

**Town Hall Meeting Room**  
**3715 Bridgeport Way West**

- 6:30 pm      **1.      CALL REGULAR MEETING TO ORDER**
- 2.      ROLL CALL**
- 3.      PLEDGE OF ALLEGIANCE – Mayor Keel**
- 4.      APPROVAL OF MINUTES – September 17, 2018**
- 5.      APPROVAL OF AGENDA**
- 6:35 pm      **6.      PRESENTATION**  
                 • **Pierce County Library System Restored Levy – Georgia Lomax, Executive Director**
- 6:45 pm      **7.      PUBLIC COMMENTS** – (Citizens wishing to address the Council will be given three minutes to comment on matters not scheduled for Public Hearing or Council Consideration. Specific concerns raised at this time will be addressed by City staff after the meeting. State law prohibits the use of this forum to promote or oppose candidates for public office or ballot measure. Please provide your name and address for the record.)
- 6:50 pm      **8A-      CONSENT AGENDA**  
**8B.      Motion: Approve or Amend the Consent Agenda as Proposed**
- The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

**A. Receive and File: Payroll and Claims.**

**B. Re-appoint Lisa Petorak to the Greater Tacoma Regional Convention Center Public Facilities District Board of Directors for a four-year term ending December 31, 2022.**
- 6:55 pm      **9.      CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc, and follow-ups on items of interest to Council and the community.)
- RECESS TO STUDY SESSION** – (At this time, Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)
- 7:00 pm      **10.      BUSINESS LICENSE ORDINANCE**
- 7:30 pm      **11.      2019-2020 BIENNIAL BUDGET**
- 8:30 pm      **12.      ONE PERCENT PROPERTY TAX LEVY**
- 9:00 pm      **13.      ADJOURNMENT**

\*PRELIMINARY CITY COUNCIL AGENDA

October 15, 2018  
Regular Council Meeting

October 22, 2018  
Special Meeting  
Joint City Council/City Advisory Commission Meeting

November 5, 2018  
Regular Council Meeting

November 19, 2018  
Regular Council Meeting

December 3, 2018  
Regular Council Meeting

**Preliminary City Council Agenda subject to change without notice\***  
Complete Agendas will be available 24 hours prior to scheduled meeting.  
To obtain Council Agendas, please visit [www.cityofup.com](http://www.cityofup.com).

**American Disability Act (ADA) Accommodations Provided Upon Advance Request**  
**Call the City Clerk at 253-566-5656**

# APPROVAL OF MINUTES

**CITY OF UNIVERSITY PLACE  
DRAFT MINUTES  
Regular Meeting of the City Council  
Monday, September 17, 2018  
City Hall, Windmill Village**

**1. CALL REGULAR MEETING TO ORDER**

Mayor Keel 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 Figueroa	Present
Councilmember Grassi	Excused (arrived 7:05 p.m.)
Councilmember McCluskey	Present
Councilmember Nye	Present
Councilmember Worthington	Present
Mayor Pro Tem Belleci	Present
Mayor Keel	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Executive Director/ACM Craig, Public Works, Parks & Facilities Director Cooper, Police Chief Blair and City Clerk Genetia.

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey to excuse Councilmember Grassi's tardiness.

**The motion carried.**

**3. PLEDGE OF ALLEGIANCE**

Councilmember Figueroa led Council in the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey, to approve the minutes of the September 4, 2018 meeting as submitted.

**The motion carried.**

**5. APPROVAL OF AGENDA**

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey, to approve the agenda.

**The motion carried.**

**6. PRESENTATIONS**

Introduction of Colonel Matthew Braman, Commander of 16<sup>th</sup> Combat Aviation Brigade – Mayor Keel introduced and welcomed Col. Braman and his command team, Sergeant Major Brock and Chief Warrant Officer 5 Hogg. Colonel Braman provided Council with the Brigade's activities in preparation to support America's first core mission and other coalition exercises. He invited the Council to JBLM's upcoming centennial events. The 16<sup>th</sup> Combat Aviation Brigade is the City's community connector partner.

Introduction of University Place Police Investigator – Police Chief Blair introduced Deputy Josh Mills, a ten-year veteran of the Pierce County Sheriff’s Office, as Public Safety’s Investigator.

Tacoma Public Utilities – Ms. Anita Gallagher, Regional Relations Manager of Tacoma Public Utilities, presented Tacoma Public Utilities’ proposal on the new rates structure for the next biennium.

**7. PUBLIC COMMENTS** – The following individuals provided public comment: Mitchell Shook, Advanced Stream; Steve Gray, 1952 Day Island Boulevard West; and Pat Laferriere, 2255 Day Island Boulevard West.

**8. CONSENT AGENDA**

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to approve the Consent Agenda as follows:

- A.** Receive and File: Claims dated 08/31/18, check nos. 51981794 through 51981851, wire transfers 10071382, 310989, 91427, and 3965604, in the total amount of Four Hundred Sixty-Nine Thousand Five Hundred Sixty-Six and 58/100 Dollars (\$469,566.58).

**The motion carried.**

**COUNCIL CONSIDERATION**

**9. TRANSPORTATION BENEFIT DISTRICT**

Staff Report – Public Works, Parks and Facilities Director Cooper provided a recap of the previous discussions on the City’s Transportation Benefit District (TBD). He presented draft legislation in the form of an ordinance amending the City’s code to grant the City Council the power and authority of the TBD and its funding mechanism; and a resolution to establish the Transportation Benefit District fee from \$25 to \$35, and to review the licensing fee on or before December 31, 2024 and every four years thereafter as part of the City’s biennial budget process.

The City’s Transportation Benefit District (also known as the vehicle license fee) was established by Council in 2013. Fees collected from the TBD are directed toward transportation improvements within the City as mandated by state law and by City ordinance.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to pass an ordinance amending Section 4.70.040 of the University Place Municipal Code relative to Transportation Benefit District.

**The motion passed 6 to 1. Councilmember Nye voted no. (ORDINANCE NO. 708)**

**MOTION:** By Councilmember Worthington, seconded by Councilmember McCluskey, to add the following language under Section 3 of the resolution:

Section 3. Expenditures. The revenues received from the vehicle license fee shall only be expended on transportation projects approved by the City Council, *with a primary emphasis on the maintenance and upkeep of non-grant funded projects, such as chip sealing and related pavement management methods, upon residential streets and secondary collectors.* The transportation projects to be funded with the revenues from the vehicle license fee shall be established by separate legislation adopted by the City Council.

**The motion passed 6 to 1. Councilmember Nye voted no.**

**MOTION:** By Councilmember Figueroa, seconded by Mayor Pro Tem Belleci, to adopt a resolution regarding vehicle license fees, as amended.

Roll call vote:

Councilmember Figueroa	Yes	Mayor Pro Tem Belleci	Yes
Councilmember Grassi	Yes	Mayor Keel	No
Councilmember McCluskey	Yes		
Councilmember Nye	No		
Councilmember Worthington	Yes		

**The motion passed 5 to 2. (RESOLUTION NO. 873)**

**10. CITY MANAGER & COUNCIL COMMENTS/REPORTS**

City Manager Sugg informed Council that the Washington State Emergency Management Division is conducting a two-day course on disaster recovery at the end of October. He also provided information on classes/academy being offered by University Place Police Department.

Mayor Keel highlighted upcoming agenda items.

Mayor Pro Tem Belleci reminded her peers of the upcoming Pierce County Regional Council's regional engagement training and encouraged the Council to attend.

Councilmember McCluskey announced upcoming events hosted by the Community Connection Place.

**STUDY SESSION**

At 8:29 p.m., a motion was made and was carried to extend the meeting to 9:00 p.m. Council took a five-minute break thereafter. The study session resumed at 8:36 p.m.

**11. SURPLUS PROPERTY**

Public Works, Parks & Facilities Director Cooper presented Council with information on nine parcels consisting of park land, storm drainage basins, greenbelt/tree preservation tracts, trail easement, wetland and vacant lands owned by the City. He indicated that development of the properties would be challenging due to size and/or steep topography.

After discussion, there was consensus to have additional detailed study on eight of the nine properties (minus the Day Island parcel) to determine feasibility and potential of the individual properties for either the City or prospective buyers. Council also wishes to re-examine the Brookside property as well as the Beckonridge right-of-way parcel.

**12. BUSINESS LICENSE ORDINANCE – To be rescheduled at the next Council meeting.**

**13. ADJOURNMENT**

The meeting adjourned at 9:02 p.m. No other action was taken.

Submitted by,

Emy Genetia  
City Clerk

# Proposition No. 1: Restoring Library Tax Levy

## Proposition No. 1: Restoring Pierce County Library System's Regular Property Tax Levy Rate



# Why is the restored levy on the November ballot?

- **Costs to operate and maintain library services and libraries are increasing at a faster and higher rate than revenues.**



# Why is the restored levy on the November ballot?

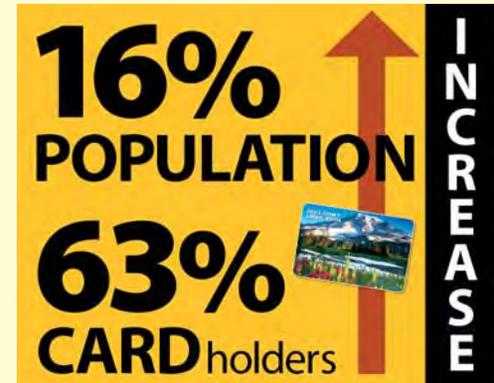
- **2006: voters passed the only re-authorized levy in the Library's 72-year history.**
- All levy promises met or surpassed.
- Funding for six years stretched to 12.



# Managed budget

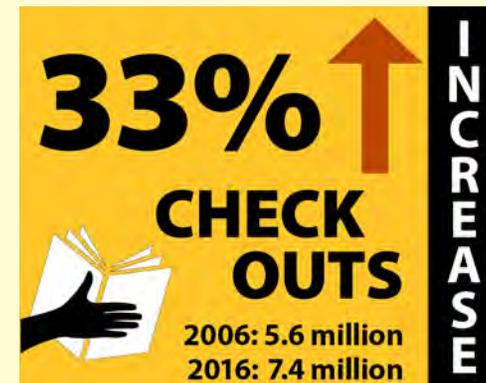
- Implemented LEAN practices
- Eliminated bookmobile service
- Reduced spending on books, movies, and other materials
- Deferred facility maintenance and technology updates
- Delayed implementing a Facilities Master Plan
- Eliminated downloadable and streaming movies
- Discontinued online Encyclopedia Britannica
- Ended meeting room use when libraries are closed

# Why is the restored levy on the November ballot?

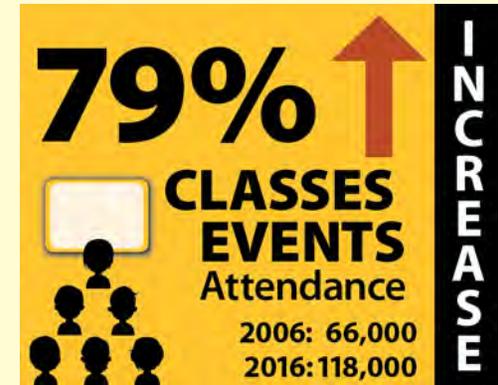


# Why is the restored levy on the November ballot?

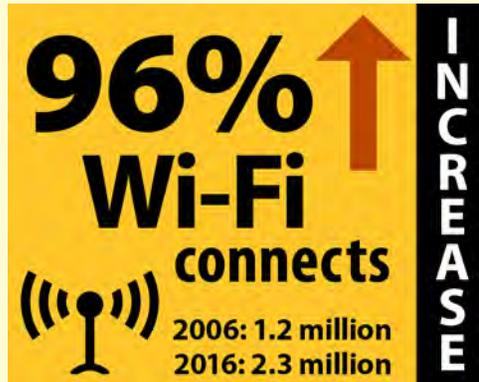
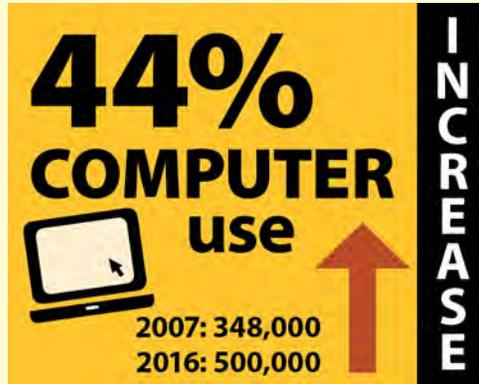
- Use of and demand for services increased.



# Why is the restored levy on the November ballot?



# Why is the restored levy on the November ballot?



# Proposition No. 1: Restoring Library Tax Levy

- **A restored levy is projected to maintain library services for five years.**
  - Return the Library's levy rate to its full legal amount: 50 cents/\$1,000 of assessed property value.
  - Increase of approximately 10 cents per \$1,000 of assessed property.

## Levy Increase

Home valued  
at \$320,000\*  
would pay \$32  
more in 2019\*\*



# If YES vote: Maintain library services

- **Weekend, weekday and evening hours**
  - 20 libraries and 24/7 access to online resources.



# If YES vote: Maintain library services

- **Books, movies and other materials**
  - 1.5 million printed and downloadable books, audiobooks and magazines + movies and music.



# If YES vote: Maintain library services

- **Staff to help**
  - Reading recommendations
  - Support learning
  - Book a Librarian
  - Story times
  - Technology help
  - STEM skills



# If YES vote: Maintain library services

- **Computer, Wi-Fi and technology**



# If YES vote: Maintain library services

- **Community spaces**



# If NO vote: Eliminate and reduce services

- **10% fewer open hours**
  - Close on Sundays.
  - Close on Thursday evenings.
  - Close earlier on Monday-Wednesday evenings.

## If NO vote: Eliminate and reduce services

- **14-21% fewer books, e-books, movies and other materials**
  - 2017: Pierce County Library spent less money per person on books and materials than any other similarly sized library in the region:
    - Pierce County Library—\$6.42 per person.
    - Other libraries—\$8.07-\$12.19 per person.
  - 2019: Pierce County Library would spend \$4.60–\$5.10 per person.

# If NO vote: Eliminate and reduce services

- **40% fewer classes and events**
  - 2017: 4,400 story times, STEM events, job skills classes, technology workshops.
  - 2019: 2,600.

# If NO vote: Eliminate and reduce services

- **Close libraries**

- Close 2-3 libraries.
- The Library System would conduct a public process to identify which locations to close.

# Proposition No. 1: Restoring Library Tax Levy

## Thank you



# APPROVAL OF CONSENT AGENDA

City of University Place  
Voucher Approval Document

<b>Control No.:</b> 5 Agenda of: 10/01/18	<b>PREPAY</b>
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**Claim of:** Payroll for Pay Period Ending 09/15/18

Check #	Date	Amount	Check #	Date	Amount
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9/20/2018                      126,614.43    DIRECT DEPOSIT

**EMPLOYEE NET    126,614.43**

WIRE	9/20/2018	12,570.72	DEPT. OF LABOR AND INDUSTRIES
WIRE	9/20/2018	21,289.30	BANK OF AMERICA
WIRE	9/20/2018	21,475.70	- 106006, VANTAGEPOINT TRANSF
WIRE	9/20/2018	10,387.48	- 304197, VANTAGEPOINT TRANSF
WIRE	9/20/2018	4,913.40	- 800263, VANTAGEPOINT TRANSF
WIRE	9/20/2018	12.50	PACIFIC SOURCE ADMINISTRATORS
WIRE	9/20/2018	1,163.74	PACIFIC SOURCE ADMINISTRATORS
WIRE	9/20/2018	37,031.15	WA STATE DEPT OF RETIREMENT SY
WIRE	9/20/2018	229.17	- 705544, VANTAGEPOINT TRANSF
WIRE	9/20/2018	2,096.01	- 106006 LOAN, VANTAGEPOINT
WIRE	9/20/2018	200.87	AFLAC INSURANCE
WIRE	9/20/2018	1,033.63	WA ST DEPT OF RETIREMENT SYS
WIRE	9/20/2018	208.05	- 304197 LOAN, VANTAGEPOINT TR
WIRE	9/20/2018	250.00	NATIONWIDE RETIREMENT SOLUTION

**BENEFIT/DEDUCTION AMOUNT    112,861.72**

**TOTAL AMOUNT    239,476.15**

**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: \_\_\_\_\_ (Signature on file.)

\_\_\_\_\_ Date

Steve Sugg, City Manager

FINAL CHECK LISTING  
CITY OF UNIVERSITY PLACE

Check Date: 9/14/2018

Check Range: 51981852 - 51981908

Claims Approval

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, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of University Place, and that I am authorized to authenticate and certify to said claim.

I also certify that the following list of checks were issued to replace previously issued checks that have not been presented to the bank for payment. The original check was voided and a replacement check issued.

<u>Vendor Name</u>	<u>Replacement Check #</u>	<u>Original Check #</u>
Schmidt, Kevin	51981854	51981771

Auditing Officer: \_\_\_\_\_ (Signature on file.)

Date: \_\_\_\_\_

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981852	9/4/2018	025560	UNIVERSITY PLACE CIVIC BLDG 37	5/7/2018	2018 OPERATING ACCOUNT FUN	95,471.34	95,471.34
		Voucher: 44331					
51981853	9/4/2018	025560	UNIVERSITY PLACE CIVIC BLDG 39	8/1/2018	2018 OPERATING ACCOUNT FUN	95,471.34	95,471.34
		Voucher: 44332					
51981855	9/14/2018	002661	AIR SYSTEMS ENGINEERING INC000220842	8/22/2018	MAINTENANCE/REMOVED INSUI	199.19	199.19
		Voucher: 44284					
51981856	9/14/2018	026115	ALLIED FIRE & SECURITY REFUND	8/17/2018	REFUND/FPS18-0009/DUPLICATE	232.93	
		Voucher: 44285	REFUND	8/31/2018	REFUND/FPS18-0022/DUPLICATE	232.93	465.86
51981857	9/14/2018	026142	ALPINE COMMERCIAL TIRE & RE71686B	8/22/2018	FLAT REPAIR/VECHILE #24	48.39	
		Voucher: 44286	71685B	8/22/2018	FLAT REPAIR/VECHICLE E35132	40.13	88.52
51981858	9/14/2018	001701	ALPINE PRODUCTS INC TM-179371	8/24/2018	WHITE FLATS/BLACK HOTSPOT	472.45	472.45
		Voucher: 44287					
51981859	9/14/2018	025986	AUSTINCINA ARCHITECTS INC P1527	8/25/2018	DREXLER MEZZANINE TI/ACHITE	5,018.93	
		Voucher: 44288	1526	8/25/2018	CITY HALL TI/ACHITECTURAL/EN	4,215.74	9,234.67
51981860	9/14/2018	002333	BANK OF AMERICA 548001400009914	8/22/2018	MASTERCARD/8-22-2018	17,307.42	17,307.42
		Voucher: 44289					
51981861	9/14/2018	022104	BENNETT, ROBERT REIMB	9/10/2018	REIMB/POST OFFICE BOX RENT	166.00	166.00
		Voucher: 44290					
51981862	9/14/2018	021643	BLAISDELL, LESLIE WFOA18	6/6/2018	WFOA18/PER DIEM/MILEAGE/L.E	236.88	
		Voucher: 44291	REIMB	9/4/2018	REIMB/MILEAGE/EMMITSBURG/L	29.10	265.98
51981863	9/14/2018	026106	BOEHM, MELANIE WACE18	7/24/2018	WACE18/PER DIEM/HOTEL/MILE	545.26	545.26
		Voucher: 44292					
51981864	9/14/2018	001152	CENTURYLINK 206-Z20-0051	8/20/2018	PHONES/CITY WIDE	620.29	
		Voucher: 44293	253-584-0775	9/1/2018	PHONE/KOBAYASHI	52.46	672.75
51981865	9/14/2018	001152	CENTURYLINK 1448712411	8/23/2018	LONG DISTANCE	11.28	11.28
		Voucher: 44294					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981867	9/14/2018	001024 CITY OF TACOMA	100068203	8/28/2018	POWER/3715 BP WAY W	1,712.47	
	Voucher:	44295	100110228	8/31/2018	POWER/3715 BP WAY W #B5	1,065.79	
			100668506	8/29/2018	WATER/5700 HANNAH PIERCE R	688.04	
			100808955	9/6/2018	WATER/8235 27TH ST W	332.09	
			100955345	8/31/2018	WATER/3715 BP WAY W	253.11	
			100668518	9/4/2018	WATER/9600 64TH ST W	199.18	
			100751205	8/31/2018	WATER/3555 MARKET PLACE WE	169.52	
			100142834	8/31/2018	WATER/3715 BP WAY W	169.52	
			100672402	9/6/2018	WATER/2200 GRANDVIEW DR W	154.80	
			100808957	9/6/2018	WATER/7607 27TH ST W	130.21	
			100672520	9/6/2018	POWER/2208 GRANDVIEW DR W	118.15	
			101031174	9/7/2018	POWER/6706 24TH ST W	102.68	
			100892486	8/29/2018	POWER/6400 BP WAY W	78.59	
			100897062	8/31/2018	WATER/3600 DREXLER DR W	77.06	
			100668522	9/4/2018	WATER/8902 CHAMBERS CK RD	75.61	
			100495884	8/31/2018	POWER/3625 DREXLER DR	65.47	
			100951901	9/4/2018	POWER/7723 CHAMBERS CREEI	65.35	
			100955347	8/31/2018	POWER/3715 BP WAY W, #E HSE	61.39	
			100105615	8/31/2018	POWER/3503 BP WAY W	54.28	
			100533758	8/29/2018	POWER/5418 CIRQUE DR W	54.07	
			100077129	9/6/2018	POWER/2701 GRANDVIEW DR W	51.62	
			100714386	8/31/2018	POWER/3503 BP WAY W	48.08	
			100456986	8/29/2018	POWER/5918 HANNAH PIERCE F	45.70	
			100256491	8/10/2018	POWER/7250 CIRQUE DR W	45.00	
			101007599	9/7/2018	WATER/7104 27TH ST W	39.17	
			100312961	8/31/2018	POWER/3715 BP WAY W #A3	38.42	
			100156353	8/31/2018	POWER/4720 BP WAY W	38.12	
			100820972	9/6/2018	POWER/2700 SUNSET DR W	36.66	
			100668523	9/6/2018	WATER/8400 20TH ST W	35.28	
			100955346	8/31/2018	POWER/3715 BP WAY W, #D HSE	33.99	
			100737857	9/4/2018	POWER/2101 MILDRED ST W	33.40	
			100312900	8/31/2018	POWER/3715 BP WAY W #E3	33.27	
			100445063	8/31/2018	POWER/3715 BP WAY W, #E2	30.81	
			100401273	9/6/2018	POWER/8420 20TH ST W	29.61	
			100176036	9/6/2018	POWER/2695 GRANDVIEW DR W	28.11	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100052902	8/31/2018	POWER/ 3715 BP WAY W/#A HSE	28.04	
			100312959	8/31/2018	POWER/3715 BP WAY W, #A1	22.57	
			100079046	8/31/2018	POWER/3715 BP WAY W #D5	22.50	
			100802489	8/31/2018	POWER/3904 BP WAY W	15.11	
			100986098	9/4/2018	POWER/7613 CHAMBERS CREEK	9.34	
			100086155	8/31/2018	POWER/7801 40TH ST W	7.77	
			100086165	8/31/2018	POWER/7813 44TH ST W	7.77	6,307.72
51981868	9/14/2018	001108 CITY OF UNIVERSITY PLACE	AUG18	9/5/2018	PETTY CASH FUND/REIMBURSE	4.40	4.40
		Voucher: 44296					
51981869	9/14/2018	001140 CITY TREASURER	90845406	8/27/2018	AUG18/ HYDRANT USE/BRISTON	242.26	242.26
		Voucher: 44297					
51981870	9/14/2018	025161 CITY TREASURER	131373	8/21/2018	CABLE TV/ATRIUM	44.28	44.28
		Voucher: 44298					
51981871	9/14/2018	024565 COMCAST	849835010117473	9/1/2018	SEP6-OCT5/INTERNET/PW SHOP	156.33	156.33
		Voucher: 44299					
51981872	9/14/2018	023782 COMPLETE OFFICE SOLUTIONS,	1733253-0	8/21/2018	MISC OFFICE SUPPLIES	69.90	
		Voucher: 44300	1733253-1	8/28/2018	STORAGE CADDY	21.90	
			1736168-0	8/28/2018	VIEW BINDERS	17.41	109.21
51981873	9/14/2018	025005 CONTECH ENGINEERED SOLUTIONS	17165259	8/16/2018	CART/ASSEMBLY/LIFT HOOK	93.42	93.42
		Voucher: 44301					
51981874	9/14/2018	024347 COPIERS NORTHWEST, INC.	INV1818271	9/5/2018	AUG4-SEP3/OVERAGE CHARGE	257.54	
		Voucher: 44302	INV1812706	8/23/2018	CANON INK/PFI-207MBK	139.57	
			INV1814463	8/29/2018	AUG28-SEP27/CONTRACT BASE	106.62	
			INV1815043	8/30/2018	JUL29-AUG28/OVERAGE CHARGE	21.79	525.52
51981875	9/14/2018	002878 DELL MARKETING L.P.	10264333862	9/1/2018	OPTIPLEX 7450 AIO DEL/ ALL IN ONE	3,067.37	3,067.37
		Voucher: 44303					
51981876	9/14/2018	001737 DON SMALL & SONS OIL DIST	CC140919	8/21/2018	BULK FUEL/PW SHOP	2,859.59	2,859.59
		Voucher: 44304					
51981877	9/14/2018	024113 FASTENAL COMPANY	WATA159115	8/22/2018	MISC SUPPLIES/PARADISE POND	82.63	82.63
		Voucher: 44305					
51981878	9/14/2018	001204 FASTSIGNS INC	182-43578	8/23/2018	WHITE VINYL/ATRIUM HOURS SIGN	57.41	57.41
		Voucher: 44306					
51981879	9/14/2018	026183 FRIX TECH LLC DBA FREEDOC	18083004	8/30/2018	BOX PILOT PROJECT	3,713.54	3,713.54
		Voucher: 44307					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51981880	9/14/2018	003011	FRONTIER PRECISION, INC.	176472	6/26/2018	GPS PATHFINDER/OFFICE SOFT	840.74	840.74
		Voucher: 44308						
51981881	9/14/2018	026189	GOBLE, ANDREW S	REFUND	8/30/2018	REFUND/SDP17-0011/FEE WAIVE	625.00	625.00
		Voucher: 44309						
51981882	9/14/2018	026190	GUZZO, JOSEPH & JENNIFER	REFUND	8/29/2018	REFUND/BLD18-0105/FEE WAIVE	720.00	720.00
		Voucher: 44310						
51981883	9/14/2018	002220	HANDS, LISA	WFOA18	7/25/2018	WFOA18/PER DIEM/MILEAGE/L.F	236.88	236.88
		Voucher: 44311						
51981884	9/14/2018	001221	HOLROYD COMPANY, INC.	329003	8/30/2018	BUILDING SAND	154.63	154.63
		Voucher: 44312						
51981885	9/14/2018	021616	KELLEY IMAGING SYSTEMS	23245591	8/27/2018	LEASE/SHARP MX5111N COPIER	409.56	409.56
		Voucher: 44313						
51981886	9/14/2018	001072	KLOSOWSKI, DEBBIE	REIMB	9/4/2018	REIMB/CORE WEBSITE/CIDER S	583.10	583.10
		Voucher: 44314						
51981887	9/14/2018	023115	LEMAY MOBILE SHREDDING	4578963	9/1/2018	AUG18/DOCUMENT SHREDDING	37.40	37.40
		Voucher: 44315						
51981888	9/14/2018	001244	LEWIS, STACY	WFOA18	7/26/2018	WFOA18/PER DIEM/S.LEWIS	93.00	93.00
		Voucher: 44316						
51981889	9/14/2018	001378	MOUNTAIN MIST WATER	002284714	8/27/2018	#075361/BOTTLED WATER/CITY I	98.66	
		Voucher: 44317		002256712	8/13/2018	#075361/BOTTLED WATER/PW SI	59.65	
				002284703	8/27/2018	#075361/BOTTLED WATER/PW SI	44.81	
				002284716	8/27/2018	#068332/BOTTLED WATER/CM O	25.30	
				002259763	8/14/2018	#075361/BOTTLED WATER/CITY I	20.63	
				002284725	8/27/2018	#065205/BOTTLED WATER/COUM	15.69	
				002259762	8/14/2018	#068332/BOTTLED WATER/CM O	14.04	
				002295774	8/30/2018	#065205/BOTTLED WATER/COUM	8.79	
				002259761	8/14/2018	#065205/BOTTLED WATER/COUM	2.50	290.07
51981890	9/14/2018	002150	OFFICE DEPOT,INC.	194384911001	8/28/2018	TONER CARTRIDGE	341.25	
		Voucher: 44318		190259769001	8/22/2018	PENS/FOLDERS	64.57	
				190272156001	8/22/2018	FOLDERS/SIGN HOLDER	46.68	452.50
51981891	9/14/2018	023984	PARTNER CONST.PRODUCTS,IN(9291		8/22/2018	MELTER/1 MONTH RENTAL/CRA(	5,440.05	5,440.05
		Voucher: 44319						

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981892	9/14/2018	001588	PIERCE COUNTY SEWER	00664685	9/2/2018	SEWER/4951 GRANDVIEW DR W	198.58
	Voucher:	44320		00566276	9/2/2018	SEWER/3715 BP WAY W	124.55
				01571443	9/2/2018	SEWER/7520 CIRQUE DR W	37.45
				01576712	9/2/2018	SEWER/3609 MARKET PL W/RET	33.09
				01576721	9/2/2018	SEWER/3609 MARKET PL W/RET	33.09
				01576739	9/2/2018	SEWER/3609 MARKET PL W/RET	33.09
				00604682	9/2/2018	SEWER/2917 MORRISON RD W	20.02
				01512692	9/2/2018	SEWER/3555 MARKET PL W	20.02
				01633279	9/2/2018	SEWER/1902 SEAVIEW AVE W	20.02
							519.91
51981893	9/14/2018	001114	PITNEY BOWES GLOBAL FIN. SV(3306959890	9/1/2018	3RDQTR18/ACCT 0012826149/FC	1,732.77	1,732.77
	Voucher:	44321					
51981894	9/14/2018	001114	PITNEY BOWES GLOBAL FIN. SV(AUG18	3/12/2018	AUG18//ACCT19533470/POSTAGI	380.00	380.00
	Voucher:	44322					
51981895	9/14/2018	001630	PUGET SD CLEAN AIR AGENCY C18-096S/4THQTR	1/12/2018	4THQTR18/CLEAN AIR ASSESS/5	5,298.25	5,298.25
	Voucher:	44323					
51981896	9/14/2018	001161	PUGET SOUND ENERGY CORP	300000009641	8/31/2018	GAS/3715 BP WAY W, #D2 & #A3	75.27
	Voucher:	44324		300000010987	8/31/2018	GAS/3715 BP WAY W, #E2	47.66
				200014542258	8/28/2018	GAS/7450 MARKET SQ W	44.56
				200000971479	8/24/2018	GAS/4910 BRISTONWOOD DR W	38.40
				220014491314	8/28/2018	GAS/3715 BP WAY W #E1	37.57
				220008861142	8/28/2018	GAS/3715 BP WAY W, #BLDG D1	36.74
							280.20
51981897	9/14/2018	025855	SMARSH, INC.	INV00401007	8/31/2018	AUG18/MEDIA ARCHIVING SERV	568.20
	Voucher:	44325					568.20
51981898	9/14/2018	026181	SOUND PACIFIC CONSTRUCTION1		9/6/2018	27TH STREET WEST PHASE 2	223,077.81
	Voucher:	44326					223,077.81
51981899	9/14/2018	002157	SPECTRA LABORATORIES	132870	8/20/2018	WATER TESTING/KOBAYASHI PA	35.00
	Voucher:	44327					35.00
51981900	9/14/2018	002613	SUPERIOR LINEN SERVICE,INC.	29192	9/5/2018	OFFICE MAT RENTAL/PW SHOP	93.31
	Voucher:	44328		26850	8/24/2018	OFFICE MAT RENTAL/DEVELOPM	14.24
							107.55
51981901	9/14/2018	025311	TACOMA WINSUPPLY, INC.	049686 00	8/28/2018	IRRIGATION SUPPLIES/PARKS/S	579.20
	Voucher:	44329					579.20
51981902	9/14/2018	002823	THOMPSON ELECTRICAL CONST0818-2097CV		8/31/2018	CIVIC CENTER/NEW PANELS	26,360.61
	Voucher:	44330					26,360.61
51981903	9/14/2018	024567	VALLANTYNE, GLENN	SEP18	3/27/2018	SEP18/MICROSOFT TRAINING/O	2,174.48
	Voucher:	44333					2,174.48

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51981904	9/14/2018	001153	VERIZON WIRELESS,LLC.	9813843110	9/1/2018	CELL PHONE/CITY WIDE	1,487.86	1,487.86
		Voucher: 44334						
51981905	9/14/2018	001032	WA STATE	90112018080059	9/4/2018	AUG18/TELECOMMUNICATIONS	315.36	315.36
		Voucher: 44335						
51981906	9/14/2018	001032	WA STATE	REFUND	9/10/2018	REFUND/JANITORIAL SRVCS/SE	100.00	100.00
		Voucher: 44336						
51981907	9/14/2018	026192	WARWICK, LARRY	REIMB	9/5/2018	REIMB/PRESSER TAGS/CIDER S	66.06	66.06
		Voucher: 44337						
51981908	9/14/2018	024399	WELLS FARGO FINANCIAL LEASING	5005155768	8/23/2018	SEP19-OCT18/LEASE FOR LEXM	95.44	95.44
		Voucher: 44338						
<b>Sub total for BANK OF AMERICA:</b>							<b>510,697.37</b>	

55 checks in this report.

Grand Total All Checks: 510,697.37

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

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**Proposed Council Action:**

Re-appoint Lisa Petorak to the Greater Tacoma Regional Convention Center Public Facilities District Board of Directors for a four-year term ending December 31, 2022.

**Agenda No:** 8B  
**Dept. Origin:** City Clerk  
**For Agenda of:** October 1, 2018

**Exhibits:**

**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**

In October 1999, the City of Tacoma, together with the participating jurisdictions of University Place, Fife, Lakewood, and Pierce County, enacted a resolution creating the Greater Tacoma Regional Convention Center Public Facilities District. A tax credit was imposed by the District and pledged to the Convention Center project's financing plan. An Interlocal Agreement was executed wherein the City of University Place agrees to appoint one representative to the seven-member board, which meets quarterly, to review the tax collection and oversee the collection and payment of the tax credit funds to Tacoma.

On June 19, 2017, Council appointed Lisa Petorak to complete Mr. Victor's vacated position with a term expiration of December 31, 2018.

**RECOMMENDATION / MOTION**

**MOVE TO:** Re-appoint Lisa Petorak to the Greater Tacoma Regional Convention Center Public Facilities District Board of Directors for a four-year term ending December 31, 2022.

# STUDY SESSION

# Memo

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**DATE:** October 1, 2018  
**TO:** City Council  
**FROM:** Matt Kaser, City Attorney  
**SUBJECT:** Model Business Ordinance Amendments

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In the 2017 legislative session, the Legislature passed Engrossed House Bill 2005. This legislation requires action by cities, such as the City of University Place, which issue business licenses:

1. Requires cities with business licenses to establish a workgroup to create a model business license with a licensing threshold by July 2018 for adoption by all business license cities by January 1, 2019;
2. Requires all cities with business license to administer their business license through the state's Business Licensing System (BLS) by 2022 or FileLocal by 2020; and
3. Establishes a task force on local B&O tax service apportionment under RCW 35.102.130 to report to the Legislature by October 2018.

The first of these three requirements requires Council action; the City currently has an agreement with the state BLS and the City does not impose a B&O tax.

The Association of Washington Cities (AWC) has produced a summary of the changes and frequently asked questions associated with the model business ordinance. A copy of their information together with the model ordinance is attached.

Enclosed is a draft ordinance which implements the changes associated with the model ordinance.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING CHAPTER 5.05 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATING TO BUSINESS LICENSES**

WHEREAS, in the 2017 Legislative Session, the Washington Legislature passed EHB 2005, which is now codified as RCW 35.90.080; and

WHEREAS, RCW 35.90.080 requires cities with business licenses, which includes the City of University Place, to establish a workgroup to create a model business license with a licensing threshold by July 2018 for adoption by all business license cities by January 1, 2019; and

WHEREAS, the workgroup has completed its work and has drafted model changes addressing two areas: a model threshold for licensing and a definition of “engaging in business”; and

WHEREAS, it is now appropriate to amend the municipal code to include the revisions to the model business licensing ordinance those provisions.

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

Section 1. Section 5.05.010 University Place Municipal Code entitled, “Definitions, is amended to read as follows:

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed in this section, except where the context clearly indicates a different meaning:

- A. “Business” shall mean and include vocations, occupations, professions, enterprises, and establishments and all other activities and matters conducted for private profit or benefit, either directly or indirectly, anywhere within the City.
- B. “Designee” shall mean the City Manager’s designee.
- C. “Engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
  - (1) This subsection sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in this section. If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
  - (2) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
    - (a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

- (b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
  - (c) Soliciting sales.
  - (d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
  - (e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
  - (f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.
  - (g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
  - (h) Collecting current or delinquent accounts.
  - (i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
  - (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
  - (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
  - (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
  - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
  - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
  - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
  - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- (3) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
  - (a) Meeting with suppliers of goods and services as a customer.
  - (b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
  - (c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
  - (d) Renting tangible or intangible property as a customer when the property is not used in the City.
  - (e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
  - (f) Conducting advertising through the mail.
  - (g) Soliciting sales by phone from a location outside the City.
- (4) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (3). The

City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

~~C~~D. "Person" shall mean any individual, corporation, company, firm, joint stock company, co-partnership, joint venture, trust, business trust, club, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise, receiver, administrator, executor, assignee, or trustee in bankruptcy.

~~D~~E. "Premises" shall mean and include all lands, structures and places, and also any personal property which either is affixed to, or is used in connection with, any such business conducted on such premises.

Section 2. Section 5.05.060 University Place Municipal Code entitled, "Exemptions, is amended to read as follows:

The following shall be exempt from the registration, license and/or license fee provisions of this chapter:

- A. Casual or isolated sales made by persons who are not engaged in the ongoing business of selling the type of property involved, providing that not more than four such sales events are made during any tax year.
- B. All businesses with gross annual revenues of less than \$12,000.
- C. All businesses which are exempt from tax registration endorsement under WAC 458-20-101(2)(a).
- D. Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities.
- E. Any instrumentality of the United States, state of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions.
- F. All special events sponsored by the City, but not to include participating commercial vendors.
- G. Nonprofit organizations, including but not limited to religious, civic, charitable, benevolent, nonprofit, cultural or youth organizations.
- H. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 4. Severability. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 5. Effective Date. This Ordinance shall be in full force and effect on January 1, 2019.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita Genetia, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Matt Kaser, City Attorney

Published: xx/xx/xx  
Effective Date: xx/xx/xx



Published on Jul 18, 2018

# Final city business license model threshold

Contact: [Victoria Lincoln](#), [Andrew Pittelkau](#), [Sheila Gall](#)

## Business license and city B&O tax simplification

In the 2017 session, [EHB 2005](#) (RCW 35.90) passed requiring three actions by cities with business licenses and local B&O taxes. The law:

- Requires cities with business licenses to establish a workgroup to create a model business license with a licensing threshold by July 2018 for adoption by all business license cities by January 1, 2019;
- Requires all cities with business license to administer their business license through the state's Business Licensing System (BLS) by 2022 or FileLocal by 2020; and
- Establishes a task force on local B&O tax service apportionment under RCW 35.102.130 to report to the Legislature by October 2018.

## Final model ordinance for local business licenses – minimum threshold

Cities were required to develop a model ordinance for business licensing by July 1, 2018. The ordinance includes a mandatory definition of “engaging in business” and a minimum threshold (or occasional sale) exemption to establish when out-of-town or transient businesses are required to be licensed. All business license cities must adopt it by the end of the year ([RCW 35.90.080](#)).

### [Model threshold language](#)

## What is in the model?

The [model threshold](#) has two pieces: a model threshold and a definition of “engaging in business.”

- The model business license threshold language would:
  - Apply a minimum threshold of \$2,000 per year in the city for businesses that do not have a location in the city;
  - Require a license for businesses with a location in the city without regard to the threshold;
  - Allow cities the option to require registration with no fee for businesses under the threshold; and
  - Only apply to general business licenses, not regulatory licenses or local taxes.
  
- The definition of “engaging in business” includes examples of what constitutes business activities in cities that would subject a business to license requirements, as well as those activities that would not. The model language is adapted from the definition that the 45 cities with local B&O taxes have already adopted for the definition of “engaging in business” in the B&O tax model ordinance.

## **What are the deadlines for all cities with business licenses to adopt the model?**

Cities with a business license must adopt the model by January 1, 2019. However, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration have a deadline of October 17, 2018, because they must provide BLS 75-day notice of any changes to their business licenses (including this mandatory change).

## **Where can I learn more about implementing the threshold?**

AWC is hosting a webinar to tell you everything you need to know to comply with the mandatory model threshold.

### **[Prepare to streamline your business license](#) webinar recording**

AWC also held a presentation on this topic at its [Annual Conference](#) in June and will present at the WFOA Annual Conference on September 19 and EWFOA on October 12.

## **What happens if we don't enact the threshold by the deadline?**

RCW 35.90.090 provides that a city cannot enforce its business license after January 1, 2019, until it has adopted the mandatory threshold.

**RCW 35.90.090:** “A city that has not complied with the requirements of this section by January 1, 2019, may not enforce its general business licensing requirements on any person until the date that the mandatory provisions of the model ordinance take effect within the city.”

## **What if my city wants a higher threshold?**

Cities can choose to enact a higher threshold. The \$2,000 threshold level per city per year for out-of-city businesses is the minimum level that every city must enact.

## **How was the business license threshold developed?**

Section 8 of **EHB 2005** required cities to work through the Association of Washington Cities (AWC) to develop a model business license threshold by July 1, 2018 with a focus on determining a threshold for when a license should be required for out-of-city businesses. The bill also required input from the business community.

AWC convened a task force of city business license officials to begin drafting a model license threshold in August 2017. The group met monthly in person or via conference call to research city business license systems and existing options for establishing a model threshold and to review feedback on the proposed model from cities and the business community. AWC sent a survey to cities last fall on preferences for approaching the model threshold and sent a draft for review to cities in March 2018. In April-June 2018, AWC sent drafts of the model to the business community for comment, and the task force met in person with business community representatives.

In response to business community concerns about the level of the threshold, the committee proposed doubling its initial proposed level to \$2,000 per year in the city for businesses without a location in the city. The committee agreed to review the threshold level in four years when the model B&O tax model ordinance will also be due for review and more information on impacts of the license threshold is known. In late June, the committee finalized the model language.

## **Business license model threshold implementation timeline**

**July 2017** – EHB 2005 takes effect

**August 2017** – First meeting of city workgroup

**July 1, 2018** – Deadline for city work group to develop model ordinance with minimum threshold to get a license

**August 8, 2018** – AWC webinar on implementing model threshold

**October 17, 2018** – Deadline for current BLS partner cities to adopt model minimum threshold and notify DOR of changes to business license for threshold adoption (Cities on BLS plan but not yet onboarded would have later deadline of January 1, 2019)

**January 1, 2019** – Deadline for all other cities to adopt model minimum threshold

### **How many cities does this impact?**

More than 230 cities issue local business licenses.

### **Where can I find more information on the Business Licensing Service or FileLocal?**

[Business licensing service](#)

[FileLocal](#)

### **What about the provision of EHB 2005 and the scope of work for the B&O service apportionment task force?**

The two-factor formula for B&O tax service apportionment was required by RCW 35.102.130, effective in 2008. The two factors, payroll and service income, have complicated multi-part tests to determine how much of business service revenues should be apportioned to a city.

**EHB 2005** created a seven-member task force to make recommendations to simplify two-factor service apportionment by October 2018 with the following members:

- One Department of Revenue, non-voting chair
- Three cities with local B&O taxes

- Three business representatives

The task force has been meeting monthly since August 2017, and the deadline by which it must submit a report to the Legislature is October 31, 2018. The city representatives are:

- Chris Bothwell, Lake Forest Park
- Joseph Cunha, Seattle
- Danielle Larson, Tacoma

### **How did this legislation come about?**

During the 2016 legislative session, lawmakers passed [HB 2959](#), establishing a task force to evaluate options to continue local business tax and licensing simplification. On December 30, 2016, the task force released its final report on local tax and licensing simplification with four main recommendations. The task force did not recommend that all cities with a business license be required to participate in the state's Business Licensing Service, nor did it recommend any centralized collection of city B&O tax at the state level. However, some of the items recommended represented a significant compromise on the part of cities.

### **Where can I find more information on the 2016 task force?**

The report included four recommendations related to licensing, establishing a business license threshold, recommending a task force on service income apportionment, and providing for data sharing between DOR and FileLocal. Read the [full report](#).

[Back to Advocacy news by category](#)

## **Model Business License Threshold Final Version**

**June 2018**

### **Model business license threshold options: (cities would adopt one of the options)**

#### **1. Threshold Exemption:**

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:

- (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

#### **2. Threshold with Fee-free License/Registration-only Option:**

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

[City would list this fee-free license in its business license rates section as \$0 or no fee.]

**Engaging in business model definition:**

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

# Memo

**DATE:** October 1, 2018  
**TO:** City Council  
**FROM:** Leslie Blaisdell, Finance Director  
**SUBJECT:** 2019/2020 Proposed Biennial Budget



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
- 2019/2020 Positions and Proposed Salary Ranges
- Capital Improvement Plans

The 2019/2020 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

- No Town Center land sales revenues are assumed during the Biennium

### Debt Management

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

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 2019 and 2020:

	<b>2019 Proposed</b>	<b>2020 Proposed</b>
Expenditure Budget - Operating	\$ 27,828,196	\$ 28,476,062
Ending Fund Balances - Operating	\$ 13,244,074	\$ 12,824,707
Reserve Percentage	47.59%	45.04%

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 - 2018 Through 2029  
ENDING FUND BALANCES**

	<b>12/31/2018 Adopted</b>	<b>12/31/2018 Y/E Estimate</b>	<b>12/31/2019 Proposed</b>	<b>12/31/2020 Proposed</b>	<b>12/31/2021 Projected</b>	<b>12/31/2022 Projected</b>	<b>12/31/2023 Projected</b>	<b>12/31/2024 Projected</b>	<b>12/31/2025 Projected</b>	<b>12/31/2026 Projected</b>	<b>12/31/2027 Projected</b>	<b>12/31/2028 Projected</b>	<b>12/31/2029 Projected</b>
General Fund - Unreserved	\$1,034,884	\$1,910,004	\$1,603,923	\$1,180,536	\$1,629,046	\$1,803,960	\$1,929,648	\$1,927,837	\$1,884,856	\$1,691,680	\$1,647,763	\$1,525,281	\$1,219,655
Police/Public Safety Fund	3,483,921	3,556,770	4,165,366	4,696,471	4,589,961	4,392,734	4,100,855	3,710,253	3,216,720	2,615,902	1,903,296	1,074,248	123,944
Parks Fund	50,260	50,000	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	141,986	36,570	0	0	0	0	0	0	0	0	0	0	0
General Fund - Reserved EFB	3,100,000	3,100,000	3,100,000	3,100,000	3,672,801	3,672,801	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
	<b>7,811,051</b>	<b>8,653,344</b>	<b>8,919,289</b>	<b>9,027,007</b>	<b>9,941,809</b>	<b>9,919,496</b>	<b>10,080,503</b>	<b>9,688,090</b>	<b>9,151,576</b>	<b>8,357,582</b>	<b>7,601,059</b>	<b>6,649,529</b>	<b>5,393,600</b>
Street Fund	652,219	734,311	923,274	992,118	1,031,341	1,039,848	1,016,507	960,150	869,571	743,526	580,731	388,916	166,805
Internal Service Funds*	1,394,873	889,258	889,258	889,258	1,332,133	1,332,133	1,332,133	1,332,133	1,332,133	1,332,133	1,332,133	1,332,133	1,332,133
Strategic Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Sub Total</b>	<b>3,047,092</b>	<b>2,623,569</b>	<b>2,812,532</b>	<b>2,881,376</b>	<b>3,363,474</b>	<b>3,371,981</b>	<b>3,348,640</b>	<b>3,292,283</b>	<b>3,201,704</b>	<b>3,075,659</b>	<b>2,912,864</b>	<b>2,721,049</b>	<b>2,498,938</b>
Other Restricted Funds**	<b>3,497,003</b>	<b>4,008,982</b>	<b>4,164,524</b>	<b>3,206,524</b>	<b>3,948,443</b>	<b>4,036,972</b>	<b>3,595,331</b>	<b>4,128,424</b>	<b>4,549,586</b>	<b>5,112,747</b>	<b>5,362,579</b>	<b>5,789,462</b>	<b>6,109,158</b>
<b>Grand Total</b>	<b>\$14,355,143</b>	<b>\$15,285,893</b>	<b>\$15,896,344</b>	<b>\$15,114,908</b>	<b>\$17,253,726</b>	<b>\$17,328,449</b>	<b>\$17,024,474</b>	<b>\$17,108,797</b>	<b>\$16,902,866</b>	<b>\$16,545,988</b>	<b>\$15,876,502</b>	<b>\$15,160,040</b>	<b>\$14,001,695</b>

*\*Internal Service Funds: IT Fund, Fleet Fund, Property Management, Risk Management Fund Balance reflects Assets and 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*

## **Revenue Projections**

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

- Sales tax revenue are projected to increase slightly from the 2018 adopted amount of \$2.6 million to \$2.62 million in 2019 and \$2.65 million in 2020.
- Property taxes are estimated to increase at the statutory limit level in 2019 and in 2020.
- Utility tax revenues are projected to remain flat.
- Real Estate Excise Taxes (REET) are projected to decrease to \$1.3 million from our 2018 budget of \$1.5 million due to rising interest rates that could affect sales.
- State liquor profits (\$267,811) and liquor excise taxes (\$168,695) are recognized in the General Fund and Police/Public Safety fund. This is a slight increase over the 2018 budgeted amounts.
- New Federal and State grants totaling of \$0.5 million, along with existing grant monies being carried over from the 2017/2018 biennium, will fund design and/or construction of major capital projects. Additional grants in the amount of \$4.1 million are programmed in the forecast.

Staff has reviewed fees and no increases are projected in this budget. A comprehensive review is being scheduled for early 2019 which will include a council study session.

## **Expenditure Projections**

The 2019/2020 budget is a status quo budget with a modest level of inflation assumed for expenditures.

- Medical/insurance rates are projected to increase by ten percent (10%) in 2019 and are forecasted to increase another ten percent (10%) in 2020.
- A 3% COLA for staff is included in 2019, which is based on the June, 2018 CPI. It also includes an estimated 3% COLA for 2020 pending the release of the June, 2019 CPI.

New Items included in the 2019/2020 Budget are as follows:

- A Maintenance Worker I has been added to Public Works Maintenance.
- A Traffic Patrol deputy has been added to Police. This is funded by increased Criminal Justice taxes and the removal of the \$40,000 traffic overtime line item. Additionally, increased court revenues will offset this position.
- The Investigator position, which was originally funded for 10 years by council has been funded through the forecast.
- Additional funding for Pavement Maintenance has been included in the Public Works budget utilizing the additional \$15 transportation benefit district fee.
- \$50,000 in 2020 for a 25-year birthday celebration.
- Software related items:
  - \$280,000 for replacement of the city's Eden Financial System. The City's current application is aging, and this is an appropriate time to begin the process of exploring our options moving forward. The most likely scenario is to replace with a more modern application with the ability to integrate with existing systems.

- \$8,950 for Lease reporting software. New GASB requirements regarding financial reporting of leases takes effect during this biennium. Implementing an application or software module will facilitate meeting these new GASB requirements.
- Website Analytic Software (\$5,000 annually). This is a Website tool to identify areas of the website that need attention (broken links, lack of engagement), enhance search engine optimization, accessibility and provide comprehensive analytic data.
- Document signing software to facilitate and manage electronic signature process. (\$6,000 annually)
- Funding for additional radios and chargers in public works. (\$13,684)
- The City website requires a new hosting service. This requires migrating content to a new platform. (\$30,000)
- 4 touch screen monitors - Electronic plan reviews is being implemented along with the new EnerGov permitting system. To facilitate effective use of this tool requires a larger monitor, possibly with touchscreen capabilities, to allow plan reviewers to view, mark up and collaborate during the eReview process. (\$8,750)
- Additional items requested for new City Hall
  - 3 hubs for conference rooms to accommodate large screen monitor/display for presentations/web conferencing. (\$30,000)
  - Digital signage for lobby areas of Civic Building: 1st, 2nd & 3rd floors. Application considered sole source to provide collaboration/duplication of content of RMC/PCTV service. Meets need for agenda noticing near meeting space. (\$16,000)

The 2019/2020 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2018 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  
2019 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
<b>Operating</b>					
<b>General</b>					
001 General	\$ 14,002,198		\$ 9,298,276		\$ 4,703,922
<b>Special Revenue</b>					
101 Street	2,833,975		1,910,701		923,274
102 Arterial Street	295,813		216,666		79,147
103 Real Estate Excise Tax	2,173,879		1,488,594		685,285
104 Parks	778,959		728,959		50,000
105 Traffic Impact Fees	1,047,540		-		1,047,540
106 Transportation Benefit District	50,000		50,000		-
107 Development Services	1,661,171		1,661,171		-
108 LRF	500,000		500,000		-
109 Police/Public Safety	9,609,868		5,444,502		4,165,366
188 Strategic Reserve	1,000,000		-		1,000,000
<b>Sub-total Special Revenue</b>	<b>19,951,205</b>		<b>12,000,593</b>		<b>7,950,612</b>
<b>Enterprise</b>					
140 Surface Water Mgmt	3,780,260		3,194,763		585,497
<b>Sub-total Enterprise Funds</b>	<b>3,780,260</b>		<b>3,194,763</b>		<b>585,497</b>
<b>Debt Service</b>					
201 Debt Service	3,338,607		3,334,564		4,043
<b>Sub-total Debt Service Funds</b>	<b>3,338,607</b>		<b>3,334,564</b>		<b>4,043</b>
<b>Total Operating</b>	<b>41,072,270</b>		<b>27,828,196</b>		<b>13,244,074</b>
<b>Capital Improvement</b>					
301 Parks CIP	2,613,012		850,000		1,763,012
302 Public Works CIP	1,256,565		1,256,565		-
303 Municipal Facilities CIP	-		-		-
<b>Sub-total CIP</b>	<b>3,869,577</b>		<b>2,106,565</b>		<b>1,763,012</b>
<b>Internal Service</b>					
501 Fleet & Equipment	958,807		207,950		750,857
502 Information Technology & Services	1,559,442		1,429,850		129,592
505 Property Management	742,080		733,271		8,809
506 Risk Management	145,800		145,800		-
<b>Sub-total Internal Service</b>	<b>3,406,129</b>		<b>2,516,871</b>		<b>889,258</b>
<b>Non-Annually Budgeted</b>					
150 Donations and Gifts to University Place	-		-		-
<b>Sub-total Non-Annually Budgeted</b>	<b>-</b>		<b>-</b>		<b>-</b>
<b>Total Budget</b>	<b>\$ 48,347,976</b>		<b>\$ 32,451,632</b>		<b>\$ 15,896,344</b>

**EXHIBIT A-2  
CITY OF UNIVERSITY PLACE  
2020 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
<b>Operating</b>					
<b>General</b>					
001 General	\$	13,579,888	\$	9,299,352	\$ 4,280,536
<b>Special Revenue</b>					
101 Street		3,077,475		2,085,357	992,118
102 Arterial Street		296,873		219,915	76,958
103 Real Estate Excise Tax		1,998,285		1,475,856	522,429
104 Parks and Recreation		793,970		743,970	50,000
105 Traffic Impact Fees		1,287,834		800,000	487,834
106 Transportation Benefit District		-		-	-
107 Development Services		1,716,537		1,716,537	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		10,281,613		5,585,142	4,696,471
188 Strategic Reserve		1,000,000		-	1,000,000
<b>Sub-total Special Revenue</b>		<b>20,952,587</b>		<b>13,126,777</b>	<b>7,825,810</b>
<b>Enterprise</b>					
140 Surface Water Mgmt		3,438,087		2,723,769	714,318
<b>Sub-total Enterprise Funds</b>		<b>3,438,087</b>		<b>2,723,769</b>	<b>714,318</b>
<b>Debt Service</b>					
201 Debt Service		3,330,207		3,326,164	4,043
<b>Sub-total Debt Service Funds</b>		<b>3,330,207</b>		<b>3,326,164</b>	<b>4,043</b>
<b>Total Operating</b>		<b>41,300,769</b>	<b>28,476,062</b>		<b>\$ 12,824,707</b>
<b>Capital Improvement</b>					
301 Parks CIP		3,484,942		2,084,000	1,400,942
302 Public Works CIP		2,434,617		2,434,617	-
303 Municipal Facilities CIP		-		-	-
<b>Sub-total CIP</b>		<b>5,919,559</b>		<b>4,518,617</b>	<b>1,400,942</b>
<b>Internal Service</b>					
501 Fleet & Equipment		987,232		236,375	750,857
502 Information Technology & Services		1,206,956		1,077,364	129,592
505 Property Management		659,372		650,563	8,809
506 Risk Management		151,337		151,337	-
<b>Sub-total Internal Service</b>		<b>3,004,897</b>		<b>2,115,639</b>	<b>889,258</b>
<b>Non-Annually Budgeted</b>					
150 Donations and Gifts to University Place		-		-	-
<b>Sub-total Non-Annually Budgeted</b>		<b>-</b>		<b>-</b>	<b>-</b>
<b>Total Budget</b>		<b>\$ 50,225,225</b>	<b>\$ 35,110,318</b>		<b>\$ 15,114,907</b>



October 1, 2018

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 2019-2020.

The City Council has continued to make progress in two strategic areas – building a strong financial baseline while focused on economic development to support growing demands for essential services. The 2017-2018 budget reflected these priorities with very healthy allocated and unallocated reserve funds, and investments in planning for the City's next phase of growth. The proposed 2019-2020 continues this trend, with more emphasis on a phased implementation of the plans developed in prior years.

The 2019-2020 budget includes funding for implementation of the City's Subarea Plan for its designated Regional Growth Center. This Plan looks comprehensively at the economic vitality and livability of a 465-acre area in the heart of University Place. The area will be the focus of the City's redevelopment and growth efforts over the next twenty years. For 2019-2020, the City will be evaluating new development typologies in furtherance of the plan, and new infrastructure investments in partnership with the private sector.

While most of the 2019-2020 budget reflects modest changes in existing programs and services, two other areas of investment include the allocation of one-time revenues to fund, for ten years, a public works crewmember and a police patrol officer. The use of one-time revenues to fund services for defined periods of time continues the City's effort to contain costs and to allocate resources for new projects or services only after funding has been secured. Through this practice, the City has been able to ensure that we will have enough resources to fund basic levels of services, even in the event of an economic downturn.

In the other area of major new investment, the proposed budget reflects the Council's recent decision to increase the City's vehicle license fee from \$20 to \$35. This increase will have a dramatic impact on the City's ability to complete pavement maintenance projects throughout the City. It is estimated that the City will be able to chip seal almost half of the City's residential streets and overlay a quarter of the City's collector streets over the next five years.

Through conservative budgeting and strategic investment, the City's long-range forecast projects that the City will continue to have sufficient resources to maintain existing service levels and to meet all its statutory and contractual obligations through the budgeted and forecasted period.

### **BUDGET**

As in previous years, the 2019-2020 Biennial Budget is essentially two budgets in one: an operating budget and a capital budget. For 2019, the total proposed City budget is \$32.4 million (\$27.8 million operating budget, a \$2.1 million capital budget and \$2.5 million in Internal Service charges). For fiscal year 2020, the total proposed City budget is \$35.1

million. The operating budget proposed for 2019 is \$28.5 million, the capital budget is \$4.5 million, and the Internal Service charges are \$2.1 million.

### **FINANCIAL GUIDELINES/ASSUMPTIONS**

The 2019-2020 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**

- Remaining Town Center land sales revenues are not assumed during the Biennium

#### **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.”

### **2019-2020 COUNCIL GOALS AND PRIORITIES**

On July 2, 2018, City Council adopted the following Goals and Priorities for the 2019-2020 Biennium:

1. Utilize a targeted business retention/recruitment strategy, complete a Strength, Weakness, Opportunities and Threats (SWOT) analysis priorities:
  - Business that can thrive with UP’s geographic, social and quality of life assets.
  - Select business types that have the optimum ratio between tax revenue and the cost to provide local government services to that business type.
  - Use the UP Business SWOT Analysis to prioritize business types in certain zoning districts in the overlay district and other zoning actions.
  - Consider optimum tax to cost of service impacts in the SEPA process when applicable so that certain high return business construction impacts are balanced with their long term positive net cost for government services.
  - Further develop strategies to market “Opportunity Properties.” Pay particular attention to attracting mid-sized employers looking to be near the boom in King County.
2. Implement an electronic citizens/public communications strategy.
  - Virtual communication and social media.
  - Complete and implement e-communication to the public.
  - Complete/enhance what we have, create new e-platforms.
  - Develop a comprehensive communication strategy and implement by end of year.

3. Hold citywide 25-year celebration that will highlight accomplishments and solicit future needs/expectations.
  - UP Citizens involved in meaningful way to recraft the community vision for the next long-term planning horizon. (Comp Plan update)
4. Conduct a detailed review of public safety needs with commission, community, and business input and develop long range planning document.
5. Complete and implement action plans for the Subarea Plans.
6. Unneeded City property sold, returning it to tax paying purposes.
7. Explore partnering with UPSD to do an advisory bond measure to hire additional police officers for school and neighborhood safety.
8. Increase strategic reserves 1% each budget cycle until reserves reach a best practice standard of 13% of GF.
9. Part-time community/volunteer position.
10. Understand and define citizen involvement and value of volunteers/events on community image and desirability.
11. Conservative forecasting and expenditures to ensure debt reduction.
  - Continue our conservative financial business practices.
  - Continue to look for opportunities to pay down principle and reduce interest rate.
12. Develop a policy for prioritizing one time and excess revenues to support police and transportation based on identified planning document.
13. Lower Park Impact fees and SWM fees.
14. Establish a viable homeless action plan and partner with existing services.
15. Increase staff awareness/education of Council's direction on overall service to the community. "Service that results in citizen trust and confidence."
16. Work on a solution with the UPSD for ½ days and support youth centric services – open gyms along with programs: Dance/Sports.
17. Develop a City value statement which includes transparency and integrity in the City's actions and communications. Use the value statement.

## 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 2019, we project that general sales tax revenue will be \$2.6 million due in large part to construction sales tax with a minimal increase in 2020. Property taxes are estimated to increase at the 1 percent limit level in 2019 and another 1 percent in 2020. Utility tax revenues are projected to remain flat. The other budget related revenue assumptions are:

- Real Estate Excise Taxes (REET) are projected to decrease from 1.5M to 1.3M from levels budgeted for 2018. (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

Assessed values continue the increase which began 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 **\$1.13** in 2018. 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 2019-2020 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 2019 and are forecasted to increase another ten percent (10%) in 2020.

### Staffing Levels

The 2019-2020 Proposed Biennial Budget includes core levels of city staff of 50.98 Full Time Equivalent (FTE.).

- City Manager’s Office – 2.0 Full Time Equivalent
- City Attorney’ Office - 2.0 FTE
- Finance and Administrative Services – 10.85 FTE
- Parks and Public Works – 14.0 FTE
- Engineering Services – 7.75 FTE
- Community and Economic Development – 13.25 FTE
- Police and Public Safety – 1.63 FTE, and by contract: 16 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 2019-2020 biennium:

- 67<sup>th</sup> Ave. W Phase 1
- Alameda Avenue Extension
- 35<sup>th</sup> St Improvements

The following surface water management projects will be constructed in the 2019-2020 biennium:

- 19<sup>th</sup> St Pond Retrofit

### 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 2019-2020 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the “core” levels of service to the Community. As always, we will continue providing the best service we can, meeting all our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve. 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](mailto:ssugg@cityofup.com).

Sincerely,



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Stephen P. Sugg  
City Manager

# EXECUTIVE SUMMARY

SOURCES AND USES	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>BEGINNING FUND BALANCES</b>	18,583,738	22,131,154	10,928,431	25,948,618	22,225,534	15,285,896	15,896,344
<b>OPERATING REVENUES</b>							
Property Tax	4,040,592	4,207,347	4,227,582	4,327,742	4,327,743	4,413,698	4,501,372
Sales Tax	3,120,377	2,931,792	2,796,014	2,922,000	2,927,000	2,951,220	2,980,732
Criminal Justice Sales Tax	630,159	675,578	479,912	624,221	624,221	642,344	659,480
Admission Tax	169,674	150,698	178,518	152,000	144,000	133,520	152,000
Utility Tax	2,278,742	2,297,559	2,285,000	2,185,000	2,185,000	2,188,850	2,193,099
Leasehold Excise Tax	1,367	1,053	1,800	1,000	1,000	1,000	1,000
Gambling Tax	38,747	45,963	40,500	45,000	63,500	64,135	64,777
Real Estate Excise Tax	1,250,704	1,412,151	1,109,436	1,109,436	1,500,000	1,300,000	1,313,000
Business License Fee	89,830	96,255	86,709	95,000	95,000	95,950	96,910
Cable Franchise Fees	540,211	548,002	510,050	535,000	535,000	541,071	546,482
Refuse Franchise Fees	309,453	319,950	295,000	315,000	315,000	314,801	317,949
Water Franchise Fees (TPU)	620,720	615,540	540,350	626,554	626,554	620,938	627,147
Electric Franchise Fees (TPU)	1,080,368	1,090,041	1,093,830	1,182,129	1,182,129	1,117,513	1,128,688
Sewer Franchise Fee	-	380,710	390,775	390,775	420,000	424,200	428,442
Alarm Permit Fees	9,016	7,625	4,000	6,000	6,500	6,500	6,500
Animal Control	48,852	45,990	51,510	51,510	51,510	52,025	52,545
State-Shared Revenues (Fuel Taxes, VLF, L	1,141,207	1,161,849	1,173,282	1,185,047	1,185,047	1,201,540	1,213,556
City Assistance/State of WA	116,483	116,997	-	100,500	125,000	120,000	-
Fines & Forfeitures (False Alarm, Misc, Bus	4,293	5,053	2,212	2,212	3,662	2,700	2,700
Sale of Documents & Records	478	186	200	200	200	-	-
Building Fees	523,767	946,469	604,077	604,076	472,431	664,480	311,574
Fire Fees	63,878	105,183	67,247	67,247	87,726	97,794	45,969
Engineering & Planning Fees	130,048	116,578	155,783	155,783	196,210	175,378	143,251
Recreation Fees	302,994	-	-	-	-	-	-
Court Fees	64,187	70,720	65,000	70,000	70,000	72,100	74,263
SWM Fees	2,782,541	2,772,455	2,894,351	2,894,352	2,894,352	2,824,000	2,852,240
Administrative Fee from SWM Fund	455,484	459,918	538,395	569,597	546,579	553,089	559,630
Rents and Leases	110,527	56,565	-	91,631	95,402	105,270	106,305
Investment Interest	86,714	194,180	75,000	195,000	335,000	250,000	170,000
Gain/(Loss) on Investment	370	-	-	-	1,931	-	-
Tax Interest	4,437	7,699	2,700	5,000	8,500	5,300	5,353
Judgements/Settlements	16,718	14,611	10,350	13,350	14,199	10,000	10,000
Miscellaneous	20,628	62,755	10,955	30,750	37,013	30,100	30,100
<b>Total Operating Revenue</b>	<b>20,053,566</b>	<b>20,917,472</b>	<b>19,690,538</b>	<b>20,553,112</b>	<b>21,077,409</b>	<b>20,979,516</b>	<b>20,595,064</b>
<b>OTHER FINANCING SOURCES</b>							
UPSD SRO Reimbursement	59,028	60,804	62,623	62,623	62,623	64,502	66,437
TC Land Sales/Library Expansion Space	120,000	1,401,180	120,000	717,300	717,300	120,000	120,000
Operating Grants (Police, GMA, FEMA)	20,110	27,579	-	57,800	57,800	-	-
Capital Grants	1,176,206	306,825	-	313,909	315,433	150,000	709,000
Private Contributions - Capital Projects	92,509	18,712	-	133,591	133,591	100,000	464,334
Sale of Surplus	-	73,364	-	-	3,902	-	-
Donations/Sponsorships	22,747	12,679	-	-	-	-	-
Insurance Recoveries	-	-	-	-	-	-	-
Interfund Transfers	15,541,118	13,403,204	7,131,036	20,258,039	22,942,914	8,613,856	10,082,138
Interfund Charges	690,489	1,078,178	1,240,721	1,178,487	1,269,557	1,443,562	1,346,018
G.O. Bonds	-	-	-	-	-	-	-
LRF Revenue	469,825	477,846	500,000	500,000	500,000	500,000	500,000
TBD Fees	402,330	480,909	404,000	475,000	480,000	-	-
Impact Fees	630,798	780,915	173,041	370,000	469,099	1,090,644	445,890
<b>Total Other Financing Sources</b>	<b>19,225,160</b>	<b>18,122,195</b>	<b>9,631,421</b>	<b>24,066,749</b>	<b>26,952,219</b>	<b>12,082,564</b>	<b>13,733,817</b>
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>57,862,464</b>	<b>61,170,821</b>	<b>40,250,388</b>	<b>70,568,478</b>	<b>70,255,162</b>	<b>48,347,976</b>	<b>50,225,225</b>

SOURCES AND USES	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>EXPENDITURES AND OTHER USES</b>							
<b>OPERATING EXPENDITURES</b>							
City Council	166,432	179,886	174,321	196,721	197,393	197,744	197,758
City Manager	479,749	559,586	500,232	542,043	539,327	585,178	661,972
Community and Economic Development	1,680,268	1,950,006	2,138,846	2,434,030	2,242,329	2,420,661	2,526,072
Finance and Administrative Services	1,803,290	1,870,543	2,112,514	4,098,451	4,044,531	2,344,815	2,299,681
Parks, Public Works and Engineering	3,834,732	3,377,983	4,033,720	4,030,120	3,829,572	4,667,329	4,908,562
Police and Public Safety	4,264,131	4,661,614	4,807,722	5,203,029	5,144,339	5,444,502	5,585,142
Subtotal Department Operations	12,228,602	12,599,618	13,767,355	16,504,394	15,997,491	15,660,229	16,179,187
Debt Service	3,495,278	3,412,562	3,393,356	3,393,609	3,393,609	3,382,442	3,373,600
Contingency	-	-	50,000	260,459	-	274,859	-
<b>Total Operating Expenditures</b>	<b>15,723,880</b>	<b>16,012,180</b>	<b>17,210,711</b>	<b>20,158,462</b>	<b>19,391,100</b>	<b>19,317,530</b>	<b>19,552,787</b>
<b>OTHER FINANCING USES</b>							
Capital Improvements Projects - PW	8,081,095	9,882,663	1,575,290	12,483,402	12,483,402	1,256,565	2,434,617
Capital Improvements Projects - Parks	479,379	50,874	155,000	460,594	460,594	850,000	2,084,000
Capital Improvements Projects - Municipal	29,453	112,297	-	6,864,212	6,864,212	-	-
Interfund Transfers	9,912,412	10,658,683	6,832,671	13,240,386	12,890,833	7,957,577	8,363,645
SWM - Admin Fee	455,484	459,918	538,395	569,597	546,579	553,089	559,630
Internal Services - Fleet	102,298	114,610	123,400	123,400	123,400	136,300	134,800
Capital Equipment - Fleet	111,333	138,961	53,725	53,300	53,300	71,650	101,575
Internal Services - IT	477,986	469,065	554,093	671,220	689,223	804,230	774,389
Capital Equipment - IT	204,838	309,820	304,330	670,530	652,527	625,620	302,975
Internal Services - Property Management	-	599,606	745,731	739,394	662,393	733,271	650,563
Internal Services - Risk	129,176	125,469	153,342	155,350	128,217	145,800	151,337
Donations	23,979	11,199	-	23,489	23,489	-	-
<b>Total Other Financing Uses</b>	<b>20,007,433</b>	<b>22,933,165</b>	<b>11,035,977</b>	<b>36,054,874</b>	<b>35,578,169</b>	<b>13,134,102</b>	<b>15,557,531</b>
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>35,731,313</b>	<b>38,945,346</b>	<b>28,246,688</b>	<b>56,213,336</b>	<b>54,969,269</b>	<b>32,451,632</b>	<b>35,110,318</b>
<b>ENDING FUND BALANCES</b>							
Reserved for:							
Street Operations	284,777	455,831	86,659	652,219	734,311	923,274	992,118
Arterial Street	19,919	112,618	68,172	80,243	80,243	79,147	76,958
Capital Improvements Projects - REET	740,157	842,537	194,039	483,314	873,879	685,285	522,429
Parks and Recreation	69,671	47,055	50,000	50,259	50,000	50,000	50,000
Traffic Impact Fee	992,444	901,309	1,176,224	741,357	845,456	1,047,540	487,834
Transportation Benefit District	84,123	165,032	75,000	45,000	50,000	-	-
Development Services	220,995	370,884	-	141,986	36,569	-	-
LRP	1,564,047	1,638,684	-	-	-	-	-
Police and Public Safety	2,185,328	2,764,365	2,563,606	3,483,921	3,556,771	4,165,366	4,696,471
Path & Trails	1	-	-	-	-	-	-
Surface Water Management	4,118,604	2,662,742	74,988	943,593	955,910	585,497	714,318
Strategic Reserve	856,934	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Debt Service	4,043	4,043	-	4,043	4,043	4,043	4,043
Capital Improvements Projects - Parks	790,337	1,156,399	374,928	1,199,452	1,199,452	1,763,012	1,400,942
Capital Improvements Projects - PW	1,395,909	(1,757,648)	-	-	(0)	-	-
Capital Improvements Projects - Muni Facili	2,670,547	4,195,828	-	-	-	-	-
Internal Service Funds - Fleet	633,743	750,802	615,179	750,857	750,857	750,857	750,857
Internal Service Funds - IT	34,606	129,592	54,017	572,467	129,592	129,592	129,592
Internal Service Funds -Property Managemen	-	8,809	-	70,255	8,809	8,809	8,809
Internal Service Funds - Risk	4,016	2,007	-	1,294	-	-	-
Donations	22,009	23,489	-	-	-	-	-
Unreserved/undesignated - General Fund	5,438,941	6,751,098	5,670,889	4,134,884	5,010,004	4,703,922	4,280,536
<b>ENDING FUND BALANCES</b>	<b>22,131,152</b>	<b>22,225,475</b>	<b>12,003,702</b>	<b>14,355,144</b>	<b>15,285,896</b>	<b>15,896,344</b>	<b>15,114,907</b>
<b>TOTAL EXPENDITURES, OTHER USES, AND FUND BALANCES</b>	<b>57,862,464</b>	<b>61,170,821</b>	<b>40,250,388</b>	<b>70,568,478</b>	<b>70,255,162</b>	<b>48,347,976</b>	<b>50,225,225</b>

# BUDGETS BY FUND

## GENERAL FUND - 001

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>REVENUES</b>							
Local Retail Sales & Use	2,816,157	2,603,764	2,565,000	2,600,000	2,600,000	2,626,000	2,652,260
Leasehold Excise Tax	1,367	1,053	1,800	1,000	1,000	1,000	1,000
Admission Tax	169,674	150,698	178,518	152,000	144,000	133,520	152,000
Utility Tax	2,278,742	2,297,559	2,285,000	2,185,000	2,185,000	2,188,850	2,193,099
Gambling Tax	38,747	-	-	-	-	-	-
Cable Franchise Fees	540,211	548,002	510,050	535,000	535,000	541,071	546,482
Refuse Franchise Fees	309,453	319,950	295,000	315,000	315,000	314,801	317,949
Water Fees (TPU)	620,720	615,540	540,350	626,554	626,554	620,938	627,147
Electric Fees (TPU)	1,080,368	1,090,041	1,093,830	1,182,129	1,182,129	1,117,513	1,128,688
Business License Fees	89,830	96,255	86,709	95,000	95,000	95,950	96,910
Penalty/Interest Taxes	-	-	-	-	600	-	-
Solicitor Permit Fees	250	225	400	400	250	250	250
City Assistance	116,483	116,997	-	100,500	125,000	120,000	-
Liquor Profits Tax	217,968	217,065	219,421	215,648	215,648	199,519	201,514
Liquor Excise Tax	150,566	157,112	152,019	160,441	160,441	168,695	170,382
Fines & Forfeitures	-	60	-	-	100	-	-
Judgements and Settlements	5,637	14,611	350	350	350	-	-
Sale of Documents & Records	478	186	200	200	200	-	-
Administrative Fee from SWM Fund	400,576	399,854	470,607	501,809	484,657	486,288	490,432
Rents and Leases	85,955	-	-	-	-	-	-
Investment Interest	86,714	194,180	75,000	195,000	335,000	250,000	170,000
Gain/(loss) on Investemetrn	370	-	-	-	1,931	-	-
Interest - Taxes	4,437	7,699	2,700	5,000	8,500	5,300	5,353
Library Expansion Space	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Land Sales	-	1,281,180	-	597,300	597,300	-	-
Grant	-	2,250	-	-	1,000	-	-
Donations	766	-	-	-	-	-	-
Miscellaneous	7,435	8,206	2,000	2,000	5,138	2,500	2,500
<b>TOTAL REVENUE</b>	<b>9,142,904</b>	<b>10,242,487</b>	<b>8,598,954</b>	<b>9,590,331</b>	<b>9,739,798</b>	<b>8,992,195</b>	<b>8,875,966</b>

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>EXPENDITURES</b>							
<b>Governance &amp; Management</b>							
City Council	166,432	179,886	174,321	196,721	197,393	197,744	197,758
City Manager's Office	372,409	455,365	441,232	483,043	459,974	501,825	528,619
Community Events & Assistance	80,268	44,432	29,500	29,500	49,853	53,853	103,853
Beautification	27,072	59,789	29,500	29,500	29,500	29,500	29,500
Community & Economic Dev. Direct	94,331	101,633	111,797	111,797	112,752	121,755	124,236
Economic Development	160,147	179,647	215,762	255,592	254,813	234,920	239,042
Finance/Admin Svcs Director	113,765	127,645	136,936	136,936	132,547	145,549	148,911
Finance	634,021	659,369	732,400	732,400	732,400	806,277	833,676
Human Resources	283,617	320,472	400,282	401,737	374,103	402,815	446,257
Reception	54,739	62,310	70,621	70,621	68,873	75,478	77,976
City Clerk	281,298	364,728	350,430	362,184	362,251	458,776	392,425
Communications/UPTV	240,673	253,282	322,127	657,626	609,776	358,735	346,693
Property Management	606,795	-	-	-	-	-	-
Engineering Services	240,677	310,029	400,609	400,609	368,389	415,731	431,912
Contingency	-	-	50,000	260,459	-	274,859	-
Interfund Transfers	5,999,466	5,811,743	4,366,710	8,077,819	7,728,267	5,220,459	5,398,494
<b>TOTAL EXPENDITURES</b>	<b>9,355,710</b>	<b>8,930,330</b>	<b>7,832,227</b>	<b>12,206,544</b>	<b>11,480,891</b>	<b>9,298,276</b>	<b>9,299,352</b>
<b>Fund Balance, January 1</b>	<b>5,651,745</b>	<b>5,438,941</b>	<b>4,904,162</b>	<b>6,751,097</b>	<b>6,751,097</b>	<b>5,010,003</b>	<b>4,703,922</b>
<b>Fund Balance, December 31</b>	<b>5,438,941</b>	<b>6,751,097</b>	<b>5,670,889</b>	<b>4,134,884</b>	<b>5,010,003</b>	<b>4,703,922</b>	<b>4,280,535</b>

**STREET FUND - 101**

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>REVENUES</b>							
Fuel Taxes	454,871	456,987	465,634	456,366	456,366	464,460	469,105
MultiModal Fuel Tax	32,457	33,885	34,350	45,980	45,980	45,292	45,745
MVA Transpo	18,949	29,650	30,097	40,110	40,110	39,712	40,109
Sewer Franchise Fee	-	380,710	390,775	390,775	420,000	424,200	428,442
TBD Fees	-	-	-	-	-	750,000	844,800
Judgments/Settlements	11,081	-	10,000	10,000	10,849	10,000	10,000
Sale of Surplus	-	610	-	-	-	-	-
Miscellaneous	4,537	49,647	-	-	2,000	2,000	2,000
Grants - WCIA	-	20,000	-	-	-	-	-
Transfer In - TBD	707,813	400,000	404,000	595,032	595,032	50,000	-
Transfer In - SWM	-	-	-	-	-	14,000	14,000
Transfer In - General Fund	-	-	-	-	-	300,000	300,000
<b>TOTAL REVENUE</b>	<b>1,229,708</b>	<b>1,371,489</b>	<b>1,334,856</b>	<b>1,538,263</b>	<b>1,570,337</b>	<b>2,099,664</b>	<b>2,154,201</b>
<b>EXPENDITURES</b>							
Public Works Operations	987,038	1,029,664	1,220,244	1,218,444	1,153,426	1,238,270	1,268,126
Streetlight Maint.	-	146,234	103,431	103,431	118,431	118,431	118,431
Pavement Maintenance	-	-	-	-	-	534,000	678,800
Snow/Ice Control	-	24,537	20,000	20,000	20,000	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>987,038</b>	<b>1,200,435</b>	<b>1,343,675</b>	<b>1,341,875</b>	<b>1,291,857</b>	<b>1,910,701</b>	<b>2,085,357</b>
<b>Fund Balance, January 1</b>	<b>42,107</b>	<b>284,777</b>	<b>95,478</b>	<b>455,831</b>	<b>455,831</b>	<b>734,311</b>	<b>923,274</b>
<b>Fund Balance, December 31</b>	<b>284,777</b>	<b>455,831</b>	<b>86,659</b>	<b>652,219</b>	<b>734,311</b>	<b>923,274</b>	<b>992,118</b>

**ARTERIAL STREET FUND - 102**

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>REVENUE</b>							
Fuel Taxes	211,119	212,101	216,114	211,813	211,813	215,570	217,726
Miscellaneous	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>211,119</b>	<b>212,101</b>	<b>216,114</b>	<b>211,813</b>	<b>211,813</b>	<b>215,570</b>	<b>217,726</b>
<b>EXPENDITURES</b>							
Transfer to PW Capital Improvement	98,178	46,944	162,071	196,797	196,797	169,657	173,288
Transfer to Debt Service	109,540	72,458	47,391	47,391	47,391	47,009	46,627
<b>TOTAL EXPENDITURES</b>	<b>207,718</b>	<b>119,402</b>	<b>209,462</b>	<b>244,188</b>	<b>244,188</b>	<b>216,666</b>	<b>219,915</b>
<b>Fund Balance, January 1</b>	<b>16,518</b>	<b>19,919</b>	<b>61,520</b>	<b>112,618</b>	<b>112,618</b>	<b>80,243</b>	<b>79,147</b>
<b>Fund Balance, December 31</b>	<b>19,919</b>	<b>112,618</b>	<b>68,172</b>	<b>80,243</b>	<b>80,243</b>	<b>79,147</b>	<b>76,958</b>

**REAL ESTATE EXCISE TAX FUND - 103**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
1st 1/4% Reet Tax	625,352	706,345	554,718	554,718	750,000	650,000	656,500
2nd 1/4% Reet Tax	625,352	705,806	554,718	554,718	750,000	650,000	656,500
<b>TOTAL REVENUE</b>	<b>1,250,704</b>	<b>1,412,151</b>	<b>1,109,436</b>	<b>1,109,436</b>	<b>1,500,000</b>	<b>1,300,000</b>	<b>1,313,000</b>
<b>EXPENDITURES</b>							
Transfer to PW Capital Improvemen	547,968	518,624	636,886	410,010	410,010	395,910	300,391
Transfer to Parks Capital Improvem	7,032	20,134	77,500	253,647	253,647	275,000	343,000
Transfer to Debt Service	915,875	771,013	505,000	805,003	805,002	817,684	832,465
<b>TOTAL EXPENDITURES</b>	<b>1,470,875</b>	<b>1,309,771</b>	<b>1,219,386</b>	<b>1,468,660</b>	<b>1,468,659</b>	<b>1,488,594</b>	<b>1,475,856</b>
<b>Fund Balance, January 1</b>	<b>960,329</b>	<b>740,158</b>	<b>303,989</b>	<b>842,538</b>	<b>842,538</b>	<b>873,879</b>	<b>685,285</b>
<b>Fund Balance, December 31</b>	<b>740,158</b>	<b>842,538</b>	<b>194,039</b>	<b>483,314</b>	<b>873,879</b>	<b>685,285</b>	<b>522,429</b>

**PARKS AND RECREATION FUND - 104**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Recreation Fees	302,994	-	-	-	-	-	-
Field/Park/Shelter Rentals	24,572	13,894	-	12,000	12,000	10,000	10,000
Donations	10,173	-	-	-	-	-	-
Sales Tax - 1% for Parks	298,344	321,394	231,014	322,000	322,000	325,220	328,472
Transfer In - GF - Parks	263,296	250,956	453,415	353,633	353,373	393,739	405,498
Transfer In - GF - Rec	231,857	7,369	-	-	-	-	-
Miscellaneous	-	390	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,131,236</b>	<b>594,003</b>	<b>684,429</b>	<b>687,633</b>	<b>687,373</b>	<b>728,959</b>	<b>743,970</b>
<b>EXPENDITURES</b>							
Recreation	568,448	7,369					
Parks Maintenance	446,950	498,717	573,064	573,064	573,063	616,845	631,215
Transfer to Debt	91,159	110,533	111,365	111,365	111,365	112,114	112,755
<b>TOTAL EXPENDITURES</b>	<b>1,106,557</b>	<b>616,619</b>	<b>684,429</b>	<b>684,429</b>	<b>684,428</b>	<b>728,959</b>	<b>743,970</b>
<b>Fund Balance, January 1</b>	<b>44,992</b>	<b>69,671</b>	<b>50,000</b>	<b>47,055</b>	<b>47,055</b>	<b>50,000</b>	<b>50,000</b>
<b>Fund Balance, December 31</b>	<b>69,671</b>	<b>47,055</b>	<b>50,000</b>	<b>50,259</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

TRAFFIC IMPACT FEE FUND - 105

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Impact Fees	250,342	402,231	120,000	120,000	219,099	202,084	240,294
Sales Tax - TIF Deferral	5,876	6,634	-	-	5,000	-	-
<b>TOTAL REVENUE</b>	<b>256,218</b>	<b>408,865</b>	<b>120,000</b>	<b>120,000</b>	<b>224,099</b>	<b>202,084</b>	<b>240,294</b>
<b>EXPENDITURES</b>							
Transfer to PW Capital Imp	-	500,000	-	279,952	279,952	-	800,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>279,952</b>	<b>279,952</b>	<b>-</b>	<b>800,000</b>
Fund Balance, January 1	736,226	992,444	1,056,224	901,309	901,309	845,456	1,047,540
Fund Balance, December 31	992,444	901,309	1,176,224	741,357	845,456	1,047,540	487,834

**TRANSPORTATION BENEFIT DISTRICT FUND - 106**

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>REVENUE</b>							
TBD Fees	402,330	480,909	404,000	475,000	480,000	-	-
<b>TOTAL REVENUE</b>	<b>402,330</b>	<b>480,909</b>	<b>404,000</b>	<b>475,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>							
Transfer Out - Street	707,813	400,000	404,000	595,032	595,032	50,000	-
Misc - Intergovernmental	2,607	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>710,420</b>	<b>400,000</b>	<b>404,000</b>	<b>595,032</b>	<b>595,032</b>	<b>50,000</b>	<b>-</b>
<b>Fund Balance, January 1</b>	<b>392,213</b>	<b>84,123</b>	<b>75,000</b>	<b>165,032</b>	<b>165,032</b>	<b>50,000</b>	<b>-</b>
<b>Fund Balance, December 31</b>	<b>84,123</b>	<b>165,032</b>	<b>75,000</b>	<b>45,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>

**DEVELOPMENT SERVICES FUND - 107**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Building Permits	523,767	946,469	604,077	604,076	472,431	664,480	311,574
Planning	67,675	46,434	38,708	38,708	64,655	49,790	31,620
Engineering	62,373	70,144	117,075	117,075	131,555	125,588	111,631
Fire Fees	63,878	105,183	67,247	67,247	87,726	97,794	45,969
Miscellaneous	-	-	-	25,000	25,000	25,000	25,000
Transfer In - SWM Fund	5,879	10,327	12,000	12,000	12,000	12,000	12,000
Transfer In - General Fund	511,338	319,585	571,899	571,899	372,978	649,949	1,178,743
<b>TOTAL REVENUE</b>	<b>1,234,910</b>	<b>1,498,142</b>	<b>1,411,006</b>	<b>1,436,005</b>	<b>1,166,345</b>	<b>1,624,601</b>	<b>1,716,537</b>
<b>EXPENDITURES</b>							
Development Services	1,091,093	1,275,949	1,330,889	1,579,200	1,415,762	1,585,164	1,640,197
Fire Code Official	51,080	72,305	80,117	81,112	80,306	76,007	76,340
Tree Account - Restricted	-	-	-	4,593	4,593	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,142,173</b>	<b>1,348,254</b>	<b>1,411,006</b>	<b>1,664,905</b>	<b>1,500,661</b>	<b>1,661,171</b>	<b>1,716,537</b>
<b>Fund Balance, January 1</b>	<b>128,259</b>	<b>220,996</b>	<b>-</b>	<b>370,885</b>	<b>370,885</b>	<b>36,570</b>	<b>-</b>
<b>Fund Balance, December 31</b>	<b>220,996</b>	<b>370,885</b>	<b>-</b>	<b>141,986</b>	<b>36,570</b>	<b>-</b>	<b>-</b>

LRF FUND - 108

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
LRF Sales Tax Revenue	468,274	477,846	500,000	500,000	500,000	500,000	500,000
Miscellaneous	1,551	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>469,825</b>	<b>477,846</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>EXPENDITURES</b>							
Transfer Out - TC CIP LRF Projects	79,774	6,446	-	133,591	133,591	-	-
Debt Service Reserve	-	-	103,037	1,608,130	1,608,130	102,987	103,512
Debt Issuance Costs	-	-	-	-	-	-	-
Debt Service Payment	396,413	396,763	396,963	396,963	396,963	397,013	396,488
<b>TOTAL EXPENDITURES</b>	<b>476,187</b>	<b>403,209</b>	<b>500,000</b>	<b>2,138,684</b>	<b>2,138,684</b>	<b>500,000</b>	<b>500,000</b>
<b>Fund Balance, January 1</b>	<b>1,570,409</b>	<b>1,564,047</b>	-	<b>1,638,684</b>	<b>1,638,684</b>	-	-
<b>Fund Balance, December 31</b>	<b>1,564,047</b>	<b>1,638,684</b>	-	-	-	-	-

POLICE AND PUBLIC SAFETY FUND - 109

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Property Tax - Current	4,001,791	4,171,444	4,227,582	4,297,743	4,297,743	4,383,698	4,471,372
Property Tax - Delinquent	38,800	35,905	-	30,000	30,000	30,000	30,000
Local Criminal Justice Tax	529,792	571,431	382,942	520,000	520,000	535,599	551,667
Gambling Tax - Punchboard/Pulltabs	-	38,156	35,000	37,500	56,000	56,560	57,126
Gambling Tax - Amusement	-	7,807	5,500	7,500	7,500	7,575	7,651
Alarm Permit Fees	9,016	7,625	4,000	6,000	6,500	6,500	6,500
Criminal Justice - Population	8,831	9,194	10,091	10,109	10,109	10,831	10,939
Criminal Justice - Contracted Svcs	54,450	56,756	48,480	55,000	55,000	55,550	56,106
Criminal Justice - Special Pop	32,159	33,336	33,854	34,567	34,567	35,774	36,132
DUI Cities	4,927	4,861	4,545	4,545	4,545	4,590	4,636
Liquor Profits	55,277	55,049	55,647	54,689	54,689	68,292	68,975
DUI Response Restitution	2,863	369	5,555	-	-	-	-
SRO Reimbursement/UPSD	59,028	60,804	62,623	62,623	62,623	64,502	66,437
SWM Admin Fee	54,908	60,064	67,788	67,788	61,922	66,801	69,198
Crime Free MultiHousing	600	600	-	-	275	-	-
False Alarm Charges	2,719	3,421	1,000	1,000	1,750	1,500	1,500
Court Fees	64,187	70,720	65,000	70,000	70,000	72,100	74,263
Pet License Fees	48,852	45,990	51,510	51,510	51,510	52,025	52,545
Pet License/Late Fees	1,574	1,572	1,212	1,212	1,212	1,200	1,200
Fine/Forfeitures	-	-	-	3,000	3,000	-	-
Transfer In - General Fund	-	-	-	600,000	600,000	600,000	550,000
Grants	8,273	5,549	-	7,800	7,800	-	-
<b>TOTAL REVENUE</b>	<b>4,978,048</b>	<b>5,240,651</b>	<b>5,062,329</b>	<b>5,922,585</b>	<b>5,936,745</b>	<b>6,053,097</b>	<b>6,116,247</b>
<b>EXPENDITURES</b>							
City Attorney	332,876	364,019	410,835	410,835	375,282	404,856	419,381
Court	124,711	275,407	161,389	285,500	285,500	294,065	302,887
Emergency Operations	34,728	66,902	54,533	73,202	56,100	88,827	74,073
Police	3,424,627	3,490,046	3,671,833	3,916,059	3,916,059	4,107,681	4,226,559
Public Safety	88,088	101,183	122,284	122,284	122,608	133,996	136,163
Animal Control	111,646	118,998	123,354	123,354	123,354	127,064	130,875
Code Enforcement	53,112	123,509	146,795	146,795	140,436	159,263	162,591
Jail	94,343	121,552	116,699	125,000	125,000	128,750	132,613
<b>TOTAL EXPENDITURES</b>	<b>4,264,131</b>	<b>4,661,614</b>	<b>4,807,722</b>	<b>5,203,029</b>	<b>5,144,339</b>	<b>5,444,502</b>	<b>5,585,142</b>
<b>Fund Balance, January 1</b>	<b>1,471,411</b>	<b>2,185,328</b>	<b>2,308,999</b>	<b>2,764,365</b>	<b>2,764,365</b>	<b>3,556,771</b>	<b>4,165,366</b>
<b>Fund Balance, December 31</b>	<b>2,185,328</b>	<b>2,764,365</b>	<b>2,563,606</b>	<b>3,483,921</b>	<b>3,556,771</b>	<b>4,165,366</b>	<b>4,696,471</b>

DONATIONS FUND - 150

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Donations	11,808	12,679	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>11,808</b>	<b>12,679</b>	-	-	-	-	-
<b>EXPENDITURES</b>							
Donation Accounts	23,979	11,199	-	23,489	23,489	-	-
<b>TOTAL EXPENDITURES</b>	<b>23,979</b>	<b>11,199</b>	-	<b>23,489</b>	<b>23,489</b>	-	-
Fund Balance, January 1	34,180	22,009	-	23,489	23,489	-	-
Fund Balance, December 31	22,009	23,489	-	-	-	-	-

**STRATEGIC RESERVE FUND - 188**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
GF Contribution	-	143,066	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	<b>143,066</b>	-	-	-	-	-
<b>EXPENDITURES</b>							
Council Approved Expenditures	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-
<b>Fund Balance, January 1</b>	<b>856,934</b>	<b>856,934</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Fund Balance, December 31</b>	<b>856,934</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

**DEBT SERVICE FUND - 201**

	2016 Actual	2017 Actual	2018			2019 Proposed	2020 Proposed
			Adopted	Revised	Estimate		
<b>REVENUE</b>							
Other	4,043	-	-	-	-	-	-
Transfer In - Arterial Street Fund	109,540	72,458	47,391	47,391	47,391	47,009	46,627
Transfer In - REET Fund	915,875	771,013	505,000	805,002	805,002	817,684	832,465
Transfer In - Parks	91,159	110,533	111,365	111,365	111,365	112,114	112,755
Transfer In - General Fund	2,375,805	2,456,444	2,681,281	2,381,529	2,381,529	2,357,757	2,334,317
<b>TOTAL REVENUE</b>	<b>3,496,422</b>	<b>3,410,448</b>	<b>3,345,037</b>	<b>3,345,287</b>	<b>3,345,287</b>	<b>3,334,564</b>	<b>3,326,164</b>
<b>EXPENDITURES</b>							
Principal - Public Works Trust Fund	191,238	191,238	124,697	124,697	124,697	124,699	124,698
Interest - Public Works Trust Fund	7,567	5,861	4,156	4,156	4,156	3,117	2,079
Fiscal Agent Fees - LRF	2,000	2,000	2,000	2,250	2,250	2,250	2,250
Principal-2005 LTGO	625,000	-	-	-	-	-	-
Interest-2005 LTGO	33,091	-	-	-	-	-	-
Debt Register Costs - 2005 LTGO	300	-	-	-	-	-	-
Interest-2007A LTGO	77,756	-	-	-	-	-	-
Debt Register Costs - 2007A LTGO	300	-	-	-	-	-	-
Principal-2007A LTGO	190,000	200,000	-	-	-	-	-
Interest-2007A LTGO	65,988	7,700	-	-	-	-	-
Debt Register Costs - 2007A LTGO	300	127	-	-	-	-	-
Interest - 2009 LTGO/Non Taxable	406,809	-	-	-	-	-	-
Debt Register Costs - 2009/Non Tax LTGO	300	-	-	-	-	-	-
Principal - 2009 LTGO/Taxable	-	230,000	675,000	675,000	675,000	705,000	740,000
Interest - 2009 LTGO/Taxable	490,142	490,142	476,526	476,526	476,526	436,566	394,830
Debt Register Costs - 2009/Taxable LTGO	300	300	425	425	425	425	425
Principal - 2012 LTGO	315,000	320,000	335,000	335,000	335,000	350,000	365,000
Interest - 2012 LTGO	613,437	606,054	598,033	598,033	598,033	589,307	579,682
Debt Register Costs - 2012 LTGO	600	600	850	850	850	850	850
Principal - 2016 LTGO	310,000	420,000	200,000	200,000	200,000	200,000	200,000
Interest - 2016 LTGO	162,251	935,900	927,500	927,500	927,500	921,500	915,500
Debt Register Costs - 2016 LTGO	-	526	850	850	850	850	850
<b>TOTAL EXPENDITURES</b>	<b>3,492,379</b>	<b>3,410,448</b>	<b>3,345,037</b>	<b>3,345,287</b>	<b>3,345,287</b>	<b>3,334,564</b>	<b>3,326,164</b>
<b>Fund Balance, January 1</b>	<b>-</b>	<b>4,043</b>	<b>-</b>	<b>4,043</b>	<b>4,043</b>	<b>4,043</b>	<b>4,043</b>
<b>Fund Balance, December 31</b>	<b>4,043</b>	<b>4,043</b>	<b>-</b>	<b>4,043</b>	<b>4,043</b>	<b>4,043</b>	<b>4,043</b>

**PARKS CAPITAL IMPROVEMENT FUND - 301**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Transfer In - REET	7,032	20,134	77,500	253,647	253,647	275,000	343,000
Transfer In - GF	-	5,134	-	-	-	-	-
Contributions	12,734	12,266	-	-	-	100,000	464,334
Impact Fees	380,456	378,684	53,041	250,000	250,000	888,560	205,596
Grants	200,000	-	-	-	-	150,000	709,000
Miscellaneous	-	718	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>600,222</b>	<b>416,936</b>	<b>130,541</b>	<b>503,647</b>	<b>503,647</b>	<b>1,413,560</b>	<b>1,721,930</b>
<b>EXPENDITURES</b>							
Parks Capital Projects	479,379	50,874	155,000	460,594	460,594	850,000	2,084,000
<b>TOTAL EXPENDITURES</b>	<b>479,379</b>	<b>50,874</b>	<b>155,000</b>	<b>460,594</b>	<b>460,594</b>	<b>850,000</b>	<b>2,084,000</b>
<b>Fund Balance, January 1</b>	<b>669,494</b>	<b>790,337</b>	<b>399,387</b>	<b>1,156,399</b>	<b>1,156,399</b>	<b>1,199,452</b>	<b>1,763,012</b>
<b>Fund Balance, December 31</b>	<b>790,337</b>	<b>1,156,399</b>	<b>374,928</b>	<b>1,199,452</b>	<b>1,199,452</b>	<b>1,763,012</b>	<b>1,400,942</b>

**PUBLIC WORKS CAPITAL IMPROVEMENT FUND - 302**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Grants	5,198,214	2,533,936	187,000	6,895,594	9,982,529	259,500	255,000
Private Contributions/Reimburseme	976,206	306,825	-	313,909	315,433	-	-
Transfer In - GF	39,168	421,065	-	360,000	360,000	-	-
Transfer In - TIF	-	500,000	-	279,952	279,950	-	800,000
Transfer In - Arterial Street	98,178	45,389	162,071	196,797	196,797	169,657	173,288
Transfer In - REET	547,968	518,624	636,886	410,010	410,010	386,908	349,996
Transfer In - SWM	1,405,759	2,396,820	589,333	2,562,735	2,562,735	440,500	856,333
Transfer In - LRF	79,775	6,446	-	133,591	133,591	-	-
Miscellaneous	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>8,345,268</b>	<b>6,729,107</b>	<b>1,575,290</b>	<b>11,152,588</b>	<b>14,241,047</b>	<b>1,256,565</b>	<b>2,434,617</b>
<b>EXPENDITURES</b>							
PW CIP	8,081,095	9,882,663	1,575,290	12,483,402	12,483,402	1,256,565	2,434,617
<b>TOTAL EXPENDITURES</b>	<b>8,081,095</b>	<b>9,882,663</b>	<b>1,575,290</b>	<b>12,483,402</b>	<b>12,483,402</b>	<b>1,256,565</b>	<b>2,434,617</b>
<b>Fund Balance, January 1</b>	<b>1,131,736</b>	<b>1,395,910</b>	<b>-</b>	<b>1,330,813</b>	<b>(1,757,646)</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, December 31</b>	<b>1,395,910</b>	<b>(1,757,646)</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MINICIPAL FACILITIES CAPITAL IMPROVEMENT FUND - 303**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
Transfer IN - GF	2,700,000	1,637,578	-	2,668,384	2,668,384	-	-
<b>TOTAL REVENUE</b>	<b>2,700,000</b>	<b>1,637,578</b>	<b>-</b>	<b>2,668,384</b>	<b>2,668,384</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>							
Muni CIP Capital Expenditures	29,453	112,297	-	6,864,212	6,864,212	-	-
<b>TOTAL EXPENDITURES</b>	<b>29,453</b>	<b>112,297</b>	<b>-</b>	<b>6,864,212</b>	<b>6,864,212</b>	<b>-</b>	<b>-</b>
<b>Fund Balance, January 1</b>	<b>-</b>	<b>2,670,547</b>	<b>-</b>	<b>4,195,828</b>	<b>4,195,828</b>	<b>-</b>	<b>-</b>
<b>Fund Balance, December 31</b>	<b>2,670,547</b>	<b>4,195,828</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SURFACE WATER MANAGEMENT FUND - 401**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUE</b>							
SWM Fees	2,782,541	2,772,455	2,894,351	2,894,351	2,894,352	2,824,000	2,852,240
Grants	11,837	2,030	-	50,000	50,000	-	-
Miscellaneous	900	350	3,000	3,350	3,350	350	350
<b>TOTAL REVENUE</b>	<b>2,795,278</b>	<b>2,774,835</b>	<b>2,897,351</b>	<b>2,947,701</b>	<b>2,947,702</b>	<b>2,824,350</b>	<b>2,852,590</b>
<b>EXPENDITURES</b>							
Engineering Services	275,481	468,177	754,812	754,812	586,561	642,152	659,686
Public Works Maint and Operations	618,184	782,723	850,195	848,395	898,337	969,786	987,637
Admin. Fee to General Fund	400,576	399,854	470,607	501,809	484,657	486,288	490,432
Admin. Fee to Police Fund	54,908	60,064	67,788	67,788	61,922	66,801	69,198
Debt Service Payment	2,899	2,114	48,319	48,322	48,322	47,878	47,436
Transfer Out - IT	-	-	-	-	-	46,200	-
Transfer Out - Street	-	-	-	-	-	14,000	14,000
Transfer Out - Fleet	114,902	125,000	31,780	-	-	12,825	43,380
Transfer Out - PW CIP	1,405,759	2,382,440	589,333	2,562,735	2,562,735	896,833	400,000
Transfer Out - Development Service	5,879	10,327	12,000	12,000	12,000	12,000	12,000
<b>TOTAL EXPENDITURES</b>	<b>2,878,588</b>	<b>4,230,699</b>	<b>2,824,834</b>	<b>4,795,861</b>	<b>4,654,534</b>	<b>3,194,763</b>	<b>2,723,769</b>
<b>Fund Balance, January 1</b>	<b>4,201,915</b>	<b>4,118,605</b>	<b>2,471</b>	<b>2,791,752</b>	<b>2,662,742</b>	<b>955,910</b>	<b>585,497</b>
<b>Fund Balance, December 31</b>	<b>4,118,605</b>	<b>2,662,742</b>	<b>74,988</b>	<b>943,592</b>	<b>955,910</b>	<b>585,497</b>	<b>714,318</b>

**FLEET INTERNAL SERVICE FUND - 501**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUES</b>							
User Charges - M&O	92,698	114,611	123,400	123,400	129,146	136,300	134,800
Gain/Disposal of Assets	-	72,754	-	-	3,902	-	-
Transfers In	139,448	183,265	53,725	53,300	43,652	71,650	101,575
<b>TOTAL REVENUE</b>	<b>232,146</b>	<b>370,630</b>	<b>177,125</b>	<b>176,700</b>	<b>176,700</b>	<b>207,950</b>	<b>236,375</b>
<b>EXPENDITURES</b>							
Fleet - Parks, Recreation & PW	91,055	106,967	106,400	106,400	116,695	121,000	121,000
Fleet - Engineering & Dev. Services	5,664	3,972	7,900	7,900	10,411	7,900	7,900
Fleet - City Pool Vehicle	1,906	924	4,300	4,300	440	2,700	2,200
Fleet - Code Enforcement	3,673	2,747	4,800	4,800	1,600	4,700	3,700
Capital Outlays	111,333	138,961	53,725	53,300	47,554	71,650	101,575
<b>TOTAL EXPENDITURES</b>	<b>213,631</b>	<b>253,571</b>	<b>177,125</b>	<b>176,700</b>	<b>176,700</b>	<b>207,950</b>	<b>236,375</b>
<b>Fund Balance, January 1</b>	<b>615,228</b>	<b>633,743</b>	<b>615,179</b>	<b>750,857</b>	<b>750,857</b>	<b>750,857</b>	<b>750,857</b>
<b>Fund Balance, December 31</b>	<b>633,743</b>	<b>750,802</b>	<b>615,179</b>	<b>750,857</b>	<b>750,857</b>	<b>750,857</b>	<b>750,857</b>

**IT INTERNAL SERVICE FUND - 502**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUES</b>							
User Charges - M&O	470,624	546,642	537,253	528,396	638,223	739,230	729,389
Transfer In - SWM	-	-	-	-	-	46,200	-
Transfer In - General Fund	177,067	326,087	306,170	762,354	652,527	579,420	302,975
Transfer In - General Fund/Consulti	15,722	1,142	15,000	51,000	51,000	65,000	45,000
<b>TOTAL REVENUE</b>	<b>663,413</b>	<b>873,871</b>	<b>858,423</b>	<b>1,341,750</b>	<b>1,341,750</b>	<b>1,429,850</b>	<b>1,077,364</b>
<b>EXPENDITURES</b>							
Information Services	266,855	275,027	394,368	470,923	482,420	561,915	544,644
IS Capital	204,838	309,820	304,330	670,530	652,527	625,620	302,975
IS Consulting	15,722	1,142	15,000	51,000	51,000	65,000	45,000
Telecommunications	52,075	54,139	44,625	44,625	63,000	65,305	68,585
GIS	32,288	29,869	32,650	37,222	40,432	41,050	44,050
Duplication	37,692	30,350	47,450	47,450	37,500	51,360	52,510
Postage	16,463	17,628	20,000	20,000	14,871	19,600	19,600
Depreciation Expense	56,892	60,910	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>682,824</b>	<b>778,885</b>	<b>858,423</b>	<b>1,341,750</b>	<b>1,341,750</b>	<b>1,429,850</b>	<b>1,077,364</b>
<b>Fund Balance, January 1</b>	<b>54,017</b>	<b>34,606</b>	<b>54,017</b>	<b>572,467</b>	<b>129,592</b>	<b>129,592</b>	<b>129,592</b>
<b>Fund Balance, December 31</b>	<b>34,606</b>	<b>129,592</b>	<b>54,017</b>	<b>572,467</b>	<b>129,592</b>	<b>129,592</b>	<b>129,592</b>

**PROPERTY MANAGEMENT INTERNAL SERVICE FUND - 505**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUES</b>							
User Charges	-	293,465	428,731	373,348	375,978	422,232	330,492
Town Hall Rentals	-	730	-	4,000	-	-	-
Cell Tower Leases	-	30,554	-	30,440	31,450	32,394	33,365
WMV Lease Payments	-	19	-	12	13	13	13
Sr. Center Lease Payments	-	275	-	275	275	275	275
CB Janitorial	-	1,200	-	1,200	1,200	1,200	1,200
Atrium Use	-	-	-	1,000	500	500	500
CB Leases	-	2,282	-	37,504	39,964	50,888	50,952
CB/Utility Reimbursements	-	4,569	-	5,200	10,000	10,000	10,000
Facility Agreement	-	2,760	-	-	-	-	-
Compensation for loss	-	282	-	-	-	-	-
Transfer Inn - General Fund - Condo	-	272,279	317,000	286,415	203,013	215,769	223,766
Transfer In - General Fund - Capital	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	<b>608,415</b>	<b>745,731</b>	<b>739,394</b>	<b>662,393</b>	<b>733,271</b>	<b>650,563</b>
<b>EXPENDITURES</b>							
Windmill Village	-	34,818	46,513	50,593	39,470	42,996	9,100
City Hall	-	116,800	193,788	179,444	156,043	168,598	2,000
Lot 8 Garage	-	7,465	21,500	21,500	23,380	28,150	23,300
Civic Building - City Only	-	134,257	57,250	94,194	84,223	91,761	205,015
Civic Building - Condo	-	272,279	317,000	286,415	286,415	311,039	320,371
Market Square	-	8,022	35,700	35,700	27,134	36,327	36,327
Vacant Lots	-	2,901	1,900	1,900	1,736	1,750	1,750
Senior Center	-	22	20,130	20,130	-	2,000	2,000
PW Shop	-	22,452	49,450	47,018	41,742	46,900	46,950
Kobayashi	-	184	2,500	2,500	1,250	1,250	1,250
Hess	-	188	-	-	-	1,500	1,500
Atrium Events	-	218	-	-	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	-	<b>599,606</b>	<b>745,731</b>	<b>739,394</b>	<b>662,393</b>	<b>733,271</b>	<b>650,563</b>
<b>Fund Balance, January 1</b>	-	-	-	<b>70,255</b>	<b>8,809</b>	<b>8,809</b>	<b>8,809</b>
<b>Fund Balance, December 31</b>	-	<b>8,809</b>	-	<b>70,255</b>	<b>8,809</b>	<b>8,809</b>	<b>8,809</b>

**RISK MANAGEMENT INTERNAL SERVICE FUND - 506**

	2016	2017	2018			2019	2020
	Actual	Actual	Adopted	Revised	Estimate	Proposed	Proposed
<b>REVENUES</b>							
User Charges - Insurance	127,167	123,460	151,337	153,343	126,210	145,800	151,337
Investment Interest	-	-	-	-	-	-	-
Judgments/Settlements	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>127,167</b>	<b>123,460</b>	<b>151,337</b>	<b>153,343</b>	<b>126,210</b>	<b>145,800</b>	<b>151,337</b>
<b>EXPENDITURES</b>							
Insurance/Risk Management	129,176	125,469	153,342	155,350	128,217	145,800	151,337
Transfer to Parks CIP - Kobayashi	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>129,176</b>	<b>125,469</b>	<b>153,342</b>	<b>155,350</b>	<b>128,217</b>	<b>145,800</b>	<b>151,337</b>
<b>Fund Balance, January 1</b>	<b>6,025</b>	<b>4,016</b>	<b>2,005</b>	<b>3,301</b>	<b>2,007</b>	-	-
<b>Fund Balance, December 31</b>	<b>4,016</b>	<b>2,007</b>	<b>-</b>	<b>1,294</b>	<b>-</b>	-	-

**Proposed Salary Ranges**

<b>Position Title</b>	<b>2019 PROPOSED Salary Range</b>		<b>2020 PROPOSED Salary Range</b>	
	<b>Entry</b>	<b>High</b>	<b>Entry</b>	<b>High</b>
City Manager		\$15,692		\$16,810
Executive Director/Assistant City Manager	\$9,666	\$12,718	\$9,955	\$13,100
City Attorney	\$9,665	\$12,718	\$9,955	\$13,100
Planning & Development Services Director	\$9,090	\$11,961	\$9,362	\$12,320
Director of Engineering and Capital Projects	\$9,090	\$11,961	\$9,362	\$12,320
Public Works, Parks & Facilities Director	\$9,090	\$11,962	\$9,363	\$12,320
Finance Director	\$9,090	\$11,961	\$9,362	\$12,320
Deputy Finance Director/Risk Manager	\$8,240	\$10,843	\$8,487	\$11,168
Assistant Development Services Director	\$7,538	\$9,918	\$7,764	\$10,215
Deputy Director of Engineering and Capital Projects	\$7,538	\$9,918	\$7,764	\$10,215
Communications/I.T. Manager	\$7,210	\$9,488	\$7,426	\$9,773
Human Resources Manager/Management Analyst	\$7,210	\$9,488	\$7,426	\$9,773
Building Official/Sr. Building Inspector	\$6,976	\$9,181	\$7,186	\$9,457
Public Safety Administrator	\$6,489	\$8,540	\$6,684	\$8,796
Principal Planner	\$6,489	\$8,540	\$6,684	\$8,796
Finance and Operations Manager	\$6,489	\$8,540	\$6,684	\$8,796
Sr. Project Engineer	\$6,489	\$8,540	\$6,684	\$8,796
City Clerk	\$6,212	\$8,173	\$6,398	\$8,418
Network Administrator	\$6,212	\$8,173	\$6,398	\$8,418
Operations and Facilities Manager	\$6,212	\$8,173	\$6,398	\$8,418
Fire Code Official	\$6,212	\$8,173	\$6,398	\$8,418
Sr. Plans Examiner/Building Inspector	\$5,974	\$7,861	\$6,153	\$8,097
Construction Manager	\$5,974	\$7,861	\$6,153	\$8,097
Civil Designer	\$5,974	\$7,861	\$6,153	\$8,097
Project Engineer	\$5,974	\$7,861	\$6,153	\$8,097
NPDES Coordinator	\$5,544	\$7,295	\$5,711	\$7,514
Plans Examiner	\$5,544	\$7,295	\$5,711	\$7,514
Analyst (Finance, HR, etc.)	\$5,544	\$7,295	\$5,711	\$7,514
Parks Maintenance Supervisor	\$5,544	\$7,295	\$5,711	\$7,514
Executive Assistant	\$5,150	\$6,776	\$5,305	\$6,980
Building Inspector	\$5,150	\$6,776	\$5,305	\$6,980
Code Enforcement Officer	\$5,150	\$6,776	\$5,305	\$6,980
Paralegal	\$4,957	\$6,520	\$5,105	\$6,715
Payroll & Benefits Supervisor	\$4,956	\$6,520	\$5,105	\$6,715
Deputy City Clerk	\$4,956	\$6,520	\$5,105	\$6,715
Administrative Assistant	\$4,956	\$6,520	\$5,105	\$6,715
Project/Program Assistant	\$4,956	\$6,520	\$5,105	\$6,715
Parks Maintenance Lead	\$4,956	\$6,520	\$5,105	\$6,715
Communication Specialist	\$4,738	\$6,235	\$4,880	\$6,422
I.T. Specialist	\$4,738	\$6,235	\$4,880	\$6,422
Sr. Specialist (Finance, Office)	\$4,567	\$6,008	\$4,704	\$6,188
Assistant Planner	\$4,567	\$6,008	\$4,704	\$6,188
Specialist (Finance, Permit)	\$4,329	\$5,698	\$4,459	\$5,869
Technician II (Parks, Facility, Comm., I.T., etc.)	\$4,017	\$5,285	\$4,138	\$5,443
Technician I (Parks, Facility, Comm., I.T., etc.)	\$3,605	\$4,743	\$3,713	\$4,885
Office Assistant	\$3,296	\$4,337	\$3,395	\$4,467
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	

**PARKS CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 YE Est	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023 - Proj	2024 - Proj	2025 - Proj	2026 - Proj	2027 - Proj	2028 - Proj	2029 - Proj	Total
Beginning Fund Balance - Unspent Impact	949,452	949,452	874,452	1,195,346	1,400,942	1,475,942	763,442	838,442	913,442	988,442	1,063,442	1,138,442	1,213,442	
Parks Impact Fees Collected	250,000	250,000	888,560	205,956	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	3,048,745
Miscellaneous														718
REET Transfer	508	508	100,000	287,500	-	-	-	-	-	-	-	-	-	394,309
BFB - Unspent Impact Fees	508	508	100,000	287,500	-	-	-	-	-	-	-	-	-	410,134
<b>Unfunded</b>	-	-	-	-	950,000	-	-	-	-	-	-	-	-	950,000
Cirque Park Improvements	1,016	1,016	200,000	575,000	950,000	-	-	-	-	-	-	-	-	
REET Transfer	175,000	175,000	-	-	-	-	-	-	-	-	-	-	-	175,000
Parks Impact Fees	175,000	175,000	-	-	-	-	-	-	-	-	-	-	-	175,000
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sunset Terrace Park	350,000	350,000	-	-	-	-	-	-	-	-	-	-	-	
REET Transfer	-	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000
Parks Impact Fees	-	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000
<b>Unfunded</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Curran Apple Orchard Park</b>	-	-	150,000	-	-	-	-	-	-	-	-	-	-	
REET Transfer	4,000	4,000	-	55,500	-	-	-	-	-	-	-	-	-	59,500
Parks Impact Fees (eligible?? Increase capacity?)	4,000	4,000	-	55,500	-	-	-	-	-	-	-	-	-	59,500
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Colgate Park</b>	8,000	8,000	-	111,000	-	-	-	-	-	-	-	-	-	
REET Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Parks Impact Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	2,275
Insurance Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	27,768
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Kobayashi Property</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	
REET Transfer	-	-	100,000	-	-	-	-	-	-	-	-	-	-	100,392
Parks Impact Fees	-	-	100,000	-	-	-	787,500	-	-	-	-	-	-	887,892
<b>Unfunded</b>	-	-	-	-	-	-	787,500	-	-	-	-	-	-	787,500
<b>Creekside Park</b>	-	-	200,000	-	-	-	1,575,000	-	-	-	-	-	-	
REET Transfer	12,439	12,439	-	-	-	-	-	-	-	-	-	-	-	20,907
Parks Impact Fees	12,439	12,439	-	-	-	-	-	-	-	-	-	-	-	20,907
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Paradise Pond Park</b>	24,878	24,878	-	-	-	-	-	-	-	-	-	-	-	
REET Transfer	56,700	56,700	-	-	-	-	-	-	-	-	-	-	-	64,684
General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	5,134
Parks Impact Fees	10,000	10,000	50,000	-	-	-	-	-	-	-	-	-	-	146,410
Pierce County Contribution - Trail Planning	-	-	50,000	-	-	-	-	-	-	-	-	-	-	75,000
Lakewood Contribution - Trail Planning	-	-	50,000	-	-	-	-	-	-	-	-	-	-	75,000
Pierce County Conservation District	-	-	-	-	-	-	-	-	-	-	-	-	-	5,333
Grant - Applied For - awaiting funding word	-	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
<b>Chambers/Leach Creek Trail - Munson</b>	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	36,935
<b>Chambers/Leach Creek Trail - Gilchrist</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	62,926
<b>Chamber/Leach Creek Trail - Construction</b>	-	-	300,000	-	-	-	-	-	-	-	-	-	-	300,000

**PARKS CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 YE Est	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023 - Proj	2024 - Proj	2025 - Proj	2026 - Proj	2027 - Proj	2028 - Proj	2029 - Proj	Total
Chambers Creek Trail Phase 2/RCO Grant				709,000										709,000
Parks Impact Fees				224,666										224,666
Pierce County Contribution				224,667										224,667
Lakewood Contribution				224,667										224,667
Private Contribution - Chambers Creek Foundation				10,000										10,000
Private Contribution - Lakewood Partners for Parks				5,000										5,000
<b>Chambers Creek Trail/Phase 2</b>				<b>1,398,000</b>										
REET Transfer	5,000	5,000	-	-	-	-	-	-	-	-	-	-	-	9,021
Parks Impact Fees	5,000	5,000	-	-	-	-	-	-	-	-	-	-	-	9,021
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Riconizuito Park</b>	<b>10,000</b>	<b>10,000</b>	-	-	-	-	-	-	-	-	-	-	-	
REET Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Parks Impact Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	201,215
Grant Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
Unfunded	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Grant - Cirque Park Lighting</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,660,046</b>	<b>1,660,046</b>	<b>2,613,012</b>	<b>3,485,302</b>	<b>2,425,942</b>	<b>1,550,942</b>	<b>2,413,442</b>	<b>913,442</b>	<b>988,442</b>	<b>1,063,442</b>	<b>1,138,442</b>	<b>1,213,442</b>	<b>1,288,442</b>	
<b>Total Expense</b>	<b>460,594</b>	<b>460,594</b>	<b>850,000</b>	<b>2,084,000</b>	<b>950,000</b>	<b>-</b>	<b>1,575,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PUBLIC WORKS CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 Estimate	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023-Proj	2024-Proj	2025=Proj	2026-Proj	2027-Proje	2028-Proje	2029-Proje	Totals
Beginning Fund Balance	1,330,813	(1,757,646)	(0)	(0)	(0)	(0)	(0)	0	0	(0)	(0)	(0)	0	
Arterial Street	4,980	4,980	149,657	153,288	187,540	190,964	192,874	194,803	196,751	198,719	200,706	202,713	204,740	2,208,674
SWM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REET	138,050	138,050	246,908	264,996	234,412	239,427	246,125	252,976	259,983	267,150	274,480	281,977	289,644	3,416,768
<b>CIP Personnel</b>	332,621	332,621	396,565	418,284	421,952	430,391	438,999	447,779	456,734	465,869	475,186	484,690	494,384	5,439,000
REET	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Fund	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-	598,469
<b>Overlay Program</b>	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-	598,469
Bridgeport Phase 5 - GRANT	29,376	29,376	-	-	-	-	-	-	-	-	-	-	-	2,669,893
SWM	-	-	-	-	-	-	-	-	-	-	-	-	-	426,066
TIF	-	-	-	-	-	-	-	-	-	-	-	-	-	530,000
Private Cont - Jolly Mon	-	-	-	-	-	-	-	-	-	-	-	-	-	14,509
TPU	-	-	-	-	-	-	-	-	-	-	-	-	-	418,934
<b>Bridgeport Way West Phase 5-27th to 19th</b>	2,692	2,692	-	-	-	-	-	-	-	-	-	-	-	3,382,331
SWM - Stormwater NCIP	130,000	130,000	-	-	-	-	-	-	-	-	-	-	-	136,358
<b>Stormwater NCIP</b>	130,000	130,000	-	-	-	-	-	-	-	-	-	-	-	136,358
SWM - Drainage for CIP	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,400,000
<b>Drainage for CIP</b>	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,400,000
Arterial Street - Neighborhood CIP	67,998	67,998	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	292,636
<b>Neighborhood CIP</b>	67,998	67,998	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	292,636
SWM - 19th Street Pond Retrofit	-	-	-	456,333	-	-	-	-	-	-	-	-	-	456,333
<b>19th Street Pond Retrofit</b>	-	-	-	456,333	-	-	-	-	-	-	-	-	-	456,333
SWM - Leach Creek Channel Habitat Restoration	59,615	59,615	-	-	-	-	-	-	-	-	-	-	-	59,615
<b>Leach Creek Channel Habitat Restoration</b>	59,615	59,615	-	-	-	-	-	-	-	-	-	-	-	59,615
Mildred Street - Federal CMAQ Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	1,968,345
SWM	-	-	-	-	-	-	-	-	-	-	-	-	-	231,892
Private Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	183,676
<b>Mildred Street</b>	757	757	-	-	-	-	-	-	-	-	-	-	-	1,866,527
LRF - Market Place Street/Pedestrian	42,884	42,884	-	-	-	-	-	-	-	-	-	-	-	478,002
<b>LRF - Market Place Street/Pedestrian</b>	42,884	42,884	-	-	-	-	-	-	-	-	-	-	-	478,002
LRF - Garage/Elevator Security	80,707	80,707	-	-	-	-	-	-	-	-	-	-	-	505,179
<b>LRF - Garage/Elevator Security</b>	80,707	80,707	-	-	-	-	-	-	-	-	-	-	-	505,179
LRF - Market Place Phase 5	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	147,236
<b>LRF - Market Place Phase 5</b>	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	147,236
Cirque/56th Corridor Improvements	4,210,788	4,225,804	-	-	-	-	-	-	-	-	-	-	-	4,769,174
SWM	241,803	241,803	-	-	-	-	-	-	-	-	-	-	-	503,332
REET	-	-	-	-	-	-	-	-	-	-	-	-	-	70,932
Tacoma	-	1,503	-	-	-	-	-	-	-	-	-	-	-	72,337
Tacoma - Phase 1	102,804	87,788	-	-	-	-	-	-	-	-	-	-	-	328,986
<b>Cirque/56th Corridor Improvements</b>	1,469,756	1,469,756	-	-	-	-	-	-	-	-	-	-	-	5,746,265
Saferoutes - 44th	96,000	96,188	-	-	-	-	-	-	-	-	-	-	-	812,085
Arterial Street	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-	-	-	-	-	-	122,748
<b>Saferoutes - 44th</b>	7,238	7,238	-	-	-	-	-	-	-	-	-	-	-	859,719
SWM	244,922	244,922	-	-	-	-	-	-	-	-	-	-	-	1,911,532
<b>SWM - Soundview Dr W (Brookside to 31)</b>	244,922	244,922	-	-	-	-	-	-	-	-	-	-	-	1,911,532
SWM	334,056	334,056	-	-	-	-	-	-	-	-	-	-	-	373,770
<b>SWM - Olympic Dr W (GV to 31)</b>	334,056	334,056	-	-	-	-	-	-	-	-	-	-	-	373,770

**PUBLIC WORKS CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 Estimate	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023-Proj	2024-Proj	2025=Proj	2026-Proj	2027-Proje	2028-Proje	2029-Proje	Totals
SWM	640,655	640,655	-	-	-	-								677,741
<b>SWM - Tahoma Place</b>	640,655	640,655	-	-	-	-								677,741
SafeRoutes - Elwood	-	-												767,460
REET	-	-												156,251
SWM	-	-												214,482
<b>Saferoutes - Elwood Dr. W. (Cirque to 40th)</b>	-	-												1,151,548
27th Street TIB (Bridgeport to 67th)	116,844	116,844	-	-	-	-								1,204,000
SWM	-	-	-	-	-	-								394,134
GF - Irrigation	-	-	-	-	-	-								61,000
Private Cont	62,382	62,382	-	-	-	-								62,382
TPU	71,170	71,170	-	-	-	-								597,884
<b>27th Street (B-Port to 67th Ave West)</b>	1,109	1,109	-	-	-	-								2,311,803
27th Street Phase 2 (Grandview - Bridgeport)	1,233,983	1,233,983	-	-	-	-								1,275,000
Reet	112,705	112,705	-	-	-	-								337,705
SWM	115,272	115,272	-	-	-	-								124,725
Private Contribution - Kaz	32,570	32,570	-	-	-	-								32,570
<b>27th Street Phase 2 (Grandview - Bridgeport)</b>	1,697,421	1,697,421	-	-	-	-								1,770,000
Bridgeport Phase 4A	283,478	292,755	-	-	-	-								330,723
SWM	54,147	54,147	-	-	-	-								60,000
<b>Bridgeport Way West Phase 4A - Chambers Lane to 67th</b>	329,673	329,673	-	-	-	-								400,000
67th Ave Phase 1	-	-	259,500	-	-	-								259,500
SWM	-	-	40,500	-	-	-								40,500
<b>67th Ave Ph 1</b>	-	-	300,000	-	-	-								300,000
Morrison CDBG	24,933	24,933	-	-	-	-								203,500
SWM	105,823	105,823	-	-	-	-								119,494
REET	46,131	46,131	-	-	-	-								66,638
<b>Morrison CDBG</b>	176,887	176,887	-	-	-	-								389,631
Cirque Drive (Sunset to 83rd) - Grant	-	1,222	-	-	-	-								251,050
SWM	3,442	3,442	-	-	-	-								3,442
<b>Cirque Drive (Sunset to 83rd)</b>	-	-	-	-	-	-								255,714
54th Street Improvements - State Grant	26,193	26,193	-	-	-	-								745,000
Art Street	22,536	22,536	-	-	-	-								22,536
SWM	-	-	-	-	-	-								90,167
<b>54th Street Improvements - Ped/Bike</b>	619	619	-	-	-	-								857,704
REET - Upgrade School Flasher Beacons	70,124	70,124	40,000	40,000	-	-								160,000
<b>Upgrade School Flasher Beacons</b>	70,124	70,124	40,000	40,000	-	-								160,000
General Fund	-	-	-	-	-	-	617,607		1,449,349					2,066,956
<b>Town Center Infrastructure - Garage</b>	-	-	-	-	-	-	617,607		1,449,349					2,066,956
Mildred Overlay	357,000	357,000	-	-	-	-								357,000
REET	43,000	43,000	-	-	-	-								43,000
SWM	20,000	20,000	-	-	-	-								20,000
<b>Mildred Overlay</b>	420,000	420,000	-	-	-	-								420,000
67th Ave Overlay	392,700	392,700	-	-	-	-								392,700
Arterial Street	36,289	36,289	-	-	-	-								36,289
SWM	25,000	25,000	-	-	-	-								25,000
<b>67th Ave Overlay</b>	453,989	453,989	-	-	-	-								453,989
35th Street (BP to Grandview)	442,000	442,000	-	-	-	-								442,000
SWM	78,000	78,000	-	-	-	-								78,000
<b>35th St. (BP to Grandview)</b>	520,000	520,000	-	-	-	-								520,000
TIF - Larsen Lane	279,952	279,952	-	-	-	-								779,952
<b>Larsen Lane</b>	200,000	200,000	-	-	-	-								779,952
General Fund - Market Square Improvement	60,000	60,000	-	-	-	-								60,000
<b>Market Square Improvements</b>	60,000	60,000	-	-	-	-								60,000

**PUBLIC WORKS CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 Estimate	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023-Proj	2024-Proj	2025=Proj	2026-Proj	2027-Proje	2028-Proje	2029-Proje	Totals
Bridgeport Phase 4B	1,730,000	1,730,000	-	-	-	-	-	-	-	-	-	-	-	1,730,000
REET	-	-	100,000	-	-	-	-	-	-	-	-	-	-	100,000
SWM	210,000	210,000	200,000	-	-	-	-	-	-	-	-	-	-	410,000
Private Contribution - McGuire	60,000	60,000	-	-	-	-	-	-	-	-	-	-	-	60,000
<b>Bridgeport Way West Phase 4-67th to S City Limits</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,300,000</b>
Alameda Ave Extension	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TIF	-	-	-	800,000	-	-	-	-	-	-	-	-	-	800,000
SWM	-	-	-	200,000	-	-	-	-	-	-	-	-	-	200,000
<b>Alameda Ave Extension</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>
Unfunded	-	-	-	-	1,500,000	-	-	-	-	-	-	-	-	1,500,000
57th Ave W. (Unfunded)	-	-	-	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000
<b>67th/Cirque - Rock Wall Replacement (Unfunded)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>
Bridgeport Overlay	1,013,531	1,013,531	-	-	-	-	-	-	-	-	-	-	-	1,013,531
Arterial Street	64,994	64,994	-	-	-	-	-	-	-	-	-	-	-	64,994
SWM	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
<b>Bridgeport Overlay</b>	<b>1,178,525</b>	<b>1,178,525</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,178,525</b>
Chambers Creek Rd/Chambers Lane Phase 1	-	-	-	-	255,000	1,823,250	-	-	-	-	-	-	-	2,078,250
REET	-	-	-	-	45,000	-	-	-	-	-	-	-	-	45,000
SWM	-	-	-	-	-	321,750	-	-	-	-	-	-	-	321,750
<b>Chambers Creek Rd/Chambers Lane Phase 1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>2,145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,445,000</b>
Lakewood Drive Overlay	-	-	-	-	69,200	401,940	-	-	-	-	-	-	-	471,140
REET	-	-	-	-	10,800	62,731	-	-	-	-	-	-	-	73,531
SWM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Chambers Creek Rd/Chambers Lane Phase 1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>464,671</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>544,671</b>
35th St Improvements	-	-	-	255,000	187,000	1,955,000	-	-	-	-	-	-	-	2,397,000
REET	-	-	-	45,000	33,000	-	-	-	-	-	-	-	-	78,000
SWM	-	-	-	-	-	345,000	-	-	-	-	-	-	-	345,000
<b>35th St Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>220,000</b>	<b>2,300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,820,000</b>
PW CIP Contingency	1,451,154	1,451,133	-	-	-	-	-	-	-	-	-	-	-	1,451,133
BFB	1,330,813	(1,757,646)	(0)	(0)	(0)	(0)	(0)	0	0	(0)	(0)	(0)	(0)	0
<b>Total Revenue</b>	<b>14,228,836</b>	<b>14,241,027</b>	<b>1,256,565</b>	<b>2,434,617</b>	<b>2,741,952</b>	<b>5,560,062</b>	<b>1,276,606</b>	<b>667,779</b>	<b>2,126,083</b>	<b>685,869</b>	<b>695,186</b>	<b>704,690</b>	<b>714,384</b>	<b>14,228,836</b>
<b>Total Expense</b>	<b>12,483,402</b>	<b>12,483,381</b>	<b>1,256,565</b>	<b>2,434,617</b>	<b>2,741,952</b>	<b>5,560,062</b>	<b>1,276,606</b>	<b>667,779</b>	<b>2,126,083</b>	<b>685,869</b>	<b>695,186</b>	<b>704,690</b>	<b>714,384</b>	<b>12,483,402</b>
<b>EFB</b>	<b>3,076,247</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MUNICIPAL FACILITIES CIP PLAN  
2018 THROUGH 2029**

	2018 CF	2018 YE Est	2019- Proj	2020-Proj	2021 - Proj	2022 - Proj	2023 - Proj	2024 - Proj	2025 - Proj	2026 - Proj	2027 - Proj	2028 - Proj	2029 - Proj	Total
<b>Revenue</b>														
Beginning Fund Balance	4,195,828	4,195,828	-	-	-	-	-	-	-	-	-	-	-	4,195,828
TRANSFER IN - General Fund	2,668,384	2,668,384	-	-	-	-	-	-	-	-	-	-	-	2,668,384
<b>Expenditures</b>														
Civic Building Tenant Improvements - City Hall	4,359,837	4,359,837	-	-	-	-	-	-	-	-	-	-	-	4,359,837
Civic Building - 1st Floor Restroom	68,463	68,463	-	-	-	-	-	-	-	-	-	-	-	68,463
Civic Building Tenant Improvements - Suite 102	26,361	26,361	-	-	-	-	-	-	-	-	-	-	-	26,361
Police Station	2,409,551	2,409,551	-	-	-	-	-	-	-	-	-	-	-	2,409,551
Total Revenue	6,864,212	6,864,212	-	-	-	-	-	-	-	-	-	-	-	
Total Expense	6,864,212	6,864,212	-	-	-	-	-	-	-	-	-	-	-	

# Memo

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**DATE:** October 1, 2018  
**TO:** City Council  
**FROM:** Leslie Blaisdell, Finance Director  
**SUBJECT:** 1% Property Tax Increase Study Session

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Attached for your review is the draft Council Bill, Ordinance and back-up documentation which will be brought before council for approval on November 5, 2018.

Earlier this evening Council studied the proposed expense and revenue budgets for the 2019 and 2020 calendar years. The proposed budget for the 2019-2020 biennium includes the statutorily allowed increase in the City's ad valorem property tax in each year of the biennial budget. The first Public Hearing on the 2019-2020 Proposed Budget is being held on October 15, 2018. The second public hearing and council consideration will be held on November 5, 2018.

To implement the increase for 2019, it is necessary to adopt an ordinance imposing the increase in the regular property tax levy for 2019 in the amount of \$22,267.16 which is a percentage increase of 0.518113% from the previous year.

All property tax revenue is dedicated to Police whose contracted expenses increase by 3% annually.

Staff is recommending that council pass an Ordinance relating to ad valorem property taxes, establishing the amounts to be raised in 2019 by taxation on the assessed valuation of property in the City of University Place, and setting the levy for the year 2019.

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

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**Proposed Council Action:**

Pass an Ordinance relating to ad valorem property taxes, establishing the amounts to be raised in 2019 by taxation on the assessed valuation of property in the City of University Place, and setting the levy for the year 2019.

**Agenda No:**

**Dept. Origin:** Finance

**For Agenda of:** November 5, 2018

**Exhibits:** Ordinance  
Pierce Co. Preliminary Values

**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**

On November 5, 2018, City Council will consider the 2019-2020 Biennial Budget after holding two public hearings pursuant to RCW 84.55.120. The City Council's adopted budget for the 2019-2020 biennium includes a 1% increase in the City's ad valorem property tax in each year of the biennial budget.

To implement the 1% increase for 2019, it is necessary to adopt an ordinance imposing an increase in the regular property tax levy. The statutory limit results in an increase in the levy of \$22,267.16, which is a percentage increase of 0.518113% exclusive of revenue from new construction, improvements to property, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

**RECOMMENDATION / MOTION**

**MOVE TO:** Pass an Ordinance relating to ad valorem property taxes, establishing the amounts to be raised in 2019 by taxation on the assessed valuation of property in the City of University Place, and setting the levy for the year 2019.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING TO AD VALOREM PROPERTY TAXES; ESTABLISHING THE AMOUNTS TO BE RAISED IN 2018 BY TAXATION ON THE ASSESSED VALUATION OF PROPERTY IN THE CITY; AND SETTING THE LEVY FOR THE YEAR 2019.**

WHEREAS, the City Council of the City of University Place has met and considered its budget for the calendar year 2019; and

WHEREAS, the City's actual levy amount from the previous year was \$4,297,743.38; and

WHEREAS, the population of the City is more than 10,000.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON DOES ORDAIN AS FOLLOWS:**

Section 1. 2019 Property Tax. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$22,267.16 which is a percentage increase of 0.518113% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 3. Effective Date and Publication. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall become effective five days after publication.

**PASSED BY THE CITY COUNCIL ON NOVEMBER 5, 2018.**

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita Genetia, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Matt Kaser, City Attorney

Date of Publication:

Effective Date: