,959	6,935,826	6,899,812	19,393,844	19,393,844	10,921,289	1,575,290
EXPENDITURES							
PW CIP	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
TOTAL EXPENDITURES	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
Fund Balance, January 1	630,218	968,019	-	1,131,735	1,131,735	-	-
Fund Balance, December 31	968,019	1,131,735	-	-	-	-	-

MINICIPAL FACILITIES CAPITAL IMPROVEMENT FUND - 303

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer IN - GF	-	29,129	-	2,700,000	2,700,000	-	-
TOTAL REVENUE	-	29,129	-	2,700,000	2,700,000	-	-
EXPENDITURES							
Muni CIP Capital Expenditures	-	29,129	-	2,700,000	2,700,000	-	-
TOTAL EXPENDITURES	-	29,129	-	2,700,000	2,700,000	-	-
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

SURFACE WATER MANAGEMENT FUND - 401

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
SWM Fees	2,748,178	2,766,459	2,809,437	2,809,436	2,809,436	2,851,578	2,894,351
Grants	23,510	11,133	-	-	50,000	-	-
Miscellaneous	3,860	4,000	-	-	2,500	3,000	3,000
TOTAL REVENUE	2,775,548	2,781,592	2,809,437	2,809,436	2,861,936	2,854,578	2,897,351
EXPENDITURES							
Engineering Services	342,487	269,718	388,687	390,334	384,479	716,499	754,812
Public Works Maint and Operations	654,174	659,754	771,276	794,497	673,154	813,549	850,195
Admin. Fee to General Fund	382,901	377,087	418,169	480,255	465,589	489,803	470,607
Admin. Fee to Police Fund	57,758	55,883	63,689	66,326	63,689	65,221	67,788
Debt Service Payment	86,007	90,678	84,259	84,259	84,258	83,474	48,319
Prior Period Adjustment	2,998	741,187	-	-	-	-	-
Transfer Out - Fleet	80,000	79,009	126,150	126,150	126,150	125,000	31,780
Transfer Out - PW CIP	577,415	1,281,617	912,000	4,344,856	4,344,856	1,456,235	589,333
Transfer Out - Development Services	12,570	7,310	15,000	15,000	12,000	12,000	12,000
TOTAL EXPENDITURES	2,196,310	3,562,243	2,779,230	6,301,677	6,154,175	3,761,781	2,824,834
Fund Balance, January 1	4,403,326	4,982,564	120,115	4,201,914	4,201,914	909,675	2,472
Fund Balance, December 31	4,982,564	4,201,914	150,322	709,673	909,675	2,472	74,988

FLEET INTERNAL SERVICE FUND - 501

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - M&O	96,478	100,022	134,100	134,100	109,700	124,400	123,400
Sale of Surplus	2,791	18,887	-	-	-	-	-
Transfer In - General Fund	10,737	50,671	35,000	35,000	14,995	125,000	21,945
Transfer In - SWM Fund	80,000	79,009	126,150	126,150	126,150	125,000	31,780
TOTAL REVENUE	190,006	248,589	295,250	295,250	250,845	374,400	177,125
EXPENDITURES							
Fleet - Parks, Recreation & PW	85,235	92,380	112,450	112,450	98,750	106,400	106,400
Fleet - Engineering & Dev. Services	5,664	3,972	9,700	9,700	6,100	7,900	7,900
Fleet - City Pool Vehicle	1,906	924	4,100	4,100	1,750	4,300	4,300
Fleet - Code Enforcement	3,673	2,747	7,850	7,850	3,100	5,800	4,800
Capital Outlays	86,351	145,209	161,150	161,150	141,145	250,000	53,725
TOTAL EXPENDITURES	182,829	245,232	295,250	295,250	250,845	374,400	177,125
Fund Balance, January 1	610,547	617,724	578,648	615,179	615,179	615,179	615,179
Fund Balance, December 31	617,724	615,179	578,648	615,179	615,179	615,179	615,179

IT INTERNAL SERVICE FUND - 502

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - M&O	422,917	394,518	493,100	576,673	457,280	518,923	537,253
Transfer In - Police	-	-	1,200	1,200	1,200	-	-
Transfer In - General Fund	232,170	251,592	237,128	468,081	468,081	387,262	306,170
Transfer In - General Fund/Consulting	15,722	1,142	15,000	26,000	26,000	15,000	15,000
TOTAL REVENUE	670,809	647,252	746,428	1,071,954	952,561	921,185	858,423
EXPENDITURES							
Information Services	267,903	275,027	334,541	418,114	321,068	378,100	394,368
IS Capital	204,838	239,097	238,328	469,281	469,281	385,710	304,330
IS Consulting	15,722	1,142	15,000	26,000	26,000	15,000	15,000
Telecommunications	52,075	54,139	54,950	54,950	49,383	44,625	44,625
GIS	32,288	29,869	32,559	32,559	30,825	32,650	32,650
Duplication	37,692	30,350	40,050	40,050	36,900	45,100	47,450
Postage	16,463	17,628	31,000	31,000	19,104	20,000	20,000
Depreciation Expense	74,865	92,888	-	-	-	-	-
TOTAL EXPENDITURES	701,845	740,140	746,428	1,071,954	952,561	921,185	858,423
Fund Balance, January 1	177,941	146,905	171,302	54,017	54,017	54,017	54,017
Fund Balance, December 31	146,905	54,017	171,302	54,017	54,017	54,017	54,017

PROPERTY MANAGEMENT INTERNAL SERVICE FUND - 505

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges	-	-	-	-	-	426,109	428,731
Transfer Inn - General Fund - Condo	-	-	-	-	-	307,901	317,000
Transfer In - General Fund - Capital	-	-	-	-	-	40,000	-
TOTAL REVENUE	-	-	-	-	-	774,010	745,731
EXPENDITURES							
Windmill Village	-	-	-	-	-	48,013	46,513
City Hall	-	-	-	-	-	186,716	193,788
Lot 8 Garage	-	-	-	-	-	24,500	21,500
Civic Building - City Only	-	-	-	-	-	57,250	57,250
Civic Building - Condo	-	-	-	-	-	307,901	317,000
Market Square	-	-	-	-	-	35,700	35,700
Vacant Lots	-	-	-	-	-	1,850	1,900
Senior Center	-	-	-	-	-	20,130	20,130
PW Shop	-	-	-	-	-	89,450	49,450
Kobayashi	-	-	-	-	-	2,500	2,500
TOTAL EXPENDITURES	-	-	-	-	-	774,010	745,731
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

RISK MANAGEMENT INTERNAL SERVICE FUND - 506

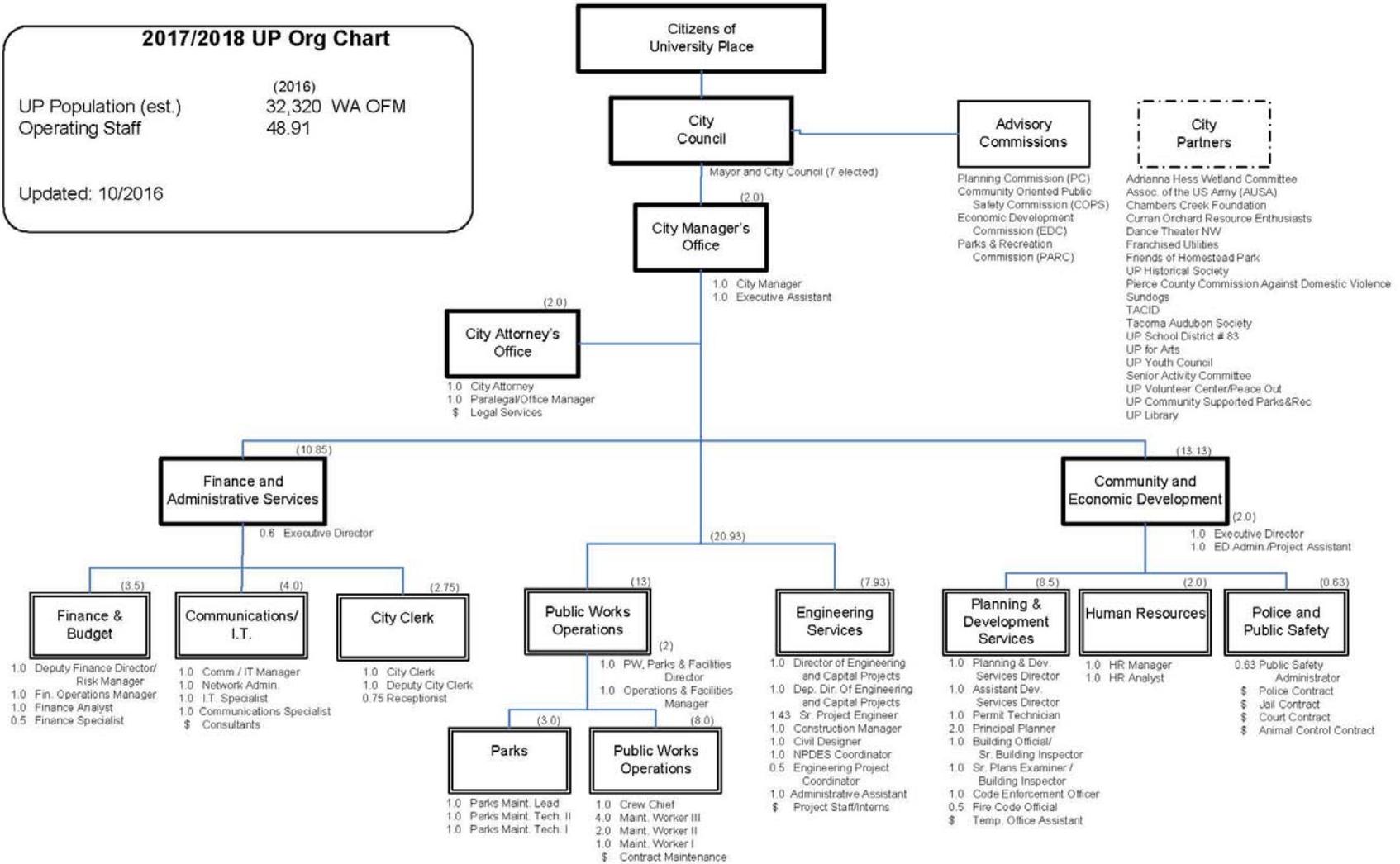
	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - Insurance	116,474	124,123	148,750	148,750	138,072	145,800	151,337
Investment Interest	-	-	-	-	-	-	-
Judgments/Settlements	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-	-	-
TOTAL REVENUE	116,474	124,123	148,750	148,750	138,072	145,800	151,337
EXPENDITURES							
Insurance/Risk Management	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Transfer to Parks CIP - Kobayashi	-	-	-	-	-	-	-
TOTAL EXPENDITURES	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Fund Balance, January 1	10,044	8,035	10,044	6,025	6,025	4,015	2,005
Fund Balance, December 31	8,035	6,025	10,044	6,025	4,015	2,005	-

POSITIONS AND SALARY RANGES

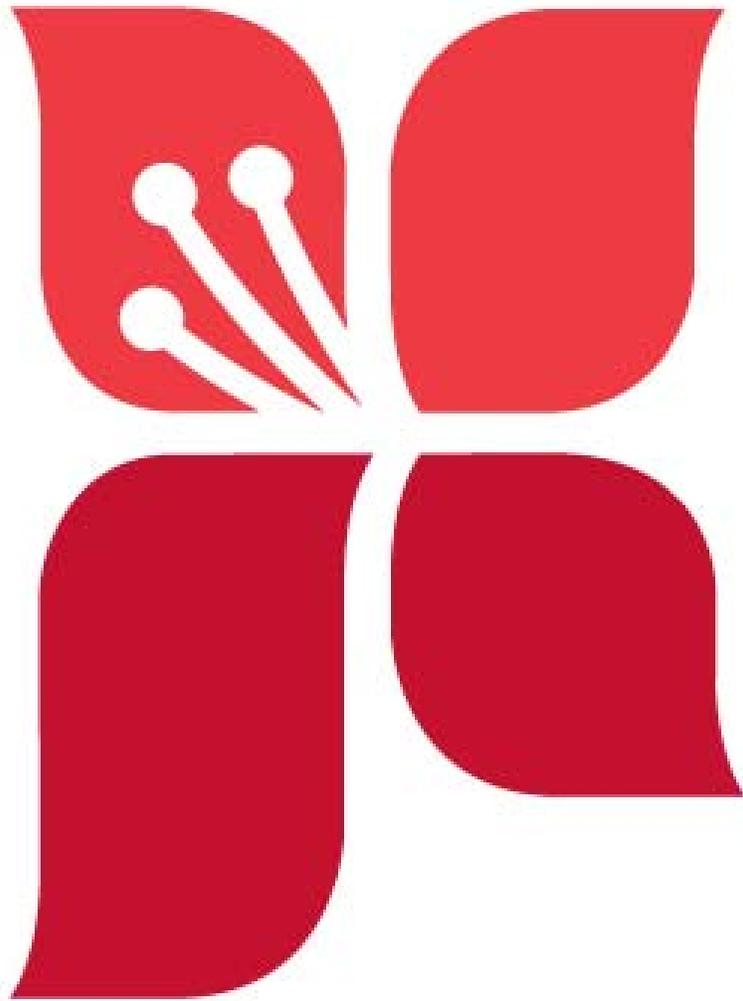
2017/2018 UP Org Chart

UP Population (est.) (2016) 32,320 WA OFM
 Operating Staff 48.91

Updated: 10/2016



Position Title	2017 PROPOSED Salary Range		2018 PROPOSED Salary Range	
	Entry	High	Entry	High
	Set by Resolution		Set by Resolution	
City Manager				
Executive Director/Assistant City Manager	\$9,384	\$12,348	\$9,618	\$12,657
City Attorney	\$9,384	\$12,348	\$9,618	\$12,657
Planning & Development Services Director	\$8,825	\$11,613	\$9,046	\$11,903
Director of Engineering and Capital Projects	\$8,825	\$11,613	\$9,046	\$11,903
Public Works, Parks & Facilities Director	\$8,825	\$11,613	\$9,046	\$11,903
Finance Director	\$8,825	\$11,613	\$9,046	\$11,903
Deputy Finance Director/Risk Manager	\$8,000	\$10,527	\$8,200	\$10,971
Assistant Development Services Director	\$7,318	\$9,629	\$7,501	\$9,872
Deputy Director of Engineering and Capital Projects	\$7,318	\$9,629	\$7,501	\$9,872
Communications/I.T. Manager	\$7,000	\$9,212	\$7,175	\$9,441
Human Resources Manager/Management Analyst	\$7,000	\$9,212	\$7,175	\$9,441
Building Official/Sr. Building Inspector	\$6,773	\$8,914	\$6,943	\$9,136
Public Safety Administrator	\$6,300	\$8,291	\$6,458	\$8,498
Principal Planner	\$6,300	\$8,291	\$6,458	\$8,498
Finance and Operations Manager	\$6,300	\$8,291	\$6,458	\$8,498
Sr. Project Engineer	\$6,300	\$8,291	\$6,458	\$8,498
City Clerk	\$6,031	\$7,935	\$6,182	\$8,134
Network Administrator	\$6,031	\$7,935	\$6,182	\$8,134
Operations and Facilities Manager	\$6,031	\$7,935	\$6,182	\$8,134
Fire Code Official	\$6,031	\$7,935	\$6,182	\$8,134
Sr. Plans Examiner/Building Inspector	\$5,800	\$7,632	\$5,945	\$7,822
Construction Manager	\$5,800	\$7,632	\$5,945	\$7,822
Civil Designer	\$5,800	\$7,632	\$5,945	\$7,822
Project Engineer	\$5,800	\$7,632	\$5,945	\$7,822
NPDES Coordinator	\$5,383	\$7,083	\$5,518	\$7,262
Plans Examiner	\$5,383	\$7,083	\$5,518	\$7,262
Analyst (Finance, HR, etc.)	\$5,383	\$7,083	\$5,518	\$7,262
Executive Assistant	\$5,000	\$6,579	\$5,125	\$6,744
Building Inspector	\$5,000	\$6,579	\$5,125	\$6,744
Code Enforcement Officer	\$5,000	\$6,579	\$5,125	\$6,744
Paralegal	\$4,812	\$6,330	\$4,933	\$6,490
Payroll & Benefits Supervisor	\$4,812	\$6,330	\$4,932	\$6,490
Deputy City Clerk	\$4,812	\$6,330	\$4,933	\$6,490
Administrative Assistant	\$4,812	\$6,330	\$4,933	\$6,490
Project/Program Assistant	\$4,812	\$6,330	\$4,933	\$6,490
Parks Maintenance Lead	\$4,812	\$6,330	\$4,932	\$6,490
Communication Specialist	\$4,600	\$6,053	\$4,715	\$6,205
I.T. Specialist	\$4,600	\$6,053	\$4,715	\$6,205
Sr. Specialist (Finance, Office)	\$4,434	\$5,833	\$4,545	\$5,982
Assistant Planner	\$4,434	\$5,833	\$4,545	\$5,982
Specialist (Finance, Permit)	\$4,203	\$5,532	\$4,308	\$5,669
Technician II (Parks, Facility, Comm, I.T., etc.)	\$3,900	\$5,131	\$3,998	\$5,261
Technician I (Parks, Facility, Comm, I.T., etc.)	\$3,500	\$4,605	\$3,588	\$4,722
Office Assistant	\$3,200	\$4,211	\$3,280	\$4,316
Temp. Assistant (Clerical, Rec, etc.)	Min. Wage	\$15.00/hr	Min. Wage	\$15.00/hr
Crew Chief	Set by contract		Set by contract	
Maintenance Worker (Lead, I,II,III)	Set by contract		Set by contract	
Mayor	Set by separate ordinance		Set by separate ordinance	
Mayor Pro Tem	Set by separate ordinance		Set by separate ordinance	
City Council member	Set by separate ordinance		Set by separate ordinance	



Memo

TO: Mayor Javier Figueroa and City Council
FROM: Steve Sugg, City Manager
SUBJECT: Regional Growth Center Subarea Planning Update
MEETING DATE: October 17, 2016

Background.

The University Place Regional Growth Center (RGC) was designated as a *Provisional Center* by PSRC in December 2014 -- subject to the City completing a Subarea Plan in two years. The City has received a one year extension from PSRC to complete the Subarea Plan by the end of 2017.

Completing this Subarea Plan is a 2015-2016 City Council Goal. The 2015-2016 City Council Budget includes \$30,000 for a Subarea Plan Consultant and \$19,000 for an Economic Development Consultant. The City has retained the services of Otak, Inc. and Leland Consulting Group to assist with the development of the Subarea Plan and this work has commenced.

Council has appointed a nine member Subarea Plan Ad-Hoc Advisory Committee, which began meeting in March 2016 with staff and consultant support.

Progress Update.

At the October 11th Ad-Hoc Committee meeting, Otak and Leland presented an updated timeline for completing the subarea planning work. This timeline includes four main phases: *Analyze and Evaluate*; *Envision and Engage*; *Plan and Design*; and *Review and Adopt*. The timeline for each phase is illustrated in attachment 1 to this memo. The consultant also presented to the Committee an updated work plan (attachment 2) that provides a proposed schedule of meetings through June 2017 and the expected work products and discussion topics.

Phase 1 -- Analyze and Evaluate. Otak and Leland are nearing completion of their initial work on the first phase, which includes work on a proposed vision statement and guiding principles (see attachment 3), population and employment capacity, market research and mapping. Provided in attachment 4 are four maps showing the subarea plan base map, walkability assessment, existing conditions assessment, and potential redevelopment opportunity areas.

Phase 2 -- Envision and Engage. The Consultants and Committee have also begun moving into the second phase of work. This phase will include a series of community design dialogue workshops on Thursday and Friday, November 17-18, at Town Hall.

Memo

Workshops on Thursday would include:

- A daytime workshop that focuses on the interests of a public agency stakeholder group, potentially including representatives from TCC, Pierce Transit, Sound Transit, Fircrest, Tacoma, TPU, Pierce County, PC Library District, UP School District, West Pierce Fire, Tacoma-Pierce County Health Department (TPCHD), and other agencies.
- A daytime workshop oriented toward a cultural/arts, civic/philanthropic, bike/pedestrian and other stakeholders focus group. Invitations will be sent to groups such as the Affordable Housing Consortium, UP4Arts, Sundogs, UP Historical Society, Tacoma Wheelman's Bicycle Club, environmental groups, service organizations, Friends of Homestead Park, the Parks Commission, and other organizations and commissions.
- A daytime workshop geared toward soliciting input from the Chamber of Commerce, business owners and other business interests.
- A *General Public Workshop* to be held from 6:30-8:00 pm. All property owners within the RGC would be invited and efforts would be made to engage the larger community, as well.

Workshops on Friday would include:

- Daytime workshops that focus on "opportunity property owners" within each of the three RGC districts. Separate workshops would be held for owners of properties within the 27th Street Business area, the Northeast Mixed Use area, and the Town Center area. "Opportunity property owners" may be owners of properties who have previously expressed interest in redeveloping their properties. Owners of properties that are underdeveloped based on the value of improvements being quite low relative to the value of the land itself, or underdeveloped relative to zoning potential, would be invited.
- A *Residential Property Owners and Residents* workshop to be held from 6:30-8:00 pm.

Phase 3 -- Plan and Design. Once input has been received through the community workshops, the Consultants will work with the Committee and staff to develop a Draft Subarea Plan. Additional community engagement workshops would be held spring 2017 to present highlights of the draft.

Phase 4 -- Review and Adopt. Planning Commission and City Council review, including public hearings, would follow during late spring/summer 2017.

Attachments:

1. RGC Subarea Plan Timeline
2. Ad Hoc Committee Work Plan
3. Draft Vision and Guiding Principles
4. Subarea Map Assessments (4)

University Place Regional Growth Center Subarea Plan Timeline



The Otak Team

2016

2017



Regional Growth Center Subarea Plan
Ad Hoc Committee Work Plan
Updated for October 11, 2016 Meeting

The following meeting agendas are anticipated for working with the ad hoc committee on the development of the Regional Growth Center Subarea Plan.

June 14, 2016

- Background presentation on selected consultant team: Otak/Leland Consulting Group
- Review work plan, timeline, and agendas for advisory committee meetings and answer questions about the proposed process
- Discuss stakeholders and community interests to be involved in the first workshop series scheduled for October
- Proposed subarea study boundary
- Brainstorm on key sites and key opportunities

October 11, 2016

- Review results of existing conditions, market and key opportunities discussion
- Gather input on draft vision and guiding principles
- Discuss potential land use scenarios and placemaking opportunities (early look)
- Coordinate on upcoming community design dialogue workshop series

November 8, 2016

- Community design dialogue workshop session on land use scenarios and placemaking/urban design opportunities
- Discuss/coordinate on workshop schedule for the week

December 13, 2016 <CONFIRM DATE WITH COMMITTEE>

- Summarize results of the community design dialogue workshop series
- Discuss workshop series outcomes: land use scenarios and placemaking/urban design opportunities moving forward for further analysis
- Input on criteria for choosing preferred land use scenarios (if needed)
- Final draft vision and policy framework for last round of input
- Discuss break in schedule; timeline for resuming meetings in 2017

NO JANUARY MEETING

Regional Growth Center Subarea Plan
Ad Hoc Committee Work Plan
Updated for October 11, 2016 Meeting

February 7, 2017

- Discuss and present land use analysis results
- Discuss and present placemaking and urban design opportunities
- Discuss any potential adjustments to subarea and district boundaries based on planning and analysis results
- Review criteria for preferred land use scenario (as needed) and gather input on preferences from committee
- Coordinate for March (or early April) community workshop series to present draft plan highlights

March 14, 2017

- Visual preference exercise to inform development of architecture and streetscape design standards
- Review preliminary list of capital improvement needs to support plan implementation
- Review preliminary action plan for subarea plan implementation

April 11, 2017

- Present and discuss draft plan highlights: land use plan, placemaking and urban design framework plan, final mapping/boundaries, capital improvement needs, action plan, and design standards
- Discuss results from/input gathered at second community workshop series

June 13, 2017

- Present and discuss draft plan with final revisions and refinements made since April and gather final input
- Discuss how the subarea plan will be moving forward through the formal adoption process
- Discuss how committee can support the adoption process (providing input at planning commission and city council sessions, etc.)

Regional Growth Center Vision and Guiding Principles

Draft—October 11, 2016

Optional Vision Statements for the Regional Growth Center Subarea

Vision Statement 1

The Regional Growth Center is envisioned as a compact, pedestrian-oriented area characterized by dense, mixed-use and transit supportive redevelopment over time, with a variety of housing types, growing employment and business opportunities, shopping and services, and the city’s civic center. Three key districts are envisioned: Town Center, 27th Street Business District, and Northeast Business District.

Vision Statement 2

As a Regional Growth Center, the three core districts of University Place—Town Center, 27th Street Business District, and Northeast Business District—will continue to transform into a vibrant regional destination, with dense and compact pedestrian-oriented and transit-oriented neighborhoods that provide a variety of housing and employment opportunities, shopping and services, entertainment, cultural activities and arts, parks and open space, and the city’s civic center.

Vision Statement 3

The University Place Regional Growth Center Subarea will continue to transform into a vibrant, walkable regional destination with dense mixed-use and transit-oriented development in neighborhoods that offer a variety of housing and employment opportunities, shopping and services, culture, arts, entertainment, and parks. The subarea’s three distinctive districts will take shape over time as:

- Town Center, the heart of the community and University Place’s civic center
- 27th Street Business District, neighborhood-serving local businesses, enhanced to become a vibrant walkable village
- Northeast Business District, entertainment and employment focused uses that serve surrounding neighborhoods as well as the broader region

DRAFT/Potential Guiding Principles for the Overall Regional Growth Center Subarea Plan

- Enhance pedestrian connectivity and walkability throughout the regional growth center and within each district, defining key connections and access needs to be provided through redevelopment.
- Create a framework of walkable neighborhoods and districts within the overall regional growth center, oriented around 5 to 10 minute walk times and increased access to transit.

Regional Growth Center Vision and Guiding Principles

Draft—October 11, 2016

- Improve bicycling mobility and safety throughout the regional growth center both for intra-neighborhood transportation and for increased access to transit.
- Provide diverse housing opportunities and choices, affordable to residents of varying incomes. <Reference affordable housing goals here.>
- Maintain a sense of human scale with redevelopment through attention to architectural character and strong urban design.
- Continue to create a distinctive sense of place through attention to aesthetic and architectural detail and conformance to design standards within the three districts as they transform and grow.
- Foster economic development that strengthens businesses and increases employment opportunities in the regional growth center.
- Provide additional neighborhood parks and recreational opportunities to serve the growing number of residents and employees.
- Strengthen community health through access to fresh foods, as well as safe walking and bicycling routes and trails.
- Promote a strong sense of livability and community through City and community-supported policies and programs.
- Protect and enhance surrounding single family and residential neighborhoods and enhance walking and bicycling access between these areas and the regional growth center.
- Preserve a sense of green in the heart of the community and neighborhoods that surround the regional growth center.
- Amend comprehensive plan and zoning designations to be consistent with the adopted subarea plan for the Regional Growth Center.

Key Questions

1. What do you see as key differentiators or strengths of the regional growth center? Key attributes you want to have in the future?
2. Thinking about these strengths and opportunities, what are the weaknesses and threats (or barriers) to achieving these in the future (SWOT assessment)?

Regional Growth Center Vision and Guiding Principles

Draft—October 11, 2016

3. Is there or should there be a distinct theme/focus for each of the three districts?
Should there be more emphasis on certain land uses in each district?
Scale and height of buildings in each district? Architectural character?
Potential phasing/timing of redevelopment in each district?
Potential place names?
 - ❖ 27th Street Business District
 - Local neighborhood-oriented businesses
 - Bridgeport/27th node as area of more intensive/higher redevelopment
 - SHAG project – building heights
 - Scale? Heights?
 - More memorable/marketable place name – “Narrows View” or something?
 - ❖ Northeast Business District
 - Entertainment focus
 - Employment (theater)
 - Scale? Heights?
 - More memorable/marketable place name?
 - ❖ Town Center
 - Most intensive, dense area
 - Linear configuration
 - Connectivity to surrounding neighborhoods balanced with protection of surrounding neighborhoods
4. What types of land uses are most needed and most viable given market opportunities (retail, office, entertainment, housing—what types, special types of uses, etc.)?
5. Population and employment growth targets—this will be an iterative process; original targets for growth area by 2035 and 2040 will be considered; at the same time shaped by character/focus for each district; input on height and scale; how much will fit; and likely timing and phasing of redevelopment.

Regional Growth Center Vision and Guiding Principles

Draft—October 11, 2016

RATE THE IMPORTANCE OF THESE ELEMENTS (Mark Either A, B, or C):

- Heart of the Community
- Civic Center of the Community
- Regional Destination
- Shopping and Services
- Business and Economic Development Opportunities
- Diverse Housing Choices
- Housing Affordability
- Growing Employment Opportunities
- Culture and Arts
- Entertainment
- Parks
- Walkable and Pedestrian-Oriented
- Transit-Oriented
- Vibrant
- Neighborhoods
- Environmental Stewardship and Sustainability
- Sense of Green/Green Space/Open Space/Tree Preservation
- Community Health/Trails/Active Transportation Opportunities
- Live Work Play
- _____
- _____
- _____

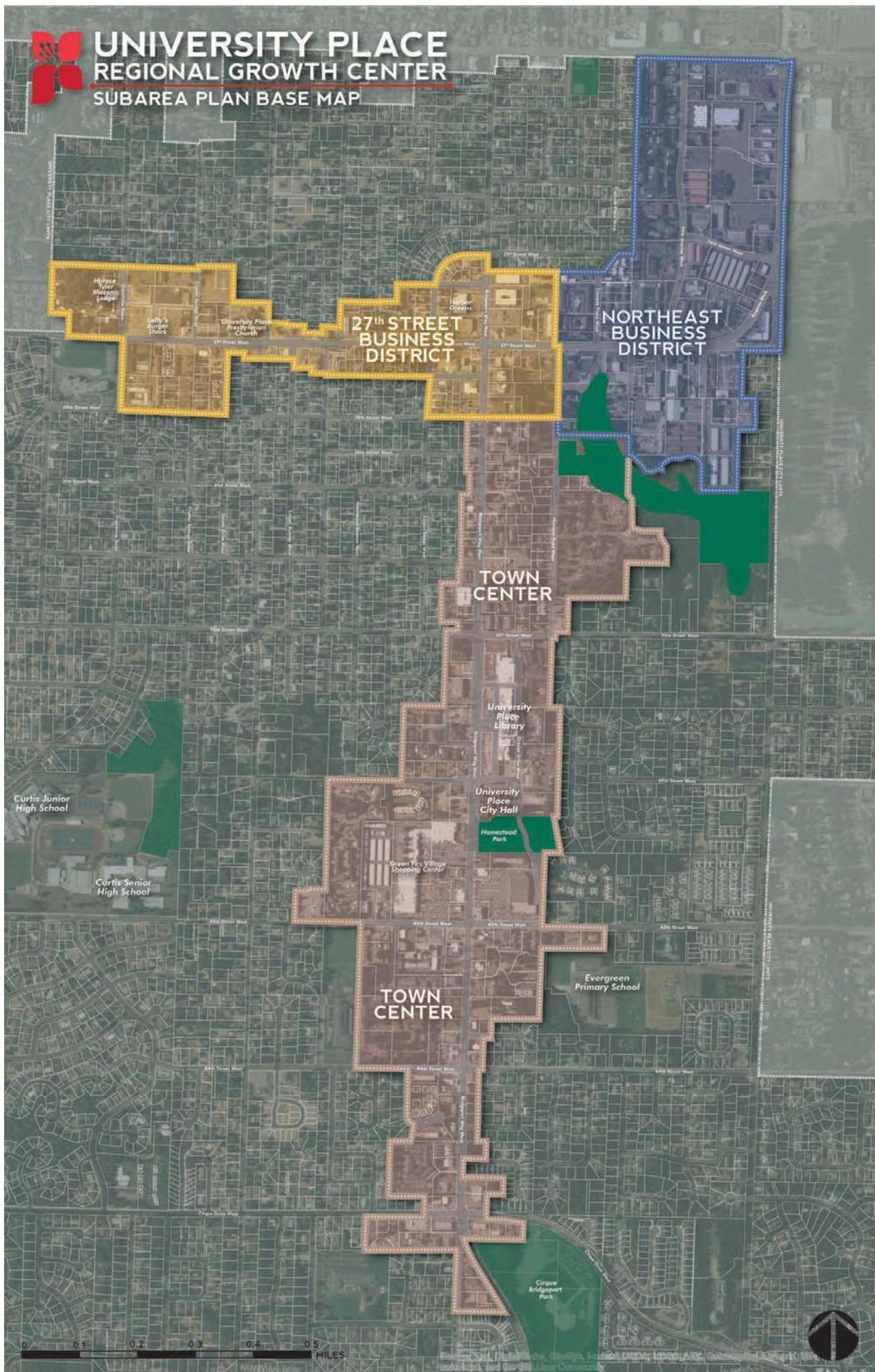
REFERENCE INFORMATION

From the Regional Growth Center Application to PSRC: The City envisions a compact, pedestrian-oriented area characterized by a dense mixed-use transit oriented development where a variety of housing types, employment, shopping and other activities are in close proximity, creating a vibrant destination for regional shopping, arts, entertainment, and special community events.

- ❖ Regional Growth Center is approx. 480 acres
- ❖ 27th is 98 acres; Northeast is 134 acres; Town Center is 248 acres
- ❖ Comprehensive Plan horizon year is 2035; Adopted 2035 growth targets city wide = employment +10,400 and population +41,400
- ❖ Target is >45 activity units per acre (compared to 18.21 today citywide); activity unit is a job or a resident (population based); City has zoned development capacity of 66.36 activity units per acre (citywide assumption)



UNIVERSITY PLACE REGIONAL GROWTH CENTER SUBAREA PLAN BASE MAP



Holice Tyler
Masonic Lodge

Lilly's Burger
Shack

University Place
Anglican
Church

Harbor
Officers

**27th STREET
BUSINESS
DISTRICT**

**NORTHEAST
BUSINESS
DISTRICT**

**TOWN
CENTER**

Curtis Junior
High School

Curtis Senior
High School

University
Place
Library

University
Place
City Hall

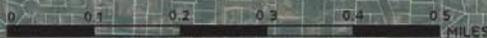
Homeshead
Park

Green Fir Village
Shopping Center

**TOWN
CENTER**

Evergreen
Primary School

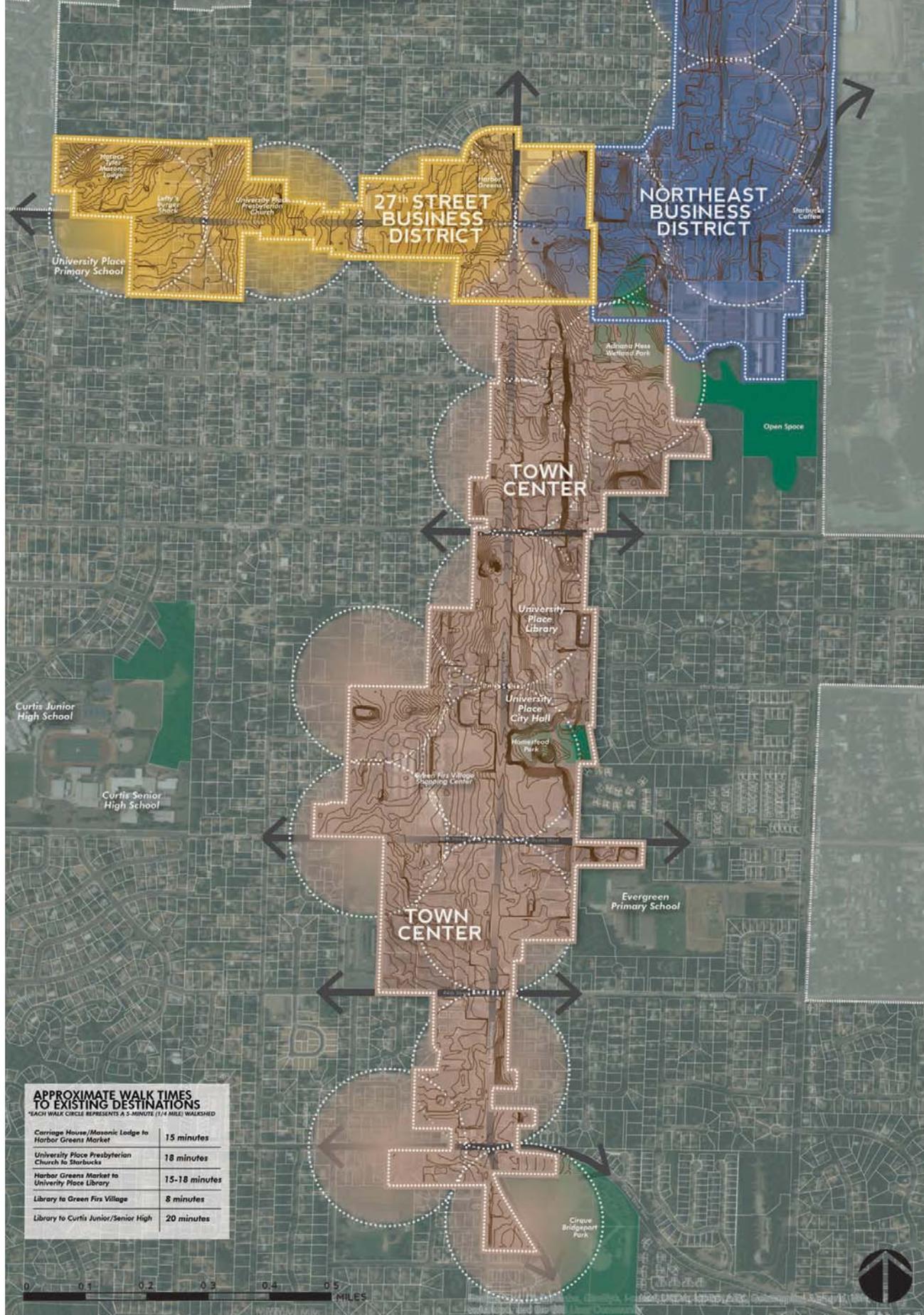
Cirque
Bridgeport
Park





UNIVERSITY PLACE REGIONAL GROWTH CENTER

WALKABILITY ASSESSMENT 5-MINUTE (1/4 MILE) WALK SHEDS



APPROXIMATE WALK TIMES TO EXISTING DESTINATIONS
*EACH WALK CIRCLE REPRESENTS A 5-MINUTE (1/4 MILE) WALKSHED

Carrage House/Masonic Lodge to Harbor Greens Market	15 minutes
University Place Presbyterian Church to Starbucks	18 minutes
Harbor Greens Market to University Place Library	15-18 minutes
Library to Green Fir Village	8 minutes
Library to Curtis Junior/Senior High	20 minutes

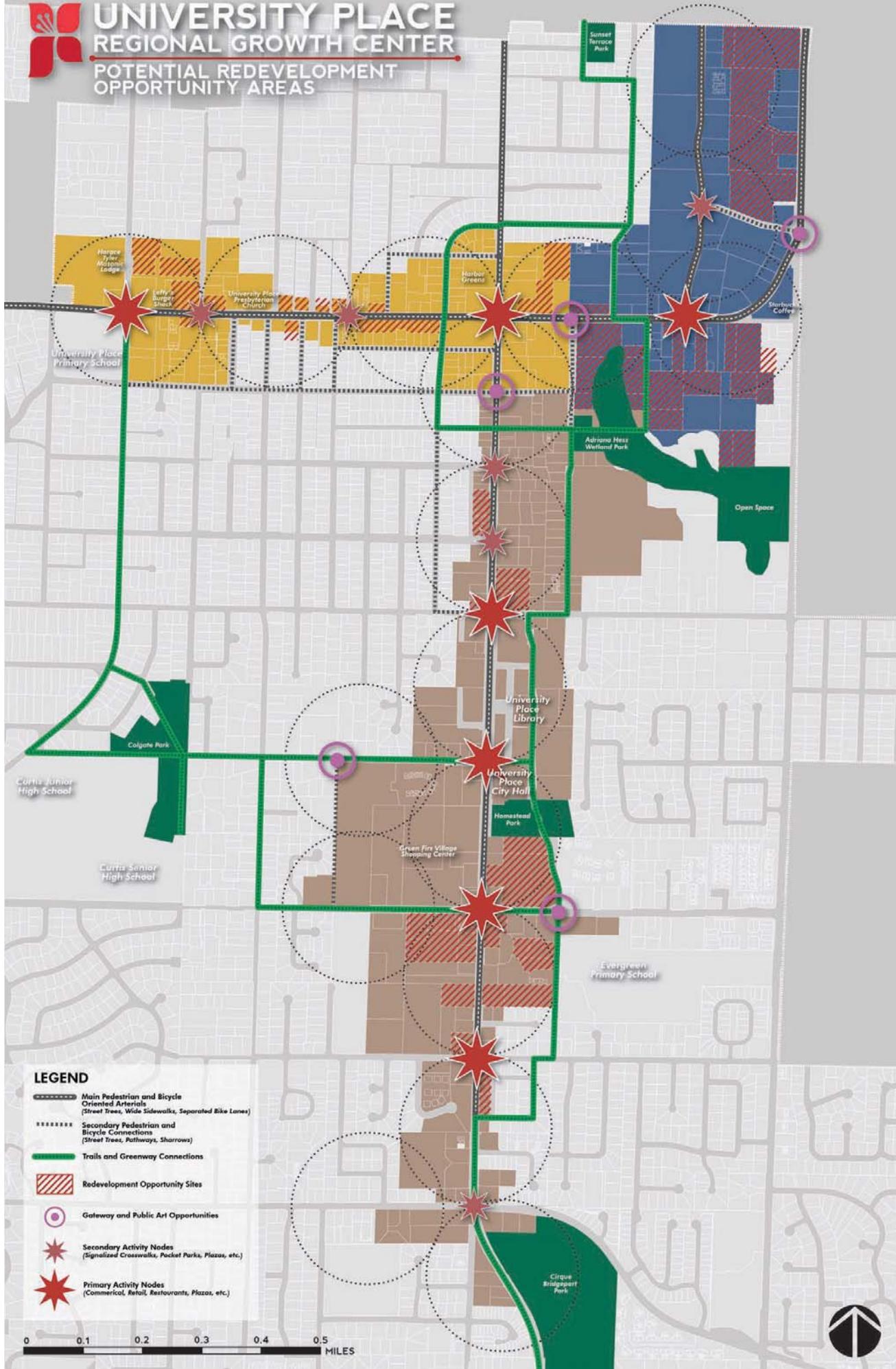
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UNIVERSITY PLACE REGIONAL GROWTH CENTER

POTENTIAL REDEVELOPMENT OPPORTUNITY AREAS



LEGEND

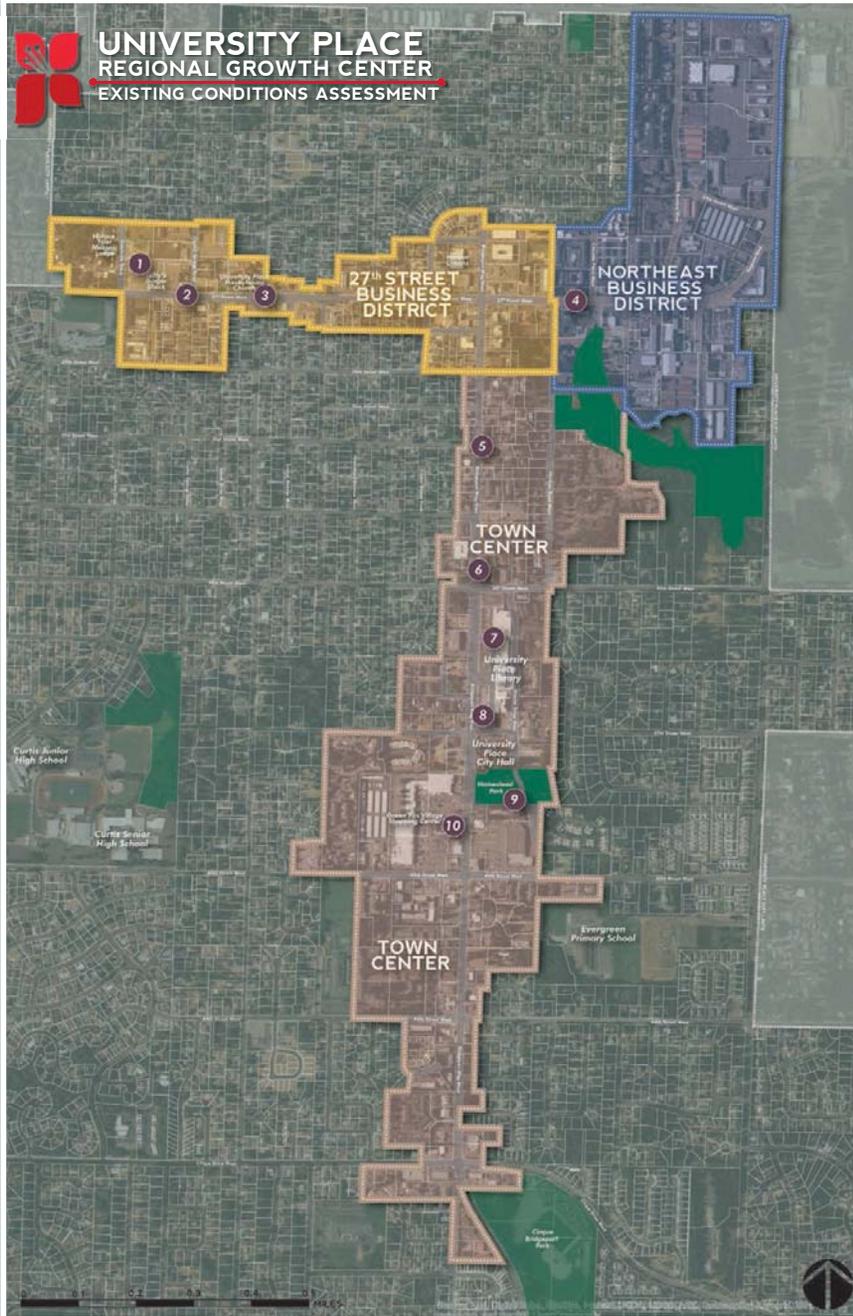
- Main Pedestrian and Bicycle Oriented Arterials (Street Trees, Wide Sidewalks, Separated Bike Lanes)
- Secondary Pedestrian and Bicycle Connections (Street Trees, Pathways, Sharrows)
- Trails and Greenway Connections
- Redevelopment Opportunity Sites
- Gateway and Public Art Opportunities
- Secondary Activity Nodes (Signalized Crosswalks, Pocket Parks, Plazas, etc.)
- Primary Activity Nodes (Commercial, Retail, Restaurants, Plazas, etc.)

0 0.1 0.2 0.3 0.4 0.5
MILES





**UNIVERSITY PLACE
REGIONAL GROWTH CENTER**
EXISTING CONDITIONS ASSESSMENT



1 27TH STREET BUSINESS DISTRICT
Vacant parcels (redevelopment opportunity)



2 27TH STREET BUSINESS DISTRICT
Vacant parcels (redevelopment opportunity)



3 27TH STREET BUSINESS DISTRICT
Community streetscape interventions indicate a need for better equipped bus stops



4 NORTHEAST BUSINESS DISTRICT
There is a need for better pedestrian connectivity and accessibility in some areas



5 TOWN CENTER
Sidewalks are narrow and located directly adjacent to the street with no buffer; lack of connectivity and accessibility in some areas



6 TOWN CENTER
Sidewalks are narrow with no buffer from street and adjacent property is blocked from sidewalk access



7 TOWN CENTER
Attractive and safe sidewalk and streetscape



8 TOWN CENTER
Attractive and safe sidewalk and streetscape



9 TOWN CENTER
Homestead Park (community asset)



10 TOWN CENTER
Desire paths indicate a need for strong pedestrian connections to/from neighborhoods

STUDY SESSION

Memo

DATE: October 17, 2016
TO: City Council
FROM: Leslie Blaisdell, Deputy Finance Director
SUBJECT: 2017/2018 Proposed Biennial Budget Study Session



Attached for tonight's Study Session are the following Documents:

- Exhibits A-1 and A-2, which show the budget broken down by fund
- City Manager's Budget Message
- Sources and Uses of Funds– Revenues and Expenditures
- Proposed Budgets by Fund
- 2017/2018 Org Chart
- 2017/2018 Positions and Proposed Salary Ranges

The 2017/2018 Proposed Biennial Budget is balanced and fits the following conservative financial assumptions for City Budgets (Operating and Capital), Town Center and Debt Management:

City Budget

- Operations Budget at Core Service Levels.
- CIP at Core Level using local dollars to leverage grants.

Town Center

- Town Center land sales revenues are assumed during the Biennium, with the funds set aside in the PW CIP for Town Center Infrastructure.

Debt Management

- Debt payments are budgeted according to the City's debt schedule and include the recent bond refunding changes.

The improved real estate market and increased construction sales tax dollars have been the biggest contributors to our improved ending fund balance projections.

CITY OF UNIVERSITY PLACE
FINANCIAL FORECAST - 2016 Through 2026
ENDING FUND BALANCES

	12/31/2016 Adopted	12/31/2016 Y/E Estimate	12/31/2017 Projected	12/31/2018 Projected	12/31/2019 Projected	12/31/2020 Projected	12/31/2021 Projected	12/31/2022 Projected	12/31/2023 Projected	12/31/2024 Projected	12/31/2025 Projected	12/31/2026 Projected
General Fund	3,702,576	4,521,455	5,047,228	5,813,956	6,389,794	6,833,572	7,252,733	7,418,124	7,515,000	7,470,303	7,279,286	6,931,078
Police/Public Safety Fund	1,692,958	2,014,531	2,308,999	2,563,606	2,721,912	2,779,807	2,733,038	2,577,205	2,307,755	1,919,976	1,408,997	769,775
Parks and Recreation Fund	44,992	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Development Services Fund	82,341	81,572	0	0	0	0	0	0	0	0	0	0
Street Fund	85,854	88,843	95,478	86,659	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Internal Service Funds*	675,221	673,211	671,201	669,196	669,196	669,196	669,196	669,196	669,196	669,196	669,196	669,196
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Sub Total	\$ 7,140,876	\$ 8,286,546	\$ 9,029,839	\$ 10,040,351	\$ 10,747,835	\$ 11,249,509	\$ 11,621,901	\$ 11,631,458	\$ 11,458,885	\$ 11,026,409	\$ 10,324,414	\$ 9,336,983
Other Restricted Funds**	2,580,614	2,780,615	1,898,591	1,963,351	904,708	1,268,657	1,633,623	2,100,454	1,954,582	2,274,381	2,538,571	2,711,929
Grand Total	\$ 9,721,490	\$ 11,067,161	\$ 10,928,430	\$ 12,003,702	\$ 11,652,543	\$ 12,518,166	\$ 13,255,524	\$ 13,731,912	\$ 13,413,466	\$ 13,300,791	\$ 12,862,985	\$ 12,048,912

*Internal Service Funds: IT Fund, Fleet Fund, Risk Management Fund Balance reflects Assets and not cash.

**Restricted Funds: Arterial Street Fund, Real Estate Excise Tax Fund, Traffic Impact Fee Fund, LRF Fund, Transportation Benefit District, SWM Fund, Debt Service Fund, Paths & Trails Fund, CIP Funds, Donations Fund

Reserves, when calculated using the total Operating Budgets (see Exhibits A-1 and A-2) exceed the Council adopted range of 5% to 15% in both 2017 and 2018:

	2017	2018
	<u>Proposed</u>	<u>Proposed</u>
Expenditure Budget - Operating	\$ 30,580,318	\$ 24,581,777
Ending Fund Balances - Operating	\$ 9,857,844	\$ 10,959,576
 Reserve Percentage	 35.04%	 48.07%

Revenue Projections

In preparing the budget, we have been conservative with revenue projections for the biennium.

- Sales tax revenue are projected to increase from the 2016 adopted amount of \$2.2 million to \$2.5 million in 2017 and 2018, due in large part to Construction Sales Tax.
- Property taxes are estimated to increase at the one percent limit level in 2017 to \$4.18 million and another one percent in 2018.
- Utility tax revenues are projected to decrease slightly to 2.3 million.
- Real Estate Excise Taxes (REET) are projected to increase to \$1.0 million from our 2016 budget of \$645,000 due to increased home sales in the City.
- State liquor profits (\$272,344) and liquor excise taxes (\$150,514) are recognized in the General Fund and Police/Public Safety fund. This is a slight increase over the 2016 budgeted amounts.
- New Federal and State grants totaling over \$4.1 million, along with existing grant monies being carried over from the 2015/2016 biennium, will fund design and/or construction of major capital projects.

Expenditure Projections

A modest level of inflation has been assumed for expenditures.

- Medical/insurance rates are projected to increase by ten percent (10%) in 2017 and are forecasted to increase another ten percent (10%) in 2018.
- A 2% COLA for staff is included in 2017, which is based on the June, 2016 CPI. It also includes an estimated 2.5% COLA for 2018.
- Parks Maintenance is budgeted with no reduction to service levels.
- A contingency amount of \$150,000 has been included for Council Goals and Priorities to be allocated in early 2017 after a Council Retreat.
- Property Management has been moved from the General Fund to an Internal Service Fund.

New Items

New Items included in the 2017/2018 Budget include the following:

- Two new staff positions have been added in this biennium. A Maintenance Worker 1 has been added to Public Works Maintenance and an NPDES Coordinator has been added to Engineering.
- Funding for Overlay/Chipseal has been included in the Public Works CIP budget in the amount of \$300,000 per year.
- Replacement of the HVAC unit at the Public Works Shop.
- Upgrade of the School Zone Flasher Beacons is proposed and forecasted at 3 sets per year over the next 3 years
- Replacement of the Streetlight Holiday Decorations.
- Emergency Radios, accessories and Annual Service Agreement.
- Emergency Operations Center Supplies (Smartboard, generators, go-kits).
- Records Management Software System.
- Asset Tracking Software.

The 2017/2018 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2016 levels of service to the community. As always, we will continue providing the best service we can, meeting all of our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve.

**EXHIBIT A-1
CITY OF UNIVERSITY PLACE
2017 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
Operating					
General					
001 General	\$	17,764,346	\$	12,717,118	\$ 5,047,228
Special Revenue					
101 Street		1,406,090		1,310,612	95,478
102 Arterial Street		228,920		167,400	61,520
103 Real Estate Excise Tax		1,579,952		1,275,963	303,989
104 Parks and Recreation		720,228		670,228	50,000
105 Traffic Impact Fees		1,356,224		300,000	1,056,224
106 Transportation Benefit District		475,000		400,000	75,000
107 Development Services		1,350,038		1,350,038	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		7,024,731		4,715,732	2,308,999
120 Path & Trails		-		-	-
188 Strategic Reserve		856,934		-	856,934
Sub-total Special Revenue		15,498,117		10,689,973	4,808,144
Enterprise					
140 Surface Water Mgmt		3,764,253		3,761,781	2,472
Sub-total Enterprise Funds		3,764,253		3,761,781	2,472
Debt Service					
201 Debt Service		3,411,446		3,411,446	-
Sub-total Debt Service Funds		3,411,446		3,411,446	-
Total Operating		40,438,162		30,580,318	9,857,844
Capital Improvement					
301 Parks CIP		546,387		147,000	399,387
302 Public Works CIP		10,921,289		10,921,289	-
303 Municipal Facilities CIP		-		-	-
Sub-total CIP		11,467,676		11,068,289	399,387
Internal Service					
501 Fleet & Equipment		989,579		374,400	615,179
502 Information Technology & Services		975,202		921,185	54,017
505 Property Management		774,010		774,010	-
506 Risk Management		149,815		147,810	2,005
Sub-total Internal Service		2,888,606		2,217,405	671,201
Non-Annually Budgeted					
150 Donations and Gifts to University Place		-		-	-
Sub-total Non-Annually Budgeted		-		-	-
Total Budget	\$	54,794,444	\$	43,866,012	\$ 10,928,432

**EXHIBIT A-2
CITY OF UNIVERSITY PLACE
2018 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
Operating					
General					
001 General	\$	13,646,181	\$	7,832,227	\$ 5,813,954
Special Revenue					
101 Street		1,430,334		1,343,675	86,659
102 Arterial Street		277,634		209,462	68,172
103 Real Estate Excise Tax		1,413,425		1,219,386	194,039
104 Parks and Recreation		734,429		684,429	50,000
105 Traffic Impact Fees		1,176,224		-	1,176,224
106 Transportation Benefit District		479,000		404,000	75,000
107 Development Services		1,411,005		1,411,005	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		7,371,328		4,807,722	2,563,606
188 Strategic Reserve		856,934		-	856,934
Sub-total Special Revenue		15,650,313		10,579,679	5,070,634
Enterprise					
140 Surface Water Mgmt		2,899,822		2,824,834	74,988
Sub-total Enterprise Funds		2,899,822		2,824,834	74,988
Debt Service					
201 Debt Service		3,345,037		3,345,037	-
Sub-total Debt Service Funds		3,345,037		3,345,037	-
Total Operating		35,541,353		24,581,777	\$ 10,959,576
Capital Improvement					
301 Parks CIP		529,928		155,000	374,928
302 Public Works CIP		1,575,290		1,575,290	-
303 Municipal Facilities CIP		-		-	-
Sub-total CIP		2,105,218		1,730,290	374,928
Internal Service					
501 Fleet & Equipment		792,304		177,125	615,179
502 Information Technology & Services		912,440		858,423	54,017
505 Property Management		745,731		745,731	-
506 Risk Management		153,342		153,342	-
Sub-total Internal Service		2,603,817.00		1,934,621.00	669,196
Non-Annually Budgeted					
150 Donations and Gifts to University Place		-		-	-
Sub-total Non-Annually Budgeted		-		-	-
Total Budget	\$	40,250,388	\$	28,246,688	\$ 12,003,700

October 1, 2016

Dear Citizens of University Place, Mayor and Members of the City Council:

Presented herein is the City of University Place, Washington Proposed Biennial Budget for 2017-2018.

Over the past two years, the City has made tremendous strides in improving its finances. This stabilization has occurred partly due to improved macroeconomic conditions, and partly due to prudent management of existing resources. But, to a far greater extent, the City's current financial condition results from difficult decision-making by the City Council.

The Council's intense focus on a balanced and, more importantly, sustainable budget required significant cuts and new revenue. Major financial decisions made during the current biennium, which built upon cuts in prior years, included the elimination of two police positions and the elimination of the City's Recreation Department. This year also included the imposition of a 6% sewer franchise fee on Pierce County Sewer, which was dedicated to street maintenance. While these changes were exceedingly difficult, they were necessary.

The effect of these changes are shown in a significantly improved budget outlook. The City now projects that it will have a balanced budget with substantial reserves through its 10-year planning period. This change in outlook, along with the City's careful management of its budget, has been recognized by the ratings agency Standard & Poor's as positive factors in their decision to increase the City's bond rating to "AA", which is a better rating than most other Pierce County cities. This new rating has reduced the City's borrowing cost and allowed the City to refinance nearly half of its debt at a savings to taxpayers of nearly \$4 million.

The proposed 2017-2018 budget continues with this renewed focus on maintaining a balanced budget. The budget does provide resources required to complete the City's move into City Hall on Market Square and funding for needed infrastructure investments in Town Center. While funds are identified for both of these projects, they are contingent on new revenue from the sale of the City's Town Center properties. The remainder of the budget is, for the most part, a status quo budget that maintains existing service levels and meets all of the City's statutory and contractual obligations.

BUDGET

As in previous years, the 2017-2018 Biennial Budget is essentially two budgets in one: an operating budget and a capital budget. For 2017, the total proposed City budget is \$43.9 million (\$30.6 million operating budget, an \$11.1 million capital budget and \$2.2 million in Internal Service charges). For fiscal year 2018, the total proposed City budget is \$28.2 million. The operating budget proposed for 2018 is \$24.6 million, the capital budget is \$1.7 million and the Internal Service charges are \$1.9 million.

FINANCIAL GUIDELINES/ASSUMPTIONS

The 2017-2018 Biennial Budget is balanced and fits the following conservative financial assumptions for City Budgets (Operating and Capital), Town Center and Debt Management.

City Budget

- Operations Budget at Core Service Levels
- CIP at Core Level using local dollars to leverage grants

Town Center

- Town Center land sales revenues are assumed during the Biennium and are dedicated to Town Center Infrastructure

Debt Management

- Debt payments according to debt schedule

VISION AND STRATEGIES

Our VISION for University Place is unchanged as “a safe, attractive city that provides a supportive environment for all citizens to work, shop, play, get an education and raise families.”

2017-2018 COUNCIL GOALS

On September 6, 2016, City Council adopted the following Goals, Outcomes and Actions for the 2017-2018 Biennium:

Goal #1: A SAFER, MORE LIVABLE COMMUNITY

- A. Effective community services with emphasis on police services, public safety, transportation infrastructure, and parks.
 1. Maintain funding in the University Place Police Department budget to allow for current or better staffing levels for the biennium.
 2. Continue to identify and apply for transportation and other infrastructure grants where a local match is available or reasonably anticipated to be available.
 3. Identify funding to construct Paradise Pond Parking and Trails, and consider any necessary implementing legislation.
 4. Identify funding to construct additional gateway signs and Curran Apple Orchard restroom, and consider any necessary implementing legislation.
 5. Maintain funding for the City’s beautification program at current or better levels for the biennium.

- B. More physical and visual connections to Puget Sound and Chambers Bay from public areas in the City.
 - 1. Participate fully with Pierce County, and Lakewood in the Chambers Creek Properties Master Site Plan Update, seeking to include such connections, including facilities that allow public access to the waters of chambers Bay, with priority on facilities for the launching and docking of watercraft.
 - 2. Identify funding to construct Leach Creek Trail from 40th to Kobayashi, and consider any necessary implementing legislation.
 - 3. Continue to work with Pierce County and Lakewood on the Chambers Creek Canyon Trail, and consider any necessary legislation.
 - 4. Consider amending the Shoreline Master Program and Comprehensive Plan to include the above Outcome.

- C. Effective communications between the City Council and other local, state and federal elected officials.
 - 1. Study and consider legislation adopting updated City Council intergovernmental legislative priorities for the new biennium.
 - 2. Review, identify and consider any necessary legislation to implement a City Council intergovernmental legislative outreach program.
 - 3. Consider additions to the Council Rules to establish a timely, and effective intergovernmental legislative agenda, and improved inter, and intra-governmental communications in support of the adopted legislative agenda.
 - 4. Approve a City intergovernmental legislative agenda by the 2nd City Council meeting in September of each year.

Goal #2: INCREASED ECONOMIC VITALITY

- A. Position the City for redevelopment of commercial areas such as Narrows Plaza, and consider means and methods to promote the City to potential investors such as significant employers, lodging, leisure and other businesses.
 - 1. Consider legislation making additional revisions to development regulations to improve conditions for development and redevelopment, including review of permitting processes and timelines.
 - 2. Consider legislation adopting and implementing a completed Regional Growth Center Subarea Plan.
 - 3. Consider legislation updating the Economic Development Strategic Action Plan to 2019.
 - 4. Consider budgeting for promotion of the City to potential investors such as significant employers, lodging, leisure and other businesses through new identified means and methods.
 - 5. Study the usefulness of a video to promote the City.
 - 6. Consider funding a study of the economic impact of changing the name of the city to Chambers Bay.
 - 7. Consider funding for next steps in implementing the Regional Growth Center Subarea Plan.

Goal #3: STRONGER FINANCIAL CONDITIONS

- A. Complete an assessment of the sustainability of City revenues, including all fees and taxes, and consider revenue options to fund police services, public safety, streets, and events.
 - 1. Review fees and taxes, and other revenue options to fund police services, public safety, streets, and events, and upon completion of study, determine to conclude the topic, or consider legislation achieving the outcome.
- B. Maintain a balanced budget and enhance our reserve goals to allow for future financial stability and flexibility.
 - 1. Consider legislation to increase strategic reserves to 7% of the adopted biennial general fund budget.
 - 2. Study options to reduce City debt, and consider any necessary implementing legislation.
 - 3. Review current City assets that are surplus to the City's needs and consider legislation disposing of those assets.
 - 4. Study the feasibility of re-capitalizing the fleet and equipment funds.
 - 5. Study potential annexations.

Goal #4: GREATER CITIZEN TRUST AND CONFIDENCE

- A. Maintain and improve community engagement to build public trust in City government, to value U.P.'s history and heritage, to maintain community pride and the sense of UP as a safe and special place, and to encourage volunteers.
 - 1. Consider identifying the scoping of a new professionally conducted community survey, and budgeting the cost of such a survey.
 - 2. Consider identifying new or enhanced community engagement events, and budgeting the cost of those events.
 - 3. Consider funding the development and staffing of a University Place City Government Facebook page embracing all aspects of City government. (Current City Facebook pages are Rec, and event-specific).
 - 4. Study the feasibility of establishing a UP City 4th of July celebration at Chambers Bay.
 - 5. Review the purpose and operations of the City Council's Legislative Advisory Commissions.
 - 6. Study potential City roles in recording, securing and affording public access to City historical resources and artifacts.
 - 7. Consider funding the development and staffing of a part-time UP volunteer and event coordinator position.
- B. Maintain and improve the quality of information provided to the public about U.P. government operations, and our focus on integrity and transparency in government, helpful and timely customer service, and remaining within the proper role of government.
 - 1. Consider funding increased production of City informational videos for broadcast on UPTV, and to be available on the City's website and social media forums.

2. Consider funding the production of additional reporting content for the City pages within the UP Press.
3. Consider cost-effective online and/or other information technology based surveys to engage citizens and obtain their feedback.

HIGHLIGHTS AND CHANGES

Revenue Assumptions

In preparing the budget, we continue to be conservative with revenue projections for the biennium. The “good news/bad news” about the City’s revenues is that, other than fees, the revenues do not change much.

For 2017, we project that sales tax revenue will be \$2.5 million due in large part to residential construction sales tax with a minimal increase of \$65,000 in 2018. Property taxes are estimated to increase at the 1 percent limit level in 2017 and another 1 percent in 2018. Utility tax revenues are projected to remain flat. The other budget related revenue assumptions are:

- Real Estate Excise Taxes (REET) are incorporated at a 66.8 percent increase to levels budgeted for 2016. (REET funds are programmed for Street/Park debt service and Street major CIP projects).
- Revenue from State liquor profits and liquor taxes are recognized in the General Fund and Police/Public Safety fund.

PROPERTY TAXES

After several years of declining, the assessed values began to increase again in 2013. Since property taxes in Washington are limited to a 1 percent increase, changes in assessed values (up or down) do not affect the City’s total property tax collection, only the distribution of that tax among individual property owners.

The City’s tax limit is \$1.60 per thousand dollars of assessed value. Since incorporation, the City has reduced property tax rates from \$2.10 (the rate paid to the County prior to incorporation) to the rate of **\$1.31** in 2016. The increase in taxes paid by the homeowner over since incorporation is significantly lower than would have been the case had the City not incorporated in 1995. These property tax savings have been retained by City taxpayers.

EXPENDITURE ASSUMPTIONS

For the 2017-2018 Biennial Budget, a modest level of inflation has been assumed for most expenditures. However, medical/insurance rates are projected to increase by ten percent (10%) in 2017 and are forecasted to increase another ten percent (10%) in 2018.

STAFFING LEVELS

The 2017-2018 Adopted Biennial Budget includes core levels of city staff of 48.91 FTE.

- City Manager's Office – 2.0 Full Time Equivalent (FTE)
- City Attorney' Office - 2.0 FTE
- Finance and Administrative Services – 10.85 FTE
- Parks and Public Works – 13.0 FTE
- Engineering Services – 7.93 FTE
- Community and Economic Development – 11.50 FTE
- Police and Public Safety – 1.63 FTE, and by contract: 14 Officers and 1 Administrative Assistant

Through cross-training and teamwork we have been able to reassign and retain our experienced City staff, adjusting to tighter budgets and shifting workloads. University Place has one of the lowest staffing levels of cities its size.

CAPITAL BUDGET

As previously mentioned, the Capital Budget – other than grant funded projects – is at “core” level on a “pay-as-we-go” basis. Over the past two years, several State and Federal grants have been received for non-motorized improvements (sidewalks, streetlights and bike lanes) along arterials and school routes with City funds as the local match. The following grant funded projects will be built in the 2017-2018 biennium:

- 35th Street (Bridgeport to Grandview)
- 54th Street Improvements
- Bridgeport Way W Phase 4A
- Bridgeport Way W Phase 4B (67th to City limits)
- Cirque Drive (Sunset to 83rd)
- Morrison Road
- Cirque Drive/56th St. Corridor Improvements Phase 3
- Mildred St. Overlay
- 67th Ave Overlay
- 67th Avenue Phase 2

The following surface water management projects will be constructed in the 2017-2018 biennium:

- 19th St. Pond Retrofit
- Drainage Repairs Tahoma Place

CONCLUSION

University Place is a great community with an excellent school system, ethnically diverse neighborhoods and a state of the art Library. In addition, the County's investment in the Chambers Bay Golf Course has proven that we can be a world class destination, as evidenced by the 2010 U.S. Amateur Tournament and the successful 2015 U.S. Open Golf Tournament, the premier event on the professional tour.

The City continues to adhere to the original vision for the Town Center project as a mixed-use development which will provide a growing tax base and support for increased community interaction through use of the public square and the atrium in the Library/Civic Building.

In closing, the 2017-2018 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2016 "core" levels of service to the Community. As always, we will continue providing the best service we can, meeting all of our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve. As always, I encourage your questions and suggestions on the community issues important to you and the services we provide. You can contact me at 253.460.2527 or email at ssugg@cityofup.com.

Sincerely,



Stephen P. Sugg
City Manager

SOURCES AND USES

SOURCES AND USES	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
BEGINNING FUND BALANCES	14,929,181	17,517,047	5,211,378	19,011,801	19,011,801	11,067,159	10,928,431
OPERATING REVENUES							
Property Tax	3,979,218	4,039,075	4,084,121	4,144,282	4,144,282	4,185,725	4,227,582
Sales Tax	3,063,062	3,642,535	2,246,462	2,426,462	2,726,462	2,728,727	2,796,014
Criminal Justice Sales Tax	558,211	593,628	455,662	455,662	466,547	475,161	479,912
Admission Tax	976,777	401,878	178,518	175,000	175,000	176,750	178,518
Utility Tax	2,357,963	2,323,110	2,459,000	2,301,000	2,283,000	2,285,000	2,285,000
Leasehold Excise Tax	1,818	1,834	3,500	1,800	1,800	1,800	1,800
Gambling Tax	27,073	31,856	30,805	32,105	40,500	40,500	40,500
Real Estate Excise Tax	984,609	1,238,266	645,750	1,045,750	1,045,750	1,077,123	1,109,436
Business License Fee	84,603	87,922	78,780	85,000	85,000	85,850	86,709
Cable Franchise Fees	495,889	521,052	448,844	500,000	500,000	505,000	510,050
Refuse Franchise Fees	284,971	297,693	260,126	290,000	295,000	295,000	295,000
Water Franchise Fees (TPU)	530,037	586,215	505,000	620,432	620,432	535,000	540,350
Electric Franchise Fees (TPU)	1,119,248	1,118,680	1,007,980	1,080,368	1,080,368	1,083,000	1,093,830
Sewer Franchise Fee	-	-	-	-	-	385,000	390,775
Alarm Permit Fees	5,442	6,061	3,500	3,500	6,500	4,000	4,000
Animal Control	54,568	51,767	60,600	53,100	51,000	51,000	51,510
State-Shared Revenues (Fuel Taxes, VLF, Liquor)	978,228	1,042,092	920,594	1,050,279	1,082,274	1,158,026	1,173,282
City Assistance/State of WA	98,635	114,198	-	85,000	85,000	65,700	-
Fines & Forfeitures (False Alarm, Misc, Bus Lic.)	5,405	4,775	2,020	2,020	2,100	2,200	2,212
Sale of Documents & Records	223	281	-	-	340	200	200
Building Fees	653,910	236,472	359,576	359,576	443,915	610,616	604,076
Fire Fees	9,036	46,132	35,000	35,000	59,497	65,601	67,247
Engineering & Planning Fees	179,329	220,340	170,026	170,026	126,493	199,118	155,783
Recreation Fees	336,626	368,808	280,550	280,550	280,550	-	-
Court Fees	-	32,986	-	-	60,000	65,000	65,000
SWM Fees	2,749,778	2,766,459	2,809,437	2,809,436	2,809,436	2,851,578	2,894,351
Administrative Fee from SWM Fund	440,659	432,920	481,858	546,581	529,278	555,024	538,395
Rents and Leases	115,657	118,519	112,409	101,900	87,900	-	-
Investment Interest	19,857	35,503	20,605	45,000	80,000	75,000	75,000
Gain/(Loss) on Investment	-	4,250	-	-	370	-	-
Tax Interest	1,234	2,736	-	-	2,700	2,700	2,700
Judgements/Settlements	348	307	500	500	500	350	349
Miscellaneous	48,644	47,625	16,750	16,900	17,900	18,900	18,955
Total Operating Revenue	20,161,058	20,415,976	17,677,973	18,717,229	19,189,894	19,584,649	19,688,536
OTHER FINANCING SOURCES							
Other Financing Sources	12,615	60,016	62,453	63,026	61,028	62,799	64,623
TC Land Sales/Library Expansion Space	546,000	120,000	120,000	535,935	535,935	4,771,575	120,000
Operating Grants (Police, GMA, FEMA)	55,408	28,548	-	8,175	58,175	-	-
Capital Grants	3,469,097	4,176,522	5,219,000	13,272,709	13,272,709	4,028,200	187,000
Private Contributions - Capital Projects	1,500	112,671	360,000	1,083,421	1,083,421	-	-
Sale of Surplus	2,791	16,435	-	-	-	-	-
Donations/Sponsorships	144,677	35,171	-	-	-	-	-
Insurance Recoveries	52,163	27,768	-	-	-	-	-
Interfund Transfers	8,684,777	8,594,220	7,251,360	14,277,204	13,919,698	12,612,830	6,944,036
Interfund Charges	635,869	618,663	777,150	860,723	708,262	1,215,232	1,240,721
G.O. Bonds	-	-	-	-	-	-	-
LRF Revenue	598,236	522,937	500,000	500,000	500,000	500,000	500,000
TBD Fees	175,626	394,713	297,000	394,000	394,000	400,000	404,000
Impact Fees	519,174	326,201	160,800	160,800	160,800	552,000	173,041
Total Other Financing Sources	14,897,933	15,033,865	14,747,763	31,155,993	30,694,028	24,142,636	9,633,421
TOTAL REVENUES & OTHER SOURCES	49,988,172	52,966,887	37,637,114	68,885,023	68,895,723	54,794,444	40,250,388

SOURCES AND USES	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
EXPENDITURES AND OTHER USES							
OPERATING EXPENDITURES							
City Council	226,100	236,536	199,877	199,877	176,424	174,187	174,321
City Manager	499,251	472,084	541,156	544,052	519,337	896,113	500,232
Community and Economic Development	1,374,297	1,438,355	1,610,942	1,855,531	1,814,297	2,058,488	2,138,846
Finance and Administrative Services	3,414,497	2,056,198	1,966,022	3,860,363	3,784,719	2,097,369	2,112,514
Parks, Public Works and Engineering	3,780,333	4,100,376	4,451,272	4,526,050	4,239,116	3,886,188	4,033,720
Police and Public Safety	4,482,266	4,402,486	4,916,629	4,635,858	4,418,703	4,715,732	4,807,722
Subtotal Department Operations	13,776,744	12,706,035	13,685,898	15,621,731	14,952,596	13,828,077	13,767,355
Debt Service	3,941,042	3,777,421	3,563,103	3,565,103	3,494,531	3,411,446	3,345,037
Contingency	-	-	135,891	50,000	-	200,000	50,000
Total Operating Expenditures	17,717,786	16,483,456	17,384,892	19,236,834	18,447,127	17,439,523	17,162,392
OTHER FINANCING USES							
Capital Improvements Projects - PW	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
Capital Improvements Projects - Parks	391,578	146,147	85,000	553,814	553,814	147,000	155,000
Capital Improvements Projects - Municipal	-	29,129	-	2,700,000	2,700,000	-	-
Interfund Transfers	7,086,063	8,918,045	7,254,425	14,050,593	13,693,386	12,585,771	6,880,990
SWM - Admin Fee	440,659	432,920	481,858	546,581	528,978	555,024	538,395
Internal Services - Fleet	96,478	100,023	134,100	134,100	109,700	124,400	123,400
Capital Equipment - Fleet	86,351	145,209	161,150	161,150	141,145	250,000	53,725
Internal Services - IT	472,610	408,155	509,300	603,873	484,480	535,475	554,093
Capital Equipment - IT	204,838	239,097	237,128	468,081	468,081	385,710	304,330
Internal Services - Property Management	-	-	-	-	-	774,010	745,731
Internal Services - Risk	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Donations	20,720	59,231	-	34,180	34,180	-	-
Total Other Financing Uses	14,728,939	17,376,199	15,911,523	39,926,702	39,379,426	26,426,489	11,084,296
TOTAL EXPENDITURES & OTHER USES	32,446,725	33,859,655	33,296,415	59,163,536	57,826,553	43,866,012	28,246,688
ENDING FUND BALANCES							
Reserved for:							
Street Operations	10,149	42,108	-	85,854	88,843	95,478	86,659
Arterial Street	16,147	16,519	3,735	16,000	16,000	61,520	68,172
Capital Improvements Projects - REET	515,615	960,329	42,224	502,829	502,829	303,989	194,039
Parks and Recreation	6,006	44,992	-	44,992	50,000	50,000	49,999
Traffic Impact Fee	1,200,844	736,224	678,035	856,224	856,224	1,056,224	1,176,224
Transportation Benefit District	175,626	392,213	291,050	75,000	75,000	75,000	75,000
Development Services	182,423	128,259	-	82,341	81,572	-	1
LRP	1,788,521	1,570,409	-	-	-	-	-
Police and Public Safety	950,205	1,471,411	361,139	1,692,956	2,014,529	2,308,999	2,563,606
Path & Trails	-	-	-	-	-	-	-
Surface Water Management	4,982,564	4,201,914	150,322	709,673	909,675	2,472	74,989
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Debt Service	-	-	-	-	-	-	-
Capital Improvements Projects - Parks	449,292	669,494	-	420,887	420,887	399,387	374,928
Capital Improvements Projects - PW	968,018	1,131,736	-	-	-	-	-
Capital Improvements Projects - Muni Facilities	-	-	-	-	-	-	-
Internal Service Funds - Fleet	617,724	617,724	578,648	615,179	615,179	615,179	615,179
Internal Service Funds - IT	171,302	146,905	171,302	54,017	54,017	54,017	54,017
Internal Service Funds - Risk	8,035	6,025	10,044	6,025	6,025	2,005	(1)
Donations	72,295	34,180	-	-	-	-	-
Unreserved/undesignated - General Fund	4,569,745	6,079,859	1,197,266	3,702,576	4,521,455	5,047,228	5,813,954
ENDING FUND BALANCES	17,541,445	19,107,235	4,340,699	9,721,487	11,069,169	10,928,432	12,003,700
TOTAL EXPENDITURES, OTHER USES, AND FUND BALANCES	49,988,170	52,966,890	37,637,114	68,885,023	68,895,722	54,794,444	40,250,388

PROPOSED BUDGET BY FUND

GENERAL FUND - 001

	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed
			Adopted	Revised	Estimate		
REVENUES							
Local Retail Sales & Use	2,799,671	3,354,417	2,020,000	2,200,000	2,500,000	2,500,000	2,565,000
Sales Tax - 1% for Parks	259,154	-	-	-	-	-	-
Leasehold Excise Tax	1,818	1,834	3,500	1,800	1,800	1,800	1,800
Admission Tax	976,777	401,878	178,518	175,000	175,000	176,750	178,518
Utility Tax	2,357,963	2,323,109	2,459,000	2,301,000	2,283,000	2,285,000	2,285,000
Gambling Tax	27,073	31,856	30,805	32,105	-	-	-
Cable Franchise Fees	495,889	521,052	448,844	500,000	500,000	505,000	510,050
Refuse Franchise Fees	284,971	297,693	260,126	290,000	295,000	295,000	295,000
Water Fees (TPU)	530,036	586,215	505,000	620,432	620,432	535,000	540,350
Electric Fees (TPU)	1,119,248	1,118,680	1,007,980	1,080,368	1,080,368	1,083,000	1,093,830
Business License Fees	84,603	87,922	78,780	85,000	85,000	85,850	86,709
Penalty/Interest Taxes	434	241	-	-	-	-	-
Solicitor Permit Fees	475	425	250	400	400	400	400
City Assistance	98,635	114,198	-	85,000	85,000	65,700	-
Liquor Profits Tax	222,133	219,616	153,015	200,000	215,000	217,249	219,421
Liquor Excise Tax	53,748	103,523	37,744	97,744	110,000	150,514	152,019
Fines & Forfeitures	40	120	-	-	-	-	-
Judgements and Settlements	348	307	500	500	500	350	350
Sale of Documents & Records	169	238	-	-	340	200	200
Administrative Fee from SWM Fund	382,901	377,087	418,169	480,255	465,589	489,803	470,607
Rents and Leases	85,170	77,216	86,709	76,200	62,200	-	-
Investment Interest	19,857	35,503	20,605	45,000	80,000	75,000	75,000
Gain/(loss) on Investemetrn	-	4,250	-	-	370	-	-
Interest - Taxes	1,233	2,736	-	-	2,700	2,700	2,700
Library Expansion Space	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Land Sales	426,000	-	-	415,935	415,935	4,651,575	-
Transfer In - Dev. Services	130,000	-	-	-	-	-	-
Private Contribution	100,000	-	-	-	-	-	-
Miscellaneous	12,016	4,175	3,998	3,998	2,000	2,000	2,000
TOTAL REVENUE	10,590,362	9,784,291	7,833,543	8,810,737	9,100,634	13,242,891	8,598,954

	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed
			Adopted	Revised	Estimate		
EXPENDITURES							
Governance & Management							
City Council	173,797	167,865	199,877	199,877	176,424	174,187	174,321
US Open	52,303	68,671	-	-	-	-	-
City Manager's Office	386,997	375,492	420,146	423,042	398,327	797,113	441,232
Community Events	37,965	41,173	45,960	45,960	45,960	19,500	19,500
Community Assistance	46,000	43,670	46,000	46,000	46,000	10,000	10,000
Beautification	28,289	11,749	29,050	29,050	29,050	69,500	29,500
Community & Economic Dev. Directors	-	84,149	90,264	97,325	94,245	105,161	111,797
Economic Development	296,890	164,469	170,284	212,268	206,341	208,633	215,762
Finance/Admin Svcs Director	98,083	100,832	103,214	113,555	110,346	127,818	136,936
Finance	655,113	665,097	718,096	714,103	689,728	702,012	732,400
Human Resources	142,452	143,302	180,296	329,922	325,119	394,656	400,282
Reception	42,663	47,346	53,492	57,658	54,495	66,529	70,621
City Clerk	288,948	288,356	294,102	320,008	299,406	387,353	350,430
Communications/UPTV	218,675	209,018	291,168	581,230	556,935	313,657	322,127
Property Management	558,055	552,255	652,849	595,626	609,553	-	-
Engineering Services	265,285	298,569	302,016	310,850	310,068	375,300	400,609
Contingency	-	-	135,891	50,000	-	200,000	50,000
Prior Period Adjustment	27,585	1,408	-	-	-	-	-
Interfund Transfers Out	5,277,241	5,010,754	4,963,499	7,061,546	6,707,040	8,765,699	4,366,710
TOTAL EXPENDITURES	8,596,341	8,274,175	8,696,204	11,188,020	10,659,037	12,717,118	7,832,227
Fund Balance, January 1	2,575,721	4,569,744	2,059,927	6,079,859	6,079,859	4,521,455	5,047,228
Fund Balance, December 31	4,569,744	6,079,859	1,197,266	3,702,576	4,521,455	5,047,228	5,813,954

STREET FUND - 101

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
Fuel Taxes	441,226	446,485	455,025	446,525	437,074	458,753	465,634
MultiModal Fuel Tax	-	-	-	40,000	33,000	33,842	34,350
MVA Transpo	-	-	-	-	25,000	29,652	30,097
Sewer Franchise Fee	-	-	-	-	-	385,000	390,775
Judgments/Settlements	30,783	9,545	10,000	10,000	10,000	10,000	10,000
Sale of Surplus	-	723	-	-	-	-	-
Miscellaneous	-	27,439	-	-	-	-	-
Transfer In - TBD	-	175,626	287,700	707,813	707,813	400,000	404,000
Transfer In - General Fund	424,255	489,395	371,362	-	-	-	-
TOTAL REVENUE	896,264	1,149,213	1,124,087	1,204,338	1,212,887	1,317,247	1,334,856
EXPENDITURES							
Public Works Operations	886,115	1,101,176	1,104,087	1,140,591	1,161,151	1,187,181	1,220,244
Streetlight Maint.	-	-	-	-	-	103,431	103,431
Snow/Ice Control	-	16,079	20,000	20,000	5,000	20,000	20,000
TOTAL EXPENDITURES	886,115	1,117,255	1,124,087	1,160,591	1,166,151	1,310,612	1,343,675
Fund Balance, January 1	-	10,149	-	42,107	42,107	88,843	95,478
Fund Balance, December 31	10,149	42,107	-	85,854	88,843	95,478	86,659

ARTERIAL STREET FUND - 102

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Fuel Taxes	204,786	207,227	216,000	207,200	207,200	212,920	216,114
Miscellaneous	-	-	-	-	-	-	-
TOTAL REVENUE	204,786	207,227	216,000	207,200	207,200	212,920	216,114
EXPENDITURES							
Transfer to PW Capital Improvement	118,504	131,454	106,459	98,178	98,178	94,942	162,071
Transfer to Debt Service	83,272	75,401	109,541	109,541	109,541	72,458	47,391
TOTAL EXPENDITURES	201,776	206,855	216,000	207,719	207,719	167,400	209,462
Fund Balance, January 1	13,137	16,147	3,735	16,519	16,519	16,000	61,520
Fund Balance, December 31	16,147	16,519	3,735	16,000	16,000	61,520	68,172

REAL ESTATE EXCISE TAX FUND - 103

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
1st 1/4% Reet Tax	495,443	619,133	322,875	522,875	522,875	538,561	554,718
2nd 1/4% Reet Tax	489,166	619,133	322,875	522,875	522,875	538,560	554,718
TOTAL REVENUE	984,609	1,238,266	645,750	1,045,750	1,045,750	1,077,121	1,109,436
EXPENDITURES							
Transfer to PW Capital Improvement	360,000	364,323	302,353	547,968	547,968	702,463	636,886
Transfer to Parks Capital Improvement	-	-	-	39,407	39,407	73,500	77,500
Transfer to Debt Service	327,235	429,228	337,500	915,875	915,875	500,000	505,000
TOTAL EXPENDITURES	687,235	793,551	639,853	1,503,250	1,503,250	1,275,963	1,219,386
Fund Balance, January 1	218,242	515,616	36,327	960,331	960,331	502,831	303,989
Fund Balance, December 31	515,616	960,331	42,224	502,831	502,831	303,989	194,039

PARKS AND RECREATION FUND - 104

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Senior Services	14,721	7,547	2,000	2,000	2,000	-	-
Outdoors	1,430	-	2,500	2,500	2,500	-	-
Youth Sports	165,701	152,407	150,350	150,350	150,350	-	-
Trips and Tours	37,882	31,160	15,000	15,000	15,000	-	-
Martial Arts	1,838	1,683	-	-	-	-	-
Youth	98,486	144,896	83,000	83,000	83,000	-	-
Cultural Arts	3,333	15,461	5,000	5,000	5,000	-	-
Fitness	30,155	15,653	22,700	22,700	22,700	-	-
Sr. Center	8,670	12,935	5,500	5,500	5,500	-	-
Field/Park/Shelter Rentals	21,818	28,720	20,200	20,200	20,200	-	-
Donations	70	13,705	-	-	-	-	-
Grants	7,315	-	-	-	-	-	-
Sales Tax - 1% for Parks	-	278,851	226,462	226,462	226,462	228,727	231,014
Transfer In - GF - Parks	381,969	323,343	299,169	331,826	387,975	441,501	453,415
Transfer In - GF - Rec	301,764	214,496	390,440	409,614	180,032	-	-
Miscellaneous	5,073	955	-	-	-	-	-
TOTAL REVENUE	1,080,223	1,241,811	1,222,321	1,274,152	1,100,719	670,228	684,429
EXPENDITURES							
Recreation	696,761	646,208	696,690	715,864	531,274	6,663	-
Parks Maintenance	377,456	430,414	434,472	467,129	473,278	553,032	573,064
Transfer to Debt	-	126,203	91,159	91,159	91,159	110,533	111,365
TOTAL EXPENDITURES	1,074,217	1,202,825	1,222,321	1,274,152	1,095,711	670,228	684,429
Fund Balance, January 1	-	6,006	-	44,992	44,992	50,000	50,000
Fund Balance, December 31	6,006	44,992	-	44,992	50,000	50,000	50,000

TRAFFIC IMPACT FEE FUND - 105

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Impact Fees	353,574	56,112	120,000	120,000	120,000	500,000	120,000
Sales Tax - TIF Deferral	4,235	9,268	-	-	-	-	-
TOTAL REVENUE	357,809	65,380	120,000	120,000	120,000	500,000	120,000
EXPENDITURES							
Transfer to PW Capital Imp	-	530,000	-	-	-	300,000	-
TOTAL EXPENDITURES	-	530,000	-	-	-	300,000	-
Fund Balance, January 1	843,035	1,200,844	558,035	736,224	736,224	856,224	1,056,224
Fund Balance, December 31	1,200,844	736,224	678,035	856,224	856,224	1,056,224	1,176,224

TRANSPORTATION BENEFIT DISTRICT FUND - 106

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
TBD Fees	175,626	394,713	297,000	394,000	394,000	400,000	404,000
TOTAL REVENUE	175,626	394,713	297,000	394,000	394,000	400,000	404,000
EXPENDITURES							
Transfer Out - Street	-	175,626	287,700	707,813	707,813	400,000	404,000
Audit Costs	-	-	3,400	3,400	3,400	-	-
Insurance	-	2,500	2,550	-	-	-	-
TOTAL EXPENDITURES	-	178,126	293,650	711,213	711,213	400,000	404,000
Fund Balance, January 1	-	175,626	-	392,213	392,213	75,000	75,000
Fund Balance, December 31	175,626	392,213	3,350	75,000	75,000	75,000	75,000

DEVELOPMENT SERVICES FUND - 107

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Building Permits	655,056	236,491	359,576	359,576	443,915	610,616	604,076
Planning	64,515	43,061	69,026	69,026	40,034	50,241	38,708
Engineering	120,044	178,335	101,000	101,000	86,459	148,877	117,075
Fire Fees	9,036	46,132	35,000	35,000	59,497	65,601	67,247
Grants	-	-	-	-	-	-	-
Miscellaneous	3,202	1,982	-	-	-	-	-
Transfer In - SWM Fund	12,570	7,310	15,000	15,000	12,000	12,000	12,000
Transfer In - General Fund	380,088	478,959	590,496	590,496	500,000	381,131	571,900
TOTAL REVENUE	1,244,510	992,270	1,170,098	1,170,098	1,141,905	1,268,466	1,411,006
EXPENDITURES							
Development Services	933,264	997,783	1,103,907	1,140,923	1,129,521	1,273,439	1,330,889
Fire Code Official	1,691	48,652	66,191	70,736	54,714	76,599	80,117
Tree Account - Restricted	-	-	-	4,357	4,357	-	-
Transfer Out - GF for Eng. Svcs.	130,000	-	-	-	-	-	-
TOTAL EXPENDITURES	1,064,955	1,046,435	1,170,098	1,216,016	1,188,592	1,350,038	1,411,006
Fund Balance, January 1	2,868	182,423	-	128,259	128,259	81,572	-
Fund Balance, December 31	182,423	128,259	-	82,341	81,572	-	-

LRF FUND - 108

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
LRF Sales Tax Revenue	598,236	522,937	500,000	500,000	500,000	500,000	500,000
Miscellaneous	-	2,000	-	-	-	-	-
TOTAL REVENUE	598,236	524,937	500,000	500,000	500,000	500,000	500,000
EXPENDITURES							
Transfer Out - TC CIP LRF Projects	1,713,753	345,136	-	219,712	219,712	-	-
Debt Service Reserve	-	-	98,000	1,450,697	1,454,284	103,237	103,037
Debt Issuance Costs	2,000	2,000	2,000	-	-	-	-
Debt Service Payment	395,263	395,913	400,000	400,000	396,413	396,763	396,963
TOTAL EXPENDITURES	2,111,016	743,049	500,000	2,070,409	2,070,409	500,000	500,000
Fund Balance, January 1	3,301,300	1,788,520	-	1,570,409	1,570,409	-	-
Fund Balance, December 31	1,788,520	1,570,409	-	-	-	-	-

POLICE AND PUBLIC SAFETY FUND - 109

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Property Tax	3,979,218	4,039,075	4,084,121	4,144,282	4,144,282	4,185,725	4,227,582
Local Criminal Justice Tax	462,223	495,865	375,397	375,397	375,397	379,151	382,942
Alarm Permit Fees	5,442	6,061	3,500	3,500	6,500	4,000	4,000
Criminal Justice - Populations	8,177	8,479	6,565	6,565	8,700	9,991	10,091
Criminal Justice - Contracted Svcs	52,067	53,627	45,450	45,450	45,450	48,000	48,480
Criminal Justice - Special Pop	30,175	31,030	25,250	25,250	32,000	33,519	33,854
DUI Cities	5,569	4,627	3,000	3,000	5,000	4,500	4,545
DUI Response Restitution	7,135	9,811	6,500	6,500	5,000	5,500	5,555
False Alarm Service Charges	1,495	1,903	1,000	1,000	1,000	1,000	1,000
Liquor Profits	56,334	55,696	58,810	58,810	55,000	55,096	55,647
Gambling Tax	-	-	-	-	40,500	40,500	40,500
Court Fees	-	32,986	-	-	60,000	65,000	65,000
Pet License Fees	54,766	51,767	60,600	53,100	51,000	51,000	51,510
Late Fees/Pet License	1,870	1,580	1,020	1,020	1,100	1,200	1,212
SRO Reimbursement/UPSD	-	57,312	58,455	59,028	59,028	60,799	62,623
SWM Admin Fee	57,758	55,833	63,689	66,326	63,689	65,221	67,788
Grants	22,663	17,415	-	8,175	8,175	-	-
Miscellaneous	3,560	625	-	-	-	-	-
TOTAL REVENUE	4,748,452	4,923,692	4,793,357	4,857,403	4,961,821	5,010,202	5,062,329
EXPENDITURES							
City Attorney	344,068	338,381	385,991	401,976	334,116	395,281	410,835
Court	236,935	170,585	269,164	188,202	152,126	156,689	161,389
Emergency Operations	27,525	30,212	34,454	34,454	34,454	100,127	54,533
Police	3,457,753	3,423,687	3,751,356	3,527,209	3,503,358	3,569,055	3,671,833
Public Safety	76,206	87,334	103,687	108,261	104,546	119,442	122,284
Animal Control	112,271	112,649	118,160	119,660	118,160	121,703	123,354
Code Enforcement	84,890	75,048	93,482	95,761	60,743	140,135	146,795
Jail	142,618	164,590	159,135	159,135	110,000	113,300	116,699
Transfer to IT	-	-	1,200	1,200	1,200	-	-
TOTAL EXPENDITURES	4,482,266	4,402,486	4,916,629	4,635,858	4,418,703	4,715,732	4,807,722
Fund Balance, January 1	684,019	950,205	484,411	1,471,411	1,471,411	2,014,529	2,308,999
Fund Balance, December 31	950,205	1,471,411	361,139	1,692,956	2,014,529	2,308,999	2,563,606

PATHS AND TRAILS FUND - 120

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Fuel Taxes	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENDITURES							
Transfer to Parks CIP	3,235	-	-	-	-	-	-
TOTAL EXPENDITURES	3,235	-	-	-	-	-	-
Fund Balance, January 1	3,235	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

DONATIONS FUND - 150

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Donations	25,510	21,116	-	-	-	-	-
TOTAL REVENUE	25,510	21,116	-	-	-	-	-
EXPENDITURES							
Donation Accounts	20,720	59,231	-	34,180	34,180	-	-
TOTAL EXPENDITURES	20,720	59,231	-	34,180	34,180	-	-
Fund Balance, January 1	67,505	72,295	-	34,180	34,180	-	-
Fund Balance, December 31	72,295	34,180	-	-	-	-	-

STRATEGIC RESERVE FUND - 188

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
GF Contribution	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENDITURES							
Council Approved Expenditures	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
Fund Balance, January 1	856,934	856,934	856,934	856,934	856,934	856,934	856,934
Fund Balance, December 31	856,934	856,934	856,934	856,934	856,934	856,934	856,934

DEBT SERVICE FUND - 201

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer In - SWM Fund							
Transfer In - Arterial Street Fund	83,273	75,401	109,541	109,541	109,541	72,458	47,391
Transfer In - REET Fund	327,234	429,228	337,500	915,875	915,875	500,000	505,000
Transfer In - PW CIP							
Transfer In - Parks	-	126,203	91,159	91,159	91,159	110,533	111,365
Transfer In - General Fund	3,530,535	3,146,588	3,024,903	2,448,528	2,377,956	2,728,455	2,681,281
TOTAL REVENUE	3,941,042	3,777,421	3,563,103	3,565,103	3,494,531	3,411,446	3,345,037
EXPENDITURES							
Principal - Public Works Trust Fund	191,239	191,239	191,239	191,239	191,239	191,239	124,697
Interest - Public Works Trust Fund	10,799	8,498	7,567	7,567	7,567	5,861	4,156
Fiscal Agent Fees - LRF	-	-	-	2,000	2,000	2,000	2,000
Principal - 2005 LTGO	580,000	600,000	625,000	625,000	625,000	-	-
Interest - 2005 LTGO	87,225	64,895	41,495	41,495	33,091	-	-
Debt Register Costs - 2005 LTGO	355	425	302	302	425	-	-
Principal - 2007A LTGO	-	-	-	-	-	-	-
Interest - 2007A LTGO	155,513	155,513	155,513	155,513	77,757	-	-
Debt Register Costs - 2007A LTGO	355	425	302	302	425	-	-
Principal - 2007C LTGO	-	185,000	190,000	190,000	190,000	200,000	-
Interest - 2007C LTGO	124,084	124,084	116,961	116,961	65,988	7,700	-
Debt Register Costs - 2007C LTGO	354	425	357	357	425	425	-
Principal - 2007D LTGO	665,000	350,000	-	-	-	-	-
Interest - 2007D LTGO	55,538	19,495	-	-	-	-	-
Debt Register Costs - 2007D LTGO	357	425	357	357	425	-	-
Principal - 2009 LTGO/Non Taxable	-	-	-	-	-	-	-
Interest - 2009 LTGO/Non Taxable	813,619	813,619	819,619	813,619	406,810	-	-
Debt Register Costs - 2009/Non Tax LTGO	355	425	302	302	425	-	-
Principal - 2009 LTGO/Taxable	-	-	-	-	-	230,000	675,000
Interest - 2009 LTGO/Taxable	490,142	490,142	490,142	490,142	490,142	490,142	476,526
Debt Register Costs - 2009/Taxable LTGO	355	425	302	302	425	425	425
Principal - 2012 LTGO	145,000	155,000	315,000	315,000	315,000	320,000	335,000
Interest - 2012 LTGO	619,437	616,537	613,437	613,437	613,437	606,054	598,033
Debt Register Costs - 2012 LTGO	1,315	850	1,208	1,208	850	850	850
Principal - 2016 LTGO	-	-	-	-	310,000	420,000	200,000
Interest - 2016 LTGO	-	-	-	-	162,251	935,900	927,500
Debt Register Costs - 2016 LTGO	-	-	-	-	850	850	850
TOTAL EXPENDITURES	3,941,042	3,777,421	3,569,103	3,565,103	3,494,531	3,411,446	3,345,037
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

PARKS CAPITAL IMPROVEMENT FUND - 301

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer In - Path & Trails	3,237	-	-	-	-	-	-
Transfer In - REET	-	-	-	39,407	39,407	73,500	77,500
Transfer In - Donations	-	38,159	-	-	-	-	-
Contributions	-	25,000	-	25,000	25,000	-	-
Insurance Recovery	46,066	27,768	-	-	-	-	-
Impact Fees	165,600	270,089	40,800	40,800	40,800	52,000	53,041
Grants	93,501	5,333	-	200,000	200,000	-	-
Miscellaneous	1,357	-	-	-	-	-	-
TOTAL REVENUE	309,761	366,349	40,800	305,207	305,207	125,500	130,541
EXPENDITURES							
Parks Capital Projects	391,578	146,147	85,000	553,814	553,814	147,000	155,000
TOTAL EXPENDITURES	391,578	146,147	85,000	553,814	553,814	147,000	155,000
Fund Balance, January 1	531,109	449,292	44,200	669,494	669,494	420,887	399,387
Fund Balance, December 31	449,292	669,494	-	420,887	420,887	399,387	374,928

PUBLIC WORKS CAPITAL IMPROVEMENT FUND - 302

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Grants	3,375,596	4,171,188	5,219,000	13,622,709	13,622,709	3,968,200	187,000
Private Contributions/Reimbursemenst	1,500	87,671	360,000	508,421	508,421	60,000	-
Transfer In - GF	-	23,439	-	52,000	52,000	4,339,449	-
Transfer In - TIF	-	530,000	-	-	-	300,000	-
Transfer In - Police							
Transfer In - Arterial Street	118,504	131,454	106,459	98,178	98,178	94,942	162,071
Transfer In - REET	360,000	364,323	302,353	547,968	547,968	702,463	636,886
Transfer In - SWM	577,415	1,281,617	912,000	4,344,856	4,344,856	1,456,235	589,333
Transfer In - LRF	1,715,304	345,136	-	219,712	219,712	-	-
Miscellaneous	640	1,000	-	-	-	-	-
TOTAL REVENUE	6,148,959	6,935,826	6,899,812	19,393,844	19,393,844	10,921,289	1,575,290
EXPENDITURES							
PW CIP	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
TOTAL EXPENDITURES	5,811,159	6,772,110	6,899,812	20,525,580	20,525,580	10,921,289	1,575,290
Fund Balance, January 1	630,218	968,019	-	1,131,735	1,131,735	-	-
Fund Balance, December 31	968,019	1,131,735	-	-	-	-	-

MINICIPAL FACILITIES CAPITAL IMPROVEMENT FUND - 303

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
Transfer IN - GF	-	29,129	-	2,700,000	2,700,000	-	-
TOTAL REVENUE	-	29,129	-	2,700,000	2,700,000	-	-
EXPENDITURES							
Muni CIP Capital Expenditures	-	29,129	-	2,700,000	2,700,000	-	-
TOTAL EXPENDITURES	-	29,129	-	2,700,000	2,700,000	-	-
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

SURFACE WATER MANAGEMENT FUND - 401

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUE							
SWM Fees	2,748,178	2,766,459	2,809,437	2,809,436	2,809,436	2,851,578	2,894,351
Grants	23,510	11,133	-	-	50,000	-	-
Miscellaneous	3,860	4,000	-	-	2,500	3,000	3,000
TOTAL REVENUE	2,775,548	2,781,592	2,809,437	2,809,436	2,861,936	2,854,578	2,897,351
EXPENDITURES							
Engineering Services	342,487	269,718	388,687	390,334	384,479	716,499	754,812
Public Works Maint and Operations	654,174	659,754	771,276	794,497	673,154	813,549	850,195
Admin. Fee to General Fund	382,901	377,087	418,169	480,255	465,589	489,803	470,607
Admin. Fee to Police Fund	57,758	55,883	63,689	66,326	63,689	65,221	67,788
Debt Service Payment	86,007	90,678	84,259	84,259	84,258	83,474	48,319
Prior Period Adjustment	2,998	741,187	-	-	-	-	-
Transfer Out - Fleet	80,000	79,009	126,150	126,150	126,150	125,000	31,780
Transfer Out - PW CIP	577,415	1,281,617	912,000	4,344,856	4,344,856	1,456,235	589,333
Transfer Out - Development Services	12,570	7,310	15,000	15,000	12,000	12,000	12,000
TOTAL EXPENDITURES	2,196,310	3,562,243	2,779,230	6,301,677	6,154,175	3,761,781	2,824,834
Fund Balance, January 1	4,403,326	4,982,564	120,115	4,201,914	4,201,914	909,675	2,472
Fund Balance, December 31	4,982,564	4,201,914	150,322	709,673	909,675	2,472	74,988

FLEET INTERNAL SERVICE FUND - 501

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - M&O	96,478	100,022	134,100	134,100	109,700	124,400	123,400
Sale of Surplus	2,791	18,887	-	-	-	-	-
Transfer In - General Fund	10,737	50,671	35,000	35,000	14,995	125,000	21,945
Transfer In - SWM Fund	80,000	79,009	126,150	126,150	126,150	125,000	31,780
TOTAL REVENUE	190,006	248,589	295,250	295,250	250,845	374,400	177,125
EXPENDITURES							
Fleet - Parks, Recreation & PW	85,235	92,380	112,450	112,450	98,750	106,400	106,400
Fleet - Engineering & Dev. Services	5,664	3,972	9,700	9,700	6,100	7,900	7,900
Fleet - City Pool Vehicle	1,906	924	4,100	4,100	1,750	4,300	4,300
Fleet - Code Enforcement	3,673	2,747	7,850	7,850	3,100	5,800	4,800
Capital Outlays	86,351	145,209	161,150	161,150	141,145	250,000	53,725
TOTAL EXPENDITURES	182,829	245,232	295,250	295,250	250,845	374,400	177,125
Fund Balance, January 1	610,547	617,724	578,648	615,179	615,179	615,179	615,179
Fund Balance, December 31	617,724	615,179	578,648	615,179	615,179	615,179	615,179

IT INTERNAL SERVICE FUND - 502

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - M&O	422,917	394,518	493,100	576,673	457,280	518,923	537,253
Transfer In - Police	-	-	1,200	1,200	1,200	-	-
Transfer In - General Fund	232,170	251,592	237,128	468,081	468,081	387,262	306,170
Transfer In - General Fund/Consulting	15,722	1,142	15,000	26,000	26,000	15,000	15,000
TOTAL REVENUE	670,809	647,252	746,428	1,071,954	952,561	921,185	858,423
EXPENDITURES							
Information Services	267,903	275,027	334,541	418,114	321,068	378,100	394,368
IS Capital	204,838	239,097	238,328	469,281	469,281	385,710	304,330
IS Consulting	15,722	1,142	15,000	26,000	26,000	15,000	15,000
Telecommunications	52,075	54,139	54,950	54,950	49,383	44,625	44,625
GIS	32,288	29,869	32,559	32,559	30,825	32,650	32,650
Duplication	37,692	30,350	40,050	40,050	36,900	45,100	47,450
Postage	16,463	17,628	31,000	31,000	19,104	20,000	20,000
Depreciation Expense	74,865	92,888	-	-	-	-	-
TOTAL EXPENDITURES	701,845	740,140	746,428	1,071,954	952,561	921,185	858,423
Fund Balance, January 1	177,941	146,905	171,302	54,017	54,017	54,017	54,017
Fund Balance, December 31	146,905	54,017	171,302	54,017	54,017	54,017	54,017

PROPERTY MANAGEMENT INTERNAL SERVICE FUND - 505

	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges	-	-	-	-	-	426,109	428,731
Transfer Inn - General Fund - Condo	-	-	-	-	-	307,901	317,000
Transfer In - General Fund - Capital	-	-	-	-	-	40,000	-
TOTAL REVENUE	-	-	-	-	-	774,010	745,731
EXPENDITURES							
Windmill Village	-	-	-	-	-	48,013	46,513
City Hall	-	-	-	-	-	186,716	193,788
Lot 8 Garage	-	-	-	-	-	24,500	21,500
Civic Building - City Only	-	-	-	-	-	57,250	57,250
Civic Building - Condo	-	-	-	-	-	307,901	317,000
Market Square	-	-	-	-	-	35,700	35,700
Vacant Lots	-	-	-	-	-	1,850	1,900
Senior Center	-	-	-	-	-	20,130	20,130
PW Shop	-	-	-	-	-	89,450	49,450
Kobayashi	-	-	-	-	-	2,500	2,500
TOTAL EXPENDITURES	-	-	-	-	-	774,010	745,731
Fund Balance, January 1	-	-	-	-	-	-	-
Fund Balance, December 31	-	-	-	-	-	-	-

RISK MANAGEMENT INTERNAL SERVICE FUND - 506

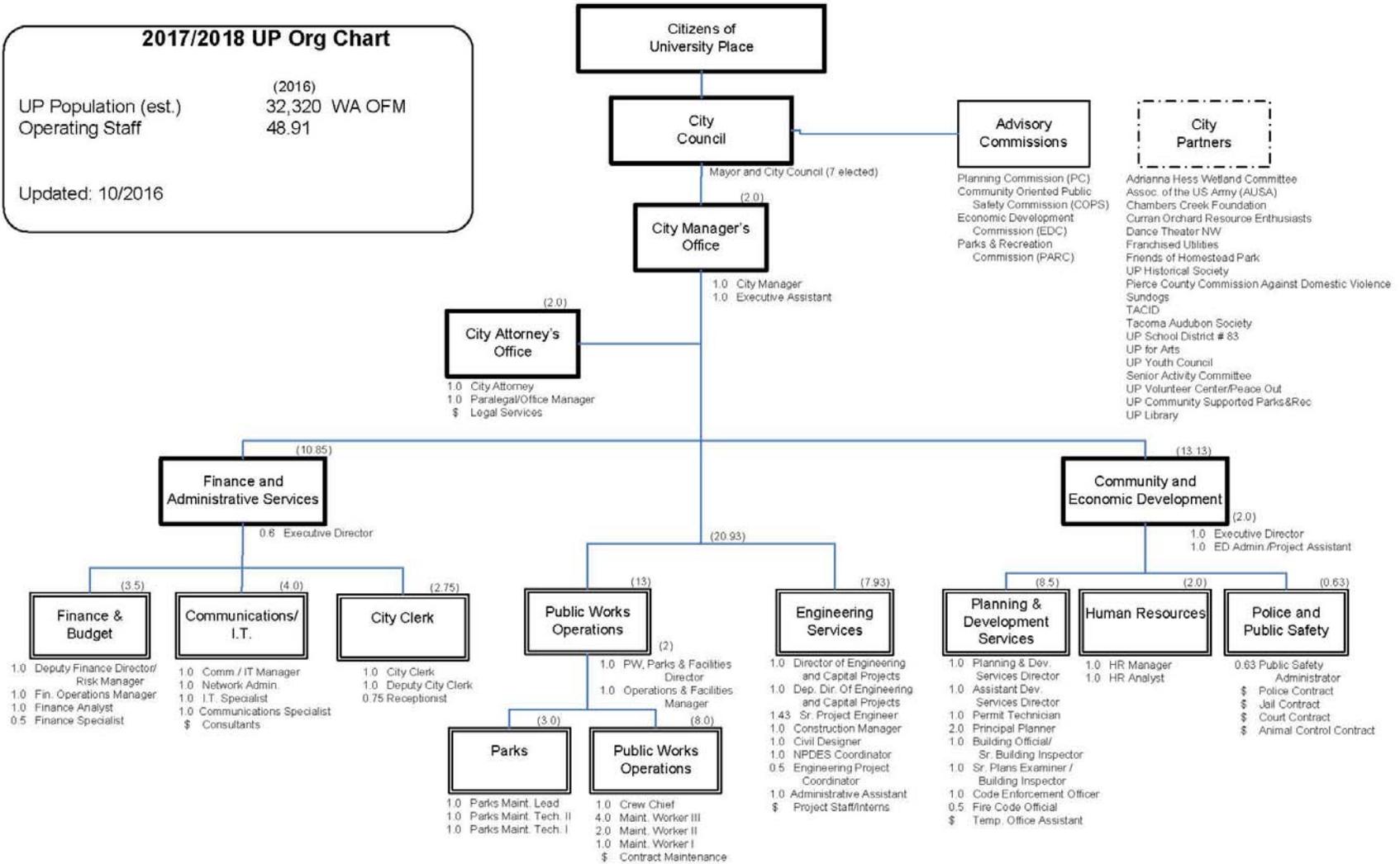
	2014	2015	2016			2017	2018
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
REVENUES							
User Charges - Insurance	116,474	124,123	148,750	148,750	138,072	145,800	151,337
Investment Interest	-	-	-	-	-	-	-
Judgments/Settlements	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-	-	-
TOTAL REVENUE	116,474	124,123	148,750	148,750	138,072	145,800	151,337
EXPENDITURES							
Insurance/Risk Management	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Transfer to Parks CIP - Kobayashi	-	-	-	-	-	-	-
TOTAL EXPENDITURES	118,483	126,133	148,750	148,750	140,082	147,810	153,342
Fund Balance, January 1	10,044	8,035	10,044	6,025	6,025	4,015	2,005
Fund Balance, December 31	8,035	6,025	10,044	6,025	4,015	2,005	-

POSITIONS AND SALARY RANGES

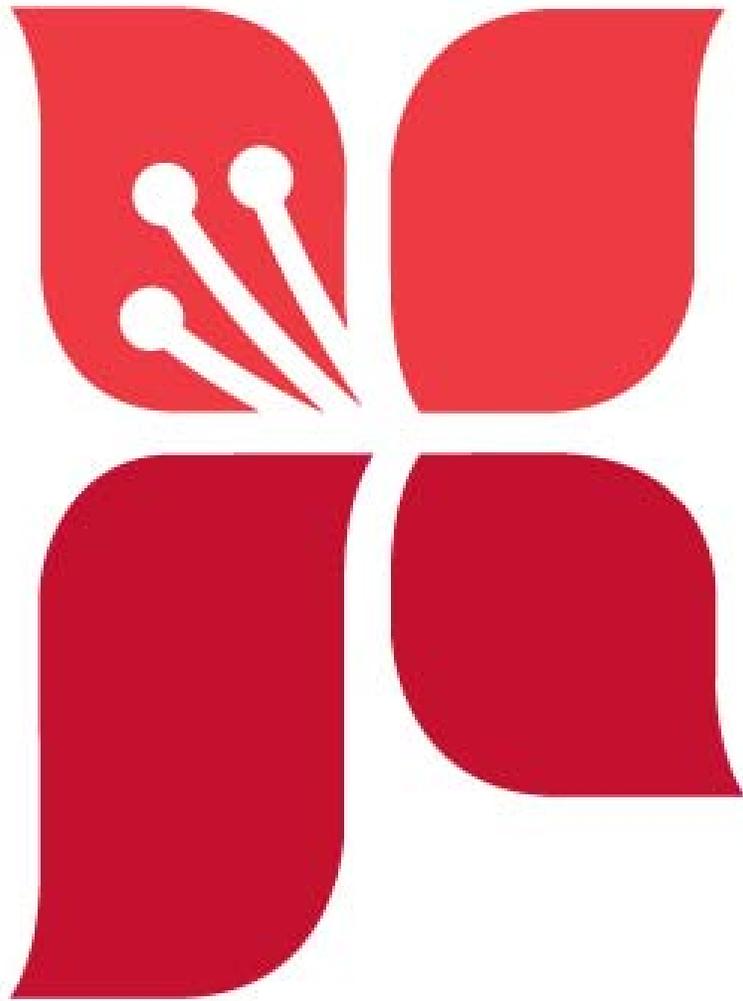
2017/2018 UP Org Chart

UP Population (est.) (2016) 32,320 WA OFM
 Operating Staff 48.91

Updated: 10/2016



Position Title	2017 PROPOSED Salary Range		2018 PROPOSED Salary Range	
	Entry	High	Entry	High
	Set by Resolution		Set by Resolution	
City Manager				
Executive Director/Assistant City Manager	\$9,384	\$12,348	\$9,618	\$12,657
City Attorney	\$9,384	\$12,348	\$9,618	\$12,657
Planning & Development Services Director	\$8,825	\$11,613	\$9,046	\$11,903
Director of Engineering and Capital Projects	\$8,825	\$11,613	\$9,046	\$11,903
Public Works, Parks & Facilities Director	\$8,825	\$11,613	\$9,046	\$11,903
Finance Director	\$8,825	\$11,613	\$9,046	\$11,903
Deputy Finance Director/Risk Manager	\$8,000	\$10,527	\$8,200	\$10,971
Assistant Development Services Director	\$7,318	\$9,629	\$7,501	\$9,872
Deputy Director of Engineering and Capital Projects	\$7,318	\$9,629	\$7,501	\$9,872
Communications/I.T. Manager	\$7,000	\$9,212	\$7,175	\$9,441
Human Resources Manager/Management Analyst	\$7,000	\$9,212	\$7,175	\$9,441
Building Official/Sr. Building Inspector	\$6,773	\$8,914	\$6,943	\$9,136
Public Safety Administrator	\$6,300	\$8,291	\$6,458	\$8,498
Principal Planner	\$6,300	\$8,291	\$6,458	\$8,498
Finance and Operations Manager	\$6,300	\$8,291	\$6,458	\$8,498
Sr. Project Engineer	\$6,300	\$8,291	\$6,458	\$8,498
City Clerk	\$6,031	\$7,935	\$6,182	\$8,134
Network Administrator	\$6,031	\$7,935	\$6,182	\$8,134
Operations and Facilities Manager	\$6,031	\$7,935	\$6,182	\$8,134
Fire Code Official	\$6,031	\$7,935	\$6,182	\$8,134
Sr. Plans Examiner/Building Inspector	\$5,800	\$7,632	\$5,945	\$7,822
Construction Manager	\$5,800	\$7,632	\$5,945	\$7,822
Civil Designer	\$5,800	\$7,632	\$5,945	\$7,822
Project Engineer	\$5,800	\$7,632	\$5,945	\$7,822
NPDES Coordinator	\$5,383	\$7,083	\$5,518	\$7,262
Plans Examiner	\$5,383	\$7,083	\$5,518	\$7,262
Analyst (Finance, HR, etc.)	\$5,383	\$7,083	\$5,518	\$7,262
Executive Assistant	\$5,000	\$6,579	\$5,125	\$6,744
Building Inspector	\$5,000	\$6,579	\$5,125	\$6,744
Code Enforcement Officer	\$5,000	\$6,579	\$5,125	\$6,744
Paralegal	\$4,812	\$6,330	\$4,933	\$6,490
Payroll & Benefits Supervisor	\$4,812	\$6,330	\$4,932	\$6,490
Deputy City Clerk	\$4,812	\$6,330	\$4,933	\$6,490
Administrative Assistant	\$4,812	\$6,330	\$4,933	\$6,490
Project/Program Assistant	\$4,812	\$6,330	\$4,933	\$6,490
Parks Maintenance Lead	\$4,812	\$6,330	\$4,932	\$6,490
Communication Specialist	\$4,600	\$6,053	\$4,715	\$6,205
I.T. Specialist	\$4,600	\$6,053	\$4,715	\$6,205
Sr. Specialist (Finance, Office)	\$4,434	\$5,833	\$4,545	\$5,982
Assistant Planner	\$4,434	\$5,833	\$4,545	\$5,982
Specialist (Finance, Permit)	\$4,203	\$5,532	\$4,308	\$5,669
Technician II (Parks, Facility, Comm, I.T., etc.)	\$3,900	\$5,131	\$3,998	\$5,261
Technician I (Parks, Facility, Comm, I.T., etc.)	\$3,500	\$4,605	\$3,588	\$4,722
Office Assistant	\$3,200	\$4,211	\$3,280	\$4,316
Temp. Assistant (Clerical, Rec, etc.)	Min. Wage	\$15.00/hr	Min. Wage	\$15.00/hr
Crew Chief	Set by contract		Set by contract	
Maintenance Worker (Lead, I,II,III)	Set by contract		Set by contract	
Mayor	Set by separate ordinance		Set by separate ordinance	
Mayor Pro Tem	Set by separate ordinance		Set by separate ordinance	
City Council member	Set by separate ordinance		Set by separate ordinance	



LEGISLATIVE PROPOSAL

PROPOSAL:

Complete a City-initiated rezone of the isolated and vacant residential parcels at the corner of 54th and Bridgeport Way, fronting Bridgeport Way and immediately adjacent to the UP Center to allow commercial use.

REASON FOR THE PROPOSAL: *(Why is this request necessary?)*

The residentially zoned parcels at the corner of 54th and Bridgeport Way front one of the City's primary commercial corridors, and are wholly impractical as residential lots, yet cannot currently be developed with commercial uses. Changing the zoning to allow a commercial use, would be consistent with location, its neighboring uses, and support economic development along a primary commercial corridor in the City.

BACKGROUND INFORMATION: *(Provide background information to assist in understanding the legislative history or rationale for the legislation, including information on existing Code/Policy.)*

The owner of this property have long-desired a rezone for commercial use, but have been faced with a costly and wholly uncertain process. Rather than blindly plunge into such a process, the owners have proposed new public benefit consideration to the City for undertaking a City-initiated process. The public benefit consideration would be an access and easement through a portion of the parcels at the corner of 54th and Bridgeport that will substantially improve access for Police, Fire and EMS to the UP Care Center. Such access will not be possible if the property is developed as residential, but will be under a commercial zoning. In the event of a rezone, such access has already been agreed by the owners of property and the UP Care Center.

DESIRED OUTCOME:

Council study of this proposal, and completion of a City-initiated rezone of the isolated and vacant residential parcels at the corner of 54th and Bridgeport Way fronting Bridgeport Way and immediately adjacent to the UP Care Center to allow commercial use.

Submitted by:

(Signature on file.)
Councilmember Nye

06/07/16
(Date)

I have read, understand and fully support the above proposal.

(Signature on file.)
Mayor Pro Tem Keel

06/30/16
(Date)

Memo

DATE: October 17, 2016

TO: Mayor Javier Figueroa
City Council

FROM: Steve Victor, City Attorney

SUBJECT: Fundamentals of "Spot Zoning"

INTRODUCTION:

Recently in a Council meeting I had occasion to use the term "spot zoning." More recently a Councilmember inquired about whether the Legislative Proposal for a rezone at 54th and Bridgeport Way could be considered "spot zoning." Although the term "spot zoning" is often used in municipal government, the term does not describe the underlying legal doctrine well. Because I anticipate continuing questions about "spot zoning," I wanted to take the opportunity to offer some clarification on the topic.

THE LAW:

It may be surprising to learn that there is no State statute (RCW) that addresses "spot zoning" and in fact it is not discretely a zoning issue; rather, it is a constitutional issue. The doctrine of "spot zoning" was created by courts under the federal and State constitutional requirements that everyone be treated equally under the law. This is known as the doctrine of "equal protection."

The doctrine comes into zoning where a government gives a property owner an advantage that is not given to similarly situated owners, or denies to a property owner an advantage given to similarly situated owners, without a public interest justification for treating the advantaged or disadvantaged owner differently. What we understand as "spot zoning" is disfavored. It is not actually prohibited if there is a reasonable public interest justification.

DISCUSSION:

As you can tell from the foregoing, determining whether an action constitutes a "spot zone" is not simple. Each situation must be considered on its own facts and it is usually to determine conclusively whether a particular rezone would constitute a "spot zone." Typically, courts look at a variety of factors including whether the rezone

primarily benefits one or more property owners, whether the rezone is inconsistent with the existing zoning in the region or the comprehensive plan, and whether there is any public interest justification for the rezone.

PROPOSED 54th AND BRIDGEPORT REZONE:

Since the question of whether this proposed rezone constitutes a “spot zone” was asked, and will doubtless be debated, I will address it here. Following the general line of inquiry outlined above, one can certainly say that the proposed rezone primarily benefits the property owner. That is true of most rezones. However, that is not the end of the inquiry.

A review of the City’s zoning along Bridgeport Way discloses that for much of its length the City has zoned lots immediately adjacent to Bridgeport Way with various commercial designations. Therefore, while a rezone of the parcels at issue might be argued to be inconsistent with the general intent of the Comprehensive Plan, it cannot be said to be inconsistent with the existing zoning in the area adjacent to Bridgeport.

In addition, a public interest benefit is identified in the request. The public benefit consideration would be an access and easement through a portion of the parcels at the corner of 54th and Bridgeport that will substantially improve access for Police, Fire and EMS to the UP Care Center. In order to assess the validity of the proposed consideration, I requested that our Fire Code Official review the proposed act. His memo is attached. He found that the proposed access would be of great benefit for Fire and EMS access for the residents of the UP Center.

Based on the foregoing, in applying the appropriate constitutional tests to the proposed rezone, I conclude that it would not constitute “spot zoning.”

Memo

DATE: October 13, 2016
TO: Steve Victor, City Attorney
FROM: Rod Pearce, Fire Code Official
SUBJECT: Re-zoning 54th and Bridgeport Way Vacant Lot

Steve,

I completed a review of the rezone proposal to allow commercial use of the property located at 54th and Bridgeport Way. As part of the rezoning, access easement (emergency vehicle access) would be provided to gain entrance to the north side of University Place Care Center. The emergency vehicle access will be a great benefit to the Fire Department for additional access to UP Care Center.

Please contact me if you have questions regarding my comments on the matter.

Memo

DATE: October 17, 2016
TO: Mayor Javier Figueroa
City Council
FROM: Steve Victor, City Attorney
SUBJECT: Community Connection Place – City Partner

Mayor and Members of the City Council,

Attached is a letter from Community Connection Place seeking to be approved as a City “partner.” Community Connection Place is a Washington non-profit corporation, and a federally certified tax exempt charity, whose long-term goal is to develop a community center in U.P. that will highlight education, fitness, creativity, and wellness.

As you may recall, the City “partner” status arises from U.P.’s limited public forum policy. It is a way to allow certain qualifying groups access to the City’s website, UPTV, the City pages of the U.P. Press, and the City’s social media. City partner status does not confer any other benefits.

The definition of a City Partner in the City’s limited public forum policy is as follows:

“Organized groups working in University Place that are specifically recognized by the City Council as a city partner. To be recognized as a City partner, a group must meet one or more of the following criteria: (1) a group with whom the City has a formal contract to provide public services in the City; (2) a group’s role in fulfilling a Council recognized special community need; (3) and groups that volunteer to maintain or improve public facilities. The City Council will recognize groups of City Partners by separate Resolution.”

Based on the attached letter it appears that Community Connection Place meets not just one, but essentially all of the necessary elements to become a City Partner.

For reference, the following is a list of current City Partner organizations from Resolution 725:

Adrianna Hess Wetland Committee

Association of the United States Army (AUSA)

Chambers Creek Foundation

Curran Orchard Resource Enthusiasts (CORE)

Dance Theatre Northwest

Franchised Utilities

Friends of Homestead Park

Peace Out

Pierce County Commission Against Domestic Violence

Senior Activity Committee

SUN Dogs

TACID

Tahoma Audubon Society

UP for Arts

University Place Historical Society

University Place School District #83

University Place Youth Council

University Place Library

U.P. Community Supported Parks and Recreation



Community Connection Place

P.O. Box 65288, University Place, WA 98464
communityconnectionplace.org

October 6, 2016

Dear City Manager,

As an organized nonprofit group working in University Place, it is our desire to engage in the process to become a City Partner. I'm writing on behalf of Community Connection Place requesting City Council to consider adding Community Connection Place to its list of city partner organizations. Being recognized as a City Partner would be an honor, but would also allow access to the City's various media, including UP Press, UPTV, its website and social pages.

A core mission of Community Connection Place is to deliver services to the UP community with emphasis on programs and services for youth and seniors. Community Connection place is seeking an agreement with the City to continue operating the City's Senior Center in 2017 and beyond. The long-term goal of Community Connection Place is to develop a community center facility in University Place, as envisioned in the City's master plan.

We welcome the opportunity to become a City Partner and appreciate the City's consideration in this endeavor.

Sincerely,

Sheila Phillip, President
Community Connection Place
sheilaphillip@gmail.com
(253) 298-8992

Chris Christian, Project Manager
Community Connection Place
chrischristian1@live.com
(425) 295-4475

501(3)(c) EIN: 47-1206925

**Business of the City Council
City of University Place, WA**

Proposed Council Action:

Adopt a Resolution expressing the City Council's support for Puget Sound Energy's proposed liquefied natural gas facility to be developed at the Port of Tacoma.

Agenda No: 14
Dept. Origin: City Council
For Agenda of: October 17, 2016
Exhibits: Resolution

Concurred by Mayor: _____
Approved by City Manager: _____
Approved as to Form by City Atty.: _____
Approved by Finance Director: _____
Approved by Dept. Head: _____

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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SUMMARY / POLICY ISSUES

University Place has an interest in cleaner air for City residents and the region. The City is located within the area of Puget Sound that is affected by diesel bunker fuel emissions from the Port of Tacoma. The availability of liquefied natural gas in the Port of Tacoma will improve air quality in the City and the region.

Puget Sound Energy (PSE) plans to build a \$275 million liquefied natural gas (LNG) facility at the Port of Tacoma. If developed, PSE's LNG facility will provide customers with cost-effective natural gas reserves to ensure that they have reliable gas service during the coldest days of the year. In addition, PSE's LNG facility will also provide local businesses, including TOTE, with a cleaner fuel alternative that will provide compliance with new federal low-sulfur emission requirements.

PSE has designed the facility to be safe and limit any potential impacts to the property on which it is located. The construction of the facility will create 250 direct construction jobs and 300 indirect jobs. In operation, the LNG facility will provide 18 full-time jobs, paying a living wage with benefits.

LNG is already utilized as a cleaner fuel alternative by transit providers like Pierce Transit, and when used as a marine fuel, reduces Sulphur oxide (SOx) emissions by 100%, harmful particulate matter released by 90%, nitric oxide and nitrogen dioxide (NOx) emissions by 90% and carbon (CO2) emissions by 35% when compared to the currently-used diesel bunker fuel.

The reduced emissions associated with the use of LNG will improve air quality in University Place and throughout the Puget Sound Region.

RECOMMENDATION / MOTION

MOVE TO: Adopt a Resolution expressing the City Council's support for Puget Sound Energy's proposed liquefied natural gas facility to be developed at the Port of Tacoma.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE EXPRESSING THE CITY COUNCIL'S SUPPORT FOR PUGET SOUND ENERGY'S PROPOSED LIQUIFIED NATURAL GAS FACILITY TO BE DEVELOPED AT THE PORT OF TACOMA

WHEREAS, University Place has an interest in cleaner air for City residents and the region, and the City is located within the area of Puget Sound that is affected by diesel bunker fuel emissions from the Port of Tacoma; and

WHEREAS, Puget Sound Energy (PSE) plans to build a \$275 million LNG facility at the Port of Tacoma. If developed, PSE's LNG facility will provide customers with cost-effective natural gas reserves to ensure that they have reliable gas service during the coldest days of the year; and

WHEREAS, PSE's LNG facility will also provide Port of Tacoma businesses, including TOTE, with a cleaner fuel alternative that will provide compliance with new federal low-sulfur emission requirements; and

WHEREAS, PSE has designed the facility to be safe and limit any potential impacts to the property on which is located; and

WHEREAS, construction of the facility will create 250 direct construction jobs and 300 indirect jobs, and in operation, the LNG facility will provide 18 full-time jobs, paying a living wage with benefits; and

WHEREAS, LNG is already utilized as a cleaner fuel alternative by transit providers like Pierce Transit, and when used as a marine fuel, reduces Sulphur oxide (SOx) emissions by 100%, harmful particulate matter released by 90%, nitric oxide and nitrogen dioxide (NOx) emissions by 90% and carbon (CO2) emissions by 35% when compared to the currently-used diesel bunker fuel; and

WHEREAS, the reduced emissions associated with the use of LNG will improve air quality in University Place and throughout the Puget Sound Region;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

1. Incorporation. The recitals are hereby incorporated herein as if set forth in full.
2. Expression of Support. The City Council of the City of University Place, hereby expresses its support for Puget Sound Energy's proposed liquefied natural gas facility to be developed at the Port of Tacoma.
3. Effective Date. This Resolution shall be effective immediately upon adoption by the City Council.

ADOPTED BY THE CITY COUNCIL ON _____, 2016.

Javier Figueroa, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Steve Victor, City Attorney

LEGISLATIVE PROPOSAL

PROPOSAL:

Adopt a Resolution expressing the City Council’s support for Puget Sound Energy’s proposed liquefied natural gas facility to be developed at the Port of Tacoma.

REASON FOR THE PROPOSAL: *(Why is this request necessary?)*

University Place has an interest in cleaner air for City residents and the region. The City is located within the area of Puget Sound that is affected by diesel bunker fuel emissions from the Port of Tacoma. The availability of liquefied natural gas in the Port of Tacoma will improve air quality in the City and the region.

BACKGROUND INFORMATION: *(Provide background information to assist in understanding the legislative history or rationale for the legislation, including information on existing Code/Policy.)*

Puget Sound Energy (PSE) plans to build a \$275 million LNG facility at the Port of Tacoma. If developed, PSE’s LNG facility will provide customers with cost-effective natural gas reserves to ensure that they have reliable gas service during the coldest days of the year. In addition, PSE’s LNG facility will also provide local businesses, including TOTE, with a cleaner fuel alternative that will provide compliance with new federal low-sulfur emission requirements.

PSE has designed the facility to be safe and limit any potential impacts to the property on which is located. The construction of the facility will create 250 direct construction jobs and 300 indirect jobs. In operation, the LNG facility will provide 18 full-time jobs, paying a living wage with benefits.

LNG is already utilized as a cleaner fuel alternative by transit providers like Pierce Transit, and when used as a marine fuel, reduces Sulphur oxide (SOx) emissions by 100%, harmful particulate matter released by 90%, nitric oxide and nitrogen dioxide (NOx) emissions by 90% and carbon (CO2) emissions by 35% when compared to the currently-used diesel bunker fuel. The reduced emissions associated with the use of LNG will improve air quality in University Place and throughout the Puget Sound Region.

BUDGET IMPACT:

None.

DESIRED OUTCOME:

Adopt the proposed Resolution.

RESOURCES REQUIRED:

No resources required.

Submitted by:

Mayor Figueroa

(Date)

I have read, understand and fully support the above proposal.

Mayor Pro-Tem Keel

(Date)

Date Submitted: _____	Date Reviewed: _____	Agenda Date: _____
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About the Tacoma LNG Facility 7.20.16

Project overview

- PSE to build a \$275 million liquefied natural gas (LNG) facility at the Port of Tacoma to provide:
 - Clean and cost-effective gas supply resource for PSE's natural gas customers
 - Cleaner fuel alternative for maritime vessels owned by Totem Ocean Trailer Express and other local employers
- Expected completion in early 2019

What is liquefied natural gas (LNG)?

- Liquid form of natural gas (cooled to -260 degrees F)
- Colorless, odorless, non-toxic, non-corrosive liquid
- Not explosive or flammable in its liquid state

Environmental benefits over conventional fuels

- Reduces CO2 emissions by up to 30%, when replacing diesel
- Reduces the amount of harmful particulate matter released into the air by over 90%
- Helps to improve air quality and reduce health risks
- Eliminates the potential for harmful diesel fuel spills in Commencement Bay
- Turns back into a gas when exposed to the air, thereby, in the unlikely event of a spill, has no lasting effects on marine life or water

Economic benefits to the region

- Create an estimated
 - 250 construction jobs
 - 18 permanent jobs at the facility
 - 125 permanent jobs in the region (as a result of the facility)
- Facility will generate millions of dollars in tax revenue for local schools, city services including fire safety and roads, and other state and local government services

Frequently asked questions about the LNG facility

How can we be sure the LNG tank won't collapse in the case of an earthquake, lahar or tsunami?

Federal regulations prescribe the seismic requirements for the tank and entire facility and are much more stringent than the requirements for bridges and overpasses. The construction will exceed the design standard to withstand an earthquake expected every 2450 years with no loss of LNG.

The project is designed to survive a tsunami from seismic events on either the Seattle or Tacoma fault. These requirements are specified by the City of Tacoma and use data from NOAA and USGS.

Will the LNG facility be an export terminal?

No, at 8 million gallons, the Tacoma LNG facility is much too small to be an export terminal. It is designed and permitted to meet the needs of PSE's gas utility customers by providing additional gas supply during times of peak demand and to provide a cleaner alternative to diesel and marine fuels used by the transportation industry.

Does the LNG facility have a 3-mile blast zone?

No, a three-mile blast zone does not exist around the PSE LNG facility. That claim by opponents is not factual. How do we know this? Strict federal regulations require extensive hazard analysis of all possible leak, spill, fire, and explosion scenarios at any LNG facility, all of which must be contained on the project site. We conducted nearly 200 possible failure scenarios and the proposed facility passed them all. If it didn't we would have to redesign it until it did. That's the law.





Tacoma LNG Facility

About the Tacoma LNG Facility

Q: What type of facility is Puget Sound Energy (PSE) proposing?

A: PSE plans to build a Liquefied Natural Gas (LNG) facility to provide PSE customers with natural gas reserves to maintain dependable service on the coldest days of the year. It will also provide commercial customers with a cleaner fuel alternative.

Q: Where will the facility be located?

A: It will be located at the Port of Tacoma on Alexander Avenue East (see map).

Q: When will the facility be completed and operational?

A: We have been in the planning stages of this project since 2012. An extensive environmental review is nearing completion; with the final Environmental Impact Statement released by the City of Tacoma in late 2015. Design and engineering is in process; with the expectation the facility will be completed and operational in early 2019.

Q: What customers will the LNG facility serve?

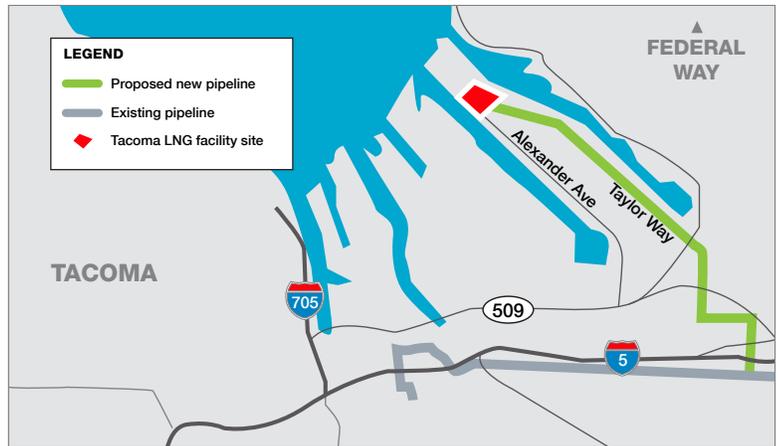
A: The facility will serve PSE's existing customers by providing a dependable and cost-effective natural gas source during times of peak demand. The LNG produced at the facility will also provide a cleaner fuel alternative for regional businesses, including TOTE, a local shipping company operating cargo ships between Tacoma and Alaska. This innovative step will help them comply with new, stricter federal low-sulfur emission requirements.

Q: What is the facility using 13,000 gallons of water a day for?

A: We indicated 13,000 gallons per day in the Environmental Impact Statement as the worst case scenario. As it turns out, further design work indicates we will use approximately 2,000 gallons per day. The water is used during the process of cooling natural gas to LNG and almost all of it evaporates.

Q: If TOTE wasn't going to use the LNG plant for fuel, where would you have built it?

A: In 2013, PSE replied to a Request for Proposal that TOTE issued to provide an LNG facility at the Port of Tacoma to serve their future LNG-fueled ships travelling from Tacoma to Alaska. TOTE requested the facility; if PSE had not won the contract someone else would be building the facility. The fact that we needed a facility to provide reliable, cost-effective natural gas to our customers on the coldest days also made the project financially feasible and was a factor in TOTE's decision to select PSE as their LNG provider.



Q: What is a peak shaving facility?

A: Peak shaving means that PSE will have dependable and cost-effective natural gas to serve local customers on the coldest days of the year. PSE requires 6 of the 8 million gallons of storage for the peak shaving function; the rest will serve transportation customers.

Q: How much will the facility cost to build?

A: We expect PSE's total investment in the project to be between \$275 and \$300 million.

Q: Will it be as bright as daylight when working at night?

A: No. All outdoor lighting will have hoods to project the light down and avoid any skyward illumination. There are no special requirements that would make it any brighter than any other Port facility.

Q: How many jobs will be created at the facility?

A: Hundreds of family-wage jobs will be created, both directly and indirectly.

- 250+ construction jobs on site
- 300+ indirect jobs generated by associated economic activity of construction
- 125 jobs through economic activity once facility is operational
- 18 jobs at the facility

In addition, the PSE LNG facility will generate millions of dollars in tax revenue for local schools, city services including fire safety and roads, and other state and local government services.

Q: What role does the Port of Tacoma play in approving the facility or overseeing its operations?

A: PSE is leasing land for the facility from the Port of Tacoma. Its ongoing role will be to ensure that PSE complies with the terms of the lease agreement.

Q: How much experience does PSE have with LNG?

A: In addition to providing natural gas service to some 800,000 customers throughout Western Washington, PSE has owned and operated an LNG storage facility used for peak shaving in Gig Harbor for more than a decade.

Q: Does PSE need to make any upgrades to its gas system in the surrounding area to support this facility?

A: Yes. Approximately 5 miles of new natural gas pipeline and related infrastructure will be built to support this project, mostly in the Port of Tacoma. For comparison, we own, operate, and maintain 3,315 miles of gas main in Pierce County and over 21,000 miles within our service territory.

Q: Where does PSE get the natural gas for this facility?

A: As a local natural gas distribution company, PSE provides natural gas to 800,000 customers throughout western Washington. We have no natural gas wells of our own. We buy 100 percent of our natural gas, either from Canada or the Rocky Mountains states.

Q: Why is PSE advertising online and in the newspaper about the LNG facility?

A: Our recent efforts to educate and inform our customers and neighbors about the Tacoma LNG project are the direct result of recently emerging confusion and misinformation about the project. We want to set the record straight as to what the facility will and will not be, the actual properties of LNG, its difference from methanol and its use as a clean, cost-effective marine fuel.



Tacoma LNG Facility

Environmental impact

Q: Is LNG harmful to the environment?

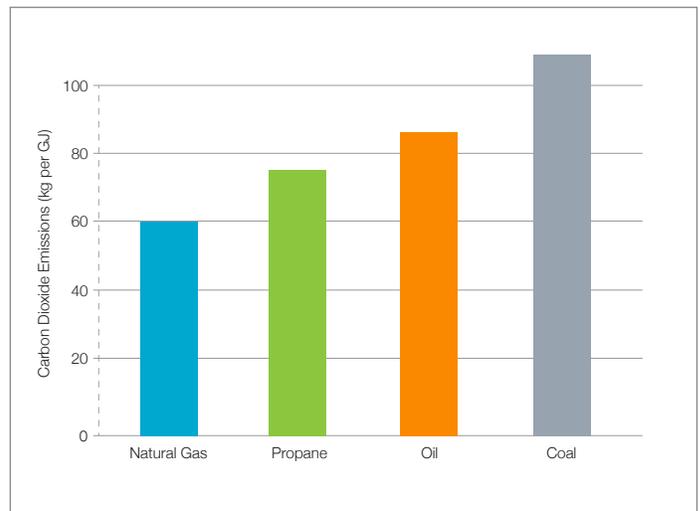
A: No. LNG, when used as a fuel, improves air quality and reduces health risks. When replacing diesel fuel, it reduces sulphur (SOx) emissions by 100%, harmful particulate matter released by over 90%, nitric oxide and nitrogen dioxide (NOx) emissions by 90% and carbon dioxide (CO2) emissions by 35%.

Using LNG as fuel also eliminates the potential for harmful diesel fuel spills in Commencement Bay. In the unlikely event of a spill in the water, LNG turns back into natural gas when exposed to air and has no lasting effects on marine life or the water.

Q: How can you say LNG is not harmful to the environment when it's made from natural gas, which comes from fracking?

A: About 50 percent of the natural gas in the US comes from hydraulic fracturing (fracking) and the debate regarding its effect on the environment will continue. As a local natural gas distribution company, we have no natural gas wells of our own and buy 100 percent of the gas we distribute.

Over 800,000 of our customers choose to use natural gas in their homes and businesses. We continue to support rules and regulations that ensure safety and the protection of ground waters during the drilling of natural gas.



Q: Who will use the LNG fuel?

A: TOTE Maritime Alaska will begin using LNG to fuel their ships in 2017. This action will help them exceed the Environmental Protection Agency's (EPA) new air emissions standards and improve air quality in Tacoma. The PSE LNG facility will provide TOTE LNG fuel for the Tacoma to Alaska shipping route.



Tacoma LNG Facility

What is LNG?

Q: What exactly is LNG?

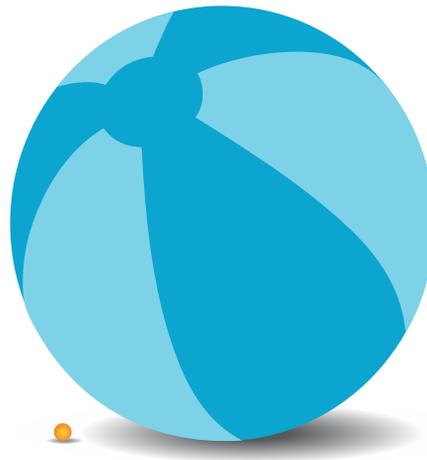
A: Natural gas is currently used in millions of homes and vehicles. When cooled, natural gas becomes a liquid (LNG) one six-hundredth of the volume of the gas. In its liquid state LNG is easier and safer to store and transport.

Q: Is LNG explosive?

A: In its liquid state, LNG is not explosive. If it is warmed above -260 degrees F, it turns back into the natural gas we are familiar with in our homes and businesses. Once this happens, the same safety precautions for natural gas are required.

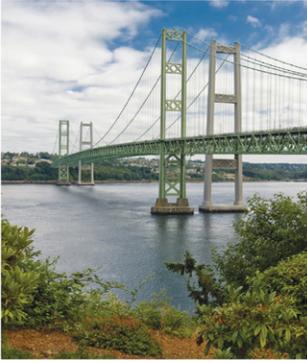
Q: Do other LNG facilities exist elsewhere?

A: There are more than 100 LNG production, storage and fueling facilities currently operating across the United States.



When natural gas is liquified, it shrinks by more than 600 times.

The difference in size is similar to a **beach ball** compared to a **ping pong ball**.



Tacoma LNG Facility

Not an export facility

Q: Will the LNG facility be an export facility? How do we know you won't decide to export LNG later?

A: No, the LNG facility is not an export facility. It is designed and permitted to meet the needs of PSE's gas utility customers by providing additional gas supply during times of peak demand and to provide a cleaner alternative to diesel and marine fuels used by the transportation industry.

Q: How does the Tacoma LNG facility compare with an export terminal?

A: The Tacoma LNG facility is much smaller in scale and has an entirely different purpose than an export facility. The Tacoma facility is not an export facility, but will meet the needs of PSE's local gas utility customers by providing additional gas supply during times of peak demand. It will also be a fueling facility for a limited number of ships switching to clean LNG fuel from much dirtier burning diesel.

Q: I continue to hear from third parties that PSE plans to export LNG. What is the reality?

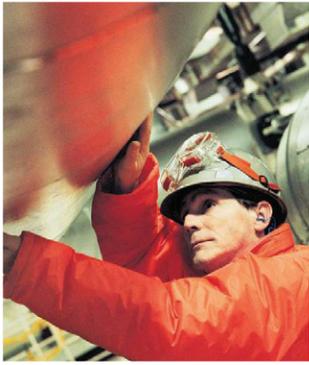
A: The Tacoma LNG facility is not an export facility. It is too small to compete with facilities designed for the export market.

Q: What is the maximum amount of LNG that can be shipped out from the facility?

A: LNG will not be shipped out of the PSE facility. It is not an export terminal. It will store LNG for local use by PSE customers during the cold winter months and it will be a fueling facility for a limited number of ships that no longer want to burn diesel.



Port of Tacoma facility on 30 acres of land – 8,000,000 gallons storage



Tacoma LNG Facility

Facts on safety

Q: I have seen a very sobering video on YouTube about an LNG transport truck explosion in China. Having seen the video, how can you say that LNG is safe?

A: The explosion videos on YouTube are actually liquefied petroleum gas (LPG) not LNG. Some have erroneously been shared online as “LNG” explosions, but they are not LNG. LPG is propane, butane, or a mixture of the two. It is heavier than air in both liquid and vapor state, which makes it more difficult to disperse than natural gas and; therefore, more prone to catch fire or explode if a leak occurs.

Q: Is the design of the PSE LNG storage tank safe?

A: Yes. In the industry there are single walled tanks, double walled tanks and full containment tanks. We are building the most robust type of tank – a full containment tank. A full-containment tank is a nickel steel tank fully encapsulated by two to three feet of concrete and is designed to withstand a total failure of the inner tank.

Q: If the storage tank is so safe, why do I hear of all these explosions?

A: First, you are likely hearing about the same few explosions over and over again. Second, the knowledge we have in 2016 regarding the safe handling and storing of LNG and the regulations to keep it safe didn't exist in the 1940's or even the 1970's. Third, none of the incidents since the tragedy in Cleveland in 1944 have been caused by the storage or handling of LNG but rather caused by external situations, such as the most recent incident in Plymouth, WA. Fourth, most of the incidents (or potential incidents “created” for studies) involve millions more gallons of LNG than will be stored in the Tacoma facility and do not presume all the safety precautions we will have in place.

Q: What is a Boiling Liquid Expanding Vapor Explosion (BLEVE) and does it apply to the proposed Tacoma LNG facility?

A: Boiling Liquid Expanding Vapor Explosion (BLEVE) is a common risk to single walled, uninsulated, pressurized propane tanks such as those at gas stations or on your backyard BBQ. It does not apply in any way to the LNG tank at the Tacoma facility.

A BLEVE occurs when a nearby fire causes an already pressurized gas tank to increase beyond the capabilities of the tank pressure relief valve. When the tank fails, the product releases into the nearby fire – hence an explosion.

The LNG tank at the Tacoma facility is not pressurized and is highly insulated, therefore, will not be susceptible to BLEVE. In fact, no LNG tank has ever experienced a BLEVE.

Q: Are tank top fires a possibility using full containment tanks?

A: Although unlikely, federal regulations require a tank fire to be modelled and that event is factored into the thermal exclusion zone (550 feet) required as part of our siting analysis. The tank is designed to withstand the fire and it could be left to burn itself out.

Q: Does the LNG facility have a 3-mile blast zone?

A: No, a three-mile blast zone does not exist around the PSE LNG facility. That claim by opponents is not factual. How do we know this? Strict federal regulations require extensive hazard analysis of all possible leak, spill, fire, and explosion scenarios at any LNG facility, all of which must be contained on the project site. We conducted nearly 200 possible failure scenarios and the proposed facility passed them all. If it didn't we would have to redesign it until it did. That's the law.

Q: What is the blast zone for the facility?

A: Per federal regulation, any possible leaks, spills, fires, and explosions must all be contained on the project site of 33 acres. Software simulations showed the largest fire scenario at the facility results in a thermal exclusion zone with a radius of 550 feet. The only possibility of explosion is from the refrigerant used to cool the gas. This has a pressure wave radius of approximately 230 feet. Both of these scenarios are contained on the project site per federal regulations.

PSE has provided multiple regulatory agencies and the Puyallup Tribe with detailed drawings of our thermal and vapor exclusion zones, as well as the calculations behind them. These drawings are restricted from public release by Critical Energy Infrastructure Information (CEII) regulations.

Q: There have been a number of assertions that PSE has “non-disclosure agreements” in place that limit the information that can be publicly shared. For this type of facility, how can this be possible?

A: PSE has provided all information to all of the regulating agencies who will ultimately approve the final safety design of the project. The reason some of these documents cannot be released to the general public comes from requirements set by the Federal Energy Regulatory Commission (FERC) and Homeland Security after 9/11. The document is classified as Critical Energy Infrastructure Information (CEII – www.ferc.gov/legal/ceii-foia/ceii.asp).

Q: Why are there so many maps circulating? Are any based on science?

A: The map labeled “true” on the LNG website was produced by PSE. It was created by using the software and failure methodology required by US Federal law when siting an LNG facility, therefore, yes, this map is based on science. The software used was LNGFIRE (calculates thermal radiation), Phast (calculates 2-dimensional vapor dispersion) and FLACS (models 3-dimensional vapor dispersion).

The other maps provide no citations or reference the criteria used in their creation. They are not factual information about the Tacoma LNG facility.

Q: Comments on social media indicate that vapor clouds can extend beyond the limits of the 33 acre LNG site. Is this true?

A: No. PSE made the decision to take mitigating measures into the siting (property size) and design the facility to keep all vapor clouds off public roads and within the site boundaries.

Tacoma LNG Safety



Strict federal regulations and National Fire Protection Association standards require extensive hazard analysis of all possible leak, spill, fire, and explosion scenarios at an LNG facility. Nearly two hundred possible failure scenarios were evaluated and analyzed using the software prescribed by federal code using climate and wind data specific to the PSE LNG project site. These different software tools model thermal radiation, two dimensional and three dimensional vapor cloud dispersions, and pressure waves from an explosion. Per federal regulations, any explosion, vapor cloud, or heat from a fire must be contained on the project site. The proposed PSE LNG facility passed all of these regulations. Software simulations showed the largest fire scenario results in a thermal exclusion zone with a radius of 550 feet. LNG is not explosive. The only possibility of explosion is from the refrigerant used to cool the gas to make LNG. A refrigerant explosion has a pressure wave radius of approximately 230 feet.

It is important to note that the Tacoma LNG Safety and Risk Assessment has been submitted to multiple government agencies, including PHMSA, WUTC Office of Pipeline Safety, the City of Tacoma, and the Puyallup Tribe.

Q: What is a “vapor fence,” and will PSE be using any of these at the Tacoma LNG site?

A: A vapor fence, in many cases, is a solid fence or even a slatted chain link fence used to “corral” vapor clouds until they dissipate.

Q: Why should I believe the information PSE is sending out versus the information I'm receiving from the groups against this project?

A: As the largest and oldest energy provider in the State of Washington, we would never risk our reputation by spreading misleading or incorrect information. We are a regulated utility (by the Washington State Utilities and Transportation Commission). We have no financial gain if we do something unsafe – we would be held liable.

Q: Is building this plant making it a terrorist target?

A: As we have seen here in the US and all over the world, anything can be a terrorist target from transportation facilities and large buildings to hotels and market squares. Any energy facility could be a potential target.

Regardless, the facility has many safety elements designed into the facility. These details have been shared with all regulatory agencies responsible for ensuring the public’s safety. Since 9/11, the Department of Homeland Security and the Federal Energy Regulatory Commission have ruled certain safety information cannot be shared with the general public in order to safeguard it from falling into the wrong hands.

Q: How can we be sure the LNG tank won't collapse in the case of an earthquake or a lahar?

A: Federal regulations prescribe the seismic requirements for the tank and entire facility and are much more stringent than the requirements for bridges and overpasses. The construction will exceed the design standard to withstand an earthquake expected every 2450 years with no loss of LNG.

Q: What would happen if a tsunami struck the facility?

A: The project is designed to survive a tsunami from seismic events on either the Seattle or Tacoma fault. These requirements are specified by the City of Tacoma and use data from NOAA and USGS.

Q: How does the Tacoma LNG facility compare to the Williams LNG facility in Plymouth, WA?

	PSE Tacoma facility	Plymouth facility
Storage capacity	8,000,000 gals	29,000,000 gals (2 tanks with 14,500,000 gals each)
Tank construction	Full-containment (nickel-steel encased in 2 to 3 feet of concrete)	Single-wall
Use	Peak-shaving & LNG fueling for marine vessels	Peak-shaving

Q: What caused the "LNG explosion" at the Plymouth, WA LNG facility?

A: The Washington State Utilities and Transportation Commission (WUTC) released the accident investigation report of the March 2014 Plymouth incident in early May 2016.

The WUTC determined the cause of the explosion was not in the LNG components of the facility – it was in the area handling natural gas from the pipeline. The LNG did not explode or burn and the incident was contained to the project site.